

# 國立成功大學學生執行建教合作計畫作業要點

## National Cheng Kung University Directions on Cooperative Education

104 年 3 月 19 日第 103-2 次校務基金管理委員會通過  
Approved at the 103-2nd University Endowment Fund Management Committee Meeting on March 19, 2015

第一條 國立成功大學（以下簡稱本校）為鼓勵本校學生與產業連結、取得實務經驗，以求提升就業能力，同時提升產業競爭力，達學用合一目標，特訂定本要點。

Article 1. National Cheng Kung University (hereinafter referred to as the “University”) has formulated the following directions to encourage our students to access the industry and gain practical experience in order to enhance their employability and industrial competitiveness, and to combine study with application.

第二條 本要點業務以研究發展處為主管單位。

Article 2. The Office of Research and Development shall be responsible for matters related to cooperative education.

第三條 主持及參與計畫人員資格如下：

(一) 主持人及共同主持人資格 具有本校學籍之學生，經指導教授書面承諾指導其研究，並同意提供 相關研究設備者。

(二) 指導教授資格

本校教師有下列情形之一者，得擔任指導教授：

(1) 具備該建教合作計畫領域專業之專任教師。

(2) 符合本校研究生章程第七條第二項規定者。

本校碩士在職專班、產業碩士專班之學生，不適用前項第一款規定。

Article 3. The qualifications of the directors and participants are as follows:

(1) Directors and co-directors are students of the University who have received written commitment from the advisor to guide their research and agree to provide relevant research equipment.

(2) Advisor qualifications:

Faculty member of the University who meets one of the following requirements may serve as an advisor:

(a) A full-time faculty member who is specialized in the field of cooperative education project

(b) Person who complies with Article 7 (2) of the NCKU Graduate Student Policies and Rules.

The provisions of subparagraph 1 of the preceding paragraph shall not apply to students of the in-service master's program or the industrial technology graduate program.

第四條 本校學生受託執行建教合作計畫，除以校方名義與廠商簽訂建教合作合約外，另須與本校簽訂執行同意書，規範相關權利義務。前項建教合作計畫，由指導教授負擔保責任。

Article 4. When the students are entrusted to implement the cooperative education project, they should sign not only a cooperative education contract with the cooperative party in the name of the University but a Letter of Agreement with the University that regulates the relevant rights and obligations.

The advisors shall bear the responsibility for the above-mentioned cooperative education project.

第五條 建教合作計畫經費編列項目，包含：人力費、業務費、研究設備費、國外差旅費、管理費等，視計畫需求之必要應明列於合約：

(一) 人力費

研究主持費、指導教授顧問費。

(二) 業務費

耗材、物品、圖書及雜項費用等，與計畫直接有關之其他費用。

(三) 研究設備費

指執行計畫所需單價在新臺幣壹萬元以上，且使用年限在二年以上與計畫直接相關之各項設備。

(四) 國外差旅費

因執行計畫所需赴國外或大陸地區之差旅費用。

(五) 管理費

配合計畫執行所需，由校方統籌支用。

前項第一款至第四款之經費項目，如因計畫執行需流用者，依合約規定辦理。合約未規定者，另行簽案辦理。管理費不得流用至其他經費項目。

Article 5. The budget of the cooperative education project shall include personnel expenses, operating costs, research equipment costs, foreign travel expenses, management fees, etc., which shall be listed in the contract as required by the project:

(1) Personnel expenses

Remuneration for directors and advisors

(2) Operating expenses

Expenses directly related to the project, such as consumables, materials, books and miscellaneous expenses.

(3) Expenses for research equipment

Equipment with a unit price of NT\$10,000 or more and a service life of more than two years that is directly related to the project.

(4) Foreign travel expenses

Travel expenses abroad or in mainland China for implementation of the project.

(5) Management fees

Fees to be managed by the University for the coordination and implementation of the project.

If the items mentioned in subparagraphs 1 to 4 of the preceding paragraph are needed for the implementation of the project, they shall be handled in accordance with the provisions of the contract.

For those not stipulated in the contract, a separate request shall be filed.

Virement of the management fee shall not be permitted.

第六條 主持人之研究主持費支給標準，比照講師級建教合作研究計畫主持人月支酬勞費辦理。前項規定，共同主持人得準用之。

指導教授顧問費支給標準，比照建教合作研究計畫主持人月支酬勞費辦理。

Article 6. The remuneration of the director shall be calculated according to the monthly remuneration standard of the lecturer-level director of the cooperative education program. The provisions of the preceding paragraph shall apply mutatis mutandis to co-directors.

The consultant fee of the advisor shall be calculated according to the monthly remuneration standard of the director of the cooperative education program.

第七條 建教合作計畫管理費之編列比率如下：

- (一) 計畫總經費在新臺幣二十萬元以下，編列 5% 管理費。
- (二) 計畫總經費逾新臺幣二十萬元至新臺幣五十萬元者，編列 10% 管理費。
- (三) 計畫總經費逾新臺幣五十萬元者，依「國立成功大學建教合作計畫實施要點」所訂比率辦理。

前項因特殊情形，經專案簽准者，依簽准比率編列。

Article 7. The listed management fees of the cooperative education project are as follows:

- (1) A management fee of 5% should be included if the total project budget is below NT\$200,000.
- (2) A management fee of 10% shall be included if the total project budget is between NT\$200,000 to NT\$500,000.
- (3) If the total budget of the project exceeds NT\$500,000, the management fee should be handled in accordance with the ratio set out in the "National Cheng Kung University Directions on Cooperative Education".

For cases where approval is granted under special circumstances, the management fee shall be arranged according to the approved ratio.

第八條 建教合作計畫主持人應於計畫執行期滿後一個月內，經指導教授確認，依合約規定繳交研究成果報告。研究成果報告以研究發展處為權責管控單位。

Article 8. The director of the cooperative education project should submit the reports to the advisor for confirmation within one month after the expiration of the project. The Office of Research and Development is responsible for the report of research results.

第九條 建教合作計畫管理費授權支用比率，依「國立成功大學建教合作計畫行政管理費及節餘款支用要點」規定辦理。建教合作計畫節餘款分配，由主持人與指導教授協商之。但未依建教合作合約規定辦理者，節餘款由校方統籌運用。

Article 9. The authorized expenditure rate of cooperative education project management fee shall be subject to the provisions of "National Cheng Kung University Directions on the Use of the Management Fee and the Surplus in Cooperative Education Project". The balance of the cooperative education project shall be allocated through negotiation between the director and the advisor. If it fails to comply with the provisions of the cooperative education contract, the balance shall be managed by the University.

第十條 建教合作計畫購置資產及研發成果處理：

- (一) 執行計畫所購置之圖書儀器設備，除合約另有規定外，屬本校所有，並以指導教授為使用保管人員，納入校產管理。
- (二) 執行計畫涉及研發成果歸屬、管理、運用等，有約定者依其約定；無約定者，依據「國立成功大學研究發展成果管理辦法」辦理。

Article 10. Acquisition of assets and the research and development results:

- (1) Unless otherwise stipulated in the contract, the books, instruments and equipment purchased in the project shall belong to the University, and shall be managed as the University's property with the advisor as the custodian.
- (2) If the project involves the ownership, management and application of research and development results, the agreement shall be followed. If there is no agreement, it shall be handled in accordance with the "National Cheng Kung University Regulations on R&D Results".

第十一條 建教合作計畫經費支付及核銷，依校內相關規定辦理。

Article 11. Payment and reimbursement of cooperative education project funds shall be handled in accordance with relevant regulations of the University.

第十二條 本要點所需經費，由校務基金自籌款項下支應。

Article 12. The funds required for these directions shall be funded by the self-raised fund of the University Endowment Fund.

第十三條 本要點未盡事宜，依校內相關規定辦理。

Article 13. Matters not covered in these directions shall be handled according to relevant regulations of the University.

第十四條 本要點經校務基金管理委員會通過後試辦，修正時亦同。

前項試辦期間三年，試辦期滿檢討成效，如經評估有全面實施之必要者，另修法正式實施。

Article 14. These directions will be implemented on a trial basis after being approved by the University Endowment Fund Management Committee. The same applies to the revision of these directions.

The trial run period is three years, and the effect will be reviewed when the trial run expires. If it is necessary to implement these directions comprehensively, the amendment shall be formally made.