**Important Notes for Domestic Further Education for Staff at National Changhua University of Education**

1. National Changhua University of Education (hereinafter referred to as "the university") has established these guidelines to encourage staff to enhance their skills, improve service quality, and increase work efficiency. This is in reference to relevant regulations such as the "Regulations for the Training and Further Education of Public Servants."

2. For domestic further education of university staff, unless otherwise specified by law, the procedures outlined in these guidelines shall apply.

3. In these guidelines, the term "staff" refers to civil servants within the university’s official personnel structure.

**4. Further education for university staff is categorized into personal time further education and partial work time further education and is implemented as follows:**

(1) **Personal Time Further Education:** 1. Enrollment in domestic higher education institutions for credits or elective courses. 2. Specialized research at domestic institutions or schools. 3. Further education at other domestic institutions.

(2) **Partial Work Time Further Education:** 1. Enrollment in elective courses related to the staff’s duties at higher education institutions. 2. Participation in graduate school entrance exams related to work, and pursuing a degree if admitted. 3. Participation in further education entrance exams at universities related to work, and pursuing a degree if admitted. 4. Participation in study and training programs related to work organized by government agencies.

The total number of staff selected or approved for further education each academic year is limited to one-tenth of the number of budgeted staff positions. Each staff member's personal time for further education is limited to a maximum of eight hours per week.

**5. Methods of Further Education and Subsidies:**

(1) **Designated Further Education**: Based on business needs, department heads shall prepare a selection plan for further education at the beginning of the fiscal year. After obtaining the president's approval, those selected for further education may receive full financial support for related expenses.

(2) **Self-Application for Further Education:** Applicants who submit a request in accordance with regulations and receive the university's approval for examination may be granted a 50% subsidy for related expenses.

The subsidy for the above-mentioned expenses is limited to one application per degree or program. For those who pass all courses with an average score of 70 or above, the maximum subsidy per person per semester is NT$20,000.

Recipients of the subsidy must submit the original score notification and payment receipts to apply for the further education expenses within two months of receiving the university's grade notification. If no grades are available, they must submit a further education report and payment receipts within two months after the completion of the further education. If any course grades are below passing, no subsidy will be provided for that semester. Failure to apply within the specified period will be considered a forfeiture of the subsidy.

**6. Staff applying for partial work time further education must have served at the university for at least two years, with performance evaluations in the most recent two years showing one year as 'Excellent' and one year as 'Above Average,' and must not have received any disciplinary actions, criminal penalties, or major negative assessments. Applicants should submit their application in the year their service period ends, and it must be approved by their department head and reviewed by the university's review committee before being submitted to the president for final approval.**

**7. When a department head agrees to a staff member’s further education application, they should carefully consider the relevance of the further education to the staff member's duties and its impact on public service operations.**

**For those applying for personal time further education subsidies, they should submit an application form before starting their studies. The application must be approved by the department head, co-signed by the Human Resources Office, and then approved by the president.**

**8. For staff pursuing degrees, the standard duration is two years for a master's degree and three years for a doctoral degree. Extensions granted for further education will not be included in the unit's quota for further education. The time for further education must be recorded as official or personal leave, and no subsidy will be provided for credit fees. If the department offering the degree program has a minimum study period that exceeds the standard duration mentioned above, the education period will be based on the department's minimum study requirements.**

**9. For supervisory staff approved to pursue a degree during partial work time, to avoid affecting the normal business operations of the unit, their position may be adjusted to a non-supervisory role during the further education period. Units are not allowed to request additional staff due to the staff member's further education.**

**10. Staff pursuing a degree during partial work time must obtain a further education guarantee certificate before enrollment. Upon completion of the further education, they are obligated to return to the university to fulfill their service duties, equivalent to the amount of official or personal leave taken. If they fail to fulfill their service obligation, they must compensate for their salary and any further education subsidies received during the leave period, according to regulations.**

**11. Staff who receive further education subsidies and resign or transfer to another public agency (or school) during the further education period must compensate for the subsidies received according to regulations.**

**12. For teaching assistants promoted after the amendment of the University Act who do not have teaching qualifications, their domestic further education shall be handled in accordance with these guidelines.**

**13. These guidelines shall be implemented after being approved by the administrative meeting and the president, and the same process applies to any amendments.**