

## Taoyuan Branch Office

### Responsibilities

Title	Undertaker	Duties	Substitute
Administrative secretary	<p style="text-align: center;">① Qio, Jing-lan <a href="mailto:tu1962@ntub.edu.tw">tu1962@ntub.edu.tw</a> 03-4506333 ext.8181 Phone:03-460-6100 Fax:03-450-6371</p>	1.Affairs of new students: student recruitment, registration of new students, class grouping	<p>② Fan, Wen-yu</p> <p>① Qio, Jing-lan</p>
		2. Registering and enrolling to courses: registration, enrollment, class grouping, adding and dropping courses, tuition wavier, etc.	
		3.Curriculum affairs: schedules for teachers and classes, reports of names and qualifications of part-time teachers, preparation of tests sheets for midterm, final or make up exams, arrangement of exam monitoring staff and exam affairs.	
	<p style="text-align: center;">② Fan, Wen-yu <a href="mailto:wenyu408@ntub.edu.tw">wenyu408@ntub.edu.tw</a> 03-4506333 ext.8182 Phone:03-460-6100 Fax:03-450-6371</p>	4.Administration of Students' Enrollment Status: registration of semester grades, credit wavier, make-up or course retake application, postponed course selection, reviewing name list of qualified graduates, proofreading and distributing certificate of degree, redistribution of Chinese or English certificate of degree and transcript.	
		5. Guidance and counseling: student leave request, deferment of military service, student accident insurance, labor insurance of part-time teachers, management of classrooms.	
		6. Appropriation budget: affairs related to planning budget and payment write-off; compilation of name list for hourly fair, assignment check fee, exam monitor fee, test sheet marking fee; calculation of income from enrollment and credit	

		fee; budget for student recruitment; compilation and approval of list for tuition refunds.	
		7. Other affairs: management of official documentation, affairs related to scholarships and subsidies, certificate of merit, convening meeting of cadres.	
		8. Other tasks designated by supervisors	