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| 國際化成效推動經費補助辦法Regulations for Funding and PromotingPerformance in Internationalization |

制定部門：明志科技大學國際事務處

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Established by: Office of International Affairs, Ming Chi University of Technology

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明志科技大學

國際化成效推動經費補助辦法

Ming Chi University of Technology

Regulations for Funding and Promoting Performance in Internationalization

109.03.31行政會議制訂

113.03.26行政會議修訂

Established by the University Administrative Meeting on 2020.03.31

Amended by the University Administrative Meeting on 2024.03.26

第一條　目的

為提升國際化氛圍之校園文化，鼓勵各學系(含學程)招收境外學位新生並推動國際化成效指標，特訂定「國際化成效推動經費補助辦法」（以下簡稱本辦法）。

Article 1　Objective/Purpose

The “Regulations for Funding and Promoting Performance in Internationalization” (hereinafter called these “Regulations”) is established to improve the internationalization atmosphere in the campus culture and encourage each departments (including programs) to recruit overseas students and implement internationalization key performance indicators (KPIs).

第二條　經費來源

國際事務處編列之學校預算。

Article 2　Fund Sources

The school budget planned by the Office of International Affairs.

第三條　補助基準

當學年預算分為兩大補助區塊：區塊一占總預算之60%，用於補助學系(含學程)國際招生經費，區塊二占總預算之40%，用於補助學系(含學程)其他國際化成效指標推動，補助基準如下：

1. 區塊一：依各學系(含學程)當學年境外學位新生人數之成效指標項目分數占比分配。
2. 區塊二：依各學系(含學程)當學年其他國際化成效指標項目之評分，補助前五名及進步獎一名，進步獎原則上與前五名獎項不重複授予。

第一名： 總預算之11%

第二名： 總預算之9%

第三名： 總預算之7.5%

第四名： 總預算之6%

第五名： 總預算之4.5%

進步獎： 總預算之2%

Article 3　Funding Standards

The annual budget is divided into two major funding blocks. Block 1 accounts for 60% of the total budget. It is used to fund departments (including programs) for the overseas students recruitment. Block 2 accounts for 40% of the total budget. It is used to fund departments (including programs) for other internationalization key performance indicators (KPIs). The funding standards are as follows:

1. Block 1: Allocation based on the percentage of the number of overseas degree students in each department (including programs) as an indicator item for the current academic year.
2. Block 2: With respect to the score of key performance indicators (KPIs) in departmental (including programs) internationalization, the top five departments and one department with outstanding progress will be funded. On principle, the top five departments will not overlap with the department with outstanding progress.

First Place: 11% of the total budget

Second Place: 9% of the total budget

Third Place: 7.5% of the total budget

Fourth Place: 6% of the total budget

Fifth Place: 4.5% of the total budget

Progress Award: 2% of the total budget

第四條　適用對象

1. 區塊一：當學年已開放招收境外生之學系(含學程)。
2. 區塊二：所有學系及學士學位學程(不含博士學位學程)，且已有畢業生滿一年以上。

Article 4　Eligibility

1. Block 1: Allocation based on the percentage of the number of overseas degree students in each department (including programs) as an indicator item for the current academic year.
2. Block 2: With respect to the score of key performance indicators (KPIs) in departmental (including programs) internationalization.

第五條　審查程序

1. 區塊一：無須審查，由國際事務處依據當學年公告之境外學位新生人數指標項目計分標準計算。
2. 區塊二：由國際事務處依當學年公告之其他國際化成效指標項目及計分標準計算之總分評定名次。由下列項目組成：

(一)　國際化成效指標(不含境外學位新生人數指標)，占總分之70%。

(二)　受評單位須依國際事務處當學年公告之簡報規範，進行國際化成效期末成果口頭報告，由審查委員會進行評分，占總分之30%。

Article 5　Review Procedures

1. Block 1: No review is necessary. The Office of International Affairs will calculate the scores based on the indicators of the number of overseas degree students announced in the current academic year.
2. Block 2: The Office of International Affairs will calculate the total score and rank based on other internationalization key performance indicators announced in the current academic year and the scoring criteria. It consists of the following items:
3. Internationalization key performance indicators accounting for 70% of the total score (excluding the indicator for the number of overseas degree students).
4. Evaluated units have to conduct an oral presentation of the final results of internationalization achievements according to the regulations announced by the Office of International Affairs for the current academic year. The presentation will be evaluated by the review committee and accounts for 30% of the total score.

第六條　審查委員會

審查委員會由校長擔任召集人，副校長、教務長、國際長及各學院院長為校內委員，並得遴聘大學國際事務主管擔任校外委員。

Article 6　Review Committee

The president shall chair the Evaluation Committee, with the vice president, dean of academic affairs, dean of international affairs, and college deans being the MCUT members. Directors of university international affairs may be hired as non-MCUT members.

第七條　經費使用規定

一、　支用範圍以用於促進國際招生及國際化成效指標的相關活動之業務費為原則，各支用單位可參考本辦法所附之國際化成效推動經費支用項目表，搭配相關成效指標擬定活動計畫，於預計開始執行活動日期至少兩週前提出簽呈並獲通過後方可辦理。如預計辦理之國際化相關計畫超出此支用項目界定範圍，則需先交由國際交流委員會審議通過後，再行提出活動簽呈。

二、　各單項活動使用之校內經費(含各計畫配合款)總額不得超過20萬元，活動經費不足者，得以外部計畫補助款或其他校外經費支應辦理。

三、　區塊一之補助經費僅限用於國際招生用途；區塊二之補助經費除可推動其他國際化成效指標外，亦可用於國際招生用途。

四、　申請及核銷相關作業方式，由國際事務處每學年另行公告，費用之請領須依本校經費核銷程序辦理，配合會計關帳作業，應依學期或年度於7月底及12月底提早核銷，未於關帳日前辦理完成亦不予補助。

Article 7　Use of Fund

1. On principle funds shall be used in activities in relation to recruiting overseas students and achieving internationalization KPIs. Each disbursing unit may refer to the List of Internationalization Incentive Disbursement Items annexed to these Regulations to plan activities in coordination with the relevant KPIs. At least two weeks before activity implementation, a disbursing unit shall submit a request for approval to apply for approval before activity implementation. When the disbursement items of projects in relation to internationalization are not listed in the List, these projects shall be evaluated and approved by the Evaluation Committee before making a request for approval.
2. The total amount of school funds (including cooperating funds) used for each individual activity shall not exceed NT$200,000. If the activity funds are insufficient, external project subsidies or other off-campus funds may be used to support the activity.
3. The funds from Block 1 are only for overseas students recruitment purposes. The funds from Block 2 can be used for promoting other internationalization key performance indicators and overseas students recruitment purposes.
4. Each academic year the Office of International Affairs shall announce the procedures in relation to the application for and reimbursement of incentives. Fees shall be claimed in accordance with the MCUT Procedures for Budget Reimbursement and in coordination with the account closing operations of the Accounting Office, i.e. earlier reimbursement shall be made by the end of July and December by semester or by academic year. No funding will be considered for reimbursement after the date of account closing.

第八條　附則

本辦法未盡事宜，悉依本校相關規定辦理。

Article 8　Supplementary Provisions

Matters not addressed herein shall be subject to other MCUT applicable regulations.

第九條　實施與修訂

本辦法經行政會議通過，陳校長核定後公布實施，修訂時亦同。

Article 9　Implementation and Amendment

These Guidelines shall be promulgated and implemented after the passage of the university administrative meeting and the approval of the president. The same shall apply to the amendments hereto.

明志科技大學國際化成效推動經費支用項目

2024.00.00

| 國際化成效指標 | 支用活動項目 |
| --- | --- |
| 境外學位新生人數 | (1)　出國執行海外招生業務。(2)　於校內實體或線上舉辦之國際招生活動。(3)　設計及印製中英文或其他外語文宣(含數位版)。 |
| 1. 修讀雙聯學制學生人數
 | (1)　舉辦雙聯學制分享說明會。(2)　邀請外賓進行專業演講。 |
| 1. 交換學生人數
 | (1)　舉辦交換學生分享說明會。 |
| 1. 境外短期研習學生人數
 | (1)　洽談及舉辦海外專業學習營隊。 |
| 1. 出國參加研討會學生人數
 | (1)　舉辦英文簡報技巧、口說技巧等課程。 |
| 1. 境外實習學生人數
 | (1)　邀請境外公司主管至本校分享企業相關資訊。(2)　舉辦境外實習分享說明會。(3)　英文履歷撰寫/面試等技巧課程。 |
| 1. 國際教師人數
 | (1)　至海外學府、機構參訪與洽談招募人才相關合作。 |
| 1. 英語授課學分數
 | (1)　選送教師出國研習教授英語之相關課程。(2)　自辦全英語授課EMI (English as a Medium of Instruction)訓練課程。(3)　全英語遠距課程建置。 |
| 1. 跨國合作校數
 | (1)　與海外學府洽談姊妹校相關事宜，如出國拜訪、邀請外賓至本校參訪等。 |
| 1. 境外實習單位數
 | (1)　與境外公司洽談實習合作。 |
| 1. 國際合著論文篇數
 | (1)　邀請國外學者進行學術研究專業講座。 |
| 1. 國際研討會場次數
 | (1)　辦理國際研討會。 |
| 1. 修讀全英語學程本地生人數
 | (1)　全英語學程建置。(2)　辦理全英語學程本地生招生活動。 |
| 1. 參與麗澤書院之本地生人數
 | (1)　舉辦麗澤書院學生分享說明會。 |

註：已有校內補助之費用需以校級補助辦法支應，未獲補助方可支應。

MCUT List of Funding and Promoting Performance in Internationalization Disbursement Items

2024.00.00

| Internationalization KPIs | Disbursement Activity or Item |
| --- | --- |
| Number of overseas students | (1)　Conducting overseas recruitment activities.(2)　Organizing international recruitment events on campus or online.(3)　Designing and printing bilingual or other foreign language promotional materials (including digital versions). |
| 1. Number of dual-degree students
 | (1)　Organize sharing meetings for dual-degree programs.(2)　Invite overseas guests to deliver professional speeches. |
| 1. Number of exchange students
 | (1)　Organize sharing meetings on exchange student programs. |
| 1. Number of students on short-term overseas training
 | (1)　Discuss and organize overseas professional study camps. |
| 1. Number of students participating in overseas conferences
 | (1)　Organize courses on English presentation skills and oral skills. |
| 1. Number of students on overseas internship
 | (1)　Invite officers of overseas companies to share information related to their companies at MCUT.(2)　Organize sharing meetings on overseas internships.(3)　Offer courses on English CV writing and English interview skills.  |
| 1. Number of international academic staff
 | (1)　Visit and discuss cooperation in talent recruitment with overseas educational establishments and institutions. |
| 1. Number of credits of EMI courses
 | (1)　Select academic staff to take courses in relation to EMI.(2)　Organize English as a Medium of Instruction (EMI) training courses.(3)　Develop full English e-learning courses. |
| 1. Number of schools with international cooperation
 | (1)　Discuss sister-school development of overseas educational establishments, such as overseas visits, or inviting overseas guests to visit MCUT. |
| 1. Number of overseas internship units
 | (1)　Discuss internship cooperation with overseas companies. |
| 1. Number of papers with international co-authorship
 | (1)　Invite overseas scholars to engage in academic research and offer professional seminars. |
| 1. Number of overseas conferences
 | (1)　Organize overseas conferences. |
| 1. Number of students enrolling for programs taught in English
 | (1)　Develop programs taught in English.(2)　Recruit local students for programs taught in English. |
| 1. Number of students enrolling for programs taught in English
 | (1)　Organize sharing meetings on Li-Ze Academy of Global Friendships. |

Note: Fees with MCUT funding shall be disbursed in accordance with the university-level funding regulations. Incentives shall only be disbursed for non-funded items.