

# 銘傳大學研究中心設置暨管理辦法

中華民國101年5月28日第238次行政會議通過

中華民國101年12月17日第248次行政會議修正通過

中華民國104年6月8日第297次行政會議修正通過

中華民國104年11月20日法規審查委員會書審通過

中華民國104年12月14日第304次行政會議修正通過

中華民國108年6月3日第166次擴大行政會議修正通過

中華民國108年11月25日第169次擴大行政會議修正通過

## 第一條 宗旨及目標

為鼓勵教師集結研究能量、促進研究合作、強化產學發展；整合研發重點及資源，發揮整體效益；提昇跨系、所、院之研究及產學合作，建立校、院、系、所研究特色，達成創新產研永續發展目標，訂定本辦法。

## 第二條 研究中心設置

凡本校專任教師兩人以上，得視整合研究、推廣應用實務需要，依本辦法申請籌設研究中心，以承接產學合作計畫、學術研究計畫或學術服務為目的。

校級研究中心歸屬研究發展處，院級研究中心歸屬各學院，其運作以自給自足為原則。研究中心申請須備齊設置計畫申請書；校級研究中心申請籌設送研究中心推動委員會審查，院級研究中心申請籌設須經所屬學院推薦後送研究中心推動委員會審查。

## 第三條 任務及規範

研究中心以承接研究計畫案、拓展產學與學術研究、增進知識創新與交流為任務。研究中心承接計畫案作業程序及購置設備、核銷作業程序悉依本校相關辦法辦理。

## 第四條 中心主任產生及人員聘任

研究中心置主任一人，由參與中心運作之本校專任教師互相推舉產生之，任期二年，得連任。專任教師以兼任一個研究中心主任為原則。研究中心得依規模、性質及評鑑績效設副主任，由中心主任聘任之，並可依業務需要編制行政、研究、技術等約聘人員若干人，所需經費由各研究中心自籌支付。

## 第五條 評鑑

研究中心成立滿兩年者，每兩年應接受評鑑。評鑑項目包括承接計畫及執行情形、學術研究與學術交流具體成果、執行成果對於社會實質貢獻、對外爭取之資源及其成效等進行評估；評定標準另訂之。

評鑑結果區分為：「特優」、「優等」、「尚可」、「待改善」四類。特優及優等之研究中心由研究中心推動委員會另訂研究中心獎勵辦法獎勵之。待改善之研究中心，一年後應接受再評鑑。

## 第六條 委員會組成

研究中心推動委員會由校長擔任召集人，校發會執行長、學術副校長、行政副校長、國際副校長、秘書長、校務顧問、教務長、產學暨推廣處處長、前程規劃處處長、創新育成中心主任、各學院院長為當然委員。本會委員均為無給職。本會設執行秘書一人，由研究發展處處長兼任之。

本會每學年召開一次會議。

## 第七條 繳交執行成果

各研究中心應於每年九月底前，將前一學年度之執行成果及未來發展計畫經所屬單位審核後，送研究發展處備查。

## 第八條 空間使用

校級研究中心得依實際需要，提出空間需求，經研究中心推動委員會審核通過後，送本校校園空間規劃委員會議定；院級研究中心則由學院就既有非教室空間自行規劃統籌。

前項空間使用情形，必要時得列入第五條評鑑項目之一。

## 第九條 裁撤

再評鑑結果未通過之研究中心，經研究中心推動委員會評估後應裁撤之，並簽奉校長核定。被裁撤之研究中心，其裁撤生效日期以該研究中心在接獲裁撤通知前所有簽定合約計畫之執行完成日期為準。

## 第十條 單位異動

研究中心如有更名、退場等相關事宜，得經其所屬單位通過，由研究中心推動委員會審議後，報請校長核可。

## 第十一條

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 Research Center Establishment and Management**

Passed at the 238th Administrative Council Meeting on May 28, 2012

Revised and Passed at the 248th Administrative Council Meeting on December 17, 2012

Revised and Passed at the 297th Administrative Council Meeting on June 8, 2015

Passed at the Regulation Review Committee on November 20, 2015

Passed at the 304th Administrative Council Meeting on December 14, 2015

Passed at the 166th Expanded Administrative Council Meeting on June 3, 2019

Passed at the 169th Expanded Administrative Council Meeting on November 25, 2019

## **Article 1 Mission and Goals**

So as to encourage faculty members to accumulate research capacity, to promote research cooperation, to strengthen industry-academia development, to integrate the priorities and resources of research and development, to elaborate on overall benefits, to elevate cooperation across departments and schools for the purposes of building up research features at the university, school, and department levels, and to achieve sustainable development in industrial innovative research, these procedures were established.

## **Article 2 Establishment of Research Center(s)**

In accordance with these procedures, two or more Ming Chuan University (MCU) full-time faculty members may request to plan a research center depending on the needs of research integration and practical application so as to take on academia-industry cooperative projects, academic research projects or provide academic service. In principle, for efficient self-sustaining operation, any university-level research center is supervised by Research and

Development Division, while any school-level center falls under the school or college. A proposal must be submitted for planning a research center.

University-level proposals should be sent to Research Center Promotion Committee for review. School-level proposals should have the recommendation from the related School and then be sent to Research Center Promotion Committee for review.

### **Article 3 Responsibilities and Standards**

The research center is to take on research cases, to expand academia-industry research and to elevate knowledge-driven innovation and exchange. The procedures for the research center to take on research cases, to purchase facilities, and processes for verification are to be based on the relevant university regulations.

### **Article 4 Employment of Director and Staff**

One director is to be appointed for the research center from the recommendation of participating full-time MCU faculty members. The term of the director is two years, and is renewable. In principle, one full-time faculty member may only serve in up to one director position for one research center. Dependent on the size, nature, and assessment outcomes, the research center may set up one deputy director, selected by the director. In addition, several special program staff for administrative work, research, and technology may be arranged according to the need. Each research center should prepare its necessary budget and pay its own expenses.

### **Article 5 Assessment**

Two years after the establishment of a research center, it should be evaluated on a biennial basis. The evaluation will take place in November every year. The assessment includes status of accepted projects and their implementation, concrete achievements of academic research and exchange, essential contribution(s) from the project/service outcomes to the society,

requested resources from off-campus and corresponding results. The assessment standards are stipulated elsewhere.

The assessment results are divided into Superior, Excellent, Acceptable, and Under Observation. The research centers rated as Superior and Excellent will be rewarded in accordance with relevant regulations stipulated elsewhere by the Research Center Promotion Committee. The research centers rated as under observation are required to be re-evaluated after one year.

### **Article 6 Committee Members**

The President will serve as the convener of the Research Center Promotion Committee. The Managing Director of University Affairs Development Committee, Vice President for Academic Affairs, Vice President for Administrative Affairs, the Vice President for International Affairs, Secretary General, School Affairs Consultant(s), Managing Director of University Affairs Development Committee, Dean of Academic Affairs, Executive Director of Industry-academia Collaboration and University Extension Division, Executive Director of Career Planning and Counseling Division, Director of Innovation Center, and Dean of each School are ex-officio members. Committee members will not receive payment for their service.

This Committee has one executive secretary; this role is filled by the Executive Director of Research and Development.

### **Article 7 Submission of Implemented Outcomes**

Before the end of September every year, each research center should send its implementation outcomes of the preceding academic year and its plan for future development, following review by relevant oversight units, to the Research and Development Division for reference.

### **Article 8 Use of Space**

Depending on the actual situation, a university-level research center may propose its need for

space. Upon being passed by the Research Center Promotion Committee, the proposals will be sent to Campus Space Planning Committee for negotiation. School-level centers may plan on their own by using non-classroom space allocated to the school or college.

Abovementioned use of space may be listed as part of the assessment in Article 5, as necessary.

### **Article 9 Disbanding**

If the research center fails to pass the re-evaluation, upon the assessment of the Research Center Promotion Committee, the research center should be disbanded. An official document should be sent for president's approval. The effective date of disbanding is from the date of the completion of all agreements signed prior to the receiving of the disbanding notice.

### **Article 10 Unit Reassignment**

If it is necessary to change the title of the Research Center, disband the center or other related matters, approval is required from all the related units. The process will be complete only upon being approved by the Research Center Promotion Committee and the President.

### **Article 11**

Upon being passed at the Administrative Council Meeting and approved by the resident, 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.\*\*