



雙和校區聯合行政中心 服務說明

Service introduction of
Administration Center-Shuang Ho Campus

聯合行政中心 Administration Center



- 地點(Location)：教學研究大樓四樓

4F, Teaching & Research Building

- 服務時間(Service Hours)：自2023年2月20日起，周一~五 0800-1700

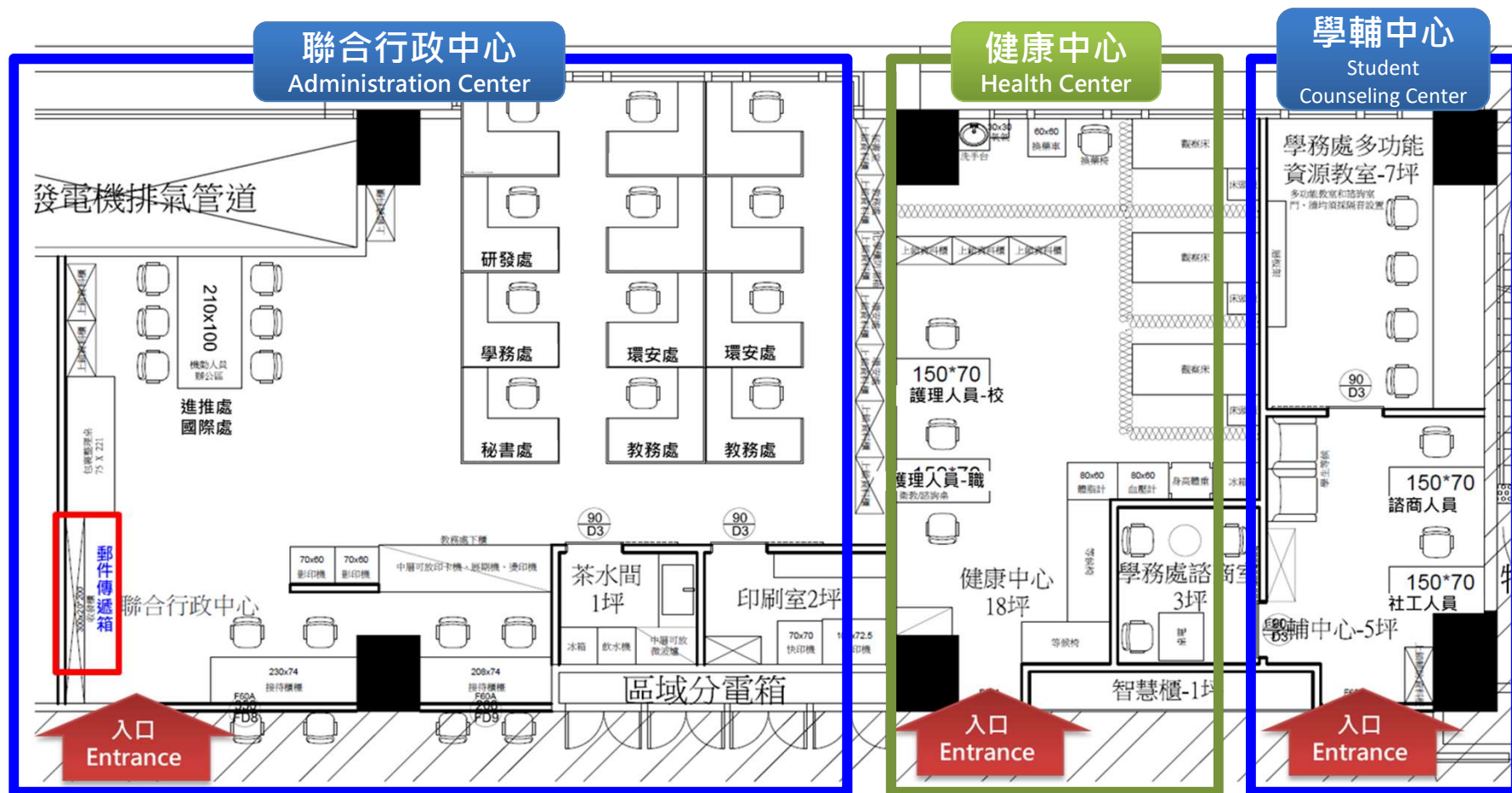
0800-1700, Mon. to Fri. from 20th Feb., 2023

教學研究大樓
4F



生醫科技大樓

聯合行政中心 Administration Center



- 各單位郵件收發櫃、郵件傳遞箱之位置如紅框所示
The receiving cabinets of each unit is shown in the red box

進駐單位服務內容-1/2



*以桌機撥打為 #2+雙和校區分機號碼
*以手機撥打為 62+雙和校區分機號碼

單位	進駐人員(分機)	服務時間	服務內容
教務處	1. 課務組劉宇晟 (10441) 2. 註冊組: 輪班 (10442) 3. 印刷室張家梅 (10440)	每日0800-1700 (印刷室視印量)	● 現場服務: 註冊及課務相關業務諮詢服務、講義/試卷領取、在學證明、休退學申請、領件作業、教學器材借用歸還等; ● 線上申請: 教務學務系統、學生證掛失系統, 如選課、學籍異動申請、招生考試報名等 ● 須傳送回信義校區業務: 紙本申請文件(如選課報告書、校際選課申請表、學生報告書、學位考試文件等)、學生證展延、休退學申請單等
學務處	1. 校安人員: 輪班 (10443) 2. 學輔中心: 輪班 3. (10480)	每日0800-1700	● 現場服務: 校安人員-校園安全維護及學務業務諮詢服務與收件; 學輔中心-心理諮商預約及需立即諮商個案之即時會談; 提供身心障礙學生輔具、服務及諮詢 ● 每學期指定時間現場服務: 就學貸款/學雜費減免/弱勢助學金申請資料現場收件 ● 線上申請: 教務學務系統(如獎助學金、社團內(外)活動申請、社團經費申請、社團器材預約)、學生請假系統、住宿申請系統、諮商輔導e化系統、新生註冊業務、UCAN施測、業界導師輔導、實習媒合平台、校外就業徵才登記與公告、畢業生離校業務等 ● 須傳送回信義校區業務: 事後補請假紙本假單、期中/末考假單、校外獎學金申請文件正本、社團經費核銷單據正本、服務學習課程特殊加退選/停修作業、系所職涯相關活動辦理單據等及參訪、實習保險等資料

進駐單位服務內容-2/2



單位	進駐人員(分機)	服務時間	服務內容
研發處	研推中心: 輪班 李維毅/曾沛瑄 (10445)	每日0800-1700	● 現場服務: 研發處相關業務諮詢服務、文件收送傳遞 ● 線上申請: 各類學術研究申請及獎勵系統、研究平台系統 ● 須傳送回信義校區業務: 合約用印文件、計畫申請資料等
環安處	1. 安衛主管(待聘任) 2. 衛生管理師: 輪班 3. 衛生管理員兼毒物通識級應變人員: 輪班 4. 健康中心護理人員: 輪班(10470)	● 職安衛人員: 每週三上午、其他日為下午 ● 護理人員: 每日0800-1700	● 現場服務: 職業安全衛生管理、勞工健康服務、毒化物及關注化學品管理、感染性廢棄物及化學廢液處理、健康中心相關業務 ● 線上申請: 基因重組/RG2病原實驗申請 ● 須傳送回信義校區業務: 毒化物請購、生安會異動申請/輸出入、感染性生物材料申請
秘書處	行政業務組蕭成琄 (10446)	每日0800-1700	● 現場服務: 郵件收發、紙本公文、用印申請文件 ● 線上申請: 用印申請系統 ● 須傳送回信義校區業務: 郵寄信件/包裹
國際處	1. 國際盟校組: 輪班 (10485) 2. 國際學生組: 輪班 (10485)	1. 國際盟校組: 每月第二、四週之週五 0900-1800 2. 國際學生組: 每週二、四 1100-1500	● 現場服務: 提供國際處相關業務諮詢與服務 ● 須傳送回信義校區業務: 境外研修實習獎勵申請文件、國際學術交流活動補助文件等
進推處	依課程而定		● 根據市場需求，針對民眾及新北地區專業或特定人士提供相關課程服務

Service content -1/2



Administrative Unit	Stationed Personnel (Extension #)	Service Hours	Service Content
Office of Academic Affairs	1. Curriculum Section: Mr. Liu Yu-cheng (10441) 2. Registration Section: by shift (10442) 3. Printing Room: Miss Chang Chia-mei (10440)	Daily working hours	● On-site services: Provide consulting services related to registration and curriculum sections. Students can obtain handouts or test papers, apply for enrollment letters or suspend or end their studies, pick-up of items, borrow and return teaching equipment, etc. ● Online applications: Educational and academic affairs system and system to report lost student ID cards, where students can select courses, apply for student status changes, register for enrollment in exams, etc. ● Matters that must be processed at the Xinyi campus: Paper-based applications (e.g., course selection reports and interschool course selection application forms), student ID card extensions, application forms for suspension or ending of studies, etc.
Office of Student Affairs	1. Campus Security Center: by shift (10443) 2. Student Counseling Center: by shift (10480)	Daily working hours	● On-site services: Campus security maintenance, academic affairs-related counseling services, and mail collection (school security personnel) ● On-site services offered at designated time each semester: Receiving on-site applications for student loans, tuition or other fee reductions or waivers, and bursaries for underprivileged students ● Online applications: Educational and academic affairs system, where students can apply for bursaries and scholarships, approval for internal or external student club activities, funding related to student clubs, and reserving equipment for student clubs; Student leave request system; Accommodation application system; e-counseling system; Freshman registration affairs; UCAN test; Industry professional mentoring; Internship matching platform; Off-campus employment registration and announcements; Graduation-related affairs, etc. ● Matters that must be processed at the Xinyi campus: Absence forms submitted after the absence, midterm or final exam absence forms; original copies of off-campus scholarship applications; original copies of student club reimbursement receipts; applications to add, remove, or suspend service-learning courses; receipts for career-related activities hosted by departments; applications for visit and internship-related insurance; etc.

Service content -2/2



Administrative Unit	Stationed Personnel (Extension #)	Service Hours	Service Content
Office of Research and Development	Research Promotion Center: by shift Mr. Li Wei-yi, Miss Tseng Pei-xuan (10445)	Daily working hours	● On-site services: Office of Research and Development affairs–related consulting services and receiving and sending related documents ● Online applications: Various academic research application and reward systems and research platforms and systems ● Matters that must be processed at the Xinyi campus: contractual documents, project application materials, etc.
Office of Environmental Protection and Occupational Safety	1. Occupational safety and health personnel: by shift 2. Nursing staff: by shift(10470)	1. From 09:00 to 12:00 on the Wed., other days from 13:30-17:00 2. Daily working hours	● On-site services: occupational safety and health management, labor health services, toxic substances & chemicals management, biomedical waste, and health center service ● Online applications: Application for gene recombination experiments/pathogenic microorganisms above RG2 ● Matters that must be processed at the Xinyi campus: Toxic chemical purchase applications, Biosafety Department change applications, and import/export matters application
Secretariat	Mail room: Miss Hsiao Cheng-chun (10446)	Daily working hours	● On-site services: Receiving and sorting of mail, paper-based official documents, and applications for official seal ● Online applications: Application system for official seal ● Matters that must be processed at the Xinyi campus: Letter and package mailing
Office of Global Engagement	1. Global Partnerships Section: by shift (10485) 2. International Student Section: by shift (10485)	1. Daily working hours on the 2nd and 4th Fri. of each month 2. From 11:00 to 15:00 every Tue. and Thu.	● On-site services: Provide consultation and services for matters related to the Office of Global Engagement ● Matters that must be processed at the Xinyi campus: Application documents for overseas studies and internship awards, subsidy documents for international academic exchanges, etc.
Office of Continuing and Extension Education	According to the courses involved		● Provide relevant courses for the public and professionals/ individuals in the New Taipei City areas on the basis of market demands

信義/雙和校區-文件傳遞須知

Xinyi-Shuang Ho Campus- Documents Delivery



- **流程(Process) :**

1. 將欲傳遞之文件包裝妥當，註明收件單位/收件人
Pack the documents well, and indicate the receiving unit/recipient clearly.
2. 至信義校區(後棟B1文書組)、雙和校區(教研大樓4F聯合行政中心)，登記傳遞文件內容及收發人資訊
Go to the mail room, to register the information of documents.
3. 交由文書組同仁協助處理，置入郵件傳遞箱
Hand over the documents to the staff.

- **傳遞文件之類別(Type) :** 公務使用之公文、用印資料、信件/資料等

Only the work relative documents, appeal application and mail

- **時間(Time) :** 每日上午11時前(將視狀況滾動修正)

Before 11a.m., Mon. to Fri. (depending on the situation.)

雙和校區-郵寄須知

Shuang Ho Campus- Mail/Package



- **流程(Process) :**

1. 郵件書寫完整收件單位/收件人資訊、寄件單位等資訊
Indicate the receiving unit/recipient, and sender information.
2. 交由教研大樓4F聯合行政中心文書組
Hand over to mail room.

- **郵寄信件之類別(Type) :** 公務郵件(使用單位預算者)

Only the work relative documents.

- **時間(Time) :** 每日上午11時前

Before 11a.m., Mon. to Fri.

- **備註 :** 若為急件，請自行寄出後，提供收據資料(含統編/抬頭資料)
至文書組(與信義校區相同程序)

P.S. Please send the mail by yourself if urgent, then provide the invoice with tax ID number and heading to mail room (same as Xinyi Campus).

雙和校區-領取掛號郵件須知

Shuang Ho Campus- Registered Mail



- **流程(Process) :**

1. 收到mail後，立即至教研大樓4F聯合行政中心櫃台領取

Please to mail room to pick up mail/package after received the notification mail.

2. 於系統登記確認，即可領取掛號郵件/包裹

Pick up the mail and confirm the receiving information on system.

- **備註：**因儲物空間有限，請於收到通知信件後，儘早前往領取

P.S. Due to the limitation of storage, please pick up mail/package ASAP after receiving the notification mail
