

Ming Chuan University Budget Review Committee Organizational Charter

Passed at the Administrative Council Meeting on September 18, 2000
Revised and passed at the Administrative Council Meeting on November 25, 2002
Revised and passed at the Administrative Council Meeting on November 8, 2004
Revised and passed at the Administrative Council Meeting on March 31, 2014
Revised and passed at the Administrative Council Meeting on April 17, 2017
Revised and passed at the Administrative Council Meeting on October 23, 2023

- Article 1 The Ming Chuan University Budget Review Committee was established to promote the sharing of university resources and the effective use of budget.
- Article 2 Matters dealt with at committee meetings are as follows:
1. Reviewing annual budget proposals of each unit at this institution.
 2. Reviewing projected budgets or supplementary budgets.
 3. Allocating Ministry of Education subsidies granted through mid-range campus visits.
 4. Allocating temporary budgets or subsidies from the Ministry of Education.
- Article 3 The committee members are the president, the Managing Director of University Affairs Development Committee, the Deputy Managing Director of University Affairs Development Committee, the Vice President for Academic Affairs, the Vice President for Administrative Affairs, the Vice President for International Affairs, the Vice President for University Affairs, the Vice President for Industry-academia Affairs and University Extension, the Secretary General, the Dean of Academic Affairs, the Dean of Student Affairs, the Dean of General Affairs, the Executive Director of the Taoyuan Campus Administration Division, the Executive Director of the Research and Development Division, the Executive Director of the Information and Network Division, the Executive Director of the Human Resources Division, the Executive Director of the Controller's Division, the Dean of Libraries, the Section Chief of the Purchasing Section, the Section Chief of the Construction and Buildings Section, and the deans of each school. The president acts as chair of the Budget Review Committee.
- Article 4 The term of the Budget Review Committee members is one academic year, and members are not paid. The committee members can be re-nominated when the term expires (except for ex-officio members). Should a Budget Review Committee member find himself or herself unable to continue his or her appointment due to career changes or other reasons during the term, he or she is automatically

considered to have resigned. The vacancy can be filled with a nominee of the president and the successor will keep the appointment until the term expires.

Article 5 The meeting will be held once every semester based on the actual needs. Special meetings may be called as necessary.

Article 6 At least majority of members must be in attendance to hold a meeting, and at least majority of members must be in attendance to pass a resolution.

Article 7 When meetings are held, persons from relevant units may be invited to attend the meeting and make a presentation.

Article 8 The Committee may entrust the Budget Team to carry out annual unit budget planning and allocation.

The Budget Team comprises: Managing Director of University Affairs Development Committee, Vice President for Academic Affairs, Vice President for Administrative Affairs, Vice President for International Affairs, Vice President for University Affairs, Vice President for Industry-academia Affairs and University Extension, Secretary General, Dean of General Affairs, Executive Director of the Controller's Division, Executive Director of the Research and Development Division, Dean of Libraries, Executive Director of the Information and Network Division, Deputy Executive Director of the Research and Development Division, Section Chief of the Institutional Development and Research Section, Section Chief of the Construction and Buildings Section, and Section Chief of the Purchasing Section.

Article 9 The Committee may invite the Draft Budget Review Team to carry out annual unit draft budget review.

The Draft Budget Review Team comprises staff responsible for relevant duties in General Affairs Division and Controller's Division and is convened by Research and Development Division.

Article 10 Upon being passed at the Administrative Council Meeting and approved by the president, this charter was 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.****