

國立中山大學推廣教育經費收支辦理要點

Guidelines on Handling the Revenue and Expenditure of Continuing Education Funds

- 87.01.09 本校 86 學年度第 1 學期推廣服務第 1 次臨時會議通過
- 87.12.07 本校 87 學年度第 1 學期推廣服務第 3 次會議修正通過
- 88.10.11 本校 88 學年度第 1 學期推廣服務第 1 次臨時會議修正通過
- 91.04.26 本校 90 學年度第 2 學期推廣服務第 2 次會議修正通過
- 92.06.16 本校 91 學年度第 2 學期推廣服務第 2 次會議修正通過
- 94.03.28 本校 93 學年度第 2 學期第 2 次推廣服務會議修正通過
- 96.11.08 本校 96 學年度第 1 學期第 1 次推廣服務會議修正通過
- 97.01.09 本校 96 學年度第 1 學期第 8 次行政會議修正通過
- 97.03.18 本校 97 年度第 1 次校務基金管理委員會會議修正通過
- 97.06.18 本校 96 學年度第 2 學期第 8 次行政會議修正通過
- 97.07.29 本校 97 年度校務基金管理委員會臨時會議修正通過
- 97.10.29 本校 97 學年度第 1 學期第 4 次行政會議修正通過
- 97.12.16 本校 97 年度第 2 次校務基金管理委員會會議修正通過
- 98.10.13 本校 98 學年度第 1 學期第 1 次推廣教育會議修正通過
- 98.12.09 本校 98 學年度第 1 學期第 8 次行政會議修正通過
- 99.03.19 本校 99 年度第 1 次校務基金管理委員會會議修正通過
- 100.03.16 本校 99 學年度第 2 學期第 2 次行政會議修正通過
- 100.03.22 本校 100 年度第 1 次校務基金管理委員會會議修正通過
- 103.05.21 本校 102 學年度第 2 學期第 7 次行政會議修正通過
- 103.06.13 本校 103 年度第 2 次校務基金管理委員會會議修正通過
- 103.11.19 本校 103 學年度第 1 學期第 6 次行政會議修正通過
- 104.07.07 本校 104 年度第 2 次校務基金管理委員會會議修正通過
- 104.09.30 本校 104 年學年度 1 學期第 3 次行政會議修正通過
- 104.11.06 本校 104 年度第 3 次校務基金管理委員會會議修正通過
- 105.11.02 本校 105 學年度第 1 學期第 5 次行政會議修正通過
- 106.04.19 本校 105 學年度第 2 學期第 5 次行政會議修正通過
- 106.05.26 本校 106 年度第 2 次校務基金管理委員會會議修正通過
- 107.12.17 本校 107 年度第 3 次校務基金管理委員會會議修正通過
- 109.11.11 本校 109 學年度第 1 學期第 6 次行政會議修正通過
- 109.12.11 本校 109 年度第 3 次校務基金管理委員會會議修正通過

Amended and approved at the 3rd University Endowment Fund Management Committee meeting on December 11, 2020

- 一、為妥善管理本校推廣教育經費，充裕本校校務基金及擴展經費籌措之來源，特依據「大學法第三十一條」、「專科以上學校推廣教育實施辦法」及國立中山大學校務基金自籌收入管理規定，訂定本要點。
 - I. These guidelines are formulated to ensure proper management of the University's continuing education funds, enhance the University Endowment Fund, and expand the funding sources in accordance with Article 31 of the *University Act, Regulations for the Implementation of Continuing Education at Junior Colleges and Institutions of Higher Education*, and *Regulations for the Management of Self-generated Income of the University Endowment Fund*.
- 二、本要點所稱之推廣教育事項係依本校辦理「推廣服務工作實施辦法」之內容規範之。
 - II. Matters related to continuing education mentioned in these guidelines shall be governed by the University's *Regulations for the Implementation of Continuing*

Education Services.

- 三、各類推廣教育班次預算之編列，以有賸餘為原則，各班次收費標準由各承辦單位自訂之。其經費之使用，應符合校務基金之精神。行政管理費則依「國立中山大學辦理推廣服務工作實施辦法」之規定處理。
- III. Budget for each continuing education class shall be planned with the principle of generating a surplus. Each organizing unit may determine its own standards for class fees. The utilization of funds shall align with the spirit of University Endowment Fund, and administrative management fees shall be handled in accordance with *Regulations for the Implementation of Continuing Education Services*.
- 四、各推廣教育班應編列經費收支預算表，經由全球產學營運及推廣處會同主計室等相關單位審核，陳請校長或授權單位主管核定後辦理。
- IV. Each continuing education class shall have a budget plan, reviewed by the Office of Global Industry-Academe Collaboration and Advancement (OGIACA), Office of Accounting, as well as other relevant units, and submitted to the President or the head of the authorized unit for approval before implementation.
- 五、收支預算表中應明訂各項人事費(包括：規劃費、委託研究費、主持人費、演講費、值班費、口試費、臨時工作人員酬勞、工讀費等等)及業務費等各項費用之支出，並詳列編列之計算方式。前項所稱主持人費，指統籌課程之開設並召集、整合各授課教師之教學工作所支領之報酬。
- V. The budget plan shall clearly specify personnel expenses (including organizing fee, commissioning research fee, chairing fee, payment of speeches, duty fee, oral exam fee, temporary staff remuneration, hourly pay for part-time students, etc.), operational expenses, as well as other expenditures, with a detailed calculation method for each item. The chairing fee mentioned above refers to the remuneration for coordinating class offering and integrating the teaching efforts of all instructors.
- 六、本校各單位參與推廣教育事項之有關人員之工作酬勞，由各單位按收入之多寡、計畫之繁簡、工作之輕重及期間之長短等，在各推廣教育班次經費收入數額範圍內，按下列標準支給：
- VI. Remuneration for personnel from individual units involved in continuing education affairs shall be given based on the following standards, with consideration of class revenue, program complexity, workload, as well as work duration:
- (一) 推廣教育班次之規劃人或主持人若為本校專任教師，其各課程及班次之課程規劃費僅得支領一次；主持人費僅得於開課期間內支領。上述規劃人或主持人其每月所支領之酬勞總額(不含鐘點費)不得超過二萬元。
- (1) Full-time faculty members serving as an organizer or chair of the continuing education classes may receive the organizing fee only once per program; the chairing fee may only be claimed during the class period. The total amount of monthly remuneration (excluding hourly payment) for the said

organizer or chair shall not exceed TWD 20,000.

- (二) 協助班務及行政支援人員得依「國立中山大學校務基金自籌收入收支管理規定」支領工作酬勞。
- (2) Administrative staff assisting in class operations may receive remuneration in accordance with the *Regulations for the Management of Self-generated Income of the University Endowment Fund*.
- (三) 因開班計畫需要短期約聘(雇)行政人員，其薪給應按其學經歷，比照本校同等職務人員之支薪標準支給。情形特殊者，得酌予提高，其約聘(雇)期間超過三個月以上六個月以下者，則應按一般約聘(雇)人員規定辦理支給。
- (3) Short-term administrative staff may be hired to meet the needs of class programs, and their salaries shall be equivalent to those at the same position in the University, taking account into their education degree and experience. A salary increase may be granted for special circumstances. However, salaries of short-term hires lasting between three to six months shall be paid in accordance with the regulations for general contract employees.
- (四) 因開班計畫需要短期約聘(雇)專家或專門技術人員，其薪給應比照本校相當職級人員之支薪標準支給，其中所謂相當職級資格之界定，由各開班單位自行認定，報全球產學營運及推廣處備查。
- (4) Short-term experts or specialized technical personnel may be hired to meet the needs of class programs, their salaries shall be equivalent to those with similar ranks in the University. Each organizing unit shall define its qualification of similar ranks and report to the OGIACA for future reference.
- (五) 授課鐘點費(含講義編撰費)，授課鐘點費按下列標準支給為原則：
- (5) Hourly pay for teaching herein (including fee for preparing teaching materials) shall be given based on the following principles:
1. 開授推廣教育課程，其鐘點費比照教育部教師鐘點費之五倍為上限。
 - i. Hourly pay for teaching continuing education classes shall not exceed five times the standard hourly rate established by the Ministry of Education (MOE).
 2. 境外教學之鐘點費得適當調整，但以上述二倍為上限。
 - ii. Hourly pay for overseas teaching may be adjusted as necessary, with a maximum limit of twice the standard rate specified above.
 3. 屬學分班之隨班附讀，則以每位學員補貼授課教師每小時 60 元為原則，但以 800 元為上限。
 - iii. Students of credit-bearing classes taking a University's course shall pay the instructor at least TWD 60 per hour, with a maximum limit of TWD 800.

(六) 工讀生費用之支給，依各班實際需要編列之。

(6) Hourly pay for part-time students shall be budgeted based on the actual needs of each class.

七、若各推廣教育班有下列情形之一者，不得降提管理費：

VII. Continuing education classes with any of the following conditions may not request for a reduction of their management fees:

(一) 已編列主持人費。

(1) The chairing fee is already budgeted.

(二) 已編列課程規劃費。

(2) The organizing fee is already budgeted.

(三) 教師鐘點費超過教育部規定之基數。

(3) Hourly pay for faculty exceeds the amount regulated by MOE.

八、依專科以上學校推廣教育實施辦法第十七條，學員完成報名繳費後，因故申請退費，應依下列方式辦理：

VIII. According to Article 17 of *Regulations for the Implementation of Continuing Education at Junior Colleges and Institutions of Higher Education*, students intending to apply for a refund after completing their registration shall follow the procedures below:

(一) 學員自報名繳費後至開班上課日前申請退費者，退還已繳學分費、雜費等各項費用之九成。自開班上課之日起算未逾全期三分之一申請退費者，退還已繳學分費、雜費等各項費用之半數。開班上課之日起已逾全期三分之一始申請退費者，不予退還。

(1) Students applying before the class starts, within the first one-third of the class, and after one-third of the class shall receive a 90%, 50%, and no refund respectively of their paid credit fees, miscellaneous fees, and other paid fees.

(二) 已繳代辦費應全額退還。但已購置成品者，發給成品。

(2) All paid agency fees shall be fully refunded. However, fees already used to purchase products shall be refunded with the purchased products.

(三) 因故未能開班上課，應全額退還已繳費用。

(3) All paid fees shall be fully refunded if the class cannot be offered due to certain reasons.

(四) 前項退費規定，應於招生簡章及報名表載明之。

(4) The refund policy mentioned above shall be clearly stated in both the admission brochure and registration form of continuing education classes.

九、旅運費應核實報支，如因路途遙遠，得視其實際需要核銷住宿費及雜費，倘

支給對象已支領鐘點費、主持人費等酬勞，則不另行支給雜費。國外旅運費部份亦應比照辦理，惟須先在預算表編列時陳核。

- IX. Travel expenses shall be reimbursed based on actual costs, with accommodation and miscellaneous expenses for long-distance trips reimbursable as needed. Nevertheless, those receiving remuneration, such as the hourly pay or the chairing fee, shall not be eligible for reimbursement of miscellaneous expenses. Overseas travel expenses shall be handled in the same manner; however, prior approval is required in the budget plan.
- 十、各推廣教育班經費之運用，應與業務推動相關，其餐敘、禮品等總核銷之金額，以不超過該班收入之 5% 為原則，若必要超過，得於陳請校方核准後辦理之。
- X. Each continuing education class shall utilize its funds solely for operational purposes. The total expenditure on meals, gifts, and other expenses shall not exceed 5% of the class revenue, in principle. Prior approval from the University shall be secured if exceeding the limit is desired.
- 十一、結報各類經費時，依國立中山大學動支經費申請單處理流程、經費結報處理流程與支出憑証處理要點及行政院國內外出差旅費報支要點辦理之。
- XI. Financial reporting shall adhere to the University's procedures for fund disbursement applications and financial reporting, as well as *Management Guidelines for the Government Disposal of Expenditure Vouchers* and Executive Yuan's *Guidelines on the Reimbursement of Domestic and Overseas Business Trips*.
- 十二、各班應於課程結束後三個月內，完成所有結報手續；若有結餘，全數納入校務基金，其中百分之九十五由開班單位使用之；結餘款之支用，則依「國立中山大學校務基金自籌收入收支管理規定」第十四條辦理。
- XII. Each class shall complete the financial reporting procedures within three months after the class ends, and a remaining surplus shall become part of the University Endowment Fund, with 95% of the surplus allocated to the unit offering the class. The utilization of the surplus shall be handled in accordance with Article 14 of *Regulations for the Management of Self-generated Income of the University Endowment Fund*.
- 十三、本要點經行政會議及校務基金管理委員會通過，陳請校長核定後實施，修正時亦同。
- XIII. These guidelines are approved by the Executive Meeting, the University Endowment Fund Management Committee, and the President before implementation. Amendments to these guidelines shall follow the same procedure.