

National Chengchi University Rules Governing the Implementation and

Income/Expenditure Management for Cooperative Education Programs

Approved on June 15, 2006 at the 8th meeting of the 3rd School Funds Management Committee.

Approved by the Ministry of Education on November 17, 2006 under letter reference Tai-Gao (3)-Tze -0950162668.

The revision of Article 9 was approved on October 24, 2007 at the 4th meeting of the 4th School Funds Management Committee

The revision of Article 9 was approved on June 24, 2008 at the 7th meeting of the 4th School Funds Management Committee.

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The revisions of Articles 8 and 11 were approved on December 29, 2008 at the 1st meeting of the 5th School Funds Management Committee

The revisions of Articles 2, 4, 5 and 19 were approved on October 28, 2010 at the 9th meeting of the 5th School Funds Management Committee.

The revision of Article 5 was approved on September 14, 2011 at the fourth meeting of the 6th School Funds Management Committee.

The revisions of Articles 8 and 9 were approved on November 8, 2011 at the 5th meeting of the 6th School Funds Management Committee.

The revisions of Articles 5 and 9 were approved on March 23, 2012 at the 6th meeting of the 6th School Funds Management Committee.

The revision of Article 5 was approved on June 18, 2013 at the 3rd meeting of the 7th School Funds Management Committee

The revision of Article 6 was approved on June 9, 2014 at the 7th meeting of the 7th School Funds Management Committee

Article 1 The Rules are established pursuant to Article 10 of the "Statute for Establishment of National Universities and Colleges School Funds" and Article 7 of the "Regulations Governing the Management and Supervision of School Funds at National Universities and Colleges."

Article 2 Unless otherwise prescribed by law, the full-time faculty members and research personnel of the National Chengchi University (hereinafter referred to as "the University") should follow the procedures prescribed in the Rules when commissioned by public or private institutions to implement cooperative education programs.

Unless otherwise prescribed by law, the full-time faculty members and research personnel of the University should follow the procedures prescribed in the Rules when engaged in projects subsidized by public or private institutions.

Article 3 The Office of Research and Development (hereinafter referred to as the "R&D Office") of the University shall be responsible for all the administrative operations relating to the cooperative education programs.

Article 4 The "Cooperative Education Programs" referred to in the Rules include the following projects commissioned by government agencies, public or private establishments, private groups and academic research organizations:

1. Research Projects
2. Internship, training or experimental education programs
3. Academic or technical services.
4. Other items relating to Cooperative Education

Article 5 Full-time faculty members and research personnel of the University shall not be commissioned without University's due administrative process. The University shall be the signatory of all commission contracts. When applying or being commissioned for cooperative education programs, the project's director shall submit all relevant documentations, including the project's proposal and contract, for review by the R&D Office and the Office of Accounting. The University president shall grant the final approval.

Article 6 Director of a cooperative education program and all associate personnel shall honor all contracted terms. Program director shall assume responsibility for the management of assistants and part time

employees on the program. Unless otherwise prescribed in other laws and regulations, assistants hiring may follow the Ministry of Science and Technology's *Guidelines for Hiring of Research Project Assistants* and other related regulations. Personnel employed by the University may only serve as assistants upon the approval of his/her supervisors and notification to the Personnel Office. Students of the University shall be granted priority consideration as assistants and other part time positions.

Article 7 Program director and associate personnel shall not receive payment from the program that exceeds their individual payment from the University (including wage, research grants and other subsidies) during the program's duration. Faculty members shall not, in principle, be commissioned to more than two concurrent programs.

Article 8 The University's cooperative education programs should be financed by the administrative fund. Guidelines for funding levels are set out below. For the purpose of this article, "total funds" means the sum of all funds for cooperative education programs, excluding the administrative fund.

- a) The minimum funding for research projects commissioned by government agencies and governmental businesses shall be 10% of total funds. The minimum funding for research projects commissioned by private entities and civil groups shall be 15% of total funds.
- b) The minimum funding for internships, training or experimental education programs shall be 15% of total funds.
- c) The minimum funding for academic or technical services shall be 15% of total funds.
- d) Funding levels for other matters under cooperative education programs shall follow the above guidelines.
- e) If activities aforementioned in Articles 8b) to 8d) utilize the University's facilities, separate funds for such utilization shall be secured. In cases where a program's administrative funds fall below the prescribed levels of these Rules, a separate approval shall be obtained. The R&D office may engage in consultations with the collaborating entity on matters relating to funding.

Article 9 For cooperative education programs with administrative funding level prescribed in Article 8a), such funds shall be allocated as follows: 30% for the responsible department/graduate institute, 20% for the affiliated school/center/library, 50% for the University for overall coordinated allocation. For cooperative education programs with administrative funding level *below* that prescribed in Article 8a), the University shall have authority over the allocation of 50% of the funding prescribed in Article 8a), while the remainder of such funds shall be allocated to the responsible department/graduate institute and its affiliated school/center/library proportionally as prescribed in the article. For cooperative education programs with administrative funding level *below* 50% of that prescribed in Article 8a), the University shall have authority over the allocation the entirety of such funds; any surplus upon the completion of the program shall then be prioritized for due payments of administrative funds.

Article 10 Program director shall assume sole legal responsibility should any violation of laws and regulations occur in the duration of the program.

Article 11 These Rules, and their future revisions, shall become effective upon the approval of the Research and Development Meeting and the School Funds Management Committee.