

National Sun Yat-Sen University Guidelines for the Use and Control of Funds for the “Program on Bilingual Education for Students in College”

Approved at the 2nd Administrative Meeting of the 1st semester of 2021 academic year, September 29,2021

1. National Sun Yat-Sen University (hereinafter referred to as “the School”) in order to effectively implement the Ministry of Education’s Program on Bilingual Education for Students in College (BEST)" (hereinafter referred to as “the Program”), has in accordance with 5-1 of the Ministry of Education’s "Principles of Subsidy and Fund Use for the Promotion of Program on Bilingual Education for Students in College", specifically established the School’s “Guidelines for the Use and Control of Funds for the “Program on Bilingual Education for Students in College (hereinafter referred to as “the Guidelines”).
2. These guidelines are applicable to the administrative and teaching units of this School that are involved in the implementation the Program. The vice-president designated by the President shall supervise the Office of BEST Program, to track and aggregate the total funding and implementation results.
3. The Program’s annual KPI and funding implementation goal is set at 100%. The Office of BEST Program and the implementing units should collaborate with the plan goals and KPI in funding implementation and conduct regular reviews; if the target is not reached, the Office of BEST Program should find out the reason and urge the implementing unit(s) to speed up the implementation. If the implementation situation still does not meet the expected goals, the School will withdraw the funding for redistribution in accordance with the resolution of the Management and Control Meeting.
4. The recovered funding can be redistributed as subsidy for the purpose of improving bilingual teaching, student learning or teaching needs. Units need to submit written requests for the President’s approval. Once verified and approved by the President, funds will be transferred to the relevant unit(s).
5. Appropriation, expenditure and verification of funds for the Program shall be conducted in accordance with the powers and responsibilities, with the Ministry of Education’s "Principles of Subsidy and Fund Use for the Promotion of Program on Bilingual Education for Students in College" and the "Ministry of Education Supplement (Donation) Assistance and Commission Fund Verification, Appropriation and Reporting Operations Key Points", and all other related regulations, and in accordance with the provisions of these key points.
6. The income and expenditure of the Program shall be managed by a special account set up by the Office of Accounting, all expenditure shall obtain legally valid proofs in accordance with the regulations, and the relevant books and documentation shall be kept in accordance with the principals of accounting.
7. Expenditures, purchases, and reporting shall be handled in accordance with the School’s "Layered Responsibility Table" and related procedures.

8. Toner cartridges, ink cartridges, photoreceptor drums and other computer consumables purchased under this project should be handled in accordance with the School's HESP's "Principles for Purchasing High-Priced Computer Consumables Such As Toner And Ink Cartridges" and related operating procedures.
9. The salaries of the program assistants of this Project shall be handled in accordance with "NSYSU Contracted Personnel Management Guideline" and "NSYSU Contracted Administrative Staff Salary Standards". In addition, part-time assistants and temporary workers employed in this Program shall be paid after completing the employment procedures in the part-time assistant system of the School. The salary of part-time assistants in this program is paid according to the "Ministry of Science and Technology Subsidy for Special Research Project Part-time Assistants Work Remuneration Standard Table".
10. When this Program invites short-term outstanding foreign teachers to teach in the school, it should be based on the "NSYSU Implementation Key Points of Regulations for Employment of Contracted Teaching and Research Personnel" and "NSYSU Guidelines for Employment and Teaching Subsidy for Short-term Recruitment Foreign Outstanding Teachers", and follow the appropriate procedure accordingly.
11. Overseas trips using this Program's funding must be directly related to bilingual teaching, student learning or teaching needs, and follow the following principles:
 - (1) Teachers should submit an overseas trip plan, attach the meeting invitation letter or acceptance letter, international meeting schedule, paper abstract, meeting-related materials, and other materials that are helpful for approval review. The request is made on case-by-case basis and must be approved by the President.
 - (2) The travel expenses application form and the online verification procedures for the overseas travel application form must be completed before leaving the country; if the application is not processed in accordance with the regulations, the expenses shall not be written off.
 - (3) Participation in international conferences must be based on actual academic activities such as publishing bilingual education-related papers, and one paper can only apply for one person.
 - (4) The content of the application for overseas teaching and research may include any kind of bilingual teaching-related research, seminars, workshops and other activities organized by foreign universities.
 - (5) The "Overseas Travel Verification Form" must be filled online within two months from the date of return to the country, "Overseas Trip Report" also must be uploaded. Printed copies of both documents must be submitted for verification and fund write-off operations.
12. When inviting scholars to come to the school for special lectures, the application form for special lecture fees of the School's " Program on Bilingual Education for Students in College " should be filled in advance, and the fee payable should be in line with the school's HESP lecture fee standards. If the implementation of the project requires hiring external experts from the field to speak on campus and the standard payment listed in the previous disclosure is inadequate, special request can be made to the President for prior approval before advancing the process.

13. If assistance from faculty members are needed to aid in the research and development of teaching materials or teaching plans for the implementation of the Program, such assistance can only be provided after the request application is approved in accordance with the funding standard of the school's HESP "Teaching Materials or Teaching Plans Research and Development".
14. In addition to items listed in 5-6 of the Ministry of Education's "Program on Bilingual Education for Students in College (BEST)", items below are also prohibited to use Program funding:
 - (1) Rental costs of administrative management systems.
 - (2) Gifts and souvenir items.
 - (3) Sponsorship costs for external group activities.
 - (4) Maintenance and management costs of dormitories.
15. If the capital of this project is used for administrative or general business equipment (such as computers, printers, microphones, fax machines, air conditioners, exhaust fans, digital cameras, wireless microphones, projectors and other equipment), detailed explanation should be provided in the expenditure request form, specifying exclusive purpose of improving the bilingual education (including reasons for purchase, use unit and placement location, etc.). The purchase can only be made after the request is reviewed and approved by the relevant units.
16. The Program funds shall not be used as the self-raised funds for other projects subsidized by the Ministry of Education.
17. Any expenditure of the Program funding that is inconsistent with laws and regulations or misused in any way, in addition to administrative and legal liabilities, the listed expenditure(s) shall not be written off and shall be recovered. The staff of this School who have the following circumstances due to the implementation of the Program are not allowed to apply for or use the Program funds:
 - (1) If the prosecution has been postponed by the prosecutor, during the period of postponed prosecution.
 - (2) Those who have been prosecuted by the prosecutor, before the court's verdict of not guilty is confirmed.
 - (3) Court's final ruling of guilty verdict. The portion of the subsidy funds that the individual(s) in the preceding paragraph had received but not yet spent shall be returned in full or the unit supervisor to reassign the Program to another host according to the nature of the project.
18. Any matters not covered in this document shall be handled in accordance with the Ministry of Education's "Program on Bilingual Education for Students in College (BEST)" and the relevant regulations of the Ministry of Education.
19. This Guidelines was reviewed and approved by the Administrative Meeting and submitted to the President for implementation after approval. The amendment is also the same.