

國立中興大學管理學院院長控留款補助要點

Guidelines for Dean's Discretionary Fund Subsidies of the College of Management, National Chung Hsing University

103年9月4日 本院103學年度第一學期第一次系所主管會議通過
Approved by the First Department and Institute Heads Meeting of the First Semester,
Academic Year 2014, on September 4, 2014

- 一、為合理運用管理學院經費，協助推動本院院務及學術發展，特訂定院長控留款補助要點。

These guidelines are established to ensure reasonable utilization of the College of Management's funds and to assist in promoting college affairs and academic development.

- 二、院長控留款經費補助由院長視需要提撥年度統整額度，由各系所視業務需要於每年2月及8月公告截止日前，以系所為單位簽請院長核定。

The Dean's discretionary fund subsidies shall be allocated annually at the Dean's discretion. Each department and institute may apply for funding based on operational needs before the announced deadlines in February and August of each year, with applications to be submitted by departments and institutes for the Dean's approval.

- 三、補助原則：

- (一) 經費之運用以重點補助學術活動及教學研究設備優先考慮。
- (二) 新進教師(服務未滿一年)學術研究費用，每名教師最高以新臺幣三萬元設備費為原則，以補助一次為限。
- (三) 學術活動優先順序為國際性活動、校際、院際、及院內系所聯合舉辦之活動。
- (四) 各單位年度執行情形(實際支出及績效)列入下次申請補助時核定之參考。
- (五) 同一類型學術活動，每單位一年以補助一次為限。

Subsidy Principles:

- (1) Fund utilization shall prioritize subsidies for academic activities and teaching/research equipment.
- (2) For new faculty members (with less than one year of service), research funding shall be limited to a maximum of NT\$30,000 for equipment per faculty member, with subsidy limited to one time only.
- (3) Academic activities shall be prioritized in the following order: international activities, inter-university, inter-college, and joint activities among departments within the college.
- (4) Each unit's annual implementation status (actual expenditure and performance) shall be considered when reviewing future subsidy applications.
- (5) For the same type of academic activity, each unit is limited to one subsidy per year.

- 四、補助案經費核銷辦法及使用原則：

(一) 院長控留款經費補助申請，應檢附申請表(如附表)，於合理額度內提出申請。

(二) 補助額度經院長核定後，由院授權申請單位使用。

(三) 經費支給項目、標準與核銷，由受補助單位辦理經費核銷事宜。

Fund Reimbursement Methods and Usage Principles:

(1) Applications for the Dean's discretionary fund subsidies must include the application form (as attached) and request a reasonable amount.

(2) After the subsidy amount is approved by the Dean, the applying unit shall be authorized by the College to use the funds.

(3) The subsidized unit shall handle the reimbursement matters for fund disbursement items, standards, and verification.

五、本要點如有未盡事宜，悉依本校及其他相關法令規定辦理。

Any matters not covered by these guidelines shall be handled in accordance with the University's regulations and other relevant laws.

六、本要點經本院系所主管會議通過後實施，修訂時亦同。

These guidelines shall be implemented after approval by the College's Department and Institute Heads Meeting. The same procedure applies to amendments.