國立政治大學產學合作實施暨收支管理規定

民國95 年 6 月 15 日校務基金管理委員會第 3 屆第 8 次會議通過

教育部95 年 11 月 17 日台高(三)字第0950162668 號函核定

民國96 年 10 月 24 日第 4 屆第 4 次校務基金管理委員會修正通過第 9 條條文

民國97 年 6 月 24 日第 4 屆第 7 次校務基金管理委員會修正通過第 9 條條文

教育部97 年 10 月 14 日台高(三)字第0970200119 號函核備

民國97 年 12 月 29 日第五屆第一次校務基金管理委員會修正通過第 8、11 條條文

民國99 年 10 月 28 日第五屆第九次校務基金管理委員會修正通過第 2、4、5、19 條條文

民國100 年 9 月 14 日第 6 屆第 4 次校務基金管理委員會修正通過第 5 條條文

民國100 年 11 月 8 日第 6 屆第 5 次校務基金管理委員會修正通過第 8、9 條條文

民國100 年 3 月 23 日第 6 屆第 6 次校務基金管理委員會修正通過第 5、9 條條文

民國102 年 6 月 18 日校務基金管理委員會第 7 屆第 3 次會議修正通過第 5 條條文

民國103 年 6 月 9 日校務基金管理委員會第 7 屆第 7 次會議修正通過第 6 條條文

民國107 年 10 月 19 日校務基金管理委員會第 9 屆第 7 次會議修正通過

民國107 年 11 月 9 日政研發字第1070035247 號函發布民國108年6月28日第204次校務會議修正通過第18條條文民國108 年 8 月 2 日政研發字第 1080024072 號函發布民國109年1月10日第207次校務會議修正通過第8條條文

民國112年1月11日政研發字第1110042029號函發布俢正第6條條文

第 一 條 本規定依教育部專科以上學校產學合作實施辦法及國立政治大學（以下簡稱本校）校務基金自籌收入收支管理準則訂定。

第 二 條 本校專任教師及研究人員接受公私立機構委託進行產學合作，除法令另有規定外，應依本規定辦理。本校專任教師及研究人員接受公私立機構補助計畫，除法令另有規定外，應比照本規定辦理。

第 三 條 本校研究發展處（以下簡稱研發處）負責辦理產學合作相關行政事項。

第 四 條 本規定所稱產學合作包含政府機關、公民營事業機構、民間團體及學術研究機構委託之：

一、各類研發及其應用事項：包括專題研究、物質交換、檢測檢驗、技術服務、諮詢顧問、專利申請、技術移轉、創新育成等。

二、各類教育、培訓、研習、研討、實習或訓練等相關合作事項。三、其他有關學校智慧財產權益之運用事項。

第 五 條 專任教師及研究人員不得有未透過學校行政作業而接受委託研究之情事，應由學校具名簽訂合約。凡申請或接受委託進行產學合作時，計畫主持人應檢具計畫書或合約書等相關文件，簽會研發處及主計室審核，呈請校長核定。

專任教師及研究人員兼任專業學會重要職務，以學會名義接受委辦 (補助)計畫，應透過學校行政作業程序簽准，如有涉及使用學校資源，應本於使用者付費原則，依本校相關規定收取使用費，納入校務基金統籌運用。

第 六 條 產學合作計畫主持人應履行合約之一切義務。主持人對於助理人員與臨時性人力應善盡管理之責。助理人員聘用除法令或合作雙方另有約定外，得比照國家科學及技術委員會專題研究計畫助理人員約用注意事項及相關規定辦理。編制內人員兼任助理者，應經所屬主管同意並加會人事室；兼任助理及臨時性人力原則上以本校學生為優先。

第 七 條 本校產學合作計畫，應提列行政管理費，其編列標準如下，所稱計畫各項經費總和不含行政管理費：

一、政府機關、公營事業機構委託之專案研究計畫，不得低於計畫各項經費總和百分之十；私營事業機構、民間團體委託之專案研究計畫

，不得低於計畫各項經費總和百分之十五。

二、實習、訓練或實驗教學不得低於計畫各項經費總和百分之十五。三、學術技術性服務不得低於計畫各項經費總和百分之十五。

四、其他產學合作事項比照前款管理費標準編列。

五、前二、三、四各款，如有使用本校場地者，另應列場地使用費。 計畫行政管理費之編列低於本校規定標準者，應專案簽奉核准，必要時得由研發處與合作單位協商。

第 八 條 產學合作計畫行政管理費符合第七條規定應提撥比例者，其分配比例為執行計畫之系（所）百分之三十、院（中心、館）百分之二十、其餘百分之五十由學校統籌運用。行政管理費低於應提撥比例者，由學校優先統籌運用第七條規定之應提撥比例百分之五十，其餘之行政管理費始依前開比率分配執行單位及其所屬一級單位。行政管理費未達應提撥比例百分之五十者，全數由學校統籌運用。計畫執行結束如有結餘款，優先提列補足應提撥之行政管理費。

支用範圍如下：

一、編制內教師、研究人員本薪（年功薪）、加給以外之給與及編制外人員人事費：依據本校編制內教師及研究人員本薪（年功薪）、加給以外之給與、編制外人員人事費及行政人員辦理自籌收入業務支領工作酬勞支應等相關原則辦理。

二、講座經費：依據本校講座設置辦法辦理。

三、教師、研究人員教學及學術研究獎勵補助。

四、為教學研究需要或應邀而申請前往國外開會、考察、訓練、研究實驗之差旅費。

五、辦理產學合作有績效之行政人員工作酬勞：依據本校行政人員辦理自籌收入業務支領工作酬勞等相關原則辦理。

六、聘請助理及臨時性人力之人事相關費用。

七、邀請國內外學者、專家來校講座、參與學術研討、合作研究、實驗指導等相關費用。

八、購買研究設備、圖書、耗材、雜項費用及其他與研究發展有關之費用。

九、為推動產學合作有關事項之支援活動經費（如研究成果展覽等）。

十、為辦理本校研發成果推廣所為之必要支出。

十一、其他經專案核准支用項目之費用。

系（所）、院（中心、館）於本條文之支用範圍內，得制定行政管理費使用辦法。

第 九 條 產學合作計畫有跨校或校內跨院、中心之情形者，其行政管理費之提列及分配比例應由計畫主持人於計畫書中明列，由研發處審定。

第 十 條 產學合作計畫結束後如有結餘，則依國立政治大學產學合作計畫結餘款分配、運用及管理辦法支配運用。

第十一條 教師受託執行計畫以不影響正常教學為原則，單位主管應審慎核定。

第十二條 計畫主持人應依委託機關(構)規定繳交成果報告書。

除合約另有約定外，計畫主持人應於產學合作期滿後二個月內辦理校內經費收支、成果報告及財產登錄等結案事宜，無故未依規定辦理結案者，不得再申請新案。

第十三條 產學合作計畫購置之圖書、期刊、儀器及設備，除合約另有約定外，應依規定納入本校財產統一管理運用。產學合作計畫成果及研究資料，除合約另有約定外，本校得要求無償使用。計畫執行成果如涉及專利等權益之取得、授與或讓與，除合約另有約定外，由計畫主持人與本校另行訂定契約。

第十四條 產學合作計畫之執行如有違背法律或本校規定者，應由計畫主持人自行負責。

第十五條 產學合作收入收支，其相關主管人員、預算執行人員、使用及保管資產人員，應負責其預算執行、保管及使用之資產相關責任，並由主計人員負責帳務處理及彙編財務報表。

第十六條 產學合作收入應存放校務基金專戶，及設置專帳處理，經費收支應依產學合作機構之規定或契約辦理，產學合作機構無規定者，則依會計法及相關規定辦理。

第十七條 產學合作收入應掣發收據，有關收據之印製、保管、使用，依本校收據內部控管作業程序辦理。

第十八條 本規定經研究發展會議、校務基金管理委員會及校務會議通過後發布施行，修正時亦同。

Regulations for the Implementation and Financial Management of Industry-Academia Collaboration at National Chengchi University

Approved by the 3rd Committee of the University Fund Management Committee on June 15, 2006

Approved by the Ministry of Education on November 17, 2006, under Tai Gao (San) Zi No. 0950162668

Amendment to Article 9 approved by the 4th Committee of the University Fund Management Committee on October 24, 2007

Amendment to Article 9 approved by the 4th Committee of the University Fund Management Committee on June 24, 2008

Approved by the Ministry of Education on October 14, 2008, under Tai Gao (San) Zi No. 0970200119

Amendment to Articles 8 and 11 approved by the 5th Committee of the University Fund Management Committee on December 29, 2008

Amendment to Articles 2, 4, 5, and 19 approved by the 5th Committee of the University Fund Management Committee on October 28, 2010

Amendment to Article 5 approved by the 6th Committee of the University Fund Management Committee on September 14, 2011

Amendment to Articles 8 and 9 approved by the 6th Committee of the University Fund Management Committee on November 8, 2011

Amendment to Articles 5 and 9 approved by the 6th Committee of the University Fund Management Committee on March 23, 2012

Amendment to Article 5 approved by the 7th Committee of the University Fund Management Committee on June 18, 2013

Amendment to Article 6 approved by the 7th Committee of the University Fund Management Committee on June 9, 2014

Amendments approved by the 9th Committee of the University Fund Management Committee on October 19, 2018

Issued under Zheng Yan Fa Zi No. 1070035247 on November 9, 2018

Amendment to Article 18 approved by the 204th University Council on June 28, 2019

Issued under Zheng Yan Fa Zi No. 1080024072 on August 2, 2019

Amendment to Article 8 approved by the 207th University Council on January 10, 2020

Issued under Zheng Yan Fa Zi No. 1110042029 on January 11, 2023, amending Article 6

**Article 1:** These regulations are established in accordance with the Ministry of Education's guidelines for industry-academia collaboration at colleges and universities, and the Rules Governing Revenue and Expense Management for Self-Raised Incomes in the University Endowment Fund of National Chengchi University (hereinafter referred to as "the University").

**Article 2:** Full-time faculty and researchers at the University who accept commissions from public or private institutions for industry-academia collaboration must comply with these regulations, unless otherwise specified by law. Full-time faculty and researchers who receive grants for projects from public or private institutions must follow these regulations, unless otherwise specified by law.

**Article 3:** The University's Office of Research and Development (hereinafter referred to as "ORD") is responsible for handling administrative matters related to industry-academia collaboration.

**Article 4:** The term "industry-academia collaboration" in these regulations includes commissions from government agencies, private enterprises, civic organizations, and academic research institutions for:

1. Various research and development and application projects, including special research, material exchange, testing and inspection, technical services, consulting, patent applications, technology transfer, and innovation incubation.
2. Various education, training, study, seminars, internships, or related cooperative activities.
3. Other matters related to the utilization of the University's intellectual property rights.

**Article 5:** Full-time faculty and researchers must not accept commissioned research without going through the University's administrative procedures and must sign contracts under the University's name. When applying for or accepting commissions for industry-academia collaboration, the project leader must submit the project proposal or contract and related documents for review by ORD and the Office of Budget and Accounting, and then present it to the President for approval.

Full-time faculty and researchers holding important positions in professional associations must go through the University's administrative procedures to sign off when accepting commissioned (or grant) projects in the name of the society. If the project involves using the University's resources, usage fees must be collected according to the user-pays principle and in accordance with the University's relevant regulations, and these fees should be incorporated into the University fund for overall use.

**Article 6:** The project leader of an industry-academia collaboration must fulfill all contractual obligations. The project leader is responsible for managing assistant personnel and temporary staff. Unless otherwise specified by law or agreed upon by both parties, the hiring of assistant personnel should follow the National Science and Technology Council’s guidelines and relevant regulations regarding special research project assistants hiring procedures.For full-time staff serving as assistants, approval from their immediate supervisor and the Personnel Office is required. Students enrolled at the University shall be given priority when employing assistants and temporary staff.

**Article 7:** Industry-academia collaboration projects at the University must allocate administrative management fees according to the following standards, excluding the total cost of the project:

1. For special research projects commissioned by government agencies and public institutions, the total funding for each project shall not be less than 10%; for special research projects commissioned by private institutions and private organizations, the funding for each project shall not be less than 10% of the total funding for each project. The total is fifteen percent.

2. The amount of internship, training or experimental teaching shall not be less than 15% of the total funds of the project.

3. Academic and technical services shall not be less than 15% of the total project funds.

4. Other industry-university cooperation matters shall be compiled in accordance with the management fee standards in the preceding paragraph.

5. For each of the first two, three, and four items, if the research project requires the use of the Univeristy’s venues, additional venue usage fees should be included. If the planning administrative fee is lower than the standard specified by the school, the project shall be signed for approval. ~~If necessary, ORD may negotiate with the cooperative unit.~~ If the administrative management fee is below the University's standard, it must be specially approved, and if necessary, negotiated between ORD and the collaborating entity.

**Article 8:** For industry-academia collaboration projects that meet the allocation ratio specified in Article 7, the distribution ratio is 30% to the department (institute) executing the project, 20% to the college (center, library), and 50% to the University for overall use. If the administrative management fee is below the required ratio, 50% of the fee will be used by the University first, and the remaining administrative management fee will be distributed according to the aforementioned ratio to the executing unit and its subordinate units. If the administrative management fee is less than 50% of the required ratio, the entire fee will be used by the University. If there is a surplus at the end of the project, it will be used to make up the required administrative management fee.

The scope of expenditures includes:

1. Salary and personnel expenses for faculty, researchers, and staff beyond their base salary and allowances, including personnel expenses for non-permanent staff, and remuneration for administrative staff handling self-funding revenue tasks, according to the University's relevant principles.
2. Lectureship expenses, managed according to the University's regulations for setting up lectureships.
3. Teaching and academic research awards and subsidies for faculty and researchers.
4. Travel expenses for faculty and researchers to attend conferences, conduct inspections, receive training, or perform research experiments abroad when necessary for teaching and research, or when invited.
5. Remuneration for administrative staff achieving performance in industry-academia collaboration, according to the University's relevant principles.
6. Personnel-related expenses for hiring assistants and temporary staff.
7. Expenses for inviting domestic and international scholars and experts for lectures, academic seminars, collaborative research, and experimental guidance.
8. Expenses for purchasing research equipment, books, consumables, miscellaneous costs, and other research and development-related expenses.
9. Support activity expenses related to promoting industry-academia collaboration (e.g., research results exhibitions).
10. Necessary expenditures for promoting the University's R&D achievements.
11. Other expenses approved by special projects.

Departments (institutes) and colleges (centers, libraries) may establish regulations for the use of administrative management fees within the scope of expenditures outlined in this article.

**Article 9:** For industry-academia collaboration projects involving inter-university or inter-college/center collaboration within the university, the allocation and distribution ratio of administrative management fees must be clearly stated in the project proposal by the project leader and approved by ORD.

**Article 10:** If there is a surplus at the end of an industry-academia collaboration project, it shall be allocated and used according to the Regulations for the Distribution, Use, and Management of Surplus Funds from Industry-Academia Collaboration Projects of National Chengchi University.

**Article 11:** Faculty members entrusted with executing a project must ensure that it does not interfere with their regular teaching duties. The unit supervisor should carefully approve such projects.

**Article 12:** The project leader must submit a final report according to the regulations of the commissioning agency (organization). Unless otherwise stipulated in the contract, the project leader must complete the internal budget reconciliation, final report, and property registration within two months after the conclusion of the industry-academia collaboration. If the project leader fails to complete the finalization process without a valid reason, they will be barred from applying for new projects.

**Article 13:** Books, journals, instruments, and equipment purchased through industry-academia collaboration projects, unless otherwise stipulated in the contract, must be incorporated into the University's property management system. The University may require free use of the research results and data, unless otherwise stipulated in the contract. If the project results involve obtaining, granting, or transferring patents or other rights, a separate agreement must be made between the project leader and the University, unless otherwise stipulated in the contract.

**Article 14:** If the execution of an industry-academia collaboration project violates any laws or University regulations, the project leader will be held solely responsible.

**Article 15:** Personnel responsible for managing the income and expenditures of industry-academia collaboration, budget execution personnel, asset users, and custodians must be accountable for budget execution, asset custody, and use. The accounting personnel are responsible for handling accounts and compiling financial statements.

**Article 16:** Income from industry-academia collaborations must be deposited into a dedicated ~~special~~ account of the University Fund and handled through a special ledger. The income and expenditures must be managed according to the regulations or contracts of the industry-academia collaboration institutions. If there are no such regulations, the Accounting Act and related provisions shall apply.

**Article 17:** Receipts must be issued for income from industry-academia collaboration. The printing, custody, and use of receipts must follow the University's internal control procedures for receipts.

**Article 18:** These Guidelines have been implemented with the approval of the Research and Development Meeting、the University Endowment Fund Management Committee and the University Affairs Meeting. The same procedure shall apply to any subsequent amendments.