

Ming Chuan University Procedures for Management of Full-time Research Assistants

Passed at the Administrative Council Meeting on October 24, 2011

- Article 1. Ming Chuan University Procedures for Management of Full-time Research Assistants have been established as a standard for employment of all full-time assistants in various research projects.
- Article 2. Herewithin, full-time assistants are those personnel of research projects sponsored by government institutions or public and private enterprises who are not part of the University roster. This does not include full-time project assistants of Strive for Excellence Project who are hired in accordance with the university employment procedures.
- Article 3. Principle investigators should examine the qualifications of full-time assistants in accordance with the sponsoring institutions, fill in the Project Assistant Application Form, and complete all administrative procedures prior to their employment.
- Article 4. In addition to laws and decrees or arrangements of sponsoring institutions, the employment requirements and working compensation for full-time assistants should be processed based on Hiring Notices for MOST Subsidized Research Project Assistants and other relevant regulations.
- Article 5. Full-time assistants cannot be the principle investigators, co-principle investigators, assistant principal investigators or spouses or relatives of the 3rd degree (members of a 4-generational family who aren't direct lineal relatives of the individual) of directors of executing units. Projects of sponsoring institutions without such limitations are not restricted.
- Article 6. Responsibilities, working hours, and workplace for full-time assistants are appointed by principle investigators and executing units. They may be sent to different places as regards to the need of the project.
- Full-time assistants should sign in and out of work for up to 84 hours of normal working hours every two weeks.
- Full-time assistants should comply with the Regulations of Leave-Taking for Workers and obtain consent of principle investigators and executing units before taking leave. The principle investigators and executing units should make record of leave on their work schedule sheet. The principle investigators and executing units should organize and submit the sheet to the Human Resources Division at the end of each month.
- Article 7. Full-time assistants may participate in labor insurance, employment insurance, NHI (National Health Insurance), and retirement allotment in accordance with the Labor Pension Act.
- Article 8. During the period of employment, full-time assistants should accept the guidance and performance evaluation of principle investigators and comply with regulated obligations of the university and sponsoring institutions. Also, they are not permitted to take any temporary positions with the sponsoring institutions, but are not restricted in cases where those institutions have no such limitations. Any violator will be dismissed by the university.
- Article 9. Without the consent of principle investigators, full-time assistants cannot use or disclose publicly any collected data and research outcomes. Any violator will be dismissed in accordance with regulations. Any illegal profits will be dealt with in accordance with relevant laws.
- Article 10. If full-time assistants need to resign prior to the end of the employment contract period for some reason, they should submit the request in writing one month prior to their resignation and it must be approved by the principle investigator. After approval through the administrative procedures, they should complete all relevant resignation procedures before the end of their employment. The Human Resources Division will issue a Proof of Resignation.
- If a full-time assistant resigns on their own without following the above mentioned process, they must pay off all relevant fees such as labor disability coverage, NHI coverage, and labor and retirement allotment. The principle investigators are responsible to press the charge to recoup these fees.
- Article 11. Besides those stated in laws and decrees or project agreements, management of university

project assistants will be dealt with in accordance with these procedures.

Article 12. Matters not covered in these procedures will be dealt with in accordance with Hiring Notices for MOST Subsidized Research Project Assistants or other relevant regulations.

Article 13. Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****