

Ming Chuan University Procedures for Encouraging Faculty Members to Advise Students in Competitions

Passed at the 80th Expanded Administrative Council Meeting on February 16, 2009

Passed at the Administrative Council Meeting on September 20, 2010

Passed at the Administrative Council Meeting on May 2, 2011

Passed at the Administrative Council Meeting on May 27, 2013

Passed at the Administrative Council Meeting on May 5, 2014

Revised and Passed at the Administrative Council Meeting on June 8, 2015

Revised and Passed at the Administrative Council Meeting on June 6, 2016

Revised and Passed at the 349th Administrative Council Meeting on October 1, 2018

Article 1 These procedures were established to encourage full-time(Special Program) faculty members to advise students who are matriculating toward a degree at MCU to participate in national competitions so as to increase the University standard in teaching, research, and practical applications.

Article 2 Definition of competitions are as follows:

1. They refer to national or international competitions such as innovative competitions on a specific topic, teaching repertoire, software programming, speech, master's thesis or doctoral dissertation, creative literary and arts, or the University designated competitions held by the Ministry of Education (MOE), government institutions, domestic or overseas academic groups, or enterprises.
2. Lectures with no concrete instruction for students participating in a competition do not meet the criteria for these procedures.
3. Publications in academic conference proceedings do not meet the criteria for these procedures.
4. Awarded Prizes: top three places in abovementioned competitions. Students who received awards from the program budget are not eligible to apply for this University reward.
5. Rewards: issued by the University to approved applications according to these procedures.

Article 3 Those who received awards from national or international competitions are eligible to apply for this University reward. Applicants must submit the following documents:

1. Application form
2. Competition registration form (including detailed information about the advisor)
3. Competition regulations
4. Award proof
5. Other evidence (such as awarded work or video tape)

Applications passed at the Department and School Affairs Committee Meetings, or General Education Committee Meeting should be submitted to the Research and Development Division before the end of October each year for further review and evaluation. The evaluation results will be announced after the approval of the president.

The application timeline is to be announced by Research and Development Division.

Article 4 The applications submitted under this procedure are to be reviewed by the University Review and

Evaluation Committee. The Review and Evaluation Committee will review the applications.

Besides the Vice President for Academic Affairs as ex-officio member and convener, the committee also consists of Secretary General, Dean of Academic Affairs Division, Executive Director of Research and Development, Executive Director of Human Resources and Deans of each school/college. If committee members are applicants, they should excuse themselves from the meeting.

Review and Evaluation Committee Member are non-paid positions.

Article 5 In principle, the reward for recipients of one of the first three places in a competition is awarded as follows:

1. For the same national competition, a faculty member may be rewarded three times at most.
2. If participants won any of the first three places with a certificate of merit or medal only (no awards or prize), after being approved by the reviewing committee, one base allotment of reward will be granted for national-level competitions.
3. The principle for national competition rewards is as follows:
 - (1) If awarded prize is less than 10,000 NTD, two base allotments of reward will be given.
 - (2) If awarded prize is from 10,000 NTD up to 30,000 NTD, three base allotments of reward will be given.
 - (3) If awarded prize is from 30,000 NTD up to 50,000 NTD, four base allotments of reward will be given.
 - (4) If awarded prize is 50,000 NTD up to 80,000 NTD, five base allotments of reward will be given.
 - (5) If awarded prize is 80,000 NTD or more, six base allotments of reward will be given.
4. The principle for international competition rewards is as follows:
 - (1) If participants did not receive a monetary prize but had free airfare and accommodation provided by the hosting institution, the faculty advisor will receive one base allotment of reward. If participants did not receive a monetary prize and the hosting institution did not provide airfare and accommodation, the faculty advisor will receive two base allotments of reward.
 - (2) For participants who won any of the first three places in international competitions, the faculty advisor will be rewarded twice the amount in Clause 3 Items 1 to 5 above.
 - (3) For those selected by the Ministry of Education to represent the nation in Arts or International Design Competitions but who did not win awards, the faculty advisor will be rewarded in accordance with international awards regulations.
5. Master's thesis or doctoral dissertation selected as outstanding nationally will be treated as having won any of the first three places in a national competition.
6. The base allotment of reward will be adjusted in accordance with the institutional budget.

- Article 6 For participants who have been awarded with a prize or equipment donation to the University, faculty advisor will receive 10% of property value, up to 30,000 NTD, after this item(s) is approved by the president to be listed as school property.
- Article 7 For students who participated in creative innovation that is valuable and promotes the University's good reputation, but did not win a competition, the faculty advisor will be conferred a medal or a certificate of merit after being approved at the committee meeting.
- Article 8 Upon being passed at the Administrative Council Meeting and approved by the president, these procedures 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.****