

# 銘傳大學資訊學院發展基金設置暨管理準則

## Ming Chuan University School of Information Technology Regulations for Establishing and Managing Development Fund

中華民國 99 年 12 月 10 日第 2 次資訊學院院務會議通過

Passed at the School Affairs Committee Meeting on December 10, 2010

中華民國 106 年 11 月 15 日資訊學院第 1 次院課程暨第 3 次院務聯席會議會議通過

Passed at the 1st School Curriculum Committee & 3rd School Affairs Committee Meeting on November 15, 2017

### 一、(設立目的)

為有效管理資訊學院(以下簡稱本院)之募款經費，並鼓勵教師教學、研究、服務傑出表現、改善學生學習環境、強化國際學術交流、系友聯繫與產官學界等合作關係，以提升本院之競爭力，特依銘傳大學募款辦法，訂定銘傳大學資訊學院發展基金設置暨管理準則(以下簡稱本準則)。

#### Article 1 Purpose

Ming Chuan University School of Information Technology Regulations for Establishing and Managing Development Fund (herewith called the Regulations) were established in accordance with Ming Chuan University Fundraising Procedures to effectively manage funds raised by the School; encourage faculty's outstanding performance in teaching, research and service; improve student learning environment; strengthen international academic exchange, alumni connections and cooperative relations with the industry, government and academia to elevate the competitiveness of the School.

### 二、(管理委員會之設置)

本院設置基金管理委員會，綜理本院基金之募集、管理及運用。基金管理委員會置委員五至七人，除院長為當然委員外，另由院務會議就本院專職教師或行政人員選任四名以上委員(其中未兼行政職務之教師不得少於四分之一)，必要時得聘請校外人士擔任委員。委員任期兩年，連選得連任，於任期內因職務變動或其他原因無法繼續擔任委員時，視為當然解職，由新任職務者或院務會議推薦之人員，繼續至原任期屆滿為止。

#### Article 2 Establishment of Management Committee

The Fund Management Committee established by the School is responsible for fund raising, management and use of funds. The Committee consists of 5-7 members.

Aside from the Dean, who is an ex-officio member, 4 or more committee members are

selected from among all full-time faculty or administrative staff at a meeting of the School Affairs Committee (Among those selected, faculty with no administrative duty shall account for at least one-fourth of all members.). Individuals from outside can be nominated to participate in the committee when needed. Terms of the Committee members are two years and members may be re-nominated for appointment when their terms expire. Should a Committee member find himself or herself unable to continue his or her appointment during the term due to career changes or other reasons, he or she is automatically considered to have resigned. The vacancy can be filled by his or her replacement or through nomination procedure at a meeting of the School Affairs Committee; the successor will be appointed for the duration of the term.

### 三、(專款用途)

#### Article 3 Designated Used of the Fund

本基金用途依下列規定辦理：The fund may be used for the following purposes:

- (一) 改善本院教學研究之相關設備及圖書典藏。 Improve relevant facilities and book collection for teaching and research within the unit.
- (二) 延攬國外知名學者至本單位短期講學。 Recruit renowned overseas scholars to the unit for short-term lecturing.
- (三) 舉辦或補助學術研討會。 Hold or subsidize academic symposia.
- (四) 舉辦或補助專題講座。 Hold or subsidize speeches.
- (五) 舉辦或補助國內外教師教學研究成長營或各項學術相關活動。 Hold or subsidize overseas or domestic faculty teaching or research workshop or relevant academic activities.
- (六) 舉辦或補助各項班級經營活動。 Hold or subsidize class management activities.
- (七) 補助本院學術刊物之出版。 Subsidize publishing academic publications of the unit.
- (八) 補助遠程兼任教師之車馬費。 Subsidize transportation expenses of part-time faculty commuting a long distance.
- (九) 補助研究生參加國際學術研討會機票費用。 Subsidize air ticket expenses for graduate students when attending international academic symposia.
- (十) 補助學生獎助學金。 Subsidize student scholarships and assistantships.
- (十一) 補助學生急難救助費用。 Subsidize student emergency financial aids.
- (十二) 補助學生社團活動。 Subsidize student club activities.
- (十三) 補助校友相關活動。 Subsidize alumni activities.
- (十四) 強化弱勢學生助學與輔導機制相關費用。 Subsidize assistantship projects and counseling mechanism for disadvantaged students.
- (十五) 其他有利本單位發展之用途。 Other purposes for the development of the unit.

#### 四、(專款運用程序)

基金管理委員會會議由院長召集並主持，委員會之決議應由全體委員二分之一以上（含二分之一）出席，經出席委員過半數之同意行之。基金之運用應提報基金管理委員會，並依本校募款辦法相關規定及申請使用程序辦理。

#### Article 4 Procedures for Use of the Fund

Fund Management Committee meetings will be convened and chaired by the School Dean. A Committee meeting requires attendance of a majority of all members. Resolutions must be passed with agreement by a majority of the members present. All access to and use of the fund shall be reported to the Fund Management Committee and be handled in accordance with relevant regulations and the application process stated under MCU Fundraising Procedures.

#### 五、(基金管理與核銷)

##### Article 5 Fund Management and Disbursement Verification

本基金管理與核銷，依下列規定辦理：Fund management and disbursement verification is handled in accordance with the following rules:

- (一) 本基金專款之管理與核銷，悉依本校會計制度規定辦理。The management and disbursement verification of the fund is to be handled in accordance with the MCU Accounting System.
- (二) 捐款人（單位）得以現金、劃撥、轉帳及支票等方式將款項捐贈至本校募款帳戶。Donors (units) may donate to MCU donation account through cash, check or via remittance and wire transfer.
- (三) 捐款時亦可指定或不指定捐款用途。Purpose of donations may or may not be designated.
- (四) 基金每筆捐款，得由學校總務處出納組開立「捐贈證明」送交捐款人，以茲證明且便利扣抵稅捐之用。Bursar Section of General Affairs Division is responsible for issuing "Certificate of Donation" to donors for each donation as proof for tax deduction.
- (五) 本基金專款之各筆捐款得以累積，不受學校會計制度之年度預算應於當年度將經費運用核銷之限制。Donations to the fund may be accumulated and are not restricted by the MCU accounting rule that all annual budget should be spent and verified within the current year.

六、本準則經院務會議通過，校長核定後實施，修正時亦同。

Article 6 Upon being passed at the School Affairs Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***