

國立中山大學「學生雙語化學習計畫」經費使用及控管要點

Guidelines on the Use and Management of Funds for the *Program on Bilingual Education*

110.9.29 110 學年度第 1 學期第 2 次行政會議通過
Approved at the 2nd Executive Meeting on September 29th, 2021

- 一、國立中山大學（以下簡稱本校）為有效執行教育部「大專校院學生雙語化學習計畫」（以下簡稱本計畫），依據教育部「大專校院推動雙語化計畫補助暨經費使用原則」五之（一）點，特訂定本校「學生雙語化學習計畫」經費使用及控管要點（以下簡稱本要點）。
- I. These guidelines are formulated in accordance with Paragraph 1, Article 5 of the MOE's *Principles for the Use of Subsidized Funds for the BEST Program* to effectively implement the *Program on Bilingual Education for Students in College (BEST)* (hereinafter referred to as the “Program”).
- 二、本要點適用對象為本校執行本計畫之行政、教學單位。本計畫由校長指定之副校長督導雙語學習計畫推動辦公室，追蹤、彙整總經費及執行成效。
- II. These guidelines apply to the administrative and academic units which implement the Program. The President shall designate a senior vice president to supervise the BEST Program Office (hereinafter referred to as the “Office”) which tracks and compiles total funding and outcomes of Program performance.
- 三、本計畫年度 KPI 及經費之執行率以百分之一百為目標。雙語學習計畫推動辦公室及執行單位應配合計畫目標、KPI 執行經費，定期進行檢討；若未達到目標值，雙語學習計畫推動辦公室應查明原因並督促執行單位加速確實執行。如執行情形仍未符預期目標，則依管控會議決議由本校收回統籌運用。
- III. The annual implementation rate of KPI and budget for the Program is aimed for one hundred per cent. The Office and relevant units shall regularly check the progress of reaching the target. The Office shall find out the reasons why a unit fails to reach the target and urge it to accelerate the implementation. If the progress is still below the expectation, subsidies to the unit shall be reclaimed by the Office in accordance with the resolution by the Management and Control Committee.
- 四、統籌運用之經費，可再供各單位就提升雙語教學與學生學習或教師教學相關之使用需求，以簽呈提出補助申請，經校長核定後移撥相關單位執行。
- IV. The said reclaimed subsidies shall be re-allocated to other units, through

application and after the President's approval, for assisting bilingual education related to students' learning or faculty's lecturing.

- 五、 本計畫經費之請撥、支用及核結作業，應依教育部「大專校院推動雙語化計畫補助暨經費使用原則」及「教育部補（捐）助及委辦經費核撥結報作業要點」暨相關規定依權責辦理，並確實依本要點規定執行。
- V. Allocation, disbursement, audit, and settlement of the Program funds shall be handled in accordance with the MOE's *Principles for the Use of Subsidized Funds for the BEST Program* and *Guidelines on Handling Allocation, Distribution, Audit and Settlement of Funds Subsidized by MOE* and other relevant regulations, and further implemented accordingly.
- 六、 本計畫之經費收支，應由主計室設置專帳管理，其經費支出應依規定取得合法憑證，並依會計法規定年限保存相關簿籍及憑證。
- VI. The income and expenditure of the Program funds shall be managed with a separate account by the Office of Accounting, with legal receipts and accounting books kept for a stipulated period in accordance with the *Accounting Act*.
- 七、 經費動支、採購及結報依本校「分層負責表」及相關規定程序辦理。
- VII. Disbursement, procurement, and settlement of the funds shall be handled in accordance with the *Table of Hierarchical Responsibility* and relevant procedures.
- 八、 本計畫經費購置之碳粉匣、墨水匣、感光滾筒等電腦耗材，應比照本校高等教育深耕計畫「採購碳粉、墨水匣等高單價電腦耗材遵循原則」及相關作業流程辦理。
- VIII. Purchasing toner cartridges, ink cartridges, photoreceptor drums and other computer consumables with the funds from this Program shall follow the University's *Principles for Purchasing High-Priced Computer Consumables* for Higher Education SPROUT Project (HESP) and relevant procedures.
- 九、 本計畫專案助理薪資得比照「國立中山大學約用人員進用管理要點」及「國立中山大學約用行政人員薪酬標準表」辦理。另本計畫進用兼任助理及臨時工應於本校兼任助理系統完成聘僱程序後，始得敘薪。本計畫兼任助理薪資比照「科技部補助專題研究計畫兼任助理人員工作酬金支給標準表」支給。
- IX. Project assistants under this Program shall be employed in accordance with the University's *Guidelines on Recruitment of the Contract Employment* and *Salary Scale for Contract Employees*. The part-time assistants/workers under this Program shall be paid only after their employment procedure is completed through the University's part-time

assistant system. Part-time assistants shall be paid in accordance with the *Salary Scale for Part-time Assistants of Research Projects Subsidized by NSTC*.

- 十、 本計畫延攬短期國外傑出人員來校教學時，應依「國立中山大學進用約聘教學人員及研究人員實施要點」及「國立中山大學延攬短期國外傑出教師教學獎助費及聘用作業遵行規則」聘任程序辦理。
- X. Recruiting outstanding foreign staff for short-term lecturing under this Program shall be handled in accordance with the University's *Guidelines on Contract Employment of Faculty and Researchers* and *Regulations for Recruiting and Subsidizing Outstanding Foreign Faculty for Short-term Lecturing*.
- 十一、 以本計畫經費出國者，須與雙語教學與學生學習或教師教學直接相關，並依下列原則辦理：
- XI. Overseas traveling with the funds from this Program shall be related to bilingual education in both learning or teaching, and shall follow the provisions below:
- (一) 教師應提送出國計畫，檢附會議邀請函或接受函、國際會議日程表、論文摘要、會議有關資料及其他有助審查之資料，專案簽請校長同意。
 - (1) Applicants shall submit a traveling proposal, with supplementary documents such as a conference invitation or acceptance letter, an international conference agenda, an abstract of paper, and other relevant materials for the President's approval.
 - (二) 應於出國前完成出國旅費申請表及出國申請表線上簽核核定程序；未依規定辦理者，不得核銷。
 - (2) Applicants shall submit the Application Form for Overseas Travel Expense and complete the online application procedure before departure. No expense shall be reimbursed otherwise.
 - (三) 參加國際會議須以發表雙語教育相關論文等實際學術活動為主，一篇論文限一人提出申請。
 - (3) Attending an international conference shall be for the purpose of publishing papers related to bilingual education. Only one applicant is allowed for one paper.
 - (四) 申請出國教學研修內容可包含國外大學辦理之各式雙語教學相關研習、研討、工作坊等活動。
 - (4) Application for overseas teaching and research may include

various activities such as bilingual teaching research, seminars or workshops organized by overseas academic institutes.

(五) 應於返國後二個月內上網填寫「出國報告審核表」並上傳「出國報告」後，檢附列印之審核表及「出國報告紙本」，辦理審核及經費核銷作業。

(5) Applicants shall fill in the *Overseas Travel Review Form* online and upload the *Overseas Report* within two months after returning. The hard copies of both documents shall be submitted for review and reimbursement.

十二、 邀請學者蒞校專題演講，應事先填寫本校「學生雙語化學習計畫」專題演講費申請表，並得比照本校「高等教育深耕計畫」專題演講費支給標準支給，另配合計畫執行有外聘業界專家演講支給，前揭所列標準支給顯有不足者，得專案簽請校長核定後辦理。

XII. Before inviting a scholar for a speech on campus, individual units shall fill in an application form for the speech honorarium in accordance with the University's *Program on Bilingual Education for Students*. The expense applied for shall follow the University's *HESP* lecture fees standards. A request of fee increase shall be submitted to the President for prior approval if the said standards fail to meet the common practice of paying the external speaker.

十三、 教師因執行計畫之需要，協助教材或教案研發，得比照本校高等教育深耕計畫「教材或教案研發」經費支給基準辦理申請通過後，始得支用。

XIII. Faculty shall apply for subsidies in accordance with the University's *HESP* standards for supporting the development of teaching materials.

十四、 本計畫經費除依據教育部大專校院推動雙語化計畫補助暨經費使用原則第五項之（六）點不得支用之項目外，以下項目亦不得支應：

XIV. Apart from items stipulated in Subparagraph 6, Paragraph 1, Article 5 of the MOE's *Principles for the Use of Subsidized Funds for the BEST Program*, subsidies for the following items shall also not be granted:

(一) 行政管理系統租賃費。

(1) rental for administrative management systems,

(二) 禮品及紀念品。

(2) gifts or souvenirs,

(三) 贊助外部團體活動費。

(3) sponsoring external group activities, and

(四) 宿舍維護費及管理費。

(4) dormitory maintenance and management fee.

十五、 本計畫資本門經費如支用於行政或一般事務用途機具（如電腦、印表機、麥克風、傳真機、冷氣機、抽風機、數位相機、無線麥克風、投影機等設備），應於結報時填寫詳細說明，係專為提升雙語教學等特殊用途（含購置原因、使用單位及放置地點等），送各相關執行單位審核通過後始得購置。

XV. Funds from the Program's capital account may be used for purchasing administrative or general office equipment such as computers, printers, microphones, fax machines, air conditioners, exhaust fans, digital cameras, wireless microphones, projectors, etc. The procurement shall be made after approval by the relevant units, and a detailed explanation such as the purposes, using units, and locations shall be provided along with the procurement report.

十六、 本計畫經費不得作為教育部其他補助計畫之自籌經費配合款。

XVI. The Program's funds shall not be utilized as the required self-financed fund of other projects subsidized by the MOE.

十七、 本計畫各項經費支用，有不符合法令規定或不實之支出者，除應負行政及法律責任外，所列支費用不予核銷且應予追繳。本校人員因執行計畫有下列情形者，不得再申請或使用本計畫經費：

XVII. If there are any expenditures that don't comply with the laws and regulations or are untrue, in addition to administrative and legal liabilities, the listed expenditures should not be written off and should be returned. A concerned person who is under one of the following circumstances due to the implementation of the Program shall no longer be allowed to apply for or use the project funds:

(一) 經檢察官緩起訴處分者，於緩起訴處分期間。

(1) the concerned person is under the probation issued by the prosecutor,

(二) 經檢察官起訴者，於法院無罪判決確定前。

(2) the concerned person is being prosecuted but a court verdict is not yet reached,

(三) 經法院有罪判決確定。前項人員原獲補助計畫經費尚未支用部分，應全數歸還或依計畫性質由單位主管簽請變更計畫主持人。

(3) the concerned person receives a verdict of guilty.

All circumstances stipulated in the previous Subparagraph shall result

in the return of unused funds, or the affiliated unit supervisor may apply for a replacement of the original principle investigator according to the nature of the project.

十八、 本要點如有未盡事宜，依教育部「大專校院推動雙語化計畫經費使用原則」及教育部相關規定辦理。

XVIII. Matters not covered herein shall be handled in accordance with the MOE's *Principles for Using the Subsidies of Program on Bilingual Education for Students in College (BEST)* and other relevant regulations.

十九、 本要點經行政會議審議通過，陳請校長核定後實施，修正時亦同。

XIX. These guidelines are approved by the Executive Meeting and the President before implementation. Amendments to the guidelines shall follow the same procedure.