

一、銘傳大學專任教師出席國際性學術會議補助辦法

中華民國105年11月10日法規審查會書審通過
中華民國105年11月14日行政會議審查通過

- 第一條 本校為鼓勵專任教師出席國際性學術會議，藉以提升學術水準與促進國際學術交流，特訂定本辦法。
- 第二條 本校專任教師，以本校教師名義出席國際性學術會議並發表論文，未獲得會議主辦單位、教育部、科技部或其他單位補助者，得於出席會議後二週內依本辦法向系所提出申請。
- 第三條 申請補助者應檢附申請表及下列資料：
一、未獲科技部或其他單位核准補助證明(已接受申請書而未獲核准公函)。
二、系、所初審紀錄。
三、國際性學術會議主辦單位之邀請函或論文被接受發表之證明文件。
四、會議日程及地點。
五、包含申請人姓名、學校之會議議程、論文集封面、目錄及發表著作影本。
六、最近五年內之研究成果目錄。
七、其他有助於審查文件。
- 第四條 教師申請補助，經系、所初審送經院簽注意見後，交由人力資源處送請教務長召集各學院院長會議複審，申請資料送達人力資源處時間不得逾出國日半年。
- 第五條 經審查核准之補助案，按下列標準發給，分為：
一、國內部份：補助註冊費(按來函規定之全額補助)。
二、國外部份：補助經費分為全額補助及部份補助二種，其項目如下：
(一)往返交通費用(機票、船票及火車票等)：由國內至會議地點最直接航程之交通費由受補助人於出國前自行墊款購買，機票以搭乘本國籍之班機為限。但因故無法搭乘本國籍班機者，應填具因公出國人員搭乘外國籍航空公司班機申請書。
(二)生活費用：依科技部補助標準按實際開會日數計算。
(三)註冊費用：按來函規定之金額補助。
(四)手續費用：包括護照費、簽證費及機場服務費。
本校以上各項補助費用，由受補助人於出國時先行墊付，俟補助審查會議複審通過，校長核定後二週內檢附單據，依本校經費核銷相關規定辦理核銷。
- 第六條 本校審查各申請案，其核准原則如下：
一、以申請人擬發表之論文及研究成果為主要之評審標準。
二、參加國際會議之學術地位及重要性。
三、同一申請人在同一學年度以申請補助參加一次會議為原則。
四、論文為合著者，以補助一人為限。
- 第七條 本校得視預算及申請人教學、研究及服務之成效，核予全額補助或部份補助。
- 第八條 擔任國際重要學術學會理監事或國際知名學術期刊編輯委員等特殊職務，必須出席相關會議，而不發表論文者，亦得依本要點規定申請補助；並得不受申請人在同一學年度內以申請補助參加一次會議之限制。
- 第九條 受補助人應於核銷補助費時，一併填報國際性學術會議心得報告壹式貳份分由所屬學院及圖書館存查之。
- 第十條 本辦法經行政會議通過，校長核定後實施，修正時亦同。

Ming Chuan University Procedures for Funding Support for Full-time Faculty Members Presenting Papers at International Academic Conferences

Passed at the Regulation Review Committee on November 10, 2016
Revised and passed at the Administrative Council Meeting on November 14, 2016

Article 1. These guidelines were established to encourage full-time faculty members to present papers at international academic conferences, which may in turn elevate academic standards at Ming Chuan

University and promote internationalization.

- Article 2. Full-time faculty members who are presenting papers under Ming Chuan University's name, and who have not been granted funding support from the conference sponsor, the Ministry of Education, the Ministry of Science and Technology or any other agency, may request funding support through their responsible academic departments and graduate programs within two weeks after presenting their papers.
- Article 3. Requests are made by completing the application form and providing the following information:
1. Documentation that proves applicant did not receive funding support from the Ministry of Science and Technology or other organizations. (Official document indicating application received but not approved.)
 2. The initial review record made by departments or programs.
 3. Letter of invitation from international academic conference organizer or official document indicating acceptance of paper to be presented at conference.
 4. Conference schedule and venue. °
 5. Name of applicant, meeting minutes, cover pages of theses, table of contents and photocopy of publications.
 6. Publishing record for the previous five years (papers presented and published).
 7. Any other documents that will aid in review of application.
- Article 4. When faculty members apply for funding support, after the department has made an initial review of the application, the school will sign the application, append any comments, and hand it over to the Human Resources Division. The Human Resources Division will request the Dean of Academic Affairs to convene school deans as well as the General Education Committee Chairman in order to conduct a final review. **All the application documents need to be submitted to Human Resources Division within a half year of applicant's travel.**
- Article 5. Approved requests are funded according to the following standards:
1. Domestic: Registration fee reimbursement (total amount according to the information in the conference invitation letter).
 2. International funding is divided into complete funding and partial funding. Details are described below:
 - (1) Round-trip Ticket (including air, boat and train): The most direct routing to the destination should be purchased by the faculty member, limited to a local carrier. If there are reasons a local carrier is not chosen, the faculty member must complete a form requesting permission to travel on a foreign carrier.
 - (2) Daily Stipend: Funds will be paid according to the Ministry of Science and Technology standard for the actual days of the conference.
 - (3) Registration Fee: Complete reimbursement will be paid according to the information in the conference invitation letter.
 - (4) Procedural Fees: Includes passport fee, visa fee and airport tax.
- The university will reimburse funds according to these standards. Faculty members should make all payments first. Once Subsidiary Review Committee has reviewed and passed the request, please submit business trip expense form and receipts within two weeks after the president's approval. **Faculty members need to follow the related expenditures verification procedures to complete reimbursement verification process.**
- Article 6. The principles on which the university bases the application review are listed in detail below:
1. Most important review factor will be the paper to be presented and applicant's overall research record.
 2. Reputation and importance of the conference in which applicant wishes to participate.
 3. Stipends will be offered once a year only.
 4. Only one faculty member will be supported per paper.
- Article 7. The decision to offer complete or partial support will be based on the amount of funds available in the budget as well as faculty members' teaching, research and service record.
- Article 8. Faculty members who serve as directors or trustees for important international academic associations or serve on the editorial board of well-known international academic publications, and who are required to take part in related meetings without presenting papers are still eligible to apply for funding support according to these guidelines. Such faculty members will not be subject to the rule stipulating that support may be applied for only once a year.

Article 9. When applying for expense reimbursement, faculty members should also complete a report detailing what was gained by attending this international academic conference. Copies should be placed both in the School to which faculty members belong and in the library.

Article 10. Upon being passed at the Administrative Council Meeting and approved by the president, these guidelines were implemented. Any revision must follow the same procedure.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****

二、銘傳大學職員值班規則

中華民國105年11月10日法規審查會書審通過
中華民國105年11月14日行政會議審查通過

第一條 值班人員假日值班時間：

台北校區和基河校區：自上午八時五十分至下午五時。

桃園校區：自上午八時十五分至下午五時。

第二條 值班人員應依值班時間上、下班，並刷三卡(上班卡、中午卡及下班卡)。

第三條 值班地點於台北校區總務處值班櫃台、基河校區三樓庶務組值班櫃台、桃園校區聯合辦公室總務組櫃台。

第四條 值班人員因事、公假或重大事故不克值班時，依下列方式辦理：

一、因事、公假不克值班時，應自行協調其他同仁代理，並事先向人力資源處登記。

二、值班日前如因臨時事故無法到班，應自行通知職務代理人代理。

三、值班日因事遲到時，應致電人力資源處承辦人員。當日依上班卡時間遲到半小時(含)內以申誠登記，遲到二次(含)或半小時以上者，以曠職登記。

四、其他無故不到校值班或早退或值班中途擅自離開校區者，以曠職論。惟因重大事故者得檢具佐證資料送人事評議委員會審議。

第五條 值班人員於值班後，依規定報領值班費。

第六條 值班人員除應督導工友(總務處亦應安排工友配合值班)清潔環境衛生外，並應隨時注意檢查各辦公室、教室門窗是否關閉及電燈、水管有無關閉或漏水，並制止閒雜人等在校園遊蕩。

第七條 值班人員應配合工友巡查校園，如發現工友藉故不到或遲到早退與執勤不力等情事，除應即糾正外，並應將違規事實記載於值勤簿內，送總務處簽請議處。

第八條 值班期間有重大或緊急事故，應即予處理。若有無法解決之問題，應即向上級請示。

第九條 收發公文及一般函件應予查收登記，並於次日送交收發室。

第十條 校長之信件及公文應登記送文簿，並派專人送達校長公館。

第十一條 寒暑假及春假休假放假期間，各單位如有重要公務須立即處理者，值班人員應通知各該單位主管。

第十二條 值班人員應將當日發生之事故登記於值勤簿內，於值班後之第一個上班日由人力資源處轉呈校長核閱。

第十三條 排列值班期間，休假日或人員如有異動，則以員工編號順位最後未排列人員自動遞補，並由人力資源處通知值班當事人。

第十四條 本規則經行政會議通過，校長核定後實施，修正時亦同。

Ming Chuan University Regulations for Staff Members on Duty

Passed at the Regulation Review Committee on November 10, 2016

Revised and passed at the Administrative Council Meeting on November 14, 2016

Article 1. Staff members on duty for holidays:

Taipei Campus and Jihe Complex: From 8 am to 5 pm.

Taoyuan Campus: From 8:15 am to 5 pm.

Article 2. Staff members on duty must go on and off duty in accordance with the designated time and are required

to swipe their ID cards 3 times (on-duty, noon and off-duty).

- Article 3. The office for staff on duty is the Off-hours Duty Office of the General Affairs Division on Taipei campus, front desk of Jihe Complex 3F General Affairs Section and front desk of Taoyuan General Affairs Section.
- Article 4. If staff members are scheduled for duty but are unable to report for duty due to personal, official or special reasons, please process as follows:
1. If staff members are scheduled for duty but are unable to report for duty due to personal or official reasons, shifts may be switched with other staff members or arrangements may be made with other on-duty staff members to have the shift covered. Such switching of shifts should be reported to the Human Resources Division.
 2. If staff members are scheduled for duty but are unable to report for duty due to special reason, they should inform their agent to report for duty.
 3. Those who are late for the shifts must call the responsible staff member of the Human Resources Division. Those who are half an hour or less late for a shift will be punished a Reprimand. However, those who are late for shifts two or more times or for more than a half hour will be considered to have not reported for duty.
 4. Those who are absent from scheduled duty without justifiable reason, or who are late, leave early or leave their post during the shift will be considered to have not reported for duty. However, those who have special reasons may submit the relevant evidence to the Employee Review Committee for review.
- Article 5. After completing their shifts, staff members may claim wages for time spent on duty in accordance with regulations.
- Article 6. Staff members on duty are responsible for supervising General Laborers (the shifts of General laborers being scheduled by the General Affairs Division); for maintaining campus sanitation; for ensuring that doors are closed, lights turned off, and taps are not leaking; and for ensuring that no one is loitering on the campus.
- Article 7. Staff members on duty should patrol the campus in the company of a General Laborer. If a General Laborer is absent without justifiable cause, report late for duty, leave early, or neglect their work, staff members should exhort the General Laborer, record the details of the incident in the Off-hours Duty Record Book, and submit it to the General Affairs Division.
- Article 8. When major incidents or emergencies take place while staff members are on duty, staff members should immediately deal with the situation. Should staff members be unable to rectify a situation, they should immediately report to their supervisor for further instructions.
- Article 9. Staff members on duty should take care and keep careful records when receiving official documents and general mail. Received documents and mail should be delivered to the Campus Mailroom on the following day.
- Article 10. The receipt of individual mail and official documents addressed to the president should be recorded in the Document Delivery Record. A special delivery person should be arranged so the package or documents can be delivered to the residence of the president.
- Article 11. If staff members on duty encounter important official matters requiring immediate attention during summer or winter recess, they should notify a supervisor in a relevant office of the matter.
- Article 12. Staff on duty should record accidents which occur during the day in the Off-hours Duty Record Book. On the following working day, the record should be submitted to the Human Resources Division, after which it will be presented to the president for further review.
- Article 13. If changes in the schedule are made due to staff members taking leave or other personnel changes, the staff member on the bottom of the Staff ID number list should be automatically filled into the Staff on Duty roster. The Human Resources Division is responsible for notifying the newly scheduled staff member.
- Article 14. Upon being passed at the Administrative Council Meeting and approved by the president, these regulations were implemented. Any revision must follow the same procedure.

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