

NATIONAL TAIWAN UNIVERSITY

Employment Termination Procedure Form for Employment-Based Part-Time Assistants with Graduate Student Stipends in Academic Programs

If the departing personnel has explained their request for the termination of employment and completed the handover process in full, please affix your seal (of the employing unit) to approve the request.

Name (Signature)		National ID No.	
Employing Unit	Department / Graduate Institute of College of		
Title	<input type="checkbox"/> Teaching Assistant (Master's - Graduate Student Stipend) <input type="checkbox"/> Teaching Assistant (Doctoral - Graduate Student Stipend) <input type="checkbox"/> Administrative Assistant (Master's - Graduate Student Stipend) <input type="checkbox"/> Administrative Assistant (Doctoral - Graduate Student Stipend) <input type="checkbox"/> Teaching and Administrative Assistant (Master's - Graduate Student Stipend) <input type="checkbox"/> Teaching and Administrative Assistant (Doctoral - Graduate Student Stipend)		
Instructor (Signature)	(signature required if the personnel is employed as a teaching assistant)		
Original Contract Period	From ___/___/___ to ___/___/___ (MM/DD/YYYY)	Date of Termination (day after the end of the stipend period)	___/___/___ (MM/DD/YYYY)
Reason for Termination			
Property Management Unit	<input type="checkbox"/> Property managed by the departing personnel has been transferred to _____ as stated in the attached form. <input type="checkbox"/> No property is managed by the departing personnel. Department / Graduate Institute Property Manager (Seal): _____		
Processing Clerk of the Employing Unit		Processing Unit Integrated Affairs Division, Personnel Department	
Processing Clerk's Phone No.			
Head of Employing Unit (Seal)			

Dean (Approval)		
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Notes:

- 1. Employment termination shall be completed within one week after departure. Please submit this employment termination form to the employing unit (department / graduate institute) for the issuance of a termination certificate and other relevant documents that you may need.**
- 2. Prior to departure (at the very latest, one day before departure), the departing personnel shall request removal from insurance coverage at the Integrated Affairs Division, Personnel Department on the Main Campus in accordance with the relevant regulations (the signature or seal of the policyholder and the head of the employing department or graduate institute are required).**
- 3. Prior to completing online deregistration, international students who are enrolled in the Labor Insurance and National Health Insurance programs and who have allocated pension contributions are required to go to the Cashier Division website to download the *Mandatory Pension Contribution and Voluntary Pension Contribution Claim Applications*, fill out the form, and submit it to their associated unit for approval from the unit office and the unit head (or principal investigator; seal must be affixed). The departing personnel shall then present this form with a photocopy of the salary transfer account passbook at Counter 13 of the Cashier Division to settle their pension contribution at departure.**