

國立陽明交通大學碩士在職專班經費收支管理要點

Funds and Expense Guidelines for In-Service Master's Program – National Yang Ming Chiao Tung University

110 年 11 月 25 日 110 學年度第 1 次在職專班委員會會議通過
Approved at the 1st In-Service Master's Program Committee meeting for Academic Year 2021 on November 25, 2021

111 年 3 月 22 日 日本校校務基金管理委員會 110 學年度第 3 次會議通過
Approved at the 3rd Academic Affairs Fund Management Committee meeting for Academic Year 2021 on March 22, 2022

111 年 5 月 20 日 110 學年度第 2 次校在職專班委員會會議通過
Approved at the 2nd In-Service Master's Program Committee meeting for Academic Year 2021 on May 20, 2022

111 年 10 月 11 日 日本校校務基金管理委員會 111 學年度第 1 次會議修正通過
Amended at the 1st Academic Affairs Fund Management Committee meeting for Academic Year 2022 on October 11, 2022

113 年 5 月 13 日 112 學年度第 2 次校在職專班委員會會議通過
Approved at the 2nd In-Service Master's Program Committee meeting for Academic Year 2023 on May 13, 2024

113 年 7 月 2 日 日本校校務基金管理委員會 112 學年度第 4 次會議修正通過
Amended at the 4th Academic Affairs Fund Management Committee meeting for Academic Year 2023 on July 2, 2024

一、 本校各學院碩士在職專班(以下簡稱各專班)依據本校校務基金自籌收入收支管理辦法及碩士在職專班作業辦法，特訂定本經費收支管理要點(以下簡稱本要點)。

I. These Guidelines for Funds and Expenses of the In-Service Master's Program (herein after referred to as “the Guidelines”) have been formulated in accordance with the Policy for the Management of Self-Raising of Academic Affairs Funds and the Principles for In-Service Master's Program for the In-service Master's Programs (herein after referred to as “the Programs”) of the NYCU's colleges.

二、 各專班之學雜費基數及學分費列入本校學雜費收入，各專班收入總額 29%由學校統籌運用，1%由教務處統籌運用，7%由所屬學院統籌運用，63%由各專班統籌運用。
新設在職專班前三年收入全數由專班運用，第四年起依上述規定辦理。

II. Tuition and miscellaneous fees, as well as fees for credits, are included in NYCU's miscellaneous income. Of the total income generated by the Programs, 29% is allocated to the University, 1% to the Office of Academic Affairs, 7% to their respective college, and 63% to the Programs.

The income of the newly established in-service Master's Programs can be utilized entirely by the program for the first three years of its establishment. From the 4th year onwards, it shall be governed by the aforementioned rules.

三、 各專班依經費自給自足及支援本專班師生使用為原則編列收支預算表，經院長同意，會簽人事室、主計室審核並經教務長核定後辦理。

各學院每學期開學後一個月內彙整各專班收支預算表，依前項程序辦理。

- III. The budget for each Program is established with the principle of self-sufficiency, aiming to support the teachers and students in the Program. The budget must be approved by the Dean, signed by the Personnel Office, reviewed by the Accounting and Statistics Office, with final approval by the Dean of Academic Affairs.

Each college compiles an income and expenditure budget for its respective Program within one month after the beginning of each semester, following the process of the aforementioned paragraph.

四、 各專班經費收支預算表編列原則：

- IV. Principles for the Programs' income and expenditure budget:

(一) 工作費

1. 主任工作費：本專班班主任若由系所主管以外之專任教師擔任，其工作費由專班經費支付，工作費以不超過系所主管加給為準。
2. 組召集人工作費：協助班主任規劃、推動班務與管理，其工作費以不超過系所主管加給為準。

(I) Work fees

1. Work fees for the Director: If a Program's director is a full-time teacher other than the department's head, the director's work fees are paid with the funds of the Program, provided their fees do not exceed the pay of a department's head.
2. Work fees for the Convener: The convener shall assist the director in planning and in advocating related class administrative affairs and management, provided that the fees do not exceed the pay of a department's executive officer.

- (二) 課程規劃與教學推動費用：為因應課程規劃及教學推動需要，同一位教師第一次新開課程得編列工作酬勞，以一次為限，一學期以一整筆一次報支為原則，每位教師每學期之報支以 10,000 元為上限。

- (II) Funding of curriculum design and teaching: To meet the needs of curriculum design and teaching, a faculty member may budget remuneration for work associated with the offering of a new course,. Only one reimbursement is allowed in the same semester. The total reimbursement for each faculty member is limited to

NT\$10,000 per semester.

- (三) 授課鐘點費(含講義編撰費)：教師鐘點費每小時以 6,500 元為上限，如因情況特殊需彈性調整，應專案簽奉教務長核定後辦理。各專班課程所支付之授課鐘點費(含講義編撰費)，以不超過該專班可統籌運用之收入額度為原則，若必要開課時，依比例減低該課程授課鐘點費(含講義編撰費)為原則，以符合成本。

- (III) Hourly rate of pay for teaching (including fees for handouts): The maximum hourly rate of pay for teachers is NT\$6,500. Flexible adjustments may be made under special circumstances, subject to approval by the Dean of Academic Affairs. The hourly rate paid (including fees for handouts) by each Program shall not exceed the income that can be coordinated for use. In cases where a course is necessary, the hourly rate of pay (including fees for handouts) for teachers shall be reduced proportionally to meet the costs.

- (四) 演講費：

1. 授課期間如邀請校外人士演講，演講費標準以專班鐘點費為原則，特殊個案得簽請教務長同意。
2. 負責課程之教師不得再支領鐘點費，但得支領主持費，其標準以鐘點費百分之三十為上限;如原授課教師未有主持該演講之事實，不得發給主持費。

- (IV) Fees for lecturers:

1. If a person outside of the University is invited to give a lecture during the course duration, the fee standard for the lecture is subject to the hourly rate of pay of the Program. Special cases must be receive approval from the Dean of Academic Affairs.
2. Teachers in charge of the course may not receive the hourly rate of pay, except for a presiding fee. The standard for a presiding fee is subject to a maximum of 30% of the hourly rate. If the original teacher fails to participate in the lecture, no presiding fees shall be paid.

- (五) 交通費：校外人士之交通費參照國內出差旅費報支要點規定，覈實編列交通費。

- (V) Transportation expenses: Budget for transportation expenses for people outside of

the University are created subject to the provisions stipulated in the Directions for the Overseas Travel Allowance Disbursement.

(六) 助理薪資：各專班助理薪資得由各專班經費支付。

(VI) Assistant wage: Wages of each Program's assistants are paid by the funds of their respective Program.

(七) 論文指導費以 30,000 元為上限。

(VII) The maximum fee for advising a thesis is NT\$30,000.

(八) 論文計畫口試費或學位口試費以每位委員 2,000 元為上限，交通費另計。

(VIII) The maximum fee for each committee member of a thesis or degree oral exam is NT\$2,000, with transportation expenses calculated separately.

(九) 助教費及學生工讀工作費依課程需要編列。

(IX) The payment for the assistants and student workers may be budgeted as needed for the course.

(十) 教授指導學生所需之業務費，以收每一位學生至該生畢業為止，每一位學生得最高補助 30,000 元。

(X) Expenses required by professors to offer advice to students will be paid until all students graduate. Each student can receive a maximum subsidy of NT\$30,000.

(十一) 其他特殊人事相關費用則另案簽准。

(XI) Other special personnel-related expenses are approved on a case-by-case basis.

(十二) 其他與專班業務相關費用。

(XII) Other related expenses of the Programs.

五、 經費節餘款之分配及運用原則：

V. Principle of allocation and utilization of fund balance:

(一) 經費分配原則：

1. 年度節餘款全額由各專班專帳繼續使用為原則，以支援相關教學、研究經費。
2. 年度節餘款得申請轉入院、系所、院專班(各組)教學、訓輔、研究等經費。

(I) Principle of allocation of fund balance:

1. In general, the annual fund balance of the Programs shall be used to fund the Programs and support teaching and research.
2. The annual budget balance may be transferred to the colleges, departments and Programs (groups) for teaching, training and research.

(二) 經費運用原則：

1. 支援學術合作、國內外研習考察、進修而專案簽准者。
2. 與院、系務發展相關經費而經專案簽准者。
3. 支援系所一般課程之兼任教師授課鐘點費或編制外教師之薪資。
4. 支援約用人員薪津及協辦人員工作酬勞。
5. 其他與院、系所業務相關費用。各在職專班應於學期結束後二個月內，將相關收支事項辦理結案。

(II) Principle of utilization of fund balance:

1. To support academic collaboration, domestic and international study tours, and further education, approved as a special project.
2. For the development of the college and department, approved as a special project.
3. To support the hourly rate of pay for part-time teachers of general courses or wages for teachers outside of the establishment.
4. To support the wages of contractual employees and remuneration to co-organizers.
5. Other related expenses in relation to colleges and departments. Each Program must close all matters in relation to income and expenditures within 2 months after the end of the semester.

六、 本要點未盡事宜，依照本校校務基金自籌收入收支管理辦法辦理。

VI. Any Matters not covered in these Guidelines are subject to the NYCU's Management of Income and Expenditures of Academic Affairs Funds.

七、 本要點經本校在職專班委員會議訂定後，送校務基金管理委員會審議通過後實施，修正時亦同。

VII. These Guidelines and any amendment thereto become effective once they have been

established by the NYCU's In-Service Master's Program Committee and approved by the Academic Affairs Fund Management Committee.