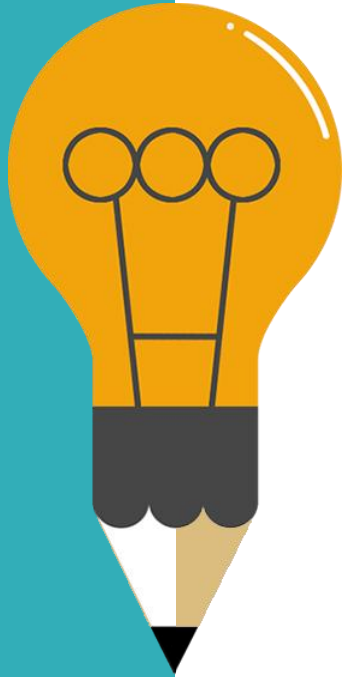


2026.02

Orientation for Teachers Conducting Industrial Study or Research and the System Operation

Personnel Office Yu-Ting, Hsu

Agenda



01

Regulation

Applicable subjects and the cycle

02

Conducting ways (1/3)

1. Full-time field service or research in the applied industry

03

Conducting ways (2/3)

2. Applied industry-academia cooperation plan

04

Conducting ways (3/3)

3. Applied in-depth practical study

05

System operation

Operating instruction of the System for industrial learning/research by a faculty member



Regulation

Applicable subjects and the cycle

Regulation

Technical and Vocational Education Act



Article 26: After every 6 years of working at a technical and vocational education institution, qualified teachers of vocational subjects or technical subjects; professional and technical staff; and vocational and technical subject instructors shall go and undertake at least 6 months of study or research related to their professional or technical area of expertise with an organization that collaborates with their technical and vocational education institution, or with an industry related to the subject area in which they teach



- 技專校院教師進行產業研習或研究實施辦法
- 國立雲林科技大學教師進行產業研習或研究作業要點

Regulation

Introduction of the applicable subjects and the cycle

01

Applicable subjects

Full-time faculty, contract-based faculty, professional and technical staff, or faculty of practice, who **holds vocational or technical courses**. The course refers to that planned by the professional departments and in line with the professional or technical nature of each department (institute) other than the school's common subjects or general subjects (YUST, EEP, TEC).

02

Cycle

1. After November 21, 2005, the starting date shall be the starting working day in YunTech.
2. If the teacher has pre-service seniority in other technical and vocational education institutions, the years can be incorporated after approval.

03

Cycle Extension

1. If a teacher has maternity leave (abortion leave), unpaid leave (parental leave, parent-care leave, in-service advanced study, secondment) or suspension of employment, sick leave (more than 28 days), or other reasons approved by the principal during the cycle, the cycle may be relatively extended (the teacher may choose not apply for extension).
2. If a teacher does not hold professional courses during the cycle, he/she may extend the cycle according to the time of the interruption (the teacher may choose not apply for extension).



Conducting ways

1. Full-time field service or research in the applied industry

01

Regulation:

- For the full-time field service or research in the applied industry, the actual execution days are the same as the **service or research contract period**, and should be carried out **during winter or summer vacation, Sabbatical Leave, or spare time**.

The applied industry mentioned above shall **sign a contract** with YunTech.

03

Note:

The period should be **6 months in principle**.

02

Procedure:

1. The teacher applies **beforehand** (application form, proposal and contract.)
2. Execute after approval of the relevant Committees.
3. After completion, the teacher submits report **on the system** within 2 months, and approved by his/her **Department**.

2. Applied industry-academia cooperation plan

01

Regulation:

- A teacher conducts an industry-academia cooperation plan with a partner institution or industry, and has technology transfer, commercialization or other specific contribution to industrial development. The actual execution days are the same as the **actual implementation period** of the industry-academia cooperation plan.
- The industry-academia cooperation plans are subject to **a certain amount** of restrictions and specific results with spillover effects, including patents, publication, technical innovation, technology transfer, and technical services. The standards are **set by each College**.

02

Procedure:

After completion of the plan, the teacher submits report **on the system**, and approved by his/her **College**.

03

Note:

- The **written contract** of the industry-academia cooperation plan has to be signed in the name of YunTech, and the amount of plan should be remitted to YunTech account. If the amount or the management fee of the plan is zero, the teacher should explain the reason and approved by the president.
- The industry-academia cooperation plan **does not include the Research Project** of the National of Science and Technology Council.

3. Applied in-depth practical study

01

Regulation:

- For the applied in-depth practical study jointly planned by the school and the cooperative institution or industry, in the form of interactive team study or workshop, the actual execution days are the same as the period during which the teacher participates in the study. Besides, the teacher must obtain a **certificate** of the study issued by the organizer, with **4 hours (half a day) as the unit, accumulatively 5 days as 1 week, accumulatively 4 weeks as 1 month.**
- During the semester, teachers have **official leave** for maximum 8 hours per week for in-depth practical study, while the number of official leave during winter and summer vacations is not restricted to 8 hours.

02

Procedure:

1. The teacher should complete the leave application procedure **beforehand** according to the regulations.
2. After completion, the teacher submits report **on the system** within 2 months, and approved by his/her **Department**.

03

Note:

About the study, please pay attention to the relevant information announced by the Personnel Office, Office of Research and Development and Office of International Affairs

- [The study platform of Ministry of Education](#)

Rights and Obligations

01

Regulation:

- When a teacher conducts industrial study or research, YunTech shall **retain his/her position with pay, grant official leave**, and sign a contract in advance, including the starting and ending dates, service obligations, conditions for repayment of fees in violation of regulations, auditing standards, and enforcement, etc.
- If a teacher does not complete the industrial study or research by the assigned date, he/she **can not be granted** Secondment, lecturing abroad or advanced study at a domestic or foreign institution, Sabbatical leave, deduction of teaching hours, receiving payments for additional teaching hours, lecturing or holding concurrent positions at other institutions, undertaking a teacher evaluation committee member, taking up administrative work, seniority and wage advancement, **until he/she completes it**.

02

Note:

- The Ministry of Education (MOE) respects the ways schools penalize the teacher who fails to complete the industrial study or research by the assigned date, while schools shall assist the teacher **to complete it**.
- The completion status of the industrial study or research of each school will affect the **grant** from MOE.



System operation

System Location

Yuntech SSO / Research & Development / Other Systems /
【 System for industrial learning/research by a faculty member 】

The screenshot displays the YunTech SSO interface. At the top left, there is a logo and the text "Office Of Industry-Academia" and "CHANG, WEI-CHEN". Below this, a sidebar menu is visible with several items: "research" (highlighted with a red box), "Major undertake works", "Information Systems", "Research Work-in-study learning system", and "Research & Development" (highlighted with a red box). The main content area is titled "YunTech SSO" and includes user role buttons for "Faculty", "Student", and "Alumni". Below these, the "Information Systems" section is shown with a navigation bar containing "Academic", "Student", "General", "Personnel", "Research" (highlighted with a red box), "Counseling", "E-Doc", and "Questionnaire". Under the "Research" tab, a list of systems is displayed, including "Academic Affairs", "eForm System", "Eclass(Tronclass)", "TEX System", "E-Learning", "Activities Registration System", "Student Affairs", "Part time jobs for students", "Student E-Portfolio", and "Research Work-in-study learning system". A "More" button is located at the bottom right.

YunTech SSO

Faculty Student Alumni

Information Systems

Academic Student General Personnel **Research** Counseling E-Doc Questionnaire

1 Academic Affairs 6 Activities Registration System

2 eForm System 7 Student Affairs

3 Eclass(Tronclass) 8 Part time jobs for students

4 TEX System 9 Student E-Portfolio

5 E-Learning 10 Research Work-in-study learning system

More

System Location

Yuntech SSO / Research & Development / Other Systems /
【 System for industrial learning/research by a faculty member 】

The image shows a screenshot of a web application interface. At the top left, there is a logo of a stylized flower and the text '研發資訊系統'. Below this, the main heading is 'Project Query'. Underneath the heading, there is a breadcrumb trail: 'Home / Integrated Query'. On the right side of the page, there is a dropdown menu titled 'Other Systems'. The menu has two visible items: 'Famous alumni fill-in and submission platform' and 'System for industrial learning/research by a faculty member'. The second item is highlighted with a red rectangular border. Below the menu, there are several input fields and a blue button, which are partially obscured by blurring.

User interface

1. Verification of the full-time field service or research in the applied industry
2. Verification of the applied industry-academia cooperation plan
3. Verification of the applied in-depth practical study

洪小嘉 您好

System for industrial learning/research by a faculty member
[中文 | English]

Home

Faculty fill in

Estimated time for promotion

Form filing

Verification of the full-time field service or research in the applied industry (§3-1-1)

Verification of the applied industry-academia cooperation plan (§3-1-2)

Verification of the applied in-depth practical study (§3-1-3)

Personal records of cycle extension

Form filing and to-do entry

Estimated time for promotion →

Verification of the full-time field service or research in the applied industry 3-1-1 →

Verification of the applied industry-academia cooperation plan 3-1-2 →

Verification of the applied in-depth practical study 3-1-3 →

Number of items to be done 3

User interface

洪小嘉 您好

Home

Faculty fill in

Estimated time for promotion

Form filing

Verification of the full-time field service or research in the applied industry (§3-1-1)

Verification of the applied industry-academia cooperation plan (§3-1-2)

Verification of the applied in-depth practical study (§3-1-3)

Personal records of cycle extension

Personal records of pre-service seniority calculated

Personal application records

Personal to-do list

Verification of the applied industry-academia cooperation plan (§3-1-2)

[中文 | English]

1. If you cannot find the school number, please ask the undertaker.
2. The "actual execution days" will be adjusted according to the "start and end date of the filing cycle"

Current cycle

Name

洪小嘉

Current cycle

2

Is the current cycle completed?

Y

Starting date of industrial learning/research cycle

2021-11-20

Ending date of industrial learning/research cycle

2027-11-19

Form Filing

1. Basic information

2. Achievements

* Teaching fields

* Subject of industry-academia cooperation project

* School number

* Name of industry-academia cooperation project

Name of major industrial learning/research cooperation institution (full name)

Types of major industrial learning/research cooperation

Corresponding industry types of major industrial

User interface

洪小嘉 您好

Home

Faculty fill in

Estimated time for promotion

Form filing

Verification of the full-time field service or research in the applied industry (§3-1-1)

Verification of the applied industry-academia cooperation plan (§3-1-2)

Verification of the applied in-depth practical study (§3-1-3)

Personal records of cycle extension

Personal records of pre-service seniority calculated

Personal application records

Personal to-do list

Verification of the applied industry-academia cooperation plan (§3-1-2)

[中文 | English]

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2. The "actual execution days" will be adjusted according to the "start and end date of the filing cycle"

Current cycle

Name

洪小嘉

Current cycle

2

Is the current cycle completed?

Y

Starting date of industrial learning/research cycle

2021-11-20

Ending date of industrial learning/research cycle

2027-11-19

Form Filing

1. Basic information

2. Achievements

* Teaching fields

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* School number

* Name of industry-academia cooperation project

Name of major industrial learning/research cooperation institution (full name)

Types of major industrial learning/research cooperation

Corresponding industry types of major industrial

User interface

洪小嘉 您好

Home

Faculty fill in

Estimated time for promotion

Form filing

Verification of the full-time field service or research in the applied industry (§3-1-1)

Verification of the applied industry-academia cooperation plan (§3-1-2)

Verification of the applied in-depth practical study (§3-1-3)

Personal records of cycle extension

Personal records of pre-service seniority calculated

Personal application records

Personal to-do list

Verification of the applied industry-academia cooperation plan (§3-1-2)

[中文 | English]

1. If you cannot find the school number, please ask the undertaker.
2. The "actual execution days" will be adjusted according to the "start and end date of the filing cycle"

Current cycle

Name

洪小嘉

Current cycle

2

Is the current cycle completed?

Y

Starting date of industrial learning/research cycle

2021-11-20

Ending date of industrial learning/research cycle

2027-11-19

Form Filing

1. Basic information

2. Achievements

* Teaching fields

* Subject of industry-academia cooperation project

* School number

* Name of industry-academia cooperation project

Name of major industrial learning/research cooperation institution (full name)

Types of major industrial learning/research cooperation

Corresponding industry types of major industrial

User interface

Form Filling

1. Basic information

2. Achievements

* Teaching fields

* Subject of industry-academia cooperation project

* School number

* Name of industry-academia cooperation project

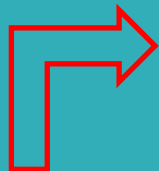
Name of major industrial learning/research cooperation institution (full name)

Types of major industrial learning/research cooperation institutions

Corresponding industry types of major industrial learning/research cooperation institutions

Fill in manually

User interface



Select from the drop-down menu to automatically populate partial information from the industry-academia cooperation case.

* School number

* Name of industry-academia cooperation project

Name of major industrial learning/research cooperation institution (full name)

Types of major industrial learning/research cooperation institutions

Corresponding industry types of major industrial learning/research cooperation institutions

* Industry-academia cooperation funding ratio % (Principal investigator and co-principal investigator are listed in proportion)

* Total funds of industry-academia cooperation (Total original amount : 0)

* Researcher category

* Actual execution time - start date

* Actual execution time - end date

User interface

Fill in
manually

* School number

* Name of industry-academia cooperation project

Name of major industrial learning/research cooperation institution (full name)

Types of major industrial learning/research cooperation institutions

Corresponding industry types of major industrial learning/research cooperation institutions

* Industry-academia cooperation funding ratio % (Principal investigator and co-principal investigator are listed in proportion)

* Total funds of industry-academia cooperation (Total original amount : 0)

* Researcher category

* Actual execution time - start date

* Actual execution time - end date

User interface

The system automatically calculates the actual completed number of days.


* Industry-academia cooperation funding ratio % (Principal investigator and co-principal investigator are listed in proportion)

* Total funds of industry-academia cooperation (Total original amount : 0)

* Researcher category

* Actual execution time - start date

* Actual execution time - end date

* Actual execution days 

* Cycle to be filled

Is the filing cycle completed?

* Filing cycle - start date

* Filing cycle - end date

Continue →

Save draft

User interface

Teachers can choose which cycle (if more than one cycle) they wish to fill in.

* Industry-academia cooperation funding ratio % (Principal investigator and co-principal investigator are listed in proportion)


* Total funds of industry-academia cooperation (Total original amount : 0)

* Researcher category

* Actual execution time - start date

* Actual execution time - end date

* Actual execution days

* Cycle to be filled 

Is the filing cycle completed?

* Filing cycle - start date

* Filing cycle - end date

Continue →

Save draft

User interface

Form Filling

1. Basic information

2. Achievements

* Fill in at least one achievement.

1. Achievements that have contributed to industrial development

Technology transfer

Commercialization

Patent application

Counseling industry's application to
apply related plans

Assisting the industry to participate in
related competitions or exhibitions

Assisting industrial technology
upgrade

Assisting the industry to increase
output value

Assisting in the training of industrial
employees

Assisting the industry to improve
customer service

User interface



Assisting the industry to participate in related competitions or exhibitions



Assisting industrial technology upgrade



Assisting the industry to increase output value



Assisting in the training of industrial employees



Assisting the industry to improve customer service

Other

Please briefly describe the achievements of contribution to the industrial development, no more than 50 words.

2. Achievements in improving practical teaching



Technical report upgrade



Practical courses offered



Production of practical teaching materials



Introductory teaching of new industry-related knowledge



Practical project guidance

User interface

2. Achievements in improving practical teaching

Technical report upgrade

Practical courses offered

Production of practical teaching materials

Introductory teaching of new industry-related knowledge

Practical project guidance

Industry provided off-campus internship opportunities

Industry provided collaborative teaching with instructors

Other

Please briefly describe the achievements of enhancing practical teaching, no more than 50 words.

3. Others

Other

Please briefly describe the achievements of industrial learning/research, no more than 50 words.

Previous <

Send out ↗

Save draft

User interface

Industry provided collaborative
teaching with instructors

Other

Please briefly describe the achievements of enhancing practical teaching, no more than 50 words.

3. Others

Other

Please briefly describe the achievements of industrial learning/research, no more than 50 words.

Previous ←

Send out ↗

Save draft

Describe
in 50
words

User interface

Industry provided collaborative teaching with instructors

Other

Please briefly describe the achievements of enhancing practical teaching, no more than 50 words.

3. Others

Other

Please briefly describe the achievements of industrial learning/research, no more than 50 words.

Previous ←

Send out ↗

Save draft

Temporarily save to the
“Personal to-do list”

Introduction of the new functions- Authorize an agent to fill in

1.How to authorize?

2.How the agent fills in after being authorized?

User interface

1. Set up agent

洪小嘉 您好

- Home
- Faculty fill in >
- Agent fills in >
- Agent management**

Agent management

- An applicant can only set up one agent. To cancel or change the agent, please delete the original record, and then set up a new agent.

[中文 | English]

Agent list

Faculty number of the applicant	Applicant	Faculty number of the agent/school number	Name of the agent
No data available			

Add agent

User interface

1. Set up agent

The screenshot shows a web application interface for 'Agent management'. On the left is a navigation sidebar with a user profile '洪小嘉 您好' and menu items: 'Home', 'Faculty fill in', 'Agent fills in', and 'Agent management'. The main content area has a title 'Agent management' with a folder icon, a red warning message, and a language selector '[中文 | English]'. Below this is a table titled 'Agent list' with columns: 'Faculty number of the applicant', 'Applicant', 'Faculty number of the agent/school number', and 'Name of the agent'. The table is currently empty, showing 'No data available'. A red box highlights a blue 'Add agent' button at the bottom left of the main content area.

洪小嘉 您好

- Home
- Faculty fill in >
- Agent fills in >
- Agent management

Agent management

- An applicant can only set up one agent. To cancel or change the agent, please delete the original record, and then set up a new agent.

[中文 | English]

Agent list

Faculty number of the applicant	Applicant	Faculty number of the agent/school number	Name of the agent
No data available			

Add agent

User interface

1. Set up agent

Add agent

*FACULTY NUMBER OF THE APPLICANT
8406991 7 / 10

Applicant
洪小嘉

*
FACULTY NUMBER OF THE AGENT/SCHOOL NUMBER 0 / 10

Name of the agent

Identity

Status

Save

User interface

1. Set up agent

Add agent

***FACULTY NUMBER OF THE APPLICANT**
8406991

7 / 10

Applicant
洪小嘉

***FACULTY NUMBER OF THE AGENT/SCHOOL NUMBER**
T10915458

8 / 10

Name of the agent
張小辰

Identity
Faculty

Status
In-service

Save

User interface


1.Set up agent

Agent management

- An applicant can only set up one agent. To cancel or change the agent, please delete the original record, and then set up the new agent.

[中文 | English]

Agent list

Faculty number of the applicant	Applicant	Faculty number of the agent/school number	Name of the agent	Email of the agent	Identity	Status	Delete
8406991	洪小嘉	T10915458	張小辰	CAS@yuntech.edu.tw	Faculty	In-service	

Rows per page: 10 1-1 of 1 < >

Authorization successful

Introduction of the new functions- Authorize an agent to fill in

1.How to authorize?

2.How the agent fills in after being authorized?

Agent interface

2. Agent fills in

環境與安全衛生工程系 洪小嘉

Agent fills in

- Form filing
 - Verification of the full-time field service or research in the applied industry (§3-1-1)
 - Verification of the applied industry-academia cooperation plan (§3-1-2)
 - Verification of the applied in-depth practical study (§3-1-3)
- Application records of the agent

Current cycle

Name: 洪小嘉

Current cycle: 2

Is the current cycle completed?: Y

Starting date of industrial learning/research cycle: 2021-11-20

Ending date of industrial learning/research cycle: 2027-11-19

Form Filling

1. Basic information

* Teaching fields

* School number

* Name of industry-academia cooperation

Name of major industrial learning/research

Agent interface

2. Agent fills in

環境與安全衛生工程系 洪小嘉

Current cycle

Name

洪小嘉

Current cycle

2

Is the current cycle completed?

Y

Starting date of industrial learning/research cycle

2021-11-20

Ending date of industrial learning/research cycle

2027-11-19

Form Filling

1. Basic information 2. Achievements

* Teaching fields

* Subject of industry-academia cooperation project

* School number

* Name of industry-academia cooperation project

Name of major industrial learning/research cooperation institution (full name)

The agent fills in the form in the same way as the teachers



Q&A



Thank you