(*The English version is for reference only.*)

National Pingtung University Part-Time Assistant (Labor-Type) Employment Form

Version 112.1
Please print double-sided

Applying Unit			
Principal Investigator / Applicant			
Project Title		Project No.	
		Account No.	
		Project Period	
Funding Source (Agency)		☐ Project funding application not yet approved (attach copy of special approval memo) ☐ Project funding approved but not yet remitted to the University ☐ Project funding approved and already remitted to the University	
Proposed Hire Name (Party B)		National ID / ARC No.	
Mobile Phone		Email Address	
Whether the appointee is the spouse, blood relative within the 4th degree, or relative by marriage within the 3rd degree of the PI or Co-PI: ☐ Yes ☐ No			
Whether the appointee consents to relevant University units obtaining personal data for business purposes to establish employment records: ☐ Yes ☐ No			

• **Employment Category: Student Temporary Staff / Part-Time Student Worker**
(Please check the options below if funded by NSTC Project Grants)
☐ First time serving as an NSTC Part-Time Research Assistant / Temporary Worker
☐ Not the first time serving as an NSTC Part-Time Research Assistant / Temporary Worker
Note: Pursuant to Point 26 of the NSTC Operation Directions for Research Project Grants, personnel participating in an NSTC project for the first time must complete at least six (6) hours of academic ethics education courses and attach relevant proof to the Personnel Office for verification.

• **Eligibility Requirements:**
NPTU Student: ☐ Undergraduate, ☐ Master's, ☐ Doctoral (Non-PhD Candidate), ☐ Doctoral (PhD Candidate)
Non-NPTU Student: ☐ Undergraduate, ☐ Master's, ☐ Doctoral (Non-PhD Candidate), ☐ Doctoral (PhD Candidate)
Non-Student: ☐ Lecturer or Teaching Assistant level, ☐ External Personnel

• **Employment Period:**

• **Whether concurrently employed by other units within the University during the employment period:**
☐ No.
☐ Yes (If checked, this form must be countersigned by the original employing unit and a copy sent to the Personnel Office after approval.)

Employment Type	■ Confirmed as Labor-Type Relationship (Please enroll in Labor Insurance and contribute to Labor Pension per regulations)
Job Details	Working hours per employment contract: _____ ; Place of work: _____
Compensation / Stipend	☐ Monthly wage, monthly salary: NT$ _____ . ☐ Daily wage, daily rate: NT$ _____ . ☐ Hourly wage, hourly rate: NT$ _____ .

Required Documents

Project Assistant (Part-Time Research Assistant, Part-Time Temporary Worker)
※ All temporary workers and non-students are classified as Labor-Type

Student	**Non-Student**	
Labor-Type	**External Personnel**	**Lecturer or Assistant Professor**
(1) For NSTC projects, attach the Approved List; for project changes, attach a copy of the Project Amendment Approval. For other projects, attach the Project Approval Letter or Budget Table.	(1) For NSTC projects, attach the Approved List; for project changes, attach a copy of the Project Amendment Approval. For other projects, attach the Project Approval Letter or Budget Table.	(1) For NSTC projects, attach the Approved List; for project changes, attach a copy of the Project Amendment Approval. For other projects, attach the Project Approval Letter or Budget Table.

Required Documents	(2) Copy of front and back of National ID/ARC. (3) Copy of front and back of Student ID. (4) NPTU Part-Time Assistant Fixed-Term Employment Contract (in duplicate).	(2) Copy of front and back of National ID/ARC. (3) NPTU Part-Time Assistant Fixed-Term Employment Contract (in duplicate).	(2) Copy of front and back of National ID/ARC. (3) Copy of Certificate of Current Employment. (4) Lecturer/Elementary Teacher Certificate or Staff ID.
	Teaching Assistant (TA)		
	(1) Copy of front and back of National ID/ARC, copy of front and back of Student ID, and copy of Post Office/Bank passbook cover. (2) NPTU Part-Time Assistant Fixed-Term Employment Contract (in duplicate).		
	Learning-Oriented Student Assistant		
	(1) Copy of front and back of National ID/ARC, and copy of Post Office/Bank passbook cover. (2) NPTU Part-Time Assistant Fixed-Term Employment Contract (in duplicate).		
	Temporary Staff / Part-Time Student Worker (Hired Independently by Each Unit)		
	(1) Copy of front and back of Student ID. (2) NPTU Part-Time Assistant Fixed-Term Employment Contract (in duplicate).		

※ Notes:

Labor-Type:

1. Employment and insurance enrollment procedures must be completed in advance; salary calculation and execution begin only after approval. Employment dates cannot be retroactive. Expenses incurred from violations will not be reimbursed.
2. Foreign nationals (including foreign students, overseas Chinese students, and Hong Kong/Macau students) must obtain a work permit in advance before being employed.
3. Spouses, blood relatives within the 4th degree, or relatives by marriage within the 3rd degree of the PI or Co-PI shall not be applied for as employees to receive wages.
4. The original approved employment form shall be retained by the applying unit, with one copy sent to the administrative unit (Personnel Office or Student Life Development Section, Office of Student Affairs) and the Accounting Office for record, and scanned/uploaded to the Reimbursement Management System.
5. Salaries shall be issued monthly. When claiming monthly wages, please attach the Payroll Receipt List, Attendance Record / Learning Evaluation Form, and a copy of the approved employment form. The attendance record must clearly indicate the project title, project number, PI, basic info of the attendee, attendance dates and times (to the exact minute), and job details, and must be signed/sealed by the attendee, PI, and unit supervisor. The office location and duty hours of the employee shall be regulated and supervised by the PI or employing unit.
   Learning-Oriented Student Assistant: Stipends shall be issued monthly; please submit attendance records when claiming monthly stipends.
6. Relevant insurance expenses arising under the Labor Standards Act must be paid entirely from the project budget, by the PI, or by the employing unit.
7. If the project has not yet been approved by the commissioning agency or funding has not yet been remitted, and hiring in advance is necessary, a special memo must be signed and approved before submitting this employment form (attach copy of approved memo). Labor and Health Insurance enrollment must be completed on the onboarding date. Once the project and funding are approved, the employment takes effect and wages may be paid. If personnel expenses cannot be reimbursed or are clawed back later, the PI or employing unit shall bear full responsibility.
8. If an employee resigns mid-term or reaches contract expiration, personnel must be dispatched prior to the effective resignation date to submit the "Labor/Health Insurance Withdrawal Form" to the Personnel Office to process withdrawal and cessation of Labor Pension contributions.
9. If insurance enrollment is not processed on time per regulations, resulting in inability to claim labor insurance benefits upon an occupational accident, fines imposed by the Bureau of Labor Insurance, or overdue Labor/Health Insurance premiums and Labor Pension contributions due to failure to notify the Personnel Office upon resignation, or unpaid employee premiums upon resignation, the PI or employing unit shall be responsible for paying all such amounts.

Have read and understood the notes in detail.

Party B (Appointee): The above information has been verified and confirmed accurate _____ (Signature/Seal)

Principal Investigator or Applicant: The above information has been verified and confirmed accurate _____ (Signature/Seal)

Unit Supervisor	**Administrative Unit**	**Personnel Office**	**President's Office**
(Please indicate signing date)	(Please indicate signing date)	*Exempt for Learning-Oriented Student Assistants & TAs (Please indicate signing date)	(Please indicate signing date)

If concurrently employed by other units within the University during the employment period, obtain countersignature from the original employing unit below and send a copy to the Personnel Office after approval.

Handler of Original Employing Unit: _____ **Supervisor of Original Employing Unit:** _____

※ For Labor-Type Assistants, please send **1 copy** of the approved NPTU Part-Time Assistant Employment Form to the Personnel Office to process Labor/Health Insurance enrollment and Labor Pension contributions, and affix the University seal on the Fixed-Term Employment Contract (in duplicate) (when applying for the University seal, please attach the original approved Part-Time Assistant Employment Form).

Front of National ID / ARC	Back of National ID / ARC
Front of Student ID	Back of Student ID (Exempt for Non-Students) ※ Must bear the current semester registration stamp. If there is no registration stamp, attach a Certificate of Enrollment or Tuition Payment Receipt.
Copy of Post Office / Bank of Taiwan Passbook Cover	

Both parties have been informed of and understand all notes.

Signature/Seal of Student Part-Time Assistant:	Signature/Seal of Principal Investigator / Unit Supervisor / Thesis Advisor / Course Instructor:
Signing Date: _____ (Year) _____ (Month) _____ (Day)	Signing Date: _____ (Year) _____ (Month) _____ (Day)

※ Notes

I. Labor-Type relationships shall comply with the following:

(I) Part-time assistants shall be enrolled in Labor Insurance on the onboarding date; except for Hong Kong, Macau, and foreign students, Labor Pension contributions shall be made. Those working 12 hours or more per week may apply for National Health Insurance. Expenses incurred or penalties imposed due to non-compliance shall be borne by the party concerned and the PI (Unit Supervisor / Thesis Advisor).

(II) Part-time assistants shall sign the employment contract within five (5) days from the onboarding date.

(III) Part-time assistants shall clock in and out in person. Leave and attendance records shall be kept by the PI for at least five (5) years (paper sign-in/out sheets must record times to the exact minute).

(IV) Working hours shall comply with Articles 30 and 32 of the Labor Standards Act. Extended working hours combined with regular working hours shall not exceed twelve (12) hours per day, and total extended working hours shall not exceed forty-six (46) hours per month. Learning-oriented student assistants shall work no more than eight (8) hours per day and eighty (80) hours every two weeks; foreign students shall work no more than twenty (20) hours per week.

(V) The PI (Unit Supervisor / Thesis Advisor) shall not require part-time assistants to perform duties outside the scope agreed upon in the employment contract.

(VI) Insurance premiums borne by the part-time assistant and voluntary Labor Pension contributions shall be deducted by the University from their monthly salary.

(VII) For research outcomes produced by a labor-type part-time assistant while assisting or participating in a teacher's research project, unless otherwise stipulated by law or contract, the following shall apply:

1. Ownership of Copyright: Pursuant to Article 11 of the Copyright Act, the student is the author, and the University enjoys the economic rights of the copyright.
2. Ownership of Patent Rights: Pursuant to Article 7, Paragraph 1 of the Patent Act, the patent rights to the research outcomes belong to the University.
3. Ownership of Other Intellectual Property Rights: Other intellectual property rights to the research outcomes belong to the University.

(VIII) If a part-time assistant intends to resign before the contract expires, a written application must be submitted within the notice period stipulated by the Labor Standards Act. After approval by the PI (Unit Supervisor / Thesis Advisor / Course Instructor), resignation procedures as well as Labor/Health Insurance withdrawal and Labor Pension cessation must be completed prior to the effective resignation date, and a Certificate of Service may be requested.

(IX) If a part-time assistant considers the University's labor conditions or measures to be unlawful or improper, thereby infringing upon their rights or interests, they may file a written appeal with the University's "Student Learning and Labor Rights Protection Dispute Resolution Task Force" within thirty (30) days from the day following the occurrence of such measure or action.

II. Handling of Disputes Over Relationship Determination:

When a teacher (unit) or student has a dispute regarding the determination of their relationship, an application for adjudication may be submitted to the University's "Student Learning and Labor Rights Protection Dispute Resolution Task Force" within ten (10) days from the day following the signing of this employment form.