

## **Teacher Qualifications at Institutions of Higher Education**

### **Apply for Academic Teacher Rank Accreditation Certificate from Ministry of Education**

#### **※ Teacher Certification Application from Ministry of Education**

Teacher qualifications at institutions of higher education: Faculty can apply for Academic Teacher Rank Accreditation Certificate from Ministry of Education. Applicants should fill out the forms on the Ministry of Education website <https://www.schprs.edu.tw/>, and print the Teacher Accreditation Application and Resume Form.

#### **※ Submission of Application Documents :**

1. Teacher Accreditation Application and Resume Form 教師資格審查履歷表 **【Ministry of Education Form】**
2. Teacher Qualification Verification Form (Select one) : **【Ministry of Education Form】**
  - (1). 元智大學辦理以學位或文憑送審教師資格查核表 (by academic degree or diploma)
  - (2). 元智大學辦理以著作(專門著作、技術報告、作品、體育成就證明及教學實踐研究)送審教師資格查核表 (by publications, technical reports, creative works, sports achievement, or teaching practice and research report)
3. Submit one passport photo (2-inch photo)

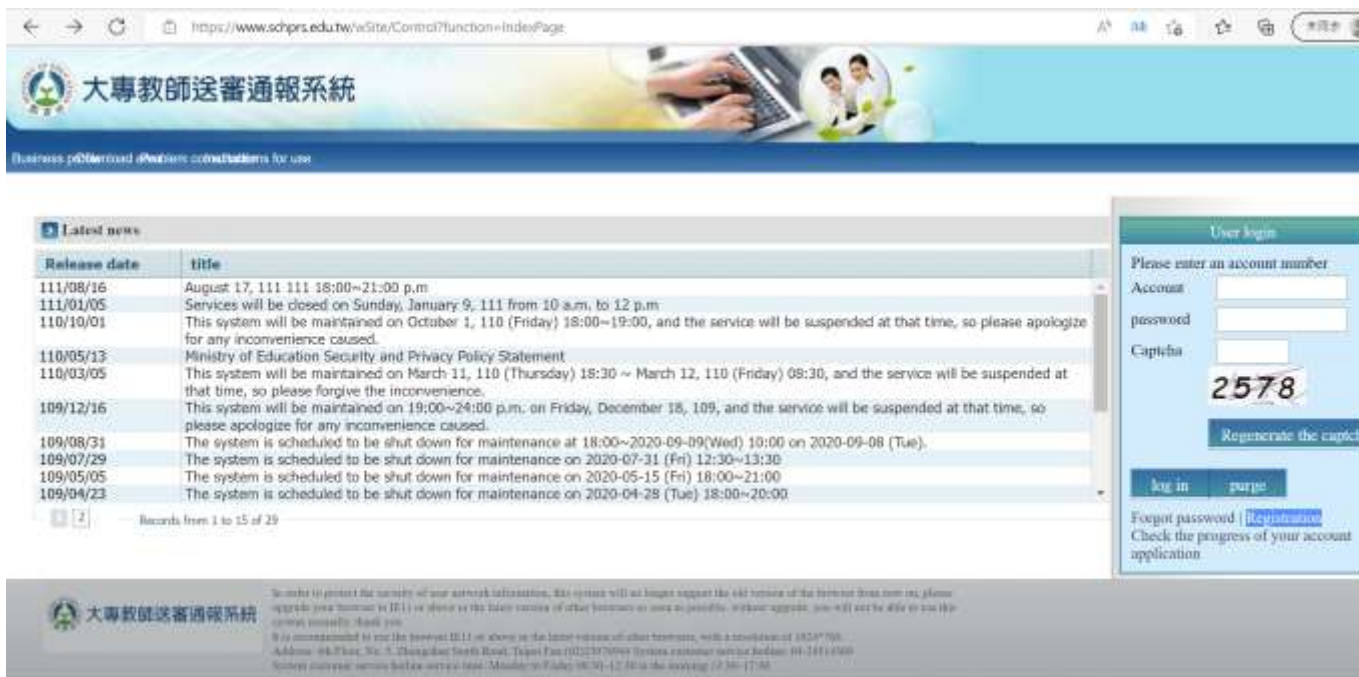
※

#### **※ Process for Downloading and Verifying the Electronic Teacher Certificate Issued by the Ministry of Education**

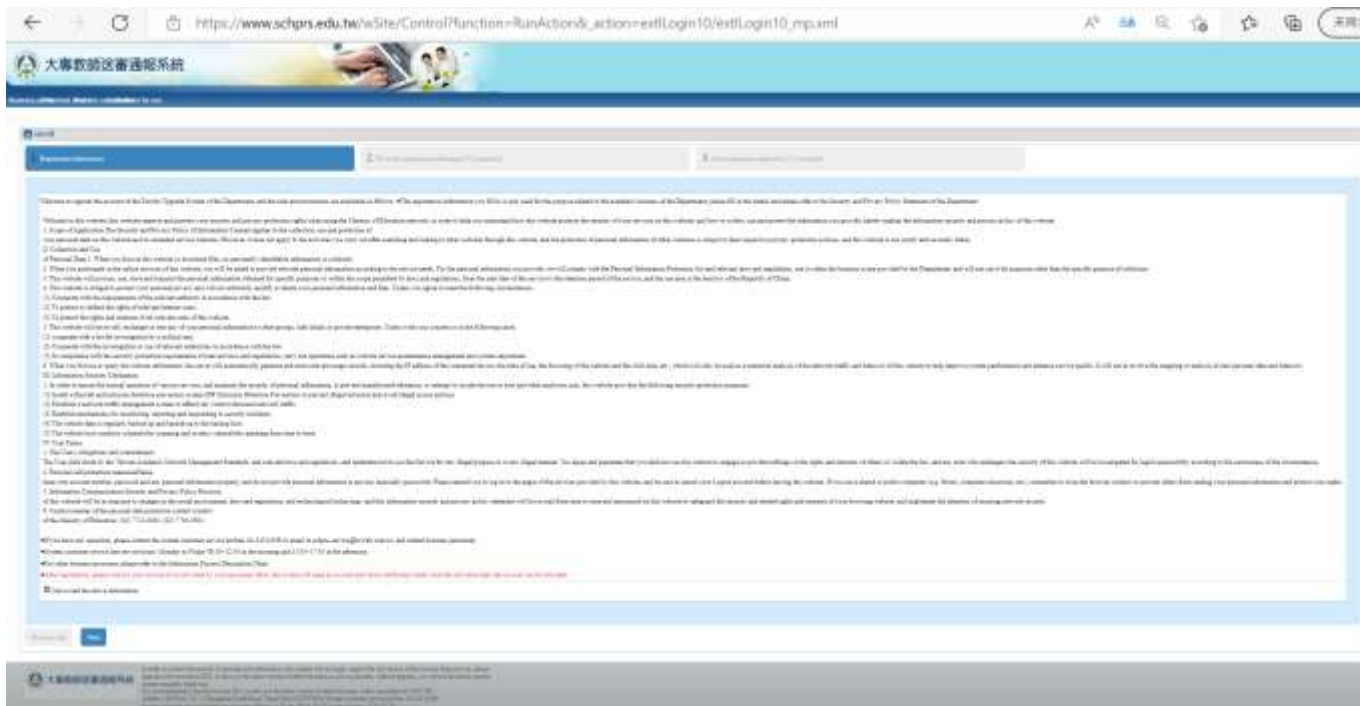
1. Logic in Ministry of Education website <https://www.schprs.edu.tw/>.
2. Teacher Application Assignment > Download electronic certificate
3. After downloading the electronic certificate, you can upload the electronic certificate file to the [Ministry of Education Electronic Certificate Verification System] (<https://dcert.moe.gov.tw/upload>) for verification!
4. Please send the downloaded original PDF file of your teacher's electronic certificate via email to Ms. Lu Wei-Chien, the personnel office staff, at [pinkylyu@saturn.yzu.edu.tw](mailto:pinkylyu@saturn.yzu.edu.tw).

※ Ministry of Education Website <https://www.schprs.edu.tw/>, Simple explanation of the system operation process steps:

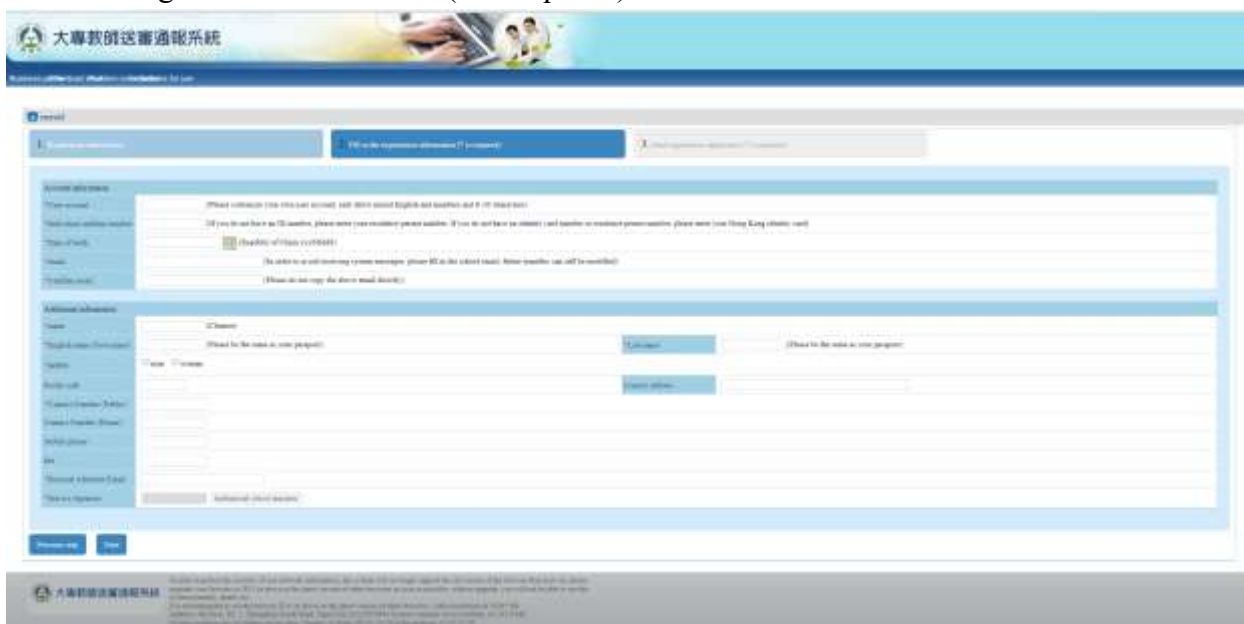
1. Online Faculty Account Application, to Click the “Registration”.



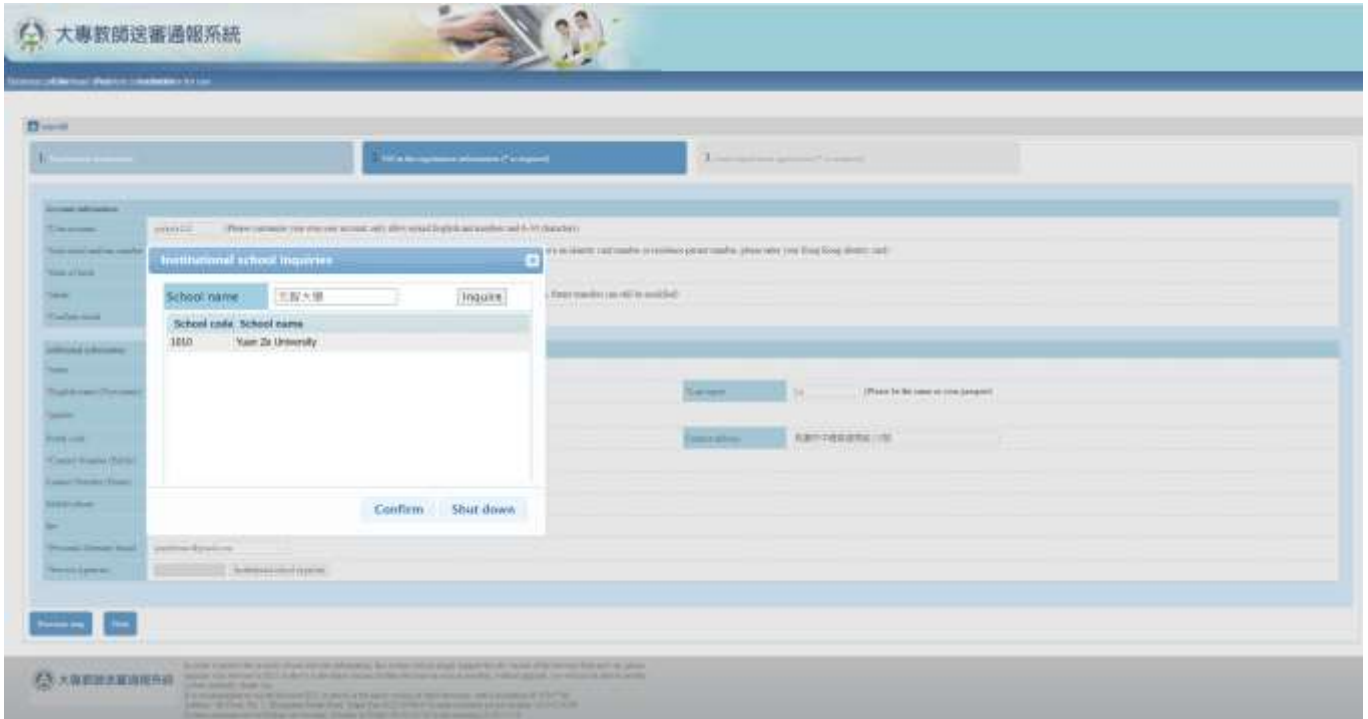
(1). Registration Instructions



(2). Fill in the registration information (\* is required)

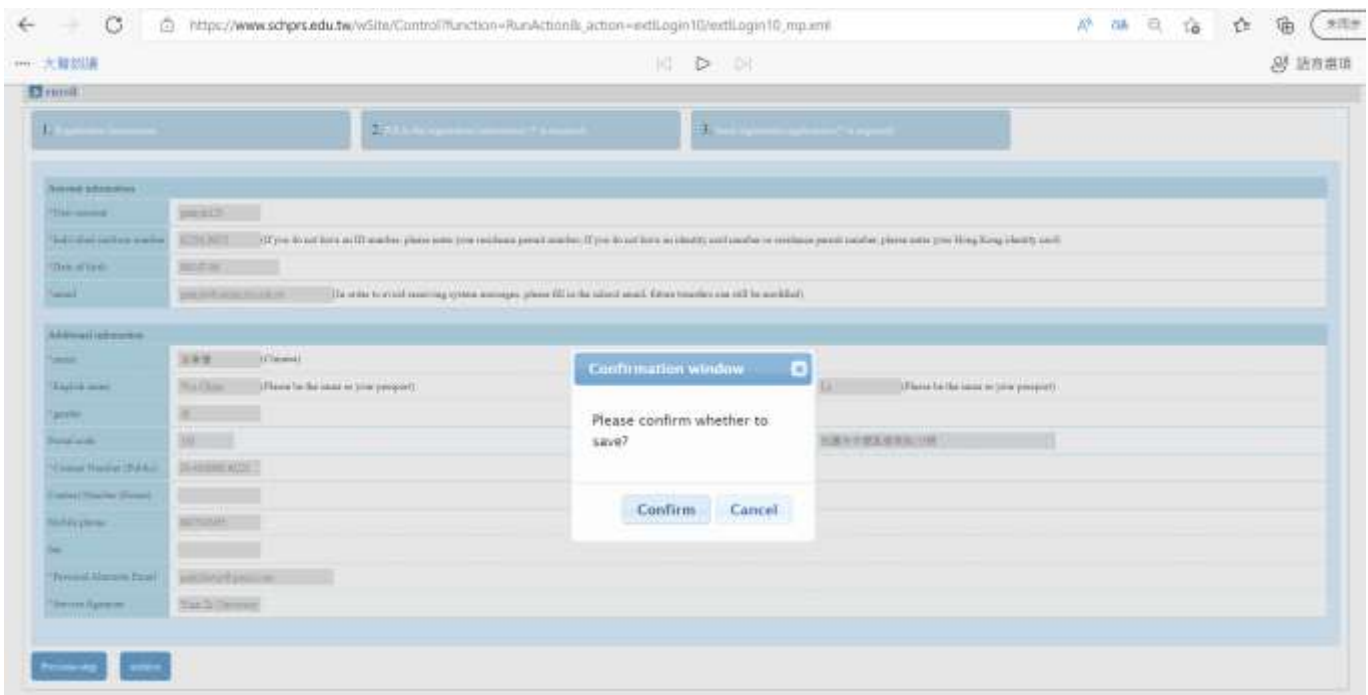


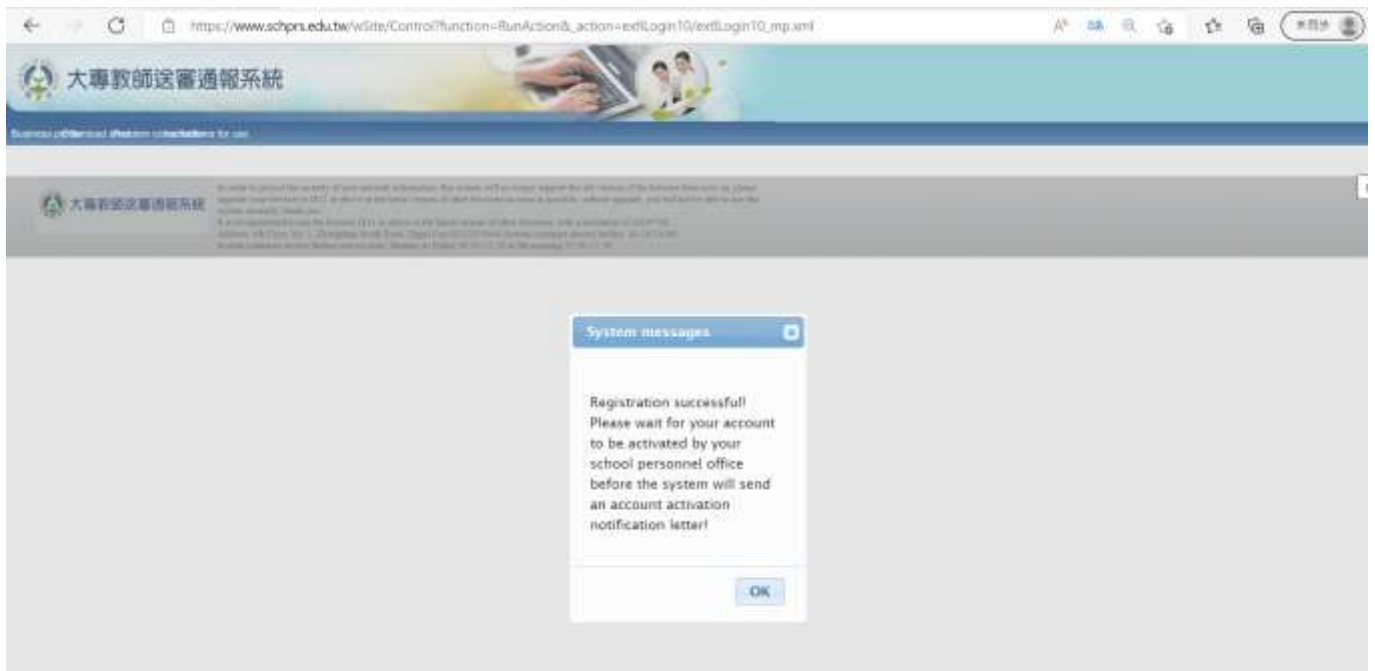
Service Agencies → Institutional school inquiries → School Code & School name is  
 “1010 Yuanze University” 元智大學



(3). Send registration application(\* is required)

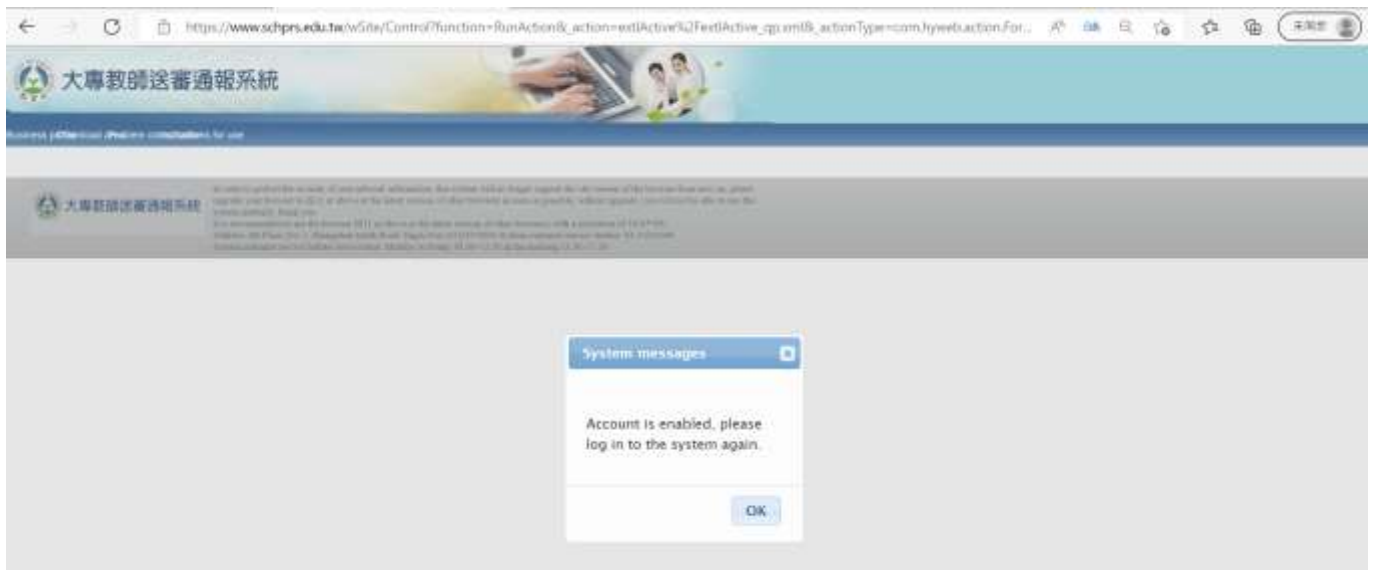
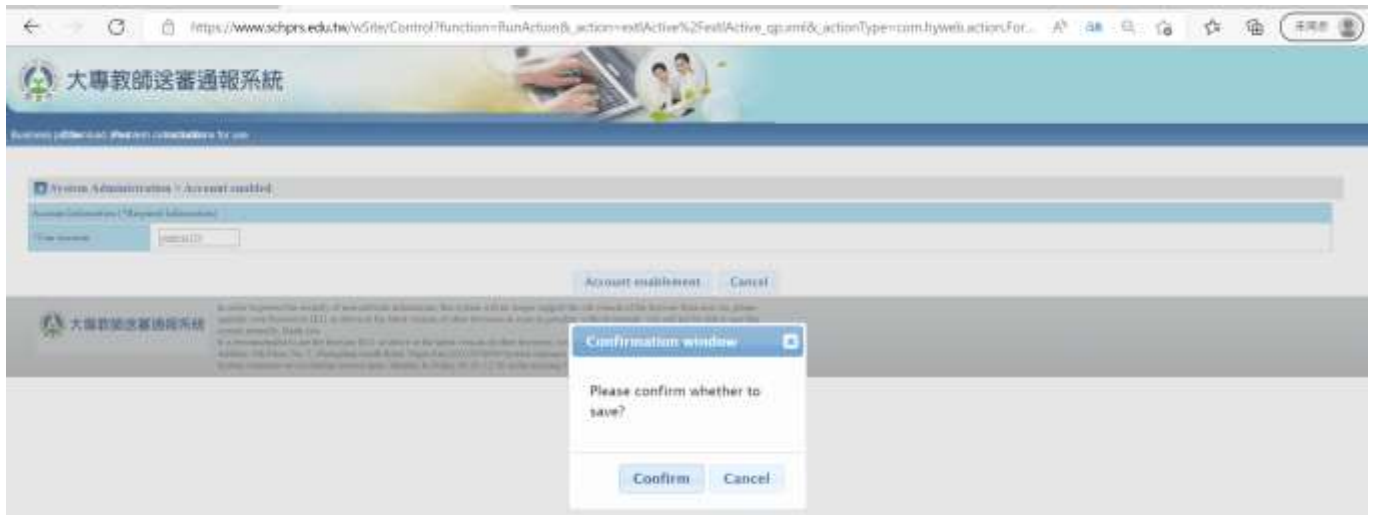
✚ Please to click the **archive**



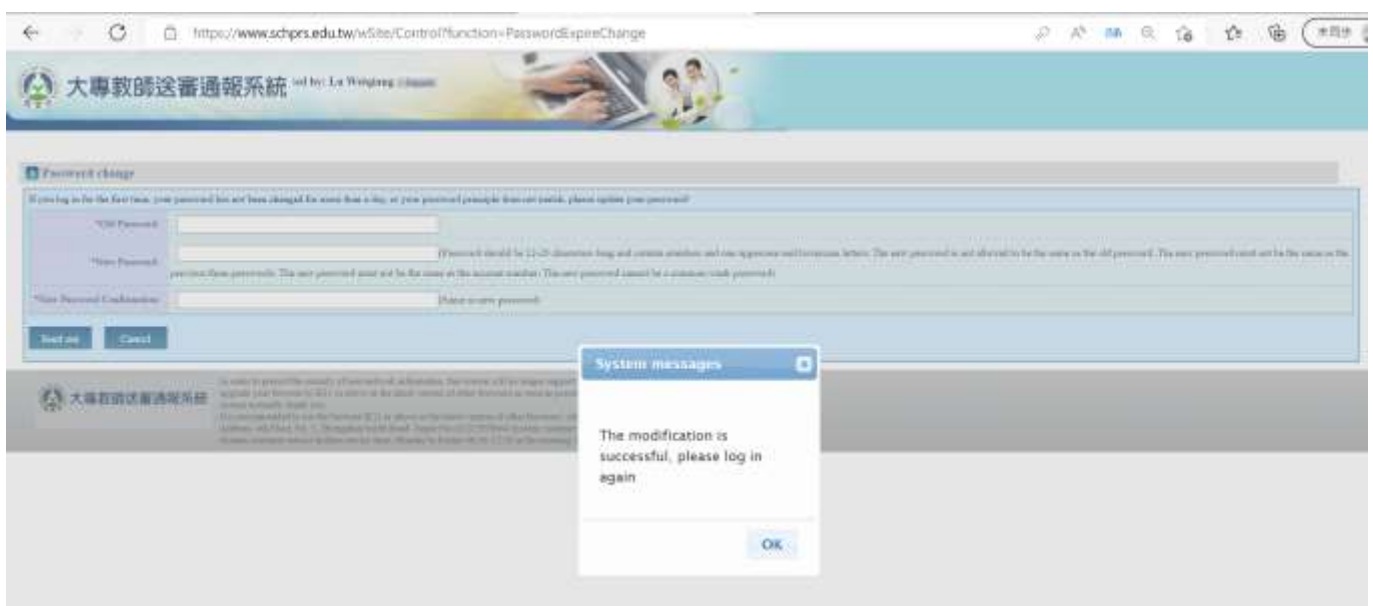
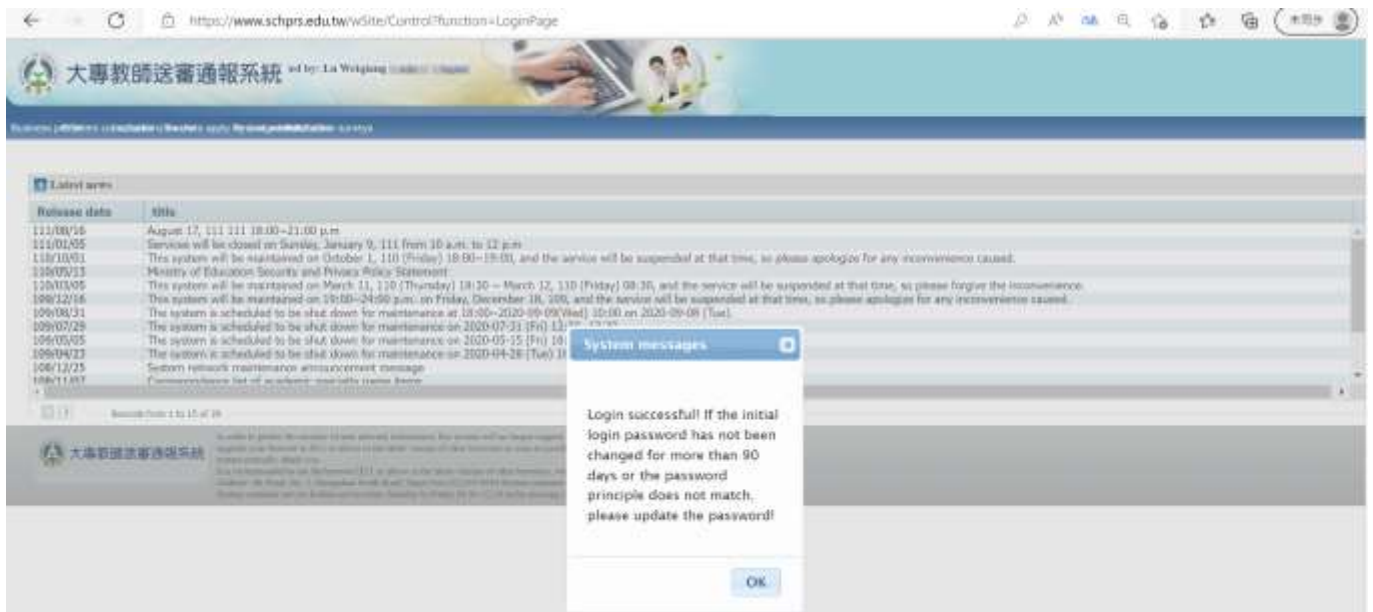


## 2. Your E-mail receive notification letter and click to web link

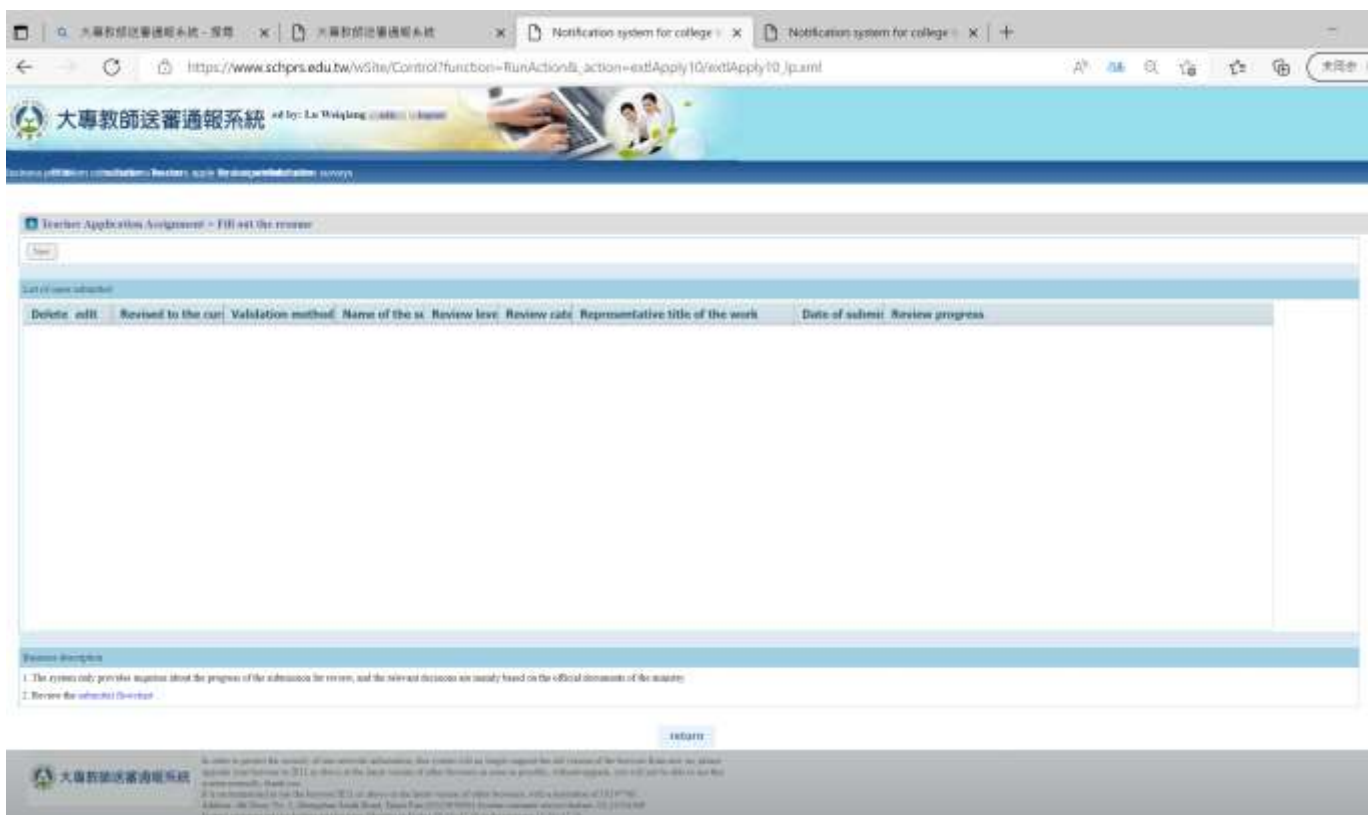




### 3. To proceed with a password change 密碼變更



4. Login the System and to click → **Teachers Apply** → **Fill out the resume** → **New**





## (1).Basic data(Information)基本資料

### Basic information of the case 案件基本資料

\*Submit school 送審學校 to select “1010 Yuanze University” 元智大學

School code	School name
1000	Yuanze University
1009	Chang Gung University
1010	Yuanze University
1011	Chung Hwa University
1012	Oba University
1013	Huafan University
1014	Yoshimori University
1015	Shih Hsin University
1016	Ming Chuan University

Teacher Application Assignment - Fill out the request

Please select the school you want to submit the request.

School selection:

Personal Office Contact Information: Personal Office, Yuan Ze University, 259 Zhongshan Rd., Sec. 2, Taipei 104, Taiwan, R.O.C. (02) 2653-0121

Please check with your university's personal office for the time of your department's approval meeting.

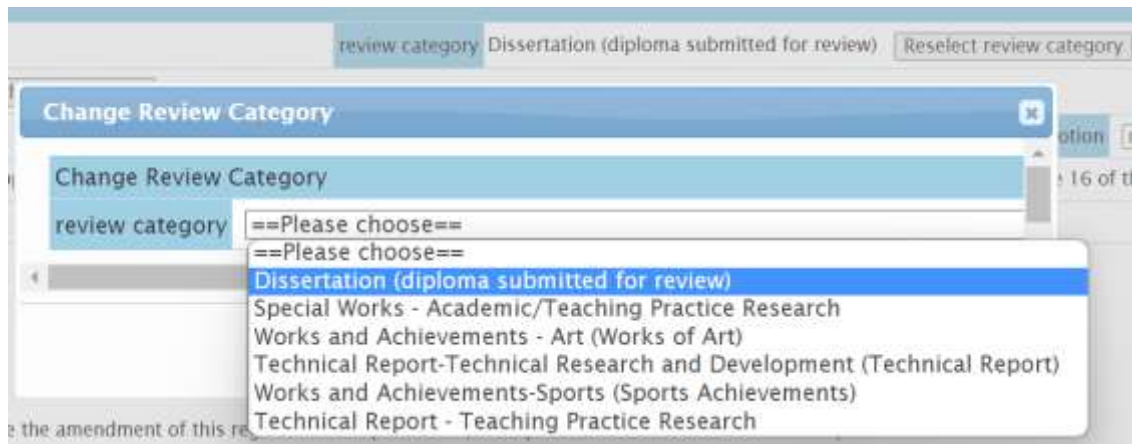
Teacher application assignment - Submission progress inquiry

Please select the service category to add a request. The service category cannot be modified after selection. If you are not sure which service category to choose, please check with your university's personal office.

Select 1 - Service category:

- Administrative Services
- Administrative Services - Job-Related
- Technical Support - Applied Science and Technology Technical Support
- Medical and Administrative - Special Support for Administrative
- Library Services - Teaching Support (Library, Research Support)

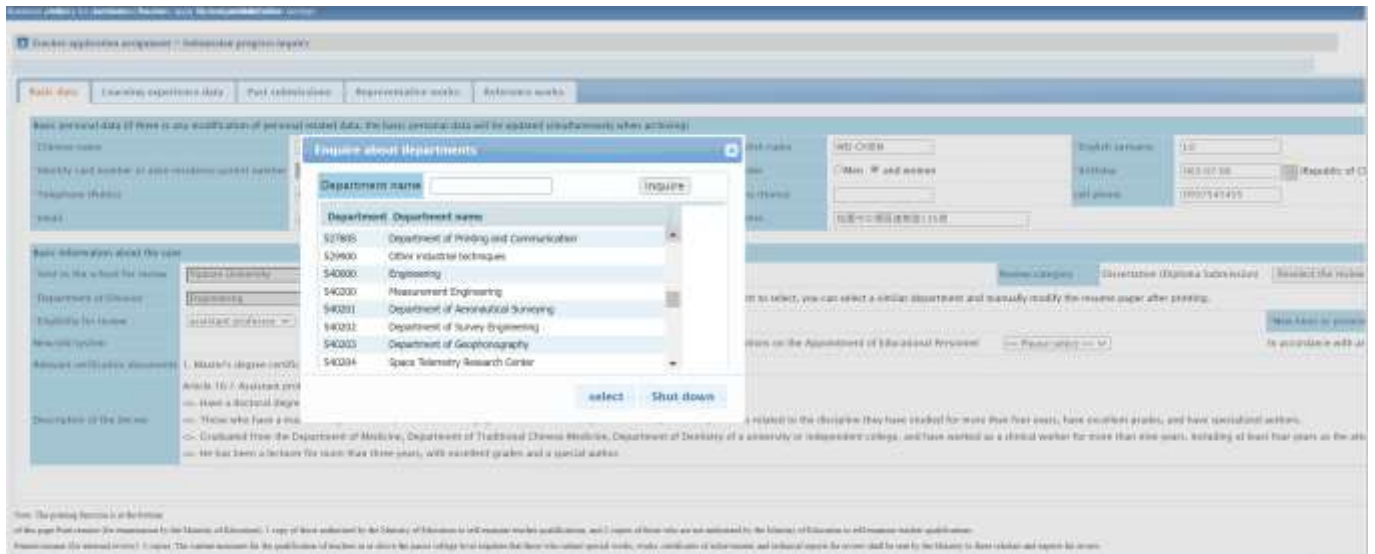
**Review Category 審查類別** to select “**Dissertation (diploma submitted for review)**” 學位論文(文憑送審)



\***Department 科系別** to select your “**Department code & Department name**”

**For Example :**

- 「Yuan Ze University International Language & Culture Center 元智大學國際語言中心」 to select the **223100** **Linguistics**
- 「Yuan Ze University Industrial Engineering and Management 元智大學工管工程與管理學系」 to select the **542606** **Department of Industrial Engineering and (Engineering) Manager**
- 「Yuan Ze University Interantional Bachelor Program in Engineering 元智大學工程學院英語學士班」 to select the **540000** **Engineering**
- 「Yuan Ze University Electrical Engineering 元智大學電機工程學系」 to select the **542201** **Department of Electrical Engineering**
- 「Yuan Ze University Interantional Program in Electrical Communication Engineering for Bachelor 元智大學電機通訊學院英語學士班」 to select the **542200** **Electrical and electronic engineering**
- 「Yuan Ze University Department of Computer Science & Engineering 元智大學資訊工程學系」 to select the **464103** **Department of Information Engineering**
- 「Yuan Ze University Interantional Bachelor Program in Informatics 元智大學資訊學院英語學士班」 to select the **464103** **Department of Information Engineering**  
or **464105** **Department of Information Management**  
or **840107** **Department of Information Communication (Engineering)**
- 「Yuan Ze University College of Management 元智大學管理學院」 to select the **349999** **School of Management**
- 「Yuan Ze University English Bachelor of Strategic Cmmunication 元智大學人文社會學院英語學士班」 to select the **220000** **Humanities**



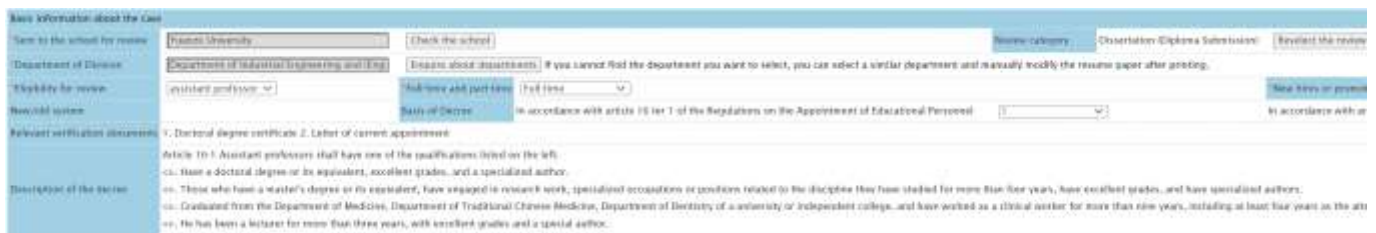
✚ To Select 1 :

\*Qualification for review 送審資格 : assistant professor 助理教授

\*Full-time job 專兼任別 : Full-time 專任

\*New hire or promotion 新聘或升等 : Newly hired 新聘

Legal Basis 法令依據 : In accordance with article 16 ter 1 of the Regulations on the Appointment of Educational Personnel 依教育人員任用條例第 16 條之 1 第 "1"



✚ To Select 2 :

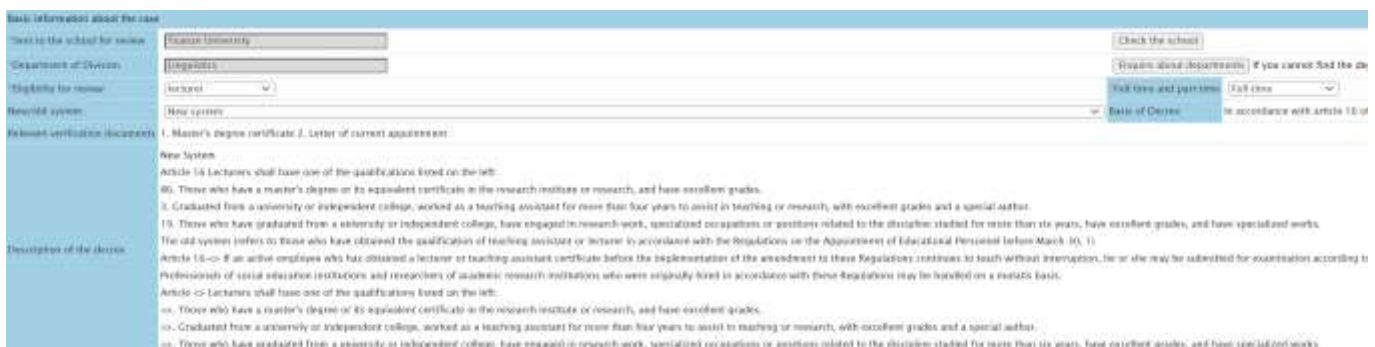
\*Qualification for review 送審資格 : lecturer 講師

\*Full-time job 專兼任別 : Full-time 專任

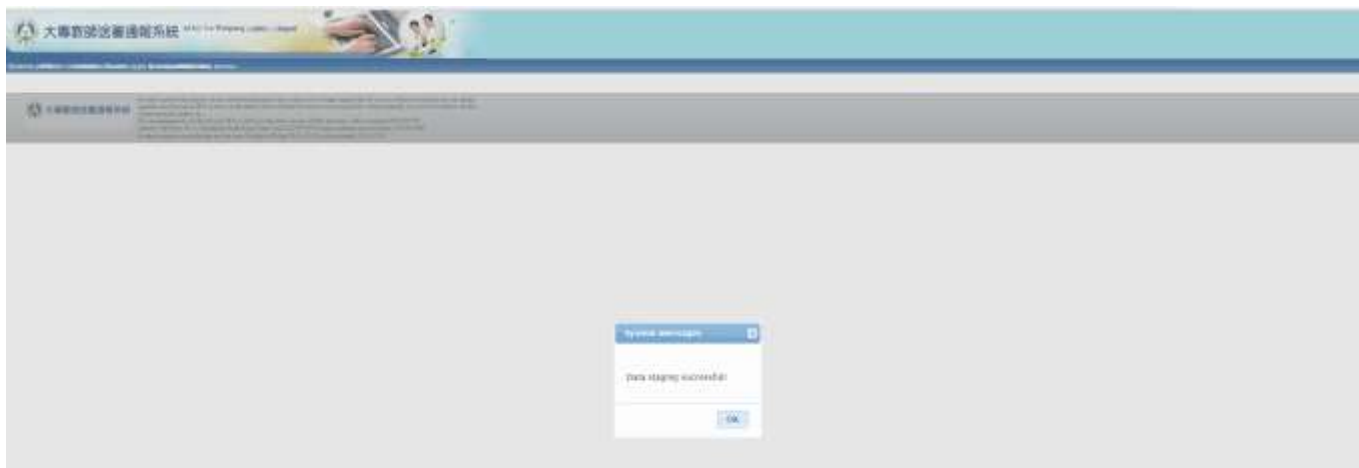
\*New hire or promotion 新聘或升等 : Newly hired 新聘

New/old system 新/舊制 : New system 新制

Legal Basis 法令依據 : According to Article 16 of the Regulations on the Appointment of Educational Personnel 依教育人員任用條例第 16 條第 "1"



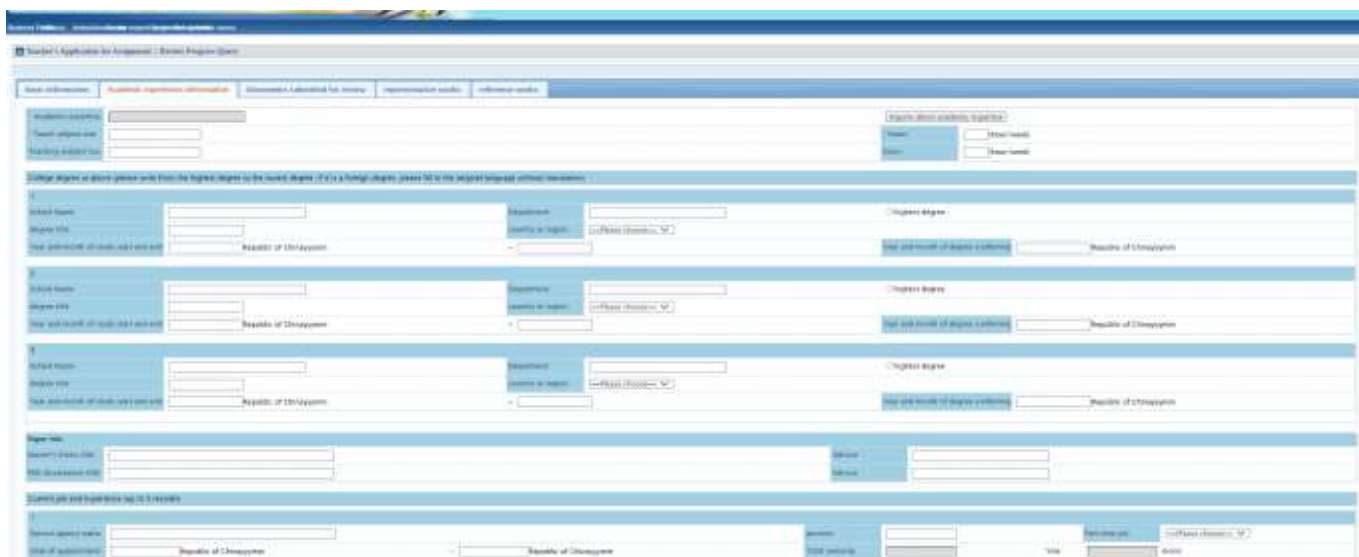
To **Staging** (Temporary) 暫存 Basic Information 基本資料



To continue edit the “Academic experience data”學經歷資料 and Remember to **Staging** (Temporary) 暫存 again.



## (2). Academic experience Information 學經歷資料



✚ **Current job and experience (up to 5 records) 現職與經歷(最多 5 筆資料)**

1st. Please fill in :

Service agency name 服務機關名稱 : Yuan Ze University (元智大學)

Position 職別 : Assistant Professor 助理教授 or Lecturer 講師

Full-time and part-time 專兼任 : Full-time 專任

Date of appointment 任職起迄年月 : 11208 ~ 11307 ( Republic of China 民國 yyymm )



A screenshot of a web form for entering service agency information. The form includes fields for 'Name of the service organization', 'Date of appointment of the present office in the month of the year', 'Year and month of appointment', 'Other records', 'Year', 'Month', and 'Week'. The 'Name of the service organization' field is filled with 'Yuan Ze University' and the 'Year and month of appointment' field is filled with '11208'.

(3).To continue the edit “**Documents submitted for review**”歷次送審資料 and Remember to **Staging** 暫存 again.

✚ **The highest level of teacher qualifications that have been approved 已審定之最高等級教師資格**

\*grade 等級 : none 無

✚ **Titles of representative works submitted for the last 3 examinations for teacher qualifications at all levels 最近 3 次送審各級教師資格之代表著作名稱**

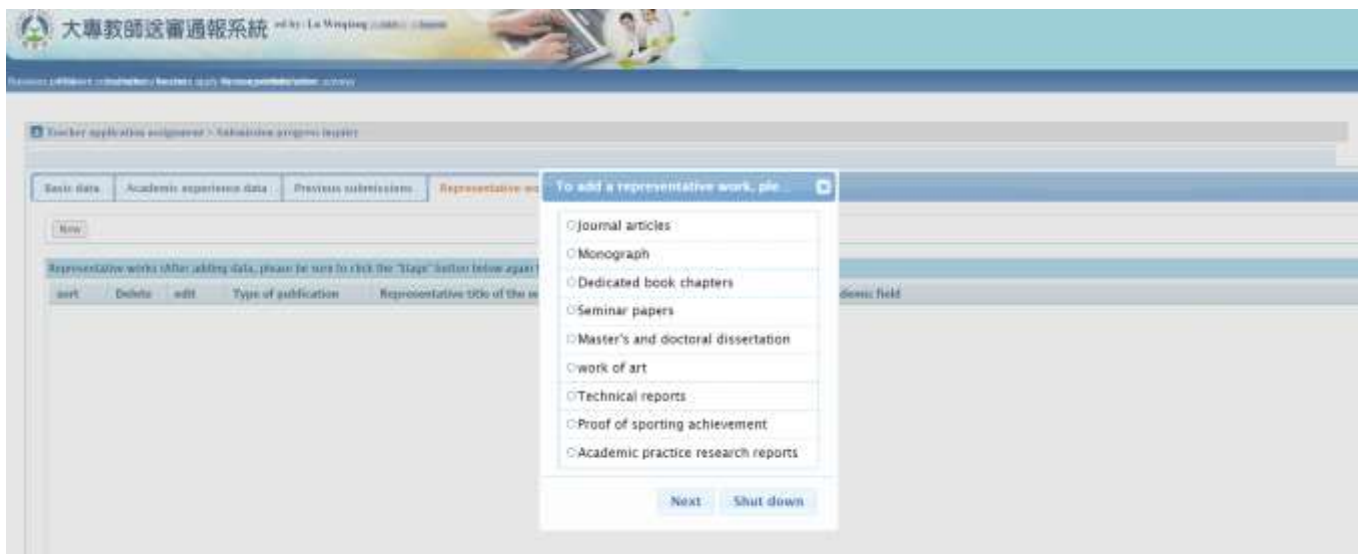
\* Latest submittal data 最近一次送審資料: none 無



A screenshot of the 'Documents submitted for review' section in a web application. The page title is '大專教師送審通報系統' and the breadcrumb is 'Teacher's Application for Assignment > Review Progress Query'. The 'Documents submitted for review' tab is selected. The form includes a section for 'The highest level of teacher qualifications that have been approved' with a 'grade' dropdown set to 'none'. Below this is a section for 'Titles of representative works submitted for the last 3 examinations for teacher qualifications at all levels'. There are three rows for entering work titles, each with fields for 'Title of work', 'Approval year', 'Submission level', and 'Whether to give'. The 'Recently submitted materials for review' section has radio buttons for 'have' and 'none', with 'none' selected.

(4).To continue the edit “**Representative works 代表著作**” and remember to **Staging** (Temporary) again.

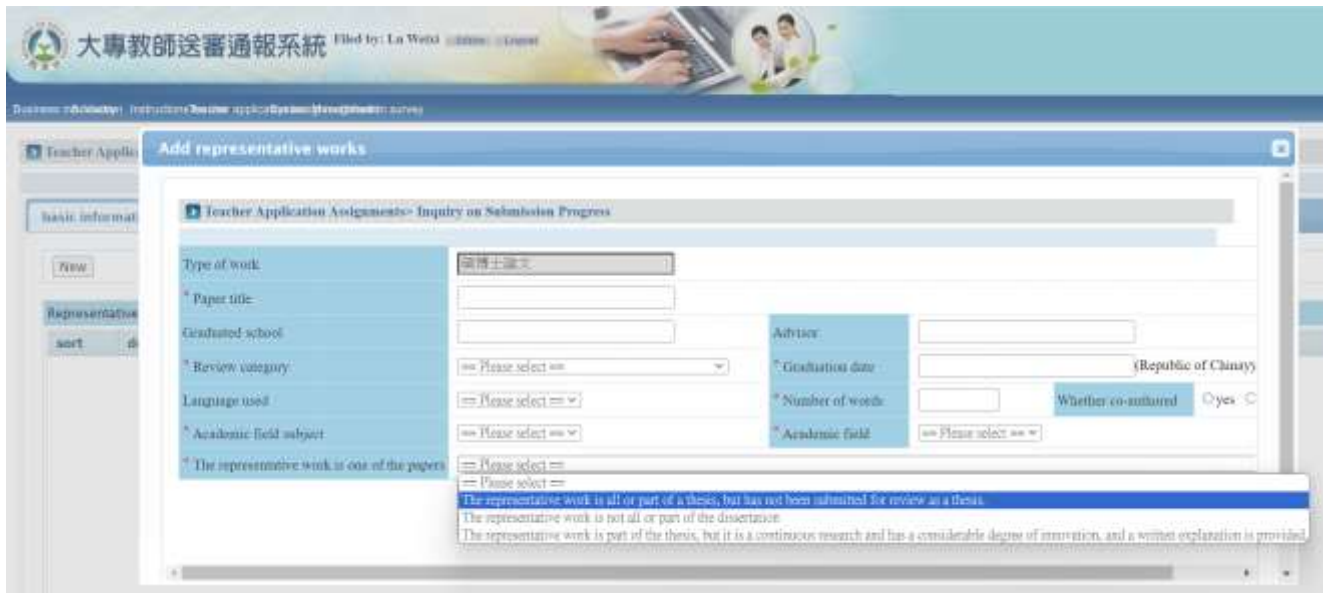
✚ To click the **Add** and to click “**Master’s and doctoral dissertation**”



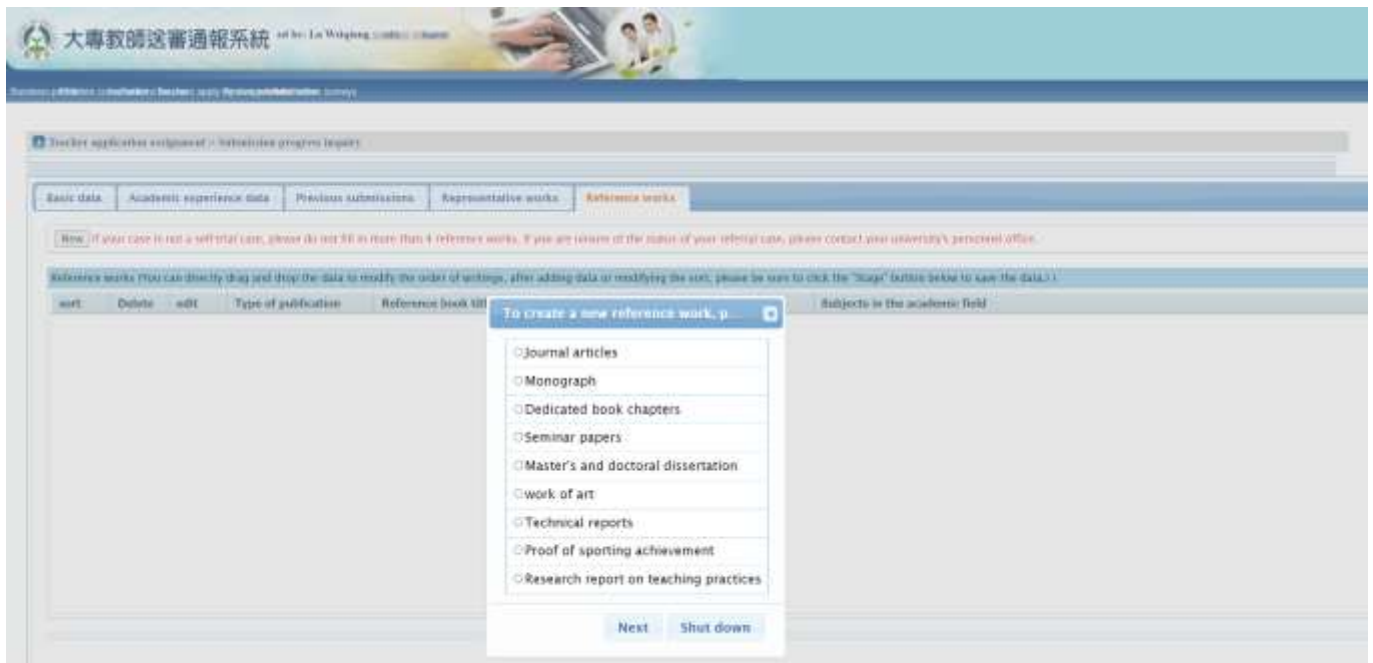
**代表著作為論文之一** to click the “**代表著作為學位論文之全部或一部分，但未曾以該學位論文送審**”

“**The representative work is all or part of a thesis, but has not been submitted for review as a thesis.**”






(5).To continue edit the “Reference works 參考著作” and Remember to **Staging** (Temporary)again  
 ※ If you have no reference works, you do not need to fill in this column.



(6).To check up on every column data again, and then

To click the **print resume for Ministry of Education review** 列印教育審查用履歷表, to print the Application Form and Signature of your name.

11. Academic Expertise:					
12. Teaching Subject 1:		Hours:	Taught in Module 2:		Hours:
13. Delegation achievements	Type of publication				All the information provided above if there is a discrepancy At your own legal responsibility
	Title of the work				
	Academic field				
	Languages spoken	word count			
	Review Section			Co-authored or not	Signature of the submitter



(7). **Submission of Application Documents** to the 12th Floor, Hall 6 of Personnel Office Staff (Pinky Lu) and login to the system website <https://www.schprs.edu.tw/> to click the **Send out**

● Submission of Application Documents :

1. Teacher Accreditation Application and Resume Form 教師資格審查履歷表 **【Ministry of Education Form】**
2. Teacher Qualification Verification Form (Select one) : **【Ministry of Education Form】**
  - A. 元智大學辦理以學位或文憑送審教師資格查核表 (by academic degree or diploma)
  - B. 元智大學辦理以著作(專門著作、技術報告、作品、體育成就證明及教學實踐研究)送審教師資格查核表 (by publications, technical reports, creative works, sports achievement, or teaching practice and research report)
3. Submit one passport photo (2-inch photo)

If you have any questions, Please ask your Department Secretary.