NATIONAL TAIWAN UNIVERSITY

Transfer Application for Personnel in Sponsored Projects

Amended 2021.05

Employment Unit			Final Process	sing Unit			
Name		National ID (or Alien Resident Certificate/ Passport) No.			Job T	ïtle	
Current Project Title			Accounting Code		1	1	
Current Project Employment Term	Fromto	(YYYY/MN (YYYY/MM	/	1	Salary		
Title of Requested Project			Accounting Code				
Employment Term of Requested Project	(The requested project		to the applicant's	current proj	ect)		
Reason for Transfer and Required Supporting Documents	☐ Granted approval to administrative procured ☐ Suspension of projectipulated in the industry to transfer to another funding institution,	edures (please attac ct due to the regula lustry-academia col er project with the P	h the signed approtions established laboration contraction contraction	roval) by the project, resulting ator (please	ect's fundi g in project attach the	ng inst	titution or as
I understand and agre		•				ith th	e Principal
Investigator's job ass	signments and shall h	nave no objection	hereafter.				
	Pro	oject Personnel S	ignature:				
Processing Clerk and Contact Number			Principal Inves	stigator			
Unit Head			Senior Admin (In accordance wi principles of deleg duties, a senior administrator is an to ratify the docur	ith the gation of uthorized			
Personnel Office:							
Processing Clerk:	Labo	r and Health Insu	rance Processi	ng Clerk:			
Division Director:	Seni	or Executive Off	icer:	Direc	tor:		
Accounting Office							
Processing Clerk: Senior Executive Off	icer:	Division Director:	tor:				

	1. Pursuant to NTU official letter Hsiao Yen Fa Tzu No. 1050078371 dated November 22, 2010 after a Principal Investigator hires a project personnel, they shall make sure to set aside the necessary personnel funds and distribute salaries on a monthly basis in accordance with regulations, in order to protect the rights of the project personnel. To avoid labor disputes and violations of labor laws, contract terminations and personnel transfers due to insufficient fundshall be deemed as invalid. If there is a legitimate reason for the transfer other than those listed above, the transfer may be processed after the signed consent of the Principal
Notes	Investigator is approved in accordance with administrative procedures. 2. In the event that the Principal Investigator, without just cause, requests that the project personnel terminate the original contract prior to the stipulated end date, they shall not the project personnel in advance and compensate them with severance pay in accordance with Article 16 of the Labor Standards Act and Article 12 of the Labor Pension Act, respectively. The Principal Investigator shall also submit a Report on the Involuntary Resignation and Early Contract Termination by Sponsored Project Personnel together with a signed copy of its attached declaration form to the Personnel Office no later than 14 days prior to the termination date. The documents shall be submitted to the Taipei City Department of Labor in accordance with Article 33, Paragraph 1 of the Employme Service Act.