

# 銘傳大學獎勵教師指導學生參與競賽辦法

中華民國 98 年 2 月 16 日本校第 80 次擴大行政會議通過  
中華民國 99 年 9 月 20 日行政會議修正通過  
中華民國 100 年 5 月 2 日行政會議修正通過  
中華民國 102 年 5 月 27 日行政會議修正通過  
中華民國 103 年 5 月 5 日行政會議修正通過  
中華民國 104 年 6 月 8 日行政會議修正通過  
中華民國 105 年 6 月 6 日行政會議修正通過  
中華民國 107 年 10 月 1 日行政會議修正通過

第一條 本校為獎勵專任(案)教師指導具正式學籍學生參與全國性以上競賽活動，提高本校教學、研究與專題實務製作水準，特制定本辦法。

第二條 本辦法所稱競賽定義如下：

- 一、指由教育部、政府機構、國內外學術團體或企業機構主辦重要之全國性或國際性對外公開比賽，包括專題作品創作競賽、教學媒體競賽、軟體程式設計比賽、演講比賽、碩（博）士論文競賽、藝文創作或學校指定參與之競賽活動。
- 二、僅授課未具體指導學生競賽，不列入本辦法之獎勵。
- 三、學術研討會發表著作之評比，不列入本辦法之獎勵。
- 四、獲獎獎金：指參與前款競賽獲前三名學生所獲得之獎金；學生所獲獎金為計畫執行經費，不列入本辦法之獎勵。
- 五、獎勵金：指依本辦法提出申請核定後本校所頒發之獎金。

第三條 參加全國性或國際性競賽獲獎者，應檢附下列文件，據以申請獎勵金：

- 一、申請表。
- 二、參加競賽之報名表（內容應詳列指導教師資料）。
- 三、參加競賽之競賽辦法。
- 四、獲獎證明文件。
- 五、其他佐證資料。

前項申請應由系（所）、院（共同教育委員會）務會議審查通過後，於每年十月底前將前一學年度申請資料擲送研究發展處彙整，再提報評審委員會審查。評審結果報請校長核定後公告之。

申請時程由研發處公告之。

第四條 依本辦法提出之獎勵金申請案，由本校組成審查委員會予以審查。

審查委員會除學術副校長擔任召集人外，其餘委員由主任秘書、教務長、研究發展處處長、人力資源處處長、各學院院長共同組成，評審委員如為申請人，評審時應予迴避。審查委員皆為無給職。

第五條 競賽獲前三名之獎勵，及獎勵金頒發原則如下：

- 一、在同一次全國性競賽中，每位教師最多獎勵三件。
- 二、參加競賽獲前三名獎項或等同前三名，僅獲頒獎狀（牌），並未獲頒獎金及獎品者，經審查委員會審查通過後，全國性等級競賽發給獎勵金一個基數。

三、全國性競賽獎勵金核發原則如下：

1. 獲獎獎金低於新台幣壹萬元時，發給獎勵金二個基數。
2. 獲獎獎金介於新台幣壹萬元(含)至參萬元時，發給獎勵金三個基數。
3. 獲獎獎金介於新台幣參萬元(含)至伍萬元時，發給獎勵金四個基數。
4. 獲獎獎金介於新台幣伍萬元(含)至捌萬元時，發給獎勵金五個基數。
5. 獲獎獎金在新台幣捌萬元（含）以上時，發給獎勵金六個基數。

四、國際性競賽獎勵金核發原則如下：

1. 參加競賽未獲頒獎金，但主辦單位提供機票、食宿等招待學生赴國外參賽者，發給獎勵金一個基數；參加競賽未獲頒獎金，且主辦單位未提供機票、食宿等招待學生赴國外參賽者，發給獎勵金二個基數。
2. 參加國際競賽獲得前三名者，獎勵金比照第三款第 1 日至第 5 目的二倍。
3. 符合教育部藝術與設計類戰國策國際競賽入選，未獲競賽獎金，但經教育部審查通過頒予獎金者，比照國際性獎勵金規定辦理。

五、全國碩、博士論文獎優勝與佳作等同前三名。

六、每基數之獎勵金視本校經費概況調整。

第六條 參加競賽僅獲頒獎品或捐贈全新設備給學校，並經有關人員呈報校長核可而列入學校財產者，發給財產價值百分之十作為獎勵金，上限為參萬元。

第七條 教師指導學生之創作發明，參加校外比賽未得獎但確具價值，足以為校爭光者，得由評審委員會審議通過後，予以頒發獎牌或獎狀以示獎勵。

第八條 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 Encouraging Faculty Members to Advise Students in Competitions

Passed at the 80<sup>th</sup> 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 349<sup>th</sup> 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.\*\***