

# 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

## National Cheng Kung University Directions on the Use of the Management Fee and the Surplus in Cooperative Education Project

- 第143次行政會議修正通過90.09.26  
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100學年度第2次校務基金管理委員會修正通過100.11.16  
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102學年度第2次校務會議延會修正通過103.01.15  
Revision approved in 2nd University Council (postponed) of the Academic Year 2013/2014 on January 15, 2014  
103學年度第1次校務基金管理委員會修正通過103.9.26  
Revision approved at the 1st University Endowment Fund Management Committee Meeting of Academic Year 2014/2015 on September 26, 2014  
103學年度第1次校務會議修正通過103.10.22  
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第一條 為有效運用本校建教合作計畫行政管理費及節餘款，以支援各單位之教學及研究發展，特依據「國立成功大學校務基金自籌收入收支管理辦法」第十二條，訂定「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」(以下簡稱本要點)。

Article 1. So as to effectively use the management fee and the surplus of cooperative education program to support the development of teaching and research, National Cheng Kung University has formulated the “Directions on the Use of the Management Fee and the Surplus in Cooperative Education Project” (hereinafter referred to as the Directions) according to Article 12 Of the “National Cheng Kung University Management Regulations on Self-Generated Income of the University Endowment Fund”.

第二條 各建教合作計畫案管理費先扣除 10% 作為圖書館書刊經費後，依下列規定辦理授權支用：

### (一) 專題研究案

1. 科技部專題研究計畫：管理費及賸餘款以原收入之經費為計算基準。支用比率為校 56%，各學院及系所（研究總中心及研究中心）34%。其分配比例由各學院及系所（研究總中心及研究中心）透過適當會議協商訂定。

2. 政府機關及公民營機構委託之專題研究計畫：

(1) 校 52.9%、院 5.3%、系（所）31.8%。

(2) 校 51.7%、研究總中心 6.5%、研究中心 31.8%。

3. 前兩目分配比例涉及各院、系（所）者，由各教學單位與研究單位協商之。

Article 2. After 10% of the management fee of each cooperative education project is deducted as the budget for library books and periodicals, the management fee shall be used in accordance with the following provisions:

### (1) Research projects

Research projects of the Ministry of Science and Technology (MOST): The management fee and surplus are calculated from the original fund. The allocation rate is 56% for the University and 34% for the colleges and departments (Research and Services Headquarter and research centers). The proportion of the allocation shall be determined by the colleges and departments (Research and Services Headquarter and research centers) through negotiation.

(2) Research projects commissioned by government agencies, public and private institutions:

① The allocation rate is 52.9% for the University, 5.3% for the college, and 31.8% for the department

(institute).

- ② The allocation rate is 51.7% for the University, 6.5% for the Research and Services Headquarter, and 31.8% for the research center.
- (3) If the allocation rate of the first two items involves several colleges and departments (institutes), it shall be negotiated by each teaching and research unit.

(二) 服務性試驗及調查案

1. 內業：支用比率為校 81%，院或研究總中心 9%。
2. 外業：支用比率為校 81.8%，院或研究總中心 8.2%。
3. 若以計畫書簽約之委託案：支用方式比照政府機關及公營機構委託之專題研究計畫辦理。

(2) Testing and investigation services

- (a) Internal service: The allocation rate is 81% for the University, 9% for the college or the Research and Services Headquarter.
- (b) External service: The allocation rate is 81.8% for the University and 8.2% for the college or the Research and Services Headquarter.
- (c) If the proposal is signed and commissioned, the reimbursement method shall be the same as the research project commissioned by government agencies, public and private institutions.

(三) 人員交流訓練案

1. 內業支用比率為校 66.7%、院 3.3%、系（所）或研究中心 20%。
2. 外業支用比率為校 39.1%、院 3.9%、系（所）或研究中心 47%。
3. 前項管理費之比率，校級研究中心準用之。

(3) Personnel exchange and training cases

- (a) The allocation rate of internal business is 66.7% for the University, 3.3% for the college, 20% for the department (institute) or research center.
- (b) The allocation rate of external business is 39.1% for the University, 3.9% for the college, 47% for the department (institute) or research center.
- (c) The rate of management fee referred to in the preceding paragraph shall be applicable to university-level research centers.

第三條 以建教合作案方式舉辦之學術研討會，比照政府機關及公營機構委託之專題研究計畫辦理。學術研討會節餘款，授權支用比率為校與主辦單位各 50%。第一項經校長核准調降管理費比率及依國立成功大學總務處所轄活動場地借用管理要點規定免收或減收場地使用費者，優先補足應行編列經費後，始得依前項規定支用。但其他法令另有規定者，依其規定。

Article 3. Academic seminars organized in the form of cooperative education projects shall be conducted in accordance with regulations regarding the research projects entrusted by government agencies, public and private institutions. The authorized allocation rate of the surplus of academic seminar is 50% for the University and the cooperative party respectively. Academic seminars organized in the form of educational cooperation projects shall be conducted in accordance with the research plans entrusted by government agencies, public and private institutions. The authorized spending rate of the surplus of academic seminar is 50% for the school and the sponsor respectively. In the case of the reduction of the management fee rate approved by the President and the exemption or reduction of the venue fee according to the National Cheng Kung University Management Directions on Venue Managed by the Office of General Affairs as mentioned in the first paragraph, the management fee may be paid before the surplus be used in accordance with the provisions of the preceding paragraph. Where other regulations provide otherwise, such regulations shall apply.

第四條 各建教合作計畫案結案後，節餘款之授權支用依下列規定辦理：

- (一) 凡計畫案已據委辦機關（構）或校內規定編列管理費且節餘款在新臺幣一萬元以下，或計畫主持人屬非專任人員者，全數歸校方統籌運用；節餘款超過一萬元者，全數授權主持人使用。
- (二) 計畫主持人離職或退休，其節餘款之餘額，由本校統籌運用。但於離職或退休生效日前專案簽准者，不在此限。
- (三) 計畫節餘款經研發處核定分配後，由主計室依各單位、各計畫主持人單獨設帳管理，並依校內相關規定辦理動支。

Article 4. Upon the closing of each cooperative education project, the authorized expenditure of the surplus shall be handled in accordance with the following provisions:

(1) If the management fee of the project has been listed according to the regulations of the commission authority or the University and the balance is less than NT\$10,000, or if the Principal Investigator is not a full-time staff, the management fee shall be fully managed by the University. If the surplus exceeds NT\$10,000, the Principal Investigator shall be authorized to use it.

(2) When the Principal Investigators resign or retire, the balance of the surplus will be managed by the University. However, it does not apply to those who apply for approval before the effective date of resignation or retirement.

(3) After the balance of the project is approved and distributed by the Office of Research and Development, the Accounting Office shall set up separate accounts for every unit and Principal Investigator and handle the expenditure according to the regulations of the University.

第五條 各建教合作計畫案，如係：

(一) 經校長核定調降管理費標準之計畫案。

(二) 因可歸責於計畫主持人之事由，致減列管理費之計畫案。結案時如有節餘款，應先補足管理費之差額後，始得依前點規定授權支用。

Article 5. Cooperative education projects such as:

(1) The project with a reduced management fee rate approved by the President.

(2) The project with insufficient management fees for causes attributable to the Principal Investigators

If there is any surplus at the end of the project, the difference of the management fee shall be made up before the surplus be used in accordance with the provisions of the preceding paragraph.

第六條 本要點經校務基金管理委員會及校務會議通過後實施，修正時亦同。

Article 6. These Directions shall be implemented and amended after approved by the University Endowment Fund Management Committee and the University Council.