National Taiwan Normal University

Operational Guidelines for Reviewing and Processing Applications by Faculty and Staff Members for their Children to Attend the Junior High Division of the Affiliated Senior High School

1. Only a current faculty or staff member within the authorized complement of the University is a qualified applicant.

2. "Child of faculty/staff" herein refers to either of the following:

   (1) A child defined in the Civil Code.

   (2) A child of the faculty or staff member's spouse who lives in the same household (the household registration must show that the child belongs to the same household)

3. If the number of children for whom applications are submitted hereunder in a given year exceeds the quota of students for that year, an order of priority is determined according to the seniority of the applicant faculty/staff members. If two or more children tie for the last available place due to the applicants having identical seniority, the issue shall be resolved by lot drawing.

4. The calculation of a faculty or staff member's seniority shall include the years of service with the University or the Affiliated Senior High School, and exclude the seniority accrued during any unpaid leave with guaranteed reinstatement or leave with suspension of service or pay, <u>except that the applicant was on leave with guaranteed reinstatement for entering military service when drafted</u>.

   <u>If an applicant taught class at the University voluntarily while on unpaid leave with guaranteed reinstatement, the seniority for that part is calculated based on the percentage of the voluntary teaching</u>

hours to the obligatory teaching hours.

5. For the purpose of encouraging academic accomplishments, a faculty member employed as a “Research Chair Professor” of the University or granted an equivalent award may apply for his or her child to receive priority in being admitted to the Junior High Division of the Affiliated Senior High School, using the scheme of extra quota allowed by the Department of Education, Taipei City Government.

   If the number of children for whom applications are submitted exceeds that allowed for the extra quota, an order of priority will be determined based on the applicants’ seniority. If there is any remaining place from that quota, the President will coordinate the assignment work having regard to the needs associated with the furtherance of University affairs.

6. All applicants shall complete an application form (as attached) and submit it, together with a copy of certificate of household registration and other supportive documents, to the Personnel Office if the applicant is a faculty or staff member, or to the Office of General Affairs if the applicant is a technician or university worker (e.g. messenger, custodian), before the specified deadline. Applications received after due date shall be considered to be an automatic waiver of right.

   The afore-mentioned deadline for application shall be determined by an official announcement of the University.

7. After collecting all applications, the Personnel Office will submit them to a review committee of the University for determination of priority for those applications, and, after the approval of the President, to the Affiliated Senior High School for further processing.

   A review committee meeting shall be composed of the University's

Vice President, Dean of Academic Affairs, Dean of Research and Development, Secretary-General, Director of the Personnel Office, and four other faculty and staff representatives appointed by the President. Where necessary, other related persons may be invited to attend the meeting as observers.