

Guidelines for the Screening of Qualification on Teachers of Junior Colleges and Higher Levels

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One. Relevant legal bases:

1. Teachers Act
2. Statute Governing the Appointment of Educators
3. Regulations Governing the Screening of Qualification on Teachers of Junior Colleges and Higher Levels

Two. The required documentation for the screening of teacher qualification:

(The teachers shall complete the application forms or submit each certificate in accordance with the regulations prescribed in Article 12 of Regulations Governing the Screening of Qualification on Teachers of Junior Colleges and Higher Levels. Shall any of the degree certificates, certificates of work experience, or proofs of achievements be proved of forgery, alteration, or falsity, or shall any of the publications, publications, or technical reports be convicted of piracy or plagiarism, after the verification of Standing Meeting of the Academic Review Committee of the Ministry, the application for the screening of teacher qualification shall be denied within the following five years. In addition, the respective schools shall deal with the case(s) in accordance with relevant regulations. If any violation of other regulations prescribed in other laws happens, it shall be dealt in accordance with the respective relevant law.)

1. The screening of degrees: Those who apply for the screening of qualification on lecturers and assistant professors in accordance with Subparagraph 1 of Article 16 and Subparagraph 1 of Article 16-1 of Statute Governing the Appointment of Educators shall submit the following documentation:

Degree certificate(s) or photocopies of equivalent degrees

Curriculum vitae of the screening of teacher qualification (in duplicate)

Degree dissertation(s) and/or other individual academic, specialized transcripts or papers

For those who apply for the screening with foreign degrees, they shall submit, in addition to the aforementioned, the following documentation:

Photocopied chronological transcripts of foreign schools

A table of overseas education

An individual arrival/departure record (if the collective school arrangements are required, letters of consent shall be attached with statements agreeing schools to conduct the verification from the Immigration office of National Police Agency of Ministry of the Interior.)

When necessary, schools may require the teachers to submit other relevant certificates, e.g. the school introductions.

Degree Certificate(s) or other equivalent certificate(s) and transcripts with the original shall be attached. After the verification of personnel units, a "certified copy" stamp shall be affixed on the photocopies.

2. The screening of publications:

In accordance with Subparagraphs 2 and 3 of Article 16, Subparagraphs 2 to 4 of Article 16-1, each Subparagraph of Article 17 and each Subparagraph of Article 18 of Statute Governing the Appointment of Educators, applicants shall submit the following forms and documentation:

Curriculum vitae for the screening of teacher qualification (five copies)

Publications for the screening (including representative publications and reference publications; in triplicate)

If the representative publications are coauthored by more than two authors, the proofs of the other coauthors shall be submitted in triplicate.

For those who apply for the screening in accordance with Subparagraphs 2 and 3 of Article 16, Subparagraphs 2 and 3 of Article 16-1, Subparagraph 1 of Article 17 and Subparagraph 1 of Article 18 of Statutes Governing the Appointment of Educators, if their highest degrees have not been verified, they shall still submit relevant documentation specified in the preceding paragraph regarding the screening of degrees.

Relevant certificate(s) of service seniority and transcripts

3.Guidelines for completing the relevant forms:

Curriculum vitae for the screening of teacher qualification (for the format and example, please see Appendix One.)

ID Card Number: For the convenience of computerization, please fill in the accurate number.

Foreign teachers shall fill in their passport numbers and state the nationality.

Name, Gender, and Date of Birth: They shall be identical to those on the certificates of degrees and work experience; if any discrepancy occurs, photocopies of the ID cards shall be attached for the verification.

Contact Address and Phone Number: To facilitate the inquiries about the supplementary, please fill in accurate contact addresses and phone numbers of home and office.

Screening Category of Application: Please "check" at the appropriate column.

Degrees: Please fill in the accurate degrees of junior colleges, universities or higher levels. For those who hold foreign degrees, they shall fill in the titles of schools, graduate schools, departments and the degrees both in Chinese and English. The degree titles and conferral dates shall be identical to those on the degree certificates. The starting and ending dates of the studies and the degree conferral dates shall be stated in compliance with the solar calendar. If there is no sufficient space in the form, please attach the additional papers to it spontaneously.

Work Experience: The work experiences irrelevant to the screening level do not need to be filled in. Adjunct teachers shall fill in the current positions in detail. If there is no sufficient space in the form, please attach the additional papers to it spontaneously.

The Screened Teacher Qualification: Please fill in the highest level of teacher qualification screened by Ministry of Education, certificate number, and the starting date of the salary.

Those who do not have the screened certificates are exempt.

Academic Profession: Complete pursuant to his or her research field. A code shall be filled in pursuant to Classification of Academic Profession for Teachers of Junior Colleges and Higher Levels. Take "Social Welfare" for example, please fill in: 3030800.

Language Proficiency: Please complete according to the individual language proficiency, e.g. English, Japanese, German and French.

Taught Department: Please complete the main department he or she works for.

Taught Subject: Please complete the titles and codes of the given courses this semester.

Title of Publications for the screening: (The publications for the screening shall have been published or have been accepted by academic journals and confirmed that the publications will be published regularly.)

Only one representative publication shall be filled in, but more than one reference publications are accepted. Shall the reference publications belong to a relevant research field, the reference publications may be regarded as part of the representative publication. If the publications are written in foreign languages, please add the Chinese title. Please fill in the accurate language adopted, e.g. Chinese, English, Japanese and Germany.

Academic Field: Please consult the descriptions on the backside of Curriculum Vitae for the Screening of Teacher Qualification and fill in the field most relevant to the submitted

publications in accordance with the attached Field Classification so as to determine the right candidates for the reviewers.

Please fill in accurately the Number of Words, Place of the Publisher, Title of the Journal, Volume of the Journal, Date of Publication and the other columns.

Due to different screening standards, please complete the specific field, e.g. Natural Science, Engineering, Medical Science, Agricultural Science, Humanities and Sociology.

If there is no sufficient space for the completion of the reference publications, additional papers may be attached.

The applicants may spontaneously make a table as screening references, listing the entire individual professional or academic achievements gained within five years or during the period from receiving teacher qualification of prior level up to now.

Titles of the Earlier Submitted Representative Publications for the Screening of Teacher Qualification: Please fill in the titles of earlier submitted representative publications (including the approved and not approved publications). Those who apply for the screening with publications for the first time may be exempt from filling in this column.

Title of Master's or Doctoral Dissertation: The title of the dissertation shall be filled in. Holders of both Master's and Doctoral degrees shall fill in both degrees and the names of advisors. If no degree dissertation is available, please fill in N/A.

Table of Overseas Education for Teachers Applying for the Screening of Teacher Qualification with Foreign Degrees (For the format and example, please see Appendix Two) .

Submitter's Foreign Name: It shall be identical to the one stated in the foreign degree certificates.

Highest Degree Acquired in R.O.C.: Names of the degree conferral departments, universities or junior colleges, and the graduation date shall be filled in.

Foreign Name of the Degree Conferral Schools Abroad: It shall be identical to the one stated in the foreign degree certificates.

Foreign Name of the Degrees or Diplomas Submitted for the Screening: It shall be identical to the one stated in the foreign degree certificates, e.g. Master of Science, Doctor of Philosophy and Diploma.

The starting and ending dates of the studies in each semester and the dates of arrival/departure records before, during and after the studies: Submitters shall provide the accurate information.

Submitter's Supplementary Explanation on Degrees: Please make a brief statement on degrees earned in special fields.

Proof of Coauthors on Representative Publications for the Screening of Teacher Qualification Submitted to Ministry of Education (For the format and example, please see Appendix Three) .

Submitter's Foreign Name: If the representative publication is written in foreign languages, the submitter shall fill in his or her foreign name, which shall be identical to the one stated on the representative publication.

Coauthors (or co-researchers) shall autograph in person. Non-citizen coauthors shall demonstrate that they only contribute partly to the submitted publications in foreign languages.

Collective publications can only be submitted by one of the coauthors as the representative publication for the screening, while the other coauthors shall renounce their rights to submit it as the representative publications. However, it can be submitted as reference publications by the other coauthors.

If there shall is no sufficient space for each column, additional papers may be attached.

Three. School handling procedures and special notes:

1. Schools shall handle the screening of teacher qualification in accordance with the following procedures:

Schools shall verify the certificates of degrees and work experience first and later submit them to the respective Teachers Review Committee.

The respective Teacher Review Committee shall review the applicants' performances in teaching, research and extension service, among which the specialized publications (including degree dissertations) shall be submitted to scholars and experts in other departments or schools for review.

For those approved by the respective Teacher Review Committee, schools shall submit their relevant documentation to the Ministry for second review.

2. The degree certificates submitted for the screening:

Degree certificates of domestic junior colleges or higher levels are valid only if conferred by officially registered schools.

Those who apply for the screening with foreign degrees shall abide by the regulations of Guidelines for the Screening of Qualification on Teachers of Junior Colleges and Higher Levels with Foreign Degrees.

For the graduates of domestic colleges who pursue further studies abroad and acquire Master's or Doctoral degrees thereafter, their study period shall be identical to that of the equivalent domestic schools. For the graduates of domestic colleges who pursue Master's degrees abroad, they shall study in the respective school for two full semesters or three full quarters (summer sessions are not included). Four full semesters or six full quarters shall be fulfilled for Doctoral degree. If Master's and Doctoral programs are taken consecutively, six full semesters or nine full quarters shall be fulfilled.

Some reference books listing the recognized schools in specific countries or areas have been published by the Ministry. The unlisted colleges and universities in the specific countries or areas shall not be recognized.

The foreign degree certificates, if no Chinese titles are offered, shall be verified with the R.O.C. degree certificates or passports to confirm if the names and birth of dates are identical. Schools shall verify the applicants' curriculum vitae for the screening of teacher qualification, table of overseas education for the screening of qualification on teachers with foreign degrees, and other relevant documentation. After confirmation, schools shall sign and stamp on the first two aforementioned documents and archive the relevant documents.

3. The publications submitted for the screening:

The specialized publications submitted for the screening shall contain individual originalities. Publications arranged, added, omitted, composed or compiled from the publications of others shall not be submitted.

For those who have acquired lecturer qualification with Master's Degree, or who have earned assistant professor or associate professor qualification with Doctoral Degrees in accordance with Subparagraph 1 of Article 16 and Subparagraph 1 of Article 16-1 of the Statute Governing the Appointment of Educators, or Subparagraph 1 of Article 17 in the old Statute Governing the Appointment of Educators enacted before March 19 1997, they shall not, with the earlier submitted degree dissertations or part of the degree dissertations, apply for the teacher qualification of higher levels.

The nature of submitted publications shall be relevant to the taught subjects, which shall be determined by school's Teachers Review Committee.

The submitted publications shall meet the following requirements:

The specialized publications shall, within five years before submitting, have been published in prestigious academic or professional journals in R.O.C. or abroad, or, after acceptance, have been confirmed that the publications will be published regularly, or, have already been

published. However, those who submit the degree dissertation for the screening in accordance with Subparagraph 1 of Article 16-1 of Statute Governing the Appointment of Educators are not restricted.

Those who submit more than two publications for the screening shall distinguish their submitted publications into the representative publication and reference publications. If the reference publications are considered in a relevant research field, such reference publications may be regarded as part of the representative publication.

The references shall be cited and the bibliography shall be attached.

If the representative publication is coauthored, the submitter shall, in writing, with the signatures of the other coauthors, state the parts where he or she contributes.

The publications shall be stereotyped or photocomposed and be published. Handwritten copies, mimeographs, or photocopies are not accepted, but off prints are exempt.

Writer's name, publisher's title, date of publishing, place of publishing and publisher's registration number shall be stated in the publications.

Teachers, during the period between receiving the teacher qualification of the prior level and applying for next promotion, may spontaneously make a table listing all individual specialized or academic achievements as the screening reference and submit the table along with some selected important ones as references.

There are no language limitations on the publications; those written in foreign languages shall attach Chinese abstracts. However, if the taught subjects are foreign languages, the publications shall be written in the taught languages.

The off prints of papers published in academic journals, if the title, issue and time of the academic journal thereof are listed within, do not need to be submitted for the screening with the original journal attached; if not, the photocopies of the cover and table of contents of the original shall also be submitted for the convenience of screening. The papers that are accepted to be published regularly shall be submitted with the proof of acceptance.

4. General notes:

Those who apply for the screening of teacher qualification with foreign degrees shall follow the regulations of Guidelines for the Screening of Qualification of Teachers of Junior Colleges or Higher Levels with Foreign Degrees. The original certificates thereof shall be returned to submitters after schools' verification without submission to the Ministry.

Nevertheless, school shall archive the photocopies for later checks.

In accordance with Article 18 of Enforcement Rules of Statute Governing the Appointment of Educators, the new teachers and promoted teachers of each school shall complete the respective school's screening procedures within three months and report to the Ministry for the screening of the qualification.

Whether the submitter's certificates of work experience match the specialized professions or functions shall be determined by the respective school in accordance with Article 12 of Enforcement Rules of Statute Governing the Appointment of Educators.

For the adjunct teachers who hold full-time teacher positions in certain junior colleges or higher levels, their cases regarding the screening of teacher qualification shall be submitted to the Ministry by the schools they teach full time.

To be qualified to submit the application, the adjunct teachers shall teach a minimum of 18 weeks or 18 hours in the semester when they apply for the screening of teacher qualification.

The non-long-distance-teaching teachers of National Open University and National Open Junior College may submit qualification cases with 16 hours' teaching in the semester when they apply for the screening.

Teaching hours of the required and elected lab and practical training courses given in each respective department shall be recognized by half. For example, two-hour teaching is

regarded as one-hour teaching. Nevertheless, teaching hours of clinical practice courses given by medical schools shall be recognized in accordance with Appendix Four.

Teachers shall apply for the screening during the period of actual teaching. When pursuing full-time studies, doing research in R.O.C. or abroad, or giving courses abroad and therefore failing to teach at the semester, the teachers are not qualified to apply for the screening of teacher qualification. With regard to the teachers who pursue further education, do research, or give courses abroad after the application but during the screening, they are not bound by the regulations.

For the full-time teachers approved to pursue full-time studies or do full-time research, their seniority of the period thereof shall be recognized a maximum of one year when they apply for the promotion. For those approved to be seconded, their seniority of the period thereof shall be recognized a maximum of two years when they apply for the promotion.

Educational administration staff may not teach at private schools, nor may they apply for the screening of teacher qualification via private schools.

The age limitation on the application of the screening of teacher qualification is 65. However, those who have not reached 65 years old in the beginning of the employment in that respective school year may not be bound by the regulation.

The servicemen who currently do the compulsory service shall not apply for the screening of teacher qualification during the service period.

Those who apply for the screening of teacher qualification with foreign degrees but fail to submit the original degree certificates due to the schools' collective procedures may submit the provisional ones, conferred by the studied schools as proof of degree attainment, as equal to the original ones for the screening of qualification. The degree conferral date specified on the provisional ones shall be viewed as the actual graduation date.

The term "promotion" shall be defined as the lift from the lower level of teacher qualification to a higher one.

5.Special notes: (For those who apply mutatis mutandis to Article 30-1 of the newly amended Statute Governing the Appointment of Educators.)

The protection of incumbent lecturers and assistant professors in Article 30-1 of the "Statute Governing the Appointment of Educators", pursuant to the resolution of the 1st Standing Meeting of the 22nd Academic Review Committee of the Ministry, shall be handled in compliance with the following provisions:

The purpose to adjust teacher classification is to enhance teacher qualities. It guarantees the incumbent personnel the procedures for application, whereas require them to maintain the teaching standard. Therefore, the person, if originally qualifying for the screening of qualification on Associate Professor, may submit the screening case after the school's consent. However, he or she shall reach the requisite standard for Associate Professor in accordance with the amended classification.

The formal requirements may be considered in laxity. "Continuous teaching without suspension" implies that holding a teacher position without any period of suspension since the enforcement day of the amended Statute Governing the Appointment of Educators of March 21 1997, including on-job, full-time teachers or teachers who take unpaid leave; the same applies to the adjunct teachers who receive Appointment Letters each semester and do the actual teaching.

Persons who apply for the promotion with the acquired degrees shall submit the degree which conforms to the recognition provisions ; in addition, schools shall conduct the substantial review (including the external review) of the dissertation and other publications in accordance with the requisite standard for Associate Professor following the amended classification. Schools, which do not conduct the internal review, shall submit to the Ministry the relevant documentation regarding screening process for later reference. (Photocopies of

the minutes of Teacher Review Committee Meeting and photocopies of comments of screened publications are included.) If the school has not realized the screening process, the Ministry, when necessary, may submit the screening case to experts and scholars for second review.

Four. Report in a file form:

1. After the first review, school shall make a screening roll and submit it along with the curriculum vitae for the screening of teacher qualification and other relevant documents to the Ministry for review. (The screening roll shall be completed pursuant to different levels and categories; for the format and example, please see Appendix Five.)

2. The related documents to be submitted during the application for the screening with degrees:

For those who apply for the screening with foreign degrees in accordance with Paragraph 1 of verification principle with foreign degrees of Guidelines for the Screening of Qualification on Teachers of Junior Colleges and Higher Levels with Foreign Degrees, they shall submit the same documents as those who apply for the screening with domestic degrees---curriculum vitae. The other documents shall be archived in the respective school for later check. Shall there be any discrepancy happens regarding the recognition of degrees, Ministry of Education may send a dispatch to the respective school, requiring the school to conduct the verification of foreign degrees and thereafter submit the result along with relevant documents to the Ministry for the screening.

Those who apply for the screening with foreign degrees in accordance with Paragraph 2 and 3 of verification principles of foreign degrees shall submit the curriculum vitae in triplicate. In addition, foreign transcripts, tables of overseas education, individual arrival/departure record and degree verification documents shall be submitted to the Ministry as well. The Ministry shall, in compliance with the professional achievements, hold a meeting for the verification.

3. Relevant provisions regarding submitting the publications for the screening (approved by Education Ministry in Letter Tai (90) Shen No. 90099044):

Those who apply for the screening of teacher qualification with specialized publications or technical reports shall follow the provisions of school's external review regulations to complete the screening. After the concurrence of the respective Teachers Review Committee, the curriculum vitae of teacher qualification and the table of publications shall be put into envelopes along with the representative publications, reference publications (the cover shall be specified as "Representative Publications" and "Reference publications"; the level of teacher qualification for the screening such as "Professor", "Associate Professor", "Assistant Professor" or "Lecturer") and other relevant documents, which shall be submitted to the Ministry for second review. One copy shall be put into each envelope and each submitter shall prepare three envelopes for the Ministry. Schools shall make a roll of submitters and make a collective report to the Ministry. Another envelope shall be kept in schools for future reference. When necessary, the Ministry may notify the personnel unit of the respective school to submit the envelope. The curriculum vitae of teacher qualification (in duplicate), a roll of teachers' publications for the screening, an abstract of representative publications (typed on the A4 papers) and each relevant document shall be submitted with the dispatch. The reference publications shall have been published or circulated within the last five years before submitting. If the reference publications are published books, the submitter shall select a maximum of three of them in which greater professional or academic achievements have been reached; the reference publications published in the journals are not bound with the aforementioned restriction; however, off prints shall be submitted. The teaching or research achievements, e.g. commissioned research projects, professional investigation reports and teaching materials gained between acquiring the teacher qualification of prior level and

applying for the next promotion may be listed as references. The references thereof do not need to be submitted to the Ministry, but shall be stated in the table of publications for review. Those who fail to apply for the screening in accordance with the provisions shall be denied. The submitted publications, after the screening of the Ministry, will not be returned to the submitters.

4. Those who apply for the screening of teacher qualification in accordance with Article 30-1 of the Statute Governing the Appointment of the Educators shall submit the relevant documents for the screening, e.g. the roll of the screening of teachers, curriculum vitae, meeting minutes of the Academic Review Committee, proof of continuous teaching without suspension and the school's screening records of external review.

5. The 30 schools, e.g. National Tsing Hua University, which conduct their own screening shall make tables, charts and forms in accordance with the provisions approved by Education Ministry in Letter Tai Shen No. 85517961 (Spet.06.1996). After completing the screening, the schools shall make rolls automatically. One copy of each of the roll and curriculum vitae shall be collected for the Ministry to issue certificates.