

National Taiwan Normal University Guidelines for International Talent Recruitment Subsidies

Approved on Dec. 22, 2021 at the 10th Academic Directors' Committee Meeting of Academic Year 2021

Approved on Jan. 21, 2022 at the 122nd Meeting of the University Endowment Fund Committee

1. These Guidelines have been established in accordance with Articles 8 and 9 of the *Regulations Governing Management and Oversight of the Campus Funds of National Universities and Colleges* and this university's *Regulations for the Management of Revenues and Expenditures of the University Endowment Fund* for the purpose of recruiting international talents, improving the quality of their teaching and research, and providing them with a stable living environment.
2. Eligibility:
 - a. Regular, full-time faculty members, technical personnel, project-based teachers, and contractual teachers who are not citizens of the ROC.
 - b. Newly hired regular and full-time faculty, technical personnel, project-based teachers, and contract teachers who are ROC citizens and have resided in a foreign country (including Hong Kong and Macau) for three (3) years or more and have returned to Taiwan for six (6) months or less before their employment in this university.
3. Types of Subsidies:
 - a. Living and Settlement Allowance: Newly hired faculty or personnel who meet the eligibility requirements listed in Point 2 above shall receive a one-time sum of NT\$100,000 per person.
 - b. Airfare Subsidies: One flight to Taiwan and two flights to the applicant's home country. Regulations concerning application eligibility and subsidy amounts are found in Table 1 as attached.

If the same applicant is hired for more than one of the positions listed in Point 2, there shall be no repeat application for recruitment subsidies, nor will the period of eligibility for living allowances or airfare subsidies be reset.
4. Application Process:
 - a. Living and Settlement Allowance: Within three (3) months of commencing employment by the applicant, the application form shall be completed (Table 2) and submitted to the employing department and the Office of Human Resources for review and verification before forwarding to the university President for approval.
 - b. Airfare Subsidy: Within three (3) months of commencing employment or return date to Taiwan, the airfare subsidy application form (Table 3) and an airfare receipt shall be submitted for processing.
5. Source of Funding: Payment for all subsidies will be drawn from income generated by the NTNU Endowment Fund.
6. These Guidelines, and any ensuing revisions, shall be implemented following its passage at a meeting of the Academic Directors Committee and the University Endowment Fund Committee.

Table 1

National Taiwan Normal University Airfare Subsidies for International Talent Recruitment

Unit: NT\$

Type of Airfare Subsidy	Single trip to Taiwan	Two trips to home country
Eligibility	Newly hired faculty/personnel who meet one of the employment categories listed in Point 2.	Faculty/personnel who meet one of the employment categories listed in Point 2-1, have been employed at NTNU for one (1) year, and remaining employed by NTNU.
Subsidy Recipient	Limited to the individual hired by NTNU	Limited to the individual hired by NTNU
Subsidy Amount	A one-way, economy-class ticket from the applicant's home country or current country of domicile. The most direct flight route shall be chosen. Receipts will be verified before issuance of payment.	1. Within a six-year period starting from the day of employment, two economy class roundtrip tickets will be subsidized for the applicant. Only one trip will be subsidized for a single year, and only to the applicant's home country indicated on his/her passport. 2. The airfare subsidy for each trip is capped at NT\$40,000 and NT\$80,000 for a one-way and roundtrip ticket respectively. Receipts will be verified before issuance of payment.
Notes	1. If the same applicant is hired for more than one of the positions listed in Point 2, there shall be no repeat application for recruitment subsidies, nor will the period of eligibility for living allowances or airfare subsidies be reset. 2. Those who have received other forms of financial assistance, whether from the university or through external sources, shall not be eligible for these recruitment subsidies. 3. Newly naturalized ROC citizens will cease to be eligible for airfare subsidies for trips to their home countries starting from the year after they are issued their ROC I.D. cards.	

國立臺灣師範大學補助延攬國際人才生活安頓津貼申請書					
NTNU Application Form		for Living Allowances		of Recruited International Talents	
申請日期 Application Date：民國 年/Y 月/M 日/D 校內分機 On-campus Tel/Extension No：					
單位 Employing Unit				姓 名 Full Name	
職稱 Title				居留證號 ARC No. 身分證號 ID No.	
現居住地址及電話 Current Address & Tel.					
是否曾獲本項補助 Have you previously received this Living Allowance?		☐ 否 No ☐ 是 Yes		期間 Period	From 年/Y 月/M 日/D 起 至 To 年/Y 月/M 日/D 止
				金額 Amount	新臺幣 NT\$ 元整
注意事項 Notes		一、生活安頓津貼一次發給新臺幣 10 萬元整，並應於到職日起 3 個月內提出申請。 A one-time Living Allowance of NT\$100,000 will be granted to applicants. Applications shall be submitted within three (3) months from the starting date of employment. 二、本申請書經專案核定後，由人事室依規定造冊，核發金額於扣除所得稅後發給。 Upon approval of the application, the Human Resources Office will record relevant information in a list pursuant to regulations, and pay the approved amount lump sum after deduction of income tax.			
申請人簽名 (Signature of Applicant)		單位主管 (Supervisor of Employing Unit)		一級單位主管 (First Level Administrative Supervisor)	
核定補助金額 Amount of Approved Allowance (由人事室填列 To be filled out by Human Resources Office)		☐ 符合申請條件 Qualified. ☐ 不符合申請條件 Unqualified. (理由 Reasons：) ☐ 核給金額 Amount approved:新臺幣 NT\$100,000 元整			
人事室 Office of Human Resources		主計室 Office of Accounting		校長 President	

國立臺灣師範大學補助延攬國際人才生活安頓津貼申請書					
NTNU Application Form		for Living Allowances		of Recruited International Talents	
申請日期 Application Date：民國 年/Y 月/M 日/D 校內分機 On-campus Tel/Extension No：					
單位 Employing Unit				姓 名 Full Name	
職稱 Title				居留證號 ARC No. 身分證號 ID No.	
現居住地址及電話 Current Address & Tel.					
是否曾獲本項補助 Have you previously received this Living Allowance?		☐ 否 No ☐ 是 Yes		期間 Period	From 年/Y 月/M 日/D 起 至 To 年/Y 月/M 日/D 止
				金額 Amount	新臺幣 NT\$ 元整
注意事項 Notes		一、生活安頓津貼一次發給新臺幣 10 萬元整，並應於到職日起 3 個月內提出申請。 A one-time Living Allowance of NT\$100,000 will be granted to applicants. Applications shall be submitted within three (3) months from the starting date of employment. 二、本申請書經專案核定後，由人事室依規定造冊，核發金額於扣除所得稅後發給。 Upon approval of the application, the Human Resources Office will record relevant information in a list pursuant to regulations, and pay the approved amount lump sum after deduction of income tax.			
申請人簽名 (Signature of Applicant)		單位主管 (Supervisor of Employing Unit)		一級單位主管 (First Level Administrative Supervisor)	
核定補助金額 Amount of Approved Allowance (由人事室填列 To be filled out by Human Resources Office)		☐ 符合申請條件 Qualified. ☐ 不符合申請條件 Unqualified. (理由 Reasons：) ☐ 核給金額 Amount approved:新臺幣 NT\$100,000 元整			
人事室 Office of Human Resources		主計室 Office of Accounting		校長 President	

Table 3

國立臺灣師範大學補助延攬國際人才機票費申請書

National Taiwan Normal University International Talent Recruitment Airfare Subsidy Application Form

申請日期 Application Date :

校內分機 On-campus Tel/Extension No :

單位 Employing Unit		姓 名 Full Name	
職稱 Title		居留證號 ARC No. 身分證號 ID No.	
到校日期 Date of Arrival at NTNU		申請日期 Application Date	
申請補助類別 (請擇一勾選) Type of Airfare Subsidy (Choose one)	☐ 一次來(返)臺機票費 Single Trip to Taiwan 出發國家 Embarkation Point : 抵臺日期 Date of Arrival in Taiwan :		☐ 第____次返鄉機票費 1 st /2 nd Time Returning to Home Country 抵達國家 Country of Destination : 返臺日期 Date of Return to Taiwan :
☐ 未獲其他經費補助。I have not received any other subsidies.			
檢附單據清單 (依「國外出差旅費 報支要點」辦理) Attached Documents (To be handled in accordance with the Guidelines for Overseas Business Trip Expense Reimbursement)	☐ 國立臺灣師範大學黏貼憑證用紙及領款收據。 NTNU adhesive certificate and payment receipt. ☐ 機票票根或電子機票或其他足資證明行程之文件。 Ticket stub, e-ticket, and/or other documentation proving itinerary. ☐ 國際線航空機票購票證明單或旅行業代收轉付收據或其他足資證明支付票款之文件。 Proof of purchase of international ticket, travel agency receipt, and/or other documentations proving ticket purchase. ☐ 登機證存根(含電子登機證)或足資證明出入境事實之護照影本或航空公司所開立之搭機證明。 Boarding pass stub (including electronic boarding pass), or photocopy of passport proving entry/exit at destination, or boarding certificate issued by airline.		
申請人(簽名) Signature of Applicant	單位主管 Supervisor of Employing Unit	一級單位主管 First Level Administrative Supervisor	
人事室 Office of Human Resources	主計室 Office of Accounting	校長 President	
核定補助金額 Approved subsidy amount : ☐ 新臺幣 NT\$80,000 元整 ☐ 其他金額 Other amounts : 新臺幣 NT\$_____元整			

注意事項 Notes :

1. 請自到職日或返臺日起3個月內，檢據辦理。

Please apply within three (3) months from the day of return to Taiwan or first day of employment for your airfare subsidy with the required documents.

2. 歸墊銀行帳號限本人國內郵局或金融機構新臺幣帳戶。

Payments will only be made in New Taiwan Dollars and only to accounts opened in local financial institutions or the Taiwan Chunghwa Post.

3. 返鄉機票費：自到職日起 6 年內，補助本人至多 2 次(每年至多 1 次)返回護照國籍居住地來回經濟艙機票費。

Subsidies for travel to/from home country: Within a six-year period starting from the day of employment, two economy class roundtrip tickets will be subsidized for the applicant. Only one trip will be subsidized for a single year, and only to the applicant' s home country indicated on his/her passport.