**National Taipei University of Education**

**Monographic Research Program Full-Time Assistant Contract**

For research purposes, National Taipei University of Education (hereinafter referred to as "Party A") employs (hereinafter referred to as "Party B") as Full-Time Assistant.

Project Supervisor: Associate Department (Institute):

Program ID: Program Name:

Funding Source:

Both parties agree to abide by the following clauses:

1. Period of Contract Employment: From \_\_\_\_\_\_\_\_\_\_\_(YY/MM/DD) to \_\_\_\_\_\_\_\_\_\_\_\_.

(YY/MM/DD)

1. Job Content: Position and Role of Party B is to be assigned and supervised by Program Supervisor of Party A, and the work assigned is expected to be completed within designated period.
2. Work Remuneration: Within the contracted period, Party B will be paid by the remuneration allocated for the monographic research program under Party A, in the monthly payment amount of NT$ . (Program personnel of Ministry of Science and Technology shall be paid in the amount permissible within the limit regulated by the Ministry Guideline)
3. Working Time and Location: To be designated by the program supervisor of Party A, according to actual job content requirements. Research assistants are entitled to leaves, per Labor Standards Act and the Gender Equality in Employment Act, as well as in accordance with relevant protocols of Party A.
4. Code of Practice:
	1. Strict compliance with the government and Party-A related regulations and protocols.
	2. Party B is prohibited from disclosing any confidential information of operation and technology relating to Party A, obtained by Party B during and after one separates.
	3. Within the working hours, Party B may not refuse any work-related temporary tasks requested by Party A, and may not leave his/her post without supervisor permission.
	4. It is not allowed to profit oneself or others by taking advantages of one's position, or to receive inappropriate interest, gifts or compensation.
	5. Party B must comply with Gender Equity Education Act and relevant laws, and should respect the autonomy of body and sexuality of oneself and others, as well as avoid undesirable courting gestures. It is prohibited from forceful or violent means to deal with sex-related or sexuality-related matters.
5. Responsibilities and Obligations: During the period of contract employment, Party B shall be willing to accept work-related dispatch appointed by Party A program supervisor. If due to sub-par effort or breach of relevant protocols, Party A program supervisor is entitled to terminate the contract, based on the assessment of the actual working status of Party B who needs to accept the separation without objection. If Party B needs to separate before the end of the contract due to special circumstances, Party B needs to inform Party A program supervisor one month prior for notice, before the separation officially comes into effect.
6. For those who assume the position of Full-Time Assistant of Party A, joining the National Health Insurance and Labor Insurance is compulsory, per relevant labor regulations, as well as entering superannuation policy where superannuation funds are being paid in accordance with Labor Retirement Funds Clauses.
7. In the case of full-time assistant resigning during the period of contract employment, the resignation needs to be approved by program supervisor, before the resignation officially comes into effect. When Party B leaves his/her job due to separation, proper separation and check-out procedures need to be observed by returning official properties, as well as facilitating a proper hand-over briefing. For the cases of salary advances or loans, the outstanding amount shall be paid off before completing the separation process.
8. After Party B signs onto the position, he/she should report to the General Services Division of NTUE to enroll in labor insurance and national health insurance related to the position, before reporting to Personnel Office for establishing data in the attendance registration system. When the employment period expires, Party B should report to General Services Division to process insurance de-registration one month before the separation officially comes into effect.
9. Party B, while being employed by Party A under a fixed-period contract, shall separate once the contract expires, and is not entitled to any severance payment after the contract terminates.
10. Any matter not covered by this contract shall be in accordance with relevant clauses of "Employment Guideline for MOST Subsidized Monographic Research Program Assistant Personnel" and of Party A's protocols
11. This contract is of 2 original copies. Party A (Program Supervisor) and Party B respectively keep 1 original copy.

Party A: National Taipei University of Education

 President:

 Program Supervisor: (Signature)

Party B: (Signature)

 ID Number:

 Permanent Address:

Date: (YY/MM/DD)