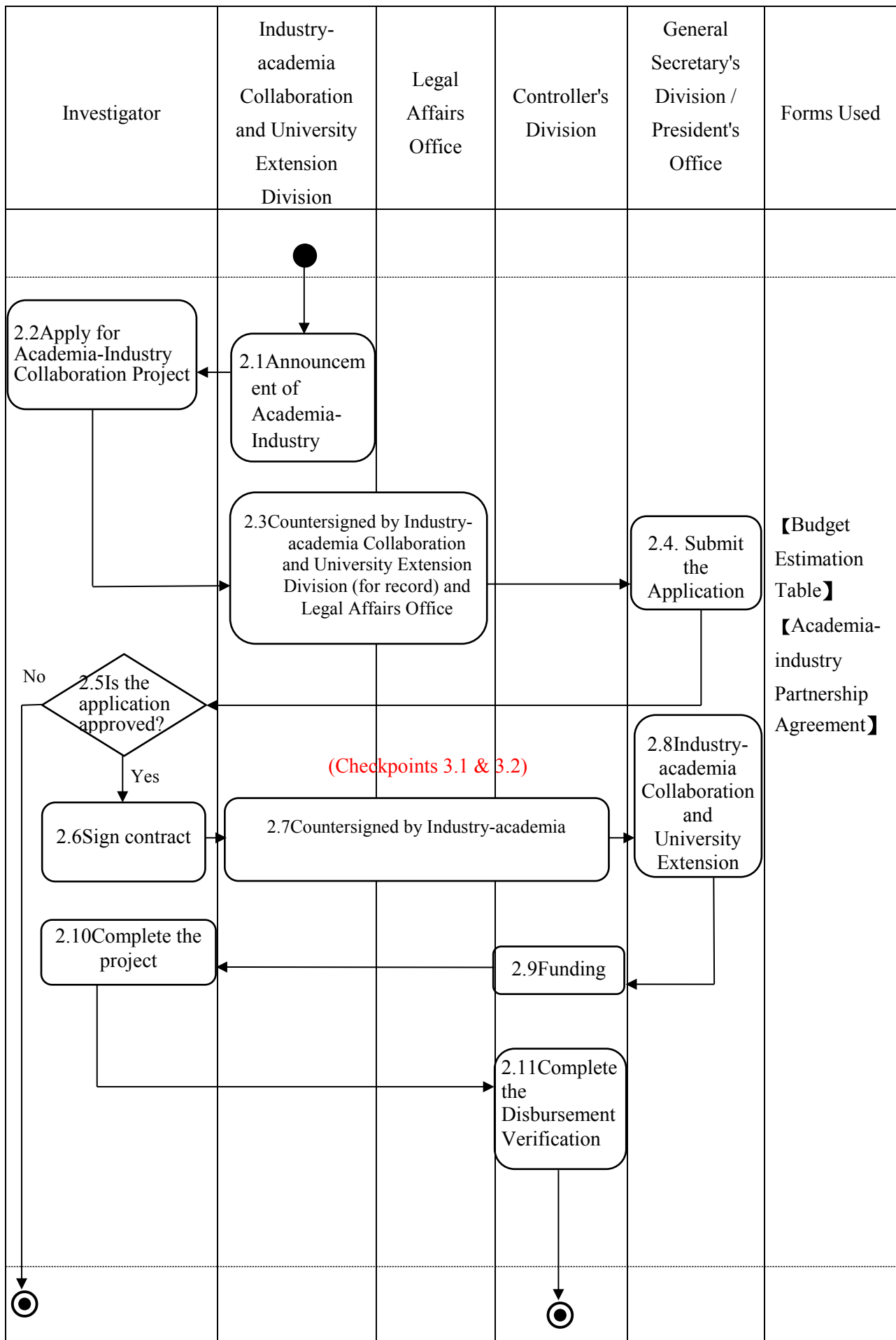


一、教師參與產學合作計畫業務內部控制制度-教師參與產學合作計畫業務

Affairs of Faculty Members Participating in Academia-Industry Collaboration Projects

1. 流程圖：Flow Chart



2. 作業程序：Operations Procedures:

本校辦理產學合作，以促進各類產業發展及知識之累積與擴散為目標，發揮研究、訓練、教育、服務之功能，並裨益國家教育與經濟發展。Ming Chuan University implements academia-industry collaboration and encourages industry development, as well as accumulation and extension of knowledge, to bring university research, training, education, and service to full capacity. and benefit education and economic development for our country.

- 2.1. 產學暨推廣處彙整公告投標訊息。Industry-academia Collaboration and University Extension Division compiles bid announcement.
- 2.2. 計畫主持人提出產學合作案申請之方式如下：Means for Investigator submitting the application of academia-industry collaboration projects:
 - 2.2.1. 教師自行向合作機構接洽或依投標規定申請承接。Ming Chuan faculty members may apply to accept a project after direct consultation with a cooperative institution or after winning a bid in accordance with bidding and tendering regulations.
 - 2.2.2. 合作機構基於該機構之需要，可先行與本校各相關單位或教師接洽，由該執行單位或教師申請承接。Cooperative institutions may consult in advance with relevant university units or faculty members and have the executing unit or faculty member to apply for acceptance of a project.
 - 2.2.3. 合作機構致函本校，由產學暨推廣處依來文性質轉請各相關單位，視實際人力、專業領域、設備、時間、費用等因素綜合考量，決定是否接受委託；若須整合提出者，由產學暨推廣處協調整合。A cooperative institution may send a letter to the university which will be transferred to relevant units by the Industry-academia Collaboration and University Extension Division in accordance with the nature of the request. After taking into consideration the actual needed manpower, professional disciplines, facilities, time, and expenses, the unit(s) is to decide whether the university will accept the commission. The Industry-academia Collaboration and University Extension Division should coordinate any necessary integration.
- 2.3. 計畫主持人提出申請產學合作計畫案，相關資料會簽產學暨推廣處及法務室。When the Investigator submits an academia-industry collaboration project proposal, the relevant information must be signed by the Industry-academia Collaboration and University Extension Division and Legal Affairs Office.
- 2.4. 投標文件經由學校用印。The relevant bid document must have the seal of the institution affixed.
- 2.5. 寄出文件參與投標。The document for participating in the bid is sent out.
- 2.6. 投標申請通過後雙方應簽署契約書。The agreement must be signed by the both parties once the bid application is approved.
- 2.7. 產學合作計畫契約書應會簽產學暨推廣處、法務室、財務處。**(檢核點；參見控制重點 3.1 及 3.2)**Academia-Industry Collaboration Agreement must be signed by the Industry-academia Collaboration and University Extension Division, Legal Affairs Office and Controller's Division. (Checkpoints; Please refer to Key Control Points 3.1 & 3.2)
- 2.8. 產學合作計畫契約書應以本校名義與合作機構辦理簽約，並經由雙方用印後計畫案始得生效。Academia-Industry Collaboration Agreement must be signed on behalf of MCU and the collaborating unit with the seals from both parties; then the project will be effective.
- 2.9. 計畫主持人開始執行產學合作計畫，動支經費應依本校相關規定辦理。As investigator starts to implement the academia-industry collaboration project, the expenditures must be

dealt with in accordance with the relevant institutional regulations.

2.10. 產學合作計畫執行完成。Academia-industry collaboration project is completed.

2.11. 執行單位結案作業應依契約書規定辦理，並依校內規定向財務處完成經費核銷作業。

The implementing unit must close the case in accordance with the agreement and verify disbursements with the Controller's Division in accordance with the institutional regulations.

3. 控制重點：Key Control Points

3.1 計畫主持人是否擬具經費預算表。Did Investigator plan Budget Estimation Table?

3.2 計畫主持人是否簽訂產學合作契約書。Has Investigator signed the Academia-industry Partnership Agreement?

4. 使用表單：Used Forms

4.1 經費預算表。Budget Estimation Table

4.2 產學合作契約書。Academia-industry Partnership Agreement

5. 依據及相關文件：Regulations and relevant documents

5.1 大專校院產學合作實施辦法。Implementation Guidelines for Promoting Cooperation between Business and Institutions of Higher Education

5.2 銘傳大學產學合作實施辦法。Ming Chuan University Procedures for Conducting Academia-Industry Cooperation

5.3 銘傳大學辦理產學合作計畫實施要點。Ming Chuan University Guidelines for Conducting Academia-Industry Cooperation Projects