

# 國立中興大學法政學院經費收入收支管理要點

## Guidelines for Financial Management of Income and Expenditure, College of Law and Politics, National Chung Hsing University

107 年 9 月 12 日主管會議訂定  
September 12, 2018—Established by the Administrative Meeting  
109 年 5 月 13 日主管會議修正(第 3 點)  
May 13, 2020—Amended by the Administrative Meeting (Point 3)  
111 年 11 月 10 日主管會議修正(第 2、3 點)  
November 10, 2022—Amended by the Administrative Meeting (Points 2 and 3)

一、本院為妥善管理及運用各項經費，特訂定本要點。

These Guidelines are established to ensure proper management and utilization of all funds of the College.

二、本要點所稱之收入包括下列八項：

The income referred to in these Guidelines includes the following eight items:

(一) 本校年度分配預算(學雜費收入)。

The annual budget allocated by the university (tuition and fees income) is

(二) 國家科學及技術委員會計畫管理費收入。

Project management fees from the National Science and Technology Council.

(三) 推廣教育/產學合作管理費收入。

Management fees from continuing education programs and industry-academia cooperation projects.

(四) 受贈收入。

Donation income.

(五) 場地設備管理費收入。

Management fees from facilities and equipment.

(六) 碩士在職專班管理費收入。

Management fees from Executive Master's Programs.

(七) 招生管理費收入。

Management fees from student recruitment.

(八) 其他收入。

Other income.

三、各項收入主要支應事項及原則：

Main Items and Principles for Expenditure of Various Income:

(一) 人事費：

Personnel Expenses:

聘任一名身心障礙者任職於社管大樓管委會，協助清潔工作，薪資依據本校「契約進用職員待遇支給表」給予。

One person with disabilities should be employed by the Social Sciences and Management Building Management Committee to assist with cleaning work. Salary shall be paid according to the University's "Contract Staff Salary Payment Schedule."

(二) 院辦行政事務支出：

College Office Administrative Expenses:

聘任工讀生、各項會議餐費、庶務用品、設備更新。

Hiring student assistants, meeting refreshments, office supplies, and equipment updates.

(三) 辦理法政論壇：

Law and Politics Forum:

每一系所每年以 3 萬元為上限，活動前須填具申請表送交院辦。

Each department is limited to NT\$30,000 per year. An application form must be submitted to the College Office before the event.

(四) 推動本院國際交流：

Promotion of International Exchange:

包括外賓落地接待、出差拜訪姊妹院或締結 MOU 等（出差部分應優先申請學校國際交流補助，若未獲補助或補助不足者，則由本院支援），支用原則如下：

Including local hospitality for foreign guests, official visits to sister colleges, or signing MOUs (for official visits, university international exchange subsidies should be applied first; if not granted or insufficient, the College will provide support). Expenditure principles are as follows:

1、各系所及院辦每年不超過 5 萬元、總經費不超過 25 萬。

Each department and the College Office shall not exceed NT\$50,000 annually, with total expenditure not exceeding NT\$250,000.

2、每學期支用以不超過全年額度半數為原則。

Expenditure per semester should not exceed half of the annual budget in principle.

3、儘量以計劃性活動為原則，支用前請檢具系所務會議決議，並填具申請表送交院辦。

Activities should be planned when possible. Please provide department meeting resolutions and submit application forms to the College Office before expenditure.

4、支用內容以符合本校會計法規為原則。

Expenditures should comply with University accounting regulations.

各單位若有特殊事項，可提送主管會議討論。

Departments may submit exceptional cases to the Executive Committee meeting for discussion.

四、院辦應於每學期初於主管會議中報告本院財務狀況。

The College Office shall report the College's financial status at the Executive Committee meeting at the beginning of each semester.

五、本要點經本院主管會議通過後實施，修訂時亦同。

These Guidelines shall be implemented after they are approved by the College Executive Committee meeting; the same procedure applies to any amendments.

**【In case of any dispute, the explanation should be based in the Chinese version.】**