

Taipei Medical University Faculty and Staff On-the-Job Training (OJT) Regulations

Taipei Medical University, 2012.10.30 Modified

ONE 、 General Principles

- Article 1 In order to implement lifelong learning, motivate staff to advance studies, and promote the overall development of the school, the administration committee sets "Taipei Medical University Faculty and Staff On-the-Job Training (OJT) Regulations" (hereinafter referred to as "the Regulations").
- Article 2 When the full-time teachers and staff have served for more than two years, they can apply for further study in accordance with the provisions of these Regulations.
- Article 3 The number of trainees, for each department (including common subjects) is rationed as one-tenth of the number of full-time faculty members per academic year, and in each department there can be 2 persons; for teaching assistants and staff members, it is up to 15 trainees per academic year, while the number of participants in the same unit (level one unit) shall not exceed two in the same period.
- Article 4 If an applicant wants to use non-working time for the on-the-job training, with the consent of the President, it is then not subject to Articles 2, 3 and 10 of this Regulations.
- Article 5 The job responsibilities of the fellow trainee shall be shared by the members of the units, and no additional appointments shall be requested accordingly.

TWO 、 Application Procedures

- Article 6 All trainings plans shall be applied in advance before the examination application, with the application form (not necessary if it is a short-term training without degrees). After examination and approval by the unit supervisor of the applicant, a staff shall be approved by the President, and a teacher shall be approved first by the department committee, and then be reported to the President for agreement.
- Article 7 Applicants for application for training shall fill in the application form and the letter of guarantee and send it to the Human Resources Office one month before the training.
- Article 8 After the approval of the training, the Human Resources Office shall notify the faculty and relevant units of the training by official documents.

THREE 、 Rights and Obligation

- Article 9 Based on the needs of teaching and research, faculty members, after being recommended by the school, can apply to study in foreign university research institutes or academic institutions for one year are entitled to a temporary leave with salary. If the applicants are approved by the training unit, and have obtained the school approval to extend the training, which cannot exceed one year, during this extended year they can apply for a temporary leave without pay. However, if it is for a doctoral degree, the period of the leave without pay may be extended for a maximum of four years. The departments should appoint other qualified teachers to act as agents if any leave without pay is more than one year.
- Article 10 The staff members who apply for further studies at domestic or foreign university research institutes should with a previous year's evaluation result of excellence grade (including), and their degree of study must be related to their job duties.
- Article 11 Those who are approved by the President with a two-year further education, and who wish to return to school shall be entitled to leave their jobs without pay during their training. Those who can perform their duties during the training period may be required to take the job with a salary; during the training period, the supervisor may adjust his or her duties or exempt them from the supervisory administration duties. The further study is based on the principle of using the applicant' s own free time, which is limited to 8 hours per week. When the free hours are not enough, they should be compensated by extra working hours.
- Article 12 The duration of the training period shall be up to four years for the master's degree, and up to eight years for the doctoral degree, except for the short-term training.
- Article 13 In order to improve the management capabilities of the supervisor, the supervisor of the second level or above can apply for a paid MBA or MBA program in the national universities, with a superior examination results in the previous year, or with the teacher's evaluation approval. A subsidy for tuition and miscellaneous fees will be granted after the agreement of the President.
- Article 14 Staff who are recommended by the head of the department to domestic or foreign short term studies, after the agreement of the President, can be subsidized for their tuition fees. Each year, each person will receive a subsidy up to NT. 10,000; for tuition fees under NT. 10,000 it will be reimbursed according to the actual amount paid.
- Article 15 Teachers who have been recommended by the National Academy of Sciences or the Ministry of Education for further studies are subject to the regulations of the unit accordingly.

Article 16 In the case of a temporary leave with pay, the trainees whose service period after the further studies shall not be less than twice the time of the training duration; in the case of a temporary leave without pay, the trainees whose service period after the further studies shall be equal to the time of the training duration; in the case of working with pay, the trainees whose service period after the further studies shall be half the time of the training duration. If the school subsidizes the tuition fee, the period of service after the training shall not be less than twice the period of the training duration.

Article 17 After the expiration of the training period, it is necessary to satisfy the service time as required before applying for another further study. However, if it is studying at the school or is recommended by the school to obtain a master's degree at domestic or overseas universities, the applicant can continuously apply for a Ph.D. degree, and the service requirement will not be assumed until the completion of the Ph.D.

FOUR 、Penalty

Article 18: in the case of temporary leave with pay, if the applicant does not returned after the expiration of the further study, or fails to return to the service in time, in addition to the suspension of their rights and interests, shall be fined with double reimbursement. In the cases of temporary leave without pay or work with pay, the trainee should pay back two months' salary. If the school subsidizes the tuition fee, the subsidy should be returned.

Any unauthorized training, once found, in addition to the correction, the trainee will be treated in accordance with the above penalties. Supervisors who are aware of the situation yet do not report the case will be strictly punished.

Article 19 The training measures for TMUH shall be separately formulated and reported to the President for approval and implementation.

Article 20 These Measures shall be promulgated and implemented after the approval of the School administration committee; the same shall apply to the amendments.

- Note:
1. The probationary period of the administrative and technical personnel within the formal appointment system is seniority recognized.
 2. Restricted employment of teachers whose seniority is recognized after being officially employed.

※Key terms

Leave without pay: The fellows study for a full time and stop paying but retain the position.

Leave with pay: The fellows study all the time, pay the salary and retain their original position.

On the job with a salary: The fellows perform their duties while paying their duties and paying their original duties.

Study with free time: The free time here refers to comfort leave, leaves, and compensatory leaves (comfort leave takes priority).

Short-term training: Referring to the training of non-official degrees within six months.