

東海大學研發處專案計畫中心設置管理要點

Guidelines for the Establishment and Management of Project Planning Center at R&D

98年12月2日第18次行政會議通過

Approved by the 18th Administrative Affairs Meeting on December 2, 2019

110年4月14日第3次行政會議修正通過

Amended and approved by the 3rd Administrative Affairs Meeting on April 14, 2021

- 一、本校為整合研發能量及跨領域資源，並加強產學合作及社會服務，以規範研發處專案計畫中心設置及管理，特訂定本要點。
 1. Guidelines for the Establishment and Management of Project Planning Center at R&D (hereinafter the "Guidelines") is formulated to regulate the establishment and management of the Project Planning Center at R&D of Tunghai University based on the spirit of integrating the University's R&D momentum and cross-domain resources and strengthening industry-academia cooperation and social service.
- 二、本要點所稱研發處專案計畫中心（以下簡稱專案中心）係指依專案計畫需求，通過本要點所定審核程序而成立之研究中心。
 2. The Project Planning Center at R&D (hereinafter the "Project Center") in the Guidelines refer to the research center established out of project planning needs after passing the review process formulated in the Guidelines.
- 三、申請設置專案中心應擬具設置計畫書備審。

前項計畫書內容應包括：成立背景、成立目的、中心定位與發展策略、組織架構及參與人員（含中心主任）、自我營運規劃（含跨領域整合規劃）、運作空間、軟體設備規劃、經費來源及預期成效等。

 3. To establish a Project Center, an application for establishment must be submitted for review.

The aforementioned application must contain the following content: Background for establishment, establishment objectives, the orientation and development of the Center, organizational structure and participants (Director of the Center included), operation plannings (cross-domain integration planning included), operation space, hardware and software plannings, source of funds and expected results.
- 四、研究發展處得依專案中心屬性，聘請相關專長領域教師若干人，成立審查委員會執行審核督導工作。

前項督導工作，包括：中心設置、年度執行成效考核、中心裁撤及相關業務特別申請等。

專案中心經審查委員會審核通過後，簽請校長核可設置。

 4. Office of Research and Development shall employ several faculty members with expertise in the respective Project Center attributes and establish a review committee to carry out the review and supervision tasks.

The aforementioned supervision tasks include establishment of the Center, annual performance assessment, dissolution of the Center, and special requests for related matters.

After being reviewed and approved by the review committee, the establishment of the Project Center shall be submitted for the President's approval.

- 五、專案中心置主任一人，為無給職，由本校專任教師（含客座教師）兼任，綜理中心業務，任期以兩年一聘為原則，得連任，經校長同意後聘任之。
專案中心得視需要，依本校相關辦法聘任專兼任人員（含研究人員、行政人員、技術人員、臨時人員、工讀生等）。
5. One director shall be appointed for each Project Center, serving as an unpaid position and concurrently held by full-time faculty members (including visiting faculty) from our university. The director will oversee the Center's operations, with an initial appointment term of two years, renewable with the approval of the President. The Project Center may, as needed, employ project personnel and part-time personnel (including researcher, administrative personnel, technical personnel, temporary workers, student workers, etc.) in accordance with the University's relevant regulations.
- 六、各專案中心應自行籌措收入，以支應各項人事、行政運作以及相關業務所需經費。專案中心承接計畫，悉依「本校專任教師學術研究獎勵辦法」與「本校產學合作計畫實施暨獎勵辦法」進行管理費提撥及獎勵金分配。
6. Each Project Center should generate their own income independently to support the necessary expenses of personnel, administrative operations, and relevant activities. When undertaking projects, the Project Center must allocate management fee and distribute incentives in accordance with Measures to Reward Full-Time Teachers for Academic Research and Measures to Reward Industry-Academia Programs.
- 七、專案中心應於每年五月底前，提送年度執行成效及新年度工作規劃至研究發展處備查。
各專案中心每兩年考評一次。由審查委員會應於考評年度六至七月期間依相關業務及成效完成審查。審查結果分為優、良、待觀察及未通過等四級。
7. The Project Center must submit an annual execution results and work plan for the next academic year to the Office of Research and Development for archive by the end of each May.
Project Centers will be assessed once every two years, where assessments on related matters and achieved results at the Center will be carried out by the Review Committee from June to July. Assessment result is classified into four levels: Excellent, Good, Remains to be Seen, and Fail.
- 八、專案中心之裁撤：
（一）專案中心階段性任務完成自行申請裁撤。
（二）考評結果為未通過以及營運出現重大缺失者，簽請校長核可後予以裁撤。
（三）專案中心接獲裁撤通知後，不得再以該專案中心名義承接計畫，並應於收到裁撤通知六個月內，完成或結束各項業務及人員、財產與計畫等之移轉。
8. Dissolution of the Project Center:
(1) The Center requests to be dissolved in that it has completed its mission.
(2) The Center shall be dissolved upon the President's approval when it failed the assessment and has significant flaws in its operations.
(3) The Project Center shall not undertake any projects under its name, and shall complete and end the transferring of related matters, personnel, property, and projects in six months upon receiving the dissolution notification.

九、本要點經行政會議通過後實施。

9. The Guidelines herein shall be promulgated upon approval by the Administrative Affairs Meeting.