

長庚大學研究計畫聘用人員異動申請表

Chang Gung University Research Project Personnel
Appointment Change Application Form研究計畫章
用印處 Please
Affix Research
Project Stamp Here.

申請單位 Application Unit			聯絡人 Contact Person			分機號碼 Extension Number				
異動別 Types of Change	<input type="checkbox"/> 新聘/醫院計畫轉學校計畫 New Appointment/School Project Transfer from Hospital Project <input type="checkbox"/> 轉任 Transfer to a New Position <input type="checkbox"/> 原案號聘期異動 Original Case Number – Change in Employment Duration <input type="checkbox"/> 原案號薪資異動 Original Case Number – Change in Remuneration									
案 號 (校內編號) Case Number (Internal Number)	案號: Case Number (<input type="checkbox"/> T 相對補助費 Relative Subsidy) 研究期限自 年 月 日至 年 月 日。 Duration of Research: From Year/Month/Day to Year/Month/Day 轉任填原案號: For transfer personnel, please fill in the original case number. ; 原主持人: Original Principal Investigator (不同主持人必填 Please fill in if there is a different investigator.)									
聘任人員 基本資料 Basic Information of Appointed Personnel	姓名 Name		身份證號碼 National ID Card Number							
	是否現為長庚大學校內生 Is the appointed person a student of Chang Gung University?		<input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		學號(校內生) Student Number (CGU Student)					
	最高學歷 Highest Level of Academic Qualification	學校 School	科系 Department		日(夜)間部 Day (Night) Division		在學中/畢 Still a student / Has already graduated		學位 Academic Degree	
	擬聘職級 Proposed Rank/Position : 1. 專任助理(月薪) Full-time Assistant (Monthly Salary) : <input type="checkbox"/> 博士級 Doctoral Level <input type="checkbox"/> 碩士級 Master's Level <input type="checkbox"/> 學士級 Bachelor's Level <input type="checkbox"/> 專科級 Junior College Level <input type="checkbox"/> 高中級 Senior High School Level 2. 兼任助理(月薪) Part-time Assistant (Monthly Salary) : <input type="checkbox"/> 博士生 Doctoral Student <input type="checkbox"/> 碩士生 Master's Student <input type="checkbox"/> 大學生 Undergraduate Student <input type="checkbox"/> 講師 Lecturer <input type="checkbox"/> 助教 Teaching Assistant (聘學生擔任兼任助理者請註明核給金額_____元/月 For students hired as part-time assistants, please specify the approved amount: _____ NT dollars per month.) 3. <input type="checkbox"/> 工讀生(時薪)(預估薪資_____元/月 Part-time Student Worker (hourly wage) (estimated wages: _____ NT dollars per month) 4. <input type="checkbox"/> 主持人 Principal Investigator <input type="checkbox"/> 共同主持人 Co-principal Investigator (核給金額_____元/月 Approved amount: _____ NT dollars per month)									

	原任職級 Original Rank : (轉任填 For transfer personnel to fill in) 請確認 Please confirm : 1. <input type="checkbox"/> 該員非專題研究計畫計畫主持人及共同主持人之配偶或三親等以內血親及姻親。The employee is not the spouse, blood relative within the third degree of consanguinity or affinity of the principal investigator and co-principal investigator of the research project. 2. <input type="checkbox"/> 該員非在校學生【專任助理不得為在學生】The employee is not a current student at the university. [Full-time assistants cannot be current students.] 3. 該員聘任型態為 The employee is hired as <input type="checkbox"/> 勞僱型 The Labor Type <input type="checkbox"/> 學習型 The Learning Type						
執行及聘任說明 Execution and Appointment Instructions	1. <input type="checkbox"/> 在校內(含長庚醫院)執行 Execution on campus (including Chang Gung Memorial Hospital) <input type="checkbox"/> 在校外執行 Execution off campus, 原因 Reasons _____。 2. 聘任校外兼任助理之原因 Reasons for hiring off-campus part-time assistants _____。 3. 聘任校外兼任助理(含工讀生), 或所聘專兼任助理需於校外執行者, 需經部門主管、院長核簽完成送至人事室審核標準額。Appointment of off-campus part-time assistants (including work-study students) or those appointed as full-time or part-time assistants to work off-campus must be approved by the department head and college dean and submitted to the Personnel Office for review based on standard amounts.						
計劃執行地點 Location to Execute the Project	<input type="checkbox"/> 長庚大學 Chang Gung University <input type="checkbox"/> 長庚醫院 Chang Gung Memorial Hospital	擬聘任生效日 Effective Start Date of the Proposed Employment	年 Year 月 Month 日 Day	擬聘任期限 Duration of the Proposed Employment	年 Year 月 Month 日 Day	計畫主持人 Principal Investigator of the Project	

審核意見 Review Comments	人事室 Personnel Office	1. 擬同意 Intend to Agree to <input type="checkbox"/> 聘任 Hire <input type="checkbox"/> 轉任 Transfer <input type="checkbox"/> 延任 Extend the Employment <input type="checkbox"/> 續聘 Continue the Employment, 並依下列職級核薪。Salary is based on the following job levels.						
		職稱 Job title	標準額 Standard amount	差額補助 Difference subsidy	年資 Years of service	伙食津貼 Meal subsidy	聘任生效日 Effective start date of the proposed employment	約止日期 Contract expiration date
		2. 其他意見 Other Comments <input type="checkbox"/> 請先辦理離職手續、再重新辦報到。 Please complete the resignation procedures first and then register again. <input type="checkbox"/> _____。						
核 決 Verdict		院 長 College Dean				部 門 主 管 Department Head		
說 明 Notes		1. 雙線框內由計畫主持人填寫。To be filled in by the principal investigator within the double-lined box. 2. 填寫長庚大學研究計畫聘任人員異動申請表時, 需蓋計畫章並檢附經費核定清單、已核定之研究計畫申請表、會計室網站經費查詢頁面(BMRP/QCRPD/QZRPD)。計畫展延時, 需檢附已核定之計畫展延申請文件或證明。When filling out the Chang Gung University research project personnel appointment change application form, please affix the project seal and attach the approved budget list, the approved research plan application form, and the accounting office website's expenditure inquiry page (BMRP/QCRPD/QZRPD). In the case of a project extension, please provide the approved project extension application document or proof. 3. 轉任或聘期異動須簽訂勞動契約書(一式三份)。Transfer or changes in the employment						

	<p>period require the signing of a labor contract (three copies).</p> <p>4. 研究助理參與之計畫間如中斷(未連續)須重新報到。If the project involvement for the research assistant is interrupted (not continuous), a re-registration is required.</p> <p>5. 專兼任研究助理派赴國外出差、或國內公出一個月(含)以上，需以簽呈、或公出單呈系(所、科)主管核簽後，送人事室備查。Full-time or part-time research assistants dispatched abroad for business trips or on domestic business trips for one month or more must submit a memorandum or a business trip form signed by the department (or division, section) head to the Personnel Office for filing after approval.</p>
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