

## Directives for Hiring Full-time Personnel of Special Research (Case) Projects

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1. KMU has formulated the Directives for Hiring Full-time Personnel of Special Research (Case) Projects (hereinafter referred to as "the Directives") to provide guidelines for the employment of full-time personnel of special research (case) projects.

2. The term "special research (case) projects" refers to subsidized (commissioned) projects of public or private organizations, industry-academia cooperation projects, inter-school (institution) cooperation projects, various fundraising and university-funding projects. The classification of full-time project personnel is as follows:

(1) Postdoctoral research fellows: refer to full-time personnel with a doctoral degree employed by projects. However, those who are currently employed or studying in school are not eligible.

(2) Research assistants: refer to the full-time personnel employed by projects to engage in the execution of special research (case) projects. However, current administrative staff or students are not eligible to serve as research assistants, except for students in in-service continuing education or enrolled in the continuing education department who are dedicated to special research (case) projects.

(3) Working staff: refers to administrative assistants or staff with other position titles approved by the President.

Once employed as any type of full-time personnel in a project, the individual may not be employed or concurrently employed as other types of personnel in the same project or other projects. If the principal investigator needs to do so due to the needs of project execution, he/she may apply for approval through the university's administrative procedures, and the expenses required for project personnel shall be jointly provided by self-raised funds or other funds from the project funding institution.

3. The appointment conditions for full-time project personnel are as follows:

(1) It is a prerequisite to meet the manpower needs in accordance with the regulations of the subsidy (commissioning) institution or the needs of university development.

(2) According to the "Directives for the Recruitment and Use of Temporary Personnel in the Executive Yuan and Affiliated Government Agencies and Public Schools" and the regulations of the National Science and Technology Council (hereinafter referred to as "the NSTC"), it is necessary to avoid employing the spouses and blood relatives within the third degree of kinship of the head of the employing institution, the principal

investigators, co-principal investigators, and supervisors of the affiliated unit as full-time project personnel. If there is a violation of the regulations, the relevant funds will not be approved for reimbursement; the employment of other project personnel shall be handled accordingly.

(3) Those who were employed before their respective supervisors took office are not subject to the restrictions of the preceding paragraph. However, when renewing the contract, if they are working on different projects, they should be recused accordingly; if they are working on the original project, they are not subject to the restrictions of the recusal regulations.

4. The appointment procedures for full-time project personnel are as follows:

(1) The principal investigator may select the personnel required for the project and complete the employment and reporting procedures in accordance with the university's procedures for the appointment of project personnel upon receiving the relevant documents for project review approval, and the term of employment shall not be retroactive. If there is a violation of the regulations, the relevant funds will not be approved for reimbursement, and the principal investigator shall be responsible.

(2) The selection of working staff employed by university funding shall be conducted in accordance with the procedures for the appointment of full-time staff of the university.

(3) Foreign personnel shall obtain a work permit letter from the Ministry of Labor and an alien resident certificate from the National Immigration Agency before being hired and applying for labor and national health insurance.

5. The standard for monthly remuneration for full-time project personnel shall follow the regulations of the project funding (commissioning) institution. If there are no applicable regulations, it shall be handled in accordance with the "Table of Standards of Paying Full-time Personnel's Remuneration and Postdoctoral Research Fellows' Teaching & Research Payments of Special Research (Case) Projects " of the university (as annexed).

6. The appointment regulations for full-time project personnel are as follows:

(1) The term of employment shall not exceed the project execution period.

(2) When the term of employment expires during the project execution period, and the principal investigator intends to renew the employment of the personnel, it shall be regarded as a new appointment, and the procedures for personnel appointment and reporting shall be reprocessed.

(3) Transferring to another project during the term of employment shall be considered as leaving early, and the resignation procedures shall be completed, and the procedures for personnel appointment and reporting shall be reprocessed according to the appointment procedures.

(4) If leaving before the end of the term of employment, a written application should be submitted in accordance with the notice period stipulated in the Labor Standards Act or the employment contract. The resignation can only be granted with the consent of the principal investigator.

- (5) Upon the expiration of the term of employment, resignation procedures shall be completed in accordance with the regulations.
- (6) If the employment renewal process is not completed before the expiration of the term of employment, the personnel's withdrawal of labor insurance and national health insurance and stoppage of salary will be processed on the day following the expiration of the employment period.
7. The assessment of full-time project personnel shall be conducted in accordance with the regulations of the project funding (commissioning) institution and shall be determined by the principal investigator. For working staff employed by university funding, it shall be handled in accordance with the regulations of the university.  
For matters not covered by the Directives, the provisions of the university's contract for full-time special research (case) project personnel and the work rules for personnel subject to the Labor Standards Act shall apply.
8. After being reviewed and approved by the Administrative Meeting and Meeting of the Board of Directors, the Directives shall be implemented from the date of publication, and the same applies to amendments.

**\*The English version is for reference only. If there is any inconsistency or ambiguity between the English and Traditional Chinese versions, the Traditional Chinese version shall prevail.**

**Table of Standards of Paying Full-time Personnel’s Remuneration and Postdoctoral Research Fellows’ Teaching & Research Payments of Special Research (Case) Projects**

Unit: NT\$

Category	Research assistants and working staff (remuneration)				The ceiling for postdoctoral research fellows (teaching & research payments)
Professional level Professional degree	A	B	C	D	
<u>11</u>	<u>36,830</u>	<u>38,260</u>	<u>43,650</u>	<u>49,160</u>	<u>85,970</u>
<u>10</u>	<u>35,560</u>	<u>37,210</u>	<u>42,600</u>	<u>48,120</u>	<u>83,110</u>
9	<u>34,520</u>	<u>36,180</u>	<u>41,580</u>	<u>47,100</u>	<u>80,340</u>
8	<u>33,410</u>	<u>35,180</u>	<u>40,580</u>	<u>46,110</u>	<u>77,600</u>
7	<u>32,440</u>	<u>34,180</u>	<u>39,570</u>	<u>44,990</u>	<u>74,980</u>
6	<u>31,440</u>	<u>33,080</u>	<u>38,560</u>	<u>43,980</u>	<u>72,310</u>
5	<u>30,440</u>	<u>32,100</u>	<u>37,570</u>	<u>42,990</u>	<u>69,630</u>
4	<u>29,340</u>	<u>31,100</u>	<u>36,670</u>	<u>41,990</u>	<u>66,950</u>
3	<u>28,580</u>	<u>30,110</u>	<u>35,790</u>	<u>40,880</u>	<u>64,270</u>
2	<u>28,020</u>	<u>29,500</u>	<u>35,200</u>	<u>40,200</u>	<u>61,590</u>
1	<u>27,470</u>	<u>28,460</u>	<u>33,750</u>	<u>38,600</u>	<u>58,920</u>

Remarks:

1. The monthly remuneration for full-time personnel of special research (case) projects shall be paid in accordance with the regulations of the project subsidy (commission) institutions. If there are no relevant regulations, it shall be paid in accordance with this Table of Standards.
2. The monthly remuneration for the resource classroom counseling staff is determined in accordance with the "Ministry of Education's Subsidies to Universities and Colleges for the Recruitment and Counseling of Physically and Mentally Disabled Students".
3. A principal investigator of a special research (case) project, within the project funding limit, shall refer to the professional level (A college (excluding) and below; B college; C university; D master) in the above table as the basis for salary determination, taking into account the required competencies and job content of the project.
4. For the salary of special and rare professional talents, the principal investigator may, within the project funding limit, obtain the President’s approval following the university's administrative procedures, without being limited by the amounts in the above table.
5. The salary of postdoctoral research fellows employed for the NSTC projects shall be based on the actual amount approved by the NSTC. The table above is for reference only.
6. This table shall be implemented from the approved announcement date. For research project personnel expenses already applied for or approved before implementation, if there is a need for adjustment according to the standards set forth in this table, it shall be allocated within the original approved total project budget.

7. According to the latter half of Paragraph 1 of Article 21 of the Labor Standards Act, if the remuneration of a level in the table is lower than the government's announced minimum wage, the minimum wage announced by the government shall apply, and the principal investigator shall cooperate in adjusting the salary.