

# 中國醫藥大學北港分部教育部整體發展社團購買器材 與校外指導老師費補助要點

## China Medical University Beigang Campus Guidelines for Subsidies on Club Equipment and Off-Campus Instructor Fees

中華民國 113 年 7 月 9 日北港分部行政會議通過

中華民國 113 年 8 月 13 日明學字第 1130011620 號函公告

中華民國 114 年 2 月 26 日修正

### 一、依據

#### Basis

本要點依據「教育部獎勵大專校院辦理私立大學校院整體發展方案作業要點」及「教育部補助辦理私立大專校院學生事務與輔導工作經費作業要點」訂定之。

These guidelines are established in accordance with the 'MOE Guidelines for the Incentivization of Private University Development Plans' and the 'MOE Guidelines for Funding and University Co-Financing of Student Affairs and Counseling Programs in Private Colleges and Universities'.

### 二、目的與委員會設置

#### Purpose and Committee Formation

為妥善運用教育部補助經費購置社團器材並廣納各社團需求，設「北港分部補助審查委員會」，由分部主任擔任召集人，成員包含各組主管、學生會會長、社團聯合會會長及各社團代表各一人。

To properly utilize MOE funding for student club equipment and gather broad input on club needs, the 'Beigang Campus Subsidy Review Committee' is established. The committee is chaired by the Beigang Campus Director and composed of section heads,

the student union president, the club association president, and one representative from each existing club.

### 三、補助範圍

#### Scope of Subsidy

僅限北港分部各社團所需器材及校外指導老師鐘點費。申請時須於公告期限內檢附下列資料：

(一) 教育部社團器材購置申請表

(二) 器材使用計畫書

(三) 現有器材清冊

(四) 校外指導老師鐘點費申請表

(五) 教學計畫書

送交學務組辦理。

Subsidies are limited to equipment required for Beigang Campus clubs and fees for off-campus instructors. Clubs must submit the following within the announced application period:

- MOE Club Equipment Purchase Application Form
- Equipment Usage Plan
- Existing Equipment Inventory
- Off-Campus Instructor Fee Application Form
- Curriculum Plan

Documents must be submitted to the Student Affairs Section for processing.

### 四、審查方式

## Review Process

委員會每年召開兩次，必要時得召開臨時會議，依繳交資料進行審查。開會須有過半委員出席，審核結果送交學務組依採購程序辦理，缺席者得委託代理人。

The committee meets twice a year. Temporary meetings may be held as needed. Applications are reviewed based on submitted documents. Meetings require a quorum of more than half the members. Approved items are submitted to the Student Affairs Section and processed through the school's procurement procedures. Absent committee members may appoint a proxy.

## 五、器材管理

### Equipment Management

仍於使用年限內之補助器材不得重複申請。獲補助社團須妥善保管，如遺失或損壞應自費修復或購回，並於交接時辦理移交。

Previously subsidized equipment still within its service life is not eligible for re-application. Clubs receiving equipment subsidies are responsible for its care. Lost or damaged items must be repaired or replaced at the club's expense. All equipment must be properly transferred during end-of-term handovers.

## 六、器材補助條件

### Equipment Subsidy Conditions

(一) 評鑑丙等（不及格）及未參加評鑑之社團不得申請（新成立社團除外）。

(二) 器材應屬必要性、專業性或急需性。

(三) 補助金額依評鑑等級、社員人數、比賽成果與校內活動參與情形，於經費上限內核定。

Clubs rated Grade C (fail) or that did not participate in evaluations are not eligible, except newly formed clubs.

The equipment must be essential, professional, or urgently needed.

Subsidy amount is based on evaluation grade, number of members, competition results, and internal activity involvement within budget limits.

#### 七、校外指導老師鐘點費補助條件

##### Off-Campus Instructor Fee Conditions

(一) 須於公告期限內申請，逾期不予受理。

(二) 限用於校外競賽、重大活動或其他能促進社團發展之教學。

(三) 補助金額依評鑑等級、課程內容、活動規模與實際需求核定。

Applications must be submitted within the announced period; late submissions are not accepted.

Subsidies apply to instructor fees for off-campus competitions, major events, or activities supporting club development.

Fee amounts are based on evaluation grade, course content, activity scope, and funding needs within the annual budget.

#### 八、施行

##### Implementation

本要點經北港分部行政會議及校長核定後施行，修正時亦同。

These guidelines take effect upon approval by the Beigang Campus Administrative Meeting and university president. Amendments follow the same procedure.