

# 銘傳大學研究輔導辦法

中華民國 99 年 7 月 15 日行政會議通過

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 105 年 6 月 6 日第 312 次行政會議修正通過

中華民國 107 年 10 月 1 日第 349 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 111 年 3 月 7 日第 421 次行政會議修正通過

- 第一條 本校為輔導專任(案)助理教授或講師進行研究，以提升研究質量，特訂定本辦法。
- 第二條 本辦法所稱之研究輔導，應由申請教師自尋夥伴指導教師一名，提供研究輔導及諮詢。
- 第三條 本校專任(案)助理教授或講師得視提升研究質量之需要，於每年十月底前向研究發展處提出研究輔導申請，通過申請後，輔導期程兩年。  
申請時程應以研發處公告為準。
- 第四條 夥伴指導教師應輔導申請教師撰寫並共同發表論文或科技部專題研究計畫，以增進申請教師研究能力。
- 第五條 申請教師於接受輔導期間，於 SCIE、SSCI、A&HCI、EI、TSSCI 及特殊學門對等之學術性期刊投稿論文，或向科技部申請年度專題計畫補助者，其相關成果得申請教師研究輔導成果獎勵。  
前項特殊學門對等期刊應經研究發展處送請相關學門審核確認。  
**第一項之論文投稿日於所申請之輔導期程前一年內者，其相關成果仍得申請教師研究輔導成果獎勵。**
- 第六條 夥伴指導教師與被輔導教師共同發表並刊登於 SCIE、SSCI、A&HCI、EI、TSSCI 等學術性期刊之論文，夥伴指導教師得依本校學術研究成果獎勵申請辦法第十條獎勵總額之四分之一核發研究輔導獎勵金。  
夥伴指導教師與被輔導教師共同發表並刊登於特殊學門對等之學術性期刊頒發研究輔導獎勵金捌仟元。  
夥伴指導教師與被輔導教師共同提出之科技部專題計畫，應以被輔導教師為計畫主持人，夥伴指導教師為計畫共同主持人。研究計畫獲核定補助者，頒予夥伴指導教師研究輔導獎勵金新台幣貳萬元整。
- 第七條 依本辦法提出之研究輔導申請案，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，其餘委員由秘書長、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，審查委員如為申請人，評審時應予迴避。  
審查委員皆為無給職。
- 第八條 本辦法經行政會議通過，校長核定後實施，修訂時亦同。

# Procedures for Ming Chuan University Research Guidance

Passed at the Administrative Council Meeting on July 15, 2010

Revised and Passed at the Administrative Council Meeting on May 27, 2013

Revised and Passed at the Administrative Council Meeting on May 5, 2014

Revised and Passed at the 312<sup>th</sup> Administrative Council Meeting on June 6, 2016

Revised and Passed at the 349<sup>th</sup> Administrative Council Meeting on October 1, 2018

Revised and Passed at the 166<sup>th</sup> Expanded Administrative Council Meeting on June 3, 2019

Passed at the 421<sup>st</sup> Administrative Council Meeting on March 7, 2022

**Article 1** These procedures were established to assist full-time (Special Program) assistant professors or instructors to do research so as to increase its quality and quantity.

**Article 2** Herein, research guidance refers to the requested faculty members finding a partner to be an advisor for research guidance and assistance.

**Article 3** Depending on the needs of increasing research quality or quantity, MCU full-time (Special Program) assistant professors or instructors may submit their research guidance applications to the Research and Development Division before the end of October every year. After the application is accepted, the guidance period is 2 years.

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

**Article 4** The advisor should assist the requesting faculty members in writing and co-presenting papers or Ministry of Science and Technology (MOST) grant proposals so as to increase their research capacity.

**Article 5** During the period of guidance, faculty members who submit a paper to SCI, SSCI, A&HCI, EI, TSSCI equivalent academic journal or a MOST grant proposal, can apply for Faculty Members Research Guidance Reward based on the research results.

Any equivalent academic journal, in line with the paragraph above, should be approved by the relevant discipline through the Research and Development Division.

If the submission date of the paper in the first paragraph is within one year prior to the application for the guidance period, the related achievement can be used to apply for Faculty Members Research Guidance Reward.

**Article 6** The advisor may be issued one fourth of the total research award for any paper co-published in SCI, SSCI, A&HCI, EI, or TSSCI in accordance with Article 10 of MCU Research/Study Reward Application Procedures for Full-time Faculty Members.

Any paper co-published in an equivalent academic journal by the advisor and the assistance-requesting faculty member will be rewarded with 8,000 NTD.

The assistance-requesting faculty member should be the principle investigator and the advisor should be the co-investigator for the MOST grant proposal submitted by them. Once the proposal has been granted, the advisor will be awarded with 20,000 NTD.

**Article 7** The research cases raised under this guideline are to be reviewed by the university review committee.

The committee is chaired and convened by the Vice President for Academic Affairs. The Committee consists of the Secretary General, the Dean of Academic Affairs, the Executive Director of Research and Development Division, the Executive Director of the Human Resources Division and the Deans of individual schools. When committee members are also applicants, they are to be requested to abstain from review of their own cases.

Committee members serve without remuneration.

**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.\*\***