

# 國立中興大學醫學院教學研究合作計畫行政管理費收入之收支管理要點

## National Chung Hsing University College of Medicine Teaching and Research Collaboration Plan Administrative Management Fee Income Guidelines

110 年 11 月 25 日 110 學年度第 2 次校務基金管理委員會訂定

Established at the 2nd University Endowment Fund Management Committee Meeting of the 2021 Academic Year on  
November 25, 2021.

111 年 11 月 24 日 111 學年度第 1 次校務基金管理委員會修正通過(名稱及第 2、4、6 點)

Amended (name and Articles 2, 4, and 6) at the 1st University Endowment Fund Management Committee Meeting of the  
2022 Academic Year on November 24, 2022.

一、本校為妥善管理及運用各教學醫院撥付之合作計畫管理費收入，特訂定本要點。

1. These guidelines are established to properly manage and utilize the collaboration plan administrative management fee income allocated by the teaching hospitals for various cooperative projects.

二、合作計畫管理費收入之運用範圍為：

(一) 水費、電費、電話費、瓦斯費、清潔費、郵電費、電信、印刷、出版、文具、會議餐點（或便餐）及辦公室事務消耗品等支出。

(二) 協助醫學院計畫執行而聘請助理、臨時工、工讀生之薪資及其投保勞健保險之必要支出，但不得為教師個人酬勞。

(三) 購置共同使用之圖書、耗材、教學模組、儀器設備及儀器設備維護、消耗性器材之補充等。

(四) 邀請國內外學者、專家來校講座、參與學術研討、合作研究、實驗指導等相關費用。

(五) 醫學院教師與學生辦理教學與研究宣傳推廣、學術活動經費。

(六) 推動合作有關事項之支援活動經費（如研究成果展覽、會議餐點或便餐

等)。

(七) 因研究所發生之事務費用 (如參與學會之年費及其他相關用途)。

(八) 大體勸募中心管理大體相關費用。

(九) 其他經醫學院會議同意之支出項目。

2. The scope of use for the collaboration plan management fee income includes:
  01. Utilities expenses such as water, electricity, telephone, gas, cleaning, postage, telecommunications, printing, publishing, office supplies, conference meals (or boxed meals), and office consumables.
  02. Salaries for assistants, temporary workers, and student workers hired to assist with the execution of the College of Medicine's projects, as well as necessary expenses for labor and health insurance for these workers, but excluding payments to faculty members.
  03. Purchase of commonly used books, consumables, teaching modules, instruments and equipment, and the maintenance and replenishment of consumables.
  04. Costs for inviting domestic and foreign scholars and experts for lectures, academic seminars, collaborative research, laboratory guidance, etc.
  05. Expenses for promoting teaching and research activities of the College of Medicine's faculty and students.
  06. Support activity expenses related to promoting cooperation (such as exhibition costs for research results, conference meals or boxed meals, etc.).
  07. Administrative expenses related to the research institute (e.g., membership fees for academic societies and other related uses).
  08. Expenses related to the management of the body donation center.
  09. Other expenditures approved by the College of Medicine meeting.

三、合作計畫管理費收入之收支、保管及運用，應設置專帳處理，經費收支應有合法憑證，並依規定年限保存。

3. The revenue, disbursement, safekeeping, and utilization of the collaboration plan management fee income must be handled through a dedicated account. All disbursements must be supported by valid receipts, and financial records should be

kept according to the specified retention period.

四、前項收入之收支預算表、收支決算表連同相關書表，應送醫學院備查。

4. The income and expenditure budget, as well as the financial statement and related documents, should be submitted to the College of Medicine for review.

五、教學合作醫院撥付之合作計畫管理費收入之收支及採購，其相關主管人員、經費執行人員、使用及保管資產人員，各應負其相關採購及財務責任，並由主計人員協助作帳務處理及彙編財務報表。

5. For the income and expenditure of the teaching hospital's allocated collaboration plan management fee, as well as procurement, relevant personnel responsible for the procurement, fund execution, usage, and safekeeping of assets shall bear the corresponding responsibilities for procurement and financial matters. The accounting staff will assist with accounting entries and the compilation of financial reports.

六、本要點經醫學院院務會議審議，並經本校校務基金管理委員會通過後公布施行，修訂時亦同。

6. These guidelines shall be implemented after review and approval by the College of Medicine's Administrative Meeting and the University Affairs Fund Management Committee. Amendments will follow the same process.