

臺北基督學院  
Christ's College Taipei

內部控制制度  
Internal Control Handbook of  
Christ's College Taipei



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臺北基督學院  
Christ's College Taipei

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# 臺北基督學院 Christ's College Taipei

## 內控手冊 Internal Control Handbook

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## 壹、總則I. General Principles

### 一. 目的1. Objectives

臺北基督學院(以下簡稱本校)為合理保障其營運效能之提升、資產之安全及財務報導之可靠性，建立內部控制制度(以下簡稱本制度)。(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第2條第1項)

Christ's College Taipei (hereinafter referred to as "the College") has established an internal control system (hereinafter referred to as "the system") to reasonably ensure the enhancement of operational efficiency, the security of assets, and the reliability of financial reporting. (Refer to Article 2, Item 1 of the "Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools")

本制度之訂定，包括人事、財務、學校營運之作業程序、內部控制點及稽核作業規範。(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第2條第1項)

This system includes operating procedures for personnel, finance, and school operations, internal control points, and auditing practices. (Refer to Article 2, Item 1 of the "Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools")

本制度由學校訂定，經學校所屬財團法人董事會會議通過後實施。(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第2條第2項)

This system is established by the College and implemented after approval by the board of directors of the affiliated foundation. (Refer to Article 2, Item 2 of the "Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools")

### 二. 適用範圍2. Scope of Application :

凡有關本校各職能業務事項及作業均依本制度辦理。

All matters and operations related to the functions of the College will be handled in accordance with the system.

### 三. 作業說明3. Operational Guidelines

(一、) 本校應依人事規章，建立內部組織架構，並載明各級主管之設置、職稱、職權範圍、聘(兼)任、解聘及解任等事項。(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第4條)

The College shall establish an internal organizational structure in accordance with personnel regulations, specifying the establishment of supervisors at all levels, their titles, scopes of authority, as well as matters related to appointment, reappointment, dismissal, and removal. (Refer to Article 4 of the "Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools")

(二、) 內部控制內容，包含人事事項、財務事項、營運事項及其他事項之作業程序、內部控制點及稽核作業規範。(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第8條、第9條、第10條及第11條)

The internal control content includes operational procedures, internal control points, and audit operation standards related to personnel matters, financial matters, operational matters, and other relevant matters. (Refer to Articles 8, 9, 10, and 11 of

the "Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools ")

1. 本校應就教職員工下列人事事項，訂定作業程序、內部控制點及稽核作業規範：(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第8條)  
The College shall establish operational procedures, internal control points, and audit operation standards for the following personnel matters related to faculty and staff: (Refer to Article 8 of the "Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools "  
(1.) 聘僱、敘薪、待遇、福利、保險、退休、資遣及撫卹。  
Employment, Salary Structure, Compensation, Benefits, Insurance, Retirement, Termination, Severance Compensation  
(2.) 出勤、差假、訓練、進修、研究、考核及獎懲。  
Attendance, Leave of Absence, Training, Continuing Education, Research, Assessment, Rewards and Penalties
2. 本校應就下列財務事項，訂定作業程序、內部控制點及稽核作業規範：(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第9條)  
The College shall establish operational procedures, internal control points, and auditing regulations for the following financial matters: (Refer to Article 9 of the Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools  
(1.) 投資有價證券與其他投資之決策、買賣、保管及記錄。  
Decision-making, trading, safekeeping, and recording of investments in securities and other investments.  
(2.) 不動產之處分、設定負擔、購置或出租。動產之購置及附屬機構之設立、相關事業之辦理。  
Disposal of real estate, establishment of encumbrances, acquisition, or leasing of properties; purchase of movable assets, establishment of affiliated institutions, and management of related businesses.  
(3.) 募款、收受捐贈、借款、資本租賃之決策、執行及記錄。  
Decision-making, execution, and recording of fundraising, acceptance of donations, borrowing, and capital leasing.  
(4.) 負債承諾、或有事項之管理及記錄。  
Management and recording of debt commitments and contingent liabilities.  
(5.) 獎補助款之收支、管理、執行及記錄。  
Receipt, management, execution, and recording of grants and subsidies.  
(6.) 代收款項與其他收支之審核、收支、管理及記錄。  
Review, receipt, management, and recording of collections and other income and expenditures.  
(7.) 預算與決算之編製，財務與非財務資訊之揭露。  
Preparation of budgets and final accounts, and disclosure of financial and non-financial information.
3. 本校應就下列營運事項，訂定作業程序、內部控制點及稽核作業規範：(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第10條)  
The College shall establish operational procedures, internal control points, and auditing regulations for the following operational matters: (Refer to Article 10 of

the Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools)

- (1.) 教學。Instruction
- (2.) 學務。Student Affairs
- (3.) 總務。General Affairs
- (4.) 研究發展。Research and Development
- (5.) 產學合作。Industry-Academia Cooperation
- (6.) 國際交流及合作。International Exchange and Cooperation
- (7.) 資訊處理。Information Technology Affairs
- (8.) 其他營運。Other Operational

4. 本校應就關係人交易，訂定作業程序、內部控制點及稽核作業規範。(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第11條)

The College shall establish operational procedures, internal control points, and auditing regulations for related-party transactions. (Refer to Article 11 of the Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools)

(三、) 內部控制制度之檢核Internal Control System Audit :

1. 本校應實施內部稽核，以協助董事會、校長檢核本制度之有效程度，衡量學校營運之效果及效率，適時提供改進建議，確保本制度得以持續有效實施為目的。(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第13條)

The College shall implement internal audits to assist the Board of Directors and the President in assessing the effectiveness of this system, evaluating the operational effectiveness and efficiency of the school, and providing timely suggestions for improvement, ensuring the continued and effective implementation of this system. (Refer to Article 13 of the Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools)

2. 本校之稽核人員，應依規定對學校內部控制進行稽核，以衡量學校對現行人事、財務與營運所定政策、作業程序之有效性及遵循程度，並不得抵觸會計職掌；其職權如下：(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第13條)

The audit personnel of the College shall conduct audits of the internal controls in accordance with regulations to assess the effectiveness and compliance of the school's current personnel, financial, and operational policies and procedures, without conflicting with accounting responsibilities. Their authorities are as follows: (Refer to Article 13 of the Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools)

(1.) 本校之人事事項、財務事項、營運事項之事後查核。

Post-audit of the College's human resources matters, financial matters, and operational matters.

(2.) 本校現金出納處理之事後查核。

Post-audit of cash handling procedures at the College.

(3.) 本校現金、銀行存款及有價證券之盤點。

Inventory of the College's cash, bank deposits, and securities.

(4.) 本校財務上增進效率與減少不經濟支出之查核及建議。

Audit and recommendations for improving financial efficiency and reducing unnecessary expenditures at the College.

(5.) 本校之專案稽核事項。

Special audit matters of the College.

3. 本校稽核人員應依風險評估結果，擬訂稽核計畫，據以稽核本校之內部控制。學校稽核計畫應經校長核定；修正時，亦同。(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第15條)  
The audit personnel of the College shall formulate an audit plan based on the results of the risk assessment to audit the internal controls of the College. The College audit plan shall be approved by the President; any revisions shall follow the same procedure. (Refer to Article 15 of the Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools)
4. 本校稽核人員於稽核時所發現之本制度缺失、異常事項及其他缺失事項，應於年度稽核報告中據實揭露，並檢附工作底稿及相關資料，作成稽核報告，定期追蹤至改善為止。(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第18條第1項)  
The audit personnel of the College shall disclose any deficiencies, anomalies, and other issues identified during the audit in the annual audit report, attaching working papers and relevant data to create the audit report. Follow-up shall be conducted regularly until the issues are resolved. (Refer to Article 18, Item 1 of the Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools)
5. 前項所定其他缺失事項，應包括：(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第18條第2項)  
The other issues as specified in the preceding item shall include: (Refer to Article 18, Item 2 of the Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools)
  - (1.) 政府機關檢查所發現之缺失。  
Deficiencies identified during inspections by government agencies.
  - (2.) 財務簽證會計師查核時，本校提供本制度聲明書所列之缺失。  
Deficiencies listed in the statement of internal controls provided by the College during audits by certified public accountants.
  - (3.) 會計師於財務查核簽證或專案查核所發現之缺失。  
Deficiencies discovered by the accountants during financial audits or special audits.
  - (4.) 其他缺失。  
Other deficiencies.
6. 稽核報告、工作底稿及相關資料，應至少保存五年。(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第18條第3項)  
Audit reports, working papers, and related materials shall be retained for at least five years. (Refer to Article 18, Item 3 of the Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools)
7. 本校稽核人員或委任之會計師應定期應將本校稽核報告及追蹤報告送董事會。但如發現重大違規情事，對學校所屬財團法人或本校有受重大損害之虞

時，應立即作成稽核提報董事會（參照「學校財團法人及所設私立學校內部控制制度實施辦法」第19條）

The College's audit personnel or appointed accountants shall regularly submit the audit reports and follow-up reports to the Board of Directors for review.

However, if significant violations are discovered that may cause substantial harm to the affiliated foundation or the College, an audit report shall be promptly prepared and submitted to the ~~President~~ Board of Directors for review. (Refer to Article 19, of the Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools)

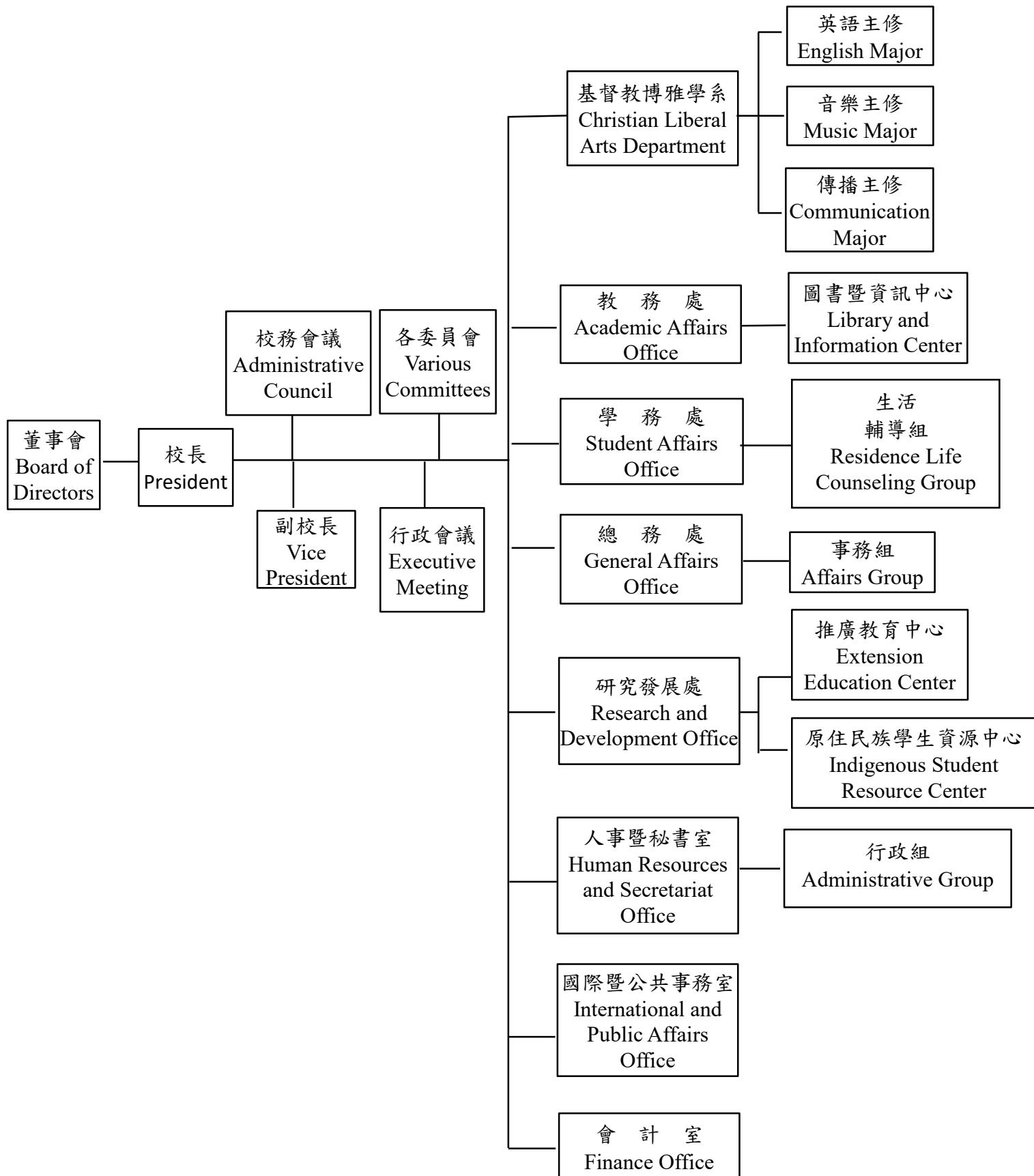
8. 本校之稽核人員稽核時，得請本校之行政人員，提供有關帳冊、憑證、文件及其他稽核所須之資料。（參照「學校財團法人及所設私立學校內部控制制度實施辦法」第20條）

The audit personnel of the College may request administrative staff to provide relevant books, vouchers, documents, and other materials necessary for the audit. (Refer to Article 20 of the Implementation Regulations Governing Internal Control System of School Foundations and Affiliated Private Schools)

## 貳、內部組織架構 Internal Organizational Structure

### 一、架構圖 Organizational Chart:

臺北基督學院組織架構圖 Organizational Chart of Christ's College Taipei



## 二、組織設置Organization Structure :

### (一、) 本校校長任期三年，連選得連任。

新任校長任期以配合學年(期)制自每年八月一日或二月一日起聘為原則。如新任校長未及於現任校長任期屆滿前選出，或校長於任期中因故出缺，尚未完成新任校長遴選時，由董事會指派副校長或助理教授級以上專任教師一人，代理執行校長職務，並於六個月之內，依「臺北基督學院校長遴選任用及考核辦法」完成遴選。

本校經評鑑為辦理完善，績效卓著者，即符合大學評鑑辦法第9條之規定，校長的年齡上限得依同法第10條暨私立學校法第57條之規定，經教育部同意後至七十五歲即視為聘期屆滿。

#### (A) The President of the School shall be elected for a term of three years and shall be eligible for re-election.

The term of office of the new President shall be by the academic year (term) system starting from 1 August or 1 February each year. If a new President is not elected before the expiry of the term of office of the current President, or if a vacancy arises during the term of office of the President and the selection of a new President has not yet been completed, the Board of Trustees shall designate a Vice-President or a full-time teacher at the rank of Assistant Professor or above to act as President and to complete the selection of the President within six months by "Policy for the Selection, Appointment, and Evaluation of the President of Christ's College Taipei".

If the Ministry of Education (M.O.E.) evaluates the College as having perfect management and achieving excellent performance, as stated in the University Evaluation Act Article 9, then the age of the school president can be extended to 75 years of age with the approval of the M.O.E., according to the University Evaluation Act Article 10 and Private School Law Article 57.

### (二、) 本校置副校長一人，襄助校長處理校務，由校長聘請副教授以上聘兼之。副校長任期與校長同，聘書按年致送，任期中得請辭或不予以聘任。

#### (B) The College has a position of Vice President who has the responsibility of assisting President in managing college affairs. The President of the college shall select and appoint the Vice-President with the ranking of Associate Professor or higher. The term of the Vice President shall be the same as the President's. The appointment letter shall be issued annually, and the Vice President may resign or not be reappointed during the term..

### (三、) 本校設基督教博雅學系置主任一人，綜理學系業務。

主任之遴選，應經學系組成之選薦委員會，就副教授以上專任教師選薦一人至二人，陳請校長擇聘兼任之。

主任之續聘，應經學系教師投票同意通過後，陳請校長續聘之。

主任於任期有重大違法失職情事者，校長得於其任期屆滿前解除其聘兼任職務。

主任於任期中因故出缺，尚未完成新任主任選薦前，由校長擇聘副教授以上專任教師代理之。

新設學系主任，由校長聘請副教授以上專任教師兼任之。

主任之遴選、續聘及解聘程序，依本校學系主管選薦準則辦理。

主任之選薦，若無法依規定產生合格適當人選，由校長擇聘請具備資格之專任教師兼任。

(C) The selection of the Chairperson may be made by a selection committee formed by each department; and one to two full-time faculty members above the rank of Associate Professor shall be selected and submitted to the President or for appointment.

The reappointment of the Chairperson shall be approved by a vote of the faculty of each department and then presented to the President for reappointment.

The President may terminate the appointment of the Chairperson before the expiration of his or her term of office if the Chairperson has committed a major breach of law or dereliction of duty during the term of office. The President shall appoint a proxy to convene a meeting of the Departmental Committee and the dismissal shall be approved by the Departmental Committee and presented to the President for approval.

If a vacancy arises during the term of office of the Chairperson and before the selection of a new Chairperson is completed, the President shall appoint a full-time faculty member of Associate Professor or above to act as the Chairperson.

The Chairperson of the new Department shall be a full-time teacher of Associate Professor or above appointed by the President.

The procedures for the selection, renewal, and dismissal of the Chairperson shall be by the criteria. The College shall establish a Christian Liberal Arts Department with a Department Chairman position for the general management of the department affairs.

(四、) 本校設下列各單位：

(D) The College shall establish following offices:

1. 教務處：置教務長一人，掌理註冊、課務、圖書暨資訊服務、核心課程及其他教務相關事項。下設圖書館暨資訊中心，置主任一人。設註冊組，置組長一人；設課務組，置組長一人；設基督教博雅核心課程中心，置主任一人；得視需要置職員若干人。

The Academic Affairs Office: The Office is responsible for registration, curriculum, library and information services, core curriculum, and other academic-related matters. It is staffed by a Dean of Academic Affairs. There shall be a Library and Information Centre with a Director, a Registration Section with a Chief, a Classroom Section with a Chief, and a Christian Liberal Arts Core Curriculum Center with a Director, and several staff will be employed as necessary.

2. 學生事務處：置學生事務長一人。掌理生活輔導、心理輔導、課外活動指導、衛生保健、體育活動、福音事工、校園安全、特殊教育、餐廳經營管理及其他學生輔導事項。下設諮商暨生涯輔導組，置組長一人；設生活輔導組，置組長一人；得視需要置職員若干人。

Student Affairs Office: The Office is responsible for life counseling, psychological counseling, and guidance of extra-curricular activities, health care, sports activities, evangelical ministry, restaurant management, and other student counseling matters. It is headed by a Dean of Student Affairs. There shall be an Advisory and Career Counselling Section with a Chief, a

Life Counselling Section with a Chief, and several staff will be employed as necessary.

3. 總務處：置總務長一人。掌理事務、出納、營繕、保管及其他總務事項。下設事務組，置組長一人；得視需要置職員若干人。  
General Affairs Office: The Office is responsible for the administration, cashier, operation, storage, and other general affairs. It is headed by a Director of General Affairs. There shall be a General Affairs Section with a Chief, and several staff will be employed as necessary.
4. 研究發展處：置研發長一人。掌理學術研究、校務研究發展、校務評鑑、學術出版、研究計畫委託及其他研究發展事項。下設推廣教育中心，置主任一人；設原住民族學生資源中心，置主任一人；得視需要置職員若干人。  
Research and Development Office: The Office is responsible for academic research, university research and development, university evaluation, academic publications, research projects, and other research and development matters. It is headed by a Director of Research and Development. Under this office, there shall be a Center for Extension Education with a Director and a Center for Aboriginal Student Resources with a Director, and several staff will be employed as necessary.
5. 人事暨秘書室：置主任一人。掌理秘書、文書、法令規章、人事管理、行政協調事項。下設行政組，置組長一人；得視需要置職員若干人。  
Personnel and Secretariat Office: The Office is responsible for secretarial, clerical, statutory regulations, personnel management, and administrative coordination matters. It is headed by a Director. There shall be an Administration Section with a Chief, and several staff will be employed as necessary.
6. 國際暨公共事務室：置主任一人。掌理公共關係、國際交流、校友服務、招生宣傳及募款等事務。下設綜合發展組，置組長一人；得視需要置職員若干人。  
International and Public Affairs Office: The Office is responsible for public relations, international exchange, alumni services, admissions, and fundraising. It is headed by a Director. There shall have a General Development Section with a Chief, and several staff will be employed as necessary.
7. 會計室：置主任一人。掌理歲計、會計及統計等財務相關事項。得視需要置職員若干人。  
Accounting Office: The Office is responsible for budgeting, accounting, and statistical matters. There shall be a Director, and several staff will be employed as necessary.

各單位依本校員額規劃置職員若干人，並得視業務性質及實際需要增減之，均由校長任用之。

Each unit shall have a number of staff in accordance with the College's staffing plan, which may be increased or decreased according to the nature of business and actual needs, and shall be appointed by the President.

(五、) 本校設下列各種委員會：

(E) The College shall establish following committees:

1. 校教師評審委員會：評審有關教師資格、聘任、聘期、升等、停聘、解聘、不續聘、資遣原因認定及依其他法令規定應經校教師評審委員會審議之事項等事宜，其組成方式：置委員五至七人，除校長、教務長、學系主任為當然委員外，其餘委員由學系推選教師組織之，由校長擔任召集人。任一性別委員應佔委員總數三分之一以上，推選委員任期為一年，連聘得連任。其設置辦法另訂之，經校務會議審議通過後實施。  
Faculty Evaluation Committee: To evaluate matters related to teachers' qualifications, appointment, tenure, promotion, suspension, dismissal, non-renewal of appointment, determination of reasons for redundancy, and matters that should be considered by the Faculty Evaluation Committee by other laws and regulations. The Faculty Evaluation Committee shall be composed of seven members, with the President, Dean of Academic Affairs, and Department Chair as ex-officio members, while the other members shall be elected by the faculty and the President shall be the convener. Members of either gender should account for at least one-third of the total number of members, the term of office of the elected members shall be one year, and they may be reappointed for another term. The establishment of the committee shall be determined separately and shall be implemented after consideration and approval by the College Council.
2. 教師申訴評議委員會：負責評議有關教師之解聘、停聘或不續聘及其他決定不服之申訴。教師申訴評議委員會組織及評議要點另訂之，經校務會議通過後公布實施。本委員會之組成應包含本地區教師組織或分會代表及教育學者，且未兼行政職教師不得少於委員總額三分之二。本委員會任一性別委員應占委員總數三分之一以上。申訴評議委員會之裁決，不影響當事人提起司法訴訟之權利。  
Faculty Appeals Council: The Council shall be responsible to rule on the appeals pertinent to all disagreed dismissals, terminations or non-renewals of employment brought forth by faculty members. The organization of Faculty Appeals Council and its ruling key bases shall be established and submitted to College Council Committee for approval, public announcement and implementation. This Council must consist of representatives of local or branch Faculty Association and educators; and, at minimum, two thirds of the Council members must not have administrative duties. In addition, the established Council must meet the requirement of that members of either gender should account for more than one-third of the total number of Council members. The rulings of Faculty Appeals Council do not hinder the concerned parties' legal rights to file law suits.
3. 校務發展委員會：為承辦校務會議交辦之有關未來校務發展之研究等事項。其設置辦法另訂之，提校務會議通過後實施。  
The College Development Committee is responsible for conducting research on future campus development as assigned by the Council. The

establishment of this committee will be determined separately and will be implemented after approval by the College Council.

4. 學生申訴評議委員會：置委員七人，由校長遴聘本校專任教師若干人，選舉產生之學生代表一人，教育或心理諮詢專家若干人為委員。其中未兼行政職務之教師，不得少於總額的二分之一，任一性別委員應占總數三分之一以上。負責受理學生、學生會及其他相關學生自治組織不服學校之懲處，行政處分或其他措施及決議之申訴案件，其設置辦法另訂之，報教育部核定後實施。

為處理特殊教育學生申訴案件，應由學校就原設立之學生申訴評議委員會中，增聘至少2人與特殊教育需求情況相關之特殊教育學者專家、特殊教育家長團體代表或其他特殊教育專業人員擔任委員。

Student Grievance Review Committee: The President shall appoint several full-time teachers and an elected student representative, and two of the members are experts from special education academics, parent group representatives, or professionals. The committee shall be composed of seven members, of whom no less than half shall be teachers who do not hold administrative positions, and at least one-third of the total number of members shall be of either gender. The committee receives complaints from students, student unions, and other student government organizations against the school's punishment, administrative action, or other measures and resolutions. The establishment of the committee shall be determined separately and will be implemented after approval by the Ministry of Education. For the purpose of handling complaints from special education students, the school shall appoint at least two additional members to the Student Grievance Review Committee, who are experts in special education and are related to special education needs, representatives of special education parent groups or other special education professionals.

5. 職工評審委員會：負責評審有關職員、技工、警衛之聘任、升等、考核及資遣等事宜，任一性別委員應占委員總數三分之一以上，其組織及實施細則另訂之，並經校務會議通過後實施。

The Staff and Workers Evaluation Committee is responsible for evaluating the appointment, promotion, assessment, and redundancy of staff, technicians, and guards, and at least one-third of the total number of members shall be of either gender. Its organization and implementation details will be determined separately and implemented after approval by the College Council.

6. 職工申訴評議委員會：評議有關學校職工申訴案件，任一性別委員應占委員總數三分之一以上。其設置要點另訂之，經校務會議審議通過後實施。

Staff Grievance Review Committee: To review the staff grievances of the College, and at least one-third of the total number of members shall be of either gender. The establishment of this committee shall be determined separately and implemented after approval by the College Council.

7. 性別平等教育委員會：負責統整各單位相關資源，擬訂性別平等教育實施計畫，落實並檢視實施成果，協助及推廣性別平等教育之工作等。其中女性委員應占委員總數二分之一以上。其設置辦法另訂之，經校務會議審議通過後實施。

The Gender Equity Education Committee is responsible for the implementation of gender equity education in the school, with female members accounting for at least one-half of the total number of members. The establishment of this committee shall be determined by the school board and shall be implemented after approval by the College Council.

8. 內部稽核委員會：置委員 3 人，由校長於校內專任教職員中遴選，委員需含教師及職員代表，必要時得聘請外部專家協助指導。負責本校內部稽核相關業務。

Internal Audit Committee: The committee is composed of the Vice President, teacher representatives, and staff representatives. This committee is responsible for the internal auditing of the school. Various other committees may be created as necessary to deal with specific matters.

9. 特殊教育推行委員會：負責本校特殊教育發展及校內特殊教育學生之輔導事宜，其設置辦法另之。

Special Education Implementation Committee: Responsible for the development of special education at the school and the counseling of special education students within the school. The establishment and regulations of the committee shall be governed by separate provisions

10. 出版委員會：負責審核本校各類出版品，確認各類出版品內容與本校之信仰立場、創校理念、政策推動、正確資訊之要求相符，使閱讀者藉各類出版品對本校有正確認知與肯定。

Publication Committee: Responsible for reviewing various publications of the school to ensure that their content aligns with the school's faith stance, founding philosophy, policy implementation, and accuracy requirements. This ensures that readers gain a correct understanding and recognition of the school through its publications.

#### (六、) 本校設下列會議

(F) The College shall establish following Committee Meetings:

1. 校務會議：議決校務重大事項。

College Council Meeting: To resolve major school business matters.

1.1 以校長、教師代表、學術與行政主管、職員代表、學生代表及其他有關人員代表組織之。經選舉產生之代表任期為一學年，連選得連任。

The College Council is organized by the president, faculty representatives, academic and administrative directors, staff representatives, student representatives, and representatives of other related personnel. The elected representatives are elected for one academic year and are eligible for re-election

1.1.1 教師代表：應經選舉產生，其人數不得少於全體會議人員之二分之一，教師代表中具備教授或副教授資格者，以不少於教師代表人數之三分之二為原則。  
The number of faculty representatives shall be elected and shall not be less than one-half of the total number of staff members at the meeting, and the number of faculty representatives who are qualified as professors or associate professors shall be no less than two-thirds of the number of faculty representatives in principle

1.1.2 職員及工友代表：由全校編制內職員、工友互選產生代表一人。  
Staff and workers' representatives: One representative shall be elected from among the staff and workers within the College's establishment

1.1.3 學生代表應經選舉產生，比例不得少於會議成員總額十分之一。  
Student representatives shall be elected at a rate of not less than one-tenth of the total number of meeting members

1.2 校務會議由校長召開並主持之，每學期至少召開一次；經校務會議應出席人員五分之一以上請求召開臨時校務會議時，校長應於十五日內召開。校務會議必要時得設各種委員會或專案小組，處理校務會議交議事項。College Council Meeting shall be convened and presided over by the President at least once each semester. If at least one-fifth of the members present at a College Council meeting request an interim College Council meeting, the President shall call one within fifteen days. The College Council may establish various committees or task forces when necessary to deal with matters referred by the College Council

1.3 校務會議設置辦法另訂之，經校務會議審議通過後實施。  
The establishment of the College Council Meeting shall be determined separately and shall be implemented after approval by the College Council

1.4 校務會議審議下列事項：  
The following matters shall be considered by the College Council

1.4.1 校務發展計畫及預算。  
College development plan and budget.

1.4.2 組織規程及各種重要章則。  
Charter and by-laws and various important regulations

1.4.3 學系及附設機構之設立、變更與停辦。  
The establishment, change, and discontinuation of departments and affiliated organizations.

1.4.4 教務、學生事務、總務、研究及其他校內重要事項。  
Academic affairs, student affairs, general affairs, research, and other important matters on campus.

1.4.5 有關教學評鑑辦法之研議。  
The study of teaching evaluations

1.4.6 校務會議所設委員會或專案小組決議事項。

Resolutions of committees or task forces established by the College Council.

1.4.7 會議提案及校長提議事項。

Proposals and recommendations of the President.

1.4.8 校務會議進行前目之審議時，必要時得邀請有關人員列席。

The College Council may invite relevant personnel to attend the meeting when necessary for the consideration of the previous items

2. 行政會議：以校長、副校長、教務長、學生事務長、總務長、研發長、人事暨秘書主任、國際暨公共事務主任、會計主任、校牧、學系主任等相關單位主管組成之。校長為主席，討論本校重要行政事項。  
Administrative Council Meeting: The President, Vice President, Dean of Academic Affairs, Director of General Affairs, Director of Research and Development, Director of Personnel and Secretariat, Director of International and Public Affairs, Director of Accounting, School Chaplain, Chairperson of the Department, and other relevant unit heads. The President is the chairperson and discusses important administrative matters of the College
3. 教務會議：以教務長暨所屬同仁、學系主任、研發長、核心課程中心主任、圖書暨資訊中心主任、有關單位主管、教師代表及學生代表組成之。教務長為主席，討論教務事宜，必要時得邀請有關人員列席。  
Administrative Council Meeting: The President, Vice President, Dean of Academic Affairs, Director of General Affairs, Director of Research and Development, Director of Personnel and Secretariat, Director of International and Public Affairs, Director of Accounting, School Chaplain, Chairperson of the Department, and other relevant unit heads. The President is the chairperson and discusses important administrative matters of the College.
4. 學生事務會議：以學生事務長暨所屬同仁、學系主任、教務長、研發長、圖書暨資訊中心主任、教師代表及學生代表組成之。學生事務長為主席，討論學生事務及學生獎懲重要事宜，必要時得邀請有關人員列席。  
Student Affairs Meeting: The Dean of Student Affairs and his or her colleagues, Chairperson of the Department, Dean of Academic Affairs, Director of Research and Development, Director of Library and Information Center, faculty representatives, and student representatives. The Dean of Student Affairs is the chairperson and discusses important matters of student affairs and student rewards and punishments, and may invite relevant personnel to attend when necessary.
5. 總務會議：以總務長暨所屬同仁組織之，總務長為主席，負責規劃、統整、推動有關總務等事項，必要時得邀請與議程有關之人員及學生代表出列席。  
The General Affairs Meeting: Organized by the Director of General Affairs and his colleagues, the Director of General Affairs is the chairperson and is responsible for planning, coordinating, and promoting general affairs.

6. 學系系務會議：以該學系全體教師及學生代表組織之。學系主管為主席，討論學系教學、研究、推廣及其他有關學系系務事宜，必要時得邀請有關人員列席。

Departmental Affairs Meeting: Organized by all faculty members and student representatives of the department. The department head is the chairman of the meeting to discuss teaching, research, promotion, and other matters related to the affairs of the department, and may invite relevant personnel to attend when necessary.

The meetings for other departments, offices, and centers are composed of the unit heads and their staff, with the unit head as the chairperson to discuss important matters of each unit and invite the relevant staff to attend if necessary.

The faculty representative for the Academic Affairs and Student Affairs meetings shall be elected by the department.

The student representatives to the academic affairs Meetings, student affairs meetings, departmental affairs meetings, or related meetings are elected by the students for a one-year term.

### 三、依據及相關文件 Basis and other relevant documents :

- (一)私立學校法Private School Law。
- (二)大學法University Act。
- (三)私立學校法施行細則Private School Act Enforcement Rules。
- (四)大學法施行細則Enforcement Rules of the University Act。
- (五)臺北基督學院組織規程Organization Regulation of Christ's College Taipei。

## 參、人事事項：

### III. Human Resources Matters:

#### 一、目的：

##### 1. Purpose:

為使本校教職員工下列人事事項之作業程序有所依循。(參照「學校財團法人及所設私立學校內部控制制度實施辦法」第8條)

This HR control system serves as the regulation basis of operating procedures of following human resources matters pertinent to faculty, staff and other employees of Christ's College Taipei. (Please consult Article 8 of "Implementation Procedure of Internal Control System of Private School Endowment Foundation and Affiliated Private School")

(一) 聘僱。

Hiring and Employment.

(二) 敘薪及待遇。

Salary/Wage and Compensation.

(三) 福利及保險。

Benefits and Insurances.

(四) 出勤。

Attendance.

(五) 差假。

Holidays, Vacations and Business Trips.

(六) 訓練。

Training.

(七) 進修與研究。

Advanced Studies and Research.

(八) 考核。

Performance Appraisal.

(九) 獎懲。

Commendations and Reprimands

(十) 退休、撫卹及資遣。

Retirement, Pension, Death Compensation and Severance Pay

#### 二、適用範圍：

##### 2. Applicable Scope:

本校人事事項相關作業程序均依本制度辦理。

All operating procedures pertinent to human resources matters of the College shall be administered according to the System.

三、作業說明：

3. Operation Directions

參見後續各章節之作業程序。

Please see the operating procedures of subsequent chapters.

**(一)聘僱：**

**(1) Hiring and Employment:**

**2 適用範圍：**

Applicable Scope:

本校教職員工之相關聘僱作業皆適用於本章節。

All relevant hiring and appointment operations pertinent to faculty, staff and other employees of the College shall be covered by this Chapter section.

**3 作業程序：**

Operating procedures:

**3.1 聘僱申請時機：**

Timing of a request for hiring new employees:

**3.1.1 職員工：**

Faculty, staff and custodians:

**3.1.1.1 因校務發展需要、單位擴編或增設單位時。**

When a department expands or a new department is established due to the need(s) of College development.

**3.1.1.2 因單位職員工退休、離職或資遣時。**

When a staff member or custodian of a department, unit or office retires, resigns, is on leave of absence or is laid-off by the College.

**3.1.1.3 因特別需求時，經簽呈陳校長核准者。**

When a new opening is specially required by the College and approved by the President of the College.

**3.1.2 教師：**

Faculty:

**3.1.2.1 因校務發展需要、增設系所或班級。**

When a new department, institute, or class is established because of the need(s) of College-affair development.

**3.1.2.2 因各教學單位有教師進修時。**

When a faculty member of a department is on-leave for advanced study.

**3.1.2.3 因教師退休、離職或資遣時。**

When a faculty member retires, resigns, is on leave of absence or is laid-off by the College.

**3.2 聘僱申請：依據人力聘用計畫，由申請單位填具「職務缺額申請表」提出申請。**

Request to Generate Employment Opening:

**3.3 聘僱條件及資格：**

Conditions and Qualifications of Employment

**3.3.1 教師：**

Faculty Members:

依教育人員任用條例及相關法規之規定。

In accordance with the rules of Regulation of the Appointment of Educators and other relevant regulations

### 3.3.2 職員：

Administration Staff Members:

依申請單位需求條件及合於學校主管機關規定參加私立學校教職員保險或勞工保險之資格為原則。

In accordance with the need(s) of the requesting department, the regulation requirements of the respective hiring department and the qualification for insurance under Private School Faculty and Staff insurance and Labor insurance programs.

### 3.3.3 工友：

Custodians:

依工餉支給標準表所定資格進用。

In accordance with the hiring qualifications defined by Standard Wage Table for Manual Custodian.

## 3.4 公開徵聘資訊：

Open Recruitment Information:

### 3.4.1 職員工：

Administrative Staff Members and Manual Custodians:

3.4.1.1 職員工之聘僱，送人事暨秘書室簽註意見後，陳校長核示。

Employment of an administrative staff member or custodian shall be signed off by Human Resources and Secretariat Office (HRSO) and approved by the President.

3.4.1.2 申請單位將「職務缺額申請表」影印本，送請人事暨秘書室辦理職員工聘僱廣告刊登作業。

The requesting department shall submit a copy of the approved “Request Form for Filling a Staff Vacancy” to HRSO in order to have the job vacancy placed in Advertisement.

### 3.4.2 教師：

Faculty:

3.4.2.1 須經教學單位提出需求申請。陳請人事暨秘書室主任簽註師資比例及員額等相關意見後，陳請教務長簽註課程相關意見，陳請校長核示，即進行教師聘僱廣告刊登作業。

The teaching unit must submit a request for approval. After the Director of the Human Resources and Secretariat Office provides comments on the faculty ratio and staffing, the request will be submitted to the Dean of Academic Affairs Office for comments on the course-related matters. Finally, the request will be submitted to the President for approval. Upon approval, the process of posting the teaching recruitment advertisement will proceed.

3.4.2.2 申請單位將「職務缺額申請表」影印本，送教務處存查、人事單位辦理網路廣告刊登，始算完成申請及廣告刊登流程。

The requesting department shall submit a copy of the completed “Request Form for Filling a Faculty Vacancy” to Academic Affairs Office (“AAO”) for future references and HRSO for the placement of online advertisements in order to complete the procedure from request stage to faculty recruitment advertisement.

**3.5 彙整履歷：徵才履歷表由人事單位統一收集登錄後轉至申請單位與教學單位。**

Collection of curriculum vitae: All resumes submitted by applicants shall be centrally collected by HRSO first and transferred to the requesting department and teaching unit.

**3.6 職員工應試：**

Tests and interviews of prospective staff members and custodians:

**3.6.1 初試：申請單位自行辦理職員聘僱初試。**

Preliminary test or interview: Preliminary test or interview of (a) staff or custodian applicant(s) shall be conducted by the hiring department or unit.

**3.6.2 複試：經初試後，錄取適當人選編製複試名單。由人事暨秘書室陳請校長於複試日召開職工評審委員會進行職員聘任複試。**

Re-test or second interview: After preliminary test, the recommended candidates, who have been selected from all tested/interviewed applicants, shall be recorded on the List of Recommended Candidates and submitted to the President via HRAO. The re-test or re-interview of recommended candidates shall be conducted by Staff and Custodian Evaluation Committee on the Re-test Day.

**3.6.3 不適任之初試人員及未錄取之複試人員，由人事暨秘書室分別於初試結束後及複試結束後統一回覆謝絕函。**

The applicants, who do not pass the preliminary test or have not been selected during re-test, shall be centrally and simultaneously notified /passed up by HRAO after the preliminary test or re-test respectively.

**3.7 教師資格審查：**

Reviews of Faculty Qualification:

**3.7.1 初審：各教學單位進行教師資格初審。初審資格不符之教師由各教學單位自行回覆謝絕函。**

Preliminary Review or Interview: Preliminary review or interview of applicants for faculty positions shall be conducted by each teaching department or unit. After the preliminary review, the unqualified applicants shall be notified and passed up in writing by the hiring department.

**3.7.2 決審：初審通過之教師資料彙整後，提請校教師評審委員會進行教師資格決審，決審後產生之最後人選，依該單位申請之人數，依排名陳請校長聘用之，並由人事暨秘書室製作校教評會議面談記錄存檔備查。未獲選之教師由人事單位回覆謝絕函。**

Final Review or Interview: The resume(s) of semi-finalist(s), who has (have) passed the Preliminary Review, shall be submitted to

College Faculty Evaluation Committee for final review. Afterwards, the prospective finalist(s), who is (are) selected according to the number of approved openings, shall be ranked and submitted to the President for approval(s); and, records of all in-person interviews during the final review/interview phase shall be stored by HRSO for future reference. All applicants, who have not be selected during the final review/interview phase, shall be notified/passed up in writing by HRSO.

### 3.8 任用發聘：

Job assignments to new employees:

3.8.1 職員工：經職工評審委員會複試後之人選，提請校長核示，即由人事暨秘書室辦理發聘。

Administrative staff members and custodians: The finalist(s), who has (have) been selected by Staff and Custodian Evaluation Committee during the retest phase shall be submitted to the President for approval prior to extending employment invitation letter(s) to him/her (them).

3.8.2 主辦會計人員：本校會計主任為主辦會計人員，除經上述各程序辦理外，由校長提經財團法人新北市美國基督教効力會董事會會議通過後任免之。(參照「學校財團法人及所設私立學校建立會計制度實施辦法第20條後段)(各校依實際職稱自行審酌訂定)

Chief Financial Officer: The Director of Finance Office of the College, who is the Chief Financial Officer, shall be reviewed and selected using above operating procedures; and his/her appointment or termination must be recommended and submitted by the President to the Board of Trustees of the “Free China Christian College Association Foundation of Taipei County, Taiwan,” for ratification. (Please see Article 20 of “Implementation Procedure of Accounting System Established by Private School Endowment Foundation and its Affiliated Private School”.) (Each school shall define the job title and process according to its actual practices.)

3.8.3 教師：

Fauly:

3.8.3.1 獲選之教師，由人事暨秘書室製作教師聘書由校長聘任。

The employment offer letter to a finalist shall be prepared by HRSO and extended directly by the President.

3.8.3.2 獲選之教師在收到聘書後於規定時間內決定是否受聘本校。

A finalist for a faculty opening shall respond on or prior to the deadline set forth in the employment offer letter to indicate whether he/she accepts the offer or not.

3.8.3.3 教師若不同意受聘須將應聘書退還本校人事暨秘書室；若同意受聘則須將應聘書回擲本校人事暨秘書室，並將應聘結果轉知所屬教學單位。

Should a finalist for a faculty opening decide to decline

the employment offer from the College, he/she must return such official employment offer letter to-HRSO timely. Should he/she decide to accept the employment offer, he/she must send an acceptance letter of such an employment offer, and simultaneously transmit the acceptance decision to the hiring teaching department.

### 3.9 報到：

Report to work:

3.9.1 本校新聘教職員工應於派令生效日(職員工)或聘書起聘日(教師)依「新進教職員工報到程序單」至人事暨秘書室完成報到手續。

A new incoming staff member or custodian or a newly appointed faculty member must report to work on the effective date of job assignment or the employment effective date respectively according to "Report-to-work Procedure Form for New Incoming Employee".

3.9.2 提前或延後報到：新進教職員工有特殊情況時，必須先行到職或延後報到者，應事先敘明理由。

Earlier or deferred reporting: Under unusual circumstance(s), a new incoming faculty member, staff member or custodian must submit detailed explanations regarding his/her need and request to reschedule his/her report-to-work day to an earlier or later date.

## 4 控制重點：

Essential Elements of Controls:

4.1 聘僱及任用作業是否公平、公正、公開。

Whether fairness, impartialness and opening/transparency of operating procedures of recruitments, hiring, assignment and appointments have been conducted.

4.2 是否以外在環境狀況改變程度，適時修正所採用之招募甄選方式。

Whether the recruitment and selection methods have been appropriately revised when the education environments change to some extent.

4.3 人員增補程序是否依核決權限簽核。

Whether the processes of addition(s) and replacement(s) of employees have been conducted in accordance with rules of approving authorization.

4.4 增補人數是否符合聘僱計劃及預算編制人數。

Whether the addition(s) or replacement(s) of employees have been in compliance with Hiring and Employment Plan as well as within the limit of employees under current budget.

4.5 是否按規定辦妥一切手續並建立人事基本資料。

Whether all office procedures have been completed according to the rules and regulations and the related essential personnel data and profile have been established accordingly.

4.6 人事資料是否完整保存。

Whether the entirety and integrity of the personnel data and profile have been kept intact.

4.7 除獲得授權之人員外，其他人員是否均不得調閱人事資料。

The employees of the College other than those who have been specifically

authorized to handle, read and/or review the personnel data and profiles of applicants are not allowed to have access to those personnel files.

4.8 任免主辦會計人員，是否由校長提經學校所屬財團法人董事會議通過後任免之。  
For the appointment or termination of Chief Financial Officer, whether his/her appointment or termination has been recommended and submitted by the President to the Board of Trustees of the “Free China Christian College Association Foundation of Taipei County, Taiwan,” for ratification.

4.9 新進教職員工與教師是否填具「新進教職員工報到程序單」完成報到程序。  
Whether the new incoming faculty member, staff member or custodian have completed “Report-to-work Procedure Form for New Incoming Employee” and reporting procedure(s).

## 5 使用表單：

Forms to be used:

### 5.1 職務缺額申請表。

Request Form for Filling a Staff or Faculty Vacancy

### 5.2 新進教職員工報到程序單。

Report-to-work Procedure Form for New Incoming Employee

## 6 依據及相關文件：

Basis and other relevant documents:

### 6.1 教育人員任用條例。

Regulation of the Appointment of Educators

### 6.2 教育人員任用條例施行細則。

Implementation Rules of the Regulation of the Appointment of Educators

### 6.3 教師法。

Teachers Act.

### 6.4 學校財團法人及所設私立學校建立會計制度實施辦法。

Procedure for the Implementation of the Accounting System of the School Foundation and Its Subsidiary Private School

### 6.5 臺北基督學院組織規程。

Organization Regulation of Christ's College Taipei

### 6.6 臺北基督學院教師聘任辦法

Guidelines for Hiring and Appointment of Faculty of Christ's College Taipei

### 6.7 臺北基督學院新進職員遴選作業要點

New Staff Selection Operation Guidelines Christ's College Taipei

### 6.8 臺北基督學院職員服務規則

Regulation for Service of Administrative Staff of Christ's College Taipei

## 7 流程圖：

Flowcharts:

### 7.1 教師聘僱流程參見【流程圖一】。

See reference for Faculty Hiring Process. (Flowchart 1)

### 7.2 職員聘僱流程參見【流程圖二】。

See reference for Staff Hiring Process. (Flowchart 2)

教師聘僱流程圖 Faculty Hiring Process Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
基督教博雅學系 CLAD	<pre> graph TD     A{準備作業 Prepare} --&gt; B[提出教師增補申請 Apply]     B --&gt; C{是否簽奉核准 Approved}     C -- 否 No --&gt; D[辦理公開徵聘 Managing open recruitment]     C -- 是 Yes --&gt; E{校教評會是否通過 Approved by FEC}   </pre>	職務缺額申請表 Request Form for Filling a Staff or Faculty Vacancy
人事暨秘書室 The Human Recourses and Secretariat Office	<pre> graph TD     C -- 是 Yes --&gt; D     D --&gt; E     E -- 否 No --&gt; F{校教評會是否通過 Approved by FEC}     E -- 是 Yes --&gt; G[製發聘書 Issue the appointment letter]   </pre>	簽呈 Memorandum for Approval
教師評審委員會 Faculty Evaluation Committee	<pre> graph TD     E -- 否 No --&gt; F     E -- 是 Yes --&gt; G     G --&gt; H[通知新進教師辦理報到 Notification and registration]   </pre>	
人事暨秘書室 The Human Recourses and Secretariat Office	<pre> graph TD     H --&gt; I[辦理敘薪及保險事宜 Salary and Insurance Arrangement]     I --&gt; J{是否具教師資格 Possess MOE certificate}     J -- 否 No --&gt; K[報教育部核發教師證書 Report of Teacher Certification Issued by MOE]     J -- 是 Yes --&gt; L[登錄人事資料 Register]   </pre>	新進教職員工報到 程序單 Report-to-work Procedure Form for New Incoming Employee
	<pre> graph TD     K --&gt; L     L --&gt; M{是否具教師資格 Possess MOE certificate}     M -- 否 No --&gt; N[報教育部核發教師證書 Report of Teacher Certification Issued by MOE]     M -- 是 Yes --&gt; O[登錄人事資料 Register]     O --&gt; P([結束 End])   </pre>	

## 職員聘僱流程圖 Staff Hiring Process Flowchart

【流程圖二】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
用人單位 Hiring Unit / Employer Unit	<pre> graph TD     A{準備作業 Prepare} --&gt; B[提出職員增補申請 Apply]     B --&gt; C{是否簽奉核准 Approved}     C -- 否 No --&gt; D[辦理公開徵聘 Open Recruitment]     C -- 是 Yes --&gt; E{初審資格是否通過 Passed the interview}     E -- 是 Yes --&gt; F{是否複試與通過通過職評會 Passed second interview and SCEC}     F -- 是 Yes --&gt; G[簽請校長核定 Approved by President]     G --&gt; H[通知新進職員辦理報到 Notification and registration]     H --&gt; I[辦理敘薪及保險事宜 Salary and Insurance Arrangement]     I --&gt; J[登錄人事資料 Register]     J --&gt; K([結束 End])   </pre>	職務缺額申請表 Request Form for Filling a Staff or Faculty Vacancy
人事暨秘書室 The Human Recourses and Secretariat Office		簽呈 Memorandum for Approval
職工評審委員會 Staff and Custodian Evaluation Committee		
人事暨秘書室 The Human Recourses and Secretariat Office		
	<pre> graph TD     C -- 否 No --&gt; D     E -- 否 No --&gt; F     F -- 否 No --&gt; G     G --&gt; H     H --&gt; I     I --&gt; J     J --&gt; K   </pre>	新進教職員工報到 程序單 Report-to-work Procedure Form for New Incoming Employee  本校敘薪辦法 Salary Grading Guidelines

## (二)敘薪及待遇：

### (2) Salary, Wage and Compensation:

#### 1. 適用範圍：

Applicable Scope:

本校教職員工之相關敘薪作業皆適用於本章節。

All operating procedures pertinent to salary, wage and compensation matters of the College shall be covered by the Chapter section.

#### 2. 作業程序：

Operation Directions

##### 2.1 敘薪作業：

Operating procedures of salary, wage and compensation:

2.1.1 本校教職員薪級分為36級(含年功薪共39個薪額)，其薪級表分「校長及教師薪級表」及「職員薪級表」辦理；工友之敘薪則依「工友工餉標準表」辦理。

There are thirty six (36) levels of salary, wage and compensation for faculty, staff and other employees including thirty nine (39) annual merit pays. For salaried employees, “President and Faculty Salary Table” and “Administrative Staff Salary Table” shall be used accordingly. The wage of manual custodians shall be administered according to “Standard Wage Table for Manual Custodian”.

##### 2.1.2 新聘教師敘薪原則：

Contracted Salary Guideline for Newly Appointed Faculty Members:

2.1.2.1 依其聘任之職務等級核敘薪給並自最低級起敘。

The starting salary of a new faculty shall be approved at the lowest of the salary level that is comparable to his/her job description and title.

2.1.2.2 曾任國內大專校院講師之專任合格教師，其與現職等級相當且服務成績優良之年資，得每滿一考核年度提敘一級，但受本職最高年功薪之限制。

A full-time qualified faculty member, who has taught in domestic university/universities or college(s) as an Instructor before and has been appointed to a teaching job comparable to his/her service experience, is eligible for a defined-amount raise when he/she receives an excellent performance appraisal; however, the maximal annual salary is capped by his/her job level.

##### 2.1.2.3

曾任職符合於「大專校院講師以上教師採計曾任國內外私人機構年資提敘薪級原則」之私人機構，其與現職等級相當且服務成績優良之年資，得每滿一考核年度提敘一級，但受本職最高年功薪之限制。

A full-time qualified faculty member, who fulfills the requirement of “Guideline of Contracted Salary for University Faculty of Assistant Professorship and Higher with Domestic or International Private-Sector Working Experience” and has a teaching job

comparable to his/her private-sector experience, is eligible for a defined-amount raise when he/she receives an excellent performance appraisal; however, the maximal annual salary is capped by his/her job level.

2.1.2.4

曾任軍職轉任教師，其與現職等級相當且服務成績優良之年資，軍職年資之比敘，得依「後備軍人轉任教職員軍職年資比敘表」及其說明規定辦理，得每滿一考核年度提敘一級，但受本職最高年功薪之限制。

A full-time qualified faculty member, who has served in the military and transferred to the College as teaching faculty shall be assigned a teach job in accordance with rules of "Annual Salary Table for Teaching Faculty Transferred from Military Reservist", is eligible for annual merit raise based on performance appraisal result; however, the maximal annual salary is capped by his/her job level.

2.1.3 新進職員敘薪原則：

Contracted Salary Guideline for Newly Employed Staff Members:

2.1.3.1 以職務所需之學歷起敘為原則

The principle is to set the starting salary based on the educational qualifications required for the position.

2.1.3.2

曾任於國內大專校院服務，其與現職等級相當且服務成績優良之年資，得每滿一考核年度提敘一級，但受本職最高年功薪之限制。

A full-time staff member, who has service experience in domestic university/universities or college(s) as an administrative staff member before and has been assigned to a administrative job comparable to his/her service experience, is eligible for a defined-amount raise when he/she receives an excellent performance appraisal; however, the maximal annual salary is capped by his/her job level.

2.1.4 新進工友敘薪原則：

Wage Guideline for New Incoming Manual Custodians:

依學歷之最低餉級起敘且不低於基本薪資為原則。

The starting wage of a new incoming manual custodian shall be approved at the ground floor of the wage level that is comparable to his/her educational background, and it should not be lower than the minimum wage.

2.1.5

新進教職員工應於到職後一週內，填具履歷表，檢齊學經歷證件，送本校辦理敘薪事宜。

Within seven days after reporting to work, a new incoming manual custodian must fill the resume form, complete verification of educational background and work experience, and submit the package to the College in order to process wage matters.

2.1.6

教職員工起薪及改支，依照下列規定辦理：

The starting wage and any wage change shall be administered according to the following rules.

2.1.6.1 起薪：

Wage Starting Date:

本校教職員工自實際到職之日起薪。

Wage starting date of a newly hired staff member is the date of Reporting-to-work

2.1.6.2 改支：

Wage Modification:

因補繳學經歷證件或取得新資格申請改敘者，均自審定改敘之日起改支。

Wage modification due to the make-up submission of education documents or the acquisition of new qualification should be applied for by the respective employee; and the adjusted wage shall start on the effective date.

2.1.7 本作業程序未盡事宜，依教育部頒「私立專科以上學校教職員工敘薪原則」及本校相關人事規定辦理。

Any matter, which has not be addressed by the Operating Procedure, shall be administered according to “Guideline of Contracted Salary for Faculty, Staff and Custodian at Private Higher-Education Institutes” and relevant HR regulations of the College.

2.2 待遇作業：

Compensation Operation:

教職員工依本校訂定之薪資支給標準（包括本薪或年功薪支給標準、職工專業加給、主管職務加給、導師費支給標準、鐘點費及夜間津貼等）

All faculty members, staff members and custodians shall be processed according to Salary Standard of the College, including base salary or annual merit pay standards, extra pay for staff members and custodians, extra pay for supervisors, pay standard for academic advisor, hourly payment and night-shift premium...etc.

2.3 薪資核計及發放作業：

Operation of Salary, Wage and Compensation Approval and Issuance

2.3.1 教職員工薪資，依據敘薪、待遇、出差、請假、福利等程序計算薪資總額。

The total monthly compensation to each faculty member, staff member or custodian shall be calculated based on the respective contracted salary/wage, remuneration, business trip(s), leave of absence, benefits...etc.

2.3.2 依教職員工身分，投保金額代扣公、勞及健保費。

Insurance premiums of civil servant, workers' compensation and health insurances of each employee shall be deducted from his/her total monthly compensation according to the insured amount(s) and his/her rank.

2.3.3 依扶養親屬表及扣繳標準計算代扣薪資所得稅。

The monthly income tax withholding for each employee shall be calculated according to the list of dependents and standard calculation of tax withholding and deducted from his/her total monthly compensation.

2.3.4 有關教職員工代扣款及福利金等各項扣款，應依規定扣款。  
All deductions, such as employees' withholdings, Employees' Welfare Funds, must be withheld according to regulations.

2.3.5 薪資由人事暨秘書室根據每月異動，製作「薪資異動表」，調整當月「薪資明細表」，交會計室核對薪資無誤後，由出納負責薪資轉帳作業。  
The “Monthly Pay stub” of each employee, which is prepared by HRSO according to latest “Compensation Adjustment Record”, shall be reviewed and approved by Finance Office prior to its disbursement by Cashier.

2.3.6 無帳戶或特殊情況人員，則匯發現金，並簽收為憑。  
Under special circumstances or when an employee has no bank account, cash shall be paid to him/her; and the respective receipts must be signed by him/her each month.

### 3. 控制重點：

#### Essential Elements of Controls:

3.1 教職員工薪級是否依「校長及教師(含助教)薪級表」、「職員薪級表」及「工友工餉標準表」敘薪。  
Whether the contracted salary level of a faculty member, staff member or manual custodian has been established according to “President and Faculty (including Teaching Assistant) Salary Table”, “Administrative Staff Salary Table” and “Standard Wage Table for Manual Custodian”.

3.2 教師、職員及工友敘薪原則是否依規定辦理。  
Whether the guidelines of contracted salary for faculty members , and administrative staff members have been administered according to regulations.

3.3 代扣薪資所得稅是否依扣繳率標準表按月代扣。  
Whether the income tax withholding from each employee's total monthly compensation has been conducted according to the appropriate percentage listed in the standard table of tax withholding.

3.4 代扣薪資所得稅之代扣款是否如期報繳。  
Whether the monthly income tax withholding from each employee's compensation has been submitted to National Taxation Bureau timely.

3.5 代扣公、勞及健保費是否依保險金額表之等級每月代扣。  
Whether the withholdings of premiums for civil servant, workers' compensation and health insurances have been correctly conducted according to the tables of insurance premium rates

3.6 權責單位編製之「薪資異動表」及「薪資明細表」是否正確。  
Whether the “Compensation Adjustment Record” and “Monthly Pay stub” have been accurately prepared by the responsible unit(s).

3.7 教職員工薪資計算是否正確。  
Whether the Compensation of each faculty member, staff member or custodian has been calculated correctly.

3.8 薪資是否按期發放。  
Whether all employees' compensations have been issued timely.

3.9 撥匯薪資款項是否正確無誤。  
Whether the electronically transferred net-compensation amount to each employee has been correct.

4. 使用表單：

Applicable Forms :

4.1 校長及教師(含助教)薪級表。

President and Faculty (including Teaching Assistant) Salary Table

4.2 職員薪級表。

Administrative Staff Salary Table

4.3 工友工餉標準表。

Standard Wage Table for Manual Custodian

4.4 薪資異動表。

Compensation Adjustment Record

4.5 薪資明細表。

Monthly Pay stub

5. 依據及相關文件：

Basis and Related Documents:

5.1 大專院校講師以上教師採計曾任國內外私人機構年資提敘薪級原則。

Guideline of Contracted Salary for University Faculty of Assistant Professorship and Higher with Domestic or International Private-Sector Working Experience

5.2 私立專科以上學校教職員工敘薪原則。

Guideline of Contracted Salary for Faculty, Staff and Custodian at Private Higher-Education Institutes.

5.3 臺北基督學院教職員工敘薪辦法。

Regulation of Contracted Salary for Faculty, Staff and Custodian at Christ's College Taipei

6. 流程圖：

Operating Procedure Flowchart :

6.1 敘薪作業流程參見【流程圖一】。

Operating Procedure Flowchart of Contracted Salary (Flowchart 1)

敘薪作業流程圖 Operating Procedure Flowchart of Contracted Salary

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
人事暨秘書室 The Human Recourses and Secretariat Office	<pre> graph TD     A{準備作業 Prepare} --&gt; B["新進教職員完成報到 New Staff and Faculty Registration"]     B --&gt; C["依規定審查相關證件 Review Relevant Documents"]     C --&gt; D["填具敘薪建議書 Fill Out the Salary Recommendation"]     D --&gt; E["簽請校長核定 Approved by President"]     E --&gt; F["核發當事人敘薪通知書 Issue the salary notification"]     F --&gt; G["通知相關業務單位 Notify Relevant Unit"]     G --&gt; H{結束 End}   </pre>	<p>新進教職員工報到 程序單 Report-to-work Procedure Form for New Incoming Employee</p> <p>敘薪建議書 Salary Recommendation Letter</p>

### (三)福利及保險：

#### (3) Benefit and Insurance:

##### 1. 適用範圍：

###### Applicable Scope:

本校教職員工福利及保險之相關作業皆適用於本章節。

The operations pertinent to contracted benefit and insurance of the faculty, staff members and labor workers of the College shall be administered according to this Chapter section.

##### 2. 作業程序：

###### Operating Procedure:

###### 2.1 福利：

###### Benefits:

2.1.1 本校各項福利事項包括：午餐供應、喪葬奠儀、結婚禮金、生育禮金、重病住院補助、重大災害補助、退休金、撫卹金及資遣費。

The benefit items of the College include: Provide Lunch, funeral subsidy, wedding gift money, childbirth gift money, hospitalization subsidy, catastrophe subsidy, retirement pension, death benefits and severance payments.

2.1.2 本校員工或其子女教育補助，依本校「員工或其子女就讀本校獎助辦法」辦理。

Education subsidy for staff member and labor worker as well as the children education subsidy shall be administered according to “Rules of Awarding Grants Payable toward Christ’s College Taipei Tuition and Fee of a College’s Staff Member or Labor Worker or the Related Child/Children while studying at the College”.

2.1.3 屬喪葬奠儀、結婚禮金、生育禮金、重病住院補助、重大災害補助之福利事項，申請人填具「各項福利補助請領單」申請，經一級單位主管覆核後，陳請校長核准。

For each of the benefit items in the categories of funeral subsidy, wedding gift money, childbirth gift money, hospitalization subsidy, and catastrophe subsidy, the appropriate applicant shall apply for it by submitting the completed “Claim Request Form for the Benefit Subsidy” to First-tier Supervisor of the responsible unit for final review and the President for approval

2.1.4 屬子女教育補助，申請人填具「教職員工或其子女就讀本校獎助申請表」，經一級單位主管覆核後，陳請校長核准。

For the benefit of children education subsidy, the employee of the child or children shall complete the “Application Form Requesting for Grants Payable toward Christ’s College Taipei Tuition and Fee of a College’s Staff Member or Labor Worker or the Related Child/Children while Studying at the College” to First-tier Supervisor of the responsible unit for final review and the President for approval.

## 2.2 保險：

### Insurance:

2.2.1 本校教職員一律參加公教人員保險及全民健康保險，職工及約聘人員則一律參加勞工保險及全民健康保險。

All faculty members and staff members must participate in the Public Servant and Teacher Insurance and National Healthcare Insurance; and all labor workers and contractor personnel must participate in the Labor Insurance and National Healthcare Insurance.

本校教職員公教人員保險，依照「公教人員保險法」及「公教人員保險法施行細則」規定辦理。

The public servant and teach insurance policies of all faculty and staff members must be administered in accordance with the regulations of "Civil Servant and Teacher Insurance Act" and "Enforcement Rules of Civil Servant and Teacher Insurance Act".

2.2.2 本校工友之勞工保險，依照「勞工保險條例」及「勞工保險條例施行細則」規定辦理。

The labor insurance policies of all labor workers of the College must be administered in accordance with the "Labor Insurance Act" and "Enforcement Rules of Labor Insurance Act".

2.2.3 本校教職員工之健康保險，依照「全民健康保險法」及「全民健康保險法施行細則」規定辦理。

The healthcare insurance policies of all faculty members, staff members and labor workers shall be administered in accordance with the "National Healthcare Insurance Act" and "Enforcement Rules of National Healthcare Insurance Act".

## 3. 控制重點：

### Essential Elements of Control:

3.1 各項福利事項補助金額是否依其補助標準支付金額。

Whether the amount of each benefit subsidy has been administered according to the respective subsidy criteria and benchmark scale.

3.2 屬應填具「各項福利補助請領單」之福利事項，是否經權責主管核准。

Whether the benefit item on the completed "Claim Request Form for the Benefit Subsidy" has been reviewed and approved by the authorized supervisor.

3.3 屬子女教育補助，申請人是否填具「員工或其子女就讀本校獎助申請表」申請，經權責主管核准。

Whether the applicant has completed "Application Form Requesting for Grants Payable toward Christ's College Taipei Tuition and Fee of a College's Staff Member or Labor Worker or the Related Child/Children while Studying at the College" and submitted to the authorized supervisor for approval for the purpose of attaining children education subsidy.

3.4 教職員是否依規定，投保公教人員保險及全民健康保險。

Whether all faculty members and staff members have taken out "Public Servant and Teacher Insurance policy and National Healthcare Insurance" policy according to the regulations.

3.5 職工及約聘人員是否依規定，投保勞工保險及全民健康保險。

Whether all labor workers and contractor personnel have taken out "Labor

Insurance” policy and “National Healthcare Insurance” policy according to the regulations.

4. 使用表單：

Applicable Forms:

4.1 臺北基督學院各項福利補助申請單。

Claim Request Form for All Benefit Subsidies of Christ’s College Taipei

4.2 臺北基督學院教職員工或其子女就讀本校獎助申請表。

Application Form Requesting for Grants Payable toward Christ’s College Taipei Tuition and Fee of a College’s Staff Member or Labor Worker or the Related Child/Children while Studying at the College

5. 依據及相關文件：

Basis and Related Documents:

5.1 公教人員保險法。

Civil Servant and Teacher Insurance Act

5.2 公教人員保險法施行細則。

Enforcement Rules of Civil Servant and Teacher Insurance Act

5.3 勞工保險條例。

Labor Insurance Act

5.4 勞工保險條例施行細則。

Enforcement Rules of Labor Insurance Act

5.5 全民健康保險法。

National Healthcare Insurance Act

5.6 全民健康保險法施行細則。

Enforcement Rules of National Healthcare Insurance Act

5.7 臺北基督學院員工或其子女就讀本校獎助辦法。

Rules of Awarding Grants Payable toward Christ’s College Taipei Tuition and Fee of a College’s Staff Member or Labor Worker or the Related Child/Children while Studying at the College.

6. 流程圖：

Flowchart:

6.1 福利作業流程參見【流程圖一】。

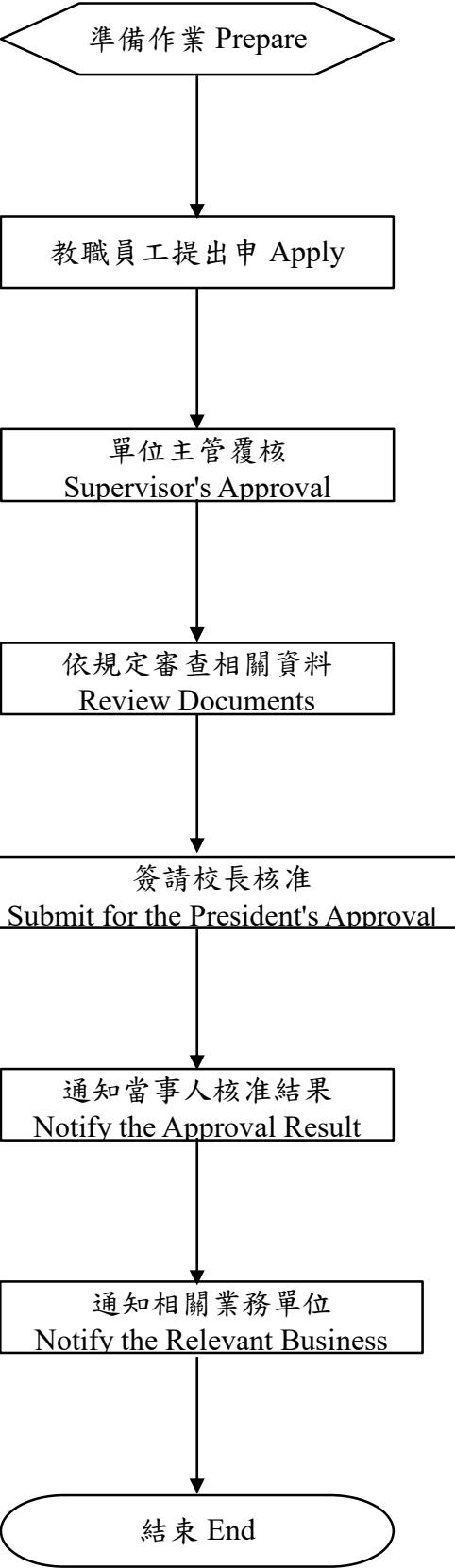
Operation process of Employee Benefits Affairs. Please consult “Flowchart 1”.

6.2 保險作業流程參見【流程圖二】。

Operation process of Employee Insurance Affairs. Please consult “Flowchart 2”.

福利作業流程圖 Operation Process Flowchart of Employee Benefits Affairs

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
欲申請之教職員工 Faculty and staff who wish to apply		教職員工福利辦法 Rules of Contracted Benefits of Staff Member and Labor Worker at Christ's College Taipei
各單位主管 Department Heads" or "Unit Supervisor		教職員工或其子女就讀本校獎助辦法 Rules of Awarding Grants Payable toward Christ's College Taipei Tuition and Fee of a College's Staff Member or Labor Worker or the Related Child/Children while Studying at the College
人事暨秘書室 The Human Recourses and Secretariat Office		
人事暨秘書室 The Human Recourses and Secretariat Office		申請表 Application Form

保險作業流程圖 Operation process of Employee Insurance Affairs Flowchart

【流程圖二】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
人事暨秘書室 The Human Recourses and Secretariat Office	<pre> graph TD     Start([準備作業 Perpare]) --&gt; Decision{是否為編制內教職員 Staff &amp; faculty within the official staffing structure}     Decision -- 否 No --&gt; End([結束 End])     Decision -- 是 Yes --&gt; Public[辦理納入公保作業 Process the Public Insurance Operations]     Decision -- 是 Yes --&gt; Labor[辦理勞保作業 Process the Labor Insurance Operations]     Public --&gt; Pension[加入私校儲金管理會 Join the Private School Pension Management Committee]     Labor --&gt; Pension     Pension --&gt; NH[辦理健康保險 Process National Healthcare Insurance]     NH --&gt; End   </pre>	<p>公教人員保險法 Civil Servant and Teacher Insurance Act</p> <p>勞工保險條例 Labor Insurance Act</p> <p>學校法人及其所屬私立學校教職員退休撫卹離職資遣條例 Act Governing the Retirement, Bereavement Compensation, Discharge with Severance Pay Benefits for the Teaching and Other Staff of School Legal Persons and their Respective Private School(s)</p> <p>勞工退休準備金提撥及管理辦法 Regulations for the Allocation and Management of the Workers' Retirement Reserve Funds</p> <p>全民健康保險法 National Healthcare Insurance Act</p>
人事暨秘書室 The Human Recourses and Secretariat Office		

#### (四)退休、撫卹及資遣：

##### (4) Retirement, Death Benefit and Severance Payment

###### 1 適用範圍：

###### Applicable Scope:

本校編制內教職員退休、撫卹、離職及資遣之相關作業皆依據「學校法人及其所屬私立學校教職員退休撫卹離職資遣條例」之規定。

The operations pertinent to the retirement, death benefit, resignation or severance of each faculty member or staff member are administered according to "Act Governing the Retirement, Bereavement Compensation, Discharge with Severance Pay Benefits for the Teaching and Other Staff of School Legal Persons and their Respective Private School(s)。

本校編制內教職員工退休、撫卹及資遣之相關作業皆適用於本章節。

The operations pertinent to the retirement, Death Benefit and severance payment of all quota-based faculty members, staff members and labor workers of the College shall be administered according to this Chapter section

###### 2 作業程序：

###### Operating Procedure:

###### 2.1 退休(退職)：

###### Retirement (Resigning):

###### 2.1.1 教師及職員有下列情形之一者，得申請退休：

When a faculty member or staff member meets one of the following criteria, one can apply for retirement

2.1.1.1 任職5年以上，年滿60者。退休年齡，對所任職務有體能上之限制者，得酌予降低，但不能少於55歲；所稱體能上限制之職務，比照公立學校之規定辦理。One has been appointed or employed for five years or longer and reaches the age of sixty (60). The retirement age as cited in the preceding sentence can be less than sixty (60) if one has a physical-demanding job and one's physical conditions limit his or her ability to perform such job; however, the retirement age of such person cannot be less than the age of fifty-five (55). The physical demanding jobs are classified and administered according to the Regulations of Public Schools.

###### 2.1.1.2 任職滿25年者。

One has been appointed or employed for twenty five years or longer.

###### 2.1.2 教師及職員任職5年以上，有下列情形之一者，應即退休：

A faculty member or staff member who has been appointed or employed for five year or longer and having one of the following conditions must retire immediately.

2.1.2.1 年滿65歲者。惟已達規定之年齡，本校仍需其任職，而其本人亦自願繼續服務者，得比照公立學校教職員延長服務之規定辦理。

An individual reaches the age of sixty-five (65).

2.1.2.2 心神喪失或身體殘廢，不堪勝任職務者。心神喪失或身體殘廢之認定標準，依公教人員保險殘廢給付標準表所定全殘或半殘而不能執行職務者為準。  
An individual cannot perform satisfactorily due to mental or physical disability (ies).

2.1.3 職工具有下列情形之一者，得申請退職：  
Labor workers who meet one of the following criteria can apply for retirement.

2.1.3.1 服務5年以上，並年滿55歲或改任編制內職員者。  
One has five years (or longer) of service and reaches the age of fifty-five (55) or has become a staff member.

2.1.3.2 服務滿25年者。  
One has twenty-five years of service.

2.1.4 職工具有下列情形之一者，應予命令退職，其本人不得請求延長：  
Labor workers who meet one of the following conditions must be ordered to retire and cannot apply for an extension.

2.1.4.1 年滿65歲者。  
Labor workers reach the age of sixty-five.

2.1.4.2 因身體殘廢或心神喪失，致不能工作者。應檢附公立醫院或勞工保險機關指定醫院之證明。  
Labor workers cannot perform at work due to mental or physical disabilities. He or she must submit a certificate issued by a public hospital or a National Health Insurance designated hospital.

2.1.5 退休(職)薪額：  
Amount of Retirement:  
教職員退休金及職工退職金之相關作業皆依據「學校法人及其所屬私立學校教職員退休撫卹離職資遣條例」之規定辦理。  
The retirement pension of a faculty member or staff member are administered according to "Act Governing the Retirement, Bereavement Compensation, Discharge with Severance Pay Benefits for the Teaching and Other Staff of School Legal Persons and their Respective Private School(s)"

2.1.6 教職員工有心神喪失或身體殘廢，不堪勝任職務或致不能工作者，應即退休(職)，其係因公傷病所致者，係指下列情事之一而言：  
Labor workers, who cannot perform at work due to mental or physical disabilities, should apply for retirement or resignation; and their injuries, which meet one of the following circumstances, are classified as on-the-job injuries.

2.1.6.1 因執行職務所生之危險以致傷病。  
Any harm or injury that occurs while a faculty member, staff member, labor worker is working on the job.

2.1.6.2 因公往返或在學校範圍內遇意外危險以致傷病。  
Any harm or injury that occurs as an accident while a faculty member, staff member, labor worker is on campus or a business trip.

2.1.6.3 非常時期在任所遇意外危險以致傷病。  
Under unusual circumstance, the harm or injury that arises as an accident while on the job.

2.1.6.4 因盡力職務積勞過度以致傷病。  
Any injury or illness that is due to excessive work loads.

2.1.7 教職員工申請退休，應於兩個月前填具「退休事實表」一份，檢同相片兩張，全部任職證件及有關證明文件，由本校初核後轉請財團法人中華民國私立學校教職員工退休撫卹離職資遣儲金管理委員會複核；應即退休人員，該項表件得由本校填報。When a faculty member, staff member or labor worker applies for retirement, three copies of the completed "Retirement Factsheet", two recent photos of the applicant, all employment certificates and relevant proof document shall be submitted by the employee to the College three months prior to his or her retirement. After initial review, the College shall submit the package to Management Committee of ROC Private School Retirement, Death Benefit, Resignation and Severance Fund for Faculty, Administrative Staff and Worker for subsequent review. In the event of immediate retirement, such factsheets shall be completed and submitted by the College.

2.1.8 教職員應即退休或職工命令退職而拒不辦理退休(職)者由本校逕行代為填報，並自退休(職)生效日起停支薪津。  
When faculty member or staff members who have been ordered to retire immediately and do not apply for the retirements or when workers decline the College's order of severance, the College shall file the applications on their behalf. Thereafter, their salaries shall be discontinued on the effective retirement dates.

## 2.2 撫卹：

### Death Benefit:

2.2.1 教職員工在職期間有下列情形之一者，給與遺族撫卹金：  
When one of following situations occurs during active employment of a faculty member, staff member or labor worker, Death Benefit shall be paid to the family members of the deceased faculty member or staff member.

2.2.1.1 病故或意外死亡者。  
Faculty member or staff members die of illness or due to accidents

2.2.1.2 因公死亡者。因公死亡係指下列情事之一者：  
When a faculty member, staff member or labor worker dies under one of following circumstances, the death is classified as death on active duty.

2.2.1.2.1 因冒險犯難以致死亡。  
A faculty member, staff member or labor worker dies because of act of bravery.

2.2.1.2.2 因執行職務發生危險以致死亡。  
While on the job, a faculty member or staff member dies due to danger.

2.2.1.2.3. 因公差遇險或罹病以致死亡。

While on the business trip, a faculty member or staff member dies of disease or dies due to accident.

2.2.1.2.4. 在辦公場所發生意外以致死亡。

While in the office, a faculty member or staff member dies due to accident.

2.2.2 教職員工撫卹金之相關作業皆依據「學校法人及其所屬私立學校教職員退休撫卹離職資遣條例」之規定辦理。

The operations pertinent to the death benefit of each faculty member or staff member are administered according to "Act Governing the Retirement, Bereavement Compensation, Discharge with Severance Pay Benefits for the Teaching and Other Staff of School Legal Persons and their Respective Private School(s).

2.2.3 職員、職工遺族申請撫卹，應填具「撫卹事實表」，連同死亡證明書、經歷證件及全戶戶籍謄本，由本校初核後轉請財團法人中華民國私立學校教職員工退休撫卹離職資遣儲金管理委員會複核。

When the family members of a deceased staff member or labor worker apply for Death Benefit, three copies of the completed Death-Benefits Factsheet, the death certificate, all employment-history certificates and the National Household Registration booklet shall be submitted to the College for preliminary review and approval; then, the application package shall be sent to Management Committee of ROC Private School Retirement, Death Benefit, Resignation and Severance Fund for Faculty, Administrative Staff and Worker for final review and approval.

2.3 資遣：

Severance:

2.3.1 教職員工具有下列情形之一者，得由本校依相關法令檢討予以資遣：

When one of following situations occurs, the faculty member, staff member or labor worker involved in the case may be offered severance after Christ's College completes the review the condition according to related laws

2.3.1.1 因課程調整或本校減班、停辦、解散而須裁減人員者。裁減人員時，應按其到校年資之順序，予以資遣；同一順序人員，應再按其服務成績，依次資遣。

Personnel of the College must be reduced because of the adjustments of curriculum or the class reductions, close down, or dissolution of the College. The faculty members, staff members and/or labor workers shall be given severances according to seniority. When two individuals have the same seniority, the severance shall be given according to their job performance.

2.3.1.2 現職工作不適任，經教師評審委員會或職員工評議委員會審議通過，或現職無工作又無其他適當工作

可以調任者。

A faculty member or staff member shall be given severance when, according to the review results of his/her performance by Faculty Evaluation Committee or Staff Evaluation committee, he/she does not perform satisfactorily, there is no work at his/her current position or there is no other suitable position where he/she can be transferred to.

**2.3.1.3 經公立醫院證明有精神病者。**

A faculty member or staff member has been committed as a mentally unstable patient by a public hospital.

**2.3.1.4 經公立醫院證明身體衰弱不能勝任工作者。**

A faculty member or staff member is too frail to work as certified by a public hospital.

**2.3.2 教師資遣，須經本校各級教師評審委員會通過，並報學校主管機關核准。**

The severance of a faculty member must be deliberated and passed by both the Department and College Faculty Evaluation Committees and, then, submitted to governing authority for approval.

**2.3.3 職員、職工資遣，須經本校職員工評議委員會通過。**

The severance of a staff member or labor worker must be deliberated and passed by the Evaluation Committee of Staff Members and Labor Workers.

**2.3.4 資遣薪額及基數：**

Amount of Severance Pay and Base Points:

教職員工資遣給與相關作業皆依據「學校法人及其所屬私立學校教職員退休撫卹離職資遣條例」之規定辦理。

Amount of Severance Pay of each faculty member or staff member are administered according to "Act Governing the Retirement, Bereavement Compensation, Discharge with Severance Pay Benefits for the Teaching and Other Staff of School Legal Persons and their Respective Private School(s)"

**2.3.5 資遣人員於接到資遣通知後，應填具「資遣事實表」3份，並檢附全部任職證件及相關證明文件，由本校初核後轉請財團法人中華民國私立學校教職員工 退休撫卹基金管理委員會複核。必要時得由本校代填報送。**

After receiving the severance notice letter, one must submit to the College three copies of the completed "Severance Factsheets", copies of employment certificates and related documents for review. Thereafter, the College will submit the documents to Management Committee of ROC Private School Retirement and Death Benefit Fund for Faculty, Staff and Worker for review and approval. If necessary, the College shall complete and submit all forms on the behalf of the person.

### 3 控制重點：

#### Essential Elements of Control:

##### 3.1 退休(職)金是否依規定提撥(繳)。

Whether retirement pensions of faculty members, staff members and labor workers have been paid out according to regulation.

##### 3.2 退休(職)金申請是否係依規定程序辦理。

Whether the applications for retirement pay outs of faculty members, staff members and labor workers have been processed according to the regulation.

##### 3.3 符合強制退休或命令退職是否係依規定程序辦理。

Whether the forced retirements of faculty members, staff members and labor workers have been processed according to the regulation.

##### 3.4 撫卹作業是否依規定程序辦理。

Whether the death benefit operations have been processed according to the regulation.

##### 3.5 資遣作業是否依規定程序辦理。

Whether the severance operation has been administered according to the regulation.

##### 3.6 資遣教職員工，是否符合達資遣之要件。

Whether the severance of each staff member or labor worker has met the condition(s) of severance.

##### 3.7 教師資遣，是否經本校各級教師評審委員會通過，並報學校主管機關核准。

Whether the severance of each faculty member has been deliberated and passed by both Department and College Evaluation Committees and, then, submitted to the governing government authority.

##### 3.8 職員工資遣，是否經本校職員工評議委員會通過。

Whether the severance of each staff member or labor worker has been deliberated and passed by College Evaluation Committee of Staff Members and Labor Worker.

##### 3.9 資遣費計算是否正確。

Whether the amount of each severance pay has been calculated correctly.

##### 3.10 本校教職員退休、撫卹、離職及資遣是否符合「學校法人及其所屬私立學校教職員退休撫卹離職資遣條例」之規定。

Whether the retirement, death benefit, resignation or severance of each faculty member or staff member has been administered according to the regulation of "Act Governing the Retirement, Bereavement Compensation, Discharge with Severance Pay Benefits for the Teaching and Other Staff of School Legal Persons and their Respective Private School(s)."

### 4 使用表單：

#### Applicable Forms:

##### 4.1 退休事實表。

Retirement Factsheet

##### 4.2 撫卹事實表。

Death-Benefits Factsheet

4.3 資遣事實表。  
Severance-Pay Factsheet

5 依據及相關文件：  
Basis and Related Documents:

5.1 學校法人及其所屬私立學校教職員退休撫卹離職資遣條例。  
Act Governing the Retirement, Bereavement Compensation, Discharge with Severance Pay Benefits for the Teaching and Other Staff of School Legal Persons and their Respective Private School(s)

6 流程圖：

Flowchart:

- 6.1 教職員工退休作業流程參見【流程圖一】。  
Operation flowchart for retirement. Please consult “Flowchart 1”.
- 6.2 教職員工撫卹作業流程參見【流程圖二】。  
Operation flowchart for Death Benefit. Please consult “Flowchart 2”.
- 6.3 教師資遣作業流程參見【流程圖三】。  
Operation flowchart for severance pays of faculty. Please consult “Flowchart 3”.
- 6.4 職員資遣作業流程參見【流程圖四】。  
Operation flowchart for severance pays of staff. Please consult “Flowchart 4”.
- 6.5 職工資遣作業流程參見【流程圖五】。  
Operation flowchart for severance pays of custodians. Please consult “Flowchart 5”.

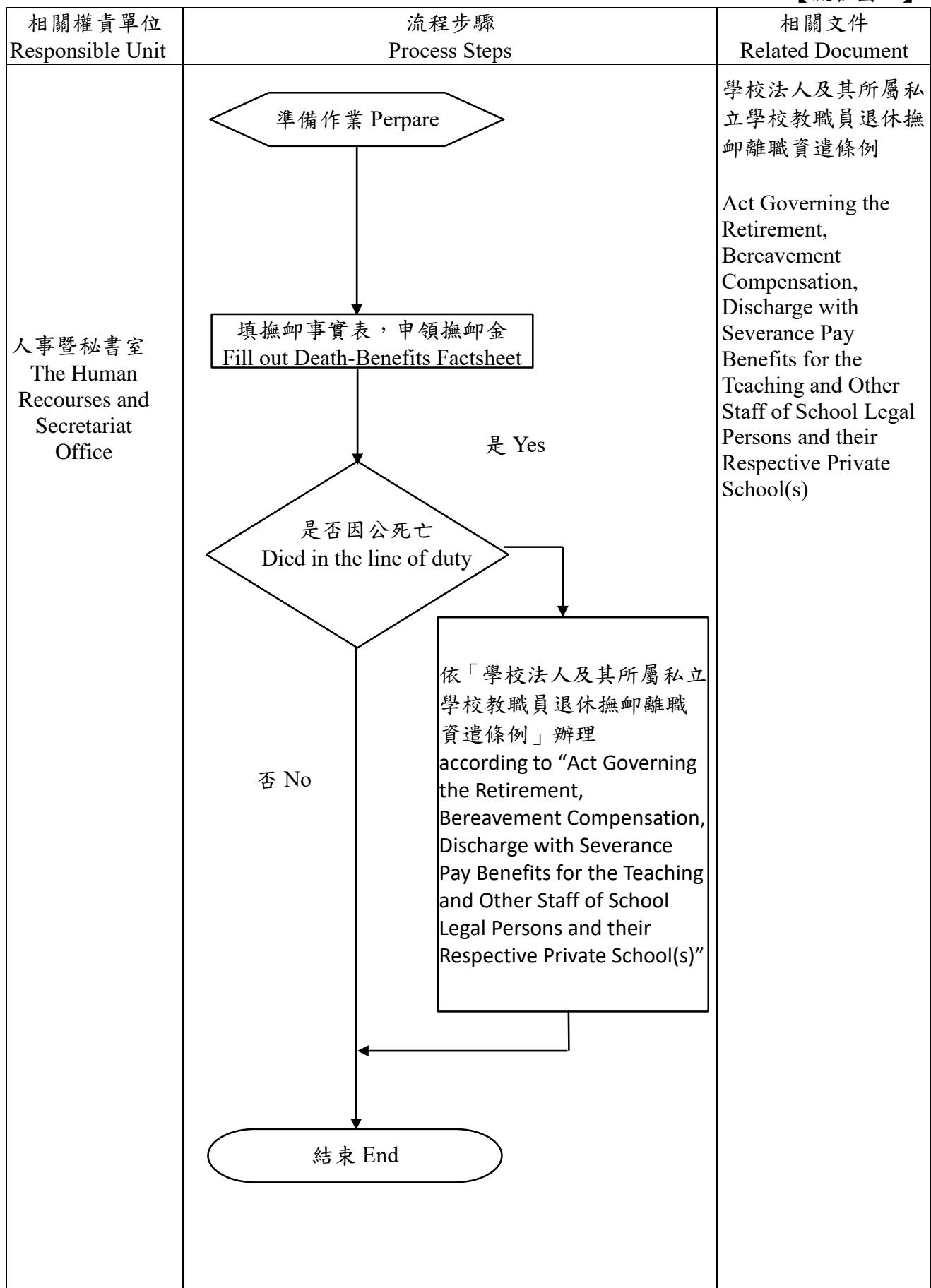
教職員工退休作業流程圖 Operation Flowchart for Retirement

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
人事暨秘書室 The Human Resources and Secretariat Office	<pre> graph TD     A{準備作業 Prepare} --&gt; B{是否符合強制退休 Meet the Requirements for Mandatory Retirement}     B -- 否 No --&gt; C{是否符合申請退休 Meet the Requirements for Applying for Retirement}     C -- 否 No --&gt; D{辦理退休手續 Process Retirement Procedures}     C -- 是 Yes --&gt; D     D --&gt; E{結束 End}   </pre> <p>The flowchart illustrates the process for handling retirement applications. It begins with a preparation phase (準備作業 Prepare). The next step is to determine if mandatory retirement requirements are met (是否符合強制退休). If 'No', it moves to determining if retirement application requirements are met (是否符合申請退休). If 'Yes' for application requirements, it proceeds to process the retirement procedures (辦理退休手續). Finally, the process concludes (結束). If 'No' for mandatory retirement, it also leads to the application requirements determination.</p>	學校法人及其所屬私 立學校教職員退休撫 卹離職資遣條例 Act Governing the Retirement, Bereavement Compensation, Discharge with Severance Pay Benefits for the Teaching and Other Staff of School Legal Persons and their Respective Private School(s)

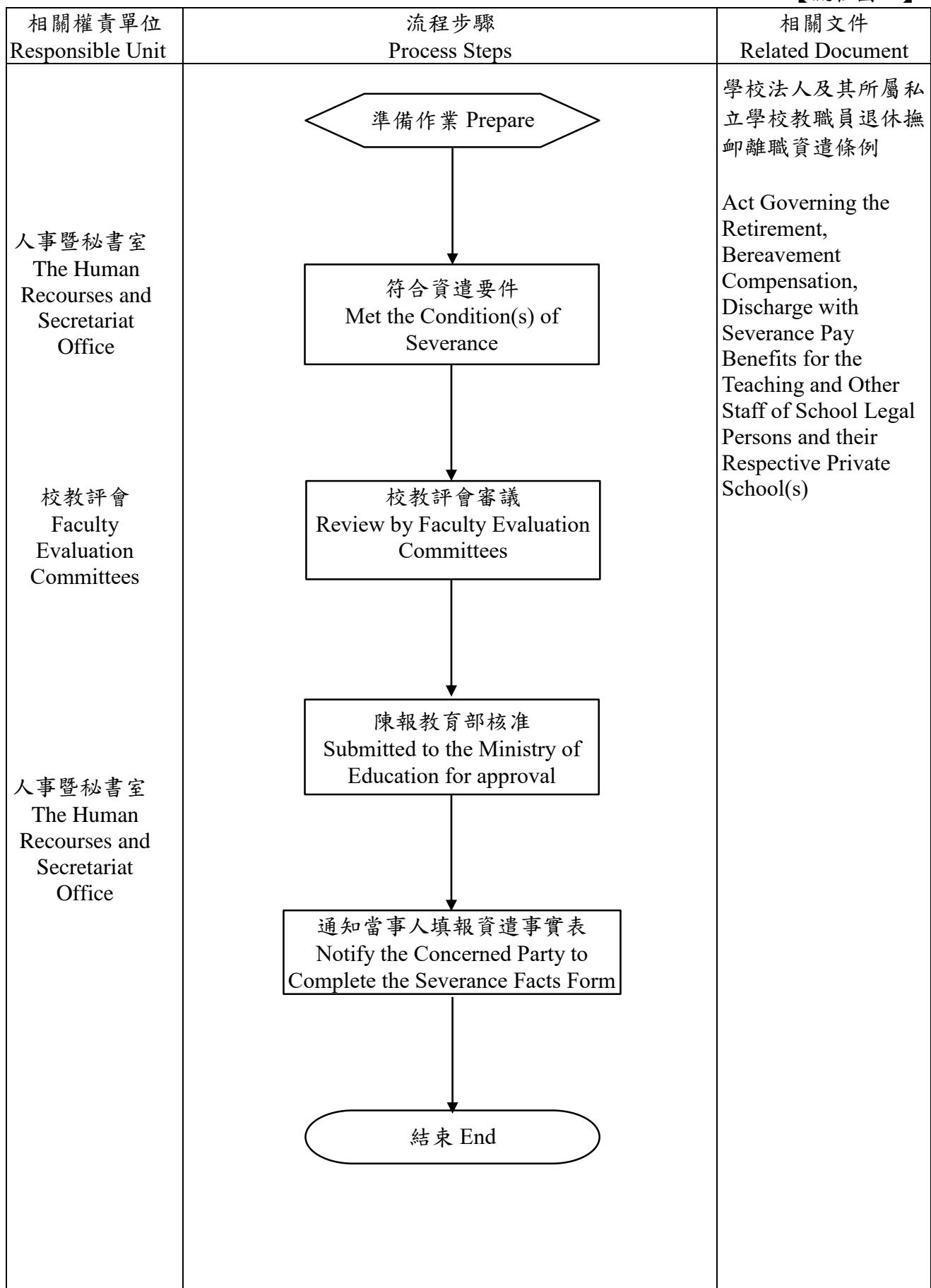
教職員工撫卹作業流程圖 Operation flowchart for Death Benefit

【流程圖二】



教師資遣作業流程圖 Operation Flowchart for Severance Pays of Faculty

【流程圖三】



職員資遣作業流程圖 Operation flowchart for Severance Pays of Staff

【流程圖四】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
人事暨秘書室 The Human Recourses and Secretariat Office	<pre> graph TD     A{準備作業 Prepare} --&gt; B[符合資遣要件 Met the Condition(s) of Severance]     B --&gt; C[職員工評議委員會審議 Review by Staff and Labor Workers Evaluation Committees]     C --&gt; D[通知當事人填報資遣事實表 Notify the Concerned Party to Complete the Severance Facts Form]     D --&gt; E{結束 End}   </pre>	學校法人及其所屬私 立學校教職員退休撫 卹離職資遣條例 Act Governing the Retirement, Bereavement Compensation, Discharge with Severance Pay Benefits for the Teaching and Other Staff of School Legal Persons and their Respective Private School(s)
職員工評議委 員會 The Evaluation Committee of Staff Members and Labor Workers		
人事暨秘書室 The Human Recourses and Secretariat Office		

職工資遣作業流程圖 Operation flowchart for severance pays of custodians

【流程圖五】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
人事暨秘書室 The Human Recourses and Secretariat Office	<pre> graph TD     A{準備作業 Prepare} --&gt; B[符合資遣要件符合資遣要件 Met the Condition(s) of Severance]     B --&gt; C[職員工評議委員會審議 Review by Staff and Labor Workers Evaluation Committees]     C --&gt; D[通知當事人發放資遣費 Notify the concerned party of the severance pay distribution]     D --&gt; E{結束 End}   </pre>	勞動基準法 Labor Standards Act
職員工評議委 員會 The Evaluation Committee of Staff Members and Labor Workers		
人事暨秘書室 The Human Recourses and Secretariat Office		

(五)出勤：

(5) Attendance:

1 適用範圍：

Applicable Scope:

本校教職員工出勤之相關作業皆適用於本章節。

The operations pertinent to attendances of the staff members and labor workers of the College shall be administered according to this Chapter section.

2 作業程序：

Operating Procedure:

2.1 出勤：

Attendance:

2.1.1 上班時間：

Daily work hours:

除假日外，每日應依照辦公時間到校上下班。

Other than weekends and holidays, one must report to work daily according to the specific work hours established by the College.

2.1.2 出勤紀錄：

Attendance Record:

2.1.2.1 教師按排定之課程表授課。

Each faculty member must lecture according to the relevant course schedule.

2.1.2.2 職員、職工出勤以刷卡或簽到方式為之。

The attendance record of each staff member or labor worker shall be based on punch-card or sign-in mechanism.

2.2 加班：

Overtime:

2.2.1 加班申請以未支領主管職務加給之編制內專任職員、職工、約聘人員及兼任行政職務之教師為限。

The requests for overtime shall be limited to non-supervising, full-time staff members, labor workers, contractors and part-time instructors with administrative responsibility.

2.2.2 本校職員、職工、約聘人員及兼任行政職務之教師於規定上班時間以外，經單位主管指派延長工作視為加班，得申報加班費或加班抵休假。

Each of the staff members, labor workers, contractors and part-time instructors with administrative responsibility shall be able to apply for overtime or make-up leave when his/her supervisor decides to extend his/her work hour as overtime.

2.2.3 各單位遇有必要加班時，除緊急事故得於事後三日內提出申請外，應於事前提出申請，並填具「加班申請單」，由單位一級主管初核，送交人事暨秘書室彙辦後，轉陳校長核准，凡未符合申請程序一律不予核准。

With the exception of emergent overtime incidents that must be reported and requested for within three days from the incidents, each overtime case must be requested, in advance, by each department or unit and submit "Overtime Request Form" for the

initial review and approval of its first-tier supervisor accordingly. Then it shall be submitted to Human Resources and Secretariat Office for compilation with others; and all cases shall be submitted to the President for approval; and, those requests that have not been processed according to the procedure shall not be approved.

2.2.4 加班費支給標準，依本校職員工加班規定計算。  
The amounts of overtime payments shall be calculated according to the rules of overtime procedure for staff members and labor workers.

2.2.5 當月已申請加班費之單位應於每月月底前彙總當月加班費之總金額，並填具「加班費申請彙總表」，送交人事暨秘書室統計列冊，人事單位於次月五日前送會計單位憑撥支付。  
Each department or unit shall compile the sum of all approved overtime requests and forward it with the completed “Summary Table of All Requested Overtime Payments” to Human Resources and Secretariat Office to be analyzed statistically and tabulated. By the fifth day of the succeeding month, the information shall be forwarded by HRSO to Finance Office for remuneration.

2.2.6 加班補休需於加班月後三個月內休畢，未補休者以自動放棄論。  
The make-up leave for the respective overtime must be taken within three (3) months from the end of the overtime period; and, all untaken make-up leave days shall be deemed surrendered.

2.2.7 各單位對加班之申請，應嚴加審核。如有虛報、浮報加班情事，將依相關辦法議處。  
The overtime requests of each department or unit must be reviewed closely. All falsified or exaggerated overtime incidences must be processed and reprimanded according to relevant regulations.

### 3 控制重點：

Essential Elements of Control:

3.1 教職員工是否依循規定出勤上下班。  
Whether each staff member or labor worker has been reporting to work according the rules established by the College.

3.2 加班是否依規定程序申請，並經權責主管核准。  
Whether each overtime request has been applied and processed according to the procedure and approved by the authorized supervisor.

3.3 加班費申請彙總表是否依據加班申請單彙總。  
Whether “Summary Table of All Requested Overtime Payments” has been compiled and added up according to each individual approved Overtime Request Form.

3.4 各單位對加班申請，是否有虛報、浮報加班情事，並依相關程序議處。  
Whether any of overtime requests has been falsified, exaggerated; and whether such incidences have been processed and reprimanded according to relevant procedure.

3.5 免稅加班費及應稅加班費計算是否正確。  
Whether tax-free overtime payments and taxable overtime payments have been calculated accurately.

4 使用表單：

Applicable Forms:

4.1 加班申請單。

Overtime Request Form

4.2 加班費申請彙總表。

Summary Table of All Requested Overtime Payments

5 依據及相關文件：

Basis and Related Documents:

5.1 臺北基督學院教職員工出勤管理辦法。

Management Procedure of Attendances of Staff Members and Labor Workers at Christ's College Taipei

5.2 臺北基督學院職員工加班申請辦法。

Overtime Request Procedure for Staff Members and Labor Workers at Christ's College Taipei

6 流程圖：

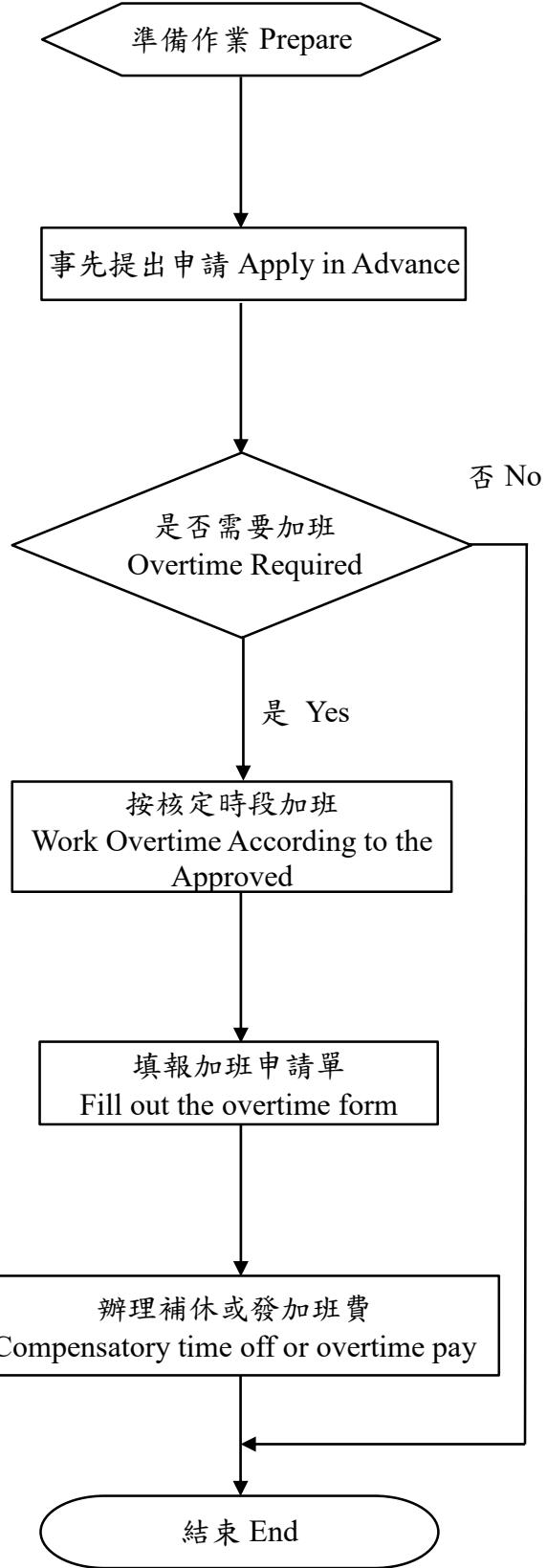
Flowchart:

6.1 加班作業流程參見【流程圖一】。

Attendance Operation Flowchart. Please consult “Flowchart 1”.

加班作業流程圖 Attendance Operation Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
申請加班人員 Employees Requesting Overtime	 <pre> graph TD     A{準備作業 Prepare} --&gt; B[事先提出申請 Apply in Advance]     B --&gt; C{是否需要加班 Overtime Required}     C -- 否 No --&gt; D([結束 End])     C -- 是 Yes --&gt; E[按核定時段加班 Work Overtime According to the Approved]     E --&gt; F[填報加班申請單 Fill out the overtime form]     F --&gt; G[辦理補休或發加班費 Compensatory time off or overtime pay]     G --&gt; D   </pre>	加班申請單 Overtime Request Form
申請單位主管 Supervisor of the Applying Unit		
申請加班人員 Employees Requesting Overtime		加班彙總表 Summary Table of All Requested Overtime Payments
人事暨秘書室 The Human Recourses and Secretariat Office		

(六)差假：

(6) Business Leave, Personal Leaves and Sick Leave

1 適用範圍：

Applicable Scope:

本校教職員工差假之相關作業皆適用於本章節。

All operations related to business leave, personal leaves and holidays for faculty members, staff members and labor workers of the College shall be administered according to this Chapter section.

2 作業程序：

Operating Procedure:

2.1 請假：

Leave Request:

2.1.1 教師請假：

Leaves – Faculty:

2.1.1.1 事假與家庭照顧假：

Personal Leave and Family-care Leave:

因事得請事假，每學年准給七日。其家庭成員預防接種、發生嚴重之疾病或其他重大事故須親自照顧時，得請家庭照顧假，每學年准給七日，其請假日數併入事假計算。事假及家庭照顧假合計超過七日者，應按日扣除薪給，其所遺課務代理費用應由學校支付。所定准給事假日數，任職未滿一學年者，依在職月數比例計算，比例計算後未滿半日者以半日計；超過半日未滿一日者，以一日計。(參照「教師請假規則」第3條第1項第1款及第2項)

Due to his/her personal reasons, each faculty member is allowed to take seven (7) personal days off per academic year. Each faculty member can take family-care leave up to a total seven (7) days per year when his/her family member(s) require(s) care by him/her due to vaccination, serious illness or family crisis. When the combined sum of personal leave and family-care leave exceeds seven (7) days in an academic year, the excessive days shall be classified as "leave without pay" and the remuneration to the substitute instructor(s) shall be paid by the College. For any faculty member who has been appointed for less than an academic year, the allowed days of personal leave shall be prorated, i.e., calculated on the basis of the length of his/her appointment. Any remaining half day shall be counted as a whole day; and any remaining service of less than half day shall be counted as half day. (Consult Item 2 of Paragraph 1 of Article 1 of "Procedure of Faculty Leaves".)

2.1.1.2 病假：

Sick Leave:

因疾病必須治療或休養者，得請病假，每學年准給

二十八日。其超過規定日數者，以事假抵銷。女性教師因生理日致工作有困難者，每月得請生理假一日，其請假日數併入病假計算。患重病經醫療機構或專科醫師診斷非短時間所能治癒者，經學校核准得延長之。其延長期間自第一次請延長病假之首日起算，二學年內合併計算不得超過一年。但銷假上班一年以上者，其延長病假得重行起算。(參照「教師請假規則」第3條第1項第2款)

When a faculty member needs to undergo therapy or recuperation, he/she shall be able to apply for sick leave up to twenty-eight (28) days per academic year.

When one's sick leave exceeds twenty-eight (28) days in an academic year, he/she shall start taking personal-leave days. Any female faculty member, who is hindered from working due to menstruation, she shall be able to take a menstruation-leave day each month. All menstruation-leave days shall be counted as sick-leave days. Should a serious illness of a faculty member is diagnosed by a hospital or specialist physician to require long-term therapy, his or her case shall be submitted to the College for the approval of an extensive sick leave. The total duration of the extensive sick leave starts from the first day of the first application for an extensive sick leave and shall not exceed one year within a period of two academic years. When one has returned to teaching continuously for a year or longer and if he/she needs to take extensive sick leave, the total duration of the extensive sick leave shall be re-started. (Consult the Item 2 of Paragraph 1 of Article 3 of "Procedure of Faculty Leaves".)

#### 2.1.1.3 婚假：

Marriage Leave.

因結婚者，給婚假十四日。除因特殊事由，經學校核准延後給假或於結婚前五日內提前給假者外，應自結婚之日起一個月內請畢。(參照「教師請假規則」第3條第1項第3款)

When a faculty member gets married, he/she shall be able to take the Marriage Leave of fourteen (14) days. With the exception of special circumstances that prompt the College to allow him/her to postpone the Marriage Leave or to start Marriage Leave five (5) days before his/her wedding day, the faculty member must take the full Marriage Leave within a month from his/her wedding day. (Consult the Item 3 of Paragraph 1 of Article 3 of "Procedure of Faculty Leaves".)

#### 2.1.1.4 產前假、娩假與流產假：

Prenatal-care Leave, Maternity Leave and Miscarriage Leave:

因懷孕者，於分娩前，給產前假八日，得分次申請，不得保留至分娩後；於分娩後，給娩假四十二日；

懷孕滿五個月以上流產者，給流產假四十二日；懷孕三個月以上未滿五個月流產者，給流產假二十一日；懷孕未滿三個月流產者，給流產假十四日。娩假及流產假應一次請畢，且不得扣除寒暑假之日數。分娩前已請畢產前假者，必要時得於分娩前先申請部分娩假，並以二十一日為限。流產者，其流產假應扣除先請之娩假日數。(參照「教師請假規則」第3條第1項第4款)

Because of pregnancy, the female faculty member is eligible for eight (8) Prenatal-care Leave days prior to giving birth. The Prenatal-care Leave, which can be taken in separate segments, must be applied for and used before giving birth. Maternity Leave consists of forty two (42) days and starts on birth day of the child/children. Should a miscarriage occur to a faculty member after five (5) months of pregnancy, she is eligible for forty-two (42) Miscarriage-Leave days. After three (3) months of pregnancy, she is eligible for twenty-one (21) maternity-leave days, and less than three (3) months of pregnancy, she is eligible for fourteen (14) maternity-leave days. Maternity Leave and Miscarriage Leave must be taken once to completion; the summer- or winter-break days cannot be deducted from it. When one uses up the Prenatal-care Leave and needs additional days off prior to child birth, one can apply for approval to use part of Maternity Leave up to twenty-one (21) days. In the event of a miscarriage, the Miscarriage Leave shall be deducted by the number of Prenatal-care Leave days, which have been taken. (Consult the Item 4 of Paragraph 1 of Article 3 of "Procedure of Faculty Leaves".)

#### 2.1.1.5 陪產假：

Paternity Leave

因配偶分娩者，給陪產假三日，得分次申請。但應於配偶分娩日前後三日內請畢，例假日順延之。(參照「教師請假規則」第3條第1項第5款)

The male faculty member, whose wife gives a birth(s), is eligible for three (3) paternity-leave days that can be taken separately; however, he must take all three (3) paternity-leave days within a period starting from three (3) days before the child birth and ending three days after the child birth. When national holidays occur during the Paternity Leave, such paternity-leave days could be extended accordingly. (Consult Item 5 of Paragraph 1 of Article 3 of "Procedure of Faculty Leaves".)

#### 2.1.1.6 哀假：

Mourning (Funeral) Leave:

因父母、配偶死亡者，給喪假十五日；繼父母、配偶之父母、子女死亡者，給喪假十日；曾祖父母、祖父母、配偶之祖父母、配偶之繼父母、兄弟姐妹死亡者，給喪假五日。除繼父母、配偶之繼父母，以教師或其配偶於成年前受該繼父母扶養或於該繼父母死亡前仍與共居者為限外，其餘喪假應以原因發生時所存在之天然血親或擬制血親為限。喪假得分次申請。但應於死亡之日起百日內請畢。(參照「教師請假規則」第3條第1項第6款)

For the death of one's mother, father or spouse, the faculty member is eligible for fifteen (15) Mourning-Leave days. For the death of one's step-mother or father, spouse's mother or father, or a child, the faculty member is eligible for ten (10) Mourning-Leave days. For the death of a great grand-mother or father, a grand-mother or father, spouse's grand-mother or father, spouse's step-mother or father, a sibling, the faculty member is eligible for five (5) Mourning-Leave days. With the exceptions of one's step parents, spouse's step parents, one's step parents prior to adulthood, spouse's step parents prior to adulthood, the faculty member's eligible for mourning leave days is limited to the deaths of all blood-related or marriage-related relatives. Each mourning leave could be taken separately; however, the total Mourning-Leave days must be exhausted within one hundred (100) days from the death of his/her relative. (Consult Item 6 of Paragraph 1 of Article 3 of "Procedure of Faculty Leaves".)

#### 2.1.1.7 捐贈假：

Organ or Bone Marrow Donation Leave

因捐贈骨髓或器官者，視實際需要給假。(參照「教師請假規則」第3條第1項第7款)

Should a faculty member donate bone marrow or an organ, one shall be eligible for organ or bone marrow donation leave. (Consult Item 7 of Paragraph 1 of Article 3 of "Procedure of Faculty Leaves".)

#### 2.1.1.8 公假：

Statutory Official Leave:

教師有教師請假規則第4條各款情事之一者，給予公假。其期間由本校視實際需要定之。(參照「教師請假規則」第4條)

A faculty member, who meets one of the rules of Article 4, is eligible for an official leave. (Consult Article 4 of "Procedure of Faculty Leaves".)

#### 2.1.1.9 女性受僱者因生理日致工作有困難者，每月得請生理假一日，其請假日數併入病假計算。(參照「性別工作平等法」第14條第1項)

Any female faculty member, who is hindered from working due to menstruation, shall be able to take a

menstruation-leave day each month. All menstruation-leave days shall be counted toward the total of her sick-leave days. (Consult Paragraph 1 of Article 14 of "Gender Equality Employment Law".)

2.1.1.10 事假、病假、產前假得以時計。婚假、陪產假、喪假，每次請假應至少半日。(參照「教師請假規則」第3條第3項)

The above designated Personal Leave, Sick Leave and Prenatal-care Leave can be taken by the hour; however, the Marriage Leave, Parental Leave, and Mourning Leave must be taken at least half a day at a time.

(Consult Paragraph 3 of Article 3 of "Procedure of Faculty Leaves".)

2.1.1.11 教師任職滿六個月後，於每一子女滿三歲前，得申請育嬰留職停薪，期間至該子女滿三歲止，但不得逾二年。同時撫育子女二人以上者，其育嬰留職停薪期間應合併計算，最長以最幼子女受撫育二年為限。(參照「性別工作平等法」第16條第1項)

When a faculty member has been appointed and employed for six months or longer and if he/she has a child under the age of three year, he/she is eligible for nursing leave without pay. The duration of nursing leave without pay shall not exceed two (2) years.

When one simultaneously raises more than one child under the age of three under this leave, the nursing leave without pay shall be combined; however, the maximal duration of nursing leave without pay shall be limited to two years of nursing time for the youngest child. (Consult Paragraph 1 of Article 16 of "Gender Equality Employment Law".)

2.1.1.12 教師請病假已滿2.1.1.2.延長之期限或請公假已滿之期限，仍不能銷假者，應予留職停薪或依法辦理退休或資遣。(參照「教師請假規則」第5條第1項)

Should the total of sick-leave days of a faculty member exceed the limit of extensive sick leave specified in 2.1.1.2 and remain unable to teach, he/she can apply for leave of absence without pay, retirement or severance according to the regulation. (Consult Paragraph 1 of Article 5 of "Procedure of Faculty Leaves".)

2.1.1.13 教師自留職停薪之日起已逾一年仍未痊癒，應依法辦理退休或資遣。但留職停薪係因執行職務且情況特殊者，得由本校審酌延長之；其延長以一年為限。(參照「教師請假規則」第5條第2項)

When a faculty member remains unable to teach after a year of leave of absence without pay, either retirement or severance should be applied to him/her according to regulation. Should the reason causing the faculty member's sick leave be related to the execution of his/her job duty under special circumstances, another 1-year extension may be given by the College.

(Consult Paragraph 2 of Article 5 of “Procedure of Faculty Leaves“.)

教師經學校依2.1.1.2.核准延長病假或依2.1.1.12.及2.1.1.13. 同意留職停薪期間聘期屆滿者，學校應予繼續聘任。(參照「教師 請假規則」第6條第1項)

Should the appointment contract of the faculty member, who has gained approval for extensive sick leave without pay under 2.1.1.2 or 2.1.1.12 and 2.1.1.13, expire during the period of extensive sick leave, the College shall renew the contract. (Consult Paragraph 1 of Article 6 of “Procedure of Faculty Leaves“.)

2.1.1.14 依規定留職停薪人員，於留職停薪期間病癒者，得檢具醫療機構或專科醫師證明書，向原服務學校申請復職。(參照「教師請假規則」第6條第2項)

A faculty member, who has been on sick leave without pay according to the regulation and recovers during the period of approved sick leave, shall be able to apply for work resumption at the College with the submission of health certificate/ documents issued by hospital(s) and/or medical specialist(s). (Consult Paragraph 2 of Article 6 of “Procedure of Faculty Leaves“.)

2.1.1.15 教師請延長病假跨越二學年度者，其假期之計算應扣除各學年度得請事、病假之日數；其兼任行政職務者，並應扣除休假之日數。(參照「教師請假規則」第7條第1項)

When a faculty member has been approved to take extensive sick leave involving two consecutive academic years, his/her personal-leave and sick-leave days from each of two academic years shall be used for the calculation of the total days of sick leave; In addition, if he/she has part-time administrative job responsibility, his/her holidays shall be subtracted from the total days of leave. (Consult Paragraph 1 of Article 7 of “Procedure of Faculty Leaves“.)

2.1.1.16 前項教師於延長病假期間銷假上班(應取得醫療機構或專科醫師出具之康復證明)，開學後再請延長病假時，其延長病假視為未中斷，且不得扣除寒暑假之日數。但開學後即銷假且實際上課已達一學期以上者，寒暑假之日數得予扣除。(參照「教師請假規則」第7條第2項)

When the faculty member in the preceding paragraph returns to his/her teaching job after submitting health certificate/ documents issued by hospital(s) and/or medical specialist(s) and applies for extensive sick leave in the succeeding academic semester, his/her extensive sick leave shall be deemed as non-stop from the initial date of the first application for extensive sick leave; and, the summer and/or the winter breaks cannot be subtracted from the total days of sick leave.

However, when the faculty member returns to his/her

teaching job after submitting health certificate/documents issued by hospital(s) and/or medical specialist(s) and apply for extensive sick leave after serving an academic semester or longer, the summer and/or the winter breaks shall be subtracted from the total days of sick leave.

(Consult Paragraph 2 of Article 7 of “Procedure of Faculty Leaves“.)

2.1.1.17 初任教師於學年度開始一個月以後到職，並奉派兼任行政職務者，於次學年續兼時，得按到職當學年在職月數比例核給休假。第三學年以後續兼者，依前項規定給假。(參照「教師請假規則」第8條第2項)  
A new faculty member, who starts a month after the beginning of an academic year and is also appointed as a part-time administrator, shall be eligible for vacation days on the prorated basis when he/she is re-appointed as a part-time administrator in the succeeding academic year. After three academic years, if he/she is re-appointed as a part-time administrator, he/she shall be eligible for vacation days according to the rule of preceding paragraph.

(Consult Paragraph 2 of Article 8 of “Procedure of Faculty Leaves“.)

2.1.1.18 除初任教師外，於學年度中兼任行政職務未滿一學年者，當年之服務假日數依第一項規定按實際兼任行政職務月數比例核給，比例計算後未滿半日者以半日計；超過半日未滿一日者，以一日計。(參照「教師請假規則」第8條第3項)  
With the exception of newly appointed faculty members, a faculty member, who has been appointed as a part-time administrator for less than an academic year, shall be eligible for vacation days on the prorated basis. Any remaining half day shall be counted as a whole day; and any remaining service of less than half day shall be counted as half day.

(Consult Paragraph 3 of Article 8 of “Procedure of Faculty Leaves“.)

2.1.1.19 教師因介聘轉任或因退休、資遣、辭聘再任其他學校教師年資銜接者，其兼任行政職務時之服務假年資得前後併計。(參照「教師請假規則」第9條第1項)  
When a faculty member is appointed by the College and has the continuous teaching experience with previous school(s) from which he/she has separated due to retirement, severance or resignation and if she is also appointed as a part-time administrator, he/she shall be eligible for vacation days based on the combined years of experience at previous schools and the College.  
(Consult Paragraph 1 of Article 9 of “Procedure of Faculty Leaves“.)

2.1.1.20 因辭聘、退休、資遣、留職停薪、不續聘、停聘、解聘、撤職、休職或受免職懲處，再任或復聘年資未銜接者，依2.1.1.18.規定核給服務假。但育嬰留職停薪教師復職後於學年度中兼任行政職務者，依2.1.1.19.規定給假。(參照「教師請假規則」第9條第2項)

When the time of a faculty member's resignation, retirement, severance, leave of absence without pay, non-renewal, suspension, dismissal, job elimination, or forced resignation to the time of his/her re-appointment or re-employment is discontinuous, his/her teaching experience is deemed non-continuous; Therefore, his/her vacation days shall be administered according to the rule of 2.1.1.18. However, if a female faculty member reports back to teach from nursing leave without pay and she is also appointed as a part-time administrator, her vacation days shall be administered according to the rule of 2.1.1.19.

(Consult Paragraph 2 of Article 9 of "Procedure of Faculty Leaves".)

2.1.1.21 退伍前後任教職者，其軍職年資之併計，依2.1.1.20.及2.1.1.21.規定。(參照「教師請假規則」第9條第3項)

When a faculty member is appointed before or after his/her retirement from active military service, the years of military service and year of teaching experiences shall be combined for the calculation of vacation days according to rules of 2.1.1.20 and 2.1.1.21. (Consult Paragraph 3 of Article 9 of "Procedure of Faculty Leaves".)

2.1.1.22 教師符合2.1.1.18.及2.1.1.19.休假規定者，每學年至少應休畢規定之日數；未達應休畢規定之日數資格者，應全部休畢。休假並得酌予發給休假補助。每次休假，應至少半日。(參照「教師請假規則」第11條第1項)

When a faculty member meets the vacation rules of 2.1.1.18 and 2.1.1.19, he/she must take the minimal amount of vacation days in each academic year as required by the College. For a faculty member, who has less than the minimal-amount threshold, he/she must take all of his/her vacation days within the academic year. When a faculty member is on vacation days, he/she is given vacation subsidy.

(Consult Paragraph 1 of Article 11 of "Procedure of Faculty Leaves".)

2.1.1.23 應休假日數以外之休假，確因公務或業務需要經學校核准無法休假時，酌予獎勵，不予保留。(參照「教師請假規則」第11條第2項)

Other than vacation days, if a faculty member is approved to abandon the weekend days or official

holidays because of official business or the necessity of College operations, he/she shall be commended accordingly and there will not be make-up days.  
(Consult Paragraph 2 of Article 11 of "Procedure of Faculty Leaves".)

2.1.1.24 教師請假、公假或休假，應填具假單，經學校核准後，始得離開。但有急病或緊急事故，得由其同事或親友代辦或補辦請假手續。(參照「教師請假規則」第13條第1項)

When a faculty member plans to take personal leave, official leave or vacation days, he/she must submit the completed Leave Request Form to the College for approval; and, then, he/she shall start taking the leave. For acute disease or crisis, his/her colleague(s) or relatives shall be the proxy for applying the leave or a make-up application shall be submitted by him/her afterwards.

(Consult Paragraph 1 of Article 13 of "Procedure of Faculty Leaves".)

2.1.1.25 請娩假、流產假、陪產假、二日以上之病假及骨髓捐贈或器官捐贈假，應檢具醫療機構或專科醫師證明書。但於分娩前先請之娩假，不在此限。(參照「教師請假規則」第13條第2項)

To apply for a Maternity Leave, Miscarriage Leave, Paternity Leave, sick leave of two (2) days or longer or organ/bone marrow donation leave, the request form must be attached with supporting certificate or document issued by hospital or medical specialist. However, the application for Maternity Leave before the child birth is excluded hereby. (Consult Paragraph 2 of Article 13 of "Procedure of Faculty Leaves".)

2.1.1.26 教師請假、公假或休假，其課務應委託適當人員代理。教師無法覓得合適代理人時，學校應協調派員代理。兼任行政職務之教師休假期間，其行政職務應由本校預為排定現職人員代理順序。(參照「教師請假規則」第14條第1項)

When a faculty member applies for leaves, official leave or vacation, he/she shall delegate an appropriate individual to take over the teaching responsibility during the leave. When the faculty member cannot find an appropriate substitute teacher, the College shall coordinate the efforts in assigning an appropriate substitute teacher. When the faculty member also has part-time administration responsibility, the College shall delegate an individual next in line of the administrative function.

(Consult Paragraph 1 of Article 14 of "Procedure of Faculty Leaves".)

2.1.1.27 未辦請(補)假、公假或休假手續而擅離職守或假期已滿仍未銷假，或請假有虛偽情事者，均以曠職論；

無故缺課者，以曠課論。曠職或曠課者，應扣除其曠職或曠課日數之薪給。(參照「教師請假規則」第15條第1項)

When a faculty member does not show up to work, i.e., no pre-approval for leaves, official leave or vacation, does not return to work after the expiration of the vacation, or falsely applies for leave(s), “absenteeism from duty without leave” shall be recorded in his/her personnel file. When a faculty member does not show up to teach in the classroom, “absenteeism from class without leave” shall be recorded in his/her personnel file. When a faculty member commits “absenteeism from duty without leave” or “absenteeism from class without leave”, his/her salary shall be reduced according to the number of days of absence.

(Consult Paragraph 1 of Article 15 of “Procedure of Faculty Leaves”.)

**2.1.1.28** 本校假期之核給，扣除例假日。但因病延長假期者，例假日均不予以扣除。按時請假者，以規定之出勤時間為準。(參照「教師請假規則」第16條)

National holidays or weekend days are not counted toward vacation days of a faculty member. When the vacation days of a faculty member are extended due to illness, official holidays and/or weekend days are not subtracted. When a faculty member is taking hourly leave, it shall be calculated according to the difference between attendance hours and regular daily work hours in the respective day.

(Consult Article 16 of “Procedure of Faculty Leaves”.)

## 2.1.2 職員請假：(校安人員不適用)

Procedure of Staff Leaves (Campus Security not applicable)

**2.1.2.1** 事假與家庭照顧假：

Personal Leave and Family-care Leave:

因事得請事假，每學年准給七日。其家庭成員預防接種、發生嚴重之疾病或其他重大事故須親自照顧時，得請家庭照顧假，每學年准給七日，其請假日數併入事假計算。事假及家庭照顧假合計超過七日者，應按日扣除薪給。任職未滿一學年者，依在職月數比例計算，比例計算後未滿半日者以半日計；超過半日未滿一日者，以一日計。

Due to his/her personal reasons, each staff member is allowed to take seven (7) personal days off per academic year. Each staff member can take family-care leave up to a total seven (7) days per year when his/her family member(s) require(s) care by him/her due to vaccination, serious illness or family crisis. When the combined sum of personal leave and family-care leave exceeds seven (7) days in an academic year, the excessive days shall be classified as

“leave without pay” and the remuneration to the substitute instructor(s) shall be paid by the College. For any staff member who has been appointed for less than an academic year, the allowed days of personal leave shall be prorated, i.e., calculated on the basis of the length of his/her appointment. Any remaining half day shall be counted as a whole day; and any remaining service of less than half day shall be counted as half day.

#### 2.1.2.2 病假：

##### Sick Leave:

因疾病必須治療或休養者，得請病假，每學年准給二十八日。其超過規定日數者，以事假抵銷。女性教師因生理日致工作有困難者，每月得請生理假一日，其請假日數併入病假計算。患重病經醫療機構或專科醫師診斷非短時間所能治癒者，經學校核准得延長之。其延長期間自第一次請延長病假之日起算，二學年內合併計算不得超過一年。但銷假上班一年以上者，其延長病假得重行起算。

When a staff member needs to undergo therapy or recuperation, he/she shall be able to apply for sick leave up to twenty-eight (28) days per academic year.

When one's sick leave exceeds twenty-eight (28) days in an academic year, he/she shall start taking personal-leave days. Any female staff member, who is hindered from working due to menstruation, she shall be able to take a menstruation-leave day each month. All menstruation-leave days shall be counted as sick-leave days. Should a serious illness of a staff member is diagnosed by a hospital or specialist physician to require long-term therapy, his or her case shall be submitted to the College for the approval of an extensive sick leave. The total duration of the extensive sick leave starts from the first day of the first application for an extensive sick leave and shall not exceed one year within a period of two academic years. When one has returned to teaching continuously for a year or longer and if he/she needs to take extensive sick leave, the total duration of the extensive sick leave shall be re-started.

#### 2.1.2.3 婚假：

##### Marriage Leave.

因結婚者，給婚假十四日。除因特殊事由，經學校核准延後給假或於結婚前五日內提前給假者外，應自結婚之日起一個月內請畢。

When a faulty member gets married, he/she shall be able to take the Marriage Leave of fourteen (14) days. With the exception of special circumstances that prompt the College to allow him/her to postpone the Marriage Leave or to start Marriage Leave five (5) days

before his/her wedding day, the staff member must take the full Marriage Leave within a month from his/her wedding day.

#### 2.1.2.4

產前假、娩假與流產假：

Prenatal-care Leave, Maternity Leave and Miscarriage Leave:

因懷孕者，於分娩前，給產前假八日，得分次申請，不得保留至分娩後；於分娩後，給娩假四十二日；懷孕滿五個月以上流產者，給流產假四十二日；懷孕三個月以上未滿五個月流產者，給流產假二十一日；懷孕未滿三個月流產者，給流產假十四日。娩假及流產假應一次請畢，且不得扣除寒暑假之日數。分娩前已請畢產前假者，必要時得於分娩前先申請部分娩假，並以二十一日為限。流產者，其流產假應扣除先請之娩假日數。

Because of pregnancy, the female staff member is eligible for eight (8) Prenatal-care Leave days prior to giving births. The Prenatal-care Leave, which can be taken in separate segments, must be applied for and used before giving birth. Maternity Leave consists of forty two (42) days and starts on birth day of the child/children. Should a miscarriage occur to a staff member after five (5) months of pregnancy, she is eligible for forty-two (42) Miscarriage-Leave days.

After three (3) months of pregnancy, she is eligible for twenty-one (21) maternity-leave days, and less than three (3) months of pregnancy, she is eligible for fourteen (14) maternity-leave days. Maternity Leave and Miscarriage Leave must be taken once to completion; the summer- or winter-break days cannot be deducted from it. When one uses up the Prenatal-care Leave and needs additional days off prior to child birth, one can apply for approval to use part of Maternity Leave up to twenty-one (21) days. In the event of a miscarriage, the Miscarriage Leave shall be deducted by the number of Prenatal-care Leave days, which have been taken.

#### 2.1.2.5

陪產假：

Paternity Leave

因配偶分娩者，給陪產假三日，得分次申請。但應於配偶分娩日前後三日內請畢，例假日順延之。

The male staff member, whose wife gives a birth(s), is eligible for three (3) paternity-leave days that can be taken separately; however, he must take all three (3) paternity-leave days within a period starting from three (3) days before the child birth and ending three days after the child birth. When national holidays occur during the Paternity Leave, such paternity-leave days could be extended accordingly.

#### 2.1.2.6 喪假：

Mourning (Funeral) Leave:

因父母、配偶死亡者，給喪假十五日；繼父母、配偶之父母、子女死亡者，給喪假十日；曾祖父母、祖父母、配偶之祖父母、配偶之繼父母、兄弟姐妹死亡者，給喪假五日。除繼父母、配偶之繼父母，以職員或其配偶於成年前受該繼父母扶養或於該繼父母死亡前仍與共居者為限外，其餘喪假應以原因發生時所存在之天然血親或擬制血親為限。喪假得分次申請。但應於死亡之日起百日內請畢。

For the death of one's mother, father or spouse, the staff member is eligible for fifteen (15)

Mourning-Leave days. For the death of one's step-mother or father, spouse's mother or father, or a child, the staff member is eligible for ten (10)

Mourning-Leave days. For the death of a great grand-mother or father, a grand-mother or father, spouse's grand-mother or father, spouse's step-mother or father, a sibling, the staff member is eligible for five (5) Mourning-Leave days. With the exceptions of one's step parents, spouse's step parents, one's step parents prior to adulthood, spouse's step parents prior to adulthood, the staff member's eligible for mourning leave days is limited to the deaths of all blood-related or marriage-related relatives. Each mourning leave could be taken separately; however, the total Mourning-Leave days must be exhausted within one hundred (100) days from the death of his/her relative.

#### 2.1.2.7 捐贈假：

Organ or Bone Marrow Donation Leave

因捐贈骨髓或器官者，視實際需要給假。

Should a staff member donate bone marrow or an organ, one shall be eligible for organ or bone marrow donation leave.

#### 2.1.2.8 公假：

Statutory Official Leave:

有下列各項情事之一者，給予公假：

An individual who meets one of the following conditions is eligible for an official leave.

##### 2.1.2.8.1 參加政府召集之集會。

Attendance to government mandatory assemblies.

##### 2.1.2.8.2 依法受各種兵役召集。

Attendance to military reservists' assemblies according to the military-service law.

##### 2.1.2.8.3 參加政府舉辦之選舉投票。

Attendance to government-sponsored elections on election days.

2.1.2.8.4 奉派訓練進修或講習，其期限在一年以內者。  
Official deployment to a training, advancement study or workshop for a period of less than a year.

2.1.2.8.5 奉派參加各項會議、考察及活動。  
Official deployment to attend various, conferences, meetings, visits and activities.

2.1.2.8.6 應國內外機關團體邀請，參加與其職務有關之各項會議或活動，經核准者。  
Attendance to teaching-related meetings, conferences or activities due to invitations by domestic or foreign government agencies and organizations.

2.1.2.8.7 參加政府舉辦與職務有關之考試，經學校同意。  
Upon the approval of the College, attendance to government sponsored job-related exams.

2.1.2.8.8 參加本校舉辦之活動，經學校同意。  
Upon the approval of the College, attendance to the College sponsored activities.

2.1.2.8.9 基於法定義務出席作證、答辯，經學校同意。  
Upon the approval of the College, attendance to a court case to testify under legal obligation.

2.1.2.8.10 因法定傳染病經各級衛生主管機關認定應強制隔離。但因可歸責於當事人事由而罹病者，不在此限。  
Quarantine by National Health Care certified hospitals or clinics due to contingent disease with the exception that morbidity is caused by the faculty member.

2.1.2.8.11 原住民族歲時祭儀，各該原住民族得依法放假，歲時祭儀日期依行政院原住民族委員會公告。  
The faculty members of aboriginal origin can take leaves classified as aboriginal natives' year worship/holidays in accordance with the official holidays calendar posted by Aboriginal Committee of Executive Yuan.

2.1.2.9 女性受僱者因生理日致工作有困難者，每月得請生理假一日，其請假日數併入病假計算。(參照「性別工作平等法」第14條第1項)  
Any female staff member, who is hindered from working due to menstruation, shall be able to take a menstruation-leave day each month. All

menstruation-leave days shall be counted toward the total of her sick-leave days. (Consult Paragraph 1 of Article 14 of "Gender Equality Employment Law ".)

2.1.2.10 事假、病假、產前假得以時計。婚假、陪產假、喪假，每次請假應至少半日。

The above designated Personal Leave, Sick Leave and Prenatal-care Leave can be taken by the hour; however, the Marriage Leave, Parental Leave, and Mourning Leave must be taken at least half a day at a time.

2.1.2.11 職員任職滿六個月後，於每一子女滿三歲前，得申請育嬰留職停薪，期間至該子女滿三歲止，但不得逾二年。同時撫育子女二人以上者，其育嬰留職停薪期間應合併計算，最長以最幼子女受撫育二年為限。(參照「性別工作平等法」第16條第1項)

When a staff member has been appointed and employed for six months or longer and if he/she has a child under the age of three year, he/she is eligible for nursing leave without pay. The duration of nursing leave without pay shall not exceed two (2) years. When one simultaneously raises more than one child under the age of three under this leave, the nursing leave without pay shall be combined; however, the maximal duration of nursing leave without pay shall be limited to two years of nursing time for the youngest child. (Consult Paragraph 1 of Article 16 of "Gender Equality Employment Law ".)

2.1.2.12 職員請病假已滿2.1.2.2.延長之期限或請公假已滿之期限，仍不能銷假者，應予留職停薪或依法辦理退休或資遣。

Should the total of sick-leave days of a staff member exceed the limit of extensive sick leave specified in 2.1.2.2 and remain unable to teach, he/she can apply for leave of absence without pay, retirement or severance according to the regulation.

2.1.2.13 職員自留職停薪之日起已逾一年仍未痊癒，應依法辦理退休或資遣。但留職停薪係因執行職務且情況特殊者，得由本校審酌延長之；其延長以一年為限。When a staff member remains unable to teach after a year of leave of absence without pay, either retirement or severance should be applied to him/her according to regulation. Should the reason causing the staff member's sick leave be related to the execution of his/her job duty under special circumstances, another 1-year extension may be given by the College.

職員經學校依2.1.2.2.核准延長病假或依2.1.2.12.及2.1.2.13. 同意留職停薪期間聘期屆滿者，學校應予繼續聘任。

Should the appointment contract of the staff member, who has gained approval for extensive sick leave without pay under 2.1.1.2 or 2.1.1.12 and 2.1.1.13,

expire during the period of extensive sick leave, the College shall renew the contract.

2.1.2.14 依規定留職停薪人員，於留職停薪期間病癒者，得檢具醫療機構或專科醫師證明書，向原服務學校申請復職。

A staff member, who has been on sick leave without pay according to the regulation and recovers during the period of approved sick leave, shall be able to apply for work resumption at the College with the submission of health certificate/ documents issued by hospital(s) and/or medical specialist(s).

2.1.2.15 職員請延長病假跨越二學年度者，其假期之計算應扣除各學年度得請事、病假之日數。

When a staff member has been approved to take extensive sick leave involving two consecutive academic years, his/her personal-leave and sick-leave days from each of two academic years shall be used for the calculation of the total days of sick leave.

2.1.2.16 前項職員於延長病假期間銷假上班(應取得醫療機構或專科醫師出具之康復證明)，開學後再請延長病假時，其延長病假視為未中斷，且不得扣除寒暑假之日數。但開學後即銷假且實際上課已達一學期以上者，寒暑假之日數得予扣除。

When the staff member in the preceding paragraph returns to his/her teaching job after submitting health certificate/ documents issued by hospital(s) and/or medical specialist(s) and applies for extensive sick leave in the succeeding academic semester, his/her extensive sick leave shall be deemed as non-stop from the initial date of the first application for extensive sick leave; and, the summer and/or the winter breaks cannot be subtracted from the total days of sick leave.

However, when the staff member returns to his/her teaching job after submitting health certificate/ documents issued by hospital(s) and/or medical specialist(s) and apply for extensive sick leave after serving an academic semester or longer, the summer and/or the winter breaks shall be subtracted from the total days of sick leave.

2.1.2.17 職員服務假分為編制內及編制外，編制內為私校公保投保者；編制外為勞保投保者(約聘人員)。編制內服務假實施原則如下：

Staff service leave is divided into two categories: in-system refers to those covered by the Private School Public Insurance and out-of-system refers to those covered by the Labor Insurance (such as contract employees). The principles for implementing in-system service leave are as follows

2.1.2.17.1 連續服務滿一年者，自第二年起，每年給予休假七日。

When one serves continuously for a whole year, he or she is eligible for seven (7) service-leave days the following year.

2.1.2.17.2 連續服務滿三年者，自第四年起，每年給予休假十四日。

When one serves continuously for three (3) years, he or she is eligible for fourteen (14) service-leave days the following year.

2.1.2.17.3 連續服務滿六年者，自第七年起，每年給予休假二十一日。

When one serves continuously for six (6) years, he or she is eligible for Twenty-one (21) service-leave days the following year.

2.1.2.17.4 連續服務滿九年者，自第十年起，每年給予休假二十八日。

When one serves continuously for nine (9) years, he or she is eligible for Twenty-eight (28) service-leave days the following year.

2.1.2.17.5 連續服務滿十四年者，自第十五年起，每年給予休假三十日。

When one serves continuously for fourteen (14) years, he or she is eligible for thirty (30) service-leave days the following year.

2.1.2.17.6 申請休假得以一小時為單位提出，滿八小時以一日計。

Leave can be taken by the unit of hour; every eight (8) hours are recorded as a day of leave.

2.1.2.17.7 如當學年無法休假或自願保留時，可保留至次學年使用，惟僅能保留至次學年為限。

If one cannot take service leave or voluntarily save it, such service leave can be deferred to next academic year; but not later.

2.1.2.17.8 居齡命令退休人員，因故無法休畢當學年度可休假日數（含補休假）時，剩餘日數（須先扣除當學年度已請之事、病假日數）得申請不休假津貼，津貼按日計算，每日新台幣壹仟元，未達一日者，以半日計，最高給付以三十日為上限。

A staff member, who has been ordered to retire, cannot use up the service leave or regular holidays (including make-up holidays), the residual days of leave and holidays can be compensated at a rate of NT\$1,000 per day. For an amount less than a day, it is accounted as half a day. The maximum amount of days for compensation is thirty (30).

2.1.2.17.9 教師若兼任行政主管職者，其服務假實施原則，以其在校連續服務期間，累計之行政主管服務年資為計算基準。

The faculty who cover the administrator jobs will be granted the annual leaves based on their accumulated years of service as administrators.

2.1.2.17.10 編制外為勞保投保者(約聘人員)服務假實施原則依據「勞動基準法」第38條。

The principles for implementing service leave for persons out-of-system by the Labor Insurance System (such as contract employees) are based on Article 38 of the Labor Standards Act.

2.1.2.18 因辭聘、退休、資遣、留職停薪、不續聘、停聘、解聘、撤職、休職或受免職懲處，再任或復聘年資未銜接者，依2.1.2.17.規定核給服務假。

When the time of a staff member's resignation, retirement, severance, leave of absence without pay, non-renewal, suspension, dismissal, job elimination, or forced resignation to the time of his/her re-appointment or re-employment is discontinuous, his/her teaching experience is deemed non-continuous; therefore, his/her vacation days shall be administered according to the rule of 2.1.2.17.

2.1.2.19 職員請假、公假或休假，應填具假單，經學校核准後，始得離開。但有急病或緊急事故，得由其同事或親友代辦或補辦請假手續。

When a staff member plans to take personal leave, official leave or vacation days, he/she must submit the completed Leave Request Form to the College for approval; and, then, he/she shall start taking the leave. For acute disease or crisis, his/her colleague(s) or relatives shall be the proxy for applying the leave or a make-up application shall be submitted by him/her afterwards.

2.1.2.20 請娩假、流產假、陪產假、二日以上之病假及骨髓捐贈或器官捐贈假，應檢具醫療機構或專科醫師證明書。但於分娩前先請之娩假，不在此限。

To apply for a Maternity Leave, Miscarriage Leave, Paternity Leave, sick leave of two (2) days or longer or organ/bone marrow donation leave, the request form must be attached with supporting certificate or document issued by hospital or medical specialist. However, the application for Maternity Leave before the child birth is excluded hereby.

2.1.2.21 未辦請(補)假、公假或休假手續而擅離職守或假期已滿仍未銷假，或請假有虛偽情事者，均以曠職論。曠職者，應扣除其曠職日數之薪給。

When a staff member does not show up to work, i.e., no

pre-approval for leaves, official leave or vacation, does not return to work after the expiration of the vacation, or falsely applies for leave(s), “absenteeism from duty without leave” shall be recorded in his/her personnel file. When a staff member commits “absenteeism from duty without leave” or “absenteeism from class without leave”, his/her salary shall be reduced according to the number of days of absence.

2.1.2.22 本校假期之核給，扣除例假日。但因病延長假期者，例假日均不予以扣除。按時請假者，以規定之出勤時間為準。

National holidays or weekend days are not counted toward vacation days of a staff member. When the vacation days of a staff member are extended due to illness, official holidays and/or weekend days are not subtracted. When a staff member is taking hourly leave, it shall be calculated according to the difference between attendance hours and regular daily work hours in the respective day.

### 2.1.3 職工請假：

Procedure of Labor Workers Leaves

2.1.3.1 職工及校安人員依據勞動基準法及勞工請假規則。Procedure of Labor Workers and school security staff Leaves are based on the "Labor Standards Act" and "Regulations of Leave-Taking of Workers".

2.1.3.2 職工的休假日如下：

Custodians have such holidays:

2.1.3.2.1 為配合本單位從事教育事工特性所需，實施週休二日制，國定假日放假標準，參酌行政院人事行政局之命令辦理。

To tie in with CCT characteristics in education ministry needs to implement two-day off on weekends, a national holiday vacation standard, refer to any orders of the Executive Yuan's Central Personnel Administration

2.1.3.2.2 於學生寒假期間，警衛及校安人員按輪值表輪班；清潔及庶務同工須按時上班。

During student's winter vacation, guards and school security staff still keep their shifts. Custodians and ground keepers should work on time.

2.1.3.2.3 聖誕假期間，警衛及校安人員按輪值表輪班；清潔及庶務同工須按時上班。

During Christmas break, guards and school security staff still keep their shifts. Custodians and ground keepers should work on time.

2.1.3.2.4 職工及校安人員特休假依據勞動基準法第38條。

The principles for implementing service leave for coworkers and school security staffs are based on Article 38 of the Labor Standards Act.

2.1.3.2.5 職工及校安人員特別休假，自屆滿規定之工作期間後，由勞資雙方協商排定休假日期後實施。

Coworkers and school security staff's special leave, since the work of the expiry of the period prescribed, after consultation by both the employers and employees to schedule the leave after the date of implementation.

2.1.3.2.6 職工及校安人員如合於特別休假條件，經本單位基於工作需求而要求放棄休假者，加給該假期之工資。

If coworkers and school security staff are qualified for special leave conditions and voluntarily give up the leave with the request from CCT, then a commiserate amount will be added to the coworkers salary.

2.1.3.3 婚假：同工結婚者給予婚假8日，工資照給。

Marriage leave: give recently married coworkers eight days off with pay.

2.1.3.4 事假：按日扣除薪給。事假須於一日前完成申請，但緊急事假例外。

Personal leave is deducted on a daily basis from the salary. Except for emergency; personal leave must be completed on the previous day.

2.1.3.5 普通傷病假：連續七天以上者，須檢附承辦健保業務之醫療院所開立之就醫證明。每學年累計日數以廿八天為限，逾期得以事假十四天抵補。患重病者，超過以上期限時，須報請院長核准延長之。其延長時間累計以半年為限。延長期滿時，其合於本院教職員退休或資遣辦法規定者，均須按照規定辦理退休或資遣。

General injuries and sick leave: Sick leave for over continuous seven days requires the medical proof issued by the medical office which is qualified to the national health insurance policy. The sick leave is for a maximum of 28 days per semester, in case of extensions; it should be made up by the 14 days personal leave. For serious illness, the approval of the president is required to prolong the leave if it exceeds the number of days above. However, the prolonged leave is limited to half a year. Moreover, if the prolonged term expires and the rule of retirement or

dismissal with severance pay of faculty of this college is applicable, the said rule must be applied.

2.1.3.6 生理假：女性同工因生理日致工作有困難者，每月得請生理假1日，其請假日數併入病假計算。生理假薪資之計算，依病假規定辦理。

Physiological leave: female coworkers was due to physical difficulties who may request physiological leave for one day per month, the number of days would be combined into the calculation of sick leave.

Physiological leave salary calculation would be according to sick leave regulations.

2.1.3.7 葬假：工資照給。同工喪假得依下列規定，於百日內分次申請。

Bereavement leave: full pay. Bereavement leave may in accordance with the following provisions be applied for within one hundred days.

2.1.3.7.1 父母、養父母、繼父母、配偶、子女喪亡者，給予喪假8日。

The death of parents, foster parents, step-parents, spouse, children granting eight days bereavement leave.

2.1.3.7.2 祖父母、子女、配偶之父母、配偶之養父母或繼父母喪亡者，給予喪假6日。

The death of grandparents, children, spouse's parents or step-parents, granting six days bereavement leave.

2.1.3.7.3 曾祖父母、兄弟姊妹、配偶之祖父母喪亡者，給予喪假三日，工資照給。

The death of great-grandparents, brothers and sisters, spouse's grandparents granting three days bereavement leave.

2.1.3.8 公傷病假：同工因職業災害而致殘廢，傷害或疾病者，其治療、休養間給予公傷病假。

Leave for injury on the job: coworkers due to occupational hazards who become disabled, injured or ill are granted leave for injury on the job for treatment and rest.

2.1.3.9 產假：

Maternity leave:

2.1.3.9.1 女性同工分娩前後，應停止工作，給予產假8星期。

Female coworkers around childbirth can be granted eight weeks of maternity leave.

2.1.3.9.2 妊娠3個月以上流產者，應停止工作，給予產假4星期。

A miscarriage of more than three months will be granted four weeks of maternity leave.

2.1.3.9.3 前兩項女性同工受僱工作在6個月以上者，產假期間工資照給，未滿6個月者，工資減半發給。

The first two items of female coworkers have been employed for more than six months, full pay during maternity leave, less than six months, the wage distribution by half.

2.1.3.9.4 妊娠未滿3個月流產者，應使其停止工作，給予產假一星期。

Less than three months of pregnancy miscarriage, should stop working, granting one week maternity leave.

2.1.3.10 陪產假：同工於其配偶分娩時，於分娩日前後共五日中，擇三日休假；遇假日不另給假。陪產假工資照給。

Paternity leave: when coworkers' spouse in childbirth around birth five days, choose three days leave; encounter holiday would not give another leave. Full pay for paternity leave.

2.1.3.11 家庭照顧假：同工於其家庭成員預防接種、發生嚴重之疾病或其他重大事故須親自照顧時，得請家庭照顧假，其請假日數併入事假計算，全年以7日為限。家庭照顧假薪資之計算，依事假規定辦理。

Family care leave: coworkers' family members want to take vaccination, suffer serious illness or other major accident requiring personal care, may request family care leave which is requested seven days limit of the calculation per year. The salary calculation of family care leave, in accordance with personal leave regulations.

2.1.3.12 公假：同工有依法令規定應給公假情事者，依實際需要天數給予公假，工資照給。

Official leave: workers shall have the official leave in accordance with the provisions, according to the actual needs of the number of days to give the official leave with full pay.

2.1.3.13 同工請特別休假、婚假、喪假、公傷病假、公假、產假者，不予以扣薪。

Coworkers with the special leave, marriage leave, bereavement leave, leave for injury on the job, official leave, maternity leave whose salary shouldn't be deducted.

2.1.3.14 同工任職滿六個月後，於每一子女滿三歲前，得申請育嬰留職停薪，期間至該子女滿三歲止，但不得逾二年。同時撫育子女二人以上者，其育嬰留職停薪期間應合併計算，最長以最幼子女受撫育二年為限。

Coworkers have served for six months, each of their

children before the age of three, may apply for maternity leave without pay, until the child reaches the age of three, but no more than two years. At the same time bringing up two children or more, during the period of their maternity leave without pay should be together, the longest time is to have raised the youngest children for two years.

2.1.3.15 同工申請生理假、育嬰留職停薪、家庭照顧假、陪產假、產假時，本單位不得拒絕或視為缺勤而影響其全勤獎金、考績或為其他不利之處分。

Coworkers apply physical leave, bring up a baby without pay, family care leave, and paternity leave, maternity leave, CCT shall not refuse or deem to be absence and affect the full time bonus, performance or other disadvantage punishment.

2.1.3.16 同工因故必須請假者，應事先填寫請假單，經核定後，方可離開工作崗位或不出勤；如遇急病或臨時重大事故，得於一日內委託同事、家屬、親友或以電話、傳真、電子郵件、限時函件報告單位主管，代辦請假手續。如需補述理由或提供證明，當事人應於五日內提送，由其工作單位授權責核定之。如有虛偽情事，其請假期間以曠職論處。

Coworkers who take leave for any reason shall fill out the leave of absence form. After approval they are allowed to leave the job or not be in attendance. In case of sudden illness or a temporary serious accident, may entrust colleagues, family members, friends and relatives be the agent to do the procedures for the leave of absence by phone, fax , e-mail, within one day. For more reasons or to provide evidence, the coworker shall submit them in five days and be approved by the authority. If there is untruth, it would be considered absenteeism during the period of leave.

2.1.3.17 同工特別休假、事假及普通傷病假全年總日數的計算，均自每年八月一日起至翌年七月三十一日止。The total number of annual calculation of coworkers' special leave, personal leave and general sick leave are made from August 1st to July 31<sup>st</sup> of the following year.

2.1.3.18 請假之最小單位，一律以兩小時計。

The smallest unit of leave calculation is two hours.

2.1.3.19 請普通傷病假超過三十日以上之期間，如遇例假日、紀念日、勞動節日及由中央主管機關規定應放假之日，併計於請假期間內。

The general sick leave is more than thirty days over the period, if meet the regular day off, anniversaries, labor holiday and provided holidays by the government shall be combined in the leave period.

## 2.2 出差：

### Business Trips:

2.2.1 本校教職員工因職務需要或符合公假規定須出差者，經核准程序准予出差。

Because of the job necessity or official leave, any of College's staff members, staff members or labor workers, who go on business trip, must apply for approval in according with the procedure.

2.2.2 本校教職員工出差，應於出差前填具「請假申請單」，並檢附相關證明文件報請核准；臨時奉派出差，至遲應於銷假上班後首日起算三日內提出請假程序。

Before a staff member, staff member or labor worker takes a business trip, he/she must submit the completed "Leave Request Form" with supporting documents for approval in advance. For a business trip due to sudden need, the staff member, staff member or labor worker shall submit a business leave/trip summary report within three days from returning to work.

2.2.3 申請出差須檢附相關證明文件，在三日以內者，由一級單位主管核准，三日以上者，由一級單位主管覆核後，陳請校長核准；一級單位主管之公假，由校長核准，始得離校洽公。

The completed Leave Request Form for business trip must be submitted with attached supporting relevant documents. For a business trip of three days or less, the application must be approved by first-tier supervisor of the applicant. For a business trip of more than three days, the application must be approved by the applicant's first-tier supervisor first and, then, the President. When a first-tier supervisor applies for a business trip, the application must be approved by the President before he/she takes the business trip.

2.2.4 出差事竣後應於三日內，填報「出差旅費報告表」，報支差旅費，逾期不予受理。

Within three days after returning to work, the staff member, staff member or labor worker must submit the completed "Travel Expense Report Form" for the reimbursement of travel expenses. After three day, the reimbursement request will not be accepted for processing.

2.2.5 差旅費包括交通費、住宿費、膳雜費等三項。該三項認定原則及標準，依本校「教職員公差旅費支付辦法」辦理。

Travel expenses include three categories of expenditures, i.e., transportation, accommodation and meals/incidentals. The confirmation and standards for these three categories are administered according to the rules of "Regulation of Business Trip and Reimbursement of Business Travel Expenditure".

2.2.6 本校教職員工因公至國外出差，應以簽呈專案處理，但本校得參照行政院訂定之「國外出差旅費報支要點」之規定標準，支給交通費、生活費及辦公費。

For an international business trip due to official affairs of the College, a proposal/ project shall be submitted for review and approval. However, the College shall apply the standards for transportation, living expenses and office allowances according to

“Guidelines of the Reimbursement of International Business Travel Expenses”.

3 控制重點：

Essential Elements of Control

3.1 教職員工請假申請假別是否符合規定條件。

Whether the type of leave request filed by each staff member, staff member or labor worker has been verified to be in compliance with the conditions of the regulation.

3.2 教職員工請假是否依規定程序申請，並經權責主管核准。

Whether the leave request of each staff member, staff member or labor worker has been processed in accordance with the regulation and, then, approved by the authorized supervisor.

3.3 出差人員是否依本校規定申請辦理。

Whether each employee on business trip has filed the application according to the regulation.

3.4 出差人員是否經權責主管核准。

Whether each employee on business trip has applied for approval, in advance, by authorized supervisor.

3.5 出差旅費之報銷是否均檢具規定憑證並經權責主管核准。

Whether the reimbursement application of business travel expenses is attached with proper proof documents and receipts and approved by authorized supervisor.

4 使用表單：

Applicable Forms:

4.1 請假申請單。

Leave Request Form

4.2 出差旅費報告表。

Travel Expense Report Form

5 依據及相關文件：

Basis and Related Documents:

5.1 教師法。

Teachers' Act

5.2 性別工作平等法。

Gender Equality Employment Law

5.3 教師請假規則。

Procedure of Staff Leaves

5.4 國外出差旅費報支要點。

Guidelines of the Reimbursement of International Business Travel Expenses

5.5 臺北基督學院教職員工請假規則。

Regulation of Business Leave, Personal Leaves and Sick Leave of Staff, Staff and Labor Worker at Christ's College Taipei

5.6 教職員公差旅費支付辦法。

Regulation of Business Trip and Reimbursement of Business Travel Expenditure

6 流程圖：

Flowchart:

6.1 出差作業流程參見【流程圖一】。

Flowchart of Business Leave. Please consult “Flowchart 1”.

出差作業流程圖 Flowchart of Business Leave

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
申請出差人員 Fulty and staff who wish to apply business trip	<pre> graph TD     A{準備作業 Prepare} --&gt; B[事先提出申請 Apply in Advance]     B --&gt; C{是否符合出差規定 Comply with the Business Travel Regulations}     C -- 否 No --&gt; D[按權責核定 Approved]     C -- 是 Yes --&gt; D     D --&gt; E[登錄差假紀錄 Register Business Travel or Leave Records]     E --&gt; F[結報差旅費 Submit Travel Expense Report]     F --&gt; G{End}     </pre>	假單 Leave Request Form
申請單位主管 Applying Department Heads" or "Unit Supervisor		公差證明 Official Duty Certificate
人事暨秘書室 The Human Recourses and Secretariat Office		
會計室 Finance Office		

(七)訓練：

(7) Training:

1 適用範圍：

Applicable Scope:

本校教職員工訓練之相關作業皆適用於本章節。

The operation pertinent to the trainings of faculty members, staff members and labor workers of the College shall be administered according to this Chapter section.

2 作業程序：

Operating Procedure:

2.1 教育訓練對象為本校教職員工。

The subject persons of educational trainings are faculty members, staff members and labor workers of the College.

2.2 教育訓練目的：

Purpose of educational trainings:

為提升個人專業能力、單位業務需要及校務發展需要。

The educational trainings of faculty members, staff members and labor workers of the College are for the enhancement of individual employee's professional capability, the operation requirements of departments or units and the development requirements of College affairs.

2.3 年度教育訓練課程：

Annual Educational Training Courses and Schedule:

2.3.1 課程規劃：

Course planning:

由人事暨秘書室會同各單位，製訂年度訓練課程，陳校長核准通過後實施。

The annual training courses and schedule shall be coordinated by Human Resources and Secretariat Office with all related departments or units, and submitted to the President for approval and implementation.

2.3.2 公告課程：

Announcement of course schedule:

主辦單位設計課程內容及活動方式，由人事暨秘書室公告。

The contents of courses and the formats of training activities shall be designed by the leading responsible department or unit and, then, announced by Human Resources and Secretariat Office.

2.3.3 經費編列：

Budget preparation and planning:

主辦單位編列教育訓練活動費用。

The leading responsible department or unit shall budget the expenditures of all training activities.

2.3.4 課程執行：

Course implementation:

依開課時間執行訓練課程。

Each training course shall be conducted according to the course schedule.

### 2.3.5 經費核銷：

#### Expense write off

課程結束後，相關費用彙整核銷，並留存參加人員簽到表、研習手冊或會議資料等以作為結案報告。

After the conclusion of a course, all related expenses shall be compiled and submitted to Finance Office for accounting write off; and the attendance sheet with attendees' signatures, study or workshop manual and/or conference information shall be assembled for closure report.

### 2.4 教育訓練區分：

#### Types of Educational Trainings:

##### 2.4.1 職前訓練：

###### Pre-employment trainings:

新進教職員工均參加職前訓練。

All incoming new employees shall attend pre-employment trainings.

##### 2.4.2 在職訓練：

###### On-the-job trainings:

###### 2.4.2.1 年度教育訓練課程排定人員參加。

Arrangement of attendees to the annual educational training courses.

###### 2.4.2.2 外部訓練，於事前上簽呈提出申請，經權責主管核准。

External training: Submit an application for approval through a formal request, which must be approved by the responsible authority in advance.

###### 2.4.2.3 完成外部訓練課程後，應依選定成效回饋方式(書面心得報告、課程回授或其他方式)於規定期限內完成回饋，交由人事暨秘書室登錄於外訓檔案中存查。

After completing an external training program, the faculty member, staff member or labor worker shall complete the feedback of the training effectiveness, i.e., written summary report, course critics/comments, or other method within the required time period and submit it to Human Resources and Secretariat Office to be recorded in the External Training Central File for future reference.

### 3 控制重點：

#### Essential Elements of Control:

##### 3.1 年度教育訓練課程是否符合業務實際需要或有助提升個人專業能力。

Whether the annual educational training curriculum meets the practical needs of school affairs or supports the enhancement of individual professional capability.

##### 3.2 除經權責核准外，課程是否確實執行。

Other than the budgets, responsible authorizations, reviews and approvals,

whether the courses and course schedules have been actually implemented.

**3.3 教育訓練課程經費核銷是否依規定辦理。**

Whether the expenses of educational training courses have been written off according to the procedure and regulation.

**3.4 新進教職員工是否均參加職前訓練。**

Whether all incoming new faculty members, staff members and labor workers have attended the pre-employment trainings.

**3.5 參加外部訓練，是否確實上簽呈提出申請，經權責主管核准。**

Regarding participation in external training, confirm whether the application has been properly submitted for approval through a formal request and approved by the responsible authority."

**3.6 參加外部訓練完畢，是否確實依選定成效回饋方式完成回饋。**

After completing the external training, whether each faculty member, staff member or labor worker has completed the feedback of the training effectiveness according to the pre-selected feedback format.

**4 使用表單：**

Applicable Form:

**4.1 出席校外會議摘要報告**

Summary of Attending Outside Meeting

**5 流程圖：**

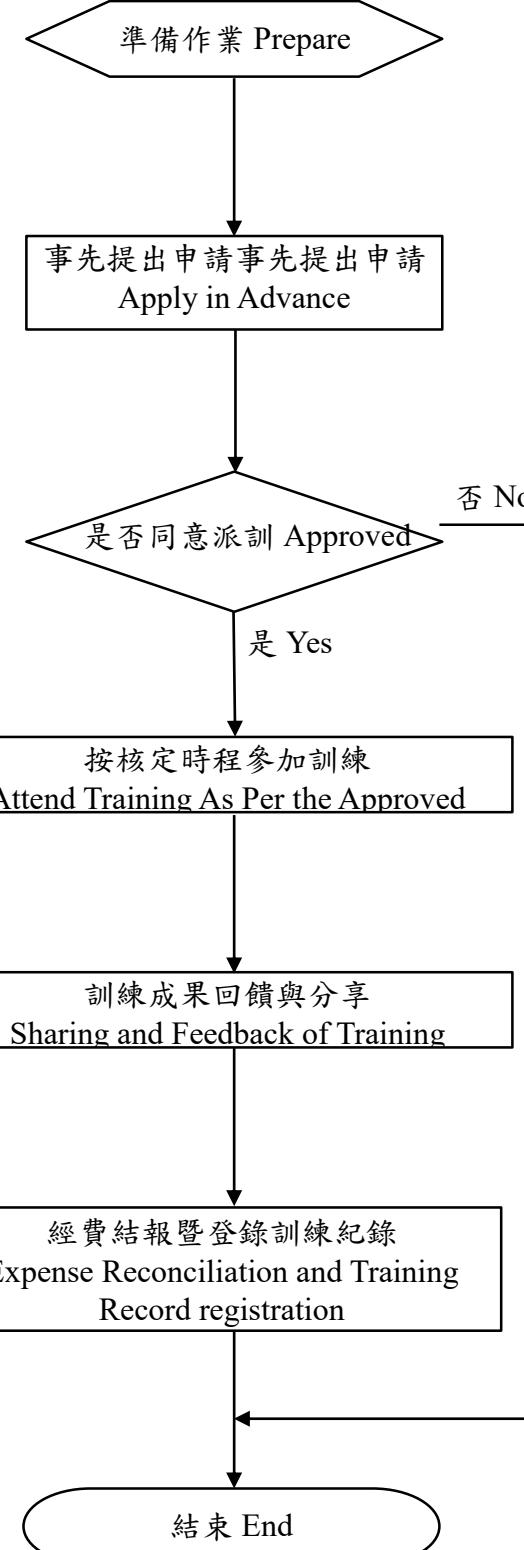
Flowchart:

**5.1 外部訓練作業流程參見【流程圖一】。**

Training Operation Flowchart. Consult "Flowchart 1".

外部訓練作業流程圖 Training Operation Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
申請受訓人員 Applicant for Training	 <pre> graph TD     A{準備作業 Prepare} --&gt; B[事先提出申請 Apply in Advance]     B --&gt; C{是否同意派訓 Approved}     C -- 是 Yes --&gt; D[按核定時程參加訓練 Attend Training As Per the Approved]     D --&gt; E[訓練成果回饋與分享 Sharing and Feedback of Training]     E --&gt; F[經費結報暨登錄訓練紀錄 Expense Reconciliation and Training Record registration]     F --&gt; G{結束 End}     C -- 否 No --&gt; G   </pre>	校外會議報告 Outside Meeting Report
申請單位主管 Applying Department Heads" or "Unit Supervisor		
申請受訓人員 Applicant for Training		
會計室 Finance Office		
人事暨秘書室 The Human Recourses and Secretariat Office		

(八) 進修與研究：

(8) Education Advancement and Research:

1 適用範圍：

Applicable Scope:

本校教職員進修與研究之相關作業皆適用於本章節。

The operation pertinent to Education Advancement and Research shall be administered according to this Chapter section.

2 作業程序：

Operating Procedure:

2.1 教師進修與研究：

Education Advancement and Research of Faculty Members:

2.1.1 教師進修係指教師申請或本校遴派在國內、外學校修讀與其職務或專業有關之碩士及博士學位，其申請之學校須為教育部認可之學校。

The job- or profession-related education advancement toward a M.S. or Ph.D. degree at either a domestic or international university/college could be applied by a faculty member or assigned to a selected faculty member by the College. The host university or college where the Education Advancement shall be pursued by the faculty member must be one of the MOE-accredited university or college.

2.1.2 教師研究係指本校因教學研究之「特定需要」選派國內外研究，經主管同意參加校外舉辦之研習、講座進修課程或展演創作者。研究申請，須與自身專業領域、授課科目或校系發展有關。

Teacher research refers to the research selected by the school based on specific needs for teaching and research. Teachers may be sent to participate in domestic or international research, or with supervisor approval, attend off-campus workshops, seminars, continuing education courses, or performance exhibitions. Research applications must be related to the individual's professional field, the subjects they teach, or the development of their department or school.

2.1.3 適用對象為本校連續服務三年以上、教學與服務績效考核成績優良，且符合本校發展需求者之專任教師，經本校同意，始得申請教師進修與研究。

The subject person shall be a full-time faculty member who has been continuously appointed by the College for more than 3 years and appraised to be excellent in teaching and related services; and his/her Education Advancement must match the development needs of the College and be approved by the College prior to starting the application for Education Advancement and Research.

2.1.4 本校教師進修與研究，分為帶職帶薪進修與研究及留職停薪進修與研究。分別依下列規定辦理：

There are two types of Education Advancement and Research of a faculty member, i.e., "Education Advancement and Research with Pay and Retained Position" and "Education Advancement and Research with Reserved Employment and without Pay". They shall be administered separately according to the following rules.

#### 2.1.4.1 帶職帶薪進修與研究：

Education Advancement and Research with Pay and Retained Position

##### 2.1.4.1.1.全時進修與研究：

Full-time Education Advancement and Research:

係指基於教學或業務需要，主動薦送或指派教師，在一定期間內，經辦妥請假手續，並保留職務與照支薪給而參加之進修與研究。

Due to a teaching or operation need of the College, the College shall take the initiative to select or appoint a faculty member, who shall proceed with official leave application before the deadline, and his/her job position shall be reserved with pay.

##### 2.1.4.1.2. 部分辦公時間進修與研究

Part-time Education Advancement and Research during work hours:

係指基於教學或業務需要，主動薦送、指派或同意教師，利用其授課之餘仍應留校服務時間，經辦妥請假手續而參加之進修與研究。

Due to the teaching or operation need of the College, the College shall agree with or take the initiative to select the faculty member(s), who shall proceed with official leave application before the deadline, and he/she (they) shall pursue the Education Advancement and Research during work hours but not interfering with his/her (their) teaching schedule(s) and related services.

##### 2.1.4.1.3. 公餘進修與研究：

Education Advancement and Research during off hours:

係指基於教學或業務需要，主動薦送、指派或同意教師，利用假期、週末或夜間參加之進修、研究。

Due to the teaching or operation needs of the College, the College shall select or agree with the faculty member, who shall pursue the Education Advancement and Research during off hours, nights or weekends.

#### 2.1.4.2 留職停薪進修與研究：

Education Advancement and Research with Reserved Employment and without Pay:

係指基於教學或業務需要，同意教師在一定期間內保留職務與停止支薪而參加之進修、研究。

Due to the teaching or operation needs of the College,

the College shall agree with the faculty member to participate in Education Advancement or academic research for a period during which his/her appointment will be reserved without pay.

**2.1.5 教師進修修讀與研究年限，依本校「臺北基督學院獎勵教師研究進修辦法」規定。**

The allowed time period for the faculty member to conduct Education Advancement and Research shall be administered according to the regulation of Regulations for Rewarding Teachers' Research and Further Studies of Christ's College Taipei".

**2.1.6 教師進修與研究申請與遴派：**

The Application and Selection of Faculty Member for Education Advancement and Research:

欲進修之教師，應於進修年度前一年之元月份備齊「教師進修學位與研究申請表」、「進修與研究計畫書」、「教師進修與研究審議評量表」、「履行服務義務契約書」，經校級教師評審委員會審查通過，並做成決議且述明理由，陳校長核定後，始得報考或參加。

The faculty member, who plans to undertake Education Advancement and Research, should submit the completed "Application Form for the Education Advancement and Research of Faculty Member", "Education Advancement and Research Plan", "Assessment Form for the Review of Education Advancement and Research of Faculty Member" and "Agreement to Fulfill Service Obligations" to College Faculty Evaluation Committee for review and passage; and the resolution with written explanations shall be submitted to President for approval by the College Faculty Evaluation Committee before he/she starts applying for admission or participating in the Education Advancement and Research.

**2.1.7 教師進修與研究期間若欲變更進修類別、延長進修期限、因故休學或退學欲復職者，須於學期開始前三個月填具「教師進修與研究變更申請書」申請，並檢附相關證明文件，向所屬系所提出申請通過後，報人事暨秘書室提交本校教師評審委員會審查通過，方得變更。**

If a faculty member plans to change the type of Education Advancement and Research, extend the duration of Education Advancement and Research or suspend/drop the Education Advancement and Research under special circumstance for returning to work, he/she must submit the completed "Application Form for the Modification of Education Advancement and Research of Faculty Member" and all relevant proof documents to his/her department or unit for approval and, then, via the Human Resources and Secretariat Office, the College Faculty Evaluation Committee for review and passage prior to making any change(s).

**2.1.8 進修與研究補助：**

Education Advancement and Research Subsidy/Grant:

其補助方式依本校相關獎補助辦法辦理。

The various subsidies for Education Advancement and Research

shall be administered in accordance with the relevant Guideline of Award Grants.

2.1.9 獲准進修與研究之教師，其薪資、鐘點費依下列規定核發：

The salaries and/or hourly fees of approved faculty members undertaking Education Advancement and Research shall be administered and remunerated according to following rules.

2.1.9.1 帶職帶薪進修與研究者，仍應遵守本校教師服務規章。

When a faculty member is approved for the Education Advancement and Research with Pay and Retained Position, he/she shall be paid according to Guidelines of Faculty Services of Christ's College Taipei.

2.1.9.2 留職停薪進修與研究者，留職停薪期間，不得另支領任何薪資。

During the period that a faculty member undertakes Education Advancement and Research with Reserved Employment and without Pay, he/she shall not be compensated by any salary or hourly pay.

2.1.10 獲准進修與研究之教師，於進修期與研究間應經常與本校及所屬單位保持聯繫，每一年提交進修與研究報告、成績單備查。進修期滿取得學位後兩個月內，應繳交學位證書影本、進修成果報告，送人事暨秘書室存查。

After being approved to pursue education advancement and Research, the faculty member must keep constant contacts with the College and the respective department or unit; and, he/she shall submit education advancement and Research report and semester report card every year. After completing the education advancement and within two months from the completion date, the faculty member must submit a copy of his/her diploma to Human Resources and Secretariat Office.

2.1.11 確保進修期滿後，立即返校任職並履行服務義務，於教師進修與研究申請或遴派前 應填具「履行服務義務契約書」。並於取得其進修學位後，在本校履行服務義務，其服務義務之年限，依本校「獎勵教師研究進修辦法」規定。

In order to ascertain that a faculty member will return to teach at the College right after completing his/her Education Advancement and Research, he/she must execute the "Agreement to Fulfill Service Obligations". After obtaining the degree of Education Advancement, the faculty member shall return to work at the College for the committed period of service according to the regulation of "Regulations for Rewarding Teachers' Research and Further Studies of Christ's College Taipei".

2.1.12 進修與研究教師取得其進修學位後，逾期未返校任職或義務服務期限未滿而辭職，或未能在最長修業年限內取得學位時均視為違約，違約時，依本校「獎勵教師研究進修辦法」辦理。

In the event that a faculty member does not return to his/her teaching duty at the College after completing the Education Advancement and Research and the expiration of education advancement leave, a faculty member resigns before fulfilling the service commitment complete, or a faculty member cannot obtain

the prospective degree within the allowable maximal number of years of study set by the host university or college, he/she shall be deemed to breach the contract. When a faculty member breaches the contract, the case shall be administered according to "Regulations for Rewarding Teachers' Research and Further Studies of Christ's College Taipei".

**2.1.13 每年進修與研究核准之教師人數，依本校「獎勵教師研究進修辦法」規定。**

The total number of all faculty members, who are approved for Education Advancement (Continuing Education) and Research, shall be within the limit according to the regulation of "Regulations for Rewarding Teachers' Research and Further Studies Christ's College Taipei".

**2.1.14 教師進修與研究期間不得辭(退)聘，履行服務義務屆滿後，自次學期起重新累計年資滿三年，始得再提出進修申請。**

A faculty member cannot resign from the College or be dismissed by the College. After a faculty member returns from Education Advancement and Research leave, he/she shall be eligible for another leave after completing the service commitment period and an additional three years.

**2.1.15 凡未申請或未經本校教師評審委員會通過進修與研究者，不得私自前往進修與研究，違反規定者提請本校教師評審委員會審議。**

Without submitting the application for Education Advancement and Research or obtaining pre-approval for Education Advancement from the College Faculty Evaluation Committee, a faculty member cannot take initiative to start education advancement and Research; and, all violators shall be deliberated by the College Faculty Evaluation Committee for reprimands.

**2.2 職員進修：**

Education Advancement of Staff Members:

**2.2.1 本校職員連續在本校服務滿一年以上，基於單位業務需要，且績效考核成績優良，得申請進修，進修名額由職員評議委員會審定。**

Due to the operation needs of the respective departments or units, all full-time staff members with a minimum of 1 year of service at the College and excellent performance appraisal shall be eligible to apply for Education Advancement; and the College Staff Evaluation Committee shall set a quota for qualified staff applicants each year.

**2.2.2 本校職員進修分類如下：**

Types of Education Advancement of Staff Member are as follows:

**2.2.2.1 帶職帶薪進修：**

Education Advancement with Pay and Retained Position

以進修專科、學士、碩士等學位、本校開設課程之進修及專業研習為限。

This type of Education Advancement is limited to those staff members who undertake the College's curriculum

and professional training or pursue the college degrees, such as Associated Degree, Bachelor's Degree and Master Degree.

2.2.2.2 留職停薪進修：

Education Advancement with Reserved Employment and without Pay

以進修碩士、博士學位為限。

This type of Education Advancement is limited to those staff members who undertake external full-time graduate studies toward Master Degree or Ph.D.

2.2.3 職員進修修讀年限，依本校「職員在職進修辦法」規定。

The maximal number of years of Education Advancement for each faculty member shall be in accordance with the regulation of "Guidelines for the Education Advancement of Staff Members of Christ's College Taipei" of the College.

2.2.4 以帶職帶薪進修者，利用上班時間進修者，每週以八小時為限，並於每學期初依程序申請公假。如進修期間嚴重影響公務時，該單位主管得列舉具體事實，簽經職員評議委員會審議，陳校長核定停止其進修或解職。

A staff member, who undertakes Education Advancement with Pay and Retained Position, shall be able to take course(s) during work hours for up to 8 hours per week and must apply for official leave at the beginning of the academic year according to the regulation. When a staff member's Education Advancement seriously affects the normal operation, his/her supervisor should detail the facts and submit the case to Staff Evaluation Committee for deliberation and passage and, then, the President for approval for the discontinuity of his/her Education Advancement or dismissal.

2.2.5 欲進修之職員，應於考試前提出申請，申請時間為進修學年度前一學期（每年三月三十一日前），填妥本校「職員進修學位申請表」、「進修計畫書」、「職員進修審議評量表」、「履行服務義務契約書」，經單位主管提示書面意見，在未影響該單位業務之下，提報職員評議委員會評議通過並簽請校長核准其獲准進修之名額。

Before a staff member takes an entrance exam for admission, such staff member, who plans to undertake the Education Advancement, should submit the completed "Application Form for the Education Advancement of Staff Member", "Education Advancement Plan", "Assessment Form for the Review of Education Advancement of Staff Member" and "Agreement to Fulfill Service Obligations" to the respective department/unit supervisor for his/her written remarks verifying that his/her proposed education advancement will not affect the operations of the department/unit. Thereafter, the application package shall be submitted to College Staff Evaluation Committee and the President for review and approval under the rule of annual quota.

2.2.6 職員進修期間若欲變更進修類別、延長進修期限、因故休學或退學欲復職者，須於學期開始前三個月填具「職員進修變更申請書」申請，並檢附相關證明文件，向所屬單位提出申請通過後，報人事暨秘書室提交職員評議委員會評議審查通過，方得

變更。

If a staff member plans to change the type of Education Advancement, extend the duration of Education Advancement or suspend/drop the Education Advancement under special circumstance for returning to work, he/she must submit the completed “Application Form for the Modification of Education Advancement of Staff Member” and all relevant proof documents to his/her department or unit for approval and, then, via the Human Resources and Secretariat Office, the College Staff Evaluation Committee for review and passage prior to making any change(s).

2.2.7 進修補助：

Education Advancement Subsidy/Grant:

其補助方式依本校相關獎補助辦法辦理。

The various subsidies for Education Advancement shall be administered in accordance with the relevant Guideline of Award Grants

2.2.8 獲准進修之職員，其薪資依下列規定核發：

The salaries and/or hourly fees of approved faculty members undertaking Education Advancement shall be administered and remunerated according to following rules.

2.2.8.1 帶職帶薪進修者，仍應遵守本校職員服務規章。

When a staff member is approved for the Education Advancement with Pay and Retained Position, he/she shall be paid according to Guidelines of Staff Services of Christ's College Taipei.

2.2.8.2 留職停薪進修者，留職停薪期間，不得另支領任何薪資。

During the period that a staff member undertakes Education Advancement with Reserved Employment and without Pay, he/she shall not be compensated with any salary or hourly pay.

2.2.9 進修完成申請復職時，應於兩個月前知會人事暨秘書室；復職時，不得要求恢復原有之職務。

After completing education advancement, the staff member must apply for active employment two months, in advance, by submitting a written application and cannot request for regaining the original job.

2.2.10 申請帶職帶薪進修者，不得要求所屬單位增加人員，亦不得因進修而影響工作績效或減辦業務。

A staff member applying for “Education Advancement with Pay and Retained Position” cannot ask his/her department or unit to add new employee(s) to help out; and, his/her work performance or operation load must not be affected by the education advancement.

2.2.11 本校職員進修完畢，不得要求調薪、改聘或納入專任教師名額。若特殊領域專長並符合校務發展需求者，由單位主管提出，經職員評議委員會通過，陳校長核定後得調薪、改聘，若納入專任教師則須依聘任教師作業規定辦理。

After a staff member completes the Education Advancement, he/she must not request for a salary raise, a re-hiring or a full-time appointment as a faculty member. If his/her specialty or

specialized discipline matches the development need of College affairs, the department or unit supervisor should submit his/her qualifications to Staff Evaluation Committee for deliberation and passage, and, then, the President for approval prior to administering a salary raise or job change. If he/she is appointed as a full-time faculty member, the process must be administered according to “Guidelines for Hiring and Appointment of Faculty at Christ’s College Taipei”.

2.2.12 確保進修期滿後，立即返校任職並履行服務義務，於職員進修申請前應填具「履行服務義務契約書」。並於取得其進修學位後，在本校履行服務義務，其服務義務之年限，依本校「職員工在職進修辦法」規定。

In order to ascertain that a staff member will return to work at the College right after completing his/her Education Advancement, he/she must execute the “Agreement to Fulfill Service Obligations”. After obtaining the degree of Education Advancement, the staff member shall return to work at the College for the committed period of service according to the regulation of “Guidelines for the Education Advancement of Staff Members and Labor Workers of Christ’s College Taipei”.

2.2.13 職員取得其進修學位後，逾期未返校任職或義務服務期限未滿而辭職，或未能在最長修業年限內取得學位時均視為違約，違約時，依本校「職員工在職進修辦法」辦理。

In the event that a staff member does not return to his/her duty at the College after Education Advancement and before the deadline, a staff member resigns before fulfilling the service commitment complete, or a staff member cannot obtain the prospective degree within the allowable maximal number of years of study set by the host university or college, he/she shall be deemed to breach the contract. When a staff member breaches the contract, the case shall be administered according to “Guidelines for the Education Advancement of Staff Members and Labor Workers of Christ’s College Taipei”.

2.2.14 違約事項之處理，如有爭議時，應提至職員評議委員會討論決議。未繳交違約金者，本校得依法訴究。

Should there be any dispute on the administration of contract breaching matter, the case shall be submitted to Staff Member Evaluation Committee for deliberation. Should such individual do not pay the College contract breaching penalty money, the College shall have the rights initiate to law suits against him/her at the courts.

2.2.15 每年進修核准之職員人數，依本校「職員工在職進修辦法」規定。

On per academic year basis, the total number of staff members, who are approved for Education Advancement, shall be set by the college according to the regulation of “Guidelines for the Education Advancement of Staff Members and Labor Workers of Christ’s College Taipei”.

2.2.16 職員進修期間不得辭(退)聘，履行服務義務屆滿後，自次學期起重新累計年資滿三年，始得再提出進修申請。

During the Education Advancement period of a staff member, he/she cannot resign from the College or be dismissed by the College. After returning from Education Advancement, he/she shall be eligible for Education Advancement after completing the service commitment period and an additional three years.

2.2.17 凡未申請或未經本校職員評議委員會通過進修者，不得私自前往進修，違反規定者，提請本校職員評議委員會審議。

Without applying for Education Advancement or obtaining the approval from College Staff Evaluation Committee meeting, a staff member cannot start Education Advancement on his/her own.

Should a staff member violate this regulation, he/she shall be presented to College Staff Evaluation Committee for deliberation toward reprimands.

### 3 控制重點：

Essential Elements of Control:

3.1 教職員進修與研究申請是否符合資格辦理。

Whether the faculty members and staff members, who undertake Education Advancement and Research, have met the required qualifications according to regulation.

3.2 欲進修與研究之教職員，是否依規定填具各項表單。

Whether the faculty members and staff members, who intend to undertake Education Advancement and Research, have submitted all required forms according to the regulation.

3.3 欲進修與研究之教職員，是否經教師評審委員會或職員評議委員會審議通過。

Whether the faculty members or staff members, who intend to undertake Education Advancement and Research, have been approved by Faculty Evaluation Committee or Staff Evaluation Committee respectively.

3.4 獲准進修與研究教師於進修前，是否填具「履行服務義務契約書」履行返校服務。

Whether the faculty member, who has been approved for Education Advancement and Research, has executed the "Agreement to Fulfill Service Obligations" prior to starting his/her Education Advancement.

3.5 獲准進修與研究教職員，其薪資、鐘點費是否依規定核發。

Whether the salary or hourly pay of the faculty or staff member, who has been approved for Education Advancement and Research, has been paid according to the regulation.

3.6 進修與研究完畢返校服務之教職員，是否依履行服務義務之年限，如違反履行服務義務之年限，是否依規定賠償本校。

Whether the faculty or staff member, who has returned from Education Advancement and Research, has fulfilled the commitment for service period under "Agreement to Fulfill Service Obligations"; and, whether he/she has compensated the College for damages if he/she fails to fulfill such commitment.

3.7 職員進修完畢，欲改聘或納入專任教師是否依規定辦理。

Whether the appointment or transfer of a staff member, who has completed Education Advancement, to a full-time faculty position, has been processed according to the regulation.

4 使用表單：

Applicable Forms:

4.1 教師進修學位與研究申請表。

Application Form for the Education Advancement and Research of Faculty Member

4.2 職員進修學位申請表。

Application Form for the Education Advancement of Staff Member

4.3 進修與研究計畫書。

Education Advancement and Research Plan

4.4 教師進修與研究審議評量表。

Assessment Form for the Review of Education Advancement and Research of Faculty Member

4.5 職員進修審議評量表。

Assessment Form for the Review of Education Advancement of Staff Member

4.6 履行服務義務契約書。

Agreement to Fulfill Service Commitment

4.7 教師進修變更申請書。

Application Form for the Modification of Education Advancement of Faculty Member

4.8 職員進修變更申請書。

Application Form for the Modification of Education Advancement of Staff Member

5 依據及相關文件：

Basis and Related Documents:

5.1 教師法。

Teachers' Act

5.2 教師進修研究獎勵辦法。

Guidelines of Awarding Prizes for the Advanced Research of Faculty Members

5.3 臺北基督學院獎勵教師研究進修辦法。

Regulations for Rewarding Teachers' Research and Further Studies of Christ's College Taipei

5.4 臺北基督學院職員在職進修辦法。

Guidelines for the Education Advancement of Staff Members of Christ's College Taipei

6 流程圖：

Flowchart:

6.1 教師進修與研究作業流程參見【流程圖一】。

Operation Flowchart of the Education Advancement and Research of Faculty Members. Consult "Flowchart 1".

6.2 職員進修作業流程參見【流程圖二】。

Operation Flowchart of the Education Advancement of Staff Members. Consult "Flowchart 2".

教師進修作業流程圖 Operation Flowchart of the Education Advancement and Research of Faculty Members

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
申請進修與研究教師 Teacher Applying for Further Training and Research	<pre> graph TD     A{準備作業 Prepare} --&gt; B[教師提出申請 Apply]     B --&gt; C{是否同意申請 Approved}     C -- 否 No --&gt; D[校長核定 Approved by the President]     D --&gt; E[進修期間提交進修報告 Submit a Progress Report during the Training Period]     E --&gt; F[進修期滿返校履行服務義務 Return to the Unit to Serve after the Completion of the Training Period]     F --&gt; G{結束 End}     C -- 是 Yes --&gt; D   </pre>	臺北基督學院獎勵教師研究進修辦法。 Regulations for Rewarding Teachers' Research and Further Studies of Christ's College Taipei
校教評會 College Faculty Evaluation Committee		教師進修學位申請表 Application Form for the Education Advancement of Faculty Member
校長 President		進修與研究計劃書 Education Advancement and Research Plan
申請進修與研究教師 Teacher Applying for Further Training and Research		
教務處 AAO		
人事暨秘書室 The Human Recourses and Secretariat Office		

職員進修作業流程圖 Operation Flowchart of the Education Advancement of Staff Members

【流程圖二】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
申請進修職員 Staff Member Applying for Professional Development	<pre> graph TD     A{準備作業 Prepare} --&gt; B[職員提出申請 Apply]     B --&gt; C{是否同意申請 Approved}     C -- 否 No --&gt; D[校長核定 Approved by the President]     D --&gt; E[進修期間提交進修報告 Submit a progress report during the training period]     E --&gt; F[進修期滿返校履行服務義務 Return to the Unit to Serve after the Completion of the Training Period]     F --&gt; G{結束 End}     C -- 是 Yes --&gt; D   </pre>	本校職員進修辦法 Guidelines for the Education Advancement of Staff Members of Christ's College Taipei
職工評審委員會 Staff and Custodian Evaluation Committee		職員進修學位申請表 Application Form for the Education Advancement of Staff Member
校長 President		職員進修計劃書 Education Advancement Plan
申請進修職員 Staff Member Applying for Professional Development		
教務處 AAO 人事暨秘書室 The Human Recourses and Secretariat Office		

(九)考核：

(9) Performance Appraisal

1 適用範圍：

Applicable Scope:

本校教職員工考核之相關作業皆適用於本章節。

All operations pertinent to performance appraisal matters of faculty members, staff members and labor workers of the College shall be administered according to this Chapter section.

2 作業程序：

Operating Procedure:

2.1 教師評鑑：

Faculty evaluation:

2.1.1 評鑑的對象為本校講師級以上專任教師。

The subject personnel to be evaluated are all full-time faculty members at instructor level or higher.

2.1.2 教師須接受評鑑。因升等或有其他特別需求時，教師得申請提前評鑑。

Every faculty member must be evaluated. Because of promotion consideration or other special needs, the faculty member shall request for an earlier evaluation.

2.1.3 教師於受評年度因生產、育嬰或遭重大變故者，應檢具請假等相關證明於辦理評鑑三天前，簽請校長核准免受評

Teachers who have been on maternity leave, parental leave, or have experienced significant personal changes during the evaluation year must submit relevant leave documentation for approval. These documents should be submitted to the principal for approval at least three days before the evaluation process to request exemption from the evaluation.

2.1.4 本校教師評鑑審議委員會，負責審議教師評鑑成績及相關事項之審議。

The College Faculty Evaluation Committee of Christ's College Taipei is responsible for the review and deliberation of all faculty evaluation results and related matters.

2.1.5 校教師評鑑審議委員會開會時，校長得視審議事項，邀請校內外學者專家與會。

When the College Faculty Evaluation Committee convenes, the President shall invite external scholastic expert(s) to attend it because of certain specific review matters.

2.1.6 本校教師評鑑之範圍包括教學績效、研究績效、輔導與服務績效等三項。

The scope of the faculty evaluation at our school includes three aspects: teaching performance, research performance, and counseling and service performance.

2.1.7 教師評鑑程序依序為：1.受評教師填表自評(含佐證資料)；2.學系審核協助計分；3.人事暨秘書室審核確認計分；4.校教師評審委員會審定。

The procedure for faculty evaluation is as follows:

- a、 The evaluated teacher completes a self-assessment form (including supporting documentation).
- b、 The department reviews and assists with scoring.
- c、 The HRSO reviews and confirms the scoring.
- d、 The College Faculty Evaluation Committee finalizes the evaluation.

**2.1.8 教師評鑑之成績七十分以上為通過，未滿七十分為不通過。**  
A score of 70 or above in the faculty evaluation is considered passing, while a score below 70 is considered failing.

**2.1.9 教師評鑑不通過者須接受學系之輔導，次年度再次接受評鑑，受評成績連續三次仍未獲通過者；提經學系辦公室、人事暨秘書室、及校教評會確認無誤後，辦理不續聘、解聘或資遣程序。**  
Teachers who fail the evaluation must receive counseling from their department and undergo re-evaluation in the following year. If the evaluation score remains below passing for three consecutive times, and after confirmation by the department office, The Human Recourses and Secretariat Office, and College Faculty Evaluation Committee, the process for non-renewal, dismissal, or termination will be initiated.

**2.1.10 受評鑑教師對評鑑結果如有不服者，得於接獲書面通知之日起三十日內，向校教師評審委員會提出書面申覆。對申覆結果仍不服者，得依本校教師申訴評議委員會組織及評議要點規定之申訴時限，向本校教師申訴評議委員會提出書面申訴，並以一次為限。**  
When a faculty member disputes the results of his/her annual evaluation, he/she shall have the rights to file a reconsideration in written with College Faculty Evaluation Committee within 30 days from the receipt of results of his/her final annual evaluation.  
When a faculty member also disputes with the result of the reconsideration deliberation, he/she shall have the rights to submit a one-time appeal to the College Faculty Appeals Council within the time limit according to Organization and Review Procedure of Faculty Appeals Council of Christ's College Taipei.

## **2.2 職員工考核：**

Performance Appraisal of Staff Members and Labor Workers:

**2.2.1 本校各單位主管對所屬職員工之年度服務成績考核，應確實執行；平時對部門同仁之工作情形應充分瞭解，以作為考核之參考。**  
The performance appraisal of annual service shall be administered to each staff member or labor worker by the responsible department or unit. The supervisor of each department or unit shall fully understand each colleague's work routines and conditions that shall be used as reference for his/her annual performance appraisal.

**2.2.2 單位主管對於職員工平時工作之表現，應根據確實事蹟隨時詳加記錄，如有特殊優劣事蹟，依獎懲作業給予獎懲。**  
The work performance result of each staff member or labor worker shall be monitored and recorded in details by the responsible department or unit supervisor. Should an employee perform

extraordinarily or fails to perform; he/she shall be commended or reprimanded respectively.

2.2.3 本校職員工之成績考核，以其在本校任職至學年度終了屆滿一年者為原則。  
The performance appraisal of a staff member or labor worker of the College shall be conducted when he/she completes a full-year service at the end of each academic year.

2.2.4 凡平時通過予以記獎勵或懲處者，每學期末人事暨秘書室累計其獎懲次數，陳當事人所屬主管作考核時之參考，並記錄於當學年度考核項目中。  
For each employee who has received commendations and/or reprimands during the respective academic year, the Human Resources and Secretariat Office shall tally up the total commendations and/or reprimands for each employee at the end of the academic year and forward the information to his/her supervisors for the purpose of performance appraisal and its recording in such employee's annual evaluation file.

2.2.5 本校職員工之年度考核成績以平時考核為依據。  
The annual performance appraisal of each employee should be administered according to the records/results of his/her work routines during the respective academic year.

2.2.6 本校職員工獎懲之記分為，記嘉獎一次，考績總分加1分，記小功一次考績總分加3分，記大功一次考績總分加9分；申誡一次考績總分扣1分，記小過一次考績總分扣3分，記大過一次考績總分扣6分。  
For tallying up the total of commendations and reprimands for each staff member or labor worker of the College, a commendation equal to 1 extra point toward the evaluation score. A merit citation equals to 3 extra points toward the evaluation score. A major merit citation equals to 9 extra points toward the evaluation score. A reprimand equals to minus 1 point toward the evaluation score. A demerit equals to minus 3 points toward the evaluation score. A major demerit equals to minus 6 points toward the evaluation score.

2.2.7 年度考核等第及考核晉敘與否，依本校「職工成績考核辦法」辦理。  
The ranking of an employee's performance appraisal as well as the possibility for a raise in salary or wage shall be administered according to "Evaluation Procedure for Staff Member and Labor Worker of Christ's College Taipei".

2.2.8 本校職員工年度考核，應填具「職員工成績考核表」，經所屬單位主管初核，再送交人事暨秘書室核計獎懲加扣分後，送交職員工評議委員會個別複核，複核決議結果送請校長核定。  
For the performance appraisal of each staff member or labor worker, a "Evaluation Form for Staff Member and Labor Worker" must be completed by his/her supervisor, submitted to department or unit chair for preliminary evaluation, Human Resources and Secretariat Office for adjustments based on commendations and/or reprimands and Evaluation Committee of Staff Member and Labor Worker for final review and deliberation. The results of final

review and deliberation shall be submitted to the President for approval.

2.2.9 職員工評議委員會召開複核職員工學年度考核成績時，須有三分之二以上委員出席，決議事項須經過半數出席委員方得決議。To convene a meeting of Evaluation Committee of Staff Member and Labor Worker for the final review and deliberation of each employee, more than two thirds of the Committee members must be present. The decision on the evaluation review must be passed by more than one half of the attending Committee members in order to become effective.

2.2.10 本校職員工考核結果，由人事暨秘書室以「考核通知書」書面通知受考核人。The evaluation result of each staff member or labor worker shall be sent by Human Resources and Secretariat Office to the respective employee in the form of "Evaluation Notification Letter".

2.2.11 職員工年度考核作業應於學年度結束前完成。The annual performance appraisals of all staff members and labor workers shall be completed by the end of each academic year.

2.2.12 受考核職員工對考核結果如有不服者，得於接獲書面通知之日起10日內，向本校職員工評議委員會提出書面申覆。對申覆結果不服者，得於接獲書面通知之日起30日內，向本校職員工申訴評議委員會提出書面申訴，並以一次為限。When a staff member or labor worker disputes with the result of performance appraisal, he/she shall have the rights to apply for a, one-time, reconsideration, in writing, to the Evaluation Committee of Staff Member and Labor Worker within 10 days from the receipt of the "Evaluation Notification Letter". If the staff member or labor worker continues disputing the result of reconsideration deliberation, he/she shall have the rights to file a one-time appeal to the Appeal Review Committee of Staff Member and Labor Worker within 30 days from the receipt of the written notification letter on the results of reconsideration.

### 3 控制重點：

#### Essential Elements of Control:

3.1 職員工考核及教師評鑑評估之標準與計算方法，是否分別先行告知教職員工及教師。Whether the criteria and assessment method of i) the performance appraisal of the faculty members and ii) the evaluation of staff members and labor workers have been made known to staff members, labor workers and faculty members in advance.

3.2 除免評鑑之教師外，是否對每一教師進行評鑑。Whether each faculty member with the exception of dismissed or non-renewed faculty members has been evaluated every academic year.教師評鑑是否經校級教師審議委員會評核，送人事暨秘書室彙整後報請校長核定。Whether the faculty evaluation result of each faculty member has been submitted to College Faculty Evaluation Committee for review, Human

Resources and Secretariat Office for archiving, and the President for approval.

3.3 教師評鑑結果，是否作為教師獎懲、續聘、升等、晉薪、停聘、解聘之依據。  
Whether the evaluation result of each faculty member has been used as the basis for the commendations, reprimands, renewal, promotion, annual raise, temporary termination of appointment and dismissal of such faculty member.

3.4 是否對每一職員工進行考核。  
Whether each staff member has been evaluated every academic year.

3.5 對職員工考核是否經職員工評議委員會決議通過，並送校長核定。  
Whether the evaluation of each staff member or labor worker has been deliberated and passed by Evaluation Committee of Staff Member and Labor Worker and, then, submitted to the President for approval.

3.6 職員工考核結果，是否以「考核通知書」書面通知受考核人。  
Whether the evaluation result of each staff member or labor worker has been sent to the respective employee in the form of “Evaluation Notification Letter”.

3.7 職員工考核不及格者，是否依規定解聘、免職或資遣。  
Whether the staff member(s) or labor worker(s), who has failed the annual evaluation, has been dismissed or laid off.

4 使用表單：

Applicable Form:

4.1 教師評鑑表。

Faculty Evaluation Form

4.2 職員工成績考核表。

Evaluation Form for Staff Member and Labor Worker

4.3 考核通知書。

Performance Appraisal Notification Letter

5 依據及相關文件：

Basis and Related Document:

5.1 臺北基督學院教師評鑑辦法。

Faculty Evaluation Procedure of Christ's College Taipei

5.2 臺北基督學院職工成績考核辦法。

Evaluation Procedure for Staff Member and Labor Worker of Christ's College Taipei

5.3 臺北基督學院職員工獎懲辦法。

Procedure of Commendations and Reprimands at Christ's College Taipei

6 流程圖：

Flowchart:

6.1 教師評鑑作業流程參見【流程圖一】。

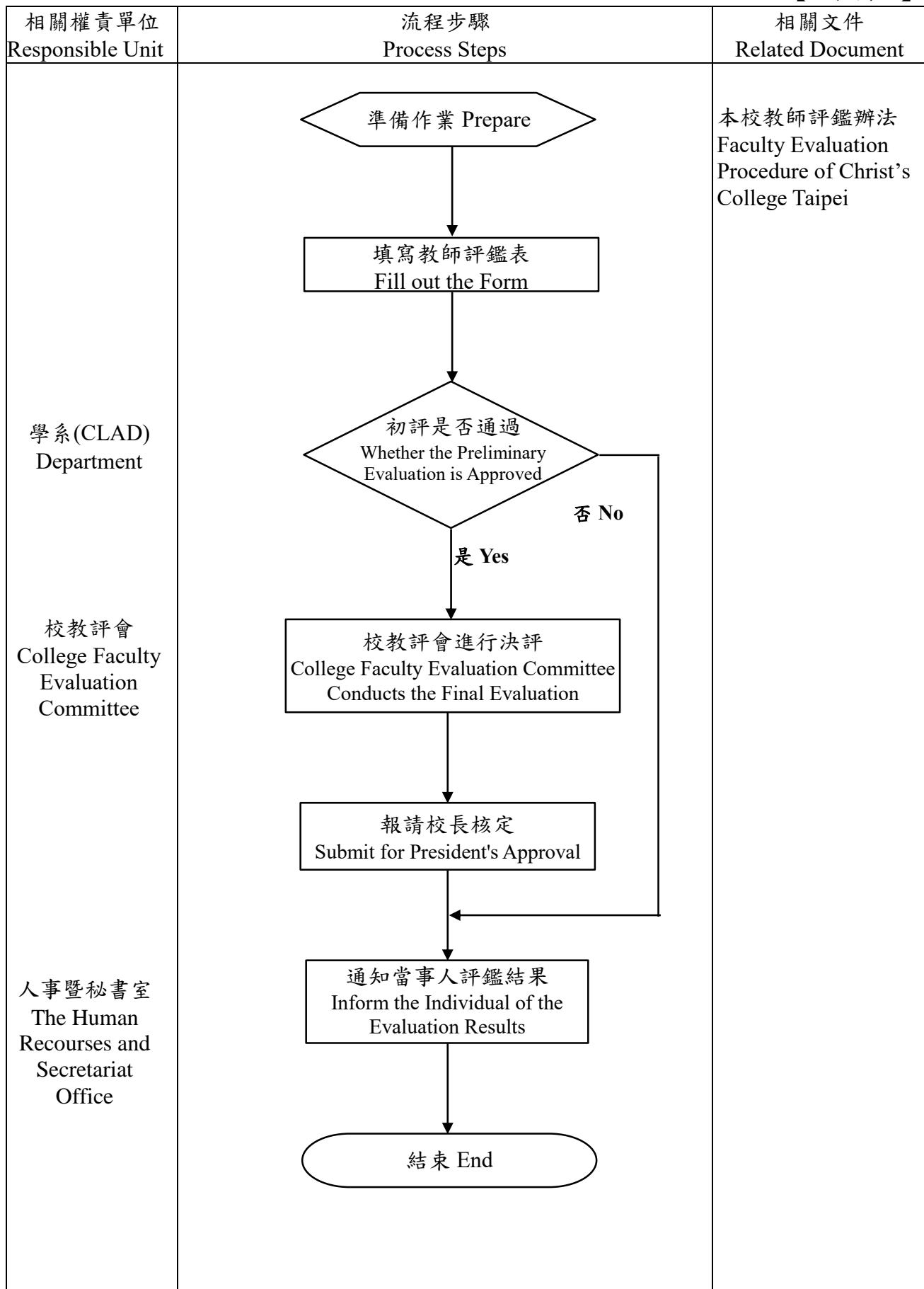
Process flow of faculty evaluation. Please consult “Flowchart 1”.

6.2 職員工考核作業流程參見【流程圖二】。

Evaluation Process flow for staff members and labor worker. Please consult “Flowchart 2”.

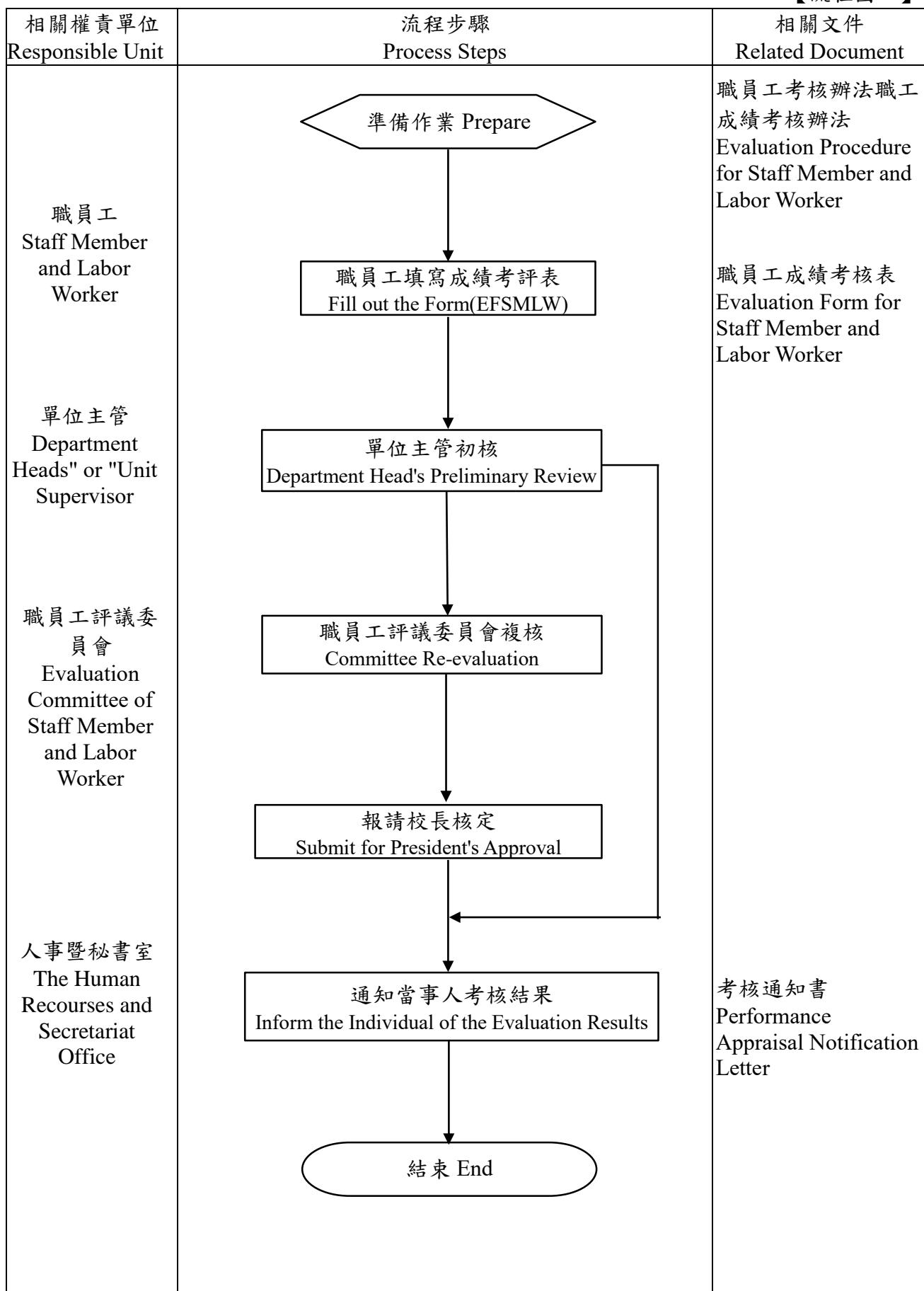
教師評鑑作業流程圖 Process flow of faculty evaluation

【流程圖一】



職員工考核作業流程圖 Evaluation Process flow for staff members and labor worker

【流程圖二】



(十)獎懲：

(10) Commendation and Reprimand and Reprimand

1 適用範圍：

Applicable Scope:

本校職員工獎懲之相關作業皆適用於本章節。

The operations pertinent to commendations and reprimands of the staff members and labor workers of the College shall be administered according to this Chapter section.

2 作業程序：

Operating Procedure

2.1 本校職員工平時表現之獎懲，依本作業辦理。

The routine commendations and reprimands of the staff members and labor workers of the College should be administered on the basis of their routine behavior and work performance according to this Operation Procedure.

2.2 本校職員工在同一年度內之獎懲，得相互抵銷。

Within the same academic year, the reprimand(s) of a staff member or labor worker could be partially or totally written off if he/she is awarded with commendation points.

2.3 本校對職員工有本校「職員工獎懲辦法」所規定情形之一，具體事實足資證明者，依規定予以獎懲。

When one of the rules of “Procedure for the Commendations and Reprimands of Staff Members and Labor Workers” is applicable to an event achieved or committed by a staff member or labor worker of the College and such event has been proven to be true, the College shall commend or reprimand him/her according to the specific applicable rule.

2.4 獎懲原則如下：

Principles of commendations and reprimands are as follows:

2.4.1 對於職責內應辦事項，除屬創新作法、簡化流程等績效卓著或有特殊貢獻者得予獎勵外，經常性、例行性業務，僅作為年終考核之參考。

With the exceptions of an extraordinary accomplishment, such as a new improved method, simplified process...etc, or a special contribution, which shall be promptly administered toward the commendation of its contributor, all required work performances within the job responsibility of a staff member or labor worker shall be categorized as routine work records and used as references for his/her annual performance appraisal.

2.4.2 同一事項，應俟全部完成後，視實際績效依規定辦理獎懲，且不得重複獎懲，其議獎人員以不超過參與人員三分之一為原則。

When a single extraordinary event or accomplishment has been concluded, the one-time commendation(s) to the contributing staff member(s) and/or labor worker(s) shall be administered according to the rules of “Procedure for the Commendations and Reprimands of Staff Members and Labor Workers”; and the number of persons,

who shall be commended, should not exceed one third of the participating employees.

2.4.3 對涉及數單位協力完成之案件，獎勵應以負主要責任之主辦單位人員為優先，其餘人員視其具體績效審慎核議獎勵；懲處應不分主、從單位一併檢討責任歸屬，覈實議處。  
When an inter-department/unit case or task is successfully concluded, the personnel in the primary leading department shall have the priority for the commendation considerations, and each of other participants shall be individually reviewed and commended according his/her specific performance. In the event of reprimanding participants, all personnel from both the primary department/unit and other departments/units shall be collectively reviewed and criticized for responsibilities; and reprimands shall be administered accordingly after verification.

2.4.4 對於跨單位間之方案或計畫執行成效之獎懲，主辦單位應於擬定方案或計畫時，視實際需要訂定統一之獎懲標準，或於辦理獎懲時，本衡平原則通盤考量，避免寬嚴不一。  
For the commendation and reprimand cases that involve i) the implementation effectiveness of an inter-department/unit plan or ii) an inter-department/unit program, when the leading department prepares the program or plan, it must simultaneously set up the unified criteria for commendations and reprimands, too. When processing commendations and reprimands, the balanced reviews of all participants must be administered based on the unified criteria.

2.4.5 基於獎勵不重複原則，已領取津貼或工作酬勞者，除具有特殊之功績外，不議獎。  
In order to abide the principle of not awarding repetitive commendations, all those who have received subsidies or allowances or been paid merit awards shall not be considered for commendations.

2.4.6 校外單位建議敘獎案，由本校衡酌實情並參考往例辦理。  
When an external unit or agency recommends a staff member or labor worker for commendation, the College shall evaluate the facts and consult similar historical commendation cases in the file prior to processing the recommendation.

2.4.7 教育部或各級政府明定之獎懲案件，依教育部或各級政府之規定辦理。  
All cases of commendations and reprimands, which are specially stipulated by Ministry of Education or governments at all levels, shall be administered according to the regulations of Ministry of Education or governments at all levels respectively.

2.4.8 獎勵之高低，依其所著之功績為標準，懲罰之輕重，依其所犯之事實為標準。  
The levels of commendations shall be awarded according to the benchmarks of merits and achievements. The levels of reprimands shall be exerted according to the criteria and seriousness of the committed offenses or failings.

2.4.9 因案已由司法機關偵查或移付懲戒者，在未經裁定前不議懲，對匿名檢舉信件概不處理。

All cases, which are under investigations or disciplinary actions by judiciary agencies, shall not be considered for reprimand actions before any court judgments have been handed down. All cases, which have been anonymously presented to the College for possible reprimand actions, will be accepted for processing by the College.

2.4.10 獎懲案件審議時，得邀請與獎懲案件有關之單位主管或相關人員列席職員工評議委員會說明。

When deliberating a commendation or reprimand case, the supervisor of the relevant department or unit and all concerned personnel shall be invited to participate and explain it during the meeting of Evaluation Committee of Staff Member and Labor Worker

2.5 職員工之獎懲事宜，由提案單位主管填具「職員工獎懲提案表」，檢附具體事實足資證明，依下列程序，報請校長核定之。

For the administration of a commendation or reprimand case, the department/unit supervisor should complete the “Proposal Form for the Commendation or Reprimand of Staff Member or Labor Worker”, attach to it with the specific facts and supporting proof for the prospective commendation or reprimand case, follow the sequential processes listed below and, then, submit it to the President for approval.

2.5.1 記嘉獎及小功、申誡及小過之獎懲，依行政程序辦理，核示結果由人事單位公告。

The commendation or reprimand at the level of a commendation unit, a merit citation, reprimand unit and a demerit point shall be processed according to administration procedure; and, the approved result shall be posted by Human Resources and Secretariat Office in public.

2.5.2 記大功、大過之獎懲，由人事暨秘書室提報職員工評議委員會討論，經出席委員三分之二通過，由人事暨秘書室公告。

The commendation or reprimand at the higher level of an excellent merit citation or two demerit points shall be submitted by Human Resources and Secretariat Office to Evaluation Committee of Staff Member and Labor Worker for deliberation. To convene such a commendation or reprimand meeting, more than two thirds of the Evaluation Committee of Staff Member and Labor Worker must be present. The decision on such a commendation or reprimand must be passed by more than one half of the attending Committee members in order to become effective. The approved result shall be posted by HRSO in public.

2.5.3 資遣或解聘之懲處，由人事暨秘書室提報職員工評議委員會討論，經出席委員三分之二通過。

The reprimand in the form of severance or dismissal shall be submitted by HRSO to Evaluation Committee of Staff Member and Labor Worker for deliberation. More than two thirds of the Evaluation Committee of Staff Member and Labor Worker must be present; and a decision for severance or dismissal must be passed

by more than one half of the attending members.

2.6 核定之獎懲結果，由提案單位將通過之「職員工獎懲提案表」影印予人事暨秘書室、當事人所屬單位及當事人，當事人如對獎懲內容有異議時，得於收到獎懲通知起一個月內以書面敘明理由，向本校職員工評議委員會提出書面申覆。以一次為限。

After the result of a commendation or reprimand case has been approved, the department or unit, which has initiated the case, shall send copies of the approved “Proposal Form for the Commendation or Reprimand of Staff Member or Labor Worker” to Human Resources and Secretariat Office, the person involved in the case and the responsible department/unit of the person involved in the case. Should the person involved in the case disputes the contents of the commendation or reprimand, he/she shall have the rights to apply for a one-time reconsideration, in writing, to the Evaluation Committee of Staff Member and Labor Worker within thirty days from the receipt of the Commendation Notification Letter or Reprimand Notification Letter.

### 3 控制重點：

Essential Elements of Control:

3.1 職員工獎懲是否填具「職員工獎懲提案表」，檢附具體事實足資證明，經規定程序辦理。

Whether the commendation or reprimand of every staff member or labor worker has been processed by submitting a completed “Proposal Form for the Commendation or Reprimand of Staff Member or Labor Worker” with attached specific facts and proof according to the required procedure.

3.2 職員工之獎懲事宜，是否由提案單位主管填具「職員工獎懲提案表」，檢附具體事實足資證明。

Whether the “Proposal Form for the Commendation or Reprimand of Staff Member or Labor Worker” has been completed by the department/unit supervisor and the specific facts and supporting proof have been attached for the prospective commendation or reprimand case.

3.3 經提案職員工獎懲，是否依獎懲程度不同，經規定程序審核通過，報請校長核定之。

Whether the different levels of commendations and reprimands of the staff members and labor workers have been reviewed and passed according to operation procedure; and, submitted to the President for approvals.

3.4 職員工獎懲是否適時公告。

Whether the commendations and reprimands have been timely posted in public.

3.5 當事人對獎懲內容有異議而申覆者，是否依規定受理。

If the concerned party has objections to the content of the rewards and penalties and submits an appeal, will it be processed in accordance with the regulations?

4 使用表單：

Applicable Form:

4.1 職員工獎懲提案表。

Proposal Form for the Commendation or Reprimand of Staff Member or Labor Worker.

5 依據及相關文件：

Basis and Related Document:

5.1 臺北基督學院職員工獎懲辦法。

Procedure for the Commendations and Reprimands of Staff Members and Labor Workers at Christ's College Taipei

6 流程圖：

Flowchart:

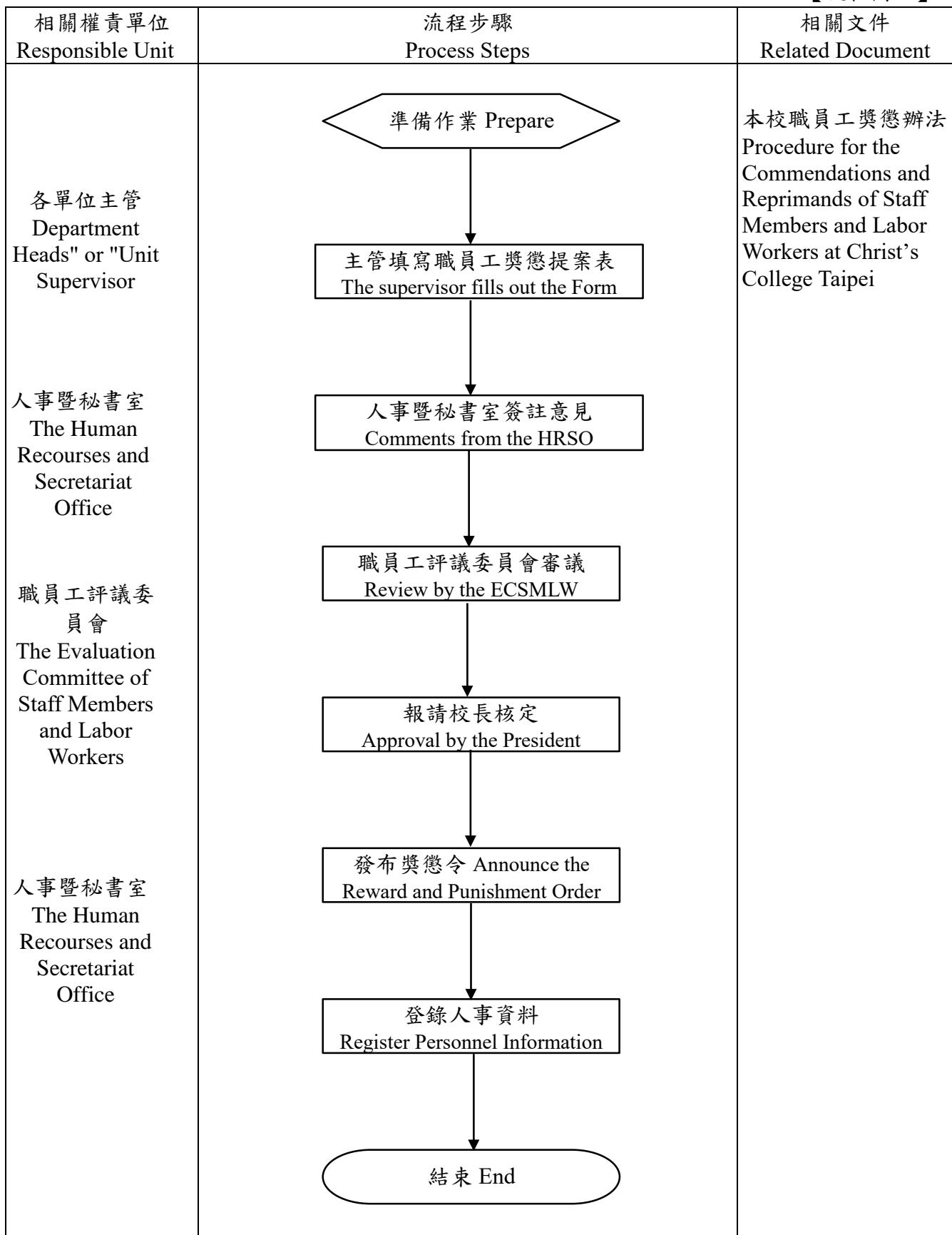
6.1 職員工獎懲作業流程參見【流程圖一】。

Operation Process of the Commendations and Reprimands of Staff Members and Labor Workers. Please consult "Flowchart 1".

## 職員獎懲作業流程圖

Operation Process of the Commendations and Reprimands of Staff Members and Labor Workers

【流程圖一】



## 肆、財務事項：

(Four) Financial Management Items:

### 一、目的：

#### 1. Purposes:

為使下列財務事項之作業程序有所依循。

Guidance of the operation procedures of following financial management items.

(一) 投資有價證券與其他投資之決策、買賣、保管及記錄。

Decision makings, acquisitions, sales, control/custody and recordings of marketable-security investments and other types of investments.

(二) 不動產之處分、設定負擔、購置或出租。

The disposition, encumbrance enactments, acquisitions or leases of real properties.

(三) 動產購置相關事業之辦理。

The administration of all matters related to the acquisitions of personal properties.

(四) 募款、收受捐贈、借款、資本租賃之決策、執行及記錄。

Decisions, implementations and recordings of fund raisings, donation acceptances, borrowings and capital leases.

(五) 負債承諾、或有事項之管理及記錄。

Management and recordings of liability commitments and contingencies.

(六) 獎補助款之收支、管理、執行及記錄。

Receipts, expenditures, management, implementation and recordings of student grants, scholarships and financial aids.

(七) 代收款項與其他收支之審核、收支、管理及記錄。

Reviews, approvals, receipts, expenditures, management and recordings of funds collected on the behalf of other parties and other revenues.

(八) 預算與決算之編製

The compilation and preparation of budget and final account.

## 二、適用範圍：

Applicable Scope:

財務事項相關作業程序均依本制度辦理。

The operation pertinent to the financial management items shall be administered according to this Chapter section.

## 三、作業說明：

Operation Instructions:

參見後續各章節之作業程序。

Refer to the operations in each following Chapter section.

(一) 投資有價證券與其他投資之決策、買賣、保管及記錄：

The decisions, acquisitions, sales, control/custody and recordings of investments in marketable securities and other instruments.

1 適用範圍：

Applicable Scope:

所謂有價證券，謂政府債券、公司債券、公司股票、定期存款單及遠期票據等。為使有價證券管理作業能有所遵循，故訂定本作業程序。

Marketable securities mean government bonds, company bonds, company stocks, savings deposits and long-term post-dated checks. This operation procedure is established to provide guidance for the management of marketable securities.

2 作業程序：

Operating Procedure:

2.1 取得：

Acquirements:

2.1.1 於當年度收支執行後有賸餘款者，依『私立學校賸餘款投資及流用辦法』應於決算經學校主管機關備查後一個月內，彌補以前年度收支互抵之不足後，將餘額保留於學校基金，並以特定科目記錄。

When there is any surplus after concluding the annual financial statement, the money must be applied for the payment(s) to any debts in the previous academic years first if any; and, then, the residual must be transferred to school foundation within one month from the submission date of the proposed plan to the government authority for future reference. The specific subject record tracking the surplus must be maintained in accordance with "Procedure of the Usage and Investment of Surplus of Private School".

2.1.2 投資基金額度應經董事會議通過。投資基金總額不得超過學校結餘款金額二分之一。

The investment amount must be passed by Board of Directors meeting; and the total amount of investment cannot exceed one half of the balance amount of the surplus.

2.1.3 賸餘款進行投資前，應先計算可投資額度上限，經董事會通過，並報教育部同意後，始得辦理。提報董事會可投資額度上限時，應同時告知所有參與董事會議及決議之董事有關『私立學校法』之規定，並記載於董事會議紀錄。

Prior to investing the surplus, the calculated maximum for potential investment must be submitted to Board of Directors for passage and Ministry of Education for approval prior to starting the investment. When submitting the maximal amount for potential investment to the Board of Directors, all participating directors must be informed of the relevant regulation of "Private School Law" and record the information in the Board of Directors meeting minutes.

2.1.4 投資基金項目為國內依法核准公開發行上市之股票、公司債及國內證券投資信託公司發行之受益憑證。

The investment instruments must be the stocks and bonds of public companies that have been permitted to issue public offers

according to ROC securities law and the beneficial certificates issued by securities trust companies of R.O.C.

2.1.5 投資同一公司發行之股票及公司債、同一證券投資信託公司發行之受益憑證合計額度其不得逾可投資基金額度之百分之十，不得超過同一被投資公司發行在外股份總數之百分之十。  
The total amount of investment in i) the stock or bond of a single company or ii) the beneficial certificate of a single security trust company must not exceed 10% of the total amount of all investments or 10% of the total amount of the issued beneficial certificates respectively.

2.1.6 投資於有價證券，其內容有變動，或動支投資基金時，應於次月十五日前，由會計室向教育部申報本月份投資基金之投資項目、金額之增減變動或投資基金之動支情形。  
When the contents of marketable securities have changed or any of the marketable securities have been sold, redeemed or used, Finance Office must report to Ministry of Education i) the changes in investment items and amount or ii) the uses of investment funds in the current month before the fifteenth (15<sup>th</sup>) of the following month.

2.1.7 已實現之收益與損失相抵後之虧損，應於本屆董事任期屆滿前，由全體董事籌款補足之。  
The net loss after summarizing all realized gains and losses must be made up by all Directors through fund raisings before the end of the term of the Board of Directors.

## 2.2 保管：

### Custody:

投資人員因投資取得投資標的為實體有價證券，應交出納單位保管；屬無實體有價證券，登載於存摺或對帳單，亦交出納組保管。

The certificates of marketable securities obtained by the authorized investment specialist must be handed to Cashier Group for custody; and the saving book or investment statements without the issued certificates must also be handed to Cashier Group for safe keeping.

## 2.3 異動：

### Changes:

2.3.1 實體有價證券欲出借或領出時，由申請人申請，經投資人員核准，並陳董事長簽核或董事長授權校長簽核後始得向出納單位取出。

Prior to borrowing or withdrawing a certificate of any marketable security from Cashier Group, the applicant must submit to Cashier Group a completed application form that must be approved by the authorized investment specialist and signed off by Chairman of the Board of Directors or the President who has been delegated by the Chairman.

2.3.2 借出期限到期若未歸還，應由申請人負責追回，投資人員負責控管並追蹤。

If the borrowed certificate has not been returned on time, the applicant must track it and be responsible for its return.

## 2.4 抵押：

Pledging a security as collateral:

2.4.1 有價證券若須抵押或擔保者，應依照規定程序辦理，質押後，應取回質押單位簽收證明，陳權責主管簽核，由投資人員列帳清冊管理。

If a security is to be pledged as collateral or guaranty, the pledging process must be administered according to operation procedure; and, after completing the pledge, the receipt issued by the lending entity must be signed off by the authorized officer and entered into the accounting inventory of assets for future management by the investment specialist.

2.4.2 抵押解除時，應辦理抵押註銷。

When the pledge period ends, the cancellation of pledge must be processed.

## 2.5 盤點：

Inventory audit:

2.5.1 出納組應不定期自行盤點作業。

Cashier Group must freely conduct inventory audits from time to time.

2.5.2 會計室每年應實施定期盤點，並會同會計師參與監盤。

In the presence of CPA(s) as superintendent(s), Finance Office must conduct scheduled inventory audits.

2.5.3 盤點結果若與實際結存發生差異時，應註明差異原因、處理對策及責任歸屬，陳董事長簽核或董事長授權校長簽核後辦理。

If the audited inventory results in any difference between the accounting ledger and the actual items under custody, the difference with explanations, the possible solution(s) and the responsible person(s) must be reported to Chairman of the Board or the President who has been delegated prior to starting an exploration to resolve the issue.

## 2.6 處分：

Disposition of Investment:

2.6.1 投資人員欲處分投資時，陳董事長簽核或董事長授權校長簽核，如非因有價證券到期解約而擬提前處分者，需加註分析說明。

When the authorized investment specialist plans to dispose of an investment, the proposal must be submitted to Chairman of Board of Directors for approval or the President who has been delegated. With the exception due to the expiration of the contracted marketable securities, all proposals for disposition of securities must include analysis and explanations.

2.6.2 處分投資而收取之價款，應存入在金融機構開設之帳戶，避免發生挪用或移用後再行存入之情形。

Any proceed resulted from the disposition of an investment must be directly deposited into the College's account at the same financial institution in order to avoid unauthorized usage prior to depositing into the College's account.

## 2.7 投資記錄：

### Investment Records:

2.7.1 投資交易完成後，投資人員應將取得之正本，交會計單位作為入帳憑證。

After the completion of a transaction involving an investment, the authorized investment specialist must submit the original documents to Finance Office to be entered into the accounting ledger.

2.7.2 會計室應依各項投資性質，對其增置、處分、成本分攤與附屬機構或相關事業每年決算後學校應認列之投資損益等交易，遵循『會計制度』規定選用適當之會計科目，並做適當之帳務處理。

Finance Office shall select appropriate accounting subject categories for the administration of investment accounts according to the characteristics of investments regarding their additional acquisitions, dispositions and cost averaging as well as the gains and losses realized by the affiliated organizations or related business after concluding the final account of the College.

## 3 控制重點：

### Essential Elements of Control:

3.1 取得『有價證券明細表』與會計帳核對是否相符。

Whether the “Portfolio Statement of Marketable Securities” has been obtained from the financial institution and verified as the same as the accounting inventory.

3.2 有價證券發行人或經紀、保管機構索取對帳單。

Whether the reconciliation statements have been requested from the issuer(s) of the marketable security(ies), brokerage firm(s) and custodian company(ies).

3.3 實地盤點現存有價證券，並核驗所有權是否確屬學校。

Whether the actual certificates of marketable securities have been visually inspected and verified that the holder/owner is indeed Christ’s College Taipei.

3.4 依盤點結果列表，與『有價證券明細表』、及『有價證券備查簿』查核對是否相符，差異應查明原因，如係因入帳先後日期所引起之差異，應作調整表核對。

Whether the audited inventory list has been used to verify if the “Portfolio Statement of Marketable Securities” and “Accounting Record of Marketable Securities” are the same as the audit result; whether, if there is (are) any difference(s), the difference(s) is (are) due to errors in entrance date(s); and whether the errors have been corrected.

3.5 帳列有價證券如供作抵押、債務保證、或寄託保管等，應詳查提供數額及債務項目，並向債權人證實。

Whether the pledge(s) of marketable security (ies) as collaterals, debt guaranty or deposit on custody has (have) been inspected closely as to amount and individual items and also verified by the lenders.

3.6 查明各項證券投資收入、股利等有否未按期領取。

Whether the incomes, dividends...etc., of the marketable securities have been received or collected on time.

3.7 查核結帳日有價證券之市價。

Whether the marketable securities bear the current market price as of the accounting closing date.

4 使用表單：

Applicable Forms:

4.1 有價證券明細表

Portfolio Statement of Marketable Securities

4.2 有價證券盤點表

Audited Inventory List of Marketable Securities

4.3 有價證券備查簿

Accounting Record of Marketable Securities

5 依據及相關文件：

Basis and Related Documents:

5.1 會計制度

Accounting System

5.2 私立學校法

Private School Law

5.3 學校財團法人及所設私立學校建立會計制度實施辦法

Procedure for the Implementation of the Accounting System of the School Foundation and its Subsidiary Private School”

5.4 私立學校賸餘款投資及流用辦法

Procedure of the Usage and Investment of Surplus of Private School

6 流程圖：

Flowchart:

6.1 投資有價證券與其他投資管理程序參見【流程圖一】。

Refer to “Flowchart 1” for the Management Procedure of the Marketable-Security Investment and other investments.

投資有價證券與其投資管理程序流程圖

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
出納 Cashier 董事會 Board of Directors 會計室 Finance Office	<pre> graph TD     A{取得 get} --&gt; B[保管 Keeping]     B --&gt; C[異動 Alteration]     C --&gt; D[抵押 Charge]     D --&gt; E[盤點 Inventory]     E --&gt; F[處分 Disposal]     F --&gt; G([投資紀錄 Investment Records])   </pre>	私立學校賸餘款投資及流用辦法(教育部) Regulations on the Investment and Utilization of Surplus Funds of Private Schools (MOE)
出納 Cashier		私立學校建立會計制度實施辦法(教育部) Regulations on the Implementation of Accounting System for Private Schools (MOE)
申請人 Applicant 投資小組 Investment Team 出納 Cashier		私立學校法 (教育部) Private School Law (MOE)
投資小組 Investment Team 出納 Cashier 會計室 Finance Office 會計師 Accountant		
投資小組 Investment Team 董事會 Board of Directors		
投資小組 Investment Team 會計室 Finance Office		

(二)不動產之處分、設定負擔、購置或出租：

(Two) Dispositions, encumbrance enactments, acquisitions or lease(s) of real properties:

1 適用範圍：

Applicable Scope:

不動產之處分、設定負擔、購置或出租時適用。

The operation pertinent to the dispositions, encumbrance enactments, acquisitions or leases of real properties of the College shall be administered according to this Chapter section.

2 作業程序：

Operating Procedure:

2.1 不動產購置或處分，除依『總務事項-財物採購作業』及『總務事項-營繕作業』規定程序辦理外，應經校務會議與董事會決議通過，並報經教育部核准後辦理。

In addition to be administered in accordance with regulations of “General Affairs Business: Property Procurement Procedure” and “General Affairs Business: Construction and Repairs Operations”, all dispositions or acquisitions of real properties must be submitted to the “College Affairs Committee” and “Board of Directors” meetings for passages and, then, Ministry of Education for approval prior to initiating the processes.

2.2 就不動產之設定負擔或出租，應經董事會決議通過，並報經教育部核准後辦理。(參閱『私立學校法』)

The encumbrance enactments or lease(s) of real properties of the College must be passed by Board of Directors meeting and, then, submitted to Ministry of Education for approval prior to initiating the processes.  
(Consult “Private School Law”.)

2.3 不動產之處分或設定負擔，應符合下列規定：(參閱『私立學校法』)

The dispositions or encumbrance enactments of real properties of the College must be in compliance with following regulations: (Consult “Private School Law”.)

2.3.1 不動產之處分，以不妨礙學校發展、校務進行為限。

The dispositions of real properties of the College must not affect the developments or operations of the College affairs.

2.3.2 不動產以與教學無直接關係或經核定廢置之校地、建築物為限，始得設定負擔。

Prior to proceeding with the encumbrance enactments of real properties of the College, the land and/or building(s) must be determined and approved by the College as either directly irrelevant to education affairs or of being abandoned properties.

2.4 其他法律之規定，對之不動產具有法定抵押權者，依其規定。(參閱『私立學校法』)

The mortgage lien(s) on real properties of the College shall be administered according to relevant laws. (Consult “Private School Law”.)

### 3 控制重點：

Essential Elements of Control:

3.1 不動產之購置、出租、處分、設定負擔(含不動產之出售、報廢、抵押等)，是否符合「私立學校法」第49 條之規定。(但學校拆除建築物及校內不動產出租予校外廠商經營書店、餐廳、影印店及其他商店，僅對學校學生、教職員工營業者不在此限)(參閱『會計師查核附表19』)

Whether the acquisitions, leases, encumbrance enactments or dispositions of the real properties of the College including the sales, abandoning, mortgage...etc., are in compliance with the regulation of Article 49 of "Private School Law". However, the tear down of buildings and the leases of campus stores to contractors of bookstore, restaurants, copying service and other retailing services for students, faculty, staff and labor workers are excluded from the regulation. (Consult "Exhibit Table 19 of Accountants' Audit Report").

3.2 不動產之購置、出租、處分、設定負擔是否校務會議與董事會決議通過，並報經教育部核准後辦理。

Whether the acquisitions, leases, dispositions, or encumbrance enactments of real properties of the College have been deliberated and passed by the "College Affairs Committee" and "Board of Directors" meetings and, then, approved by Ministry of Education prior to initiating the processes.

### 4 使用表單：

Applicable Form:

無。

None.

### 5 依據及相關文件：

Basis and Related Documents:

5.1 私立學校法

Private School Law

5.2 會計師查核附表 19

Exhibit Table 19 of Accountants' Audit Report

### 6 流程圖：

Flowchart:

6.1 不動產之處分、設定負擔、購置或出租作業參見【流程圖一】。

Refer to "Flowchart 1" for the procedures of the dispositions, encumbrance enactments, or leases of real properties of the College.

不動產之處分設定處理、購置或出租流程圖

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
會計室 Finance Office 人事暨秘書室 The Human Recourses and Secretariat Office	<pre> graph TD     A([Demand Confirmation]) --&gt; B{Meeting Deliberation}     B -- Approved --&gt; C{Submitted for Approval}     C -- Approved --&gt; D[Implementation]     D --&gt; E([Data Construction])     B -- Rejected --&gt; A     C -- Rejected --&gt; A   </pre>	校務會議紀錄 College Council Meeting Minutes
董事會 Board of Directors		董事會議紀錄 Board Meeting Minutes
會計室 Finance Office 人事暨秘書室 The Human Recourses and Secretariat Office		學校核備函 School Approval Letter
總務處 General Affairs Office		執行資料 Implementation Data
總務處 General Office 會計室 Finance Office 人事暨秘書室 The Human Recourses and Secretariat Office		

### (三)動產購置相關事業之辦理：

(Three) Procedure for all matters related to the procurements of personal properties:

#### 1 適用範圍：

Applicable Scope:

動產之購置時適用。

The operation pertinent to the procurements of personal properties shall be administered according to this Chapter section.

#### 2 作業程序：

Operating Procedure:

##### 2.1 動產認定依行政院『財物分類標準』規定辦理。

The identifications and categorization of personal properties shall be processed according to the rules of “Property Category Standards”.

##### 2.2 動產購置，依學校校務發展規劃編列動產購置計畫。

For the procurements of properties, the plan for property acquisitions must be prepared according to the development plan of collage affairs.

##### 2.3 動產購置依預算範圍申請購置，包括機械儀器設備、圖書博物、其他設備。

The acquisitions of properties, including mechanical instruments, equipment, library goods and other equipment must be administered according to the budget scope.

##### 2.4 動產購置依『預算計畫表』規定程序辦理。

The acquisitions of properties must be administered according to the rules and procedure of the “Budget Plan Form”

#### 3 控制重點：

Essential Elements of Control:

##### 3.1 動產是否符合行政院『財物分類標準』規定認定。

Whether the properties have been identified and categorized according to the rules of Property Category Standards” issued by Executive Yuan.

##### 3.2 動產購置項目是否依學校校務發展計畫。

Whether the procurements of property items have been in accordance with the development plan of college affairs.

##### 3.3 動產購置是否依預算範圍申請購置。

Whether the procurements of properties have been applied according to the budget scope.

##### 3.4 動產購置是否依「本校採購作業辦法』規定程序辦理。

Whether the procurements of properties have been administered according to the procedure of “Guidelines of Acquisition Procedure of Christ’s College Taipei”.

4 使用表單：

Applicable Form:

4.1 預算計畫表

Budget Plan Form

5 依據及相關文件：

Basis and Related Documents:

5.1 財物分類標準

Property Category Standards

5.2 採購作業辦法

Procurement Procedure

6 流程圖：

Flowchart:

6.1 動產之購置作業流程參見【流程圖一】。

Refer to “Flowchart 1” for the procedure of procurements of personal properties.

動產購置流程圖 Personal Property Procurement Process

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
會計室 Finance Office 各級行政、教學單位 Administrative and Academic Units	<pre> graph TD     A([年度預算確認 Annual Budget Confirmation]) --&gt; B[申購 Purchase]     B --&gt; C{審核預算 Budget Approval}     C -- 通過 Approved --&gt; D[採購作業 Procurement]     C -- 不通過 Rejected --&gt; B     D --&gt; E([驗收入帳建構 Revenue Acceptance Account Construction])   </pre>	各單位預算表 Unit Budget Sheet
各需求單位 Demanding Units	申購單 Requisition Form	
會計室 Finance Office	預算控制表 Budget Control Sheet	
總務處 General Affairs Office	估價單、比價單或 公開招標紀錄 Quotation Sheet, Price Comparison Sheet, or Public Tender Records	
會計室 Finance Office 申購單位 Requisitioning Unit 總務處事務組 General Affairs Section	驗收單 Acceptance Form	

(四)募款、收受捐贈、借款、資本租賃之決策、執行及記錄：

(Four) Decisions, implementations and recordings of fund raisings, donation acceptances, borrowings and capital leases.

◎募款、收受捐贈作業

Operation of fund raisings and donation acceptances

1 適用範圍：

Applicable Scope:

校外個人、機關團體之募款、捐款、有價證券與財產捐贈。

The operation pertinent to fund raisings, donations, and gifts of marketable securities and properties shall be administered according to this Chapter section.

2 作業程序：

Operating Procedure:

2.1 募款及收受捐贈申請

Request for Fund Raising and Donation Acceptance

2.1.1 募款申請：

Fund Raising Application

各單位辦理募款活動，事先簽文經校長核准後辦理。

Prior to starting a fund raising program, the application and proposed plan must be submitted to the President for approval first.

2.1.2 收受捐贈申請：

Request for Donation Acceptance:

各單位接獲校外單位來函表示捐贈時，簽案請校長核准。如為財產捐贈，請對方附上捐贈財產之統一發票影印本，以供認證財產價值。捐贈者無法提供完整資料時，受贈單位或承辦單位應委請公正客觀之相關二家廠商進行估價，出具廠商估價單，並載明於『財產驗收報告單』。

When a department/unit receives a proposed letter of donating a gift to the College from an outside organization, such proposal must be submitted to the President for approval. Should a donation of property have been proposed, the department/unit should request the prospective donor to enclose a copy of the national unified receipt for the purchase of the property in order to support its value. When the donor cannot provide complete information as requested, the receiving unit or the department/unit undertaking the receiving of the property shall request two independent vendors or manufacturers to conduct assessments and provide the appraised values to the College. Thereafter such appraised values shall be placed on the "Received Property Inspection Report Form".

2.2 收款：

Fund receipt:

2.2.1 募款收款：

Fund raising receipt:

2.2.1.1 出納組收受掛號郵寄之支票、匯票；待收到款額後始寄發正式『收據』。

After receiving a donation check or money order through registered mail and the check is cleared by the bank, Cashier Group shall issue the donor an official “Receipt” for the donated amount via mail.

2.2.1.2 出納組收受轉帳及電匯待確認入帳後始寄發正式『收據』。

After receiving a transfer of money or an electronic wiring and verifying the receipt of the money by the bank, Cashier Group shall issue an official “Receipt” to the donor for such an amount via mail.

2.2.1.3 出納組收受現金時主辦單位應先向出納組領取手開『收據』，捐款者於活動日當場捐款者，應立即開立具有校長、主辦會計及經收人章之『收據』，並將收執聯交予捐贈人。

For cash-donation fund raising program, the responsible department or unit shall obtain, in advance, the prepared “Receipts” from Cashier Group, which bear the seals of the President, the operating department/unit, and the receiving person who manually accepts the cash. During the fund raising date, the receiving person shall immediately issue the receipt portions to the cash donors on the spot while retaining the stub portions for the record of Cashier Group.

2.2.2 捐贈收款：

Donation Receipt:

2.2.2.1 現金及有價證券：

Cash and Marketable Securities:

出納組開立『收據』，將收執聯交與捐贈人並將現金及即期票據解繳銀行，如收受遠期票據，應委託銀行代收，出納人員應於收執聯註明遠期票據之到期日。捐贈單位如指定用途，全數依指定用途使用；如未指定用途者，全數由「本校統籌運用；如其他指定用途或指定使用單位者，由接受指定用途或指定捐贈單位，依指定用途自行運用。

Cashier Group shall immediately issue “Receipt” portion to each donor of cash or Cashier’s Check (Money Order) and deposit the donation into the College’s account timely. Should a long-term, post-dated check be received, it shall be transferred to a commissioned bank and Cashier Group must actually mark on the “Receipt” portion with the effective date of the check. For a donation with a designated usage, the total amount must be used according to the donor’s instruction. For a donation without any designated usage, the whole amount shall be applied to the category of “College General Operation Fund”.

Should a donation is designated for certain usage or a department/unit’s operation, the department/unit for the

certain usage or the designated department/unit shall apply the donation for the department/unit's usage.

#### 2.2.2.2 動產及不動產：

Personal Properties and Real Properties:

保管組辦理財產驗收。

Inventory Control Group shall be responsible for the inspections of all received properties and their inventory control.

#### 2.2.2.3 圖書：

Library books and materials:

圖書館鑑定圖書價值、點收圖書，保管組辦理驗收。

For the donations of library books and materials,

Library shall be responsible for their cataloguing and their value assessments first; and, then, the Inventory Control Group shall proceed with the inspections of received property and their inventory control.

### 2.3 登帳：

Bookkeeping:

2.3.1 出納組將募款或捐贈款項解繳銀行，並將『收據』之會計聯併銀行之證明送會計室登帳。

Cashier Group shall deposit all proceeds from fund raisings and all cash/check donations into the College's bank account and submit all receipt stubs and bank deposit slips to Finance Office for bookkeeping.

2.3.2 保管組確認每筆財產之耐用年限及價值後，將『財產驗收報告單』送會計室登帳。

After verifying the useful life and value of each property, Inventory Control Group shall submit the completed "Received Property Inspection Report Form" to Finance Office for accounting record.

2.3.3 出納組確認募款及捐款者需求開立『捐贈證明』。

The "Gift Donation Proof" shall be issued by Cashier Group after verifying the actual amount of donation and upon the request of the gift donor.

2.3.4 畘書室製作感謝狀予捐贈單位。

A Certificate of Appreciation shall be prepared by Secretary General's Office and awarded to each organization that has provided the donation.

### 2.4 公告：

Public announcement:

出納組每月彙整募款及捐贈明細，依指定用途出具收支專帳，依『財務與非財務作業資訊揭露作業辦法』，公告於學校網頁。

Each month, Cashier Group shall compile a table format consisting of all proceeds from fund raisings and all cash/check donations; and the special account of revenues and expenditures shall be issued and posted on campus network for public announcement according to the regulation of "Disclosure Procedure of Financial and Non-financial Operation Information".

### 3 控制重點：

Essential Elements of Control:

#### 3.1 募款活動是否經校長核准。

Whether each fund raising program has been approved by the President prior to starting it.

#### 3.2 募款收取之捐贈款是否依規定開立捐贈收據。

Whether a donation “Receipt” has been immediately issue to each donor according to the regulation.

#### 3.3 募款活動結束後，是否依規定將募得之款項連同已用或未用之收據交付出納單位結清。

After the completion of each fund raising program, whether the collected money, all receipt stubs and all unused receipts have been handed to Cashier Group for settlement.

#### 3.4 捐贈收據各聯交付、保管及存查是否依規定辦理。

Whether the transfer, control and storage of all receipts and receipt stubs for all donations have been processed according to the regulation.

#### 3.5 捐贈款是否適時登帳，且登帳正確。

Whether all donated money has been recorded in accounting journals immediately and their accuracy has been verified.

#### 3.6 接受捐贈是否依規定開立捐贈收據及辦理規定之表揚感謝事宜。

Whether the donation receipts have been immediately issued and Certificates of Appreciation have been prepared according to the regulation.

#### 3.7 屬財產捐贈是否附上財產捐贈清冊及捐贈財產之統一發票影印本或廠商估價單。

For any property donation, whether an inventory list of properties and a copy of the national unified receipt (or appraisal values of the properties issued by manufacturers) have been provided to the donor.

#### 3.8 屬現金及有價證券之捐贈款，其用途是否依規定辦理。

Whether the usages of the cash donations and gift donations of marketable securities have been administered according to regulation.

#### 3.9 接受遠期票據捐贈，是否依規定委託銀行代收。

Whether the accepted long-term, post-dated check has been received by a commissioned bank according to the regulation.

#### 3.10 出納單位收受遠期票據時，是否於收執聯註明遠期票據之到期日。

Whether the “Receipt” portion of a receipt for an accepted long-term, post-dated check has been accurately marked with its effective date.

### 4 使用表單：

Applicable Forms:

#### 4.1 財產驗收報告單

Received Property Inspection Report Form

#### 4.2 收據

Receipt Form

#### 4.3 捐贈證明

Gift Donation Proof

5 依據及相關文件：

Basis and Related Document:

5.1 財務與非財務作業資訊揭露作業辦法

Disclosure Procedure of Financial and Non-financial Operation Information

6 流程圖：

Flowchart:

6.1 募款及收受捐贈作業流程參見【流程圖一】。

Refer to “Flowchart 1” of operation process for fund raisings and donation acceptances.

募款及收受捐贈作業流程圖 Fundraising and Donation Acceptance Process Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
各單位 Units		核准簽呈 Approval Submission
各單位、出納、 事務組 Units、Cashier、 General Affairs Section	<pre> graph TD     A{Fundraising and Donation Application} --&gt; B[Collections]     B --&gt; C[Registration Notice]     C --&gt; D([Announcement])   </pre>	收據、銀行證明、 財產驗收報告單、感謝狀 Receipts, bank certificates, Asset Acceptance Report, Certificate of Appreciation
人事暨秘書室 The Human Recourses and Secretariat Office		收支專帳、捐贈證明 Income and Expense Account, Donation Certificate
會計室 Finance Office		學校網頁 School Website
會計室 Finance Office		

◎借款作業

Borrowing Operation

1 適用範圍：

Applicable Scope:

本校對外借款融資。

The operation pertinent to the College's financing through loans.

2 作業程序：

Operating Procedure:

2.1 借款額度申請：

Application for loan limit:

2.1.1 本校年度資金調度不足，或日常資金調度不足或借款已無額度，會計室應依據年度『短期借款計劃』或『中長期借款計劃』，於適當時機向銀行申請融資額度或於原融資額度到期前向銀行申請換約，以備籌措資金之需。

When there is insufficient capital, the daily cash flow is unbalanced or there is no available credit line during a fiscal year, Finance Office must apply for an appropriate amount of loan or a new loan, which shall replace an existing loan upon the due date, according to "Short-term Borrowing Plan" or "Mid-term Borrowing Plan".

2.1.2 會計室於選擇銀行及額度時，應比較各銀行提供之條件擇優選定貸款銀行。

During the selection process for a desirable bank and loan limit, Finance Office must compare the terms of various banks and choose one that offers the most favorable loan to the College.

2.1.3 向銀行簽訂之銀行借款額度，須以董事會通過之可申貸總額度為限。

The amount of loan contract, which is made and signed by both the College and the prospective bank, must be the same as the total amount that have been approved by the Board of Directors.

2.1.4 銀行核准融資額度後會計室應陳送簽約文件經校長及董事長核准後，與銀行辦理簽約手續。

After the bank approves a loan amount, Finance Office shall submit the loan contract to the President for its approval by the Chairman of the Board of Directors prior to executing such contract.

2.2 借款決策作業：

Decision Making Procedure for Applying for A Loan:

2.2.1 由會計室收集彙整資料專案簽呈，陳核准後再與貸款銀行進行增加借款額度或申請動用額度作業。

The Finance Office shall collect information for the compilation of a project for approval. After the project has been approved, Finance Office shall negotiate with the bank regarding an increase in loan amount or apply for using the line of credit.

2.2.2 首次借款、增加借款額度及原融資額度到期換約申請時，應由會計室專案簽呈，會簽出納組，陳校長核准，再轉陳董事會通過。

For the initial borrowing, an increase in loan limit and the replacement of an existing loan, Finance Office and Cashier Group must submit the loan project to the President for approval and, then, the Board of Directors for passage.

2.2.3 符合教育部『教育部監督學校財團法人及所設私立學校融資作業要點』第四點者，需於決策會議時即檢附相關資料（含『借入款還款計劃表』）並於報教育部核准後始得執行借款。

In compliance with Article 4 of “Guidelines of Debt Operation at MOE-supervised Private School Foundation and Affiliated Private School”, when the College Affairs Committee deliberates the borrowing proposal, the relevant information including “Loan Payment Schedule Form” shall be concurrently submitted to Ministry of Education for approval prior to executing the loan contract.

2.2.4 符合教育部『教育部監督學校財團法人及所設私立學校融資作業要點』第五點者，需於決策會議通過後進行借款作業，並於借款後一個月內專案報教育部備查。

In compliance with Article 5 of “Guidelines of Debt Operation at MOE-supervised Private School Foundation and Affiliated Private School”, when the College Affairs Committee passes the borrowing case and starts loan application process, the College must submit the loan project to Ministry of Education for future reference within a month from the effective date of the loan agreement.

### 2.3 借款額度動用：

Draw on Loan Amount:

2.3.1 當資金調度不足須向銀行動用額度借款或原借款到期續借時，會計室填寫『印信使用申請單』、『動用借款時間表』，會簽出納組，陳校長簽核用印後，向銀行申請借款。

When there is insufficient capital and there is a need to draw on an existing bank credit line or to apply for a renewal loan, which shall replace an existing loan upon the due date, the Finance Office shall complete “Application Form for Seal Use”, and “Line of Credit Draw on Schedule”; and together with Cashier Group, they shall be submitted to the President for approval and the use of official seal prior to applying for the loan.

2.3.2 借款動用之考量：

Consideration for drawing on loans

2.3.2.1 借款如係指定用途者，應依計畫或約定予以動用，不得移作他用。

If a loan is designated for certain usage, the draw on the loan must be processed according to the plan or agreed terms; and the loan not be used for other purposes.

2.3.2.2 若係約定到期一次償還或分期償還者，會計室應依借款計畫於到期前預為籌措資金，以備到期時償還。

If a loan is payable at the end of the term or of an installment type, the Finance Office must prepare the payment according to the payment plan and make the payment before the due day.

2.3.2.3 若約定應提償債基金者，應依約提列，該項基金之運用應合於約定。  
When the College must draw on debt service fund according to the agreement, the College shall withdraw money for the designated use(s) as stipulated in the agreement.

2.3.2.4 會計室應依各銀行之借款變動情形編製『借入款變動表』及『借入款還款計劃表』並計算可動用之借款額度。  
The “Statement of Changes in Borrowed Money” and “Loan Payment Schedule Form” must be prepared by the Finance Office according to the change in loan amount at each lender bank; and the availability of each credit facility shall be calculated.

2.3.3 出納組依據『應付票據明細表』、『定期存款月報表』、『未撥款款項一覽表』及『借入款還款計劃表』等，深入了解資金收支預計之餘紓金額，每月依資金進出情況編製『可用資金餘額表』、『銀行額度使用明細表』；並依據未來資金或營運需求按月編製『銀行授信額度使用彙總表』，以確實掌握資金收支預算。  
The Cashier Group shall have a full, in-depth understanding of the estimated surplus of the forecasted revenue and expenditure statement based on “Notes Payable Breakdown Form”, “Monthly Statement of Certificate of Deposit”, “Summary List of Unfunded Items” and “Loan Payment Schedule Form”. The “Form of Available-Fund Surplus” and “List of Draw-ons of Bank Credit Limit” shall be prepared based on the monthly capital influx and outflow situation. In order to control the budget of capital influx and outflow, the monthly “Use Summary Table of Bank Credit Line Limit” shall be prepared according to future need for capital or operations.

2.4 簽定合約：  
Agreement Execution:  
對於核定後的借款計劃，應與銀行進行借款額度合約書簽定作業。  
After a loan plan is approved, the College must initiate the loan application process toward the execution of a loan with the approved limit.

2.5 利息費用：  
Interest Expense:  
2.5.1 會計室應於每月月底，依約定利率或最近一次支付之利率及借款期間予以估列應付利息。  
At the end of each month, the Finance Office must make the interest payment to each loan according to the agreed interest rate or the latest interest rate; and, the interest amount of each loan during the loan life shall be estimated.

2.5.2 會計室於收到支付利息通知單後，依合約約定利率及借款期間，核算應支付之利息是否正確，如正確無誤，依「本校支出作業辦理」。

After receiving the interest payment notification letter from a lender, the Finance Office shall make calculation according to the contract loan interest and verify against the amount on the interest payment notification; and the payment shall be made according to “Procedure of Administering Expenditures” after confirming that there is no error.

## 2.6 到期續借或還款：

Loan Renewal upon Due Date or Payment:

2.6.1 會計室於借款到期日前依本校資金調度情形決定借款展延或還款。

Before a loan is due for payment in full, the Finance Office shall make a decision on whether to apply for a replacement loan or to pay the loan in full.

2.6.2 如決定續借該筆借款，則簽文經校長核定後始得辦理。

Should the College decide to apply for a replacement loan, the loan plan must be approved by the President prior to initiating a loan application.

2.6.3 如決定清償借款，會計室應填寫『資金動用申請書』，陳校長核准後，由出納組轉帳或開立支票還款，並更新『借入款變動表』及『銀行額度使用明細表』。

Should the College decide to pay the loan in full, the Finance Office must complete “Request Form for Capital Draw Down” and submit it to the President for approval. Then the Cashier Group shall transfer the money to another account or issue a Cashier’s check; and, meanwhile, “Statement of Changes in Borrowed Money” and “List of Draw-ons of Bank Credit Limit” shall be updated.

## 2.7 借款作業的報部核准及核備：依據教育部『教育部監督學校財團法人及所設私立學校融資作業要點』第四、五、六、七、八及十項規定訂定下述各狀況的作業方式。本校有附屬機構與相關事業，應補充計算各附屬機構及相關事業之舉債指數。

Borrowing Procedures Required for MOE Approval and Future Reference:

According to the rules of Articles 4, 5, 6, 7, 8 and 10 of “Guidelines of Financing Operation of MOE-Supervised School Foundation and the Affiliated Private School”, following operation methods are established.

2.7.1 本校符合下列條件之一者，應於借款前，專案報教育部核定後始得辦理：

When the College meets one of following conditions, a special loan project must be submitted to MOE for approval prior to initiating the loan application process:

2.7.1.1 舉債指數大於五或扣減不動產支出前之餘額為負數。

When the debt index of the private school is greater than 5 or the annual balance is negative prior to subtracting the value of real property.

2.7.1.2 私立學校擴建分校、分部或附屬機構及相關事業增置擴建。

When the private school plans to apply for loans to finance the building or expansion of a branch school,

the auxiliary campus or affiliated organization and the addition or expansion of related business.

2.7.1.3 財務異常，經教育部糾正有案或應限期改善。  
When there is financial abnormality and MOE has issued directives for correction or improvement by a deadline.

2.7.1.4 本校為新設，經教育部進行實地查核，符合規定條件者。  
When the private school is newly established, MOE has conducted onsite audit, and the school meets the required conditions.

2.7.1.5 為支應短期資金需求而舉借三個月以內的短期借款，或舉債指數大於零且小於或等於五，本校符合其中條件之一，則應於借款後一個月內，專案報部備查。  
In order to address short-term need for capital, the private school plans to apply for a 3-month (or shorter) short-term loan; or when the debt index of the school is greater than zero and less than or equal to five, the special loan project must be reported to MOE within one month from the effective date of the loan agreement.

2.7.2 本校不得以短期借款資金支應購建固定資產等長期性資金需求。但若舉債指數等於零或學校於學期更替之際，次學期學費未收繳前，為支付員工薪資，辦理貸款之額度在二個月薪資總額內，且貸款期限未超過三個月之短期借款，本校符合其一條件，而辦理借款則無須報部核定或備查。  
The College cannot use short-term loan for long-term capital need, such as, the purchase of fixed assets. However, if the debt ratio is zero or if the short-term loan of 3-month duration or less is taken out between the end of an academic semester and the day of receiving tuitions and fees for the succeeding semester in order to pay for the salaries and wages of staff members and labor workers providing the loan amount is less than the total of two months' salaries and wages of staff members and labor workers, the loan application can proceed without MOE's approval or the need to submit loan plan to MOE for future reference.

2.7.3 為健全本校財務結構安全性，除符合前項2.6.1條件外，於招生三年內不得向外舉債興建校舍。  
In order to establish a secure financial structure at the College, no loan shall be taken out for the building of dormitory within 3 year with the exception of meeting the condition of preceding 2.6.1 paragraph.

2.7.4 本校借款，符合借款前專案報教育部核定時，應檢附教育部規定資料文件。  
When the College plans to borrow and meets the requirement of obtaining pre-approval before applying for the loan, the required information and documents must be submitted to MOE first.

2.7.5 若本校於年度中有新增借款，應依『私立學校會計制度之一致規定』，於借款後次月檢送『舉債指數計算表』，並附註說明

借款類別、對象、金額、期間及還款方式等，併同會計月報表送教育部備查；會計年度終了後，應於會計師簽證之財務報表中揭露『舉債指數計算表』。

If the College plans to expand the loan portfolio during an academic year, the College must submit to MOE for future reference the completed “Table of Debt Index Calculation”, monthly accounting statement and loan information consisting of loan category, subject matter, loan amount, term of the loan and payment method within 1 month from the effective date of the loan agreement according to “Unified Regulation of Accounting System of Private School”. After the financial fiscal year ends, the CPA-certified annual financial statement must disclose the “Table of Debt Index Calculation”.

### 3 控制重點：

Essential Elements of Control:

#### 3.1 確認借款需求：

Verification of the need for loan:

會計室應利用『舉債指數計算表』計算出年度的舉債指收狀況，並於每年2~5月份預估全校新年度收支預算表，其中依相關資料及經驗研擬各種收入來源之額度、支出與運用期間，並規劃資金調度之原則，編製『年度預計現金流量表』。

The Finance Office must utilize “Table of Debt Index Calculation” to calculate the fiscal year’s debt index situation and shall estimate the succeeding year’s budget of revenues and expenditures between February and May of the current fiscal year. For the preparation of “Fiscal Year Forecast Table of Cash Flow Quantity”, the Finance Office shall rely on the related data and experience to study and set the amount of money for each revenue source, payments and operation period; and the principle of planning the capital management.

3.1.1 資金流量經評估結果，若有不足時，需進行增加借款額度或申請動用額度，對於原有的借款額度應確定貸款契約及額度狀況。

When the analysis result of cash flow shows insufficient, the College should request to use the line of credit or apply for an increase in loan limit after verifying the original loan limit, the terms of loan contract and the amount of available credit.

3.2 首次借款應由會計室專案簽呈，陳校長核准及董事會通過，並於報部核准後始得執行借款。

When the College plans to borrow the first time, the Finance Office must submit a request for approval to the President for approval and the Board of Directors for passage, and, then, the Ministry of Education for approval prior to starting the process of applying for a loan.

### 4 使用表單：

Applicable Forms:

#### 4.1 舉債指數計算表

Table of Debt Index Calculation

#### 4.2 年度預計現金流量表

Annual Cash Flow Forecast Form

4.3 借入款還款計劃表  
Loan Payment Schedule Form

4.4 短期借款計劃  
Short-term Debt Plan Form

4.5 中長期借款計劃  
Long-term Debt Plan Form

4.6 印信使用申請表  
Application Form for Seal Use

4.7 動用借款時間表  
Line of Credit Draw on Schedule

4.8 借入款變動表  
Statement of Changes in Borrowed Money

4.9 應付票據明細表  
Notes Payable Breakdown Form

4.10 定期存款月報表  
Certificate of Deposit Monthly Report Form

4.11 未撥款項一覽表  
Summary List of Unfunded Items

4.12 可用資金餘額表  
Form of Available-Fund Surplus

4.13 銀行額度使用明細表  
List of Draw-ons of Bank Credit Limit

4.14 銀行授信額度使用彙總表  
Use Summary Table of Bank Credit Line Limit

4.15 資金動用申請書  
Request Form for Capital Draw Down

5 依據及相關文件：

Basis and Related Documents:

5.1 教育部監督學校財團法人及所設私立學校融資作業要點  
Guidelines of Financing Operation of MOE-Supervised School Foundation and the Affiliated Private School

5.2 私立學校會計制度之一致規定  
Unified Regulation of Accounting System of Private School

6 流程圖：

6.1 借款作業流程參見【流程圖一】。  
Refer to “Flowchart 1” for borrowing operation process.

借款作業流程圖 Borrowing Operation Flowchart

【流程圖一】

相關權責單位	流程步驟	相關文件
會計室 Finance Office		短期借款計畫、 中長期借款計畫 Short-term borrowing program, Medium- and long-term borrowing program
會計室、 校長、 董事會 Finance Office, President, Board of Directors		決策記錄、 教育部核定函 Record of Decision, Ministry of Education Approval Letter
會計室 Finance Office		借款額度合約書 Borrowing Line Agreement
會計室、出納、 校長、董事會 Finance Office, cashier President, Board of Directors		可用資金餘額表、 銀行額度使用明細表、 銀行借款時間表、 動用借入款變動表 Balance of available funds statement, Schedule of Bank Line Utilization, Bank Borrowing Schedule, Schedule of Changes in Borrowings
會計室、出納、 校長、董事會 Finance Office, cashier President, Board of Directors		利息費用繳付憑證、 借款合約書 Certificate of interest payment, Loan Agreement

◎資本租賃作業

Capital Lease Procedure

1 適用範圍：

Appropriate Scope:

本校承租資產時適用。

The Procedure shall apply when the College leases assets.

2 作業程序：

Operating Procedure:

2.1 本校承租資產應考量學校發展及資金調度情形。

When the College plans to lease assets, the development of college affairs and cash balance must be taken into consideration.

2.2 本校承租資產為資本租賃時，應經校務會議核准，並提董事會通過，始得簽訂租賃契約。

When the College plans to lease an asset through capital lease, the proposed lease contract must be submitted to the College Affairs Committee meeting for deliberations and, then, the Board of Directors meeting for approval prior to entering the agreement.

2.3 本校簽訂之租賃契約應指定相關人員建檔控管。

The executed lease agreements must be filed and kept by relevant personnel appointed by the College for future control and monitoring.

2.4 本校承租資產為資本租賃時，會計處理應依一般公認會計原則規定辦理。

When the College leases an asset through capital lease, Finance Office must administer it according to the rules of the generally acceptable accounting practices.

3 控制重點：

Essential Elements of Control

3.1 本校承租資產，符合資本租賃之條件，是否經校務會議核准，並提董事會通過，始簽訂租賃契約。

Whether all leases undertaken by the College through capital leases have been deliberated by the College Affairs Committee meeting and, then, the Board of Directors meeting for approval prior to signing the lease agreements.

3.2 本校租賃契約是否指定相關人員建檔控管。

Whether the executed lease agreements have been filed and kept by relevant personnel appointed by the College for future control and monitoring.

3.3 本校承租資產為資本租賃時，會計處理是否依一般公認會計原則規定辦理。

Whether when the College leases an asset through capital lease, the Finance Office have been administered it according to the rules of the generally acceptable accounting practices

4 使用表單：

Applicable Form”

無。

None.

5 依據及相關文件：

Basis and Related Document:

無。

None.

6 流程圖：

Flowchart:

6.1 資本租賃作業流程參見【流程圖一】。

Refer to “Flowchart 1” for the Capital Lease Procedure.

資本租賃作業流程圖 Capital Lease Process Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
會計室 人事暨秘書室 Finance Office The Human Recourses and Secretariat Office	<pre> graph TD     A{決策確認 Decision Confirmation} --&gt; B{校務會議 審查 Review of College Council}     B -- 通過 Approved --&gt; C{董事會審議 Review of Board of Directors}     C -- 通過 Approved --&gt; D[執行 Implementation]     D --&gt; E[入 賬 Accounting]     E --&gt; F{建檔資料 Documentation}     C -- 不通過 Rejected --&gt; B     B -- 不通過 Rejected --&gt; A   </pre>	簽呈 approval
人事暨秘書室 The Human Recourses and Secretariat Office		校務會議紀錄 College Council Meeting Minutes
董事會 Board of Directors		董事會議紀錄 Board of Directors Meeting Minutes
總務處 General Affairs Office		租賃合約 Lease Agreement
會計室 Finance Office		租賃會計處理 Lease Accounting
會計室 人事暨秘書室 總務處 Finance Office The Human Recourses and Secretariat Office		租賃合約 Lease Agreement

(五)負債承諾與或有事項之管理及記錄：

(Five) Management and Recording of Liabilities, Commitments and Contingencies

1 適用範圍：

Applicable Scope:

本校年度發生負債承諾與或有事項時適用。

The occurrences of liabilities, commitments and contingencies in each fiscal year shall be administered according to the Chapter section.

2 作業程序：

Operating Procedure:

2.1 或有事項係指平衡表日以前即存在之事實或狀況，可能業已對本校產生利得或損失，惟確切結果有賴於未來不確定事項之發生或不發生予以證實。

Contingencies mean the recorded facts or conditions on the balance sheet, which can produce gains or cause losses; although, the actual effect shall depend on some future uncertain events that may or may not happen.

2.2 本校對於負債、承諾及或有事項(如：借款、租約及訴訟、非訴訟等)事宜，應作成書面紀錄及處理程序以掌握該等事項之發展、追蹤及對本校所產生之可能影響。

All facts and administrations of liabilities, commitments and contingencies, such as loan, lease agreements, litigations and pending law suits...etc., must be recorded, in writing, in order to keep tracking their developments and follow up on their potential effects on the College.

2.3 本校於平衡表日後，財務報表提出前，就已知之資料，包括過去經驗、專家經驗及相關事項之發展情況，以研討或有事項，據以估計其產生利得或損失之可能及金額，適當揭露於財務報表中。

In the financial statement, the College shall appropriately disclose the estimated gains or losses caused by contingencies on the basis of the researches of known information, past experience, experts' opinions and the developments of relevant matters after completing the balance sheet and before issuing the financial statement.

2.4 本校簽訂重大採購或工程合約時，應注意違反合約時損失負擔之約定，並彙總列冊管理。

When the College enters a major procurement or construction agreement, attention must be paid to the potential monetary loss or burden if the agreement is breached by the College. All potential monetary losses or burdens must be composed and compiled in a table for future reference and risk management.

2.5 本校對於情節重大之負債承諾與或有事項需經董事會同意通過。

The College shall submit all large, important liabilities, commitments and contingencies to the Board of Directors for passages.

3 控制重點：

Essential Elements of Control:

3.1 負債承諾是否經權責主管核准，並建檔控管。

Whether all liabilities and commitments have been approved by the authorized supervisors and recorded in files for future control and management.

3.2 重要合約、未決訟案及重要校務會議是否建檔管理。

Whether important agreements, pending law suits and college affairs have been recorded and stored in file for management.

3.3 針對本校於平衡表日後，財務報表出具之前，相關之負債承諾與或有事項是否合理且適當估計或有損益，並於財務報表上作適當揭露。

Whether the appropriate estimated gains or losses of related liabilities, commitments and contingencies have been properly disclosed in the financial statement after completing the balance sheet and before issuing the financial statement.

3.4 或有事項若已確定存在且可能產生重大損益，是否已建檔控管及追蹤。

Whether contingencies, which have been verified and may significantly pose potential losses, have been filed for future management and tracking.

3.5 情節重大之負債承諾與或有事項是否經董事會同意通過。

Whether all significant liabilities, commitments and contingencies have been submitted to Board of Director meeting for deliberation and approval.

4 使用表單：

Applicable Form:

4.1 簽呈。

Petition Form for Approval

5 依據及相關文件：

Basis and Related Documents

無。

None

6 流程圖：

Flowchart:

無。

None.

(六)獎補助款之收支、管理、執行及記錄：

(Six) Revenues and Expenditures, Management, Implementation and Records of Grants and Subsidies:

1 適用範圍：

Applicable Scope:

所有非本校所提供之經費皆屬之。

The operations pertinent to all funds from external sources shall be administered according to this Chapter section.

2 作業程序：

Operating Procedure:

2.1 收款：

Receipt Process:

2.1.1 本校擬向各級政府申請各項獎補助款時，各相關單位提出經費計畫及經費之相關資料，依規定程序向各級政府申請。

When the College plans to apply for grants and subsidies from governments of all levels, each related department or unit shall submit the budget plan and the related information to government agencies according to the regulation.

2.1.2 各級政府核定獎補助金額後，由承辦單位依核定之經費送出簽文請出納組開立『領據』，『領據』為一式四聯，並陳請出納組、會計室及校長核准後，將『領據』送交各級政府請領獎補助款。

After one of the governments at any level approves a grant or subsidy, the responsible department/unit undertaking the task of using the fund shall submit a request letter with the grant or subsidy amount to Cashier Group for the issuance of a “Request Form for Receiving the Approved Grant or Subsidy” that consists of four (4) duplicated portions. After its being approved and stamped with seals of Cashier Group, Finance Office and the President, the “Request Form for Receiving the Approved Grant or Subsidy” shall be submitted to the respective government for the release of the grant or subsidy money to the College.

2.1.3 出納組收到各級政府撥付獎補助款票據或直接匯入學校之款項時，經核對原留存『領據』正本無誤後，影印『收款收據』貼附於『收入黏貼憑證』上，並註明所收銀行支票號碼及送存銀行帳號，轉交會計室登帳。

When the Cashier Group receives the grant/subsidy payment check or the electronic transfer of the grant or subsidy, the amount of the money must be verified to be correct against the retained Cashier Group portion of the approved “Request Form for Receiving the Approved Grant or Subsidy”. Thereafter a copy of the “Receipt Voucher”, which must be noted with check number and the details of the College’s account where the check has been deposited, shall be placed on “Adhesive Revenue Certificate” for the entry into accounting journal by the Finance Office.

## 2.2 支用：

### Disbursements:

2.2.1 申請單位或承辦單位收到各級政府獎補助之計畫核定公文，應檢附公文及經費支用明細影本一份，送至會計室作為經費審核之依據。

When the applicant department/unit or the department/unit undertaking the task of using the fund receives an approval letter of government at any level regarding the grant or subsidy plan, the department/unit must submit the approval letter and a copy of the details of the related budgeted expenditures to the Finance Office as the basis for the review and approval of future disbursements of the grant or subsidy.

2.2.2 會計室依核定之計畫經費，將計畫經費登入於會計系統，申請單位或承辦單位始得申請支用計畫之各項經費。

After the Finance Office enters the budget plan into accounting system according to the approved budget plan for fund disbursement, the applicant department/ unit or the department/unit undertaking the task of using the fund shall be able to request for the drawings on the grant based on the details of budgeted expenditures.

2.2.3 本校獎補助款，按主管行政機關規定之經常門及資本門支用比例執行，於一定期限內配合校務發展計畫妥善規劃使用。(參閱『教育部獎補助私立技專校院整體發展經費核配申請原則及注意事項』)

Each grant or subsidy received by the College shall be administered based on the ratio of current expenditure to capital expenditure as specified by the authorizing government agency; and the plan for the use of fund must be established in coordination with the development plan of the College within a specified timeframe. (Refer to "Application Principle and Important Items for the Disbursement Approval of the Fund Received from MOE Grant and Subsidy for the Overall Development of Private Technical and Junior Colleges.")

2.2.4 支出申請：

### Request for Expenditure:

2.2.4.1 經費支用需以被核定之預算表為依據，不得擅自挪移墊用或消化預算情況發生。

The disbursement of grant money shall be administered based on the pre-approved budgeted details; and the fund cannot be transferred to other accounts without authorization or used for other purposes.

2.2.4.2 經常門項目之支出，於預算系統填寫『核銷請款單』，依「本校費用申請作業流程辦理」。

For the disbursements under the current expenditure category, the "Request Form for Disbursement and Accounting Write-Off" in the budget system should be completed according to the regulation of disbursement request procedure of Christ's College Taipei.

2.2.4.3 資本門項目之支出，於預算系統填寫『經費動支申請表』，依本校採購作業流程辦理。

For the disbursements under the capital expenditure category, the “Request Form for Fund Disbursement” in the budget system should be completed according to regulation of the procurement procedure of Christ’s College Taipei.

2.2.5 經費變更：

Change of Planned Usage of Fund:

2.2.5.1 經費之支用項目與用途不符者，應事先辦理變更才可申請支用。

In the event that the intended use of a disbursement does not match the item description on the approved budget details, the change must be processed and approved prior to requesting for such a disbursement.

2.2.5.2 經費變更時，申請單位或承辦單位需簽辦經費變更公文給予會計室審核，陳校長核准後，發函至獎補助政府單位，經同意後始可變更。

When requesting for budge change, the applicant department/unit or the department/unit undertaking the task of using the fund must sign off an official document, submit it to the Finance Office for review and the President for approval and send the College’s request to the grant awarding government agency for approval prior to proceeding with accounting changes at Finance Office.

2.2.6 本校於獎補助款內所購置之財物，應列入學校財產，並依規定設置與管理。

All properties, which are purchased with grants or subsidies, must be entered into property inventory of the College for set up and control according to the regulation.

2.2.7 核銷及付款：

Accounting Write-Off and Disbursement of Fund:

2.2.7.1 申請單位或承辦單位需送出支出黏貼憑證，憑證上需檢附『核銷請款單』或『經費動支申請表』、『財物驗收單』、『耗材申購單』及發票、收據等憑證，送會計單位承辦審核。

The applicant department/unit or the department/unit undertaking the task of using the fund must submit the “Adhesive Disbursement Certificate” that must encloses “Request Form for Disbursement and Accounting Write-Off” (or “Request Form for Fund Disbursement”), “Property Inspection and Receipt Form”, “Request Form for the Purchases of Consumables”, and national unified receipt, receipt...etc., to the Finance Office for review and approval.

2.2.7.2 會計室承辦審核完成，陳校長核准後，開立傳票，送出納組開立支票匯款或轉存。

Upon completing the review and verification of a request for disbursement and accounting write-off, the Finance Office shall submit it to the President for

approval; and a voucher shall be sent by the Finance Office to Cashier Group for the issuance of a check, an electronic wiring or a transfer to another account of the College.

### 2.3 專帳：

#### Special Account:

2.3.1 獎補助款結案前，計畫主持人與會計室需進行費用明細之確認，待確認無誤後，由會計室出具『收支結算表』等相關報表之資料，交由計畫主持人進行結案作業。

Before closing a special (grant- or subsidy-fund) account, the program leader and Finance Office must conduct the verification of the details of expenditures against the budget plan. After confirming that there is no error, the Finance Office shall issue the “Income and Expenditure Closure Statement” for this special account and send it to the program leader for the closure of this special account.

2.3.2 遇有結餘款繳回時，須於計畫主持人完成結案作業後，進行繳回作業，由出納組開立結餘款支票。

When there is any surplus money to be returned to the grant awarding government agency, it must be returned after the program leader has closed out the special account; and the Cashier Group shall issue a check in the amount of the surplus accordingly.

2.3.3 無須製作經費結報之產學案，亦應依合約規定完成費用核銷作業，若因故欲展延者，應依合約內容規定比照辦理；無規定者須依本校行政程序，陳請校長核定後方得繼續執行。

For the Industry-Academic Cooperation that does not need an “Income and Expenditure Closure Statement”, the accounting write-off against disbursements shall be completed according to the cooperation agreement. If the cooperation needs to be extended, it shall be processed according to the terms of the agreement or it shall be approved by the President prior to continuing the cooperation when the agreement does not address the extension matter.

2.3.4 本校接受各級政府補助款項下，依計畫支用經費取得之原始憑證，應依計畫及科目分別整理彙訂成冊，並妥為保管，俾供教育部派員查核，或供辦理核銷之用。(參閱『教育部補助私立專科以上學校經費收支作業及查核要點』)

All original documents, such as purchase orders, receipts...etc., which support the planned disbursements of each grant or subsidy awarded to the College by governments of all levels, shall be sorted according to subject category of each item and compiled into a record book that shall be safe kept by the College for future inspection by MOE auditors or the accounting write-off and closure purposes. (Refer to “Procedure of Revenue and Expenditure Operations of MOE Grants and Subsidies Awarded to Higher Education Institutions and the Related Audit Guidelines”)

### 3 控制重點：

#### Essential Elements of Control:

3.1 本校接受各級政府補助經費而購置之設備，是否皆貼上學校財產標籤，或有閒置未經使用者。  
Whether all the equipment, which has been purchased with the grant- or subsidy-fund awarded by government of all levels, has been labeled with "Property of Christ's College Taipei" stickers; or whether there are unused equipment.

3.2 本校接受各級政府獎補助款之經費運用，是否符合獎補助單位之相關法條規定。  
Whether fund operations of the grants or subsidies awarded by governments of all levels have been in compliance with the relevant regulations of the government agencies.

3.3 本校之獎補助款其會計處理，是否依據『教育部補助私立專科以上學校經費收支作業及查核要點』及『教育部補助及委辦經費核撥結報作業要點』，設置專帳紀錄。  
Whether the Finance Office has established a special account for each grant or subsidy received according to "Procedure of Revenue and Expenditure Operations of MOE Grants and Subsidies Awarded to Higher Education Institutions and the Related Audit Guidelines" and "Operation Guidelines of the Closures of the MOE-Grant and Subsidy Accounts and the MOE-Commissioned by Funds".

3.4 本校使用各級政府獎補助款購置之設備，其採購程序是否依據『政府採購法』辦理。  
Whether the procedure of procurement of equipment, which has been purchased with the grant- or subsidy-funds awarded by governments of all levels, have been processed in accordance with the regulation of "Government Procurement Act".

### 4 使用表單：

#### Applicable Forms:

##### 4.1 領據

Request Form for Receiving the Approved Grant or Subsidy

##### 4.2 收入黏貼憑證

Adhesive Revenue Certificate

##### 4.3 收款收據

Receipt Voucher

##### 4.4 核銷請款單

Request Form for Disbursement and Accounting Write-Off

##### 4.5 經費動支申請表

Request Form for Fund Disbursement

##### 4.6 耗材申購單

"Request Form for the Purchases of Consumables"

##### 4.7 收支結算表

Income and Expenditure Closure Statement

##### 4.8 財物驗收單

Property Inspection and Receipt Form

5 依據及相關文件：

Basis and Related Documents:

5.1 私立學校法

Private School Law

5.2 教育部補助私立專科以上學校經費收支作業及查核要點。

“Procedure of Revenue and Expenditure Operations of MOE Grants and Subsidies Awarded to Higher Education Institutions and the Related Audit Guidelines”

5.3 教育部補助及委辦經費核撥結報作業要點。

“Operation Guidelines of the Closures of the MOE-Grant and Subsidy Accounts and the Funds Commissioned by MOE”

5.4 私立高級中等以上學校獎勵補助辦法。

Award Procedure of Grants and Subsidies to Private Higher Education Institutions

5.5 教育部獎補助私立技專校院整體發展經費核配申請原則及注意事項

Application Principle and Important Items for the Disbursement Approval of the Fund Received from MOE Grant and Subsidy for the Overall Development of Private Technical and Junior Colleges.

5.6 政府採購法

Government Procurement Act

6 流程圖：

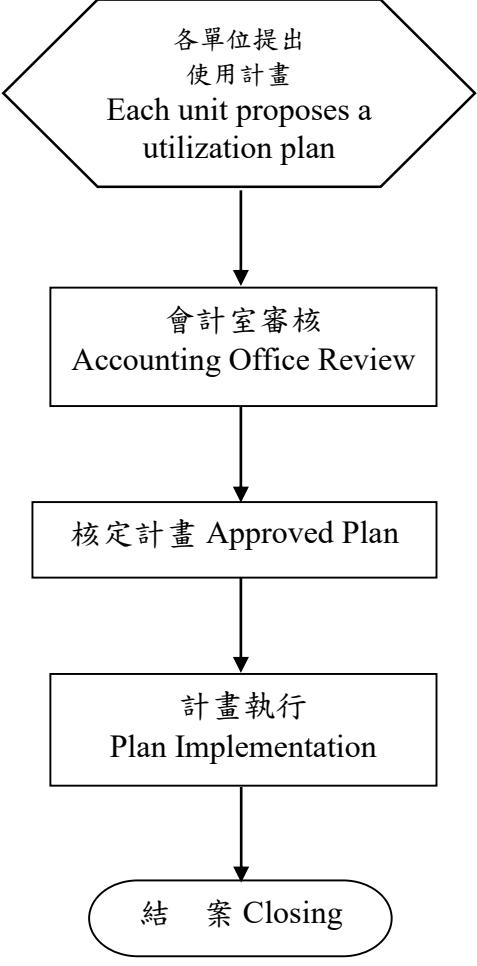
Flowchart:

6.1 外來經費管理程序流程參見【流程圖一】。

Refer to “Flowchart 1” for Management Process of External Funds Awarded to Christ’s College Taipei

獎補助款之收支、管理、執行及記錄流程圖

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
各使用單位 Each user unit		各項申請資料 Application Information
各使用單位、會計室 Each user unit Finance Office		各項申請資料 Application Information
各使用單位、會計室 Each user unit Finance Office		核准之簽呈 Approved Submission
各使用單位、會計室 Each user unit Finance Office		各項相關之資料 All Relevant Materials
各使用單位、會計室 Each user unit Finance Office		各經費項目相關憑證成果、 專帳執行清冊及收支結算表
各使用單位、會計室 Each user unit Finance Office		Certificated results for each funding project, Inventory and Statement of Income and Expenditures of Special Accounts

(七)代收款項與其他收支之審核、收支、管理及記錄：

(Seven) Procedure of the review, balancing, management and recording of payments collected on the behalf of other parties and other incomes and expenditures

1 適用範圍：

Applicable Scope:

凡為其他公私機構或私人代收之各種款項皆屬之。包括代扣稅捐、代收外籍生公費、學生保險費、廠商保固款等外代收代辦費及代轉外界捐贈學生之獎助學金等皆屬之。

All types of payments collected on the behalf of third-party government, private organizations or private individuals shall be administered according to the Procedure. They include items, such as taxes, the foreign-government scholarships awarded to foreign students at the College, students' insurance premiums, warranty fees, all applicable processing fees and all donations designated as student grants, scholarships and financial aids.

2 作業程序：

Operating Procedure:

2.1 代收款項：

Payment Items collected on the behalf of others:

2.1.1 因學校採購所發生之代收付款項，如押標金、履約保證金，差額保證金、保固保證金等。

All payment items related to procurements of the College, such as bid bond, performance bond, differential bond, warranty bond...etc., must be processed according to the regulation of this Chapter section.

2.1.2 員工薪津內扣繳之各種費款，必須依據有關會計憑證或其他合法通知，始得辦理，現行扣繳項目包括：所得稅、公保、退撫基金、健（眷）保費、勞保費、法院扣款及其他等項。

All withholding items taken out of the salaries, compensations and wages of faculty members, staff members and labor workers must be administered on the basis of relevant accounting practices or other legal authorizations. The current withholding items include income taxes, government insurance premium, pension-fund contribution, National Health Care Insurance premium, Labor Insurance premium, liens issued by the courts and other applicable items.

2.1.3 補助機關函文請學校轉發之款項，由各承辦單位簽核，會相關單位，檢送收據函文至補助機關單位，匯款至「本校指定帳戶，出納組依據銀行之存款憑條送會計室入帳。

When a grant-awarding Agency's letter authorizes the College to distribute fund, the department/unit undertaking the responsibility of using the fund shall sign off the project. With the assistance of the related department/unit, the official receipt letter with remittance instruction to wire the fund to the Special Account designated by the College" shall be sent to the grant-awarding Agency the College" by the responsible department/unit. Upon receiving the fund, the Cashier Group shall present the deposit slip

to Finance Office for its entry into the appropriate accounting book.

2.1.4 零星發生之其他各項代收款，由各繳款人收到承辦單位通知後，至出納組繳納現金，由出納組開立『收據』併同『收入黏貼憑證』送會計室製作收入傳票入帳陳核校長。  
For the receipt of miscellaneous payments on the behalf of other parties, each payer after receiving the payment notice from the department/unit undertaking the task shall make the full payment, in the cash, to Cashier Group that will submit "Payment Receipt" portion and "Adhesive Revenue Certificate" to Finance Office for the preparation of revenue voucher for accounting book entry and the President for approval.

2.1.5 代收代辦費用支用：承辦單位製作應付明細，依費用申請作業流程申請付款，會計單位審核代收代付內容、金額無誤後，沖銷代收款項科目並送出納單位開立代付款支票。  
Disbursement of the fund collected on the behalf of third parties: The department/unit undertaking the administration task shall prepare expense details and, then, request for payment according to Procedure of Disbursement Request. Finance Office shall review and approve each payment on the behalf of a third party when the payment purpose and contents and the amount of payment are verified against the expense details. Thereafter the item shall be written off the accounting bookkeeping and the Cashier Group shall be authorized to pay out the money in the check form by the Finance Office.

2.1.6 員工每月薪津內各項費用之扣繳，於其薪資全數撥入金融機構機關薪資轉帳帳戶後，其中除由出納組依據扣繳資料另行分別簽開金融機構支票，填製薪資所得扣繳稅款繳款書赴金融機構繳納。  
Subtracting the amount of withheld money from each employee's monthly salary or wage shall be processed after depositing his/her monthly salary or wage into the salary/wage transfer account at the commissioned financial institution. On the behalf of each employee, the Cashier Group shall issue a bank check according to the withholding amount, prepare the corresponding payroll withholding tax payment form and, then, submit the check and the form to financial institution.

2.1.7 總務處出納組應配合會計室、業務(採購)相關單位隨時注意押標金、保證金及其他擔保之有效期限，隨時清理。保證金於期限屆滿，自通知申領年度終了屆滿五年，如原廠商仍未申領者，以其他雜項收入科目繳庫。日後廠商依法申領而必須支付時，得再循『會計帳務管理程序』、『製作傳票及登帳作業辦法』程序處理。  
The cashier of General Affairs Office shall coordinate with Finance Office and procurement-related department/unit regarding the tracking of the terms of the Bid Bond, Warranty Bond and other monetary guaranty and, then, process them whenever necessary. After the term of a Warranty Bond is completed, the vendor shall be notified immediately. Should the vendor fail to claim the fund after 5 years from the notification date, the money shall be entered into accounting ledger under miscellaneous category. Should the

vendor claim the fund later on based on legal ground or court ruling, the fund shall be paid out to the vendor according to the regulations of “Financial and Accounting Management Procedure of Christ’s College Taipei” and “Procedure of Voucher Production and Bookkeeping Operation at Christ’s College Taipei”.

## 2.2 其他收支：

Other Incomes and Expenditures:

2.2.1 其他收入係本校『會計制度』定義之其他收入。

Other incomes mean the other revenues as defined by the College’s “Accounting System”.

2.2.2 其他收入除法令另有規定外，符合稅法規定之銷售貨物。

Unless otherwise regulated by laws, other incomes as the results of the sales of goods shall be processed in compliance with regulation of ta laws.

2.2.3 提供勞務者，應依稅法規定報繳營業稅。

Business tax regulation must be applied to services providers.

2.2.4 收取其他收入應由發生單位，經單位主管核准後，送出納組開立『收款收據』，轉會計單位登帳。

The fund collected on the behalf of other parties must be approved by the department supervisor and submitted to Cashier Group, which shall issue the “Receipt Voucher”, for entry into accounting journal.

2.2.5 其他支出係本校『會計制度』定義之其他支出。

Other expenditures mean the other expenses as defined by the College’s “Accounting System”.

2.2.6 其他支出之申請，依本校『會計帳務管理程序辦理』。

The request for processing other expenditures shall be administered according to “Financial and Accounting Management Procedure of Christ’s College Taipei”.

## 3 控制重點：

Essential Elements of Control:

3.1 各項代收代辦款項填具單據及權責核准是否符合規定。

Whether all the forms related to funds received on the behalf of other parties and approval authorizations have been verified to be in compliance with regulation.

3.2 收款收據、匯入匯款通知單及所附案據或相關文件，核對貸方科目是否適當，與借方科目是否對應，及其金額是否正確。

Whether the Receipt Voucher, notices of inward wire transfers and attached proof documents (or related documents) have been verified against i) the subject categories as classified by the lender and ii) the subject categories as classified by the borrower; and whether the amounts have been accurate.

3.3 其他收入符合稅法規定之銷售貨物或提供勞務者，是否依稅法規定報繳營業稅。

Whether the business taxes on other incomes due to the sales of goods or the services rendered have been paid in compliance with regulation of taxation laws

3.4 收取其他收入是否開立『收款收據』，並轉會計單位登帳。

Whether the “Payment Receipt” has been issued upon receiving other incomes and transferred to Finance Office to be entered into accounting ledger.

3.5 每月結帳及檢核會計報告中各式報表相關會計科目之金額，如發現錯誤應立即更正調整。

Whether the errors in the accounting forms, which have been discovered in the monthly accounting and bookkeeping closing statements or the audited financial reports, have been immediately corrected or adjusted.

4 使用表單：

Applicable Forms:

4.1 收款收據

Receipt Voucher

4.2 收入黏貼憑證

Adhesive Revenue Certificate

5 依據及相關文件：

Basis and Related Documents:

5.1 臺北基督學院內部管理及稽核作業規章

Operation Regulation of Internal Control Management and Audit at Christ’s College Taipei

5.2 臺北基督學院會計制度

Accounting System of Christ’s College Taipei

5.3 臺北基督學院會計帳務管理程序

Financial and Accounting Management Procedure of Christ’s College Taipei

5.4 臺北基督學院製作傳票及登帳作業辦法

Procedure of Voucher Production and Bookkeeping Operation at Christ’s College Taipei

5.5 臺北基督學院外來經費管理程序

Management Procedure of External Funding at Christ’s College Taipei

6 流程圖：

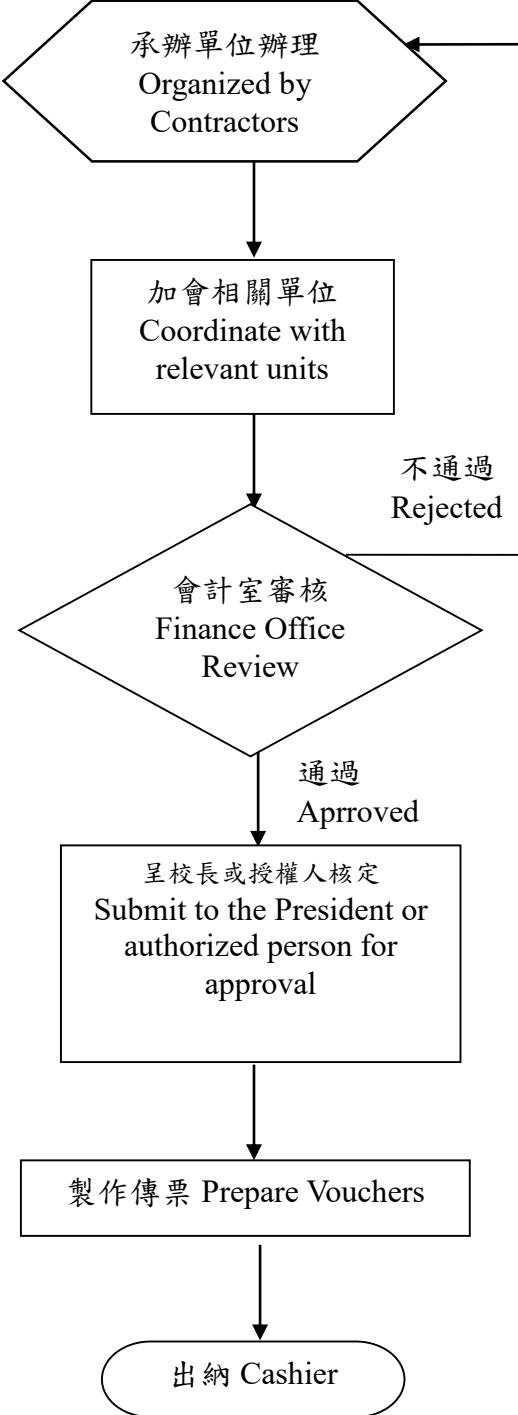
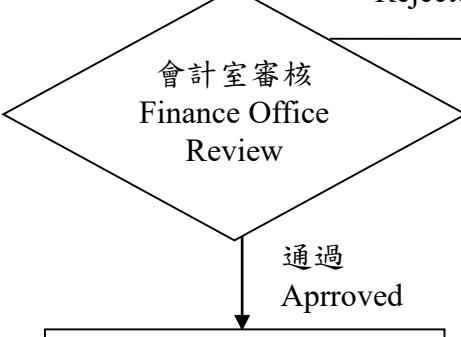
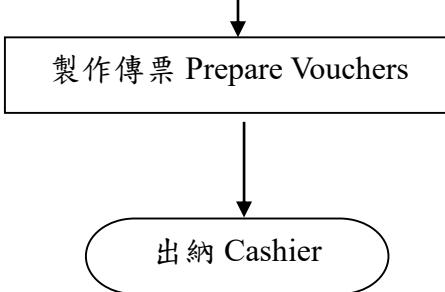
Flowchart:

6.1 代收款收支作業流程參見【流程圖一】。

Refer to “Flowchart 1” for Procedure of Revenue and Expenditure Operations on the behalf of other parties.

代收款收支作業流程圖

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
業務單位 Business Unit		<p>承辦單位將會計憑證或其他合法通知 The responsible unit will submit accounting vouchers or other legal notices.</p>
出納 Cashier		
會計室 Finance Office		
校長或授權人 President or Authorized Person		<p>內部管理及稽核作業規章 會計制度 會計帳務管理程序 製作傳票及登帳作業辦法 外來經費管理程序 Internal Management and Audit Operational Regulations Accounting System Accounting Management Procedures Voucher Preparation and Posting Procedures Management Procedures of External Funds</p>
會計室 Finance Office		
出納 Cashier		
		<p>會計憑證 Accounting Vouchers 會計憑證、傳票或 其他合法通知 Accounting Vouchers, Vouchers, or Other Legal Notices</p>

(八)預算與決算之編製：

(Eight) Preparations of Budgets and Final Accounts:

1 適用範圍：

Applicable Scope:

本校各單位經費皆適用於本章節。

The budgetary operation pertinent to the funding of all departments and units shall be administered according to the rules of this Chapter section.

2 作業程序：

Operating Procedure:

2.1 本校會計年度，自每年8月1日開始，至次年7月31日，並以年度開始日至次年7月31日為其會計年度。（參閱『私立學校建立會計制度實施辦法』）

The College's fiscal year starts on August 1<sup>st</sup> of current year and ends on July 31<sup>st</sup> the following year, i.e., the annual financial statement covers from the beginning of the fiscal year to July 31<sup>st</sup> the following year. (Refer to "Procedure for the Implementation of the Accounting System of the Private School")

2.2 本校會計事務之處理，依本校會計制度辦理，本校未規範詳盡之事項，則依『私立學校會計制度之一致規定』辦理。

The financial affairs of the College shall be administered according to the College's accounting system. All matters, which have not been addressed hereby, shall be administered according to the "Uniformed Rules of the Private School Accounting System".

2.3 本校會計帳務作業採「權責基礎」（參閱『私立學校建立會計制度實施辦法』）

The operation of financial affairs and accountings shall be administered on the "Basis of Responsibility and Authority". (Refer to "Procedure for the Implementation of the Accounting System of the Private School").

2.4 本校會計事務之處理，依『本校會計制度』辦理，且前後一致之原則辦理。其有變更之必要者，應循修訂會計制度之規定程序辦理。

The administration of financial affairs of the College shall be in accordance with "Accounting System of Christ's College Taipei" and consistent with its regulation throughout the process. If there is any need to modify the regulation, the change must be incorporated into the accounting system according to the procedure for its revision.

2.5 本校之會計帳簿及報表，應以台幣記載。

All entries in accounting journals, ledgers and reports of the College must be recorded in the New Taiwan Dollar denomination.

2.6 預算編製：

Budget Preparation:

2.6.1 會計單位於每年約2月前，考量本校整體財務狀況及發展目標所需，預估下學年度預算總額，提預算委員會議討論。

Before February each year, Finance Office shall estimate the total

budget of the College for the following academic year based on the current financial status and the proposed development goals of the College and, then, submit it to budget committee for discussion.

2.6.2 會計單位於每年 1 月前，將下學年度之預算編列原則、預算編制注意事項及預算編製表格通知各單位主管。  
Before January each year, Finance Office shall distribute the budget preparation guidelines, budget forms and important items and instructions for the budget preparation to each department or unit supervisor.

2.6.3 各單位參照前1年執行數及實際需求編列。  
Each department or unit shall prepare the budget based on the actual expenditures of preceding year and the department's needs.

2.6.4 資本門經費含教學機械與儀器、辦公、水電、空調、雜項設備及電腦軟硬體，應依優先順序及設備名稱規格，敘明原因，增購或汰換逐項編列。  
The preparation of Capital Expenditure budget, including teaching equipment and instruments, office furniture, utilities, air conditioners, miscellaneous equipment and computer hardware and software, shall be ranked according to their priorities and detailed with i) name and specifications of each equipment, ii) explanations and iii) addition or replacement...etc.

2.6.5 獎助學金編列依學雜費3%~5%提列，服務助學金預估由學務處彙整各單位之需求提報獎助學金委員會審查。  
Student grants, scholarships and financial aids should be listed as 3% to 5% of the total revenue generated from the tuitions and miscellaneous fees. The budget of Work-study financial aids shall be compiled by Academic Affairs Office based on each department's needs, and, then, submit to Grants and Scholarship Committee for deliberation.

2.6.6 圖書與博物、期刊雜誌經費由圖書館統一編列。  
The budge for library books, collectables and periodic subscriptions shall be prepared centrally by Library.

2.6.7 建築物修繕及設備修繕，於2月底前由總務處與各單位討論後編列。  
Before February each year, the budget for the repairs and maintenances of buildings and equipment shall be prepared by General Affairs Office after discussions with each department and unit.

2.6.8 如有欲報廢之財產（不包含列管物品），請將報廢明細表送交總務處保管組查核，再將核章後之報廢明細表附於經費概算表中。  
Should a department or unit plan to dispose of some properties (not including Controlled Properties), a description list of the abandoned properties must be submitted to Custody Group of General Affairs Office for verification. The verified list with approval seal/stamp shall be attached to the estimated budget table.

2.6.9 各單位主管參照會計科目一覽表，依功能別及性質別編列『單位業務計畫預算經費概算表』，經各單位會議討論決議增刪項目及優先順序，於每年3 月20日前送會計室彙總整理。  
Using the accounting subject list table, each department or unit

supervisor shall prepare “Estimated Budget Form of Departmental Operation Plan” for department meeting in order to deliberate on the additions, deletions and priority ranking...etc. The final budget shall be submitted by each department or unit to Finance Office before March 20 every year for compilation.

2.6.10 於3月底前，會計室召開預算概算會議，校長為主席審查預算。 Before the end of March, Finance Office shall convene a budget estimation meeting that shall be chaired by the President for the budget review.

2.6.11 會計室依預算審查會議決議後之預算明細彙整，編列全校『收支預算報告表』，於每年五月中旬提報董事會議通過，於每年7月31日前報教育部備查後據以執行。 Finance Office shall compile the budget details that have been deliberated by Budget Review Meeting, prepare the College's "Revenue and Expenditure Budget Report", and submit such report to Board of Directors for deliberation by mid-May every year and Ministry of Education by July 31<sup>st</sup> for future reference prior to the implementation of the new budget.

2.6.12 本校預算編列之項目、種類、標準、計算方式及經費來源，應於學校資訊網路公告至預算年度終止日。 The items, categories, standards, calculation methods and sources of funds listed on the budget of Christ's College Taipei shall be posted on campus information network as public announcement until the end of the budgeted fiscal year.

## 2.7 決算編製：

Final Account Preparation:

2.7.1 固定資產之折舊採直線法攤提。 The capital assets shall be depreciated linearly over the depreciation period.

2.7.2 會計單位應依據『學校財團法人及所設私立學校會計制度之一致規定』、『私立學校法』及『學校財團法人及所設私立學校建立會計制度實施辦法』編製財務報表。 Finance Office shall prepare the annual financial statements according to "Uniformed Rules of the Accounting System of the School Foundation and Its Subsidiary Private School", "Private School Law" and "Procedure for the Implementation of the Accounting System of the School Foundation and Its Subsidiary Private School".

2.7.3 財務報表應依私立學校會計制度之一致規定簽名或蓋章。 The annual financial statement must be signed and stamped with authorization seal according to "Uniformed Rules of the Private School Accounting System".

2.7.4 本校應於會計年度終了後 4 個月內完成決算，連同其年度財務報表，自行委請符合教育部規定之會計師查核簽證後，應提董事會通過後，報教育部備查。 Within 4 months from the end of each fiscal year, the final accounts and financial statement of such fiscal year shall be audited and certified by one of accounting firms that have met the requirements of Ministry of Education, submitted to Board of

Directors meeting for approval and reported to MOE for future reference.

2.7.5 本校決算報告及會計師查核報告依規定於學校資訊網路公告。  
The final accounts and the audited and certified financial statement shall be posted on campus information network as public announcement.

### 3 控制重點：

Essential Elements of Control:

3.1 預算報表是否提董事會通過，於規定期限內報教育部備查。  
Whether the budget report has been submitted to Board of Directors meeting for approval and Ministry of Education for future reference by the required deadline.

3.2 會計單位預估下學年度可分配預算總額，是否於期限內提預算審查小組會議決。  
Whether the total budget sum, which may be allocated for the following academic year based on the estimation of Finance Office, has been submitted to the Budget Review Group meeting for deliberation before the required deadline.

3.3 經各單位會議討論決議增刪項目及優先順序之各單位主管『預算經費概算表』，是否依規定期限前送會計室彙總整理。  
Whether the “Estimated Budget Form”, which has been prepared by the department supervisor and discussed by department budget meeting for the additions, deletions and priority ranking, has been submitted to Finance Office for compilation according to the regulation before the required deadline.

3.4 查核當實際支出超過預算過大時，是否以簽呈專案簽核，及有否經費控制不當浪費之情事。  
Whether the proper approval process has been verified by Finance Office when an actual expenditure exceeds the budgeted amount and whether excessive expenditures have been due to the failure of monitoring and controlling the budget.

3.5 預算資料是否保留年限五年。  
Whether the budget information has been stored for a minimum of 5 years.

3.6 報部預算書是否保留年限十年，報經董事會同意後銷燬。  
Whether each annual budget that has been submitted to MOE for future reference has been stored for a minimum of 10 years and, thereafter, submits to Board of Directors for approval prior to destroying it.

3.7 審核通過之預算內容透過「預算會計整體數位服務網」（會計系統或電子表單），做為預算控制之執行依據，以達成是否隨時注意控制預算。  
Whether the contents of approved budget has been entered into the “Integrated Digital Services Network for Budget Accounting”, including Accounting System or Online Forms, as the basis for the implementation of budget control in order to achieve constant monitoring and control of the budget expenditures.

3.8 本校於會計年度終了，是否即時辦理決算，編製財務報表，將財務報表委請符合教育部規定之會計師查核簽證，經校董事會議通過，於規定期限前報教育部備查。  
Whether the final accounts and financial statements of each fiscal year has

been accurately completed, certified by an accounting firm that meets the MOE requirements, passed by Board of Directors and submitted to Ministry of Education for future reference before the required deadlines.

3.9 決算財務報表之會計科目的分類是否適當及前後一致。

Whether the categories of subjects in the Final Account Financial Form have been consistent throughout the process.

3.10 決算財務報表是否依教育部規定格式編製。

Whether the financial statement has been prepared according to the Final Account Financial Form format mandated by Ministry of Education.

3.11 已審核之財務報表是否經權責人員簽名或蓋章。

Whether the approved financial statement has been signed or stamped with seal by the responsible authorized officer of the College.

3.12 本校當學年度決算財務報表是否依教育部規定，於學年度結束後 4 個月內，將會計師查核簽證之會計師查核報告書、平衡表、收支餘紳表、現金流量表、現金收支概況表、收入明細表、支出明細表及編製財務報表依據之附註，於學校網站公告。

Whether the final accounts, the CPA-audited and certified financial statement, balance sheet, income statement, statement of cash flow, cash revenue statement, revenues journal, expenditure journal and basis of the preparation of financial report have been posted on campus information network as public announcement within 4 months from the end of each fiscal year according to the regulation of Ministry of Education.

3.13 補助款收入是否依相關規定或特別用途專款專用，必要時存入專戶。

Whether the financial aids revenue has been used for the specially budgeted usages or administered according to the stipulations of the grants; or whether the financial aids revenue has been deposited in the special accounts if specified.

3.14 會計帳務是否配合以權責發生基礎登帳，年度結帳應估列應收或應付款項。

Whether the entries of expenditures in the accounting journals and ledgers have been processed based on responsible authorizations and in accordance with the estimates of forecasted revenues and expenditure for the same fiscal year.

#### 4 使用表單：

Applicable Forms:

4.1 單位預算經費概算表

Department Estimated Budget Form

4.2 預算財務報表

Budget Financial Form

4.3 收支預算報告表。

Revenue and Expenditure Budget Report Form

4.4 決算財務報告。

Final Account Financial Form

#### 5 依據及相關文件：

Basis and Related Documents:

5.1 學校財團法人及所設私立學校會計制度之一致規定

Uniformed Rules of the Accounting System of the School Foundation and its Subsidiary Private School

5.2 學校財團法人及所設私立學校建立會計制度實施辦法。

Procedure for the Implementation of the Accounting System of the School Foundation and its Subsidiary Private School

5.3 臺北基督學院會計制度

Accounting System of Christ's College Taipei

5.4 臺北基督學院預算編列原則

Budget Preparation Guideline of Christ's College Taipei

## 6 流程圖：

Flowchart:

6.1 預算編審流程參見【流程圖一】。

Refer to “Flowchart 1” for Budget Preparation and Review Process

6.2 決算作業流程參見【流程圖二】。

Refer to “Flowchart 2” for Final Account Operation Process

預算編審流程圖 Final Budget Preparation and Review Process Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
各單位主管 Heads of Units		支出預算執行作業辦法 收入預算執行作業辦法 私立學校建立會計制度實施辦法(教育部) Regulations on the Execution of the Expenditure Budget Regulations on the Execution of the Revenue Budget Regulations on the Establishment of Accounting Systems in Private Schools (MOE)
預算審查小組 Budget Review Team		
會計室 Finance Office		同上 ditto
校長 President		同上 ditto
校務會議 College council		同上 ditto
董事會 Board of Director		同上 ditto
教育部 MOE		同上 ditto

決算作業管理流程圖 Final Account Operation Process Flowchart

【流程圖二】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
會計室 Finance Office	規動作業 Planning Operations	內部管理及稽核作業規章 本校會計制度 私立學校建立會計制度實施辦法(教育部)
全校各單位 All Units	公告核銷期限 Announcement of the Write-off Deadline	Regulations for Internal Management and Auditing Operations College Accounting System Regulations on the Establishment of Accounting Systems in Private Schools (MOE)
會計室 Finance Office	結 帳 Closing the Accounts	同上 ditto
會計室 Finance Office	編製決算報表 Preparation of Final Statements	帳冊、報表 Books of Accounts, Statements
會計室、 會計師 Finance Office Accountant	會計師查帳 Audit by the Certified Public Accountant	決算報表 Final Accounts Statement
會計室、 經費稽核審查委員會 Finance Office Committee for Financial Auditing and Review	經費稽核審查委員會審核 Audit by the Audit Committee	查核財物及稅務報告書 Audit of property and tax returns
董事會 Board of Director	董事會審查 Review by the Board of Directors	會議記錄 Meeting Minutes
教育部 MOE	教育部核備 Approval by the MOE	會議記錄 Meeting Minutes 核備函 Approval Letter

伍、營運事項：

Operation Items:

一、目的：

Purpose:

為使本校營運事項之下列作業程序有所依循。

This Chapter section shall serve as the basis of following operating procedures for the operation of the College.

(一)教務事項。

Academic Affairs Items.

(二)學生事項。

Student Affairs and Ministries Items.

(三)總務事項。

General Affairs Items.

(四)資訊處理事項。

Information Technology Management Items.

二、適用範圍：

Applicable Scope:

本校營運事項相關作業程序均依本制度辦理。

三、作業說明：

Description of Operation:

## (一)教務事項：

### Instruction Matters:

#### ◎增減調整系、學程及招生名額

#### Increase, Decrease and Adjustment of Department(s), Academic Program(s) and Enrollment Quota(s)

##### 1 適用範圍：

###### Applicable Scope:

本校增設、停招或增減調整學制招生名額作業皆適用於本章節。

The operations of addition, cessation, increase, decrease and adjustment of enrollment quota of academic program(s) at the College shall be covered by the Chapter section.

##### 2 作業程序：

###### Operating Procedure:

###### 2.1 本校增設及調整系、學位學程及招生名額，應依下列原則規劃：(參照 「專科以上學校總量發展規模與資源條件標準」第3條)

The planning of the addition and adjustment of department(s), degree program(s) and enrollment quotas must be administered according to following principles: (Consult reference the third point of "Standard of total enrollment quotas and resources conditions of Junior College and above College/University")

###### 2.1.1 依國家整體人才培育政策、社會發展需求、學校資源條件、師資專長、總量發展規模、新生註冊率及畢業學生就業等面向規畫。

According to the overall national policy on talent cultivation, social development needs, school resources, teacher expertise, total development scale, new student enrollment rate, and employment of graduates.

###### 2.2 新增系、學位學程、停招、更名作業程序：

###### Operating procedures for newly added department(s), degree program(s),

###### 2.2.1 召開系務會議：

###### Convening Department Affairs Committee meetings

由系務會議召集人依據本校中長程發展計畫及『技專校院增設調整院所系科學位學程及招生名額總量發展審查作業要點』第2點，與所屬系(所)充分溝通、協調及整合後提出增設所系或停招、更名之規劃，並將「調整系、學位學程計畫書」交給教務處。

The convener of Department Affairs Committee meeting shall fully communicate, facilitate and integrate all inputs from the respective department (institute) pertinent to the proposed plan of adding a new department (institute), ceasing admissions to a program or changing the name of a department (institute) according to mid-term development plan of the College and the second point of "Guidelines of Review Operation of the Addition and Adjustment of Colleges, Institutes, Department(s), Degree program(s) and Enrollment Quotas at Vocational/Technical Colleges and Higher-education Institutes". Thereafter, he/she shall submit to

AAO “Planning Proposal of the Adjustment of Department(s) and/or Degree Program(s)”.

2.2.2 召開教務會議。  
Convening Academic Affairs Committee meetings

2.2.3 召開校務會議。  
Convening College Affairs Committee meetings

2.2.4 呈報教育部核定：  
Submission of Document to Ministry of Education for Approval:  
教務處依規定日程呈報教育部核定。  
Document shall be submitted to MOE for approval by AAO by the specified deadline per regulation.

2.3 增減調整系、學位學程招生名額作業程序：  
Operating Procedure of Increase, Decrease and Adjustment of Enrollment Quotas of Department(s), and Degree Program(s):

2.3.1 應經系務會議通過後需填寫由教務處擬定「增減調整系、學位學程招生名額申請表」。  
A proposal must be deliberated and passed by Department Affairs Committee meetings and reduced in the form of “Request Form of Operating Procedure of Increase, Decrease and Adjustment of Enrollment Quotas of Department(s), and Degree Program(s)”.

2.3.2 教務處彙總申請案，召開招生委員會會議審議。  
AAO shall collect and summarize the requested cases and convene Admissions Committee meetings to deliberate them.

2.3.3 呈報教育部核定：  
Submission of Document to Ministry of Education for Approval:  
教務處依規定日程呈報教育部核定。  
Document shall be submitted to MOE for approval by AAO prior to the specified deadline per regulation.

### 3 控制重點：

Essential Elements of Control:

3.1 增設及調整系、學位學程及招生名額，是否依規定原則規劃。  
Whether the addition and adjustment of department(s), degree program(s) and enrollment quotas have been planned according to regulations.

3.2 增減調整系、學位學程招生名額是否依規定程序辦理。  
Whether the addition and adjustment of department(s), degree program(s) and enrollment quotas have been administered according to operation regulation.

3.3 若對系、各學制擬停招或現有所系更名，是否依規定程序辦理。  
Whether the planned cessation(s) of department(s) or program(s) or the name change(s) of department(s) or institute(s) have been administered according to regulations.

### 4 使用表單：

Applicable Forms:

#### 4.1 調整系、學位學程計畫書。

Planning Proposal of the Adjustment of Department(s) and/or Degree

Program(s).

**4.2 增減調整系、學位學程招生名額申請表。**

Request form for Increase, Decrease and Adjustment of Department, Degree Program(s) and Enrollment Quota

**5 依據及相關文件：**

Basis and Relevant Documents:

**5.1 大學法。**

University Law

**5.2 專科以上學校總量發展規模與資源條件標準。**

“Standard of total enrollment quotas and resources conditions of Junior College and above College/University“

**6 流程圖：**

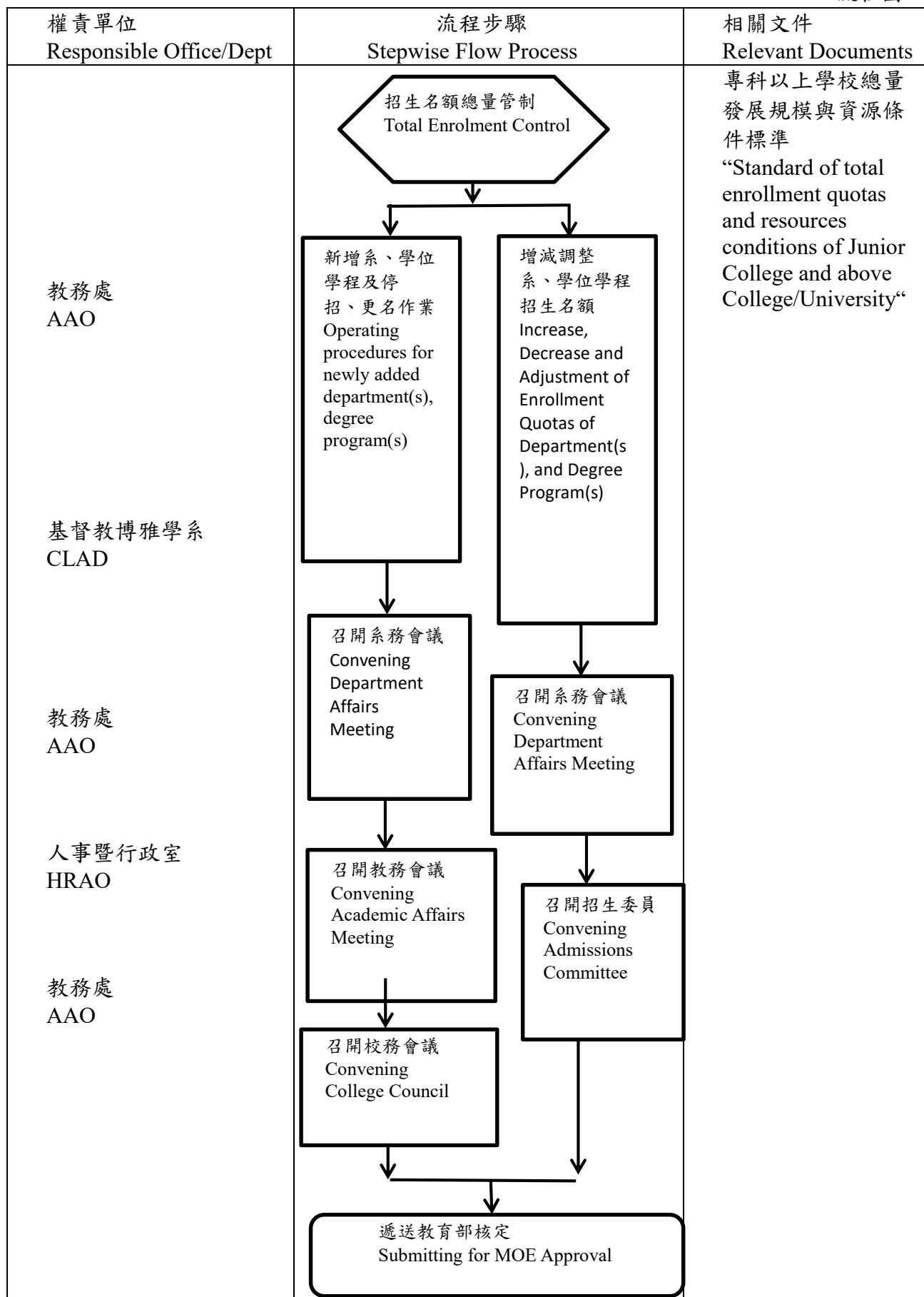
Flowchart:

**6.1 增設、停招或增減調整系、學位學程招生名額作業流程參見(流程圖一)**

Operating Flowchart of the Addition, Cessation, Increase, Decrease and Adjustment of Department(s), and Enrollment Quota of Degree program(s). Consult flowchart 1 for references.

增設、停招或增減調整系、學位學程招生名額作業流程參見

流程圖一



## ◎招生作業

### Admissions Operation

#### 1 適用範圍：

Applicable Scope:

本校各學制相關招生管道皆適用於本章節。

Each academic program related admissions conduit at the College shall be covered by the Chapter section.

#### 2 作業程序：

Operating Procedure:

##### 2.1 成立招生委員會：

Establishment of Admissions Committee:

2.1.1 本校採單獨招生招收新生。

The College conducts independent admissions operation for freshmen.

2.1.2 依本校『招生委員會設置準則』成立招生委員會，辦理單獨招生事宜。如：擬定招生章則辦法、招生簡章、訂定重要招生作業時程及最低錄取/備取標準等招生事宜。

In accordance with "Establishment Guideline of Admissions Committee", the College shall establish the Admissions Committee for the administration of independent admission operation matters, e.g., preparation of Admissions Regulation and Admissions Brochures, the set-up of important admissions operation timelines and minimal admissions standard/wait-list admissions standard...etc.

##### 2.2 制定招生辦法及簡章：

Developing Admissions Regulation and Brochures:

依教育部核定之招生名額由教務處彙整招生辦法及簡章後提招生委員會議審議，審議通過後，呈報教育部核定。

The AAO shall prepare Admissions Regulation and Admissions Brochure(s) based on MOE-approved admissions quota, present them to Admissions Committee meeting for review and deliberation and submit them to MOE for approval.

##### 2.3 資格審查及考試

Qualification Review and Entrance Examination

2.3.1 本校依招生簡章辦理報名及資格審查，審查不合格不予參加考試。

Admissions application procedure and qualification review must be administered according to Admissions Brochures; and, all students, who do not pass qualification review, are not eligible to take the Entrance Examination.

教務處安排任務編組將試務、命題、閱卷、監試、口試、面試、總務、書面資料審查等工作事項分組來執行相關工作。

In order to execute relevant admissions matters, AAO shall divide them into individual tasks, such as examination affairs,

test-question selection, test proctoring, verbal audition, in-person interview, general affairs, and review of written data...etc, and assign a work group to each.

2.3.2 考試結束，閱卷委員集中閱卷，並由教務處彙總成績計算。  
After administering the entrance examinations, all exam papers shall be centrally graded by Exam Grading Committee together; and, the AAO shall collect results of exam components for the computation of each applicant's total score.

2.4 放榜/報到作業：

Operating Procedure of Announcement of Admissions Results and Enrollment Registration

2.4.1 召開招生委員會議審查錄取/備取學生名單。  
Convening Admissions Committee meetings to review lists of the accepted students and the students on the wait list.

2.4.2 教務處寄發錄取通知並將錄取名單公布學校網站上。  
AAO shall send offer-of-admissions letters to successful applicants and publish the name list of all accepted students on the College's website.

2.4.3 教務處寄發註冊單及辦理新生報到註冊事宜。  
AAO shall send Registration Form and the information of registration process matters to new students.

2.4.4 考生疑義處理：  
Procedure to Address Examinees' Inquiries:  
考生如對招生事宜有任何疑義，可在招生委員會規定的時間內，向招生委員會提出書面申覆，逾時不受理。招生委員會受理後應於規定的時間內正式回復，必要時應組成專案小組公正調查處理，並告知申覆人行政救濟程序。  
Should an Examinee have any question regarding his/her exam result, he/she may request in writing for an appeal with Admissions Committee before the deadline specified by Admissions Committee. An appeal made after the deadline will not be considered by Admissions Committee. After accepting an appeal request, Admissions Committee must officially respond in writing to the appellant within the required time limit. If necessary, a special task group shall be organized to impartially investigate the appeal request, and the appellant shall be notified of the available administrative remedy procedure.

3 控制重點：

Essential Elements of Control

3.1 招生作業是否依照招生簡章辦理招生事宜、並秉著公平、公正、公開執行招生業務。  
Whether admissions operation has been conducted according to Admissions Brochures to process admissions matters and has been administered fairly, impartially and openly.

3.2 分發或放榜後，是否依榜單及相關規定通知學生報到、註冊事宜。  
After issuing or announcing admissions results, whether the notifications to accepted students and the registration matters have been processed

according to the list of accepted students and relevant regulations.

3.3 遇招生糾紛是否依招生委員會規定的時間辦理。

Whether admissions disputes have been administered and completed by the deadline specified by Admissions Committee.

4 使用表單：

Applicable Forms:

4.1 招生簡章所規定申請表

Admissions Application Form as specified by Admissions Brochures

5 依據依據及相關文件：

Basis and Relevant Documents:

5.1 大學法

University Law

5.2 招生委員會設置準則

Establishment Guideline of Admissions Committee

5.3 各招生管道招生規定

Admissions Rules of Each Admissions Conduit

5.4 各招生管道招生簡章

Admissions Brochures of Each Admission Conduit

5.5 報考大學同等學力認定標準

Applying for Standard Certification Test of Equivalency for a Bachelor's Degree

5.6 大學辦理轉學招生審核作業要點

Operation Guidelines for the Admissions of College Transfer Students

6 流程圖：

Process Flowchart:

6.1 招生作業流程參見(流程圖一)

Admissions Operation Process. Consult "Process Flowchart 1".

招生作業流程參見 Admissions Operation Process Flowchart

【流程圖一】

權責單位	流程步驟	相關文件
系、教務處 Department, AAO	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>成立招生委員會 Establishing the Admissions Committee</p> </div>	<p>招生委員會設置準則 Establishment Guideline of Admissions Committee</p>
招生委員會 Admissions Committee	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>制定招生辦法 Formulating Admission Regulations</p> </div>	<p>各招生管道簡章制定規範 Guideline for the Preparations of Admissions Brochures of Each Admission Conduit</p>
教務處 AAO		
教務處 AAO	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>招生規定呈報教育部審核通過 Submitting Admission Regulations for MOE Approval</p> </div>	<p>各招生管道作業規定 Operating Regulation of Each Admissions Conduit</p>
教務處 AAO	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>制定並公佈招生簡章 Formulate and publish the enrollment brochures</p> </div>	<p>各招生管道招生簡章 Admissions Brochures of Each Admissions Conduit</p>
教學單位及行政單位 Teach Unit and Administration Unit	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>報名/資料審查 Registration/Data Review</p> </div>	
招生委員會 Admissions Committee	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>獨立招生考試 Independent Admission Examination</p> </div>	
教務處 AAO	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>招生委員會審查錄取名單 Admissions Committee Review of Accepted Candidates</p> </div>	
	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>放榜/報到 Announcing Results/Registration</p> </div>	

## ◎學雜費收款作業

### Receipt Procedure of Tuition and Fees

#### 1 適用範圍：

Applicable Scope:

教育部核可向在校學生收取之學雜費等適用之。

The Procedure covers the MOE-approved tuition and fees that are charged to current students of Christ's College Taipei.

#### 2 作業程序：

Operating Procedure:

2.1 本校之學雜費收入包括學費、雜費、學分費及學分學雜費等教育部核可向在校學生收取之收入。

The revenues of tuition and fees, which are received from current students by the College, include tuition, fees, course-credit fees, and course-credit miscellaneous fees...etc., which have been approved by MOE.

#### 2.2 收費標準之議決及寄發：

Deliberation and approval of tuition-and-fees schedule and mailing of “Registration Payment Form”:

2.2.1 會計單位根據年度預算評估學雜費調漲幅度，並提學雜費審查小組會議通過報教育部核准後執行，且將學雜費收費標準上網公告通知。

Finance Office shall provide the “Tuition and Fees Review Group” an estimated increase to tuition and fees of current academic year according to the College’s annual budget for approval; and the specifications of tuition and fees shall be implemented and posted on the College’s website after being approved by MOE.

2.2.2 於收費標準確定後，由會計單位會委託銀行印製『註冊費繳費單』。

After MOE approves the tuition-and-fees schedule, Finance Office shall authorize a bank for the preparation and printing of “Registration Payment Form”.

2.2.3 『註冊費繳費單』委由教務處註冊組交班代統一分發或寄交學生通知繳費。

The “Registration Payment Form” shall be administered by Registrar Group of AAO by requesting class representative to distribute among students or mailing it to students with payment notification letter.

#### 2.3 繳費：

Payment:

2.3.1 學生於指定之繳款期限前，逕至指定銀行之各地分行繳納完成繳費手續。

In order to complete the tuition and fees payment procedure, each student shall pay tuition and fees in full at one of the branch offices of the authorized bank by the payment deadline date.

2.3.2 已申請助學貸款之學生，於規定期限內持台銀核准助學貸款之證明文件至學務處辦理手續，並計算差額至指定銀行繳交差額。

When a student has applied for a student loan, he/she must bring the student loan document issued by Bank of Taiwan to SMO in person to complete the student loan process; and the calculated difference shall be paid by him/her at the authorized bank.

2.3.3 已繳款之學生於註冊日至學校註冊繳回『註冊費繳費單』註冊聯，完成註冊手續。

After paying the tuition and fees in full, the student must bring the stamped registration stub of “Registration Payment Form” to the College on the registration date in order to complete registration procedure.

2.3.4 會計單位對學生於註冊以前至銀行繳交之學雜費，經出納單位依銀行『匯款統計表』於一定期間先行以預收款列帳。

The students' tuition-and-fees payments to the bank before registration shall be transferred to pre-payment category by Finance Office using the authorized bank's “Remittance Notification Form” within certain period.

2.3.5 會計單位對辦理助學貸款，緩繳之學費以應收款入帳，待銀行撥付後自應收款轉正。

As to student loans and deferred amounts of tuition and fees, Finance Office shall enter them under the category of Account Receivables initially and transfer them to regular account immediately after receiving the respective funds from the Authorized Bank.

#### 2.4 編收款清單及登帳：

Preparation of a List of Received Payments and the Completion of Accounting Book:

2.4.1 註冊完成後，會計室與註冊組核對註冊人數彙總『註冊費繳費單』編製『學雜費收入統計表』並與銀行提供之『學生繳費明細表』核對。

After completing the registration, Finance Office and Registrar Group shall prepare “Statistical Table of Tuition-and-fees revenues” based on all registration stubs of “Registration Payment Form”; and conduct an audit against the “Table of Itemized Student Payments” provided by the authorized bank.

2.4.2 會計室經核對『學雜費收入統計表』及『匯款通知單』無誤後，將原登載預收款轉列學雜費收入。

After Finance Office audits “Statistical Table of Tuition-and-fees revenues” and “Registration Payment Form” without adverse finding, the original forecasted revenue shall be transferred to the category of tuition-and-fees revenue of current academic year.

#### 2.5 差異追查與催繳：

Discrepancy Investigation and Collection of Short- or Missed-Payment:

2.5.1 會計室核對『學雜費收入統計表』及『學生繳費明細表』，若有不符，應追查發生差異之原因，並視情況需要簽請處理。

Finance Office shall review and check “Statistical Table of Tuition-and-fees revenues” against “Table of Itemized Student Payments”. Should there be any discrepancy, FO must investigate the reason for difference; and when necessary, the incidence must

be reported and signed off by responsible executives.

2.5.2 會計室核對『註冊學生名單』與『學生繳費明細表』『助學貸款或就學補助差額明細表』編製『短漏繳學生清冊』，據以催繳。

For collection purpose, Finance Office shall prepare “List of Short-and Non-Payment Students” by comparing and checking “Roster of Registered Students” against “Table of Itemized Student Payments” and “Table of Itemized Student Loan or School Grants Difference”.

2.5.3 會計室根據『短漏繳學生清冊』之名單通知學生補繳學雜費據以收帳入帳。

Finance Office shall notify the students on the “List of Short- and Non-Payment Students” and collect the back payments from them.

### 3 控制重點：

#### Essential Elements of Control:

3.1 學年度學雜費收費標準訂定及調漲幅度，是否依據學雜費審查小組會議通過報教育部核准後執行，且將學雜費收費標準上網公告通知。

Whether the establishment of specifications of tuition and fees and the increase to tuition and fees of current academic year have been deliberated by “Tuition and Fees Review Group” and approved by MOE prior to implementing the specifications of tuition and fees; and whether the specifications of tuition and fees have been timely posted on the College’s website as the means for public announcement.

3.2 印製『註冊費繳費單』是否與已核定學雜費收費標準相同。

Whether the printed “Registration Payment Form” is the same as the MOE-approved specifications of tuition and fees.

3.3 會計室對學生於註冊以前繳交銀行之學雜費，是否先行以預收款列帳，且金額無誤。

Whether the students’ payment to the bank before registration have been transferred to pre-payment category by Finance Office; and there is no mistake in the total amount of money.

3.4 「學雜費收入統計表」與銀行提供的『學生繳費明細表』核對，除應調節外，是否無誤。

Whether the “Statistical Table of Tuition-and-fees Revenues” and “Table of Itemized Student Payments” provided by the bank have been audited side by side and found correct with the exception of minor adjustments.

3.5 會計單室核對『學雜費收入統計表』及『匯款通知單』無誤後，是否將原登載預收款轉列學雜費收入。

Whether the funds under pre-paid category have been transferred to revenue category of tuition and fees after Finance Office audits “Statistical Table of Tuition-and-fees revenues” and “Remittance Notification Forms” and no errors have been found.

3.6 未繳納學雜費之學生，是否依規定通知繳款及辦理催收；應收學雜費會計室是否予以入帳列管。

Whether the tuition-and-fees non-payment students have been notified and placed on collection list according to regulation; whether the overdue tuition and fees have been entered under the controlled category by Finance Office.

3.7 久懸帳上之催收款，是否依規定積極清理。

Whether long overdue amount in collection account has been actively

written off according to regulation.

4 使用表單：

Applicable Forms:

4.1 註冊費繳費單

Registration Payment Form

4.2 匯款通知單

Remittance Notification Form

4.3 學雜費收入統計表

Statistical Table of Tuition-and-fees Revenues

4.4 學生繳費明細表

Table of Itemized Student Payments

4.5 註冊學生名單

Roster of Registered Students

4.6 短漏繳學生清冊

List of Short- and Non-Payment Students

4.7 催收單

Collection Form

5 依據及相關文件：

Basis and Related Documents:

5.1 臺北基督學院學則。

Academic Affairs Regulation of Christ's College Taipei

6 流程圖：

Flowchart

6.1 學雜費收款作業流程參見【流程圖一】。

Receivable Operation Procedure of Tuition and fees. Consult “Process Flowchart 1”.

學雜費收款作業流程參見 Receivable Operation Procedure of Tuition and fees. Flowchart  
 【流程圖一】。

權責單位 Responsible Unit	流程步驟 Process Step	相關文件 Related Document
會計室、學雜費審查小組 Finance Office, Tuition and Fees Review Group	<div style="border: 1px solid black; padding: 10px; text-align: center;">         學雜各收費標準確定          Determination of miscellaneous fees and charges       </div>	<div style="display: flex; align-items: center;"> <div style="flex: 1; text-align: right; margin-right: 10px;">           審查紀錄            Review Records         </div> <div style="flex: 1; text-align: center;">  </div> </div>
委託銀行 Authorized bank	<div style="border: 1px solid black; padding: 10px; text-align: center;">         制定註冊繳費單          Formulating the Registration Payment Form       </div>	<div style="display: flex; align-items: center;"> <div style="flex: 1; text-align: right; margin-right: 10px;">           學雜費繳費單            Tuition and fees Payment Form         </div> <div style="flex: 1; text-align: center;">  </div> </div>
會計室、教務處註冊、學務處 Finance Office, AAO Registrar, SAO	<div style="border: 1px solid black; padding: 10px; text-align: center;">         註冊繳費單匯入校務系統          Importing the Registration Payment Form into the Administrative System       </div>	<div style="display: flex; align-items: center;"> <div style="flex: 1; text-align: right; margin-right: 10px;">           註冊人數統計表、銀行匯款統計            Statistical Table of Registered Students, Bank Account Summary of Remittances         </div> <div style="flex: 1; text-align: center;">  </div> </div>
會計室、教務處註冊、出納 Finance Office, AAO Registrar, SAO	<div style="border: 1px solid black; padding: 10px; text-align: center;">         分送學生及銀行代收助貸、就學差異補繳          Distributing to Students and Bank for Collection of Financial Aid and Tuition Balance       </div>	<div style="display: flex; align-items: center;"> <div style="flex: 1; text-align: right; margin-right: 10px;">           催收單            Collection Form         </div> <div style="flex: 1; text-align: center;">  </div> </div>
會計室 Finance Office	<div style="border: 1px solid black; padding: 10px; text-align: center;">         核定註冊人數/銀行匯款統計          Confirming the Number of Registrants/Bank Remittance Statistics       </div>	<div style="display: flex; align-items: center;"> <div style="flex: 1; text-align: right; margin-right: 10px;">           入帳資料            Deposit Data         </div> <div style="flex: 1; text-align: center;">  </div> </div>
會計室 Finance Office	<div style="border: 1px solid black; padding: 10px; text-align: center;">         入帳差異分析、催收          Analyzing Payment Discrepancies and Following Up on Collections       </div>	
	<div style="border: 1px solid black; padding: 10px; text-align: center;">         學雜費資料統計          Statistics of tuition and fees       </div>	

## ◎學生註冊作業

### Student Registration Procedure

#### 1 適用範圍：

##### Applicable Scope:

本校各學制學生，皆適用本註冊作業辦法辦理註冊手續。

The Procedure is applicable for the registrations of students in all academic programs at the College.

#### 2 作業程序：

##### Operating Procedure:

###### 2.1 製作註冊須知與繳費三聯單：

Preparation and printing of registration instructions and the three-segment Registration Payment Form:

2.1.1 於每學期結束前一個月彙整註冊各相關權責單位，各項業務之辦理方式與期限。

One month before the end of each academic year, the operations and deadlines of all registration related matters shall be compiled by all departments with registration-related responsibilities.

2.1.2 依各班學生名單會簽會計室印製繳費三聯單。

Registrar Group and Finance Official shall prepare for the printing of the three-segment Registration Payment Form according to the rosters of all four academic-year classes.

2.1.3 新生應依本校規定之時間到校辦理註冊手續，逾期不辦理者，取消入學資格。但因特殊事故得於註冊日前向教務處辦理申請保留入學資格，保留入學資格以一年為限，逾期即取消其入學資格。

Freshmen must report to the College for in-person registrations on the required date. Should a freshman miss the registration date, the offer of admissions to him/her shall be revoked. However, a freshman can apply for a one-year deferment on admissions prior to the mandated registration date because of special circumstances; and should he/she fail to register in the succeeding academic year, the offer of admissions to him/her shall be revoked.

2.1.4 舊生因故未克辦理註冊手續，得委託他人代為註冊；如因重病或特殊事故應於事前檢具證明文件，請假核准者，得延期註冊。Should a returning student not be able to register in person, he/she can authorize a representative to register on his/her behalf. Should a returning student be ill or encounter special crisis, he/she can apply for an approval to have a late registration.

2.1.5 繳交學歷(力)證件、身分證正反面影本等資料。如有正當理由，需先申請延期補繳，經本校核准者，得先行入學，但需於規定期間內補繳，否則取消其入學資格。

Education or equivalence documents and copies of the front and back of National ID Card must be submitted for registration; however, should there be any legitimate reasons, he/she must apply for deferred submission within a defined period and start schooling. Should he/she fail to submit the required documents within the defined period, the offer of admissions to him/her shall be revoked.

2.1.6 核發學生證並蓋註冊章：

Issuance of Student ID Card with registration stamp

符合入學資格且完成報到註冊之新生，每人核發學生證1枚，作為本校學生身分證明之用途。

Each freshman, who has met all requirements and completed registration, shall be issued a Student ID Card to prove his/her status of a current student of the College.

2.1.7 製作註冊人數統計表。

Preparation of Statistical Table of Registered Students

2.2 發放註冊通知單與繳費三聯單：

Issuance of Registration Notification Form and Three-segment Registration Payment Form

2.2.1 在校生：

Current Student:

每學期期末考前一週請各班班代轉發在校生註冊通知單及繳費三聯單給各班同學。

One week before the end of each academic semester, Registrar Group of AAO shall request for the assistance of each class representative to distribute the “Registration Payment Form” to each student in the respective classroom.

2.2.2 新生：

Freshmen:

每年新生註冊日前三週由教務處註冊寄發新生註冊通知單及繳費三聯單。詳細作業應依循「新生學號制定作業規定」。

Three weeks before the registration date for Freshman Class in each academic year, Registrar Group of AAO shall mail out the Registration Notification Sheet for New Student and the three-segment Registration Payment Form to each incoming freshman. The operation shall follow the details in “Procedure of Establishing Student ID Numbers for Incoming Freshmen”.

2.2.3 延修生：

Extended-graduation students:

每學期註冊日前來教務處辦理延修及繳費單。

On the registration date, the extended-graduation students shall report to AAO in person to complete extension process and pay tuition and fees in full.

2.2.4 復學生：

Returning students from leave of absence:

每學期開學前三週由教務處註冊寄發復學生註冊通知單及繳費三聯單。

Three weeks before the registration date in each academic semester, Registrar Group of AAO shall mail out the “Registration Notification for Returning Students from Leave of Absence” and the three-segment Registration Payment Form to each returning student.

2.2.5 轉學生：

Transfer students:

經轉學考招生錄取後，由教務處註冊寄發新生註冊通知單及繳費三聯單。

Upon accepting the transfer students after completing transfer-student admissions process, Registrar Group of AAO shall mail out Registration Notification Sheet for New Student and the three-segment Registration Payment Form to each incoming transfer student.

### 2.3 辦理註冊：

Registration Administration:

每學年開學前一週內，各單位依權責劃分，辦理新生、在校生、研修生、復學生及轉學生入學報到與註冊準備事宜。

Within a week before the starting date of each academic semester, all departments and offices shall conduct the preparations for the enrollment reporting and the registration-related matters based on the divided responsibilities, such as Freshman Class, current students, graduate students, returning students from leave of absence and transfer students.

### 2.4 學生證蓋註冊章：

Registration confirmation seal/stamp for Student ID Card:

依實際完成註冊繳費學生於其學生證上加蓋註冊章。詳細作業。

While each student is completing his/her registration and pays tuition and fees in full, his/her Student ID Card shall be stamped with registration confirmation seal. The stamping operation of Student ID Card shall follow the details in “\_\_\_\_\_”.

### 2.5 統計註冊人數：

Summation of registered students:

統計總註冊人數並通知相關單位。

Registrar Group of AAO shall summarize registered students and inform all concerned departments and offices the summation accordingly.

## 3 控制重點：

Essential Elements of Control:

### 3.1 新生登錄之基本資料，是否審核無誤後方核發學生證。

Whether the Student ID Card for each new student has been issued after verifying the basic information on the respective student's official record/file in AAO.

### 3.2 新生入學時，是否填具『學籍資料卡』及其他規定之書表。

Whether each new student has completed "Academic Status Information Card" and other required forms during the new student registration process.

### 3.3 確實核對在校生是否完成註冊繳費；在校生未如期註冊者，是否催辦註冊或催辦休學。

Audit whether all current students have completed registrations and paid tuitions and fees; and whether those current student, who have not registered, have been notified to proceed with registrations or apply for leave of absence.

### 3.4 學生因故申請退學或休學經核准者，其所繳各費用退還方式是否符合規定。

Whether the refund procedure of tuition and fees for students, who have been approved for their withdraws or leave of absence requests, have been processed according to regulation.

3.5 統計註冊人數應再三核對確實無誤。

Summation of registered students must be verified and audited to ascertain its accuracy.

4 使用表單：

Applicable Forms:

4.1 新生註冊通知單

Registration Notification Sheet for New Student

4.2 註冊程序單

Registration Process Directions

4.3 學籍資料卡

Academic Status Information Card

5 依據及相關文件：

Basis and Related Documents:

5.1 臺北基督學院學則

Academic Affairs Regulation of Christ's College Taipei

5.2 臺北基督學院新生學號制定規定

Procedure of Establishing Student ID Numbers for Incoming New Students

6 流程圖：

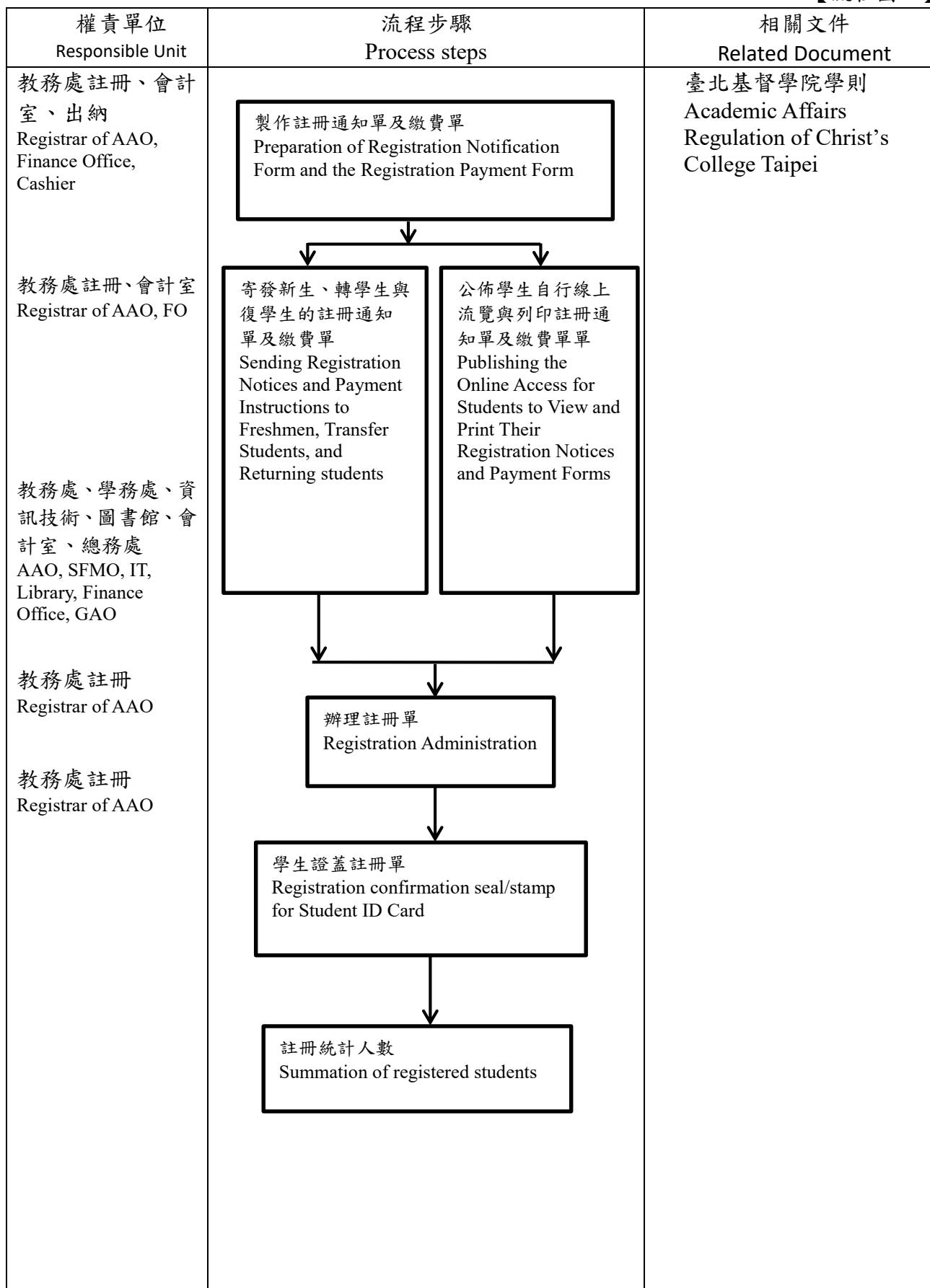
Flowchart:

6.1 註冊作業流程參見(流程圖一)

Registration Procedure Flowchart. Consult “Flowchart 1”.

註冊作業流程參見 Registration Procedure Flowchart Flowchart

【流程圖一】



## ◎學籍管理作業

### Management Procedure of Academic Status

#### 1 適用範圍：

Applicable Scope:

本校各學制學生皆適用。

The Procedure is applicable for students in all academic programs at the College.

#### 2 作業程序：

Operating Procedures:

2.1 領取申請單：除新生學生證製發無須填寫申請單外，其餘各項申請皆需先領取申請單才能辦理後續作業。

Document Request Forms: With the exception of the preparation and issuance of the original Student ID Card at the time of entering the College, all other documents related to student's academic status and records must be applied for by submitting the completed, related Document Request Form.

#### 2.2 查核資料：

Data Verification:

2.2.1 學生證製發作業中，先查核確認新生名單及新生註冊日，待相片收齊後學生證統一交由廠商製發。

For the production of Student ID Cards for new students, the roster of incoming new students and new student registration date, which must be verified first, shall be forwarded to the manufacturer with corresponding students' photos.

2.2.2 學生證遺失申請補發者，申請單需經由學務處查核後同意重新製作學生證。

To replace a lost Student ID Card, the student must submit a Document Request Form for the issuance of a replacement to AAO for approval first before starting the production.

2.2.3 休學：休學申請需在期末考日前辦理。

Leave of Absence: A student must apply for leave of absence before the final exam week.

2.2.3.1 新生及轉學生入學第一學期，應於註冊取得學籍後始得辦理休學。因故申請休學，應以一學期為單位，一學年為限，休學累計以二學年為限，因服兵役、懷孕、生產或哺育幼兒休學者不計入休學年限。

An incoming new or transfer student can apply for leave of absence during the first semester; however, he/she must have completed the registration, paid tuition and fees in full and obtained the active academic status first. Due to personal reason, a student can apply for leave of absence in the unit of academic semester; however, the leave of absence for a student is limited to one academic year at a time. In any event, the accumulated period of leave of absence for each student is limited to two years with the exceptions of being on leave of absence due to compulsive military service, pregnancy, childbirth or child care.

2.2.3.2 學生申請休學，須填具『休學申請單』，未成年學

生需檢附『學生休、退學家長同意書』，有關證明文件及學生證，經導師、宿舍輔導員、學務長、註冊組員、課務組員、圖書館、資訊技術組員、主修負責人、系主任、教務長核准，並完成『離校程序單』始完成休學程序。

When a student applies for leave of absence, he/she must submit “Request Form for Leave of Absence” with attached Student ID Card, related supporting documents and “Parent’s Consent Form for Leave of Absence or Withdraw” that is required if he/she is under the age of legal competence sequentially to Academic Advisor, Residence Assistance, Dean of SAO, Registrar, Head of General Affairs, Chief Librarian, Head of IT, Chair of Major, Chair of Dept. , and Dean of AAO for signatures/approvals; and, the “Departure Process Form” must also be completed for the completion of the leave of absence process.

2.2.3.3 經核准完成休學程序者，由教務處註冊通知會計室依『大專校院學生休退學退費作業要點』辦理退費，休學名單通知兵役承辦人員承辦相關業務。

When a student has obtained the final approval for the completion of the departure process, Registrar Group of AAO shall notify Finance Office to process the appropriate refund to him/her according to “Guidelines for the Refund of College Tuition and Fees for Withdrawing or Leave of Absence Student”. If applicable, the roster of leave of absence students shall be submitted to administrator of military service to process relevant operation.

2.2.3.4 學生休學期滿因重病或其他特殊事故需再申請休學者，經學校核准後，得再延長休學一年，至多得延長二年。

At the end of leave of absence period if a student is ill or encounters special crisis, he/she can apply for leave of absence again. Upon approval, the leave of absence period can be extended for another year; however, the maximal extension is two (2) years.

2.2.3.5 學生休學之該學期成績不予計算，休學期間不列入實際修業年限，亦不得返校重(補)修學分。

The academic record of the academic semester, during which a student takes a leave of absence, is not included in the transcript. The leave of absence semesters are not counted toward academic semesters for the student; and, he/she cannot return to campus to undertake make-up credits.

2.2.4 退學：退學申請需先查核是否達退學規定。

Withdraw: Prior to submitting “Withdraw Request Form”, the student must check whether he/she has reached the withdraw threshold according to regulation.

2.2.4.1 學生申請退學，必須繳交『學生休、退學家長同意

書』、有關證明文件及學生證，填具『退學申請單』，經導師、宿舍輔導員、學務長、註冊組員、課務組員、圖書館、資訊技術組員、主修負責人、系主任、教務長核准，並完成『離校程序單』始完成休學程序。

When a student applies for withdraw from the College, he/she must submit "Parent's Consent Form for Leave of Absence or Withdraw", "Request Form for Leave of Absence" with related supporting documents and Student ID Card sequentially to Academic Advisor, Residence Assistance, Dean of SAO, Registrar, Head of General Affairs, Chief Librarian, Head of IT, Chair of Major, Chair of Dept., and Dean of AAO for signatures/approvals; and, the "Departure Process Form" must also be completed for the completion of the withdraw process.

2.2.4.2 依學則規定勒令退學學生，應辦理離校手續，始完成退學程序。

A student, who is instructed to withdraw by the College according to the regulation, must undertake process to complete Departure Process Form for the completion of the withdraw process.

2.2.4.3 學生辦妥退學手續，如在校肄業滿一學期具有成績，其學籍經核准者，得申請核發『修業證明書』。但因入學或轉學資格不合而退學者；或假借、冒用、偽造或變造學歷證明文件入學者，不得發給任何修業證明文件。

After completing the withdraw process, if a student has completed a full academic year of education at the College and obtained credits, he/she may apply for the issuance of "Certificate of Attendance" after his/her academic status has been approved first. However, if a student withdraws from the College because of the disqualification of entrance or transfer matters or the fabricated, fraudulent, counterfeited, or altered academic document/certificates, the Certification of Attendance or any other documents shall not be issued by the College.

2.2.4.4 學生對於遭受退學或開除學籍處分有異議者，依本校學生申訴制度提出申訴。

Should a student dispute the College's action to forcefully withdraw or expel him/her from the College, he/she shall have the rights to appeal to Student Appeals Council according to student appeal regulation.

2.2.4.5 經核准完成退學程序者，由教務處註冊通知會計室依『大專校院學生休退學退費作業要點』辦理退費，退學名單通知兵役承辦人員承辦相關業務。

When a student has obtained the final approval for the completion of the withdraw process, Registrar Group of

AAO shall notify Finance Office to process the appropriate refund to him/her according to "Guidelines for the Refund of College Tuition and Fees for Withdrawing or Leave of Absence Student". If applicable, the roster of withdrawing students shall be submitted to administrator of military service to process relevant operation.

#### 2.2.5 學生基本資料更改需先查核學生身份並詢問更改動機。

Any change to student's basic information must be processed by verifying the student's identification first and asking for his/her reasons for such a change request.

學生姓名、身分證及出生年月日，應以身分證所載者為準。入學資格證件所載與身分證、護照所載不符者，應即更正。

The name, National ID number and date of birth of a student must be based on and identical to his/her National ID Card. Any entrance qualification document(s), which contain(s) different information, must be immediately corrected.

### 3 控制重點：

#### Essential Elements of Control:

##### 3.1 學生基本資料是否與繳交之證明文件相符。

Whether the basic information of each student is the same as the information on the submitted documents and/or certificates.

##### 3.2 申請休學之學生是否依規定保留學籍。

Whether each student on leave has retained the reserved academic status.

##### 3.3 已達退學條件之學生是否依規定應令退學。

Whether each student, who has reached the withdraw threshold, has been notified of the action of forceful withdraw from the College according to regulation.

##### 3.4 學籍資料更正是否檢附規定證明文件辦理。

Whether the correction of academic status information has been processed by reviewing and verifying the required official documents according to regulation.

##### 3.5 除學生本人、家長或監護人，或因本校校務或學籍資料維護所需之調閱，或因電腦處理個人資料保護法之規定申請查閱者外，不得查閱學生學籍資料。

No one other than a student himself/herself, his/her parent(s), his/her legal guardian, the operation requirement of Academic Affairs, the necessary maintenance of student's academic status information or the provisions under Computer-Processed Personal Data Protection Act can have the access to the academic status information of such a student.

### 4 使用表單：

#### Applicable Form:

##### 4.1 新生名冊

Roster of Incoming New Students

##### 4.2 休、退學名冊

Roaster of Students on Leave of Absence and Withdrawn Students

- 4.3 學籍資料卡  
Academic Status Information Card
- 4.4 休學申請單  
Request Form for Leave of Absence
- 4.5 退學申請單  
Withdraw Request Form
- 4.6 離校程序單  
Departure Process Form
- 4.7 學生休、退學家長同意書  
Parent's Consent Form for Leave of Absence or Withdraw
- 4.8 修業證明書  
Certification of College Attendance

5 依據及相關文件：

Basis and Related Documents:

- 5.1 臺北基督學院學則  
Academic Affairs Regulation of Christ's College Taipei

6 流程圖：

Flowchart:

- 6.1 學籍資料管理流程圖參見(流程圖一)。  
Flowchart of Management Procedure of Academic Status. Consult  
“Flowchart 1”.

學籍資料管理流程圖參見 Management Procedure of Academic Status Flowchart

【流程圖一】

權責單位 Responsible Unit	流程步驟 Process steps	相關文件 Related Document
教務處註冊 Registrar of AAO	<pre> graph TD     A[領請申請單 Document Request Forms] --&gt; B[查核資料 Data Verification]     B --&gt; C[休退學與否 Leave of Absence or Withdrawal Status]     C -- 是 Yes --&gt; D[歸檔: 休學名單 Filing: Leave of Absence List]     C -- 否 NO --&gt; E[到各單位會簽繳費 Circulating for Signature at Each Unit for Payment]     E --&gt; F[登錄註記歸檔或領證 Registering and filing or licensing]   </pre>	臺北基督學院學則 Academic Affairs Regulation of Christ's College Taipei
教務處註冊 Registrar of AAO		
教務處、學務處、 資訊技術、圖書 館、會計室、總務 處 AAO, SAO, IT, Library, FO & GAO		
教務處註冊 Registrar of AAO		
教務處、學務處、 資訊技術、圖書 館、會計室、總務 處 AAO, SAO, IT, Library, FO & GAO		
教務處註冊 Registrar of AAO		

## ◎學生學業成績管理作業

### Management Procedure of Academic Achievement Record of Students

#### 1 適用範圍：

Applicable Scope:

本校在校學生與畢業生之學業成績管理作業皆適用。

The Procedure covers the management of academic achievement record of current students and graduating students.

#### 2 作業程序：

Operating Process:

##### 2.1 學業成績管理：

Management of academic achievement record of students:

2.1.1 任課老師期末考過後兩週內繳交成績，學生學業成績，採百分計分法為原則，以100分為滿分，以60分為及格，研究生以70分為及格。學業成績計算，依『臺北基督學院學則』規定辦理。  
The course instructor must turn in students' test scores and academic achievement record within two (2) weeks from the Final Exam date; the full score for student is one hundred (100) points; and the passing grade is sixty (60) points for undergraduates and seventy (70) points for graduate students. The calculations for students' grades shall be processed according to Academic Affairs Regulation of Christ's College Taipei.

2.1.2 次學期期中考過後，確認無誤後列印學期成績總表歸檔。

After the completion of Mid-term Exam in the succeeding semester, the GPA summary table of preceding academic semester of each student shall be verified, printed and, then, filed as official record.

2.1.3 若因教師之失誤有遺漏或核算錯誤，致該學期成績核算錯誤，其成績之更改需經任課教師填具『學業成績更改申請單』及書面證明，並經教務會議議決後辦理之。

Should the instructor's error due to omission(s) or calculation mistake(s) cause the GPA error, the course instructor must complete "Academic Achievement Change Request Form" and written proof and, then, submit them to Academic Affairs Committee meeting for approval and implementation of correction of grades.

#### 3 控制重點：

Essential Elements of Control:

##### 3.1 學生學業成績計算是否依規定辦理。

Whether the computations of students' academic achievements have been processed according to regulation.

##### 3.2 任課教師登錄學生學業成績是否依規定辦理。

Whether the course instructors have recorded students' achievements according to regulation.

##### 3.3 學生考試試卷及學生學業成績是否依規定期限保存。

Whether students' exam papers and academic achievements have been stored for the minimal amount of time as required by the regulation.

##### 3.4 因教師之失誤有遺漏或核算錯誤，致該學期成績核算錯誤，任課教師是

否填具『學業成績更改申請單』及書面證明，再送教務會議議決後辦理成績更正。

Whether the course instructor(s) have submitted “Academic Achievement Change Request Form” and written proof to Academic Affairs Committee meeting for approval and implementation of correction of grades when the instructor’s error due to omission(s) or calculation mistake(s) causes the GPA error.

3.5 學生對於複查之成績仍有疑問，提起申訴是否依規定辦理。  
If a student continues doubting after his/her grades have been reviewed, he/she shall have the rights to appeal according to regulation.

3.6 畢業資格之審核是否依規定作業。  
Whether the academic assessment of graduating students’ graduation eligibility has been processed according to operation regulation.

4 使用表單：

Applicable Form:

4.1 學生學期成績單

Student’s Semester Report Card

4.2 學生歷年成績單

Student’s Transcript

4.3 學生成績總表

Student’s Semester GPA Summary Table

4.4 學業成績更改申請單

“Academic Achievement Change Request Form”

5 依據及相關文件：

Basis and Related Documents:

5.1 臺北基督學院學則

Academic Affairs Regulation of Christ’s College Taipei

5.2 臺北基督學院學生學業成績考核辦法

Procedure for the Assessment of Student’s Academic Achievement at Christ’s College Taipei

5.3 臺北基督學院學生學籍及成績管理辦法

Management Procedure of Student’s Academic Status and Achievement at Christ’s College Taipei

5.4 臺北基督學院學生成績處理辦法

Guideline of the Administration of Students’ Grades at Christ’s College Taipei

5.5 臺北基督學院任課教師更正或補登學期成績辦法

Procedure for the Correction or Make-up of Student’s Semester GPA Requested by Course Instructor at Christ’s College Taipei

6 流程圖：

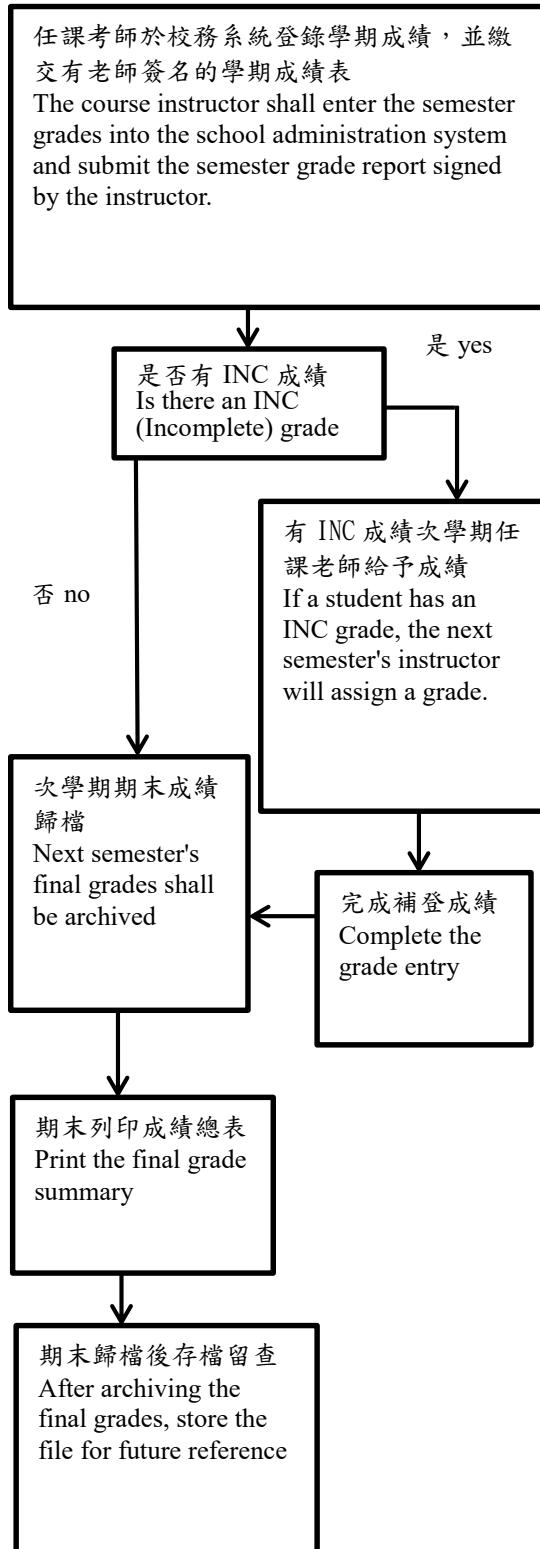
Flowchart:

6.1 學業成績管理流程圖【流程圖一】。

Flowchart of Management Procedure of Academic Achievement Record of Students. “Flowchart 1”.

學業成績管理流程圖 Management Procedure of Academic Achievement Record of Students Flowchart

【流程圖一】

權責單位 Responsible Unit	流程步驟 Process steps	相關文件 Related Document
任課老師 Course Instructor	<p>任課老師於校務系統登錄學期成績，並繳交有老師簽名的學期成績表</p> <p>The course instructor shall enter the semester grades into the school administration system and submit the semester grade report signed by the instructor.</p>	臺北基督學院學則 Academic Affairs Regulation of Christ's College Taipei 學生學業成績考核辦法 Procedure for the Assessment of Student's Academic Achievement at Christ's College Taipei 學生學籍及成績管理辦法 Management Procedure of Student's Academic Status and Achievement at Christ's College Taipei 學生成績處理辦法 Guideline of the Administration of Students' Grades at Christ's College Taipei 任課教師更正或補登學期成績辦法 Procedure for the Correction or Make-up of Student's Semester GPA Requested by Course Instructor at Christ's College Taipei 同上 ditto
教務處註冊 Registrar Group of AAO		
任課老師 Course Instructor		
教務處註冊 Registrar Group of AAO		

## ◎學生學位證書發放作業

### Issuance Procedure of Bachelor's Degree Diploma

#### 1 適用範圍：

Applicable Scope:

本校畢業生學位證書發放皆適用。

The Procedure covers the issuances of Bachelor's Degree diplomas to graduating students.

#### 2 作業程序：

Operating Process:

##### 2.1 學位證書發放：

Issuance of bachelor's degree diploma:

2.1.1 審核學生畢業資格：依照課程分類表之規定，於每學年第二學期期中考前審查應屆畢業生與延修生之畢業資格。詳細作業應依循本校『臺北基督學院學則』。

Academic Assessment of Graduation Eligibility of Graduating Students: Based on the requirements in course category list, the graduation eligibility of each graduating student or extended-graduation student must be reviewed before the Mid-term exam of the second semester of each academic year. The review operation must be processed in accordance with "Academic Affairs Regulation of Christ's College Taipei."

##### 2.1.2 發予學位證書：

Issuance of Bachelor's Degree Diploma:

2.1.2.1 依據各級學校學位證書發給辦法，發給本校修業達畢業資格與辦妥離校手續之學生學位證書。

The bachelor's degree diploma shall be issued to each student who is qualified and eligible for graduation and has completed the departure procedure from the College in accordance with Issuance Procedure of Bachelor's Degree Diploma.

2.1.2.2 請學生於畢業資格審查之學位證書簽領名冊上簽收確認。

Each student shall be required to sign on the diploma issuance book upon the confirmation of his/her graduation eligibility.

2.1.2.3 製作畢業生名冊：第一學期開學後，依據領取學位證書簽領名冊製作畢業生名冊。

Preparation of Graduating Student Name List: After the start of first semester, the Graduating Student Name List shall be prepared according to the diploma issuance book.

2.1.2.4 畢業生名冊存檔備查：畢業生名冊永久存檔備查。

Filing of Graduating Student Name List: Graduating Student Name List shall be permanently stored for future reference.

3 控制重點：

Essential Elements of Control:

3.1 畢業資格之審核是否依規定作業。

Whether the review and approval of the graduation eligibility of each student has been processed according to regulation.

3.2 畢業生發放畢業證書是否依規定作業。

Whether the issuances of bachelor's degree diplomas have been processed according to regulation.

4 使用表單：

Applicable Form:

4.1 畢業生審查申請表

Application Form for Reviewing Graduation Eligibility

5 依據及相關文件：

Basis and other relevant documents:

5.1 臺北基督學院學則

Academic Affairs Regulation of Christ's College Taipei

6 流程圖：

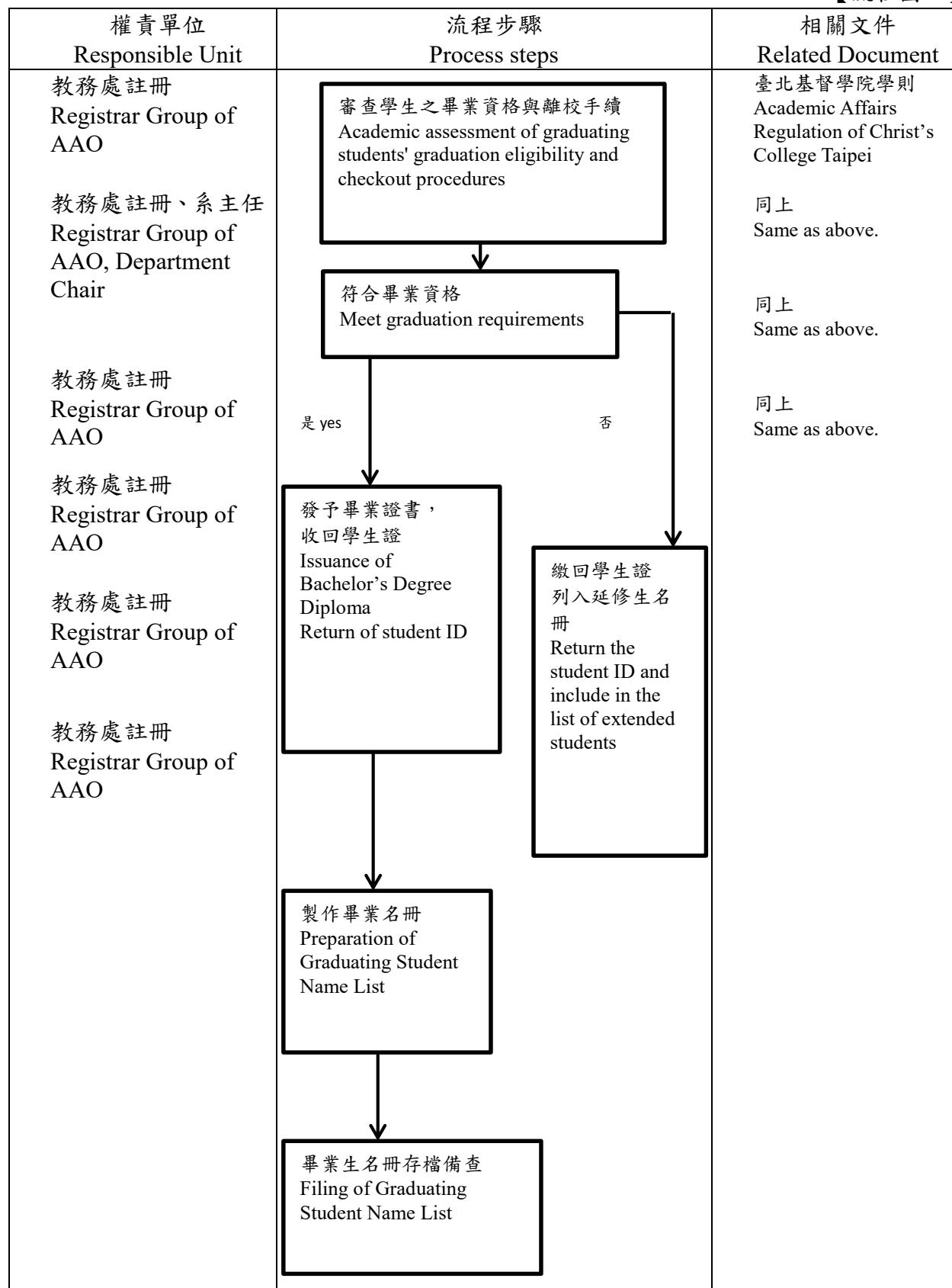
Flowchart:

6.1 學位證書發放流程圖【流程圖一】。

Flowchart of Issuance Procedure of Bachelor's Degree Diploma.  
“Flowchart 1.”

## 學位證書發放流程圖 Issuance Procedure of Bachelor's Degree Diploma Flowchart

【流程圖一】



## ◎課程規劃作業

### Curriculum Planning Procedure

#### 1 適用範圍：

Applicable Scope:

本校教學單位。

The Procedure covers all academic departments or units of the College.

#### 2 作業程序：

Operating Procedure:

##### 2.1 本校各教學單位每學年應依其發展特色規劃課程，課程訂定原則如下：

Each academic department or unit should plan course curriculum according to its special development characteristics; and the rules of establishing course curriculum are as follows:

###### 2.1.1 本校各學制課程科目包括必修課程、選修課程及通識教育課程三類。

The course curriculum of each academic program or Major consists of three (3) course categories, i.e., required courses, elective courses and general-education courses.

###### 2.1.2 必修課程及選修課程內容由系及主修自行訂定之。

The contents of required courses and elective courses of each academic program or Major shall be designed and established by the respective academic department and Major.

###### 2.1.3 各類課程經由各教學單位訂定後，每學年的開課及排課流程需按本校「開課排課作業要點及新開課程處理原則」處理。

After the course curriculum of each academic program or Major is established by the respective academic department or unit, the administration and scheduling of all offered courses in each academic year shall be processed according to “Guideline of the Scheduling and Administration of Courses Offered by Christ’s College Taipei” and “The Principle of Processing the Opening of a New Course” of the College.

##### 2.2 本校教學單位之課程訂定，由教學單位製成「課程科目總表」，經課程委員會審議通過。

The establishment of courses and the preparation of “Summary Table of Departmental Courses” shall be processed by the respective academic department and submitted to Curriculum Committee for deliberation and approval..

##### 2.3 經課程委員會審議之「課程科目總表」，再經教務會議通過，方得施行。

Upon being deliberated by Curriculum Committee, the “Summary Table of Departmental Courses” shall be submitted to Academic Affairs Committee meeting for deliberation and approval prior to its implementation.

##### 2.4 本校教學單位之課程若需調整或修訂時，亦須經課程委員會及教務會議審議通過。

If a course curriculum of an academic department requires adjustment or revision, the adjusted or revised course curriculum must be deliberated and

passed by both Curriculum Committee and Academic Affairs Committee meetings.

### 3 控制重點：

Essential Elements of Control:

3.1 教學單位所制定之「課程科目總表」，是否經各開課單位之課程委員會審議通過。  
Whether “Summary Table of Departmental Courses”, which is established by the academic department, has been deliberated and passed by “Department Curriculum Committee” meeting.

3.2 教學單位所擬修訂之「課程科目總表」，是否經課程委員會審議通過。  
Whether “Summary Table of Departmental Courses”, which is established by the academic department, has been deliberated and passed by “Curriculum Committee” meeting.

3.3 課程委員會審議通過之「課程科目總表」，是否經教務會議審議通過。  
Whether “Summary Table of Departmental Courses”, which is deliberated and passed by “Curriculum Committee” meeting, has been deliberated and passed by “Academic Affairs Committee” meeting.

### 4 使用表單：

Applicable Form:

#### 4.1 課程科目總表

Summary Table of Departmental Courses

### 5 依據及相關文件：

Basis and Related Document:

5.1 臺北基督學院開設課程處理要點  
Guidelines for Administering Courses Offered by Christ's College Taipei

5.2 臺北基督學院開課排課作業要點  
Guideline of the Scheduling and Administration of Courses Offered by Christ's College Taipei

5.3 臺北基督學院新開課程處理原則  
The Principle of Processing the Opening of a New Course at Christ's College Taipei

### 6 流程圖：

Flowchart:

#### 6.1 課程規劃流程參見【流程圖一】

Flowchart of Curriculum Planning Procedure. Consult “Flowchart 1”.

課程規劃流程 Curriculum Planning Procedure Flowchart

【流程圖一】

權責單位 Responsible Unit	流程步驟 Process steps	相關文件 Related Document
教學單位 Teaching Unit	<p>製作課程科目總表 Prepare the Summary Table of Departmental Courses</p> <pre> graph TD     A[製作課程科目總表 Prepare the Summary Table of Departmental Courses] --&gt; B[課程委員會 Curriculum Committee]     B --&gt; C[教務會議審議 Deliberated and approved by the Academic Affairs Committee meeting]     C --&gt; D[科目總表施行 Implementation of the Summary Table of Departmental Courses]     E[重新修正 Recast] --&gt; B     </pre>	<p>課程科目總表 Summary Table of Departmental Courses</p>
課程委員會 Curriculum Committee		<p>同上 Same as above.</p>
教務會議 Academic Affairs Committee		<p>同上 Same as above.</p>
相關教學單位 Relevant Teaching Unit		<p>同上 Same as above.</p>

## ◎選課作業

### Course Selection Operation

#### 1 適用範圍：

Applicable Scope:

本校學生及教學單位

The Procedure covers all students and academic departments at Christ's College Taipei.

#### 2 作業程序：

Operating Procedure:

##### 2.1 學生應於每學期規定時間辦理選課：

All students must select courses during the mandated course-selection timeframe in each academic semester as specified in academic calendar of the College.

###### 2.1.1 本作業依本校「學生選課辦法」辦理。

The Procedure shall be administered according to "Course Selection Procedure at Christ's Collage of Taipei".

###### 2.1.2 學生選課，分二階段以網路登入辦理，科目分必修(含共同核心課程)與選修兩種，學生應依所屬系（主修）規定之入學學分表選課修習。全學年之課程，須按照上下學期順序先後修習。

The online course selection process for students consists of two stages. For each student, there are two categories of courses, i.e., the academic department-required courses including common-core courses and the elective courses. Each student must select courses for study according to the Course Credit Table of the specific Major of admissions that was offered to him/her at the time of admissions. Any year-long course must be taken by a student according to its sequential order, i.e., the first-semester course proceeds before the second-semester course.

###### 2.1.3 第一階段預選為每學期第16週，該階段結束後，選修課程選課人數若不足5人時，專案專簽開班否。

The first stage is the pre-selection of courses, which take place in the 16<sup>th</sup> week of each academic semester. Upon the completion of the first stage, should the number of the pre-registered students for an elective course is less than 5, there will be a special project to discuss whether such a course shall be offered in the succeeding academic semester.

###### 2.1.4 第二階段加退選為下學期第一週，學生可於此階段自行上網進行加選或退選。

The second stage is the Add/Drop Period that is the first week of the succeeding academic semester. During the Add/Drop Period, a student shall be able to log in his/her account for the addition and/or dropping of course(s).

###### 2.1.5 學生各學期修習學分數，一至三年級不得少於12學分，不得多於22學分；四年級不得少於9 學分，不得多於22學分。

因特殊情況經主修、學系及教務處專案核可減修學分者，得不受前項之最低學分限制，但至少應修習一個科目，且該學期不列入排名並不得辦理退選。

In an academic semester, a student of the freshman, sophomore or Junior Class must take twelve (12) course credits or more but less than twenty-two (22) course credits. A Senior-Class student must take nine (9) course credits or more but less than twenty-two (22) credits in an academic semester.

For special case, the student is allowed to select courses under the minimal credits which is approved by major, CLAD and AAO in official letter. But he/she should select at least a course, should not be listed in rank, not apply course withdrawal for the semester.

**2.1.6 學生超修學分之申請資格，得依本校「學生申請超修學分審核要點」辦理。**

A student's eligibility for taking additional credits above the maximum of twenty-two (22) credits in an academic semester must be reviewed and rectified in accordance with "Approval Guidelines on Student's Request for Selecting Additional Courses of Christ's College Taipei".

**2.2 學生得依規定選課或跨校選課。跨校選課依本校「校際選課辦法」辦理。**

A student can select courses from the College or one of the qualified external colleges or universities. For taking a course(s) from qualified external colleges or universities, the students must proceed in accordance with rules of "Operation Procedure of Intercollegiate Elective Courses".

**2.2.1 學生因轉系、轉學、重考入學，其所應補修之科目與學分，由轉入主修主任及系主任核定。在他系或其他校所修及格之相關科目與學分，於開學後一週內依本校「學生抵免學分審核要點」提出申請，由轉入主修主任及系主任核定後得酌予抵免。**

When the inter-department transfer, inter-collegiate transfer or re-trance admissions to the College of a student is completed, all shortages in courses and credits, if any, shall be assessed and determined by the chairs of the respective academic department and Major so that he/she shall make up the shortages accordingly. The student must apply for the transfer of all relevant courses and credits, which have been earned in another department or university by him/her, within a week from the first day of academic semester according to "Guideline of Transfer of Course Credit"; and the chairs of the respective department and Major shall decide on the acceptance and approval of any or all of his/her previously earned courses and credits.

**2.3 學生於每學期規定時間內得辦理停修：**

Course withdrawal must be requested by students within the grace period from the beginning of each academic semester.

**2.3.1 本作業依本校「學生申請停修課程辦法」辦理。**

The Procedure shall be administered according to "Apply Course Withdrawal Procedure of Christ's Collage Taipei".

**2.3.2 學生填畢「停修申請單」後，須經該任課老師及相關教學單位主管簽章同意即可辦理。**

Students must submit the completed "Application Form for Course Withdrawal" to the respective course instructor and the chair of the responsible academic department or unit for preliminary approvals

prior to being processed by the College for approval.

### 3 控制重點：

Essential Elements of Control:

#### 3.1 學生選課是否完成並繳交選課資料。

Whether each student has completed the course selection process and handed in the information and data on his/her selections.

#### 3.2 學生校際選課是否依規定辦理。

Whether each student has selected course(s) from another university according to regulation.

#### 3.3 學生符合學分抵免科目資格是否依規定程序抵免。

Whether the acceptance of transferred courses and credits for each transfer student has been administered according to the regulation.

#### 3.4 學生選課學分數是否不少於及不多於規定學分數。

Whether each student has selected appropriate number of course credits to fulfill semester requirements for the minimal and maximal credits.

#### 3.5 學生選課加、退選及停修科目是否於規定期間內辦理。

Whether the course selection, addition, dropping and/or withdrawal of every student have been processed within the required time period according to regulation.

#### 3.6 學生選課加、退選及停修科目後，是否仍不少於及不多於規定學分數。

Whether each student remains to fulfill semester requirements for the minimal and maximal course credits after selecting, adding, dropping and/or withdrawal courses.

### 4 使用表單：

Applicable Forms:

#### 4.1 超修學分申請單

Application Form for Selecting Additional Courses

#### 4.2 校際選課申請單

Application Form for Inter-university course selection

#### 4.3 學分抵免申請單

Application Form for the Transfer of Course Credit

#### 4.4 停修申請單

Application Form for Course Withdrawal

### 5 依據及相關文件：

Basis and Related Documents:

#### 5.1 臺北基督學院學則。

Academic Affairs Regulation of Christ's College Taipei

#### 5.2 臺北基督學院學生選課辦法。

Course Selection Procedure of Christ's Collage Taipei

#### 5.3 臺北基督學院校際選課辦法。

Operation Procedure of Intercollegiate Elective Courses at Christ's College Taipei

#### 5.4 臺北基督學院學分抵免辦法。

Guideline of Transfer Course Evaluation & Acceptance at Christ's College  
Taipei

5.5 臺北基督學院學生申請超修學分審核要點  
Approval Guidelines on Student's Request for Selecting Additional Courses  
of Christ's College Taipei

5.6 (AC\_14臺北基督學院學生申請停修課程辦法  
Rules of Student's Request for Course Withdrawal at Christ's College  
Taipei)

6 流程圖：

Flowchart:

6.1 選課流程參見【流程圖一】

Flowchart of Course Selection Process. “Flowchart 1”

6.2 超修學分、校際選課、學分抵免、停修流程參見【流程圖二】

Flowchart of Processes for Selecting Addition Courses, Intercollegiate  
Elective Courses, Transfer of Course Credit and Course Withdrawal.  
Consult “Flowchart 2”.

選課流程圖 Course Selection Process Flowchart

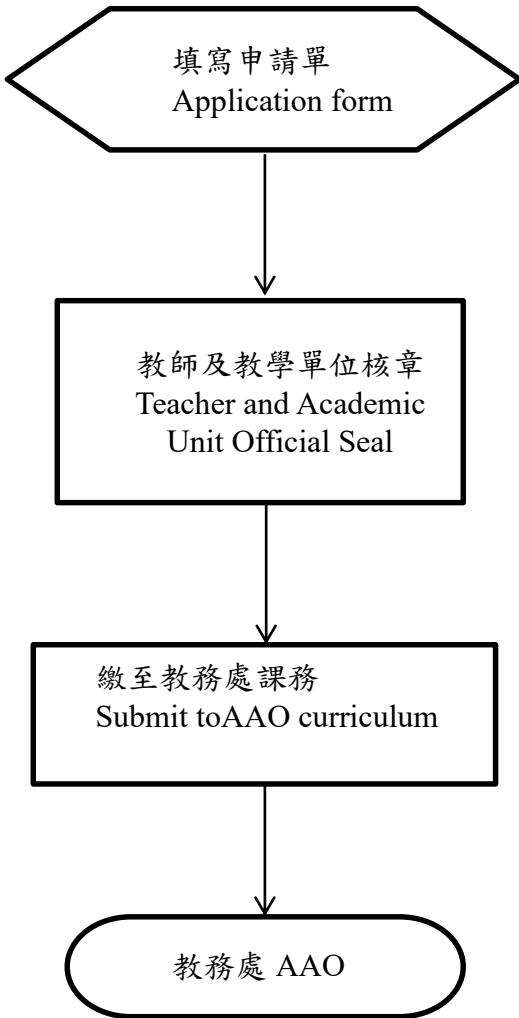
【流程圖一】

權責單位 Responsible Unit	流程步驟 Process Step	相關文件 Related Document
教務處課務 各教學單位 Curriculum Affairs of AAO; Academic unit	<pre> graph TD     A([系及主修設定開課 課程 Dept and Major to Establish Cours]) --&gt; B([網路課程加退選 Online Course Add and Drop])     B --&gt; C([選課結束 Completion of Course Selection]) </pre>	課程資訊 Course Information
教務處課務 Curriculum of AAO		學生選課資料 學生課表 Course Selection Information for Students; Student's Table/List of Selected Courses
教務處課務 Curriculum of AAO		

超修學分、校際選課、學分抵免、停修流程參見

Processes for Selecting Addition Courses, Intercollegiate Elective Courses, Transfer of Course Credit and Course Withdrawal Flowchart

【流程圖二】

權責單位 Responsible Unit	流程步驟 Process Step	相關文件 Related Document
學生 student		超修學分申請單 校際選課申請單 學分抵免申請單 停修申請單 Selecting Addition Courses, Intercollegiate Elective Courses, Transfer of Course Credit and Course Withdrawal
相關教學單位 Academic unit		
教務處課務 AAO curriculum		
教務處 AAO		學生課表 (已更新) Student's Table (Updated)

## (二)學生事項

Student Affairs Items:

### ◎課外活動作業

Operation of Extra-curricular Activities

#### 1 適用範圍：

Applicable Scope:

本校全校學生

This Chapter section applies to all students of Christ's College Taipei.

#### 2 作業程序：

Operating Procedure:

##### 2.1 學生自治團體：

Student Self-governing Organizations:

2.1.1 本校為落實學生自治理念，培養學生民主素養，促進校園意見溝通，並增進服務精神，輔導學生自治團體設置及運作。

In order to implement the students' self-governing concepts, cultivate students' democratic literacy, facilitate opinion communication on campus and enhance the spirit of services, the College provides advisements for the establishments and operations of all student self-governing organizations.

2.1.2 輔導學生自治團體設置、運作及學校補助經費之業務，依本校「學生會設置及輔導辦法」辦理。

The establishments and operations of student self-governing organizations and the financial assistance provided by the College for such affairs shall be administered according to "Procedure of the Establishment and Advisement of Student Body".

##### 2.2 學生社團：

Student Societies (or Clubs):

2.2.1 本校為輔導學生參加社團等之課外活動，以充實休閒生活，進而提高研究興趣，陶冶合群德性，培育領導人才，涵詠服務情操，培育領導智能，並增進辦事能力，輔導學生社團成立及運作。

To provide advisement and guidance for students to participate in the extracurricular activities of various student societies for the enhancement of their leisure time on campus and, consequently, for promoting study interests, cultivating social virtues, nurturing leaders, modeling service spirit, cultivating leadership aptitude and improving students' ability in problem solving, the College facilitates the establishments and operations of students' self-governing societies.

2.2.2 輔導學生社團成立及運作之業務，依本校「學生社團活動及輔導辦法」辦理。

The management of advising the establishments and operations of students' self-governing societies shall be administered in accordance with the "Advisement Procedure of Student-Society Activities".

2.3 其他社團活動：依本校各項社團管理辦法管理。

Other societal activities: They shall be administered according to the management procedures for other societies on campus.

3 控制重點：

Essential Elements of Control:

3.1 輔導學生自治團體設置、運作及學校補助之經費之業務，是否依本校「學生會設置及輔導辦法」辦理。

Whether the establishments and operations of student self-governing organizations and the associated financial assistance provided by the College affairs have been administered according to "Procedure of the Establishment and Advisement of Student Body".

3.2 輔導學生社團成立及運作之業務，是否依本校「學生社團活動輔導辦法」辦理。

Whether the management of advising the establishments and operations of students' self-governing societies has been processed in accordance with the regulation of "Advisement Procedure of Student-Society Activities".

4 使用表單：

Applicable Form:

無。

None.

5 依據及相關文件：

Basis and Related Documents:

5.1 臺北基督學院學生會設置及輔導辦法

Procedure of the Establishment and Advisement of Student Body at Christ's College Taipei

5.2 臺北基督學院學生自治會組織章程

Organization Regulation of the Student Self-governing Organization at Christ's College Taipei

5.3 臺北基督學院學生社團活動輔導辦法(含學生社團成立申請作業要點)

Advisement Procedure of Student-Society Activities at Christ's College Taipei (including Guidelines for Applying for the Establishment of a Student Self-governing Society.)

5.4 臺北基督學院學生社團表現評鑑辦法暨實施細則

Implementation Rules for the Performance Appraisal of a Student Self-governing Society at Christ's College Taipei

5.5 臺北基督學院學生社團指導老師聘任辦法

Procedure of Appointing and Hiring of Extracurricular Advisor for Student Society at Christ's College Taipei

5.6 臺北基督學院系學會輔導辦法

Procedure of Advising Departmental Society at Christ's College Taipei

5.7 臺北基督學院學生社團活動經費補助實施辦法

Implementation Procedure of Providing Financial Assistance to Student-Society Activities at Christ's College Taipei

## 5.8 臺北基督學院學生社團辦公場所使用規則

Rules of Using Offices of Student Societies at Christ's College Taipei

### 6 流程圖：

Flowchart:

#### 6.1 學生社團活動管理流程參見【流程圖一】

Refer to “Flowchart 1” for the administration process of Student-Society Activities.

## 學生社團活動管理流程圖 The administration process of Student-Society Activities Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
各學生社團 Student Societies (or Clubs)		學生社團成立申請作業要點 學生社團活動輔導辦法 學生社團表現評鑑辦法 臺北基督學院學生社團指導老師聘任辦法 學生社團活動經費補助實施辦法 學生社團表現評鑑辦法暨實施細則 學生社團表現評鑑辦法暨實施細則 Guidelines for Applying for the Establishment of a Student Self-governing Society
各學生社團 指導老師 Student Societies (or Clubs) Extracurricular Advisor		
各學生社團 指導老師 學務處 Student Societies (or Clubs) Extracurricular Advisor SAO		Advisement Procedure of Student-Society Activities  Rules for the Performance Appraisal of a Student Self-governing Society
學務處 SAO		Procedure of Appointing and Hiring of Extracurricular Advisor for Student Society at Christ's College Taipei
		Implementation Procedure of Providing Financial Assistance to Student-Society Activities  Implementation Rules for the Performance Appraisal of a Student Self-governing Society  Implementation Rules for the Performance Appraisal of a Student Self-governing Society

## ◎生活輔導作業

### Residence Life Counseling Procedure

#### 1 適用範圍：

Applicable Scope:

本校全體學生。

The Procedure applies to all students of Christ's College Taipei

#### 2 作業程序：

Operating Procedure:

**2.1 學生住宿管理：**本校為達成生活教育之目的，促使學生宿舍管理完善，建立團體生活紀律，培養學生良好生活習慣，校內住宿依下列作業程序辦理。

Management of Student Residence: In order to achieve the objective of campus residence life education for all students, promote each student's own management of neat dormitory conditions, establish group harmony, and cultivate students' excellence in building daily Residence Life habits, the room and board for all students at Christ's College Taipei shall be administered according to following processes.

##### 2.1.1 住宿：

Residence (Boarding)

**2.1.1.1** 本校為鼓勵學生勤學向上，培養團體生活能力，按照本校創校理念與體制，全校學生一律住校。

To encourage students to have more time for diligent study and cultivate community residence skills, all students must live on campus according to the College's founding philosophy and education system.

**2.1.1.2** 住宿學生應依規定繳交住宿費，註冊後向學務處報到分發床位，依分配寢室床位進住。

Each residence student must pay the residence fee in full during registration according to the regulation and, thereafter, report to Student Affairs and Ministries Office for the assignment of a bed site and dormitory room before moving into the assigned dormitory room.

**2.1.1.3** 住宿學生應彼此尊重、愛惜公物、建立和諧寧靜之住宿環境。為提供良好的休憩及交流之公共交誼廳，按『學生宿舍交誼廳使用辦法』執行之。

Collectively, all residence students must show mutual respect, take good care of public facility, equipment and furniture, and build/ maintain a harmonic and quiet residence environment. To provide students excellent leisure relaxation and fellowship in the Common Recreation Room, the rules of "Use Procedure of the Common Recreation Room in Student Dormitory" shall be implemented.

**2.1.1.4** 住宿生之寢室、床位分配，依據『學生宿舍管理規則』及學務處公告辦理之。

The assignment of dormitory room and bed site to each student shall be processed on the basis of "Management Procedure of Student Dormitory" and the public

announcement of the Student Affairs and Ministries Office.

2.1.1.5 住宿生於學年結束離校時，其個人物品應自行搬離宿舍，否則一律視同廢棄物處理。

Every residence student must remove all of his/her personal belongings from the dormitory before leaving the College at the end of each academic year; and all items, which have been left behind, will be disposed by the College as trash.

2.1.1.6 住宿生進住宿舍時，應保存現有寢室財產，按寢室填寫『學生宿舍設備管理切結書』。

When a residence student moves into the assigned dormitory room, he/she must agree to maintain the conditions of all existing dormitory properties by signing a completed “Agreement to Manage Dormitory Facility and Equipment”.

2.1.1.7 學生於寒、暑假，因個人因素申請住校，按『放假期間宿舍管理辦法』填寫『臺北基督學院同學寒暑假住宿申請表』。

Should a student need to stay in the dormitory during summer or winter break due to personal circumstance, he/she must apply for campus residence by completing a “Request Form for Boarding in Student Dormitory during Winter or Summer Break” according to the “Management Procedure of Student Dormitory during Vacation Periods”.

## 2.1.2 宿舍管理：

Dormitory Management:

2.1.2.1 學生宿舍管理，依照『學生宿舍管理規則』辦理。  
The student dormitories shall be managed according to the “Management Procedure of Student Dormitory”

2.1.2.2 學生宿舍修繕，由住宿生或生活輔導員填寫『維護修繕申請單』，陳請總務處指派技工或委外維修。  
For the maintenance or repair of student dormitories, the concerned residence student or his/her Residence Life Counselor shall submit the completed “Request for the Maintenance or Repair of Student Dormitory” to General Affairs Office for maintenance or repair by campus mechanics or an external contractor.

2.1.2.3 各寢室之清潔維護，由室長負責召集住宿生自行分工整理之。按『學生宿舍整潔輔導辦法』執行。  
The cleaning and maintenance of each dormitory room shall be organized by the room leader; and the each roommate shall be assigned cleaning task(s) by the leader. The “Procedure of Advising Students on the Cleaning and Tidying of Student Dormitory” shall be implemented accordingly.

2.1.2.4 為鼓勵學生學習分享資源，按『宿舍資源交流室使用暨管理辦法』執行。  
The “Management Procedure of the Use of Resource

Exchange Room at Dormitory of Christ’s College Taipei” shall be administered in order to encourage students to learn sharing resources.

2.1.2.5 學生宿舍提供微波爐及冰箱，按照『臺北基督學院學生宿舍微波爐使用規則』及『臺北基督學院學生宿舍冰箱管理辦法』執行。

The “Use Procedure of Microwave Oven in Student Dormitory of Christ’s College Taipei” and “Management Procedure of Refrigerator in Student Dormitory of Christ’s College Taipei” shall be administered in order to provide students access to microwave ovens and refrigerators in student dormitory.

2.1.2.6 每學期末要求所有學生填寫「宿舍硬體問卷調查」及「宿舍生活概況問卷」，並將其分析結果呈報本校「策略規劃委員會」。

At the end of each academic semester, all students shall be requested to complete “Opinion Survey of Dormitory Hardware” and “Questionnaire on Student’s Overall Dormitory Life”; and the analyses result of surveys and questionnaires shall be reported to “Strategy Planning Committee” of the College.

### 2.1.3 退宿

#### Withdrawal from Dormitory Residence

2.1.3.1 住宿生有本校『學生宿舍管理規則』各款情形之一，或是申請走讀，或是辦理休學，應即辦理退宿。

When a resident student violates one of stipulated conditions of “Management Procedure of Student Dormitory”, applies for the status of day-school student or petitions for withdrawal from the College, he/she must start the withdrawal process from the dormitory.

2.1.3.2 住宿生於學期中符合規定申請退宿，並經核定者，其住宿費之退費得依教務章則『休退學退費辦法』核算。

When a student meets one of the criteria for withdrawal from the dormitory and his/her application has been approved by the College, the residence fee shall be refunded to him/her according to the calculation method in the “Refund Procedure for Suspension, Withdraw or Expulsion” of Academic Affairs Chapter section.

2.1.3.3 除消耗性財產外，於學期中退宿或學年結束退宿，應點交寢室財產，始得退宿登記，如有不當損壞或未完成清潔復原時，應依期主動恢復原狀或由宿舍保證金抵扣賠償，不足抵扣者，仍應補足差額。逾期恢復原狀或賠償不足者，依校規處理並函請家長理賠。

When withdrawing from the dormitory either in the middle of an academic semester or at the end of an academic year, each student must turn in all properties,

with the exception of consumable goods, in the dorm room prior to registering the withdrawal from the dormitory. If any property has been missing or damaged, or the student fails to clean the dorm room to its original condition at the beginning of the academic year, he/she must restore the property and dorm room to their original conditions by the deadline set forth by the College. In the event that the student fails to do so or chooses to pay for the restoration cost, the cost of restoring the property and/or dorm room shall be deducted from the security deposit; and, when the cost is higher than the security deposit, he/she must pay the difference. When the student does not restore the property or dorm room before the deadline or the security deposit is less than the restoration cost, his/her parent(s) shall be notified for payment accordingly based on the regulation.

## 2.2 學生校內關懷輔導系統：了解學生現況及協助學生在校內生活的全人發展。

### System of Caring and Counseling of Students on Campus:

#### 2.2.1 學生宿舍分別由男女學生生活輔導員進行生活關懷；各班由導師進行學業、生涯輔導；按本校『導師政策』、『導師制度實施細則』、及『導師手冊』執行。

The caring and counseling of students in the dormitories shall be managed by male and female Residence Life Counselors separately on gender basis; the Academic Advisors of each academic class shall provide academic and career consultation in accordance with regulations of “Academic Advisor Procedure and Policy”, “Rules of Implementing the Policy and System of Academic Advisor at Christ’s College Taipei” and “Academic Advisor Manual”.

#### 2.2.2 關懷網絡：班級導師、主修主任、系主任、生活輔導員、兼任諮詢員、學務長、擔任正副室長的學長姐及同學之間的同儕關懷形成。

Caring Network: The academic-class Academic Advisors, Major Chairs, Department Chairs, Resident Counselor, part-time Psychological Counselors, Student Affairs and Ministries Office, Seniors with dorm-room leadership responsibly and resident students shall form peer groups.

#### 2.2.3 學生「生涯輔導」則於每週一全校聚集時，進行「生涯輔導系列講座」，並由兼任職涯老師進行職涯個別輔導。

For students’ “Career Counseling”, the “Lecture Series of Career Counseling” shall be conducted when all students are attending Monday meeting every week.

#### 2.2.4 溝通座談或會議：每週乙次學務處內部會議。每月乙次宿舍內生活輔導員與寢室室長的溝通會議、每月乙次男女生活輔導員分別與男女學生溝通會議、每月乙次學務長和全體學生溝通、每學期兩次導師會議、每學期乙次學生領袖學務座談會。

Communication Forum and Meeting: In addition to the once-a-semester forum attended by student leadership and SAO

Dean and semi-semester Academic Advisors meetings, the weekly internal Academic-Affairs meetings, the monthly discussion meetings attended by Residence Life Counselors and dorm-room leaders, the monthly dorm meetings attended by resident students and Residence Life Counselors for men and women separately and the monthly SAO Dean's meeting with all resident students shall be conducted according to the regulation.

2.2.5 約談記錄：導師約談輔導記錄及生活輔導員輔導記錄，保存於學務檔案系統。

Records of Counseling Appointments: The records of Academic Advisors' counseling services and Residence Life Counselors' counseling services shall be safe kept in the file system of Student Affairs and Ministries Office.

2.2.6 有特別狀況或特別需要的學生：包括操行成績不及格同學按本校『留校察看辦法』輔導，並轉介校內諮商員。聯絡家長溝通意見、通知系主任、主修主任及導師。學務會議中研討。

Students under special conditions or with special needs: They include students who have failed morality/conduct assessment and been referred to on-campus Psychological Counselor according to the rules of "Procedure of Academic Probation".

2.2.7 需轉介校外就醫或校外諮商機構：生活輔導員填寫轉介單給校內兼任心理諮商員以安排校外合宜機構，並聯絡家長。

Need of referral to off-campus medical treatment or external consultative institutions: Residence Life Counselor must submit the completed "Referral-Letter Form" to the campus part-time Psychological Counselor in order to make arrangement to be treated at an appropriate external healthcare agency and contact his/her parent(s).

2.3 學生獎懲作業：凡本校學生按其所表現之行為事實，須予獎勵或懲處者，依下列程序辦理。

Procedure for Student's Reward and Reprimand: Students of the College shall be rewarded or reprimanded on the basis of their factual behaviors according to following process.

2.3.1 本校獎勵，分為嘉獎、小功、大功、特別獎勵(例：榮譽假)及獎狀或獎金等。

Awards issued by the College are categorized as Commendation, Minor Merit, Major Merit, Special Commendation (e.g., Honor Leave of Absence) and Award Certificate or Award Money...etc.

2.3.2 本校懲處，分為警告、小過、大過、留校察看、定期休學(得配合行為輔導)、勒令退學及開除學籍等。按本校『學生操行成績不及格之處理政策』、『學生留校察看辦法』、『學生定期休學辦法』、『學生退學辦法』執行之。

Reprimands issued by the College are categorized as Warning, Minor Demerit, Major Demerit, Academic Probation, Short-term Suspension (with counseling provisions), Forced Withdrawal, and Academic-Record Deletion...etc., shall be administered according to the regulations of "Administration Policy on Students with Failing Morality Standing", "Procedure of Administering

Academic Probation”, “Procedure of Administering Short-term Suspension” and “Student’s Withdraw from Christ’s College Taipei”.

2.3.3 本校學生有『學生獎懲辦法』所列各情形之一者，予以獎懲。  
When the behavior of a student is cited on the basis of one of the stipulated conditions in the “Procedure for Student’s Reward and Reprimand”, he/she shall be awarded or reprimanded accordingly.

2.3.4 學生獎懲案件，有關教職員及承辦單位，均有建議之權，應填報『學生獎懲呈報』，依照規定程序辦理。  
For the reward or reprimand of any student, the relevant faculty member(s) and staff member(s) or the responsible department/unit can make recommendation by submitting a completed “Recommendation Form for Student’s Reward and Reprimand” in accordance with the regulation of “Procedure for Student’s Reward and Reprimand”

2.3.5 休學復學學生後，其原有懲處，仍屬有效。  
The original reprimand(s) of a student remain(s) effective even after his/her return to the College upon completing a suspension.

2.3.6 學生之獎懲處理程序，依下列程序辦理：  
The process of a student’s reprimand shall be administered according to following methods:

2.3.6.1 一切獎懲結果由學務處統一處理及公告。並通知學生本人、導師、生活輔導員及家長。  
All award or reprimand results shall be centrally administered and publically announced by the Student Affairs and Ministries Office; and, the concerned students as well as their Academic Advisors, Residence Life Counselors and parents shall be notified immediately.

2.3.6.2 記嘉獎、小功、警告、小過由學務長批准後公告，大功、大過呈報校長核定後公告。  
All Commendations, Minor Merits, Warnings and Minor Demerits shall be approved by Dean of Student Affairs Office (“SAO”) prior to being announced publically; and, all Major Merits and Major Demerits shall be further approved by the President prior to making a public announcement.

2.3.6.3 學生受留校察看、定期休學、勒令退學、開除學籍之處分，如有異議，以書面向學務處提出申訴，呈報校長召開申訴評議委員會處理之。  
When a student disputes the reprimand of Academic Probation, Short-term Suspension, Forced Withdrawal or Expulsion with deletion of academic record, he/she shall have the right to submit to Student Affairs and Ministries Office a written appeal petition requesting the President to re-evaluate the case by convening a Student Appeals Council meeting.

2.3.6.4 學生獎懲處理之結果，警告、嘉獎小功及小過以上一律由學務處通知其家長。  
The student’s parent(s) shall be notified by Dean of

Student Affairs and Ministries Offices the result of a student's reward or reprimand, such as Warning, Commendation, Minor Merit or Minor Demerit.

2.3.6.5 有重大懲處事件時，必要時由學務處呈報校長召開訓育委員會，並通知系主任、主修主任、導師及相關人員列席，並得通知當事學生列席，給予學生陳述與申辯之機會。

When a student's behavior triggers the mechanism for a major reward or reprimand, the Dean of Student Affairs and Ministries Office shall report the event to the President to convene a Discipline Committee meeting and notify the student's respective department chair, Major chair, Academic Advisor and other related personnel to attend the meeting; and the student shall be invited to the meeting in order to provide him/her an opportunity to explain the case and/or defend himself/herself.

2.3.6.6 懲處之決定必須書面並載明主文、事實、理由，並附記期間及受理機關。

The written decision of a reward or reprimand must state, in detail, the main subject event, all facts, reason(s), timeframe and the decision-making organization that has handed down the decision.

2.4 學生操行成績作業：學生操行考核主要項目為品德、整潔、生活、言行、勤惰、獎懲等六項，而評定之，依下列作業程序辦理。

Procedure of Administering Student's Conduct Grade: The review and appraisal of a student's conduct shall be administered on the basis of six major items, i.e., Morality, Personal Hygiene and Cleanliness, Life, Behavior Manner, Diligence or Laziness and Award or Reprimand, according to following operation processes.

2.4.1 學生有符合獎懲事實之行為，依學生獎懲作業辦理。

When a student's behavior meets one or more of reward or reprimand criteria, the student shall be subjected to the process of "Procedure for Student's Reward and Reprimand".

2.4.2 學生操行成績評分，依本校『學生操行成績評定辦法』計算。The assessment of a student's conduct grade shall be administered and calculated according to "Evaluation Procedure for Student's Conduct".

2.4.3 學生操行成績考核資料及各項配分評定，依本校『學生操行成績評定辦法』辦理。

The review information of each student's conduct grade and the assessments of each of six major items shall be administered according to "Evaluation Procedure for Student's Conduct".

2.4.4 學生操行考核，由班級導師和生活輔導員負主要評語責任，對每一學生分別作初評，於學期終了前填繕學生操行考評表，送學務處。

For the assessment of each student's conduct, his/her Academic Advisor shall be responsible for making remarks and record the initial appraisal for each student of the same class level. Before

the end of each academic semester, the Academic Advisors shall submit to Student Affairs and Ministries Office the completed conduct grading forms.

2.4.5 學生操行成績等第分為六等，依本校『學生操行成績評定辦法』辦理。

One of the six (6) grade levels shall be given to each student according to "Procedure of Grading Student's Conduct at Christ's College Taipei".

2.4.6 畢（結）業操行成績總成績，為各學期操行成績平均後實得之分數。

The accumulative conduct grade for each graduating student or lower-class student shall be the average of his/her GPAs in conduct for all academic semesters.

2.4.7 學生操行成績評定，依下列程序辦理：

The appraisal of a student's conduct shall be administered according to following process.

2.4.7.1 導師、生活輔導員依規定，就平日觀察及有關記錄評語並評分。

The Academic Advisor and Resident Life Counselor of a student shall grade him/her according to daily observations of him/her and the relevant comments on his/her everyday conduct.

2.4.7.2 學務處定期並適時將學生課間崇拜出缺席、獎懲記錄登錄公佈於公佈欄。

The Student Affairs and Ministries Office shall regularly post the records of students' worship absences, commendations and reprimands on the campus bulletins.

2.4.7.3 『學生操行成績評定表』於期末由學務處分發導師及生活輔導員，評分後送交學務處彙整及統計學生操行總成績，提交學務處複評，並以專案簽呈校長核示。

“Evaluation Form for Grading Student Conduct” shall be distributed by Student Affairs and Ministries Office to Academic Advisors and Resident Life Counselors; and, after completing the forms for each student, they shall be submitted to SAO to be compiled and calculate each's cumulative grades in conduct. Thereafter they shall be submitted to Academic Affairs Office for their verification reviews, and, then, the President for approvals.

2.4.7.4 學生操行總成績由教務處填入『學生學期成績通知單』通知家長，不予公佈。

A student's cumulative grade of conduct shall be entered into his/her "Student Semester Report Card" in order to notify his/her parent(s); however, the grade is not made public.

2.4.7.5 學生操行成績特優等級(95-100)，將公開表揚。

Students, who have achieved the extraordinary grade, i.e., 95 to 100%, shall be publically commended.

2.4.7.6 學生若需複查前學期的操行成績，得按照學務處公告之『學期行事曆』，在開學後兩週內，向學務處提出複查。

Any student, who needs to review and verify their conduct grades of preceding semester, shall request for verification review at Student Affairs and Ministries Office within 2 weeks from the beginning of each academic semester according to the “Academic Affairs Calendar”

## 2.5 學生請假作業：

### Procedure of Student’s Leave of Absence

2.5.1 本校學生因故不能參加校方規定之集會、活動、或上課、考試。因本校為全體學生住宿學校，若因個人因素於非外出時段離校者均須請假，按『臺北基督學院學生出入校門管理辦法』。

When a student cannot attend the mandatory events, such as meetings, activities, classes or exams due to personal reasons, he/she must apply for Student’s Leave of Absence because Christ’s College Taipei is a boarding school for all students. Therefore a student must apply for Student’s Leave of Absence on the basis of personal reasons according to “Management Procedure of Student’s Entering and Exiting the Campus of Christ’s College Taipei”. However, during allowed periods for exiting campus according to the regulation, there is no need to apply for Leave of Absence.

2.5.2 學生請假分類如後：學生得因「公務」「私人事由」「生病」「遭喪」等原因請「課業假」「聚會假」「考試假」及「外出假」「公假」。

Categories of Student’s Leaves of Absence are as follows: If a student needs to exit the campus because of various reasons, such as “Personal Reason”, “Illness”, “Death in Family”, or “Official Affairs”, ...etc., he/she must apply for “Academic Leave”, “Gathering Leave of Absence”, “Examination Leave of Absence”, “Campus Leave” and/or “Official Leave of Absence”

2.5.3 學生任何請假兩天之內者，依據『學生請假規則』到生活輔導員室辦理。

When a student applies for a leave of absence for two days or more, he/she shall initiate the process, in person, at Residence Life Counselor’s Room according to the “Rules of Students’ Leave of Absence”.

2.5.4 學生任何請假三天以上者(含三天)，依據『學生請假規則』送請假單，到學務辦公室辦理。

When a student applies for a leave of absence for three days or more, he/she shall submit the completed “Request Form of Student’s Leave of Absence for More Than Three (3) Days” to Student Affairs and Ministries Office according to “Rules of Students’ Leave of Absence”.

2.5.5 學生申請特別外出，依據『學生特別外出規則』填寫「特別外出申請表」到學務辦公室辦理之。

When a student applies for special leave of absence, he/she shall

initiate the process, in person, at Student Affairs and Ministries Office by submitting a completed “Special Request Form for Leaving Campus Ground” according to “Regulation for Leaving Campus Ground by Students of Christ’s College Taipei”.

2.5.6 四年級學生因托福補習或專業認證申請特別外出，依據『學生特別外出規則』需備齊相關證明，填寫『四年級特別外出申請書』，並到學務辦公室辦理之。  
When a senior applies for special leave of absence because of off-campus TOEFL study or the application for professional certifications, he/she shall initiate the process, in person, at Student Affairs and Ministries Office by submitting a completed “Special Request Form for Leaving Campus Ground by Senior” according to “Regulation for Leaving Campus Ground by Students of Christ’s College Taipei”.

2.5.7 學生未能出席集會，依據『宗教生活教育請假規則』，應向生活輔導員請假。  
When a student cannot attend gatherings, he/she must contact the Residence Life Counselor and request for a leave of absence according to “Rules of Religious Life Education Leave of Absence”.

### 3 控制重點

#### Essential Elements of Control

##### 3.1 學生住宿管理：

###### Management of Student Residence:

###### 3.1.1 住宿安排是否按照學務處公告程序及標準辦理。

Whether the assignment of dormitory room and bed site to each student has been processed according to the public announcement of the Student Affairs and Ministries Office and related standards.

###### 3.1.2 學生宿舍修繕是否按規定程序辦理。

Whether the repair and maintenance of student dormitories have been administered according to the regulation.

###### 3.1.3 住宿學生退宿，是否辦理申請走讀或是離校程序。

Whether the students, who apply for withdrawal from dormitory residence, also apply for commuting-student status or start the withdraw process from the College.

###### 3.1.4 住宿學生退宿之退費，是否依據教務章則『休學退學退費辦法』核算。

Whether the residence fee has been refunded to a student who has been approved to withdraw from the College according to the calculation method in the “Refund Procedure for Suspension, Withdraw or Expulsion” of Academic Affairs Chapter section.

###### 3.1.5 住宿生於學期中退宿或學年結束退宿時，是否點交寢室財產。 When withdrawing from the dormitory either in the middle of an academic semester or at the end of an academic year, whether each student has turned in all properties.

###### 3.1.6 住宿生於學期中退宿或學年結束退宿時，如有不當損壞或未完成清潔復原者，是否按『學生宿舍設備管理切結書』之規定程序處理。

When withdrawing from the dormitory either in the middle of an academic semester or at the end of an academic year and if any property has been damaged or the student fails to clean the dorm room to its original condition at the beginning of the academic year, whether the event has been administered by the College according to process of “Agreement to Manage Dormitory Facility and Equipment”.

3.2 學生校內關懷輔導系統：

System of Caring and Counseling of Students on Campus:

3.2.1 是否按期舉辦溝通座談或溝通會議。

Whether the communication forums and meetings have been convened according to the schedules.

3.2.2 有特殊需要的學生，是否約談輔導，並與導師、主修主任、系主任及家長聯絡溝通協助。

Whether each student under special conditions or with special needs has been referred to an on-campus Psychological Counselor for counseling appointments; and whether Academic Advisor, Major Chair, Department Chair and parents have been contacted for close communication and assistance.

3.2.3 有需要轉介的學生，是否填寫轉介單，並通知家長及導師或主修主任後續關懷。

Whether each student under special conditions or with special needs has been referred to an on-campus Psychological Counselor by completing a required “Referral-Letter Form” first; and whether his/her parent(s) and Academic Advisor (or Major Chair) have been contacted for follow-up caring and counseling.

3.2.4 參與同儕關懷之同學是否給予鼓勵與造就

Whether the students who participate in peer-caring programs have been encouraged and provided with training.

3.2.5 校內輔導相關師長的溝通與支持系統是否暢通。並進行「知性的造就」。

Whether the communication and support system among counseling faculty members have been unimpeded; and “Intellectual Attainment” has been conducted.

3.3 學生獎懲作業：學生獎懲是否依規定程序辦理，維護學生基本權益，維持學校秩序，以實現教育目的。且特別著重「明確原則」、「具體原則」、「平等原則」及「合議審理原則」。

Procedure for Student’s Reward and Reprimand: Whether the reward and reprimand of a student have been administered according to the required process to maintain student’s fundamental rights and interests, retain order on campus, and achieve the goals of education, with special emphasis on “Principle of Clarity”, “Principle of Definiteness”, “Principle of Equality” and “Principle of Panel Reviews”.

3.4 學生操行成績作業：學生操行成績是否依規定程序辦理。

Procedure of Administering Student’s Conduct Grade: Whether the students’ conduct grades have been administered according to the required process.

3.5 學生請假作業：學生請假是否依規定程序辦理。

Procedure of Student’s Leave of Absence: Whether students’ leaves of absence have been administered according to the required process.

3.6 學生申訴管道是否暢通。

Whether the students' appeal conduit has been freely accessible.

3.7 所有學生的操行成績於期中考時若累算於70分以下者，本人、導師、家長皆會收到學務處的口頭或書面通知，以預防操行成績的再下滑，並是否加以輔導。

When any student whose mid-term, cumulative conduct grade is below 70 points, whether he/she as well as his/her Academic Advisor and parent(s) have received either verbal notices or written notification letters to prevent any further decrease in his/her conduct grade; and whether the student has been provided with counseling services.

4 使用表單：

Applicable Forms:

4.1 學生住宿名冊

Roster of Boarding Students

4.2 學生宿舍設備管理切結書

Agreement to Manage Dormitory Facility and Equipment

4.3 宿舍維護修繕申請單

Request for the Maintenance or Repair of Student Dormitory

4.4 宿舍內使用請假單

Request Form of Student's Leave of Absence

4.5 三天以上請假單

Request Form of Student's Leave of Absence for More Than Three (3) Days

4.6 特別外出申請表

Special Request Form for Leaving Campus Ground

4.7 四年級特別外出申請書

Special Request Form for Leaving Campus Ground by Senior

4.8 校外工讀與訓練班(特別外出假)申請書

Request Form of Leaving Campus Ground for Off-campus Work Study and Training Class

4.9 離校程序單

Withdrawal Process from the College Form

4.10 學生獎懲呈報單

Report Form of Student Award or Reprimand

4.11 學生獎懲通知單(三聯式)

Notification of Student Award or Reprimand (Triplicated Form)

4.12 學生操行評定表

Evaluation Form for Grading Student Conduct

4.13 學生成績通知單(含操行成績)

Student Academic Semester Report Card (including Morality Score)

4.14 轉介單

Referral-Letter Form

4.15 臺北基督學院同學寒暑假住宿申請表

Management Procedure of Student Dormitory during Winter and Summer Breaks at Christ's College Taipei

## 5 依據及相關文件

### Basis and Related Documents

#### 5.1 臺北基督學院學生宿舍管理規則

Management Procedure of Student Dormitory of Christ's College Taipei

#### 5.2 臺北基督學院學生獎懲辦法

Procedure for Student's Reward and Reprimand at Christ's College Taipei

#### 5.3 臺北基督學院學生操行成績評定辦法

Procedure of Grading Student's Conduct at Christ's College Taipei

#### 5.4 臺北基督學院學生請假規則

Rules of Students' Leave of Absence at Christ's College Taipei

#### 5.5 臺北基督學院學生特別外出規則

Regulation for Leaving Campus Ground by Students of Christ's College Taipei

#### 5.6 臺北基督學院宗教生活教育請假規則

Rules of Religious Life Education Leave of Absence at Christ's College Taipei

#### 5.7 臺北基督學院教務章則『休退學退費辦法』

Refund Procedure for Suspension, Withdraw or Expulsion at Christ's College Taipei

#### 5.8 臺北基督學院導師政策、導師制實施細則

Rules of Implementing the Policy and System of Academic Advisor at Christ's College Taipei

#### 5.9 臺北基督學院學生操行不及格之處理政策

Christ's College Administration Policy on Students with Failing Morality/Conduct Standing

#### 5.10 臺北基督學院學生留校察看辦法

Procedure of Administering Academic Probation of Christ's College Taipei

#### 5.11 臺北基督學院學生退學辦法

Procedure of Student's Withdraw from Christ's College Taipei

#### 5.12 臺北基督學院學生宿舍整潔輔導辦法

Procedure of Advising Students on the Cleaning and Tidying of Student Dormitory of Christ's College Taipei

#### 5.13 臺北基督學院宿舍資源交流室使用暨管理辦法

Management Procedure of the Use of Resource Exchange Room at Dormitory of Christ's College Taipei

#### 5.14 臺北基督學院學生宿舍微波爐使用規則

Use Procedure of Microwave Oven in Student Dormitory of Christ's College Taipei

#### 5.15 臺北基督學院學生宿舍冰箱管理辦法

Management Procedure of Refrigerator in Student Dormitory of Christ's College Taipei

#### 5.16 臺北基督學院學生宿舍交誼廳使用辦法

Use Procedure of Common Recreation Room in Student Dormitory of Christ's College Taipei

## ◎諮商輔導作業

### Counseling and Guidance Procedure

#### 1 適用範圍：

Applicable Scope:

本校全體學生。

The Procedure applies to all students of Christ's College Taipei.

#### 2 作業程序：

Operating Procedure:

##### 2.1 諮商輔導服務內容。

###### Contents of Counseling and Guidance Services

2.1.1 個別諮商：對於學生個別面臨之人際關係、情緒問題、適應困難…等，提供個別諮商，以協助學生探討問題原因及解決方法。  
Individual Counseling: The College offers individual counseling service to every student, who is facing interpersonal relationship difficulty, emotional problems, adjustment trouble at the College...etc., in order to assist him/her to discuss the source(s) of the problem(s) and the means to solve it(them).

2.1.1.1 「留校察看」之學生，必須每兩週乙次接受諮商輔導。按本校『留校察看辦法』執行之。

Every student on "Campus Probation" must meet with a counselor at minimum once every two weeks for counseling and guidance in order to implement the rules of "Procedure of Campus Probation".

2.1.1.2 畢業班學生可自主要求兼任職涯導師進行至少乙次之「職涯輔導」。

Each graduating student can take initiative to request for "Employment Counseling and Guidance Services" with a part-time Counselor for a minimum of one time.

2.1.2 團體諮商：以團體的方式定期聚集，探討特定主題，以使同學由團體的經驗中，瞭解自我與他人的關係。

Group Counseling Session: In the event of group counseling session, a counselor shall meet with a group of students on regular basis to discuss a special topic in order to provide students the group experience and the understanding of interpersonal relationships.

2.1.3 生涯輔導：針對面對生涯抉擇之學生，提供相關資訊，探討未來生涯發展的可能方向，以幫助學生做較合適的決定。

Career Counseling: The College shall provide each of the students, who may face a dilemma in choosing a career, the related information and counseling in order to discuss the direction of future career development and assist him/her to make an appropriate decision.

2.1.4 測驗與解釋：以性向、興趣、人格等測驗協助同學客觀地了解自己。可以團體或個別方式施測與解釋，並可配合個別諮商實施之。

Testing and the Interpretation of Result: The test results of a student's aptitudes, interests and personality shall help him/her to objectively understand himself/herself. The tests can be

administered individually or in group; and the results can be interoperated accordingly. The consequent counseling result of each student should be provided individually during a follow-up counseling session.

2.2 諮商輔導中心針對學生個案接案流程。

The counseling sessions at Counseling and Guidance Center shall be administered to students according to the chronologic sequence of receiving the request cases for counseling and guidance services.

2.2.1 留察學生轉介：按『學生留校察看辦法』留校察看學生名單由學務處安排晤談時間至少一人六次晤談，並於晤談階段結束後，簡述晤談情形回報學務處。

Referral of a Student on Probation: According to the rules of “Campus Probation”, a list of students on Campus Probation shall be arranged by the Students Affairs Office-for the arrangement of six or more counseling sessions for each student. The brief description of the counseling results shall be reported to the Students Affairs Office after the student completes a set of counseling sessions.

2.2.2 留察學生轉介：按『學生留校察看辦法』留校察看學生名單由學務處轉介，心輔室安排晤談時間至少一人六次晤談，並於晤談階段結束後，簡述晤談情形回報學務處。

Referral of a Student on Probation: According to the rules of “Campus Probation”, a list of students on Campus Probation shall be transferred by the Academic Affairs Office to Counseling Office for the arrangement of six or more counseling sessions for each student. The brief description of the counseling results shall be reported to the Academic Affairs Office after the student completes a set of counseling sessions.

2.2.3 非個案轉介：學生主動前來，填寫『晤談申請表』，以便與心輔老師安排晤談時間。

Non-referral Counseling Case: A student can take initiative to complete the “Request for Counseling Interview” in order to arrange a counseling session with the counselor.

2.2.4 暮談登錄個案資料；心輔老師晤談後，必須登錄個案資料於『諮詢記錄表』及『諮詢登錄表』，並存檔於學務處。

Record of individual counseling information: The counselor must record the case information of each student on the “Counseling Record Form” and “Counseling Registration Form”; and file them at Students Affairs Office.

2.2.5 統計每學期個案量：學務處老師每學期統計個案量，並製作『諮詢輔導個案統計表』存檔。

Statistical analysis of the Volume of Individual Counseling Cases in each Academic Semester: The faculty member of Counseling Office shall analyze the total number of individual counseling cases; and the “Counseling Cases Statistics Table” shall be compiled and stored at Students Affairs Office.

### 3 控制重點

#### Essential Elements of Control

##### 3.1 諮商輔導工作：

###### Counseling and Guidance Services:

3.1.1 留察學生晤談後，回報學務處，並列入能否由「留校察看」中移除之客觀考量依據，於訓育委員會中提出報告。

Whether the counseling result on a student of Campus Probation has been reported to Academic Affairs Office after he/she completes the counseling service; and whether the result can be used to support the deletion of his/her name from the list of “Campus Probation” students after the recommendation for deletion has been reported by the Discipline Committee meeting.

3.1.2 經心輔老師晤談後，是否登錄個案資料於『諮詢記錄表』及『諮詢登錄表』

Whether the case information of each student has been recorded in the “Counseling Record Form” and “Counseling Registration Form” after the counseling session with counseling faculty member.

3.1.3 學務處每學期統計諮詢輔導個案並統計接受諮詢輔導之人次量，並製表存檔。

The faculty member(s) of Students Affairs Office has (have) analyzed the total number of individual counseling cases; and the “Counseling Cases Statistics Table” has been be compiled and stored at Counseling Office.

### 4 使用表單：

#### Applicable Form:

##### 4.1 轉介單

Counseling Referral Form

##### 4.2 暮談申請表

Request for Counseling Service

##### 4.3 諮商記錄表

Counseling Record Form

##### 4.4 諮商登錄表

Counseling Registration Form

### 5 依據及相關文件

#### Basis and Related Documents:

##### 5.1 臺北基督學院學務章則心理、心靈健康小站

The Psychological and Spiritual Center of Academic Affairs Rules and Regulations at Christ's College Taipei

##### 5.2 臺北基督學院學生留校察看辦法

Christ's College Taipei Procedure of Campus Probation

## ◎體育與衛生保健作業

### Operating Procedure of Physical Education and Healthcare

#### 1 適用範圍：

##### Applicable Scope:

本校體育及學生保健室向相關作業程序均依本制度辦理。

All operations pertinent to physical education and Healthcare Office (the “HCO”) shall be administered according to the Procedure.

#### 2 作業程序：

##### Operating Process:

###### 2.1 體育作業：

###### Physical Education Operation:

###### 2.1.1 本校學務處負責各項體育活動管理。

The physical-education activities shall be managed by Student Affairs Office (“SAO”) of the College.

###### 2.1.2 體育課程修課：

###### Physical education curriculum:

2.1.2.1 修課原則：本校大學部學生大一至大三每學期均需必修體育課程，缺修體育課者應補修，如延長修業年限屆滿無法補修時，應令退學。大四體育課為選修計一學分。

Physical education course requirement: Each Freshman, Sophomore or Junior must take a physical education course every academic semester; and if one misses a physical-education course in a semester, he/she must make up the shortage timely. Should a student fail to make up the shortage when the extended education period end, he/she shall be forced to withdraw from the College. When a Senior takes a physical-education course as a selective course, it is worth one credit hour.

2.1.2.2 成績考核：按本校「學生體育成績考核辦法」實施。Grading physical education performance shall be administered according to Appraisal Procedure of Student’s Physical Education Performance of Christ’s College Taipei.

###### 2.1.3 運動場地管理：

###### Management of Sports Facilities:

本校運動場地係供本校學生、教職員工及其直系親屬從事相關運動之使用為主。體育館的使用，按本校「體育館使用規則」執行。

The College’s sports facilities are mainly provided for the uses of the College’s students, faculty members, staff members, labor workers and their immediate family members who are engaged in sports-related professions. The usages of stadium shall be administered according to “Procedure of the Usage of Stadium” at Christ’s College Taipei.

###### 2.1.4 競賽與活動：

###### Sports Activities and Competitions:

2.1.4.1 運動會：除特殊情況外，本校每年依各學年度「運動大會競賽規程」舉辦運動大會，經校務會議通過，陳校長核准辦理。

Sports Day: With the exception of special situations, the “Rules of Sports Day and Competitions” for the annual sports conference shall be passed by College Affairs meeting and approved by the President every year before it is initiated.

2.1.4.2 每學年第二學期舉辦兩至三項球類競賽，由承辦單位擬定競賽規程，陳校長核准後辦理。

Two to Three competitive ball games shall be conducted in the second semester of every academic year; and the rules of the games shall be prepared by the responsible unit and approved by the President prior to convening the games.

2.1.4.3 舉辦各項競賽時，承辦單位會相關單位，做好防護及救護措施並團體保險事宜。

The leading responsible unit and related unit(s) shall prepare for the security and medical emergency measures and the group insurance matters when convening each sports competition.

## 2.2 衛生保健作業：

### Healthcare Operation:

2.2.1 本校學務處負責衛生工作管理。

The SAO of the College shall be responsible for the management of healthcare operation.

2.2.2 學生健康檢查：為瞭解學生健康狀況，早期發現疾病與體格缺點，並進行追蹤矯治，以增進學生健康，依下列作業程序辦理。

Student Health Examination: The following operating process shall be administered in order to understand each student's health conditions, detect disease(s) and physical defects in early stage; and follow-up treatments shall be prescribed in order to improve student's health.

2.2.2.1 確定體檢項目：衛生保健單位參考教育部研訂「大專院校學生健康檢查實施項目最低標準建議表」。

Determining Physical Examination Items: Healthcare Office shall establish “List of Recommended Items as the Required Minimal Standards for College Student Health Checkup” that is established by Ministry of Education.

2.2.2.2 預估學生人數：學務處至教學組查詢，新學年度全校學生人數。

Estimation of Enrolled Students: The SAO shall consult with the registration information at Academic Affairs Group regarding the number of all enrolled students for each new upcoming academic year.

2.2.2.3 擬定體檢費用：學務處與醫院議價，將議價結果陳報學務長及校長核定。

Preparation of Physical Education Budget: The SAO

shall negotiate with hospitals for a preferable price and submit the negotiated results to Dean of SAO and the President for approval.

2.2.2.4 簽約：校方核定後與醫院簽訂合約一式三份。  
Signing Agreement: Upon being approved, the agreement in triplicates shall be signed by both the College and the hospital.

2.2.2.5 排定體檢日期：於開學後1-2週進行體檢。  
Scheduling the Physical Examination Date: The physical examination for students shall be conducted in the first or second week after the beginning of each academic year.

2.2.2.6 擬定體檢流程：依體檢項目安排流程。  
Preparing Physical Examination Process Flow: The process flow shall be arranged according to the items of physical examination.

2.2.2.7 製定體檢表格：由合約醫院於健康檢查前實施製作「學生健康資料卡」。  
Production of Physical Examination Form: The contract hospital shall produce the “Student Health Information Card” prior to implementing the physical examination.

2.2.2.8 預先安排體檢場地。  
Facility Preparation for Physical Examination.

2.2.2.9 編排學生體檢時間並發出通知。  
Scheduling every student's physical examination time and notify each accordingly.

2.2.2.10 寄交健檢報告：將健檢報告面交學生，請健檢結果異常同學至醫院複檢與治療，並與健檢醫院後續聯絡。  
Issuing Health Examination Report: The health examination report of every student shall be issued to him/her in person. Each student, whose examination result(s) is (are) abnormal, shall be requested to visit a hospital for re-examination and/or treatment and to follow up with the contract hospital that has performed the physical examination.

2.2.2.11 健檢異常學生輔導與追蹤：安排個別輔導或健康講座。  
Follow up and consultation of every student having abnormal health examination results: The College shall arrange individual consultation with each student or conduct group health seminars.

2.2.2.12 健康檢查資料的統計與分析：製作「學生健康檢查總表」、「學生健檢項目異常統計圖」、「學生健檢項目異常名單」，以作為後續處理之依據。  
Statistics and analysis of health examination results and information: The documents of completed “Summary Table of Students' Health Examination Results”, “Statistical Charts of Abnormal Health Examination

Results of Students" and "Item List of Health-Examination Abnormal Results" shall be used as the basis for follow-up management.

2.2.3 衛生保健教育：本校衛生保健教育重點工作如下。

Healthcare Education: Essential works of the College's healthcare educations are as follows.

2.2.3.1 疾病宣導。

Advocacy of prevention of communicable diseases.

2.2.3.2 開辦衛生保健講座。

Convening healthcare seminars.

2.2.3.3 開設健康相關之課程。

Establishing health-related courses.

2.2.3.4 健檢異常學生安排個別輔導與追蹤。

Arranging individual consultation and follow up with each student having abnormal health examination result(s).

2.2.3.5 疾病防制：依教育部或各級政府規定，成立衛生保健特殊任務小組對學生進行宣導、檢查、調查、接種疫苗及通報等作業程序。

Prevention of diseases: The College shall establish a Healthcare Special Task Force to advocate the diseases, provide examinations or tests, investigate, administer vaccination and communicate with authorities according to the regulations of Ministry of Education or other government agencies at all levels.

2.2.3.6 公告衛生保健資訊於學校網站。

Placing healthcare information on the College's website.

2.3 學生團體保險：(由各校依實際情況訂定)

Student Group Insurance: (It shall be established by each school according to the actual situation.)

2.3.1 本校凡具有學籍之在學學生均為學生團體保險對象。

The subjects of Student Group Insurance are all students who are registered and enrolling at the College.

2.3.2 承保機構之決定：本校保險由本校依採購法相關規定辦理承保機構，本校校長或其職務代理人為要保人。

Decision on selecting the insurance company: The awarding of group insurance shall be processed by the College according to relevant regulations of Procurement Act; and the President or a delegated individual of him/her shall be the proposer the group insurance.

2.3.3 除身故保險金外，學生團體保險其他各項保險金的受益人，為被保險人本人。

Other than the death benefits, the beneficiary of other insurance benefits of the Insured undertaking Student Group Insurance shall be himself or herself.

2.3.4 身故保險金受益人除被保險人另有指定外，其順位依法定順位。Unless otherwise specified in an insurance policy, the beneficiary of the death benefits of the Insured shall be in accordance with

legal statutory order.

2.3.5 被保險人因疾病或遭遇意外事故，致死亡、殘廢或受傷需要治療者（疾病治療不含門診），均屬學生團體保險責任範圍。  
The death, disability or medical-treatment benefits of the Insured due to diseases or accidents are within the scope of insurance coverage.

2.3.6 每一被保險人之保險金額及給付標準以當年度本校學生團體保險契約書所訂保險金額及保險給付標準為準。  
The insurance amounts and payment standards for each Insured in an academic year shall be based on the insurance amounts and payment standards listed in the Student Group Insurance agreement.

2.3.7 被保險人應繳之保險費，本校補助之部分依教育部之規定，其餘由被保險人分二次繳納，於每學期註冊時各繳納二分之一。但下列被保險人，應由本校審核其有關證明文件，依教育部規定之最高金額補助，惟補助金額以外之不足部分，仍由被保險人負擔：  
When the insurance premium of an Insured is subsidized by the College according to MOE regulation, the Insured must pay the remainder of the insurance premium in two installments, each of which must be paid upon registration for each of two academic semesters. However the College shall subsidize the following students' insurance premiums to the maximal amounts as required by MOE after reviewing and approving their proof documents for eligibility. Nevertheless, the remainder of the insurance premium of each Insured must remain to be the responsibility of the Insured.

2.3.7.1 免繳學雜費之學生（包括低收入戶學生、重度、極重度身心障礙學生及重度與極重度身心障礙人士之子女）。  
Students exempted from tuition and fees include low-income students, severe or very severe disabled students and children of severe or very severe disabled people.

2.3.7.2 原住民身分學生。  
Students with aboriginal status.

2.3.8 具有本校學籍之學生原則應參加學生團體保險，成為被保險人。  
All students, who are registered for enrollment at the College, must participate in the Student Group Insurance and become the Insured.

2.3.9 若未於註冊日後7天內繳納保險費者，則視同自動放棄學生團體保險。  
If a student does not pay for the insurance premium within 7 days from the registration date, he/she automatically gives up the rights to participate in Student Group Insurance program.

2.3.10 保險生效期間：  
Effective Period of the Insurance:

2.3.10.1 參加學生團體保險之學生，保險期間自每年8月1日0時起至翌年7月31日24時止。  
The effective period of Student Group Insurance starts at the beginning of August 1 of each academic year and ends at the midnight of July 31<sup>st</sup> of the succeeding year.

2.3.10.2 延畢生以學期為單位，續繳保險費，保險期間計至當學期截止。

A student with extended graduation shall continue pay the insurance premium on the per-semester basis; and the insurance period shall terminate at the end of the graduating semester.

2.3.11 本校應於每學期註冊時，在收取學生代收費用收據增列學生團體保險費一項，併同學、雜費收取，並於收取後30日內將保險費彙總交付承保機構或其指定機構，由承保機構摯發保險費收據，交由本校存執。

The College must add the Student Group Insurance premium as a new item to the receipt form for “payments collected on the behalf of third-party” and collect it with tuition and miscellaneous fees one registration day of each academic semester; and all of the collected insurance premiums must be paid to the undertaking insurance agency or its appointed financial organization within thirty (30) days. The payment receipt for the insurance premiums, which is issued by the undertaking insurance agency, must be retained by the College.

### 3 控制重點：

Essential Elements of Control:

#### 3.1 體育作業：

Physical Education Operation:

3.1.1 學生體育課程修課是否依本校「體育課實施要點」辦理。  
Whether the physical education courses undertaken by students have been administered according to “Guidelines for the Implementation of Physical Education Curriculum”.

3.1.2 舉辦各項競賽，是否經各項會議通過，陳校長核准辦理。  
Whether the Sports Conference and Competitions have been passed by College Affairs meeting and approved by the President every year before it is convened.

#### 3.2 衛生保健作業：

Healthcare Operation:

3.2.1 學生健康檢查是否依程序辦理。

Whether students' health exams have been administered according to the procedure and regulation.

3.2.2 是否實施衛生保健教育。

Whether healthcare education has been implemented.

3.2.3 是否依教育部或各級政府規定，進行各項疾病管制作業程序。  
Whether the disease control operations have been administered according to the regulations of Ministry of Education or other government agencies at all levels.

#### 3.3 學生團體保險：

Student Group Insurance:

3.3.1 承保機構之決定是否依程序辦理。

Whether the awarding of group insurance has been decided by the College according to relevant procedure and regulation.

3.3.2 承保機構之保險條款是否有違反法令及本校之規定。

Whether the insurance terms offered by the contract insurance company have violated laws and/or the College's regulations.

3.3.3 除身故保險金外，學生團體保險其他各項保險金的受益人，是否為被保險人本人。  
Other than death benefits, whether the students have been designated as beneficiary of other insurance payments/benefits.

3.3.4 身故保險金受益人是否符合規定順位。  
Whether the beneficiary of each death benefit has been given to beneficiary be in accordance with legal statutory order.

3.3.5 每一被保險人之保險金額及給付標準是否符合當年度本校學生團體保險契約書所訂保險金額及保險給付標準。  
Whether the insurance amounts and payment standards for each Insured in an academic year have been based on the insurance amounts and payment standards listed in the Student Group Insurance agreement.

#### 4 使用表單：

Applicable Forms:

4.1 大專院校學生健康檢查實施項目最低標準建議表。  
List of Recommended Implementation Items of Required Minimal Standards for College Student Health Checkup

4.2 學生健康資料卡。  
Student Health Information Card

4.3 學生健康檢查總表。  
Summary Table of Students' Health Examination Results

4.4 學生健檢項目異常統計圖。  
Statistical Charts of Abnormal Health Examination Results of Students

4.5 學生健檢項目異常名單。  
Item List of Health-Examination Abnormal Results

#### 5 依據及相關文件：

Basis and Related Documents:

5.1 臺北基督學院學生體育成績考核辦法  
Procedure of the Appraisal of Student's Physical Education Performance of Christ's College Taipei.

5.2 臺北基督學院體育館使用規則  
Procedure of the Usage of Stadium of Christ's College Taipei

5.3 臺北基督學院運動器材及場地借用辦法  
Procedure of Borrowing Sports Equipment and Facilities at Christ's College Taipei

5.4 臺北基督學院體育活動及比賽辦法  
Management Procedure of Sports Activities and Competitions at Christ's College Taipei

5.5 學校衛生法  
School Health Act

5.6 學校衛生法實施細則  
Implementation Rules of School Health Act

5.7 臺北基督學院學生體格及健康檢查辦法  
Procedure of Student Physical and Health Examination at Christ's College  
Taipei

5.8 臺北基督學院學生團體保險辦法  
Procedure of Student Group Insurance of Christ's College Taipei

6 流程圖：

Flowchart:

6.1 學生緊急傷病處理作業流程圖參見【流程圖一】。  
Refer to “Flowchart 1” for the Operating Process of Emergency Treatment  
of Students' Injuries and Illness

6.2 衛生教育宣導作業流程圖參見【流程圖二】。  
Refer to “Flowchart 2” for the Operating Process of Health Education  
Advocacy

## 學生緊急傷病處理作業流程圖

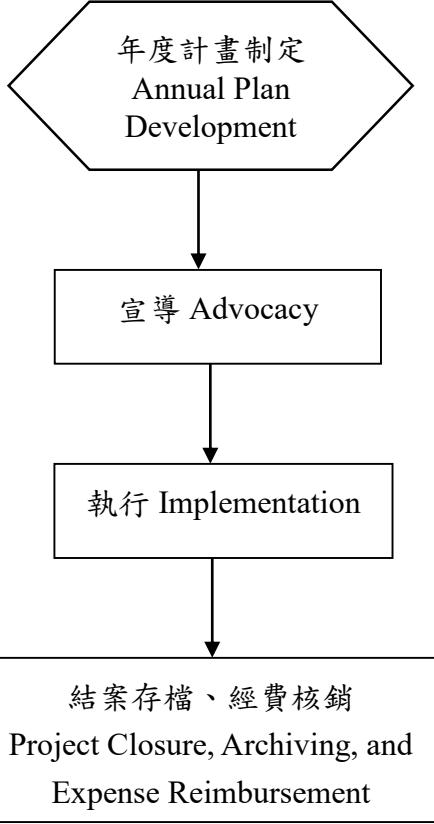
The Operating Process of Emergency Treatment of Students' Injuries and Illness Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
學務處、主修主任、導師 SAO, Major Director, Homeroom Teacher	<pre> graph TD     SAODiagnosis{學務處診斷 SAO Diagnosis} --&gt; Rest[休息 Rest]     SAODiagnosis --&gt; Treatment[Treatment]     Rest --&gt; SAOSAO[學務處 SAO]     Treatment --&gt; Not119[通知 119 緊急送醫 Notification of 119 for Emergency Medical Transfer]     Not119 --&gt; Hospital[Hospital Examination and Treatment]     Hospital --&gt; Results[結果歸檔及追蹤 Results Filing and Follow-Up]   </pre>	宿舍送醫登記表 緊急送醫事件統計表 Dormitory Medical Transfer Registration Form Emergency Medical Transfer Statistics Form
學務處 SAO		
學務處、主修主任、導師、現場人員 SAO, Major Director, Homeroom Teacher, On-Site Personnel		
學務處 SAO		

衛生教育宣導作業流程圖 The Operating Process of Health Education Advocacy Flowchart

【流程圖二】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
學務處 SAO		計劃書 Proposal
學務處 SAO 衛生保健特殊任務小組 Special Task Force for Health and Wellness		經費預算表 Budget Plan 宣傳單 Flyer 海報 Poster 電子檔 Electronic File
衛生保健特殊任務小組 Special Task Force for Health and Wellness		學務處活動經費支出報 告表 SAO Activity Expense Report Form
衛生保健特殊任務小組 學務處 Special Task Force for Health and Wellness SAO		成果報告表 Performance Report Form

## ◎學生緊急狀況處理作業

### Procedure of Managing Student Emergency Events

#### 1 適用範圍：

Applicable Scope:

本校全體學生。

The Procedure applies to all students of Christ's College Taipei

#### 2 作業程序：

Operating Procedure

##### 2.1 學生急病送醫：

Emergency Hospitalization of Students:

2.1.1 本校學生在校內外發生緊急傷病之急救及照護處理，依本程序辦理。

The emergency treatment/care of every student of Christ's College Taipei, who has incurred emergency injury or acute disease outside of campus, shall be administered according to the Procedure.

2.1.2 緊急傷病送醫之標準、教職員工之分工及職責事項，依本校『學生急病送醫處理辦法』。

The standard operation for emergency hospitalization of students and the task and responsibility of faculty members, staff members and laborers should be administered according to "Procedure of Administering Student's Emergency Hospitalization".

2.1.3 本校學務處設置下列救護設備：（參照『教育部主管各級學校緊急傷病處理準則』第5條第1項）

Following emergency care equipment has been installed at the Health Center of Christ's College Taipei

2.1.3.1 自動體外心臟電擊去顫器(AED)

Automated external defibrillator (AED)

2.1.3.2 固定器具（含項圈、頭部固定器、護墊、繩帶、三角巾等）。

Fixation equipment (including collars, neck braces, protective pads, bandage and triangle scarf...etc.)

2.1.3.3 運送器具（含長背板等）。

Patient Transportation Equipment (including long back panel)

2.1.4 本校在校園裡的學務辦公室、總務處、圖書館、體育館、餐廳、校門口警衛室、男生宿舍、女生宿舍、行政大樓健康中心等九個地方放置一般醫護箱，提供全校學生處理輕微外傷。

A general First Aid Kit is placed at each of nine (9) locations, i.e., the Student Affairs and Ministry Office, General Affairs Office, Library, Sports Stadium, dining hall, security guard station, male student dormitory, female student dormitory, and administration building-health center.

2.1.5 本校處理流程如下

The College's Process Flow as follows

2.1.5.1 校內一般傷病：本校學生在校內發生一般疾病或輕微外傷時，可自行或現場學生、教職員陪同到生活輔導員室處理。若需轉送就醫者，可自行或由同學

師長陪同就醫。

Minor injury or illness occurred on campus: When a student of the College becomes ill or is injured on campus, he/she can go to residence counselor office on his/her own or with the help of other students, faculty members or staff members. If there is any need for medical care, he/she can go to clinics or hospital on his/her own or with the help of other student(s) or faculty member(s).

2.1.5.2 校內緊急傷病事故：本校學生在校內發生嚴重疾病或事故傷害時，生活輔導員或學務處接獲通知，應協助處理護送人員、護送車輛、護送及醫療證件、費用等事宜，並通知家長或監護人。

On-campus emergency injury or illness case: When a student of the College becomes seriously ill or is critically injured on campus, the residence counselor or Academic Affairs Office shall assist the emergency medics to transport him/her to a hospital emergency room and provide necessary health insurance document and necessary fees to the hospital. Meanwhile, the student's parent(s) or legal guardian shall be notified immediately.

2.1.5.3 校外緊急傷病事故：本校學生在校外發生嚴重疾病或事故傷害時，接獲通報之教職員工，應即刻通知學務長或緊急聯絡人處理各項相關事宜，並將結果回報學務處。

Off-campus emergency illness or injury case: When a faculty member, staff member or labor worker receives the notification of an emergency illness or event of the College's student, which has occurred off campus, the employee must immediately inform Dean of Student Affairs and Ministries Office or the designated emergency-handling officer of the College to initiate the procedure to administer all related matters. The employee shall report to Student Affairs and Ministries Office the end result of the event.

2.1.5.4 週末、國定假日及下班時間：本校學生於校內緊急傷病事故時，應通知警衛，即刻通知生活輔導員及學務長。

Weekend, national holidays and off hours: The emergency injury or illness occurred to any student of the College must be immediately reported to campus security guards, and the residence counselor and Dean of SAO must be simultaneously notified of the event.

2.1.5.5 強制送醫：罹患（或疑似罹患）精神疾病有傷害他人或自己之虞者，應通知生活輔導員、學務長、心輔老師及當地警察機關或消防機關，護送前往中央衛生主管機關指定之精神醫療機構診療，及協助處理各項相關事宜。

Involuntary Hospitalization: When a student suffering

(or suspected of suffering) mental illness has tendency of harming others or himself/herself, the residence counselor, Dean of SAO, counseling faculty member and local police department (or fire department) must be notified so that the student can be transported to a specialized mental facility or clinics designated by central-government healthcare agency. The College shall provide assistance in administering all related matters.

**2.1.6 護送車輛使用，依下列作業程序：**

Selection of transportation vehicle shall be based on following operation process:

**2.1.6.1 輕傷可自行走動且神智清醒者，請自行就醫。較重傷患或無法自行行動但神智清醒者，請以救護車(119)、教職員自用車或計程車運送，或是協請總務處派車，所需費用得依規定申請。**

Lightly injured student, who remains conscious, should obtain appropriate treatment on his/her own. A severely injured student, who remains conscious but becomes immobile, should be transported to the emergency room by means of an ambulance, personal car of a faculty member or staff member, taxi or a car that is dispatched by General Affairs Office. The reimbursement of transportation expenses incurred shall be applied for according to the regulation.

**2.1.6.2 大出血、懷疑有脊椎損傷、意識不清或須於運送中進行急救術者，應呼叫119救護車運送。**

An ambulance must be requested immediately by calling 119 when an emergency illness or injury is of severe bleeding, suspected spinal cord injury, unconsciousness or symptoms that require immediate emergency care en route to emergency room.

### 3 控制重點

#### Essential Elements of Control

**3.1 學生急病送醫：**

Emergency Hospitalization of Students.

**3.1.1 本校健康中心是否設置規定的救護設備。**

Whether the emergency medical equipment has been installed at health center of the College according to the regulation.

**3.1.2 救護設備是否定期維護，並加以記錄**

Whether the emergency medical equipment has been regularly maintained and the maintenance records have been properly administered.

**3.1.3 本校學生傷病是否依傷病程度，進行傷病救護程序。**

Whether the illness or injury of each student has been properly administered and treated according to the category and degree of illness or injury.

**3.1.4 發生校內外緊急傷病事故，是否依規定程序送醫。**

Whether all cases of emergency illness or injuries, which have occurred to student either on or off the campus ground, have been administered for medical treatments according to the Procedure.

#### 4 依據及相關文件

Basis and Related Documents:

4.1 臺北基督學院學生急病送醫處理辦法

CCT Procedure of Administering Student's Emergency Hospitalization

4.2 臺北基督學院學生緊急事件處理辦法

CCT Procedure of Administering Student's Emergency Events at Christ's College Taipei

4.3 臺北基督學院醫療器材借用細則

Rules of Lending Medical Equipment of Christ's College Taipei

#### 5 流程圖

Flowchart

5.1 學生緊急狀況處理作業流程【如流程圖一】

Refer to “Flowchart 1” for the Student Emergency Handling Procedure

## 學生緊急狀況處理作業 Student Emergency Handling Procedure Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
各班導師 Class Homeroom Teachers  教務處 AAO  學務處 SMAO	<pre> graph TD     A([學生受傷 Student Injury]) --&gt; B[通報學務處 Report to SMAO]     B --&gt; C[通知緊急連絡人 Notify Emergency Contact]     C --&gt; D([送至醫院 Transport to Hospital])   </pre> <p>The flowchart illustrates the student emergency handling procedure. It begins with an 'Student Injury' (學生受傷) step, which leads to 'Report to SMAO' (通報學務處). This is followed by 'Notify Emergency Contact' (通知緊急連絡人), and finally 'Transport to Hospital' (送至醫院).</p>	臺北基督學院學生急病送醫處理辦法 臺北基督學院學生緊急事件處理辦法。 CCT Procedure of Administering Student's Emergency Hospitalization  CCT Procedure of Administering Student's Emergency Events at Christ's College Taipei

## ◎就學貸款作業

### Student Loan Procedure

#### 1 適用範圍：

Applicable Scope:

本校全校學生

The Procedure is applicable to all students of the College.

#### 2 作業程序：

Operating Procedure:

##### 2.1 申貸資格：

Qualification for Student Loan:

依教育部「高級中等以上學校學生就學貸款申請辦法」之規定，凡符合減免身份學生，於每學期結束前一個月內備妥所需證明文件至學務處，並填具「學生各項就學優待(減免)申請書暨切結書」辦理下學期減免學雜費相關作業；惟新生於入學報到時統一辦理。

All students, who meet the eligibility criterion for tuition deduction or waiver, should bring all necessary official documents and the completed “Bank of Taiwan Student Loan Application” to Academic Affairs Office within one month from the end of each semester to initiate the process related to tuition deduction or waiver according to the regulation of MOE’s “Procedure of Loan Application for Higher-Education Students”; however, the incoming new students shall be centrally processed on entrance-enrollment registration day.

###### 2.1.1 就讀本校具正式學籍。

All students must have official academic records of Christ’s College Taipei.

###### 2.1.2 每年於前一學期結束前領取註冊繳費單，可參考上學期就貸之金額，繕造當學期「台灣銀行申請就學貸款申請書」至台灣銀行各分行辦理。

Before the end of the preceding semester, an eligible student should obtain the “Registration Payment Form”, prepare the “Bank of Taiwan Student Loan Application” using the last semester loan amount as reference and apply for the loan, in person, at any branch of Bank of Taiwan.

###### 2.1.3 就學貸款於在第一次新申辦時，須具備對保人家中全戶戶籍謄本，並於至銀行辦理時繳交，其餘學生皆由承辦人審查後核定辦理。

When applying for a student loan the first time, the complete household registration book of the Loan Guarantor must be brought to the bank in order to start the loan application. After being reviewed and approved by the undertaker, the student (applicant) shall complete the loan process.

###### 2.1.4 學生本人及其他依教育部規定應查核其年所得者合計之家庭年收入經查詢符合教育部所訂標準者（標準由教育部公布）；或未符合教育部所訂標準，但學生本人有兄弟姐妹或子女符合教育部所訂條件者，或其他特殊情況經學校認定有貸款必要者。

A student of the College, whose family’s annual income has been verified to meet the standards issued and published by Ministry of

Education, is eligible. Alternatively a student of the College, who has siblings or children meet the standards issued and published by Ministry of Education, is eligible. concurrently even though his/her family's annual income does not meet the standards issued and published by Ministry of Education, is also eligible. In addition, a student, who has been verified to be eligible for student loan by the College due to his/her special circumstance, also can apply for student loan.

2.1.5 審核資料及統計金額與會計單位核對無誤後，造具就學貸款清冊，每年四月中及十二月中前報台灣銀行淡水分行辦理撥款。若有預撥不足部分則應檢附領據追加，結餘則繳台灣銀行淡水分行。

After the review and approval information and calculated amount of all student loans have been verified to be correct by Finance Office, the List of Student Loan Applications" shall be prepared. Every year before mid-April and mid-December, the College shall request for transfer of total loan amount at Danshui branch of Bank of Taiwan accordingly. If the transferred amount is insufficient, the Finance Office must send in Request Receipt for Receiving Additional Fund Transfer; and, all left-over money shall be returned to Danshui branch of Bank of Taiwan.

## 2.2 申請就學貸款流程步驟：

### Operation Process Steps of Student Loan Application

2.2.1 學生到臺灣銀行就學入口網進行申請作業，填寫及列印「就學貸款申請書」。

The eligible student of the College shall log in the student loan website of Bank of America, complete and, then, print "Student Loan Application".

2.2.2 學生到台灣銀行辦理對保手續。

The student shall start the loan guarantee process at Bank of Taiwan in person.

2.2.2.1 對保期限：第一學期(每年8月1日起至9月底)及第二學期(每年1月15日起至2月底)。

Time for submitting loan guarantee: First semester (from August 1<sup>st</sup> to the end of September every year) and second semester (from January 15<sup>th</sup> to the end of February).

2.2.2.2 辦理地點：臺灣銀行國內各分行均可辦理。

Process Location: All domestic branches of Bank of Taiwan.

2.2.3 就學貸款學生於本校開學前完成申請手續。

Each eligible student must complete all student loan application process before the beginning of the succeeding semester.

2.2.4 本校彙整資料送財政部財稅中心查核。

The College shall compile all information and submit it to the Taxation Center of Ministry of Finance for review and verification.

2.2.4.1 合格者：本校彙整資料送台灣銀行辦理審核及撥款。

Eligible Students: The College shall compile all information and submit it to Bank of Taiwan for review

and verification as well as the fund transfer.

**2.2.4.2 不合格但學生本人有兄弟姐妹或子女符合教育部所訂條件：繳交相關證明者，可辦理貸款，未繳交者，不予辦理。**

Those ineligible students with siblings or children meet the standards issued and published by Ministry of Education: When submitting the Certificate, the student becomes eligible to apply for a student loan. Failing to submit the Certificate of Enrollment of a sibling, the student cannot proceed with loan application.

**2.2.4.3 不合格者：本校通知學生補繳各項學雜費用。**

Ineligible Students: The College shall notify each ineligible student to submit the make-up payment for the tuition and miscellaneous fees.

### 3 控制重點：

Essential Elements of Control:

**3.1 就學貸款業務是否依就學貸款流程步驟辦理。**

Whether the student loan operation has been administered in accordance with the student loan process steps.

### 4 使用表單：

Applicable Form:

**4.1 臺北基督學院就學貸款申請書。**

Christ's College Taipei Student Loan Application Form

### 5 依據及相關文件：

Basis and Related Documents:

**5.1 教育部高級中等以上學校學生就學貸款申請辦法**

“Ministry of Education Procedure of Loan Application for Higher-Education Students”

**5.2 臺北基督學院就學貸款須知**

Christ's College Taipei Student Loan Guide

### 6 流程圖：

Flowchart:

**6.1 就學貸款作業流程參見【流程圖一】**

Refer to “Flowchart 1” for the operation process of applying for student loan.

就學貸款作業流程圖 The operation process of applying for student loan Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
學務處 SAO	<p>就學貸款草案 Draft of the Student Loans</p>	上學期相關貸款須知資料 Information on Student Loans for the Previous Semester
學務處 SAO	<p>製作就學貸款須知 Prepare Student Loan Guide</p>	下學期就學貸款須知(正式) Official Student Loan Guidelines for the Upcoming Semester
學務處 SAO	<p>公告就學貸款須知 Announce Student Loan Guide</p>	臺灣銀行就學貸款申請書、本學期本校「就學貸款申請書」、學雜費繳費單 Information on Student Loans for the Previous Semester
學務處 SAO	<p>繳交就學貸款文件 Submit Student Loan Documents</p>	Information on Student Loans for the Previous Semester
財稅中心 台灣銀行 學務處 需另行處理之學生 Tax and Finance Center Bank of Taiwan SAO Students Requiring Additional Attention	<p>核對就學貸款檔案 Verify Student Loan Files</p>	臺灣銀行就學貸款申請書、本學期本校「就學貸款申請書」、學雜費繳費單 Bank of Taiwan Student Loan Application Form Student Loan Application Form for This Semester at Our School Tuition and Fees Payment Slip
學務處 會計室 SAO Finance Office	<p>造編「就學貸款申貸清冊」 Compile the "Student Loan Application Register"</p>	臺灣銀行就學貸款申請書、本學期本校「就學貸款申請書」、學雜費繳費單 Bank of Taiwan Student Loan Application Form Student Loan Application Form for This Semester at Our School Tuition and Miscellaneous Fees Payment Slip
台灣銀行淡水分行 學務處 Bank of Taiwan DANSHUI BRANCH SAO	<p>通知學生處理確認 Notify Students for Confirmation</p>	匯出就學貸款之檔案 Exported Student Loan Files 就學貸款會報審查結果 Review Results of the Student Loan Committee Meeting 各級距切結書 Affidavits for Each Financial Tier
	<p>發文並請台灣銀行核撥貸款 Issued a letter and requested the Bank of Taiwan to approve the loan</p>	

## ◎學生就學獎助學金作業

### Guidelines of Scholarships and Financial Aids

#### 1 適用範圍：

Applicable Scope:

本校各項獎助學金業務皆適用。

The Procedure applies to all types of scholarships and financial aids provided by Christ's College Taipei

#### 2 作業程序：

Operating Procedure:

##### 2.1 減免學雜費作業：協助具有減免身分同學申請學費補助，依下列作業程序辦理。

Procedure of Tuition-and-Fees Reduction or Waiver: The College shall assist students with status of the Tuition-and-Fees reduction or Tuition-and-Fees waiver to apply for tuition subsidies according to following operation process.

2.1.1 依教育部補助各大專院校學生各項就學優待減免辦法之規定，凡符合減免身份學生，於每學期結束前一個月內備妥所需證明文件至學務處，並填具「學生各項就學優待(減免)申請書暨切結書」辦理下學期減免學雜費相關作業；惟新生於入學報到時統一辦理。

All students, who meet the eligibility criterion for Tuition-and-Fees reduction or waiver, should bring all required official documents and the completed "Student's Application and Affidavit Letter for Various Preferential-Treatment, Tuition-and-Fees Reduction or Waiver" to Academic Affairs Office within one month from the end of each semester to initiate the process related to Tuition-and-Fees reduction or waiver according to the regulation of MOE's "Procedure of Loan Application of Higher-Education Students"; however, the incoming new students shall be centrally processed on registration day for entrance enrollment.

2.1.2 每年俟教育部來函後，可參考上學期減免之金額，繕造當學期「申請各類學生減免學雜費補助款一覽表」及領據各乙份函送教育部，預先申請當學期之補助金額。

After receiving the relevant MOE letter, the College shall use the loan amount of last semester as a reference and submit to MOE copies of the newly prepared "Summary Table of Students' Applications for Tuition-and-Fees Subsidies in all Categories of Tuition-and-Fees Reduction and Waiver" and Request Receipt for Receiving Fund in order to pre-apply for the financial aids for current academic semester.

2.1.3 除軍公教遺族子女在第一次申辦時，需填具「軍公教遺族子女就學優待申請書」，並報教育部核定其減免身分外，其餘各類減免生皆由承辦人審查後核定資格。

With the exception of offspring of deceased military service and public service personnel, who must complete the "Preferential-treatment Application Form for Offspring of Deceased Military-service and Public-service Personnel", when applying for financial aids the first time. The application of other

students of the same category shall be reviewed and approved by the undertaker(s).

2.1.4 審核資料及統計金額與會計單位核對無誤後，造具各類減免印領清冊及「申請各類學生減免學雜費補助款一覽表」各兩份，每年四月底及十一月底前報教育部核銷。若有預撥款不足部份則應檢附領據追加，結餘則繳回教育部。

After the review and approval information as well as the calculated amount of all student loans have been verified to be the same as those compiled by Finance Office, the summary list, which must be signed by every student individually upon receiving the respective financial aid for various types of Tuition-and-Fees Reduction and Waiver, and ““Summary Table of Students’ Applications for Tuition-and-Fees Subsidies of all Categories of Tuition-and-Fees Reduction and Waiver” shall be prepared in duplicates. Every year before mid-April and mid-December, the College shall submit to MOE both forms for review and approval. If the transferred amount is insufficient, the Finance Office must send in Request Receipt for Receiving Additional Fund Transfer; and, all surplus money shall be returned to Danshui branch of Bank of Taiwan.

2.1.5 已預繳註冊費者，俟承辦人審核後繕造退費明細表，撥款後由出納單位通知學生領款。

For each of those students who have paid the Tuition-and-Fees in full, the undertaker shall prepare an itemized refund sheet; and Cashier Group shall notify the student to receive the refund.

## 2.2 在校學生校內工讀：

On-campus work study Job:

2.2.1 學生校內工讀，依本校「學生服務(獎)助學金辦法」辦理。

The on-campus work study job shall be administered according to “Procedure of Managing Student Service Awards and Financial Aids”.

2.2.2 其他獎助學金：依本校各項獎學金辦法或要點發給。

Other scholarships or stipends shall be awarded according to the award rule of each scholarship or stipend procedure.

## 3 控制重點：

Essential Elements of Control:

### 3.1 減免學雜費作業：

Operation of the Reduction or Waiver of Tuition-and-Fees

3.1.1 在校學生申辦就學優待減免是否於規定期限內，檢附規定證明文件辦理。

Whether the current students have applied for preferential-treatment, tuition-and-fees reduction or waiver by the deadline; whether all required documents have been submitted.

3.1.2 新生於入學報到申辦就學優待減免，是否填具「學生各項就學優待(減免)申請書暨切結書」。

Whether all eligible incoming new students have completed “Student’s Application and Affidavit Letter for Various Preferential-Treatment, Tuition-and-Fees Reduction or Waiver”

when reporting to the College for entrance enrollment; and whether they have applied for the preferential-treatment, Tuition-and-Fees reduction or waiver.

3.1.3 已辦妥就學優待減免之學生，其資格是否符合就學優待減免之規定。

Whether all those students, who have received the preferential-treatment, Tuition-and-Fees reduction or waiver, have met the respective qualification criterion/criteria.

3.1.4 預先向教育部申請當學期之補助金額，是否參考上學期減免之金額，繕造當學期「申請各類學生減免學雜費補助款一覽表」及領據函送教育部。

For the pre-application of all financial aids for current academic semester, whether the College has used the loan amount of last semester as a reference. Whether the prepared “Summary Table of Students’ Applications for Tuition-and-Fees Subsidies in all Categories of Tuition-and-Fees Reduction and Waiver” and the Request Receipt for Receiving Fund have been submitted to Ministry of Education.

3.1.5 各項就學優待(減免)是否依規定報教育部核銷。

Whether all preferential-treatment, Tuition-and-Fees reductions or waivers have been reported to Ministry of Education for verification and closure.

3.2 在校學生校內工讀：學生校內工讀，是否依本校「學生服務(獎)助學金辦法」辦理。

Whether the on-campus work study jobs for students have been administered according to “Procedure of Managing Student Service Awards and Financial Aids”.

#### 4 使用表單：

Applicable Form:

4.1 學生各項就學優待(減免)申請書暨切結書。

“Student’s Application and Affidavit Letter for Various Preferential-Treatment, Tuition-and-Fees Reduction or Waiver”

4.2 申請各類學生減免學雜費補助款一覽表。

“Summary Table of Students’ Applications for Tuition-and-Fees Subsidies in all Categories of Tuition-and-Fees Reduction and Waiver”

4.3 軍公教遺族子女就學優待申請書。

“Preferential-treatment Application Form for the Offspring of Deceased Military-service and Public-service Personnel”

4.4 受獎學生名冊。

Roster of all Awarded Students

#### 5 依據及相關文件：

Basis and Related Documents:

5.1 臺北基督學院學生服務(獎)助學金辦法

Christ’s College Taipei Procedure of Managing Student Service Awards and Financial Aids

5.2 身心障礙學生及身心障礙人士子女就學費用減免辦法  
Management Procedure of Tuition-and-Fees Reduction and Waiver for Students with disabilities or Children of Handicapped Parents.

5.3 現役軍人子女就讀中等以上學校減免學費辦法  
Management Procedure of Tuition-and-Fees Reduction or Waiver for Students of Active Military-service Personnel.

5.4 原住民學生就讀國立及私立專科以上學校學雜費減免辦法  
Management Procedure of Tuition-and-Fees Reduction or Waiver for Aboriginal Students Enrolling in Higher-Education Institutions.

6 流程圖：

6.1 學生就學獎助學金作業流程參見【流程圖一】  
Refer to “Flowchart 1” for operation process of awarding scholarships and financial aids.

學生就學獎助學金作業流程圖

Flowchart of operation process of awarding scholarships and financial aids

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
學生 Student	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <b>獎助學金申請說明會</b>            Briefing Meeting of the            Application of Scholarships         </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <b>學生申請獎助學金</b>            Student applying for            scholarships         </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <b>獎助學金初審</b>            Initial Review of Scholarship            Applications         </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <b>召開獎助學金管理委員會</b>            Convening Scholarship            Management Committee meeting         </div> <div style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <b>核發獎助學金</b>            Approval and Awarding of            Scholarships         </div> </div>	獎助學金申請說明會 Scholarship Application Orientation  依本校各項獎(助)學金辦法 According to the College's Scholarship Programs
學務處 SAO		同上 Same as above.
學務處、獎助學金管理委員會 SAO; Scholarship Management Committee		
學務處、會計室、總務出納 SAO, Finance Office, Cashier Group of GAO		獎助學金委員會組織章程 Organization Regulation of Scholarship Management Committee

## ◎校園安全、災害管理及學生緊急狀況處理作業

Management Procedure of Campus Safety and Disasters and Medical Emergency Events of Students.

### 1 適用範圍：

Applicable Scope

本校全體學生。

The Procedure applies to all students at Christ's College Taipei.

### 2 作業程序：

Operating Process:

#### 2.1 校園安全及災害管理：

Campus Safety and Disasters Management:

2.1.1 本校為落實校園災害管理工作，應整合單位及學校行政資源，構建校園災害管理機制，執行減災、整備、應變及復原等災害管理工作。

In order to implement campus disasters management, the College shall integrate the resources of all departments and school administration, construct a management mechanism to handle campus disasters, and execute various disaster management tasks, such as disaster reduction, disaster preparedness, disaster response, and campus restoration.

2.1.2 本校為執行校園災害管理工作由學務處聘任校園安全人員負責校園安全暨災害防救通報，作為校園災害管理機制之運作平台。To implement the College's disaster management, Students' Affairs Office (SAO) hires campus security personnel for Campus Safety and Disaster Notification and Management shall be established by the College as the operational platform of campus disaster management mechanism.

2.1.3 本校校安人員有固定作業場所，設置手機、電話、網路及相關必要設備，並指定24小時聯繫待命人員。The campus security personnel shall be equipped with cellphone, phones, internet access and other related equipment; and staff members shall be assigned as duty operators 24 hours.

2.1.4 本校所屬教職員工、學生發生校園事件時，應依「校園安全及災害事件通報作業要點」通報教育部。When an emergency event occurs to any of faculty members, staff members or students on campus, it must be administered according to the regulation of "Guidelines of Campus Safety and Disaster Incidence Reporting Operation".

2.1.5 本校應指定專人承辦校園事件通報工作，業務承辦人對通報資料應負保密責任。The College shall delegate a profession who will be responsible for reporting emergency events and must be responsible for maintaining the confidentiality of all events.

2.1.6 本校之通報專線電話、傳真號碼應轉知本校教職員工、學生周知，以利校園事件之通報。

The College's dedicated phone and fax numbers must be made known to all faculty members, staff members and students for the

purpose of reporting campus emergency events.

2.1.7 本校訂定「校園災害管理實施計畫」，明定減災、整備、應變及復原等階段具體作為及作業流程。  
The College shall establish the “Implementation Plan of Campus Disaster Management” detailing stepwise procedure and operation process for the minimization of disasters, preparedness, response and restoration.

2.1.8 減災階段旨在減少災害發生或防止災害擴大，本校應依權責實施，其事項依「教育部構建校園災害管理機制實施要點」辦理。  
The objective of disaster relief phase is to reduce the disaster incidences or prevent the expansion of a disaster; and the College must implement the delegation of authorized responsibilities according to “MOE Establishment Guidelines for the Implementation of Campus Disaster Management Mechanism”.

2.1.9 整備階段旨在有效執行緊急應變措施，本校平日實施準備工作，其準備工作 依「教育部構建校園災害管理機制實施要點」辦理。  
The purposes of preparing for readiness are to effectively execute measures of emergency response, and daily implement the preparation tasks according to “MOE Establishment Guidelines for the Implementation of Campus Disaster Management Mechanism”.

2.1.10 本校實施緊急應變措施，其項目依「教育部構建校園災害管理機制實施要點」辦理。  
All items of the College’s emergency response measures shall be administered according to “MOE Establishment Guidelines for the Implementation of Campus Disaster Management Mechanism”.

2.1.11 本校於災後應實施復原重建工作，其重點依「教育部構建校園災害管理機制 實施要點」辦理。  
The tasks and key elements of campus restoration after disaster(s) should be implemented according to “MOE Establishment Guidelines for the Implementation of Campus Disaster Management Mechanism”.

2.1.12 本校設置發言人，於災害發生後，負責溝通、說明，對於錯誤報導或不實傳言，應立即更正或說明。  
The College shall designate an official spokesperson who will be responsible for the communication with the public after the disaster(s); and he/she shall correct all wrong press reports and clarify all false rumors.

2.1.13 本校應充實通訊及必要資訊設備，並與教育部通報系統聯結，以確保通報網絡暢通。  
In order to ascertain unhindered reporting of disasters to the authority, the College must be fully equipped with all required communication equipment that is connected with MOE’s disaster communication system.

2.1.14 本校應定期檢討校園安全及災害管理工作狀況，據以辦理獎懲，以提升實施成效。  
The College must critically review campus safety and disaster management status on regular basis; and the relevant awards and reprimands shall be handed out in order to improve the implementation effectiveness of campus safety and disaster management.

## 2.2 緊急狀況處理：

Management of Medical Emergency Events:

2.2.1 本校學生在校內外發生緊急傷病之急救及照護處理，依本程序辦理。

The emergency medical treatment/care of every student of Christ's College Taipei, who has incurred accidental injury or acute disease outside of campus, shall be administered according to the Procedure.

2.2.2 緊急傷病送醫之標準、教職員工之分工及職責事項，依本校「緊急事件處理辦法」辦理。

The standard operation for emergency medical treatment or hospitalization of students and the task and responsibility of faculty members, staff members and laborers should be administered according to "Procedure of Managing Students' Accidental Injuries and Acute Illness".

2.2.3 本校於學務處設置下列救護設備：

The Students' Affairs Office should establish following emergency medical equipment:

2.2.3.1 一般急救箱。

General First-Aid Kit.

2.2.3.2 攜帶式氧氣組(附流量表)。

Portable Oxygen Tank Set (including flow meter).

2.2.3.3 運送器具(含長背板等)。

Patient Transportation Equipment (including long back panel)

2.2.3.4 專用電話。

Dedicated phone line.

2.2.3.5 其他救護設備。

Other medical equipment.

2.2.4 救護設備應定期維護並指導學生正確之操作方法。

The emergency medical equipment must be regularly maintained and the students must be instructed to operate it/them properly.

2.2.5 本校處理流程如下：

The College's Process Flow as follows:

2.2.5.1 校內一般傷病：本校學生在校內發生一般疾病或輕微外傷時，可自行或由現場學生、教職員工陪同至學務處處理。若需轉送就醫者，可自行或由同學師長陪同就醫。

Minor injuries or illness occurred on campus: When a student of the College becomes ill or is injured on campus, he/she can go to Students's Affairs Office on his/her own or with the help of classmates, faculty members or staff members. If there is any need for medical care, he/she can go to clinics or hospital on his/her own or with the help of other student(s) or faculty member(s).

2.2.5.2 校內緊急傷病事故：本校學生在校內發生嚴重疾病或事故傷害時，學務處校安人員或駐衛警於接獲通

知，應協助處理各項相關事宜。

On-campus accidental injury or acute illness case:

When a student of the College becomes serious ill or is critically injured on campus, the campus security personnel shall assist the emergency medics to transport him/her to a hospital emergency room and provide necessary health insurance document and necessary fees to the hospital. Meanwhile, the student's parent(s) or legal guardian shall be notified immediately.

2.2.5.3

校外緊急傷病事故：本校學生在校外發生嚴重疾病或事故傷害時，接獲通報之教職員工，應即刻通知校安人員或駐衛警協助處理各項相關事宜，並通知學務長。

Off-campus accidental injury or acute illness case:

When a faculty member, staff member or labor worker receives the notification of an off-campus serious illness or critical injury occurred to a student of the College, the employee must immediately inform campus security personnel or campus guards to initiate the procedure to administer all related matters. The employee shall report to Dean of SAO the end result of the event.

2.2.5.4

週末、國定假日及下班時間：本校學生於校內發生緊急傷病事故時，應通知校安人員，駐衛警協助處理各項相關事宜，並通知學務長。

Weekend, national holidays and off hours: The accidental injury or acute illness occurred to any student of the College on must be immediately reported to campus security personnel, campus security guards, and Dean of SAO must be simultaneously notified of the event.

2.2.5.5

強制送醫：罹患(或疑似罹患)精神疾病有傷害他人或自己之虞者，應通知校安人員、駐衛警及當地警察機關或消防機關，護送前往中央衛生主管機關指定之精神醫療機構診療，及協助處理各項相關事宜。

Involuntary Hospitalization: When a student suffering (or suspected of suffering) mental illness has tendency of harming others or himself/herself, campus security personnel, campus guards and local police department (or fire department) must be notified so that the student can be transported to a specialized mental facility or clinics designated by central-government healthcare agency. The College shall provide assistance in administering all related matters.

2.2.6 護送車輛使用，依下列作業程序：

Selection of transportation vehicle shall be based on following operation process:

2.2.6.1 輕傷患可自行走動且神智清醒者，請自行就醫。較重傷患或無法自行行動但神智清醒者，請以119救護

車、教職員自用車或計程車運送，所需費用得依規定申請。  
 Lightly injured student, who remains conscious, should obtain appropriate medical treatment on his/her own. A severely injured student, who remains conscious but becomes immobile, should be transported to the emergency room by means of an ambulance, taxi, or personal car of a faculty/staff member. The reimbursement of transportation expenses incurred shall be requested for according to the regulation.

2.2.6.2 大出血、懷疑有頸脊椎損傷、意識不清或須於運送中進行急救術者，應呼叫119救護車運送。  
 An ambulance must be requested immediately by calling 119 when an emergency illness or injury is of severe bleeding, suspected spinal cord injury, unconsciousness or symptoms that require immediate emergency medical care on the way to emergency room.

2.2.7 緊急傷病處理事件，本校緊急救護人員應填寫「緊急傷病送醫處理紀錄表」，分別由衛生保健單位及軍訓室簽報後存查。  
 The standard operation for emergency medical treatment or hospitalization of students and the task and responsibility of faculty members, staff members and laborers should be administered by completing the “Record Form of Managing Student Emergency Medical Treatment” which shall be signed off by Healthcare Unit and Military Training Office where the form shall be filed for safe storage.

2.2.8 學務處應協助學生定期接受基本救命術訓練課程至少4小時及緊急救護情境演習，並鼓勵師生成立急救社團(隊)。  
 SAO must assist in regular training each student the basic life-saving skill course for a minimum of 4 hours, conduct emergency medical treatment drills and encourage faculty members and students to form Emergency Medical Team.

2.2.9 護送人員在執行護送就醫過程中，視同執行公務，如產生行政或法律問題由校方代為處理。  
 When a College employee involves in the transportation of the injured or ill person and if any administration or legal issues occur, the College shall take initiatives to resolve them on behalf of such an employee.

### 3 控制重點：

Essential Elements of Control:

#### 3.1 校園安全及災害管理：

Campus Safety and Disaster Management:

##### 3.1.1 是否設有校安人員，以執行校園災害管理工作，作為校園災害管理機制之運作平台。

To implement the College's disaster management, whether a campus security personnel for Campus Safety and Disaster Notification and Management have been established by the College

as the operational platform of campus disaster management mechanism.

3.1.2 校安人員是否有固定作業場所，設置手機、電話、網路及相關必要設備，並指定24小時聯繫待命人員。  
Whether the operation zone of campus security personnel has been equipped with cellphone, phones, internet access and other related equipment; and staff members shall be assigned as duty operators around the clock.

3.1.3 是否指定專人承辦校園事件通報工作，業務承辦人對通報資料應負保密責任。  
Whether the College has appointed a delegated person who will be responsible for reporting emergency events and must be responsible for maintaining the confidentiality of all events.

3.1.4 通報專線電話、傳真號碼是否轉知教職員工、學生周知。  
Whether the College's dedicated phone and fax numbers have been made known to all faculty members, staff members and students for the purpose of reporting campus emergency events.

3.1.5 是否訂定校園災害管理實施計畫，明定減災、整備、應變及復原等階段具體作為及作業流程。  
Whether the College has established the "Implementation Plan of Campus Disaster Management" detailing stepwise procedure and operation process for the minimization of disasters, preparedness, response and restoration.

3.1.6 發生校園安全及災害事件，是否依減災、整備、應變及復原等階段執行。  
When campus safety or disaster events happened, whether the College managed them according to detailed stepwise procedure and operation process for the minimization of disasters, preparedness, response and restoration.

3.1.7 通訊及必要資訊設備，是否與教育部通報系統聯結，以確保通報網絡暢通。  
Whether the College's communication and necessary information-technology equipment has been connected with MOE's disaster reporting system in order to assure the unhindered network information flow.

3.1.8 是否定期檢討校園安全及災害管理工作狀況，據以辦理獎懲，以提升實施成效。  
Whether the College has critically reviewed campus safety and disaster management status on regular basis; and the relevant awards and reprimands have been handed out in order to improve the effectiveness of its implementation.

### 3.2 緊急狀況處理：

Management of Medical Emergency Events:

3.2.1 本校於學務處是否設置規定之救護設備。  
Whether the SAO has established the required emergency medical equipment.

3.2.2 救護設備是否定期維護，並加以記錄。  
Whether the emergency medical equipment has been regularly maintained and the maintenance works have been recorded and dated.

3.2.3 是否指導學生救護設備正確之操作方法。  
Whether the students have been instructed to operate it/ them properly according to operation manual.

3.2.4 本校學生傷病是否依傷病程度，進行傷病救護程序。  
Whether students' injuries and illness incurred on campus have been treated on the basis of the seriousness of symptoms according to the medical emergency procedures.

3.2.5 發生校內外緊急傷病事故，是否依規定程序送醫。  
Whether the off-campus injuries and illness happened to students have been administered for medical treatments at clinics or hospitals according to the required procedure.

3.2.6 緊急傷病處理事件，本校校安人員是否填寫「緊急傷病送醫處理紀錄表」簽報後存查。  
In the case of emergency injury and illness treatment, whether the campus security personnel fills in the "Emergency Injury and Illness Dispatch Record Form" shall be signed by the health care unit and the military training room respectively and stored for check.

3.2.7 學務處是否協助學生定期接受基本救命術訓練課程至少4小時及緊急救護情境演習，並鼓勵師生成立急救社團。  
Whether the SAO has assisted in regular training each student the basic life-saving skill course for a minimum of 4 hours, conducted emergency medical treatment drills and encouraged faculty members and students to form Emergency Medical Team.

3.2.8 學生緊急傷病處理事件，學務處是否定期統計分析及檢討。  
Whether the medical treatment measures of emergency injuries and illness have been regularly statically analyzed and reviewed by the SAO.

4 使用表單：

Applicable Forms:

4.1 校安編組表。

Campus Safety Team Roster

4.2 校安編組分工與職掌表。

Roster of Authorities and Assigned Duties of Campus Safety Team Members

4.3 緊急傷病送醫處理紀錄表。

Record Form of Managing Student Emergency Medical Treatment

5 依據及相關文件：

Basis and other relevant documents:

5.1 教育部建構校園災害管理機制實施要點。

MOE Establishment Guidelines for the Implementation of Campus Disaster Management Mechanism

5.2 校園安全及災害事件通報作業要點。

"Guidelines of Campus Safety and Disaster Incidence Reporting Operation"

5.3 教育部主管各級學校緊急傷病處理準則。

Treatment Guidelines for Emergency Injuries and Illness at Schools of All

Levels Governed by MOE

5.4 臺北基督學院校園安全暨災害管理要點。

Campus Safety and Disaster Management Guidelines of Christ's College  
Taipei

5.5 臺北基督學院緊急傷病處理辦法。

Procedure of Managing Students' Accidental Injuries and Acute Illness at  
Christ's College Taipei

6 流程圖：

Flowchart:

6.1 緊急事件通報作業管理流程參見【流程圖一】

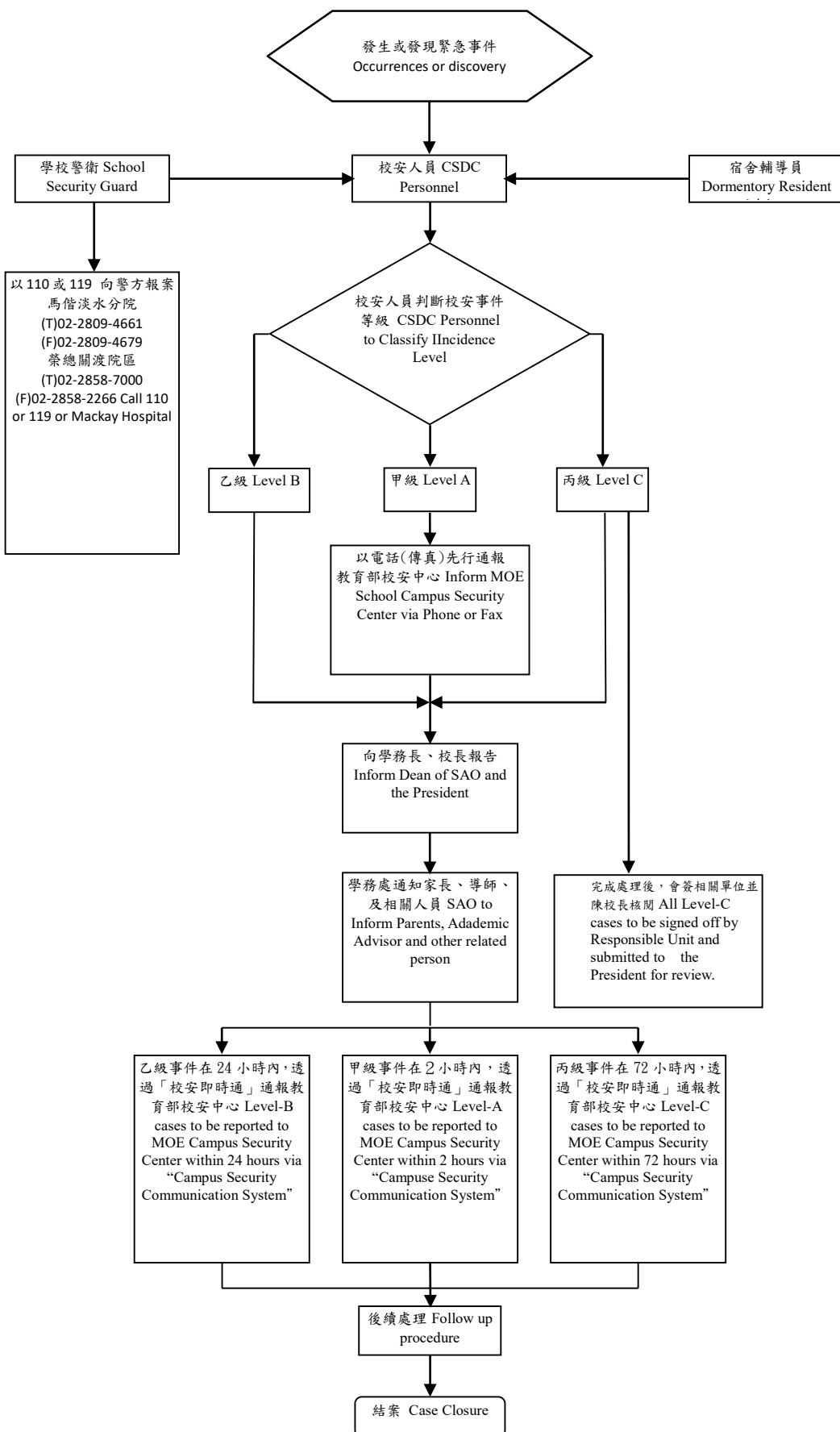
Refer to “Flowchart 1” for the Management of Emergency Incidence  
Reporting Process.

6.2 學生意外事件處理作業流程參見【流程圖二】

Refer to “Flowchart 2” for Student Accident Handling Operation Procedure.

# 臺北基督學院緊急事件通報流程 Management of Emergency Incidence Reporting Process

【流程圖一】



## 學生意外事件處理作業流程圖 Student Accident Handling Operation Procedure

【流程圖二】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
校安人員 學務處 Campus Security Personnel SAO	<div style="text-align: center;"><b>教育規畫</b> Educational Programs</div>	校園安全暨災害管理 實施計畫 Campus Safety and Emergency Response Plan
校安人員 學務處 Campus Security Personnel SAO	<div style="text-align: center;"><b>教育執行</b> Education Enforcement</div>	年度新生校園安全教育宣導活動 年度校園安全專題講演 年度校園安全防震防災演練活動 Annual Campus Safety Education Program for New Students Annual Campus Safety Lecture Annual Campus Safety Earthquake and Disaster Drill
學務處、校安人員、 生活輔導員、 一級單位主管、 事件相關人員、 人事暨秘書室、 副校長室、校長室 SAO, Campus Security Personnel, Campus Life Counselor, Unit Head, Involved, HRSO, Personnel, Vice President, President	<div style="text-align: center;"><b>意外事件處理</b> Accident Management</div>	教育部校安即時通報作業 校園安全暨災害防救通報處理中心編組暨職掌表 校園事件等級區分表 校園事件緊急應變通報作業程序 校園事件緊急處理流程圖 緊急傷病處理作業辦法 緊急應變小組會議記錄 媒體接待作業 新聞稿撰擬及發佈 MOE's School Safety Real-Time Reporting Practice School Safety and Disaster Prevention and Response Center: Organization and Responsibilities Table Campus Incident Classification Table Campus Emergency Notification and Reporting Procedures Campus Emergency Response Flowchart Procedures for Handling Emergency Injuries and Illnesses Emergency Response Team Meeting Minutes Media Reception Protocol Press Release Drafting and Distribution 諮詢輔導作業辦法 學生意外事件處理暨生活輔導記錄報告表 急難救助金申請表 完成校園事件處理之簽核校園安全事件復原作為 Counseling Procedures Student Accident Handling and Counseling Report Form Emergency Relief Application Form Campus Safety Incident Recovery Actions upon Completion of Incident Handling
校安人員 諮詢人員 Campus Security Personnel, Counseling Personnel	<div style="text-align: center;"><b>諮詢輔導與案件簽核</b> Counseling and Case Approval</div>	

### (三)總務事項

General Affairs Items:

#### ◎財物採購與營繕作業

Operation Procedure of Property Procurement and Construction Maintenance Work

##### 1 適用範圍：

Applicable Scope:

本校動產之購置及申請營繕工程時適用。

The Procedure is applicable to all operations pertinent to procurements of personal properties and the applications for the construction maintenance work at Christ's College Taipei.

##### 2 作業程序：

Operating Process:

**2.1 請購：**採購與營繕工程之申請，各單位應先填具「採購暨營繕需求規格表」，依規定格式註明相關事項，惟對品質、性能及時效性有特殊要求者，應予特別註明，經申請單位主管核准後，送總務處辦理。無申請單者得以簽呈替代，惟簽呈需詳盡敘述申請單內容需求。

Requisition: To apply for the purchases and construction maintenance work, the applicant unit must complete "The Procurement and Construction Maintenance Work Form" by filling it with related information and specifying the special requirements for quality, performance specifications and timeliness with notes. After being approved by the supervisor of the applicant unit, it shall be submitted to General Affairs Office for processing.

**2.2 覆核：**請購物品屬財產登記者，應由保管單位簽註該單位庫存資料及堪用狀況，陳轉審查。

Verification Review: Each requisite goods, which belongs to the category of registered properties, must be recorded with signature in the Custody Unit's database along with its wear-and-tear condition and submitted for verification review.

##### 2.3 採購及營繕：

Procurement and construction maintenance work:

**2.3.1 自校外取得經費之採購及營繕：**依專案核銷程序辦理。

Procurement and construction maintenance work Supported by External Funds: The accounting write offs should be processed according to rules of special Projects.

**2.3.2 校內經費，新臺幣伍仟元(含)以內之採購及營繕：**須先經由承辦單位主管同意後，始得採購及營繕。

For "procurement and construction maintenance work" items of five thousand dollars (NT\$5,000) or less, which are funded by the College's endowment, the requisitions should be approved by the top-tier supervisors of units, offices or the department prior to initiating the procurement and construction maintenance work.

**2.3.3 校內經費，新臺幣伍仟元以上，未滿新臺幣壹萬元(含)之採購及營繕，**須經副校長批准。

For a "procurement and construction maintenance work" item of

more than five thousand dollars (NT\$5,000) and less than ten thousand dollars (NT\$ 10,000), which are funded by the College's endowment, the requisitions should be approved by the Vice President.

2.3.4 新臺幣壹萬元以上，未滿新臺幣參萬元(含)之採購及營繕，由承辦單位取得一家廠商報價，應對估價單詳估合理價格，並與廠商擇優議價，層轉校長核定後採購之。  
For a “procurement and construction maintenance work” item of more than ten thousand dollars (NT\$10,000) and less than thirty thousand dollars (NT\$30,000), the requisition unit must obtain one bids, which are within the reasonable range of the estimated cost, and negotiate with the winning vendor for a preferential price. Then the requisition with a committed quote shall be submitted for required approvals through the organization's authority levels.

2.3.5 新臺幣參萬元以上，未滿新臺幣伍萬元(含)之採購及營繕，須取得二家(含)以上廠商報價，應對估價單詳估合理價格，並與廠商擇優議價，層轉核定後採購之。。  
For a “procurement and construction maintenance work” item of more than thirty thousand dollars (NT\$30,000) and less than fifty thousand dollars (NT\$50,000), the requisition unit must obtain three bids that are within the reasonable range of the estimated cost and negotiate with a vendor for a preferential price. Then the requisition with a committed quote shall be submitted for required approvals through the organization's authority levels.

2.3.6 新臺幣伍萬元以上之採購及營繕，須經三家以上廠商，依本校規定招開採購會議後，層轉審查核定之。  
For a procurement item of more than fifty thousand dollars (NT\$50,000), the requisition unit must obtain three sealed bids that are within the reasonable range of the estimated cost and negotiate with a vendor for a preferential price. Then the requisition with a committed quote shall be submitted for required approvals through the organization's authority levels.

2.3.7 新臺幣參拾萬元以上之採購及營繕，須經三家以上廠商，依本校規定招開採購會議後，層轉審查核定之。  
Purchases of more than NT\$300,000 must be reviewed and approved by three or more vendors in accordance with the school's regulations after a procurement meeting.

2.3.8 採購及營繕金額符合政府採購法第四條法人或團體接受機關補助辦理採購，其補助金額占採購金額半數以上，且補助金額在公告金額以上者，適用本法之規定，並應受該機關之監督。  
A procurement and construction maintenance work item, of which the cost meets the criterion in Article 4 of Government Procurement Laws for foundations or institutions that accept government agencies' grants and the specific grant money is more than 50% of the procurement cost, shall be covered by the Procedure and subjected to the supervision of such government agency providing the grant money is more than the publically announced amount.

2.3.9 如係符合限制性招標之申請案，須填具「限制性招標申請表」後，依決議及前項程序辦理招標、比價及議價。

If the application is in line with the Restricted application, it shall fill out the “Restricted Application Form” and then follow the resolution and the preceding procedures to process the bidding, comparison, and negotiation of the bidding

**2.3.10 緊急、搶修或有時效性之工程，得以經校方核准之限制性招商，由承辦單位酌情先行辦理。**

For any emergency procurement, repair or construction of timeliness, the applicant can be handled by “Restricted application” with the approval of the school.

## 2.4 合約：

Contract:

**2.4.1 總價在新臺幣伍拾萬元以上者，決標後應簽訂採購或營繕工程合約。**

When the total cost of a procurement and construction maintenance work is more than five hundred thousand dollars (NT\$500,000), a procurement contract or construction maintenance work agreement must be signed with the winning tender after awarding bid to such winning tender.

**2.4.2 合約應會簽申購及相關單位，並陳校長核定之。**

The contract, which must be jointly signed by the applicant unit and other related unit(s), shall be submitted to the President for approval.

**2.4.3 合約製作應注意事項：**

Key items for the preparation of a contract:

**2.4.3.1 載明雙方立合約書人。**

Clearly stating names and information of both parties who wish to enter the agreement.

**2.4.3.2 採購或營繕標的之數量內容、品質。**

The quantity, contents and quality standards of the winning bid for the procurement or construction maintenance work.

**2.4.3.3 採購或工程價款。**

The cost (price) of the procurement or construction.

**2.4.3.4 交貨日期或施工期間。**

The delivery date of goods or the construction period.

**2.4.3.5 交貨方式及驗收方式。**

The delivery method and the acceptance inspection of property method.

**2.4.3.6 付款方式。**

The payment method.

**2.4.3.7 保固期限及保證責任。**

Warranty period and guarantee responsibility

**2.4.3.8 營繕施工作業安全。**

Safety of the construction and maintenance operation

**2.4.3.9 施工工程及施工人員投保。**

Accidental insurance coverage for the construction workers who participate in the construction or engineering work.

**2.4.3.10 終止合約規定。**

Termination of the contract.

2.4.3.11 違約賠償事宜。

Liquidated damages.

2.5 驗收：

Acceptance inspection of the property or work:

2.5.1 財物驗收時，廠商須提供經核可採購清單，由使用單位與承辦單位共同辦理驗收。

For the acceptance inspection of property, the vendor must provide to the use unit and undertaker unit the approved breakdown list of procurement for processing the joint acceptance inspection of property.

2.5.2 營繕工程辦理驗收時，凡經公開招標之工程，全校性工程由校長指派主驗人配合使用單位與總務處共同驗收，並由會計單位派員監驗。凡各單位請購之工程由使用單位主驗，總務處配合驗收，凡各單位自辦之工程採購，由總務處主驗，使用單位配合驗收，均由會計單位派員監驗。

For the acceptance inspection of construction maintenance-engineering work that has been contracted out through open tender process, the whole construction work shall be inspected for acceptance by a chief inspector who shall be appointed by the President and coordinate with use unit and General Affairs Office for joint acceptance inspection of property in the presence of a monitor appointed by Finance Office.

Otherwise when a requisite unit has initiated the construction, the use unit shall be the chief inspector to conduct the joint acceptance inspection of property with the General Affairs Office. When a unit has directly administered the procurement of the construction, the General Affairs Office shall be the chief inspector to conduct the joint acceptance inspection of property with the use unit in the presence of a monitor appointed by Finance Office.

2.5.3 財物及營繕工程，驗收應由會計單位及保管單位人員會同監驗。惟其品質及性能須檢驗者，另須會同申請單位或專業判定單位驗可後，方始完成手續。

When the cost of property and construction maintenance work is more than thirty thousand dollars (NT\$30,000), the personnel from Finance Office and Custody Unit shall jointly be the monitors for the process. However, the quality and performance inspections must be conducted by the applicant unit or professional specialist prior to completing the inspection and acceptance procedure.

2.5.4 驗收過程應詳盡記載於「報驗單」中，驗收完成後應填具「財產增加單」。

The process of the acceptance inspection of property must be recorded, in details, in the "Record Form of The acceptance inspection of property"; and the "Property Increase Form" must be completed upon completing the procedure.

2.5.5 驗收時如發現規格、數量、品質與規定不符，應要求廠商補換或重製，在未改善前不付款。

During the acceptance inspection of property, if the specification, quantity or quality of the property does not meet the contracted

requirements, the vendor must be required to repair, replace or reproduce the property; however, no payment shall be made before the deficiency has been corrected.

2.5.6 如因補換或重製而延誤時效，應依合約規定由承售(製)廠商賠償。

If any delay in delivering the goods occurs because of the repair, replacement or reproduction of the property, the College shall request the vendor (or manufacturer) for liquidated damages according to the contract.

2.6 付款：

Payment:

2.6.1 驗收完成後承辦單位應彙整單據、憑證及「財產增加單」，經申請單位簽收確認，層轉審核後，由會計單位辦理核付款項。

After completing the acceptance inspection of property, the undertaker unit must collect and submit the transaction records, invoices, evidence vouchers/certificates and the completed “Property Increase Form” to the applicant unit for signed confirmation of receipt. Then the documents shall be submitted for approvals through the organization’s authority levels.

2.6.2 本校支付廠商之款項，除依規定得由零用金支付者外，應簽發支票或直接撥付受款人，不得由本校教職員工代領轉付。

Unless the contract stipulates the cash payment through the College’s petty cash system, all payments to the vendors must be in the form of check or electronic transfer and cannot be transferred through any faculty member, staff member or labor worker.

3 控制重點：

Essential Elements of Control:

3.1 各單位採購與營繕工程之申請，是否填具「請購單」，經申請單位主管核准後，送總務處辦理。

Whether each unit, which applies for the procurement and construction maintenance work, has completed the “Request Form for Procurement and Construction Maintenance Work”; and whether each request form has been approved by the supervisor of the applicant unit and, then, submitted to General Affairs Office for processing.

3.2 請購財物屬財產登記者，是否由保管單位簽註該單位庫存資料及堪用狀況，陳轉審查。

Whether each procured goods, which belongs to the category of registered properties, has been recorded with signature in the Custody Unit’s database along with its wear-and-tear condition and submitted for verification review.

3.3 依採購或營繕金額不同，是否逕行不同審查或審議程序。

Whether, in the event that the procurement amount is different from the cost of construction maintenance, the review process and the deliberation process have been administered via different routes.

3.4 應招標、比價及議價之採購或營繕案，是否依規定程序辦理。

The open tender, bidding and price negotiation for each procurement and construction maintenance work has been administered according to the rules of the procedure.

3.5 採購案如屬限制性招標項目時，是否依限制性招標程序辦理。  
Whether the procurement has been administered according to the procedure of exclusive tender when it belongs to the category of exclusive tender.

3.6 應簽訂合約書之採購與營繕案，是否依規定程序辦理。  
Whether the procurement and construction maintenance work, which requires signing an agreement, has been administered according to the required procedure.

3.7 採購合約書訂定，是否無特殊不利於本校之內容。  
Whether the procurement agreements contain content(s) that pose(s) special harmful risk to the College.

3.8 採購與營繕驗收是否確實執行。  
Whether the acceptance inspection of the procurement and construction maintenance work has been indeed administered.

3.9 營繕工程驗收，是否依規定由負責人員驗收及監驗。  
Whether the acceptance inspection of construction maintenance work has been administered by the responsible personnel and monitored by the Finance Office representative.

3.10 於一定金額以上，是否會監驗人員監驗。  
Whether a monitor has joined the inspector(s) for the monitoring of the acceptance inspection of the property that is above certain dollar threshold.

3.11 驗收時如發現規格、數量、品質與規定不符，是否確實追蹤。  
During the acceptance inspection of property, if the specification, quantity or quality of the property does not meet the contracted requirements, whether the vendor has been required to repair, replace or reproduce the property.

3.12 正常交貨時間延誤及因補換或重製交貨時間延誤，是否依合約規定由承售(製)廠商賠償。  
When any delay in delivering the goods occurs because of the repair, replacement or reproduction of the property, whether the vendor (or manufacturer) has compensated the College the liquidated damages according to the contract.

3.13 購置固定資產之採購程序，是否依據學校內部規章辦理，每期支付之設備款、工程款是否與採購契約、營繕契約所訂付款條件、期限相符，無提前付款情事(因提早完工而提早付款者不在此限)  
Whether the procurement of each fixed asset has been administered according to the internal regulation of the College; and whether the periodic payments for equipment and construction have been the same as the payment conditions and schedules in the relevant procurement contract or construction maintenance work contract.

3.14 驗收完成後承辦單位申請付款，是否檢附相關憑證及文件辦理。  
After completing the acceptance inspection of property, whether the undertaker unit has attached relevant documents and evidence certificate for the payment request.

#### 4 使用表單：

Applicable Forms:

##### 4.1 請購單。

“Request Form for Procurement and Construction Maintenance Work”

##### 4.2 採購或營繕合約書。

Procurement and Construction Maintenance Work Agreement

4.3 財產報驗單。

“Record Form of The acceptance inspection of property”

4.4 財產增加單

“Property Increase Form”

5 依據及相關文件：

Basis and Related Document:

5.1 臺北基督學院採購辦法。

Christ's College Taipei Procedure of Procurement

6 流程圖：

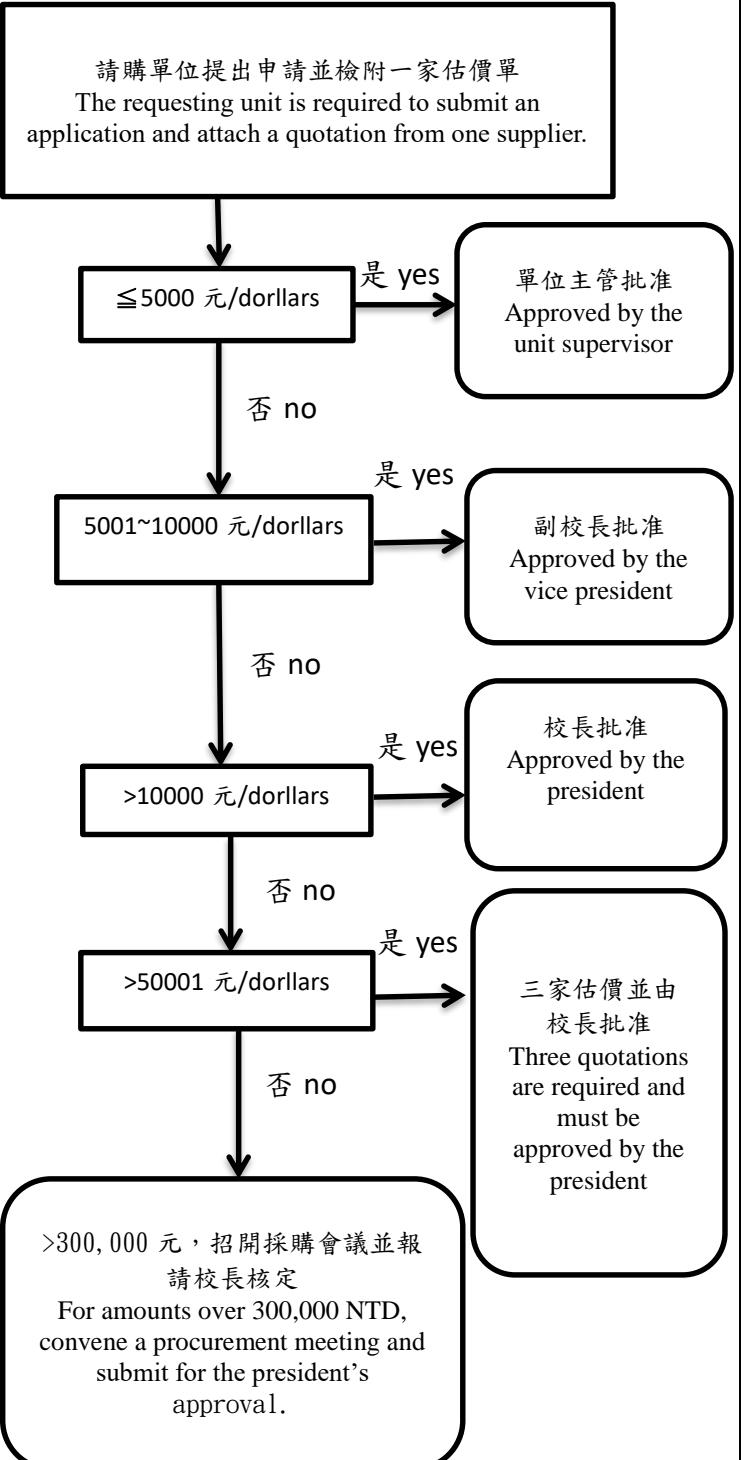
Flowchart:

6.1 採購作業流程參見【流程圖一】

Refer to “Flowchart 1” for procurement process.

採購流程圖 Procurement Process Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Stepwise Process	相關文件 Related Documents
請購單位 Applicant Unit	<p>請購單位提出申請並檢附一家估價單 The requesting unit is required to submit an application and attach a quotation from one supplier.</p>	<p>簽文 Signing Application</p>
會計室 Finance Office		<p>預算表 Budget List</p>
事務組 General Affairs Group		<p>政府採購法、政府採購法施行細則及相關子法、採購作業辦法、進口免稅作業辦法、驗收作業辦法 Government Procurement Act Enforcement Rules of the Government Procurement Act and Related Sub-Laws Procurement Operation Guidelines Procedure of Procurement Acceptance Operation Guidelines Regulations for Procurement Operations</p>
總務長 Director of General Affairs		
機官首長或授權人員 First-tier Supervisor or Authorized Personnel		<p>採購作業辦法 Procedure of Procurement</p>

## ◎財物管理作業

### Fixed Asset Management Procedure

#### 1 適用範圍：

Applicable Scope:

本校動產之購置，異動及報廢時適用。

The Procedure applies to all operations pertinent to the purchase, installation/building, transfer / relocation and scrapping/abandonment of any of the College's fixed assets.

#### 2 作業程序：

Operating Process:

##### 2.1 所稱財物，係指下列二類：

Fixed assets mean one of following two categories:

###### 2.1.1 財產：

Properties:

2.1.1.1 供使用之土地、土地改良物、房屋及建築，暨金額單價超過新臺幣壹萬元以上且使用年限在二年以上之機械儀器及設備、其他設備、租賃資產、電腦軟體等科目。

All useful land, land improvements, houses and buildings; all durable machines, instruments and equipment with greater than two (2) years of useful life and itemized value of ten thousand dollars (NT\$10,000) or more each; and other equipment, leased assets, computer software...etc.

2.1.1.2 圖書館典藏之分類圖書。

All categories of collections of Library books and materials

2.1.2 列管物品：係指購置單價新臺幣叁仟元以上，未滿新臺幣壹萬元，且使用年限超過2年以上之非消耗品。

Items under Property Registry: All purchased non-consumable items, each of which costs more than three (3) thousand dollars and less than ten (10) thousand dollars and has a useful life of more than two (2) years.

##### 2.2 財產管理權責劃分：

Division of Property Management Responsibility:

2.2.1 保管單位：為全校財產管理之負責單位，負有定期或不定期盤點、查核之責。

Custody Unit: It is the unit for with the overall management responsibility for the College's properties and shall conduct periodic or unscheduled inventory counts and audits.

2.2.2 會計單位：審核財產帳及其憑證。

Finance Unit: It is responsible for auditing the accounts and documents of the College's properties.

2.2.3 圖書館：負責圖書之管理及其相關表報之編製。

Library: Library is responsible for the management of the library collections and the preparation of related inventory lists.

2.2.4 體育單位：負責體育器材之管理及其相關表報之編製。  
Sports Room: It is responsible for the management of the sport equipment and the preparation of related inventory lists.

2.2.5 衛生保健單位：負責醫療用品之管理及其相關表報之編製。  
Healthcare Unit: It is responsible for the management of the medical supplies and the preparation of related inventory lists.

### 2.3 財產產籍登記：

Recording of Property Registry:

2.3.1 新購財產經驗收確認，即由保管單位依財產類別及本校會計制度規定之會計科目，予以分類、編號及登記列管，登載於「財產卡」。

After the newly purchased property passes the inspection for acceptance, the responsible Custody Unit shall assign a category, serial number and recorded as registered property in the “Property Card”.

2.3.2 財產依下列憑證辦理產籍新設登錄及變更登錄：

The establishment of a newly acquired property or the change record of an existing property's registry shall be administered on the basis of following documents:

2.3.2.1 財產增加之登記：「財產增加單」。

The registration of a newly acquired property:  
“Property Increase Form”

2.3.2.2 財產異動之登記：「財產移轉單」。

The change record of an existing property: “Property Transfer Form”.

2.3.2.3 財產減損之登記：「財產減損單」。

The recording of the deletion of a property due to damage or wear and tear: “Property Impairment/Decrease Form”

2.3.3 財產經分類、編號及登記後，均應黏貼「財產標籤」識別。

After being categorized, assigned a serial number and registered, the property must be labelled with a “Property Label” for identification purpose.

2.3.3.1 標籤製作由保管單位統一辦理，如不適於黏貼標籤財產，則標示於該財產放置地點附近明顯處，或各單位妥為保存備用。

The production of adhesive backed property labels shall be administered centrally by Custody Unit of General Affairs Office. When a property cannot be labeled with the respective label, its property label shall be placed at an obvious location nearby it or kept by the user unit for future reference.

2.3.3.2 凡屬教育部獎補助款購置財產，均應黏貼標示年度及教育部獎補助經費購置字樣標籤。

All properties, which have been procured using MOE Awards or Grants, must be labeled with fiscal year of the award or grant and the phrase of “Property Procured

with MOE Award and Grants”.

2.3.3.3 其他各補助專款購置之設備，有特別規定者從其規定。

All properties, which have been procured using other external supplementary funds, shall be administered according to the special rules if any.

#### 2.4 財產保管：

Custody of properties:

2.4.1 保管單位為本校財產管理業務執行單位。

Custody Unit is the unit in charge of the execution of Property Management Affairs of the College.

2.4.2 為落實財產管理制度，各單位對財產負有保管責任，對於財產異動相關事項皆應主動知會保管單位，以利財產資料之準確性。

To implement the property management system, each department or unit has the responsibility of safe-keeping properties. For the change or transfer of any property, the unit must immediately notify the Custody Unit of such change so that the property database can be updated accordingly for the accuracy purpose.

2.4.3 財產管理監督人：單位主管為該單位當然財產管理監督人，應確實瞭解並注意該單位財產使用及管理狀況，負適時糾正責任。

Superintendent of Property Management: The supervisor of each unit shall be the de facto Superintendent of Property Management of his/her unit.

2.4.4 財產保管人：財產管理監督人應指派單位編制內專職人員為財產保管人，負該財產保管責任；若屬個人使用辦公用設備或實驗用設備，則由該使用者為財產保管人。

Custodial Agent: The Superintendent of Property Management of each unit shall appoint a full-time staff member of his/her unit as the Custodial Agent of the unit's properties.

2.4.5 單位主管若遇調整職務或調職時，應辦理財產移交手續，編列「財產移交清冊」，由財產移交人、接收人及保管單位，會同校指派監交人辦理移交。

If a unit supervisor is transferred or his/her job responsibility has been adjusted, the transfer of unit's properties shall be conducted on the basis of the “Inventory List of Transfer Properties”; and the transfer process with the presence of both outgoing and incoming supervisors as well as Custody-Unit representative shall be administered by a transfer facilitator appointed by the College.

2.4.6 單位如遇改組、合併或裁撤時，應辦理財產移交手續，編列財產移交清冊，由財產移交人及保管單位，會同校指派監交人辦理移交。

If a unit is reorganized, merged with another unit or eliminated, the transfer of unit's properties shall be conducted on the basis of the “Inventory List of Transfer Properties”; and the transfer process with the presence of unit supervisor(s) and Custody-Unit representative shall be administered by a transfer facilitator appointed by the College.

## 2.5 財產增加：

Addition of a Property:

2.5.1 增購財產經驗收合格後，由保管單位依「財產增加單」辦理財產產籍登記。

After any newly acquired property passes the inspection for acceptance, the Custody Unit shall process its registration according to the “Property Increase Form”.

2.5.2 圖書部份，驗收後由圖書館負責編碼與保管，編列「圖書清冊」分別送保管單位及會計單位留底備查。

After each newly acquired library book or material passes the inspection for acceptance, the Library shall be responsible to catalog it for safekeeping and submit the prepared “Inventory List of Library Books and Collections” to Custody Unit and Finance Office for future reference.

2.5.3 財產雖非因購置（如捐贈）取得時，仍應填寫「財產增加單」及備妥相關資料，送保管單位辦理財產產籍登記。

When the new property is obtained through non-procurement means, e.g., as a gift, the “Property Increase Form” with related information must also be prepared and submitted to Custody Unit for property registration.

## 2.6 財產保養及修護：

Maintenance and Repair of Properties:

2.6.1 財產保管人及財產使用人應經常注意財產養護檢查及清潔，並於「保養維護紀錄表」記載。

The Custodial Agent and the property user of a property must closely inspect, maintain and clean it frequently; and, all services must be recorded in “Property Maintenance and Repair Record Book”.

2.6.2 財產經檢查後，如發現損壞時，應由經管單位依本校修繕作業相關規定辦理請修。

If any damage is found during property inspection, the responsible administration unit shall request for repair according to the regulation of Property Maintenance Procedure.

2.6.3 財產經管單位對於可能發生之災害，應事先妥善防範，以策安全。為避免本校財產於災害發生時遭受重大損失，保管單位得據實簽報提請投保產物保險。

The property administration unit shall take safety action to prevent damages caused by potential disasters. In order to avoid major loss of properties when disasters occur, the Custody Unit shall submit request for property insurance coverage.

## 2.7 財產移轉：

Transfer of Properties:

2.7.1 各單位間財產因業務或特定需求有轉移之必要，始得辦理移轉。

The transfer of a property from one unit to another shall be processed when a transfer is required due to business operation or special situation.

2.7.2 由移出單位填寫「財產移轉單」，連同財產相關資料送至移入

單位。

The origination unit, from which the property shall be transferred, must submit the completed “Property Transfer Form” with the related information to the designation unit, to which the property shall be transferred.

2.7.3 移入單位主管及財產保管人經財產點收簽章確認，並加註放置地點後，送保管單位辦理財產產籍移轉登記。

The supervisor of designation unit and the custodial agent shall sign the “Property Transfer Form” upon the receipt of the property and write down the new physical location of the property on the form; thereafter, the form shall be submitted to Custody Unit for the recording of property registration and transfer.

2.7.4 各單位經管財產未辦妥移轉手續，原單位財產保管責任不得解除。

Before completing the process for the transfer of property from the origination unit to the designation unit, the safekeeping responsibility for the property shall remain to be the responsibility of the origination unit.

## 2.8 財產領借：

Borrowing Properties:

2.8.1 領借財產時，僅限於校內業務、教學、研究所需或學校活動為主。各單位所經管財產若有必要外借，應逐級簽准始得為之，惟回復原狀仍屬原經管單位責任。

The property borrowing is limited to intra-college scope related to the needs of operations, teaching/research or school activities.

When there is a need to lend the property from a unit for off-campus use, the request must be approved with signatures through the organizational authority levels; and the unit managing the property shall remain to be its responsibility.

2.8.2 校內各單位間財產之借用，借用人應填具「財產領借單」，並載明借用財產養護與安全保管責任，交財產保管人存查，始得領借。

For the on-campus inter-unit borrowing of any property, the borrowing person or unit (“Borrower”) must submit the completed “Property Borrowing Form” with detailed descriptions of the responsibilities for its maintenance and safekeeping to Custodial Agent before the property is lent out.

2.8.3 財產保管人，依「財產領借單」即時登載錄於「財產借出登記簿」。

The Custodial Agent shall immediately record the lending details on the “Property Borrowing Record Book” according to the information on the “Property Borrowing Form”.

2.8.4 歸還時，應逐項點交財產，如有損壞或短少時，借用人應依評定市價金額賠償。財產保管人點交無誤，應即時於「財產借出登記簿」記載歸還。

When returning the property (properties), the physical inventory and inspection of the property must be conducted; and if there is any damage to property or any missing items, the Borrower must compensate the College for the cost to repair or replace the

property/properties based on market values. When the physical inventory and inspection of returned property/properties are satisfactory, the Custodial Agent must immediately record on the “Property Borrowing Record Book” with details of their return.

2.8.5 凡財產借用須於每年盤點日前歸還，以利財產盤點作業之進行。All borrowed properties must be returned to the responsible units before the date of annual inventory counts so that the annual inventory audits can effectively proceed.

2.8.6 凡財產撥借於校外其他單位，應將「財產領借單」陳校長核准，並知會總務處保管單位後辦理相關手續，始得借出。In the event that the property is proposed to be lent to an external organization, the completed “Property Borrowing Form” must be submitted to the President for review and approval first; and, the Custody Unit of General Affairs Office shall be notified for the process of external borrowing before the property is lent out externally.

2.8.7 若因故障須送校外廠商維修時，則應向事務組申辦相關手續。If a property needs to be shipped for repair off-campus by the manufacturer or vendor, the responsible unit must submit repair request to General Affairs Group for the related process.

2.8.8 本校所有財產，非經正式領借或保管單位調用，不得隨意移動或攜出校外。All properties of the College cannot be removed from or carried out of campus unless the official borrowing procedure or the temporary action of Custody Unit has been approved.

## 2.9 財產折舊、攤提、減損及廢品處理：

Process for the depreciation, amortization, write down or write-off of property:

2.9.1 本校財產使用年限，不得低於行政院頒布「財物標準分類」訂定之最低使用年限。The useful life of any of the College's property must not be less than the minimal years of useful life on Executive Yuan's “The Standards of Classification for Properties”.

2.9.2 財產於登記財產分類帳後，於次月起按月依直線法，計算折舊費用與攤銷費用，其會計處理應符合「私立學校會計制度一致規定」辦理。After registering the properties according to their categories in accounting journals, their depreciations and amortizations shall be calculated and administered using linear method according to accounting practices of “Unified Regulation of Accounting System of Private School”.

2.9.3 本校財產逾使用年限，符合報廢狀態，始可填具「財產減損單」提出報廢申請。When a property of the College exceeds its useful life and it meets the conditions of being scrapped, then, the “Property Impairment/Decrease Form” can be completed and submitted for accounting write-off.

2.9.4 凡報廢財產單價逾新臺幣壹佰萬元(含)以上及房屋建築類財產者，由總務長召集相關單位主管、相關專業人員及會計單位會

勘之，會勘後確認簽報校長核准。

In the event that the property to be written off had an original value of more than one million dollars (NT\$1,000,000) or when the write-off property was a house or building, the Director of General Affairs Office shall convene a meeting with the supervisor of the respective unit, relevant professional specialist and Finance Office to deliberate the case; and after verifying the case, it shall be submitted to the President for approval.

2.9.5 經管或使用單位提出財產報廢申請後，由保管單位派員前往會勘該申請報廢 財產之損壞程度，經簽註意見後，陳單位主管核准辦理除帳，再轉會計單位審核銷帳，並處理廢品。

When the responsible unit or the user unit submits the property write-off request, the Custody Unit shall send an appointed representative to physically review and inspect the subject property's conditions or damages and remark on the request form; thereafter, the request form with remarks shall be submitted to the supervisor of the unit for write-off approval and, then, to Finance Office for review and approval of accounting write-off as well as the disposal of the property.

2.9.6 各單位廢品經依前條規定認定已無利用價值，及有環保顧慮之廢品，可以要求提供新品之廠商議價或無條件回收為原則。

For the disposal of any write-off property, which has no use value to the College as verified in the preceding paragraph and its normal disposal may cause potential environmental concerns, its original manufacturer shall be requested to buy it back or to remove it, free of charge, for recycling.

2.9.7 汰舊尚堪使用或可資源回收之廢品，以報請變賣或捐贈為原則，變賣所得轉陳會計單位登帳。

For the disposals of old but functional properties or recyclable useless properties, they shall be sold or donated to other organizations, in principle; and the proceeds of the sales must be transferred to Finance Office for entries into accounting journals.

## 2.10 財產管理盤點：

Property Inventory Management:

2.10.1 各經管及使用單位主管應重視財產管理督導工作，定期或不定期自行盤點該單位之財產。

The responsible unit and the user unit must diligently supervise the implementation of property management by freely conducting physical inventory audits of the properties periodically or intermittently.

2.10.2 保管單位依本校「財產盤點辦法」得定期或不定期至各單位進行財產盤點查核工作，以確保固定資產之帳物一致性，並針對問題提請檢討及改善，列入紀錄備查。

The Custody Unit shall periodically or intermittently conduct physical inventory audits of the College's properties according to "Procedure of Property Inventory Audit" of the College in order to assure the unified accounting of all fixed assets and to record all issues to be discussed or improved into record for reference.

2.10.3 年度盤點：由保管單位編製「財產盤點表」，會同本校查核財

務報表簽證會計師之審計小組進行盤點。

Annual Inventory Audit: The "Property Inventory Audit Form", which is prepared by Custody Unit, shall be jointly used for inventory audit by the Custody Unit and the audit team of the certified public accountant who shall certify the College's financial statement.

## 2.11 物品管理：

Management of Goods:

2.11.1 列管物品依編碼原則編列物品管理帳，由物品保管人自行盤檢及數量管控，不列入定期盤點，職務異動時列入移交清點。

Non-consumable goods shall be categorized and listed in the controlled goods journals according to the assigned goods numbers. The inventory count and quantity controls of the goods shall be conducted by the personnel who control their uses. All non-consumable goods, which do not belong to the category of periodic inventory audits, shall be included in the property transfer list when the supervisor of the respective unit is replaced.

2.11.2 列管物品減損時由經管單位比照財產減損之規定，填具「財產減損單」陳單位主管簽核後，逕送保管單位辦理除帳即可。減損後廢品同本作業程序，依財產相關規定處理之。

The reduction or damage of controlled goods shall be recorded by the responsible unit on "Property Impairment/Decrease Form" according to regulation property impairment and loses; and the request shall be submitted to the supervisor of the unit for approval with signature and the Custody Unit to remove the goods from the inventory list. The disposal procedure of useless goods shall be processed according to the regulations of property management.

## 2.12 定期報表：

Periodic Report Form:

2.12.1 每年製作一次「財產增減報表」，並送主管核備、會計室覆核彙辦。

Prepare an "Add-and-Subtract Forms of Properties" annually, submit it for supervisor approval, and forward it to the Finance Office for review and processing.

2.12.2 每學年度應列印各經管單位「財產清冊」，交予各單位保管清點存查。

The Custody Unit must print out the "Property Inventory List" of each responsible unit and distribute it to the respective unit for inventory count and file.

## 3 控制重點：

Essential Elements of Control:

3.1 本校新增或現有財物是否以財產與列管物劃分明確，並以適當會計科目入帳。

Whether the newly acquired assets or the existing assets have been accurately managed according to the categories of properties and controlled goods and entered under the appropriate accounting subjects.

3.2 財產產籍登記是否明確。  
Whether the property registry record is clear and accurate.

3.3 發生應辦理產籍登錄時機，是否確實登錄。  
Whether the registrations of properties have been recorded timely without delay.

3.4 所有財產經分類、編號及登記後，是否均黏貼財產標籤識別。  
Whether after being categorized, assigned a serial number and registered, all properties have been labelled with the adhesive-back property labels for identification purpose.

3.5 保管單位，是否明確列出財產保管人名冊。  
Whether the Custody Unit has clearly and actually prepared the list of Custodial Agents.

3.6 本校財產增加，是否填寫「財產增加單」，並完成驗收。  
For the additions of all properties at the College, whether the "Property Increase Forms" have been completed; and whether the properties have been inspected for acceptance.

3.7 財產雖非因購置（如捐贈）取得，是否仍填寫「財產增加單」。  
Even though a new property is obtained through non-procurement means, e.g., as a gift, whether the "Property Increase Form" has also been prepared.

3.8 財產養護檢查及清潔，是否確實記載於「保養維護紀錄表」。  
For the maintenance, inspection, and cleaning services of each property, whether all services has been accurately recorded in "Property Maintenance and Repair Record Book".

3.9 各單位間財產因業務或特定需求有轉移之必要，是否由移出單位填寫「財產移轉單」，連同財產相關資料送至移入單位。  
When an inter-unit transfer is required due to business operation or special situation, whether the origination unit has submitted the completed "Property Transfer Form" with the related information to the designation unit, to which the property shall be transferred.

3.10 財產領借，是否依規定填寫「財產領借單」。  
For each property borrowing, whether the "Property Borrowing Form" has been completed according to regulation.

3.11 財產折舊及攤提方法及會計處理是否符合規定，並依「私立學校會計制度一致規定」辦理。  
Whether the depreciation and aromatization methods and accounting practices have been in compliance with regulations and according to "Unified Regulation of Accounting System of Private School".

3.12 學校財產報廢，是否依據學校現有財產管理法規所定程序，予以簽核、除帳。  
For the write-off of each property of the College, whether the procedure of approval signature and accounting write off of the property have been sequentially administered according to the regulation of current property management of the College.

3.13 財產是否依規定時間進行盤點。  
Whether the physical inventory counts of College's properties have been conducted according to the required schedules.

3.14 列管物品管理是否依規定編列物品管理帳。  
Whether the consumable goods shall be categorized and listed in the controlled goods journals according to the assigned goods numbers.

3.15 物品減損，是否填具「財產減損單」，並依規定程序辦理。

In each event of the impairment or reduction of a property, whether the “Property Impairment/Decrease Form” has been completed and processed according to the required process.

3.16 保管單位是否每半年編製「財產增減報表」，陳相關單位覆核及核備。

Whether the Custody Unit has completed the “Report Form of Property Increase and Decrease” semi-annually and, then, submitted them to the relevant unit for verification review and future reference.

3.17 財物管理各項表單是否依規定存查。

Whether all forms of property management have been stored for audit according to the regulations.

#### 4 使用表單：

Applicable Forms:

4.1 財產卡。

Property Registry Card

4.2 財產增加單。

Property Increase Form

4.3 財產移轉單。

Property Transfer Form

4.4 財產減損單。

“Property Impairment/Decrease Form”

4.5 財產標籤。

Property Label

4.6 保養維護紀錄表。

“Property Maintenance and Repair Record Book”

4.7 財產領借單。

“Property Borrowing Form”

4.8 財產借出登記簿。

“Property Borrowing Record Book”

4.9 財產增減月報表。

“Monthly Report Form of Property Increase and Decrease”

4.10 財產移交清冊。

“Inventory List of Transfer Properties”

4.11 財產盤點表。

Property Inventory Audit Form

4.12 財產清冊。

Property Inventory List

4.13 圖書清冊。

Inventory List of Library Books and Collections

#### 5 依據及相關文件：

Basis and Related Documents:

5.1 主計處財物標準分類。

The Standards of Classification for Properties by Directorate General of Budget

5.2 臺北基督學院財物管理辦法。

Operation Procedure of Property Management of Christ's College Taipei

6 流程圖：

Flowchart:

6.1 動產購置流程參見【流程圖一】

Refer to “Flowchart 1” for the personal-property procurement process

## 動產購置流程 Flowchart of Personal-Property Procurement Process

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Stepwise Process	相關文件 Related Documents
會計室 各級行政教學單位 Finance Office All administration and teaching unit	<pre> graph TD     A{年度預算確認 Annual Budget Confirmation} --&gt; B[申購 Procurement Request]     B --&gt; C[審核預算 Review and approve expenditures]     C --&gt; D{通過 Approved}     C --&gt; E[採購作業 Procurement Operation]     E --&gt; F[驗收入帳建構 Acceptance of construction account]     </pre>	各單位預算表 Budget List of Each Unit
各需求單位 All units that need to procure properties	申購單 Procurement Request Form	
會計室 Finance Office	預算控制表 Budget Control Table	
總務處 General Affairs Office	估價單、比價單或公開招標記錄 Performa Invoice, Price List or Public Tender Record	
會計室 申購單位 保管組 Finance Office Requisition Unit Custody Unit	驗收單 Acceptance Inspection Form	

## ◎出納管理作業

### Management Procedure of Cashier Operation

#### 1 適用範圍：

Applicable Scope:

本校出納管理作業皆適用。

The Procedure applies to the management of cashier operation at Christ's College Taipei.

#### 2 作業程序：

Operating Procedure:

##### 2.1 出納佐理人員應貫徹休假代理制度。

The Cashier Clerk must implement the delegation of authority and responsibility while he/she is on vacation or leave.

##### 2.2 出納佐理人員辦理交接，應將經營出納事務所用章戳、文件、帳表及其他公有物，連同經辦之未了事項，造表悉數交付後任；並由前、後任出納人員及監交人員簽章後陳校長。

For the transfer of job authority and responsibility from the incumbent Cashier Clerk to the incoming one, the control of seals, documents, accounting ledgers/journals, other office materials and in-process files shall be thoroughly accounted for and tabulated first, and, then, shall be handed over to the incoming person; and the transfer document must be signed by both the outgoing and new Cashier Clerks and the transfer observer prior to submitting it to the President.

##### 2.3 出納佐理人員，應按業務實際狀況，適當分配其工作，並按其職務範圍，詳細規定其職掌及責任。

According to the actual cashier-affairs conditions, the Cashier Clerk should appropriately assign work to others based on the scope of job responsibility, and define the details regarding their job authorities and responsibilities.

##### 2.4 出納單位對本校自行收支款項：收入部分，得委託銀行代收；支出部分，除零用金外，以直接匯撥或簽發支票為原則。

The Cashier Unit shall be responsible for the revenues and expenditures: For revenues, the delegated bank(s) shall be designated as receiver of revenues; and, for expenditures, the direct transfers and the issuance of checks are the principle payment methods other than petty cash.

##### 2.5 出納人員主要工作內容，依本校出納組各項文件規定。

The key contents of jobs of cashier staff members shall be defined according to the regulations of related documents.

##### 2.6 收款作業：(參閱本校「會計制度出納收款作業管理辦法」)

Revenue receipt (accounts receivable) operation: (Refer to the College's "Procedure of Managing Revenue Receipt operations".

###### 2.6.1 出納佐理人員收到會計單位開具之收入黏貼憑單或相關單位之繳款申請單，始可收費。收受時，出納佐理人員對收入款項，須當面清點、檢查無誤後，並開立收款收據於繳款人收執。

After the Cashier Clerk receives the Adhesive Revenue Stamp issued by the Finance Office or the Payment Request Form from the relevant department/unit, the revenue receipt and disbursement process shall be initiated accordingly. When receiving a cash income, the Cashier Clerk shall verify the amount and category of the cash revenue. When no error is found, a Payment Receipt shall be immediately issued to the individual who makes the payment.

2.6.2 受收款項依規定應送存銀行者，應填具「支存通知單」或「金融機構繳(存)款單」如數繳存，並將存款憑證「支存通知單」移送會計單位登帳。  
The money received must be deposited into the College's bank account; and the completed "Deposit Notice Form" or "Financial Institution Deposit Receipt" must be submitted to Finance Office for the entry into accounting journals.

2.6.3 受收支票，應審閱發票人抬頭、金額、日期、背書等是否與規定相符。  
Upon receiving a check, the drawer's name, amount, date and endorsement must be checked according to the regulation.

2.6.4 款項收妥後，即在繳款申請單上加蓋經收人之收款章。  
After receiving the money, the Payment Requisition Form must be stamped with the seal of the receiving staff member.

2.6.5 出納人員對收受款項，應隨時按順序登入現金日記帳。  
When a cashier staff member receives the money, the amount must be chronologically entered into the daily cash journal.

2.6.6 當日收到之現金，應於當日或次日由出納人員或配合銀行收款人員繳存銀行或直接匯入學校帳戶，以免挪移墊用。  
Upon receiving the cash revenues, the cashier staff member and the bank teller shall directly deposit all money on the same day or the following day. Alternatively, the money can be directly wired to the College's bank account in order to prevent the unauthorized use of the money.

2.6.7 經收現金或有價證券，如發現偽造或變造時，應查明處理。  
When fake or altered money bill(s) or marketable securities have been received, the incidence must be immediately investigated.

## 2.7 付款作業：(參閱本校「會計制度出納付款作業管理辦法」)

Payment Operation: (Refer to the College's "Accounts Payable Operation and Management Process")

2.7.1 出納單位根據會計室傳票或支出黏貼憑證，按本校付款作業開立支票、匯款或現款支付，經逐級核章後辦理票款支付或撥付手續。  
Based on the voucher or the "Adhesive Expenditure Certificate" issued by the Finance Office, a check, Electronic Fund Transfer or cash payment shall be made by Cashier Unit according to the Accounts Payable Operation of the College. The check or Electronic Fund Transfer can be issued by Cashier Unit after the payment has been approved with signature seals through the organizational authority levels.

2.7.2 符合一定金額及規定之現款支出時，應依本校「會計制度零用

金管理辦法」辦理。支付現金之數額，應請收款人當面點清簽收。

When cash payment meets the quantity requirement and regulation, the payment shall be made according to "Petty Cash Management Procedure". All cash must be counted by the receiving parties on the spot

2.7.3 簽發支票應依本校「會計制度支票開立作業辦法」辦理。  
The issuances of checks must be processed according to "Procedure of Check Issuance Operation" of Christ's College Taipei.

2.7.4 以支票付款撥付廠商貨款時，其開立之票據一律劃線，並禁止背書轉讓或直接匯入廠商銀行帳戶，不得由教職員工代領轉付。  
When issuing a check to a vendor for the payment of goods, the check must be drawn with a line and specified that it cannot be endorsed to a third party or changed to a direct wire transfer into the vendor's account; and, no faculty member, staff member or labor worker is allowed to be an intermediate for any payment.

2.7.5 匯款方式支付貨款，應匯入以交易廠商名義或負責人開立之銀行帳戶。  
When wiring payment to a vendor for the payment of goods, the money must be wired directly to the bank account bearing the vendor's legal name or its responsible person.

2.7.6 款項付訖後，出納人員經於支出傳票及支出黏貼憑證及文件上加蓋付訖日期戳記並簽章。  
After completing each payment, the Cashier personnel shall date stamp the Payment Voucher, the "Adhesive Expenditure Certificate" and other documents and sign them with signature seal.

## 2.8 各項稅費款之扣繳作業：

Tax Withholding Operation:

員工薪津及各項支出應扣繳之各種稅費款，須依據有關會計憑證或核准程序通知，始得辦理。

All withholding items taken out of the salaries, compensations and wages of faculty members, staff members and labor workers must be administered on the basis of relevant accounting vouchers/certificates or authorization notification through approval process.

## 2.9 零用金制度：(參閱本校「會計制度零用金管理作業辦法」)

Petty Cash System: (Refer to "CCT Operating Procedure for Petty Cash Management")

2.9.1 零用金係不便以支票支付之各項零星小額支付及因應緊急支用而設置。

Petty Cash System is established to pay for small-amount expenses that are not suitable for check payments or occasional emergency payments.

2.9.2 本校採定額零用金制度，定額數為新臺幣參萬元，由出納組保管。

The fixed-amount Petty Cash System is utilized by the College and administered by Cashier Unit; and the maximal amount is thirty (3) thousand New Taiwan Dollars (NT\$30,000).

2.9.3 本校各行政單位，凡因公辦理各項事務所必須支付金額在新台幣參仟元以下之小額支出，得由零用金項下支付。  
For all administration units of the College, each administration-related expense of less than three thousand New Taiwan Dollars (NT\$3,000) shall be paid out from Petty Cash.

2.9.4 請款承辦人憑經會相關權責單位主管核准的支出憑證或差旅費表，向出納人員簽名領款，零用金管理人需再黏貼憑證加蓋付訖及日期章。  
The requester shall submit to Cashier Unit the expense proof or travel expense report that has been approved by the supervisor of the responsible unit for cash payment upon signing. The Petty-Cash administrator must place an “Adhesive Expenditure Certificate” on the expense document and date stamp it.

2.9.5 零用金支付後，零用金保管人應將支出憑證予以編號加蓋付訖及日期章，隨時逐筆登入「零用金支付清單暨撥補表」。  
After paying out an amount of cash, the Petty-Cash administrator must assign a consecutive serial number to the “Adhesive Expenditure Certificate” and date stamp it. Immediately, the payment information shall be entered into Record Book.

2.9.6 零用金於支付後餘額低於新臺幣壹萬元時，應填具零用金付清單一式二份。一份應檢附以支付之支出黏貼憑證，送經單位主管核章後，送會計單位核銷請款且依規定程序撥補，一份備存，彙總成冊為零用金備查簿。  
When the residual amount of petty cash is less than ten thousand New Taiwan Dollars, the administrator must complete two copies of the payment list. One shall be attached with “Adhesive Expenditure Certificate” and submitted to the supervisor of the responsible unit for approval prior to filing with Finance Office for accounting write off and the replenish of the cash amount according to the required process. The other shall be saved for compilation with other payment lists into the (annual) petty cash record book for future reference.

2.9.7 零用金支付及結墊撥還，應隨時登記「零用金支付清單暨撥補表」並結計餘額，帳面餘額應與未核銷支出憑證之合計數相符。  
For all petty cash payments, closing, advancing, allocation and return, the Cashier administrator must immediately record each occurring event in “Daily Recording Form of Petty Cash Revenues and Payments” and the residual cash amount must match the balance amount in the petty cash ledger every day.

2.9.8 零用金每次撥補金額，不得高於零金定額數。  
The total amount of cash after receiving each replenishment must not exceed the maximal amount of thirty thousand New Taiwan Dollars (NT\$30,000).

## 2.10 安全及設施：

### Security and facilities:

2.10.1 出納單位對於經營之現金、票據、有價證券及其他保管品，須有安全維護設備，並應採取適當防範措施。  
The Cashier Unit must have security equipment and facility for the

safe storage of cash, checks and marketable securities and other items under its custody; and the appropriate, anti-theft measurements must be implemented.

2.10.2 出納單位之保險櫃，應放置於乾燥處所，並儘量靠近出納單位主管。

The safe of Cashier Unit must be placed in a dry location and nearby the supervisor of Cashier Unit.

2.10.3 出納單位對於有關單據及憑證，應妥慎管理。

All relevant receipts and vouchers must be safely kept by the Cashier Unit.

2.10.4 出納單位之保險櫃門鍵應牢固、櫃壁應堅實、密碼盤應採複算者。

The steel locking bolts for the door must be strong and the steel body of the safe must be reinforced; and the safe must feature a multiple-number combination lock.

### 3 控制重點：

#### Essential Elements of Control:

3.1 出納人員輪調或增設人員，是否依規定交代。

When the transfer or addition of Cashier personnel occurs, whether the petty cash account/ bookkeeping has been transferred according to the regulation.

3.2 出納單位收款作業，屬現金收款是否符合規定。

Whether the accounts receivable operation of Cashier Unit has been in compliance with regulations.

3.3 出納單位收款作業，屬支票收款是否符合規定。

Whether the cash receiving operation of Cashier Unit has been in compliance with regulations.

3.4 出納單位收款作業是否製給「收款收據」。

Whether the “Payment Receipts” have been made according to the accounts receivable operation of Cashier Unit.

3.5 款項已收妥後，是否於「繳款申請單」上加蓋收訖日期戳記及經收人職章。

After receiving each payment item, whether each Payment Request Form has been stamped with date stamp and the signature seal of the receiving staff member.

3.6 出納人員對收受款項，是否隨時按順序登帳。

Whether Cashier personnel has immediately entered the money into journal/ledger after receiving each sum.

3.7 經辦支付事項，除依規定期限支付外，是否按申請先後辦理。

For accounts payable, whether the payments have been processed according to FIFO order with the exception of payments with defined deadlines.

3.8 廠商已請款是否將原始憑證粘貼在「粘貼憑證用紙」上註明用途，並檢附經核准之內部表單及合約等相關文件。

Whether every vendor's original proof document has been pasted on the “Record Paper for Affixing Certificate” with indicated use; and whether the documents related to internal approved forms and contract have been attached to the file.

3.9 相關憑證及文件是否經會計單位審核通過。

Whether all related certificates and documents have been audited and

approved by the Finance Office.

3.10 出納單位是否根據會計傳票、相關憑證及文件，按本校付款作業於指定付款日前開立支票、匯款支付，經逐級核章後登入「支票領取、匯款或郵寄登記簿」。

Whether the Cashier Unit has issued the checks and completed Electronic Fund Transfer before the due dates on the basis of the accounting vouchers, related certificate/proofs and documents according to the College's payment operation; and whether the "Record Book of Check Issuance, Electronic Fund Transfer or Registered Mail" has been entered and updated after being approved with signature seals through organization levels.

3.11 簽發支票是否依本校規定開立。

Whether the checks have been issued according to the College's regulation.

3.12 款項付訖後，經付人是否即在相關憑證及文件上加蓋付訖日期戳記並簽章。

Immediately after disbursing a cash amount, whether the paying staff member has stamped on the proof document with signature seal and date stamp.

3.13 定額零用金之定額數是否同規定。

Whether the maximal amount of fixed amount petty cash has been in compliance with regulation.

3.14 零用金是否用以支付在新臺幣參仟元以下之經費支出。

Whether the petty cash system has been used for payment amount of less than three thousand New Taiwan Dollars (NT\$3,000).

3.15 各業務承辦單位因業務需要，經核准後借用零用金，是否自借款日起於規定期限內檢附支出憑證辦理核銷。

Whether every borrowed cash amount due to the operation needs of any responsible unit has been written off by submitting the required "Expenditure Certificate"

3.16 零用金支付後，是否於支出憑證予以編號加蓋付訖及日期章，隨時逐筆登入「零用金備查簿」。

Each time after paying with petty cash, whether the "Adhesive Expenditure Certificate" has been assigned with the correct sequential serial number on it, stamped with date stamp and immediately record it into "Petty Cash Record Book".

3.17 零用金撥補是否於規定時機辦理。

Whether petty cash allocation or transfer has been administered before the required deadline.

3.18 零用金撥補是否按類別整理歸類，登載各表冊，並經權責主管核准。

Whether petty cash allocation or transfer has been administered according to corresponding categories, recorded in journals and ledgers and approved by authorized supervisor.

3.19 櫃存現金、借款備付零用及未核銷支出之合計數，是否與零用金帳面餘額相符。

Whether the sum of cash, loan payments, changes and uncanceled accounts payable is the same as the petty cash bookkeeping record.

3.20 是否依規定領用收據及記錄使用情形。

Whether the receipt books have been received by Cashier Unit and their uses have been recorded according to the regulations.

3.21 已使用之收據，是否依規定交繳款人收執、送會計單位報核及由出納管理單位或使用單位存查。

Whether the used receipts have been handed to the personnel who have made payments, submitted to Finance Office for verification review and sent to Cashier Unit or the use unit for storage and future reference.

3.22 未使用或已使用擬作廢之收據，是否依規定保管及銷毀。  
Whether the unused receipts have been kept safely and any voided receipt has been destroyed according to the regulation.

3.23 收據是否按編號順序開立，且無跳號情形。  
Whether the receipts have been issued in the order of sequential serial numbers without skipping.

3.24 出納單位之安全及設施，是否符合規定。  
Whether the security measures and equipment of Cashier Unit have been in compliance with the regulations.

4 使用表單：

Applicable Forms:

4.1 收款通知單。  
Receipt Notice Form

4.2 收款備查簿。  
Receipt Record Journal

4.3 支存通知單。  
Deposit Notice Form

4.4 金融機構繳(存)款單。  
Financial Institution Deposit Receipt

4.5 銀行收據。  
Bank Receipt

4.6 收款收據。  
Payment Receipt

4.7 粘貼憑證用紙。  
Record Paper for Affixing Certificate

4.8 廠商付款簽收簿或郵寄登記簿。  
Record Book of Check Requisition or Registered Mail

4.9 零用金支付清單暨撥補表。  
List of Petty Cash Uses

4.10 收入憑證粘存單。  
Adhesive Revenue Certificate

4.11 支出黏貼憑證  
“Adhesive Expenditure Certificate” (or “Adhesive Expenditure Proof Document”)

5 依據及相關文件：

Basis and Related Documents:

5.1 臺北基督學院會計制度出納收款作業管理辦法。  
Procedure of Accounts receivable Operation and Management at Christ's College Taipei

5.2 臺北基督學院會計制度出納付款作業管理辦法。  
Procedure of Accounts Payable Operation and Management Process at Christ's College Taipei

5.3 臺北基督學院會計制度簽發支票注意事項

#### 5.4 臺北基督學院會計制度零用金管理辦法。

Important Items for the Issuance of Check at Christ's College Taipei.  
Petty Cash Management Procedure

#### 6 流程圖：

Flowchart:

##### 6.1 收款作業管理流程參見【流程圖一】

Refer to “Flowchart 1” for Accounts Receivable Operation and Management Process

##### 6.2 付款作業管理流程參見【流程圖二】

Refer to “Flowchart 2” for Accounts Payable Operation and Management Process

收款作業管理流程圖 Accounts Receivable Operation and Management Process Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
會計室、教務處、 學務處 FO,AAO,SAO	收入黏貼憑單/各單位繳款申請單 Adhesive Revenue Certificate/ Payment Application Form for Each Unit	會計制度出納收款作業管 理辦法 Procedure of Accounts receivable Operation and Management
出納 Cashier	申請文件與繳納款項點收 Receipt of Application Documents and Payment	
出納 Cashier	開立收據/核蓋收款章 Issuance of Receipts/Stamping of Receipt Seal	
繳款人、出納 Payer, Cashier	申請文件暨收據收執聯> 繳款人 Application & Receipt Receipt> Payer	
出納、會計室 Cashier, FO	收款收據/「支存通知單」>會計室 現金>金融機構 Receipt/“Deposit Notification”> Finance Office Cash > Financial Institution	

付款作業管理流程圖 Accounts Payable Operation and Management Process Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
各單位、會計室、出納 Each unit, FO, Cashier	<p>傳票、支出憑證(金額&lt;3000 零用 金支付) Voucher, Expense Receipt (Amount &lt; 3000, Petty Cash Payment)</p>	<p>會計制度出納付款作 業管理辦法 Procedure of Accounts receivable Operation and Management</p>
出納、會計室 Cashier, FO	<p>檢核傳票、支出黏貼憑證單據與 金額是否相符 Verify whether the voucher, Adhesive Expenditure Certificate, and the amounts match</p>	
出納 Cashier	<p>開立支票、領款單(匯款、臨櫃繳 款):核蓋付訖章戳 Issuance of Checks, Payment Slips (Remittance, Over-the-Counter Payment): Stamping of Payment Completed Seal</p>	
出納 Cashier	<p>支票&gt;簽領、寄送； 領款單&gt;匯款、臨櫃繳付 Checks &gt; Signing and Delivery Payment Slips &gt; Remittance, Over-the-Counter Payment</p>	
會計室 FO	<p>傳票送回會計室 Vouchers Returned to the Finance Office</p>	

## ◎校園環境保護、溫室氣體減量節約能源及污染防治規劃作業

Operation Procedure of Campus Environmental Protection, Greenhouse Gas Reduction, Energy Conservation and Pollution Prevention Planning

### 1 適用範圍：

Applicable Scope:

藉由本辦法確實規劃督導本校環境保護及節約能源業務，其目的在整合並推動校園污染防治、節約能源及推行環境教育，定期檢討其工作之推行及監督之責任，並符合相關法規要求。

The Procedure shall be used for the planning and steering of the administration of the College's environmental protection and energy conservation; and its purpose is to consolidate and promote on-campus pollution prevention, energy conservation and environment education as well as to regularly conduct self-criticism of the tasks and the implementation responsibility according to the requirements of relevant regulation(s).

### 2 作業程序：

Operating Process:

#### 2.1 總務處：擬定環境保護及節約能源推動計畫。

General Affairs Office: GAO shall develop plans to promote environmental protection and energy conservation.

#### 2.2 環境保護及節約能源推動員會/校長：年度推動計畫審查/核准。

Environmental Protection and Energy Conservation Promotion Committee/the President: The review and approval of annual promotion plan.

#### 2.3 總務處：督導、稽核各部門環境保護及節約能源執行情形。

General Affairs Office: GAO shall supervise and audit each department's implementation status of environmental protection and energy conservation.

#### 2.4 各部門主管：監督考核各部門環境保護及節約能源執行情形。

Supervisor of each Office/Department/Unit: He/she shall supervise and audit the environmental protection and energy conservation status of the respective Office/Department/Unit.

#### 2.5 全校教職員工、承攬商：配合執行環境保護及節約能源推動。

All faculty and staff members and labor workers, and contractors: All shall cooperate with one another to implement the promotion of environmental protection and energy conservation.

### 3 控制重點：

Essential Elements of Control:

#### 3.1 各單位環境保護及節約能源推動業務實施。

The promotion implementation of the administration of environmental protection and energy conservation promotion.

#### 3.2 垃圾分類暨資源回收、廢棄物減量管理。

Management of sorting and pooling of recyclable waste materials and reduction of disposable garbage.

3.3 垃圾分類回收工作人人有責，各單位依『政府資源回收管理辦法相關規定辦理』，自行做好垃圾分類及回收物品，並放置指定地點，由事務組派員收集整理，並清運回收。由總務處評估、統計及定期填寫「一般廢棄物及資源回收統計月報表」，檢視各資源回收執行成效。

Every employee is responsible for the sorting and pooling of waste materials. Each Office/Department/Unit shall independently conduct sorting and pooling of recyclable waste materials according to "Regulation Related to Government Resource Recycling and Management Measures", and designate a site for such recyclable materials; and the General Affairs Group shall send worker to all sites for the collection of the recyclable materials.

GAO shall assess the current status, conduct statistical analysis and fill the "Monthly Statistical Report of Regular Waste and Recyclable Wastes"; and the implementation effectiveness of collection and sorting recyclable materials shall be examined.

3.4 校園節約能源管理：

Campus Energy Conservation Management:

3.4.1 依『政府推動六五節能資源活動真實施要點』，各教職員工生應盡身體力行善用能源、省錢省能、綠色採購之責。

All faculty and staff members as well as labor workers must establish themselves as leading examples for resource, energy and money conservation according to the regulation of "Government Guidelines of the Implementation of June 5<sup>th</sup> Energy Conservation Movement"

3.4.2 由總務處每月上網登錄『學校用電紀錄網路月報表』、『六五節能網路月報表』，檢視各節約能源執行成效。

General Affairs Office shall post on internet the "Website Report of Monthly Campus Electricity Consumption" and "Website Monthly Report of June 5th Energy Conservation", and exam the implementation effectiveness of collection and sorting recyclable materials.

3.5 查核各單位環境保護及節約能源推動業務：

Auditing of Each Unit's Promotion Efforts Regarding Environmental Protection and Energy Conservation.

3.5.1 總務處依環境保護及節約能源推動計畫，查核是否落實執行作業。

General Affairs Office shall audit whether the implementation of the plans to promote environmental protection and energy conservation have been administered.

3.5.2 各單位應依據計畫書推動執行環境保護及節約能源之相關內容。Each department/unit must promote the implementation of the contents in the plan for environmental protection and energy conservation.

3.5.3 總務處對各單位進行環境保護及節約能源查核，並記錄查核結果。

General Affairs Office shall inspect and audit the status and effects of environmental protection and energy conservation program in each department/unit; and the audit results shall be recorded.

3.5.4 各部門若檢查不合格或異常情形應立即改善，若預計兩週內無法改善，應提出說明及改善對策作成紀錄，作為責任歸屬及後續追蹤之用途。

If a department/unit does not pass the inspection/audit or any abnormality in a department has been discovered, and if the deficiency (deficiencies) cannot be corrected within two (2) weeks, the department/unit must submit explanation and improvement plan describing the responsible parties and follow-up tasks.

**3.6 督導缺失限期改善並追蹤：**

Supervision of the Deficiency Correction(s) Accomplished before Completion Deadline and Follow Ups

**3.6.1 各階段之執行檢討時提出修改方案，經評估檢討後，有修改計之必要時，由各單位主管依環保節能政策、現行相關法規及恆恆他相關考量因素修改原計畫後繼續執行。**

The proposed draft procedure (if there is any) as the result of self-criticism implementation at each phase shall be reviewed by each department/unit's supervisor for possible approval according to environmental protection and energy conservation policy, currently relevant regulation(s)s and other related considerations or factors; and the revised procedure shall be administered immediately upon being approved.

**3.6.2 定期或不定期依『廢棄物清理法』及『能源管理法』真實施稽核，促使計畫內容執行更落實。**

In order to implement the contents of the environmental protection and energy conservation plan fully, the regular and unannounced audits of the actual results of the plan shall be conducted.

**3.6.3 呈核並留存記錄：總務處將相關紀錄呈校長核閱並予以留存。**

Submission of the audit results for review and their recording: General Affairs Office shall submit all audit results to the President for review and file them for future reference.

**4 使用表單：**

Applicable Forms:

**4.1 環境保護及節能推動計畫表。**

Promotion Plan Schedule of Environmental Protection and Energy Conservation

**4.2 一般廢棄物及資源回收統計月報表。**

Monthly Statistical Report of Regular Waste and Recyclable Wastes

**4.3 學校用電紀錄網路月報表。**

Website Report of Monthly Campus Electricity Consumption

**4.4 六五節能網路月報表。**

Website Report Table of June 5<sup>th</sup> Energy Conservation

**5 依據及相關文件**

Basis and Related Documents:

**5.1 廢棄物清理法(行政院環境保護署)。**

Waste Management Law (Environmental Protection Bureau of Executive Yuan).

**5.2 學校所「推動六五節約能源運動」實施計劃(行政院教育部)。**

The College's Implementation Plan of "June 5th Energy Conservation Movement". (MOE of Executive Yuan)

5.3 能源管理法(行政院經濟部)。

Energy Management Law (Ministry of Economy of Executive Yuan)

5.4 校園垃圾分類暨資源回收管理規則。

On-Campus Management Measures for Sorting and Collection of Recyclable Waste Materials

5.5 校園廢棄物減量作業要點「推動六五節約能源運動」實施要點。

Implementation Guidelines for Campus Disposable Garbage Reduction Program and “June 5<sup>th</sup> Energy Conservation Movement”

6 流程圖：

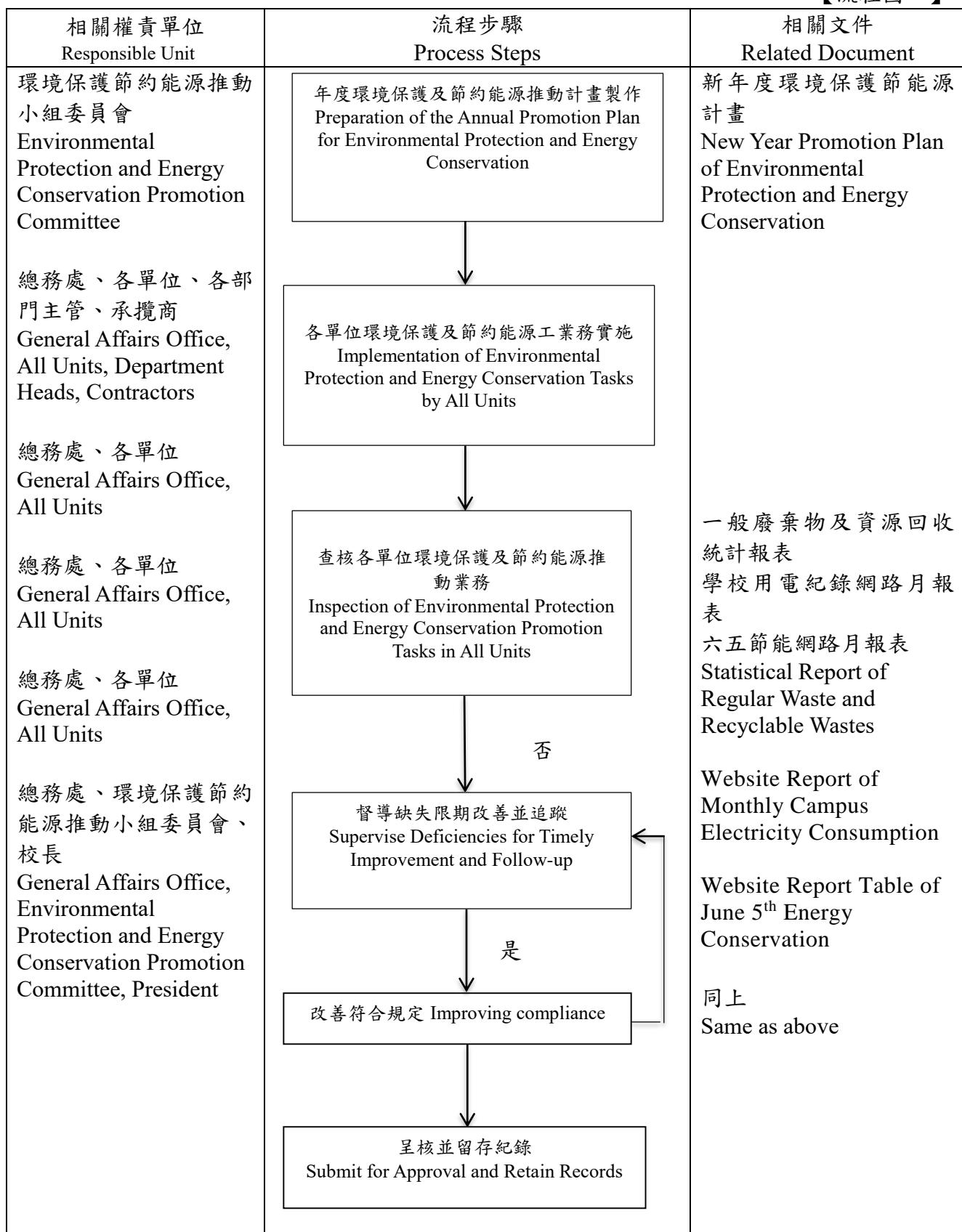
Flowchart:

6.1 環境保護節約能源計畫作業流程參見環境保護節約能源計畫作業流程圖【流程圖一】。

Flowchart of Environmental Protection and Energy Conservation Action Plan “Flowchart 1”

環境保護節約能源計畫作業流程圖  
Flowchart of Environmental Protection and Energy Conservation Action Plan

【流程圖一】



#### (四)文書暨檔案管理

#### Documents Processing and Archiving Management

##### ◎文書處理作業

##### Document Management Procedure

###### 1 適用範圍

###### Applicable Scope

本校文書處理之相關作業皆適用於本章節。

This Chapter section applies to all operations pertinent to document management at Christ's College Taipei.

###### 2 作業程序：

###### Operating Procedure:

###### 2.1 本校為加強公文管制業務，由人事暨秘書室指派專人負責總收發工作，以強化公文處理之行政效率。

In order to strengthen the document control operation at Christ's College Taipei, the Human Recourses and Secretariat Office shall designated a staff member to centrally receive and deliver all official documents and to improve the processing efficiency of those documents.

###### 2.2 收文處理：

###### Receiving Process of Documents:

###### 2.2.1 簽收：

###### Signing for Letter Receipts:

信件收發人員收到公文後，應點收彙整轉交總收發人員拆驗。  
After the staff members of Document Receiving and Delivery Unit receive the documents (letters), they shall compile and transfer the documents to the designated Chief of Document Receiving and Delivery Unit for the opening and inspection of the documents.

###### 2.2.2 普件拆驗：

###### Opening and examination of regular documents/letters.

應即點驗來文及附件名稱、數量是否相符，如有錯誤或短缺，  
告知承辦人員，由承辦人員以電話或書面向發文機關查詢核對。  
The staff members of Document Receiving and Delivery Unit must immediately inspect the names and quantity of all incoming documents and their attachments to ascertain the correctness. If there is any error or shortage, the undertaking personnel shall be informed so that he/she shall contact the issuing unit in order to correct the discrepancies.

###### 2.2.3 密件拆驗：

###### Opening and Reviewing of Confidential Documents/Letters

總收發人員收到公文拆收後，如有機密文件，應於密件「送文簿」登記後，由總收發人員親自送承辦人簽收。

After Chief of Document Receiving and Delivery Unit reviews the incoming documents/letters, he/she shall log in all confidential documents/letters, if any, in the "Record Book for the Initiation of Confidential Document Delivery" before delivering them, in person, to the prospective undertaking Administrator using signature receipt form.

###### 2.2.4 編號及登錄：

Serial number assignment and central registration of incoming official documents/letters:

2.2.4.1 來文完成分文手續即於來文正面適當位置加蓋收文日期編號，並將來文機關、文號、速別、文別、附件及主旨摘要登錄並掃描紙本文於電子公文管理系統，並登記於「收文登記簿」，由總收發人員分文給各承辦人員。

Upon receiving the document, complete the processing procedures by stamping the receipt date and number at the appropriate position on the front of the document. Register and scan the paper document in the electronic document management system, including the issuing agency, document number, urgency level, document type, attachments, and a summary of the main points. Additionally, register it in the 'Receipt Registration Book,' and the Chief of Document Receiving and Delivery Unit will distribute it to the respective personnel.

2.2.5 分文：

File Category:

2.2.5.1 本校公文分為電子公文系統自動歸檔及自行存檔(紙本)二種，公文辦理結束時自動歸檔於電子公文系統，自行存檔則由各單位自行管理。

The official documents of our school are categorized into two types: automatic archiving in the electronic document system and manual archiving (paper copies). Upon completion of document processing, they are automatically archived in the electronic document system, while manual archiving is managed by each unit independently.

2.2.5.2 總收發人員將公文拆驗後即辦理分文。如係電子交換、傳真、電報或外文文電，亦同。

Chief of Document Receiving and Delivery Unit shall sort all documents immediately after inspecting the document contents. All e-mails, facsimiles, telegrams or international telegrams shall be administered by the same process.

2.2.5.3 來文內容涉及二個單位以上者，應以來文所敘業務較多或首項業務之主辦單位為主，於收辦後再行會辦或協調分辦。

When the contents of a document are related the business affairs of two or more units, the principal department/unit or the leading department/unit shall coordinate with other department/unit(s)/unit(s) for the process of such a document.

2.2.6 單位收發承辦：

Departmental Receiving and Delivery Processing:

2.2.6.1 承辦單位應指定專人擔任單位收發工作。

Each undertaking department/unit must designate an undertaker who shall be responsible for the receiving,

and distribution of incoming documents.

2.2.6.2 透過傳真或郵件形式之公文，應先送至總收發人員補登掃描及分文。

Documents sent via fax or email should first be delivered to the Chief of Document Receiving and Delivery Unit for scanning and distribution.

2.2.6.3 承辦人員收到總收發人員分發之公文後，立即送請承辦單位主管批示，或者依照主管的指示分送承辦人，並依來文需要附貼簽稿。創稿公文不用簽收。When the undertaking personnel receive the documents distributed by Chief of Document Receiving and Delivery Unit, he/she shall submit it to the immediate supervisor for directions or the undertaking Administrator according to the supervisor's instruction. In addition, an "Adhesive Label for Signature-bearing Document" with the original Letter Number must be placed on the reply document by the undertaker if applicable. All initial documents do not require such a label

2.2.7 退文改分：

Re-categorization of disputed document:

2.2.7.1 各單位登記桌承辦人如發現公文分文有誤或有疑問時，由原分文承辦單位向總收發人員要求「改分」，經核判確定之承辦單位應即簽收承辦。

When the undertaking Administrator of a department/unit discovers categorization error or has any question regarding a document's categorization, the undertaking department/unit shall request the Chief of Document Receiving and Delivery Unit to re-categorize it. Thereafter, the undertaking department/unit shall process the document after signing the signature receipt of such a document.

2.2.7.2 退文改分作業視同最速件處理，原分文承辦單位不得積件延誤辦文。

The request for re-categorization of a disputed document must be administered expeditiously; and the undertaking department/unit shall also process it as top-priority document.

2.3 發文處理：

Document Delivery Process

2.3.1 擬辦：

Intend-to-Draft Procedure:

承辦人員依照主管批示的來文、手令、口頭指示，或者是因本身職責而主動擬辦的事項，應擬具處理辦法，提供上級主管的核決。

The respective undertaking personnel shall prepare the intend-to-draft procedure based on the unit supervisor's written

instruction, direction or dictation, or his/her own authority; and it shall be submitted to his/her supervisor for approval.

### 2.3.2 撰稿：

Drafting Document:

2.3.2.1 擬辦文書或簽具意見後依此撰擬文稿，擬稿必須條理分明，措詞以簡明扼要，切實誠懇為主。

Using the intend-to-draft document or an approved recommendation, the drafting of the document shall be initiated. Draft shall be logically composed, and be concise, truthful and sincere.

2.3.2.2 擬辦復文或轉行的稿件，要將來文機關及其發文日期與字號，填入文稿說明欄中，俾便參考。

When processing a reply document or transferring a document, the document's explanation section must be completed with the name of issuance Unit, date and Letter Number of the original document.

2.3.2.3 公文如創稿應逕自於電子公文管理系統上進行，待上級裁示核准後，由總收發人員給予文號，進行公文傳送。

Document writing should be carried out directly in the electronic document management system. After receiving approval from superiors, the Chief of Document Receiving and Delivery Unit will assign a document number and proceed with document transmission.

### 2.3.3 會簽：

Document Co-signing:

凡是文稿案件的性質或內容，與其它單位的業務有關，應會簽單位得視情況需要，附以「公文會簽單位表」（附件二）或逕於文件正面敘明會簽單位予以送會。

When the nature or content of a document is also related to other department/unit's (units') affairs, If necessary, the "List of Required Departmental Co-signatures for Joint Execution of an Official Document" must be attached with the document prior to circulating it among the relevant units or the requirement for joint signatures must be clearly described in the first page of the document.

### 2.3.4 核稿及閱稿：

Draft Document Editing and Draft Document Reviewing:

文稿敘擬定妥後，經核稿及閱稿程序送由承辦人員之直接主管逐級陳核。

After the document has been drafted, it shall be administered through editing and reviewing process; and, then, the undertaking personnel shall submit it for approval by the immediate administrative supervisor.

### 2.3.5 校對：

Proofreading:

各承辦單位應自行校對將函稿，送上級核准。

Each responsible unit should proofread the draft on its own and submit it for approval to superiors.

### 2.3.6 繕印：

#### Document Printing:

發文單位承辦人所承辦之文稿，經審閱校對與上級核准後，轉為正式公文送至總收發人員校對與印出。

After being edited, reviewed, proof-read and submit it for approval to superiors, the undertaking Administrator of the issuance unit of the document shall convert it into an official document, which shall be sent to Chief of Document Receiving and Delivery Unit for final proofreading and printing.

### 2.3.7 用印：

#### Seal Imprinting:

依「印鑑管理作業」程序辦理。

Imprinting document with a seal shall be administered according to the regulation of “Management Procedure of Official Seals”.

### 2.3.8 發文：

#### Document Delivery:

##### 2.3.8.1 紙本發文一律由承辦單位自行發文。

The hard copy of an approved document shall be sent out by the undertaking unit.

##### 2.3.8.2 電子發文由總收發人員進行線上傳遞，收文單位於次日仍無法確認者，則改發紙本文，並在公文正面加蓋「已電子交換未確認」章戳。

The electronic official document or letter shall be sent out by Chief of Document Receiving and Delivery Unit. If a receiving unit does not verify the receipt of such as document via internet, such a document must be printed on document stationary paper; and the seal of “Unable to Verify the Delivery of an Electronic Copy” shall be placed on it prior to sending it.

### 2.4 歸檔：

#### Document Archiving:

##### 2.4.1 公文歸檔以總收發人員賦予之檔號為分類標準。

All documents shall be categorized according to the file number assigned by the Chief of Document Receiving and Delivery Unit.

##### 2.4.2 凡經總收發人員掛有全校總收發字號之公文，一律由總收發人員統一歸檔公文。

All documents that have been assigned and labeled with a Letter Number of College Central Receiving and Delivery shall be filed for central storage by the Chief of Document Receiving and Delivery Unit.

### 2.5 稽催：

#### Follow up on Document Processing:

##### 2.5.1 公文辦理期限，最速件隨到隨辦；速件不超過3日；普通件不超過7日。

The processing time of the expeditious, fast and regular documents shall be immediate, no more than 3 days and no more than 7 days respectively.

2.5.2 逾期未結案且未辦理展期之公文，文書人員應稽催，印製本校「單位未結案公文稽催單」（附件三），各單位須敘明逾期事由或辦理展期，經其單位主管核准後，交回總收發人員備查。For the overdue documents, of which the completion dates have not been extended, Document Group of General Affairs Department shall prepare the blank forms entitled “Expedite Request Form for the Issuance of an Overdue Official Document”. If overdue document occurs, the respective undertaking unit must explain the reasons for the delay or submit a request form to extend the completion date of such a document. After being approved by the head of the undertaking unit, the form shall be submitted to Chief of Document Receiving and Delivery Unit for future reference.

## 2.6 展期：

Extension of Document Completion Date:

2.6.1 承辦單位視來文案情繁複須經詳商或其他理由者，得酌予延長辦理期限。

When the document is deemed to be complicated or required for deliberation or other reasons, the undertaking unit shall request for the extension of document completion date.

2.6.2 承辦文件逾期且承辦單位判定難以儘速辦畢者，得酌予延長辦理期限。

When a document is already overdue and the undertaking unit has determined that it cannot be completed soon enough, the undertaking unit must apply for extension of the completion date.

2.6.3 承辦單位須先至公文系統辦理展期，並列印「來文展期申請單」（附件四），填入不得逾規定之欲展期天數，經單位主管核准後送回總收發人員。

The undertaking unit must apply for the extension of document completion date by submitting to the Document System a completed “Request Form for the Extension of Document Completion Date” which specifies the days of extension and has been approved by the Chief of Document Receiving and Delivery Unit.

## 2.7 調閱：

Access to Files:

2.7.1 調檔人以業務承辦人及其主管為限。

Access to a unit's files shall be limited to the authorized undertaking Administrator or the supervisor of such unit.

2.7.2 各單位因業務所需必須調檔時，應列印本校「調閱檔案申請單」（附件五），經單位主管核准，始得調閱。

When a department/unit needs to have the access to certain document(s), the “Request Form for the Review of Filed Documents” must be completed and submitted to the department/unit supervisor for approval prior to having the access to such document(s).

2.7.3 調閱機密案件，應依本校機密文件處理程序規定，經核准權限辦理調閱。

The access to confidential files must be processed and authorized

according to the regulation of Information Security Policy of Christ's College Taipei.

2.7.4 調檔人應對所調檔案負保密及妥善保管之責，不得洩密、拆散、塗改、抽換、增損、轉借、轉抄及遺失，非經簽准不得複印。The person, who is authorized to have the access to the document(s), must be responsible for its safe keeping; and the document(s) must not be disclosed, separated, altered, substituted, added, damaged, transferred, transcribed or lost; making copy of such document(s) must be authorized first.

## 2.8 檔案清理銷燬

### File Disposal and Destruction

2.8.1 檔案之保存期限區分為永久保存及定期保存兩種。定期保存之檔案始能辦理銷燬作業。

The retention period of the files is categorized into two types: permanent retention and periodic retention. Only those records that have been kept for a fixed period of time are eligible for destruction.

2.8.2 檔案管理人員對已屆滿保存期限之檔案，應製作「檔案銷燬清冊」（附件九），送原業務承辦單位審核。若承辦單位認定有繼續保存必要者，應簽註理由及延長之保存年限。

File management personnel shall prepare a "File Destruction List" (Attachment 9) for files that have reached the end of their retention period, and submit it for review by the original business unit. If the business unit determines that continued preservation is necessary, it should provide a rationale and specify the extended retention period.

2.8.3 對延長保存年限之檔案，檔案管理人員可作為日後修訂「檔案保存年限標準表」之參考。

For files with extended retention periods, file management personnel may refer to these cases when revising the "File Retention Period Standards Table" in the future.

2.8.4 業務單位審核過之銷燬案件，應奉校長核可後，送交人事暨秘書室核定後方能辦理銷燬。

After the business unit has reviewed the disposal cases, they must be approved by the President, then submitted to the Human Resources and Secretariat Office for final approval before the disposal can proceed.

2.8.5 銷燬時應依媒體型式，選用適當之銷燬方法，請總務處事務組長會同辦理監燬作業。

The appropriate method of destruction should be selected according to the media type and the head of the General Affairs Office should be asked to supervise the destruction operation.

## 3 控制重點：

### Essential Elements of Control:

#### 3.1 收文處理：

##### Management of Document/Letter Receipt:

3.1.1 收受公文之簽收、拆驗、分文、編號及登錄，是否依規定程序

辦理。

Whether the receipt, opening, reviewing, categorization, serial number assignment and recording of incoming official documents/letters have been processed according to the required process.

3.1.2 密件公文是否依規定程序辦理。

Whether each confidential document has administered the request according to the required process”.

3.1.3 單位退文改分，是否依規定程序辦理。

Whether each department/unit, which requests for re-categorization, has administered the request according to the required process.

3.2 發文處理：

Management of Document Issuance:

3.2.1 擬辦業務製發公文之撰稿，是否經單位之主管核准。

Whether the draft copy of each prospective administration document has been approved by the supervisor of the respective department/unit.

3.2.2 文稿案件的性質或內容，與其它單位的業務有關，是否會簽相關單位。

Whether the nature or content of a document, which is related to other department/unit's affairs, has been signed off by all related units.

3.2.3 公文發出，是否確認收文單位已收受公文，並於「發文登記簿」登載。

Whether each delivered official document has been received by the receipt department/unit and recorded in the “Record Book of Delivered Document”.

3.3 歸檔：

Document Filing:

公文歸檔，是否以分類標準，由總收發人員統一歸檔公文。

Whether all documents have been filed for storage by Chief of Document Receiving and Delivery Unit according to Categorization Standards.

3.4 稽催：

Request for the issuance of an Overdue Official Document:

公文辦理期限已逾期間，是否依程序稽催。

Whether an overdue official document has been requested for issuance according to the regulation.

3.5 展期：

Extension of Document Completion Date:

符合展期規定之公文，是否依規定展期。

Whether all documents with extended completion dates have been completed before the extended deadlines.

3.6 調閱：

Access to Archived Files:

3.6.1 調閱檔案之單位資格是否符合規定，且經權責主管核准。  
Whether the department/unit, which requests for access to certain files, is qualified and approved by the authorized first-tier supervisor.

3.6.2 屬機密案件之調閱，是否依本校機密文件處理程序規定，權限核准辦理調閱。  
Whether the access to confidential files has been processed and authorized according to Information Security Policy of Christ's College Taipei.

4 使用表單：

Applicable Forms:

4.1 收文登記簿(附件一)。  
Incoming Document Record Book

4.2 公文會簽單位表 (附件二)。  
List of Required Departmental Co-signatures for Joint Execution of an Official Document

4.3 單位未結案公文稽催單 (附件三)。  
Expedite Request Form for the Issuance of an Overdue Official Document

4.4 來文展期申請單 (附件四)。  
Request Form for the Extension of Document Completion Date

4.5 調閱檔案申請單 (附件五)。  
Request Form for the Review of Filed Documents

4.6 閱卷登記簿 (附件七) Document Review Registration Book

4.7 歸檔點收清單 (附件八) Archiving Receipt Checklist

4.8 檔案銷燬清冊 (附件九) File Destruction List

5 依據及相關文件：

Basis and Related Documents:

5.1 行政院秘書處編印「文書處理檔案管理手冊」。  
“Document Process and File Management Handbook” issued by Executive Yuan Secretary General Office.

5.2 臺北基督學院公文處理辦法。  
Regulation of Official Document Process at Christ's College Taipei

5.3 臺北基督學院用印作業規範。  
Rules of the Management and Use Operation of Official Seals of Christ's College Taipei

5.4 國家發展委員會檔案管理局編印之檔案法法規彙編  
Compilation of Archive Laws and Regulations Published by NAANDC

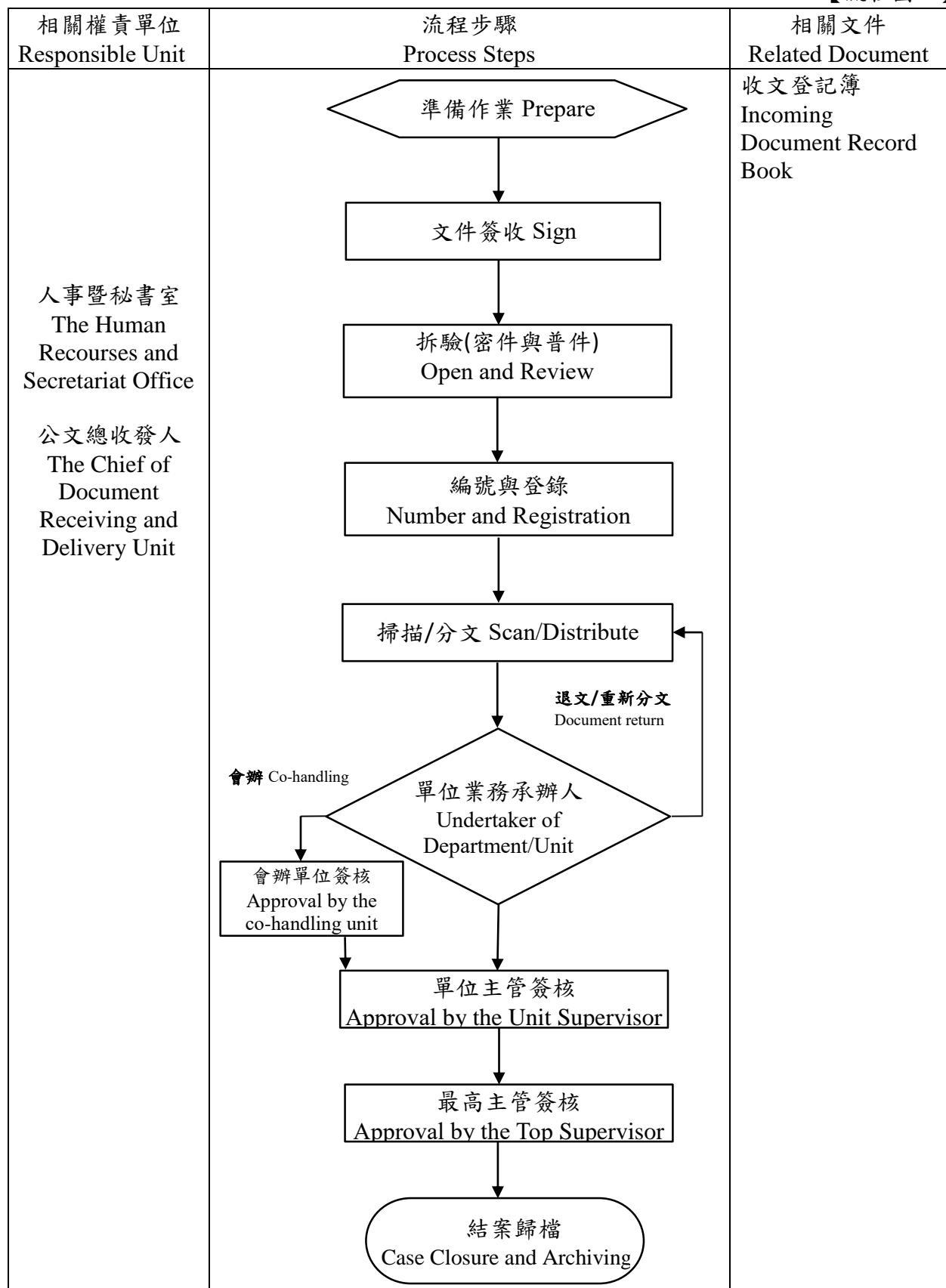
6 流程圖：

Flowchart:

6.1 文書處理作業流程參見【流程圖一】。  
Refer to “Flowchart 1” for document management process.

文書處理作業流程圖 Document Management Process Flowchart

【流程圖一】



## ◎印鑑管理作業

### Management Procedure of Official Seals

#### 1 適用範圍

##### Applicable Scope

本校印鑑管理之相關作業皆適用於本章節。

This Chapter section applies to all operations pertinent to the management and use of the official seals and rubber stamps.

#### 2 作業程序：

##### Operating Procedure:

###### 2.1 本校校印、支票及銀行領款等財務專用章暨各單位章戳印鑑依本作業程序辦理。

The official College Seal as well as all finance-related seals and rubber stamps, date stamps, signature seals for the issuance of checks and the receipt of cash shall be administered strictly according to the Procedure.

###### 2.2 印鑑之登記與保管：

###### Record and Custody of seals and stamps.

###### 2.2.1 印信由專責保管。

The custody of each seal or stamp must be assigned to an authorized individual.

###### 2.2.2 開立支票印鑑與支票應由不同人員保管。

The person, who has the custody of the check books, must be different from the individual who has the custody of the authorized signature seal(s).

###### 2.2.3 印鑑管理單位指定專人負責印信之製發、換發、補發及每年定期或不定期之盤點等工作，並設置「印鑑保管單」拓具印模並編列成「印鑑清冊」，作為保管紀錄。

The department/unit in charge of the management of official seals and rubber stamps shall appoint an authorized person who will be responsible for the production, replacement and supplemental issuance of all official seals and rubber stamps as well as the regular or unannounced inventory audits. In addition, it shall establish the “Custody List of Seals and Stamps with Corresponding Authorized Custodian for Seals and Rubber Stamps”, imprint all seals and stamps in the “Record Book of Seal and Stamp Imprints” and keep both files for the tracking and management of all official seals and rubber stamps.

###### 2.2.4 各式印鑑的保管人員應監督印鑑之使用及管理，如有遺失或誤用則應負議處之責任。

The authorized custodian of each type of seals or rubber stamps must supervise the use and management of them. He/she shall bear all responsibilities if any is lost or misused.

###### 2.2.5 若保管人員有變更之情事，務必確實辦理移交手續。

When the authorized custodian of a seal or stamp is replaced, the transfer of the seal or stamp and all related documents between the incumbent and his/her successor must be administered immediately.

### 2.3 印鑑之啟用及蓋用：

Commencement and Usage of the Official Seals:

2.3.1 蓋用印鑑將視文件之性質、內容、對等原則及慣例等配合辦理用印。

The seal and/or stamp imprints required for each type of documents shall be categorized and regulated on the basis of the documents' characteristics and contents and according to the principles and customary practices.

2.3.2 舉凡蓋用本校印信之文件，非經校長或依分層負責規定授權單位主管判發者，不得蓋用印信，不辦文稿之文件，應填具「用印申請表」或由各單位填寫「請印表冊」核定後用印。

All documents of Christ's College shall not be imprinted/impressed with the official College Seal without the approval of the President or his/her delegated department director. When the written document is not presented, the applicant shall complete and submit "Request Form for Seal-imprinting on an Official Document" or the applicant department shall fill application information in the "Logbook of Seal-imprinting Applications" and submit it for approval before placing the seal impression on such said document.

2.3.3 若載於本校印鑑管理辦法之各類印鑑使用範圍一覽表內之例行用文件，應確實填寫「用印申請單」經單位主管核准後，方得報請保管人員用印。

When a routinely issued document is on the list of the usage scopes of seals/stamps described in Rules of the Management and Use Operation of Official Seals, the applicant or applicant department must submit the completed "Request Form for Seal-imprinting on an Official Document" for approval before requesting the respective Authorized Custodian to place the required official seal on such a document.

2.3.4 各單位除例行用印文件外，倘因業務或其他特殊需要申請印信者，應詳實填具「用印申請單」及「簽核申請書」，經權責主管核准後，方得報請保管人員用印。

With the exception of the routinely issued documents, the applicant or applicant department of an document, which requires the impressions of official seals or stamps because of operational or other special needs, must submit the completed "Request Form for Seal-imprinting on an Official Document" and "Request Form for Approval(s)" to the authorized responsible supervisor s for approvals before requesting the respective Authorized Custodian to place the required official seal on such as document.

2.3.5 印鑑保管人應將「用印申請單」依序編號列冊，定期呈權責主管核閱。

Each Authorized Custodian must enter a sequential serial number to the approved "Request Form for Seal-imprinting on an Official Document" immediately after applying the seal or stamp onto a document; and he/she should regularly present the file folder with all sequentially arranged application forms to the authorized responsible supervisor for inspections.

2.4 印鑑製發(換發)或補發：

Production (Replacement) or Supplemental issuance of an Official Seal or Stamp:

2.4.1 本校申請製發校印，應依「印信條例」及「印信製發啟用管理換發及廢舊印信繳銷辦法」規定，填具「製發印信申請表」，逐級向主管機關申請核發。

When the College applies for the production and issuance of the College Seal, the completed “Request Form for the Production of Official College Seal” must be submitted to the authorized government agency according to the regulations of “Rules of the Management and Use Operation of Official Seals” and “Ordinance of Production, Issuance, Commencement, Management and Replacement of Seals, and the Cancellation of Obsolete or Damaged Seals”.

2.4.2 本校各單位章戳印鑑製發(換發)或補發，由申請單位填具「印鑑製發(換發)或補發申請表」，說明製發(換發)或補發申請之用途及正當的理由，經校長核定後，統一由人事暨秘書室製發，並拓印存查後，交業務單位使用。

For the production (replacement) or supplemental issuance of any of the departmental seals or rubber stamps, the applicant unit must submit the completed “Request Form for the Production (Replacement) or Supplemental issuance of Official Seal/Stamp”, the usage and legitimate reason for the production (replacement) or supplemental issuance of such a seal or stamp approved by the President. The departmental seal or stamp shall be centrally produced by Human Resources and Secretariat Office that will be responsible for the subsequent imprint(s) of such a seal or stamp in the in the “Record Book of Seal and Stamp Imprints” for safe record keeping. Thereafter, the seal or stamp shall be transferred to the respective department/unit for its commencement..

2.4.3 印鑑毀損或遺失時，如屬對外登記之印鑑，保管人員應向該印鑑之登記機構報備並依規定公告作廢，另填具「印鑑製發(換發)或補發申請表」說明毀損(遺失)之事由、經過，經核決權限核准補發。

When a seal, which has been registered with an external institution, is damaged or lost, its Authorized Custodian must officially notify the institution and make a public announcement for its cancellation. In addition, the completed “Request Form for the Production (Replacement) or Supplemental issuance of Official Seal/Stamp”, the event of damaged or lost seal, and the reason for the replacement of such a seal or stamp must be submitted to the institution for approval and the issuance of a replacement seal.

2.4.4 換發印鑑，保管單位應繳交原印鑑回人事暨秘書室，並依印鑑銷毀程序辦理。

When replacing a seal or stamp, the department in charge of the usage of such a seal or rubber stamp must return the original item to Human Resources and Secretariat Office for its cancellation and destroy according to seal/stamp destruction procedure.

2.4.5 遺失之印鑑尋獲時，亦應依印鑑銷毀程序規定辦理。

When a lost seal or stamp has been found and returned, it must be

cancelled and destroyed according to regulation of the seal/stamp destruction procedure.

## 2.5 印鑑繳銷：

Returning and Destruction of Seal or Stamp:

2.5.1 印鑑之銷毀應由保管人填具「簽核申請書」，同印鑑之製發、換發及補發程序辦理繳銷手續，不得再行使用。

For the cancellation of a seal or stamp, its respective Authorized Custodian must submit the “Request Form for Approval(s)” according to the procedure for the Production (Replacement) or Supplemental issuance of Official Seal; and such a seal or stamp shall not be used in the future.

2.5.2 印鑑繳回人事暨秘書室未銷毀前，人事暨秘書室應將印鑑截角。After returning a seal to Human Resources and Secretariat Office for its cancelation, HRSO must immediately truncate one of its corners prior to destroying it.

2.5.3 已繳回待銷毀之印鑑應由人事暨秘書室統一銷毀，並由總務處事務組組長監毀。

The to-be-cancelled/destroyed seals must be centrally destructed batch-wise under the observation of General Affairs Group of GAO.

## 3 控制重點：

Essential Elements of Control:

3.1 各類銀行存款之開戶印鑑，是否由校長或其代理人、主辦會計及出納人員分別保管，未將各項印章由特定人員統一收存之情況。

Whether the seals for opening bank accounts have been separately kept by the President (or his/her delegated assistant), the leading accountant and Cashier administrator; and whether various seals and rubber stamps have not been centrally controlled by a specially designated individual.

3.2 應申請用印使用之事項，是否填具「用印申請單」或由各單位填寫「請印表冊」核定後用印。

Whether each applicant has completed and submitted “Request Form for Seal-imprinting on an Official Document” or each applicant department has filled application information in the “Logbook of Seal-imprinting Applications” and submitted it for approval before placing the seal impression on such said document.

3.3 各單位印鑑是否經核准後製發，並編列印鑑清冊妥為保管。

Whether the production of each of every department’s seals and rubber stamps has been pre-approved first; and whether each seal or stamp has been entered in the seal/stamp list for management purpose.

3.4 用印申請是否依核決權限適當核准。

Whether each Request for Seal Imprinting (or Impressing) has been approved by the appropriate, authorized supervisor.

3.5 是否依申請用印範圍，蓋用應蓋之印鑑。

Whether the imprinting of seals has been administered according to the scope of seal imprinting application.

3.6 印鑑遺失補發後尋獲或以失其必要性時，是否依印鑑繳銷規定辦理之。When a lost seal or stamp has been found and returned, whether it has been

cancelled and destroyed according to regulation of the seal/stamp destruction procedure.

#### 4 使用表單：

Applicable Forms:

##### 4.1 用印申請單。

Request Form for Seal-imprinting on an Official Document

##### 4.2 請印表冊。

Logbook of Seal-imprinting Applications

##### 4.3 製發印信申請表。

Request Form for the Production of Official College Seal

##### 4.4 印鑑製發(換發)或補發申請表。

Request Form for the Production (Replacement) or Supplemental issuance of Official Seal

##### 4.5 簽核申請書。

Request Form for Approval(s)

##### 4.6 印鑑保管單。

Custody List of Seals and Stamps with Corresponding Authorized Custodian(s)

##### 4.7 印鑑清冊。

List of Seal and Stamp Imprints

#### 5 依據及相關文件：

Basis and Related Documents:

##### 5.1 印信條例。

Rules of the Management and Use Operation of Official Seals

##### 5.2 印信製發啟用管理換發及廢舊印信繳銷辦法。

Ordinance of Production, Issuance, Commencement, Management and Replacement of Seals, and the Cancellation of Obsolete or Damaged Seals

##### 5.3 臺北基督學院用印作業規範。

Rules of the Management and Use Operation of Official Seals of Christ's College Taipei

#### 6 流程圖：

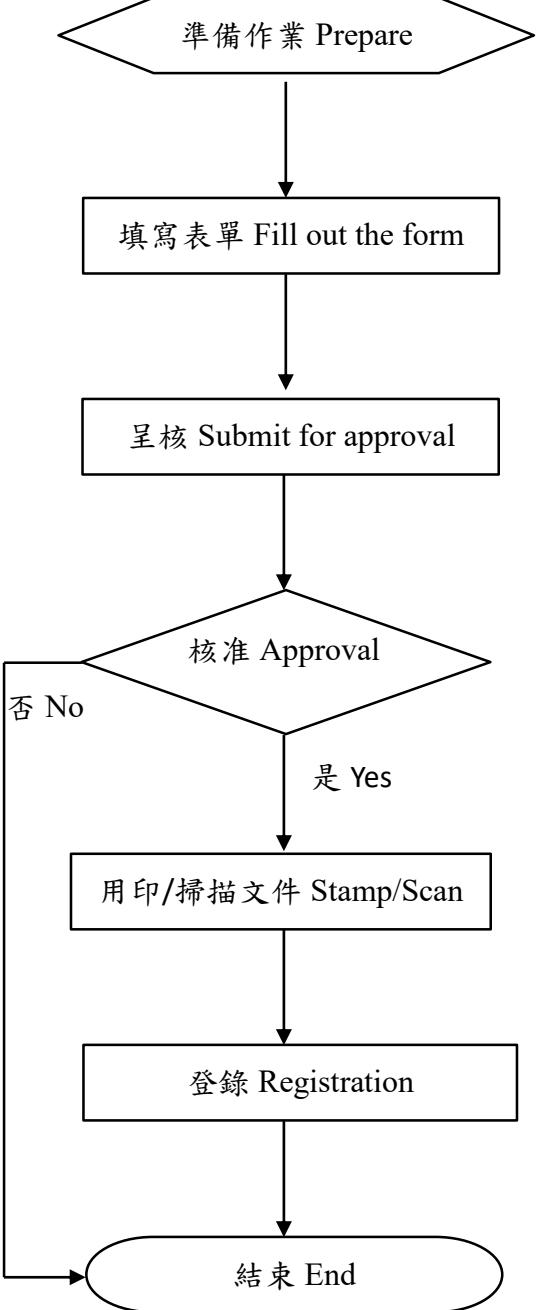
Flowchart:

##### 6.1 用印申請流程參見【流程圖一】。

Refer to "Flowchart 1" for the process flow of the management of official seals.

用印申請流程圖 Application for the use of the unit seals Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
申請單位 Application Unit  校長室 President Office	 <pre> graph TD     A{準備作業 Prepare} --&gt; B[填寫表單 Fill out the form]     B --&gt; C[呈核 Submit for approval]     C --&gt; D{核准 Approval}     D -- 否 No --&gt; E([結束 End])     D -- 是 Yes --&gt; F[用印/掃描文件 Stamp/Scan]     F --&gt; G[登錄 Registration]     G --&gt; E   </pre>	用印申請單 Request Form for Seal-imprinting on an Official Document
人事暨秘書室 The Human Recourses and Secretariat Office		

## (五) 研究發展事項

### Research and Development Matters

#### \*教育部獎勵私立大學校院校務發展計畫機制

#### Ministry of Education's Incentive Program for Private Universities' Administrative Development Plans

##### 1. 適用範圍

##### Applicable Scope

本校教育部獎勵私立大學校院校務發展計畫機制之相關作業適用於本章節。

The relevant procedures for the Ministry of Education's incentive program for private universities' administrative development plans apply to this chapter.

##### 2. 作業程序：

##### Operating Procedure:

2.1 獎補支用規劃由全校各單位，依據年度預算編製。

The planning for incentive funding and subsidies is prepared by each department of the university, based on the annual budget.

2.2 各單位年度預算符合獎補支用規定者，由研發處進行預算初審。

If a department's annual budget complies with the regulations for incentive funding, the Research and Development Office will conduct an initial review of the budget.

2.3 年度預算由研發處初審後，由會計室彙編總預算案。

After the initial review by the Research and Development Office, the budget will be compiled into the overall budget proposal by the Accounting Office.

2.4 總預算案提報相關會議及董事會議。

The overall budget proposal will be submitted to relevant meetings and the Board of Directors, along with the revised plan.

2.5 經費執行依據經、資門相關辦法及規定辦理。

The execution of funds will be carried out in accordance with the relevant financial and resource management regulations and guidelines.

2.6 依稽核委員會規劃進行教育部獎勵私立大學校院校務發展計畫稽核。

The Ministry of Education's incentive program for private universities' administrative development plans will be audited according to the plans of the Audit Committee.

2.7 完成教育部「獎勵校務發展計畫經費分配情形」自評表。

The self-assessment form for the "Allocation of Incentive Program Funds for Administrative Development Plans" will be completed for submission to the Ministry of Education.

2.8 依據教育部規範辦理獎補助經費書面審查作業或實地訪視作業。

The process for the written review or on-site inspection of the incentive and subsidy funding will be conducted according to the regulations set by the Ministry of Education.

3. 控制重點：

Control Points:

3.1 經費支用規劃與執行。

Funding Planning and Execution

3.1.1 經費規劃分配及訂定支用規定之程序。

Procedures for the allocation of funds and the establishment of spending regulations.

3.1.2 整體經費執行之實際情形。

Actual implementation status of overall fund execution.

3.1.3 經費執行後續管控機制。

Mechanisms for post-execution fund management and control.

3.1.4 前一年度經費訪視意見之具體改善情形。

Specific improvements made based on the feedback from the previous year's fund inspection.

3.2 「經常門」經費執行情形。

Execution of "Operational Funds"

3.2.1 經常門相關辦法之制訂。

Formulation of relevant regulations for operational funds.

3.2.2 經常門經費實際支用範圍之合理性。

Reasonableness of the actual scope of spending for operational funds.

3.2.3 經常門獎勵補助案件之實際執行情形。

Actual implementation of incentive and subsidy cases under operational funds.

3.3 「資本門」經費執行情形。

Execution of "Capital Funds"

3.3.1 資本門相關辦法之制訂。

Formulation of relevant regulations for capital funds.

3.3.2 資本門經費實際支用範圍之合理性。

Reasonableness of the actual scope of spending for capital funds.

3.3.3 資本門採購案件之實際執行情形。

Actual implementation of procurement cases under capital funds.

3.3.4 財產管理制度落實情形。

Implementation of the asset management system.

4. 使用表單：

Applicable Forms:

4.1 「獎勵校務發展計畫經費分配情形」自評表。

"Self-Assessment Form for the Allocation of Incentive Program Funds for Administrative Development Plans."

5. 依據及相關文件：

Basis and Relevant Documents:

5.1 教育部獎勵私立大學校院校務發展計畫要點。

Ministry of Education's Guidelines for the Incentive Program for Private Universities' Administrative Development Plans.

5.2 臺北基督學院學術研究獎補助要點。

Christ's College Taipei's Guidelines for Academic Research Incentive and Subsidy Programs.

5.3 臺北基督學院獎勵補助經費核配與支用辦法。

Christ's College Taipei's Procedures for the Allocation and Use of Incentive and Subsidy Funds.

5.4 臺北基督學院採購作業辦法。

Christ's College Taipei's Procurement Procedures.

5.5 臺北基督學院財產管理辦法。

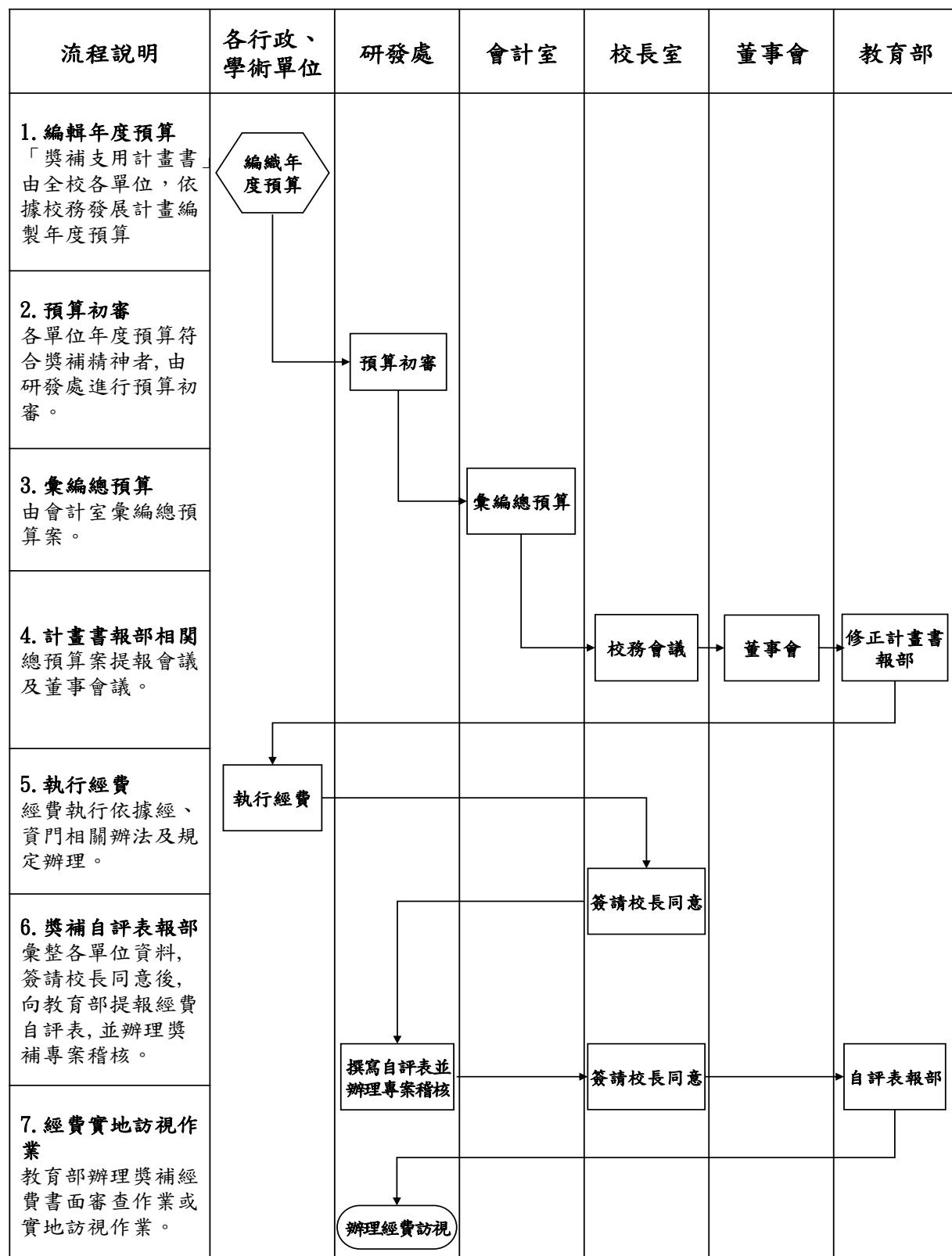
Christ's College Taipei's Asset Management Regulations.

6. 流程圖：

Flowchart:

6.1 參見【流程圖一】：

See [Flowchart 1]:



【流程圖一】

◎國家科學及技術委員會（國科會）補助研究暨發表等相關作業

National Science and Technology Council (NSTC) Research and Publication Subsidy Operations

1. 適用範圍

Applicable Scope

本校國科會補助研究之相關作業適用於本章節。

The procedures for the NSTC research subsidy operations apply to this chapter.

2. 作業程序：

Operating Procedure:

2.1 辦理國科會研究案作業，依各計畫來函徵求時間，公告予全體專任教師，並於規定時間內線上繳件及備函送達國科會；於接獲核定函後，依來文敦請主持人線上簽署執行同意書，並於本校會計系統依核定清單，鍵入相關預算項目及金額資料，並請主持人依國科會相關經費處理原則，人員約用注意事項及本校人事、會計作業程序，辦理人員進用、經費變更、核銷等作業，於規定時間內完成經費結報、上傳成果報告，並繳交變更彙報表予研發處備函辦理結案事宜。

For handling NSTC research projects, the university will announce the submission deadlines for each project to all full-time faculty members. Faculty are required to submit applications online and deliver the supporting documents to the NSTC within the prescribed time frame. Upon receiving the approval letter, the project leader will be asked to sign the execution consent form online. The relevant budget items and amounts will then be entered into the university's accounting system based on the approved list. The project leader must adhere to the NSTC's funding regulations, personnel recruitment guidelines, and the university's human resources and accounting procedures for the employment of staff, budget adjustments, and expense reimbursements. All financial reporting, submission of the final report, and any changes must be completed within the specified time frame, and the change report should be submitted to the Research and Development Office for finalization.

2.2 辦理國科會大專學生研究計畫作業，依來函徵求時間，公告予全體專任教師及同學，並於規定時間內線上繳件及備函送達國科會；於接獲核定函後，依核定來文於本校會計系統鍵入預算相關資料，在規定時間內檢附文件及收據備函請款；請學生於規定時間內完成經費結報、上傳成果報告，簽署印領清冊並交予研發處經費收支報告表備函辦理結案事宜。

For handling NSTC undergraduate student research projects, the university will announce the submission deadlines to all full-time faculty and students. Applications must be submitted online, and the supporting documents should be delivered to the NSTC within the prescribed time frame. Upon receiving the approval letter, the relevant budget details will be entered into the university's accounting system, and all required documents and receipts for payment will be submitted within the specified time frame. Students must complete their financial reporting, upload the final report, sign the receipt list, and submit the financial income and expenditure report to the Research and Development Office for final processing.

2.3 辦理國科會補助出席國際會議作業，本校專任教師得依國科會作業要點於規定時間內線上檢附相關資料，繳件送出後，研發處接續辦理線上彙整送出；研發處於接獲核定函後，轉知獲補助教師，請依國科會相關經費處理原則及本校人事、會計作業程序，辦理請假、核銷等作業，於規定時間內完成校內經費結報、上傳心得報告及核准後結報金額；研發處查核相關結報作業資料無誤後，依來

函規定備函辦理請款、結案事宜。

Full-time faculty members at the university may, according to the NSTC guidelines, submit the required documents online within the prescribed time frame. After submission, the Research and Development (R&D) Office will compile and send the materials online. Upon receiving the approval letter, the R&D Office will inform the subsidized faculty member and request them to follow the NSTC's funding management principles, as well as the university's personnel and accounting procedures, for handling leave requests and expense reimbursements. The faculty member must complete the internal financial reporting, upload the reflection report, and report the approved reimbursement amount within the specified time frame. After the R&D Office verifies the correctness of the submitted financial report, they will proceed with the payment request and closure process as per the guidelines in the approval letter.

2. 4 辦理其他國科會辦法及作業要點，依相關規定辦理（備函）申請，並依國科會相關經費處理原則及本校會計作業程序辦理核銷、繳交成果報告等作業。  
For other NSTC procedures and operational guidelines, the relevant application procedures (including formal requests) must be followed. Reimbursement, final report submissions, and other necessary tasks should be completed in accordance with the NSTC's funding management principles and the university's accounting procedures.

### 3. 控制重點：

Essential Elements of Control:

3. 1 依相關作業要點，公告教師申請。  
Announce application procedures to faculty members according to the relevant operational guidelines.

3. 2 確認在規定時間內，申請人已繳交送出，申請機構線上繳件／備函送達。  
Ensure that applicants have submitted their applications within the prescribed time frame, including the required documents and online submission to the relevant institutions.

3. 3 確認是否依國科會相關經費處理原則及本校人事、會計作業程序，辦理請假、核銷等作業，並於規定時間內完成經費結報、變更彙報、上傳成果報告辦理結案。  
Verify that leave requests, reimbursements, and other procedures are handled according to the NSTC's funding guidelines and the university's personnel and accounting procedures, and ensure that all financial reporting, change notifications, and final reports are completed within the prescribed time frame for project closure.

4. 使用表單：

Applicable Forms:

4.1 依國科會各作業要點填具線上相關作業程序之表件。

Online forms required for each NSTC operation, as outlined in the relevant operational guidelines.

5. 依據及相關文件：

Basis and Relevant Documents:

5.1 國家科學及技術委員會補助專題研究計畫作業要點。

National Science and Technology Council (NSTC) Guidelines for Subsidized Research Projects.

5.2 國家科學及技術委員會補助國內專家學者出席國際學術會議作業要點。

NSTC Guidelines for Subsidies to Domestic Experts and Scholars Attending International Academic Conferences.

5.3 國家科學及技術委員會補助專題研究計畫經費處理原則。

NSTC Principles for the Management of Subsidized Research Project Funds.

5.4 國家科學及技術委員會補助專題研究計畫研究人力約用注意事項。

NSTC Guidelines for the Employment of Personnel in Subsidized Research Projects.

5.5 國家科學及技術委員會補助專題研究計畫評審申覆作業要點。

NSTC Guidelines for the Review and Appeal of Subsidized Research Projects.

5.6 國家科學及技術委員會學術倫理案件處理及審議要點。

NSTC Guidelines for the Handling and Review of Academic Ethics Cases.

5.7 國家科學及技術委員會傑出研究獎遴選作業要點。

NSTC Guidelines for the Selection Process of the Outstanding Research Award.

5.8 國家科學及技術委員會人文社會科學研究中心補助出版人文學及社會科學專書作業要點。

NSTC Guidelines for the Subsidy of Humanities and Social Sciences Book Publishing.

5.9 國家科學及技術委員會補助人文學及社會科學經典譯注研究計畫作業要點。

NSTC Guidelines for the Subsidy of Translation and Annotation Projects in Humanities and Social Sciences.

5.10 國家科學及技術委員會補助人文學及社會科學學術性專書寫作計畫作業要點。

NSTC Guidelines for the Subsidy of Writing Academic Books in Humanities and Social Sciences.

5.11 國家科學及技術委員會補助國內舉辦國際學術研討會作業要點。

NSTC Guidelines for Subsidies for Domestic International Academic Conferences.

5.12 國家科學及技術委員會補助團隊參與國際學術組織會議作業要點。  
NSTC Guidelines for Team Participation in International Academic Organization Meetings.

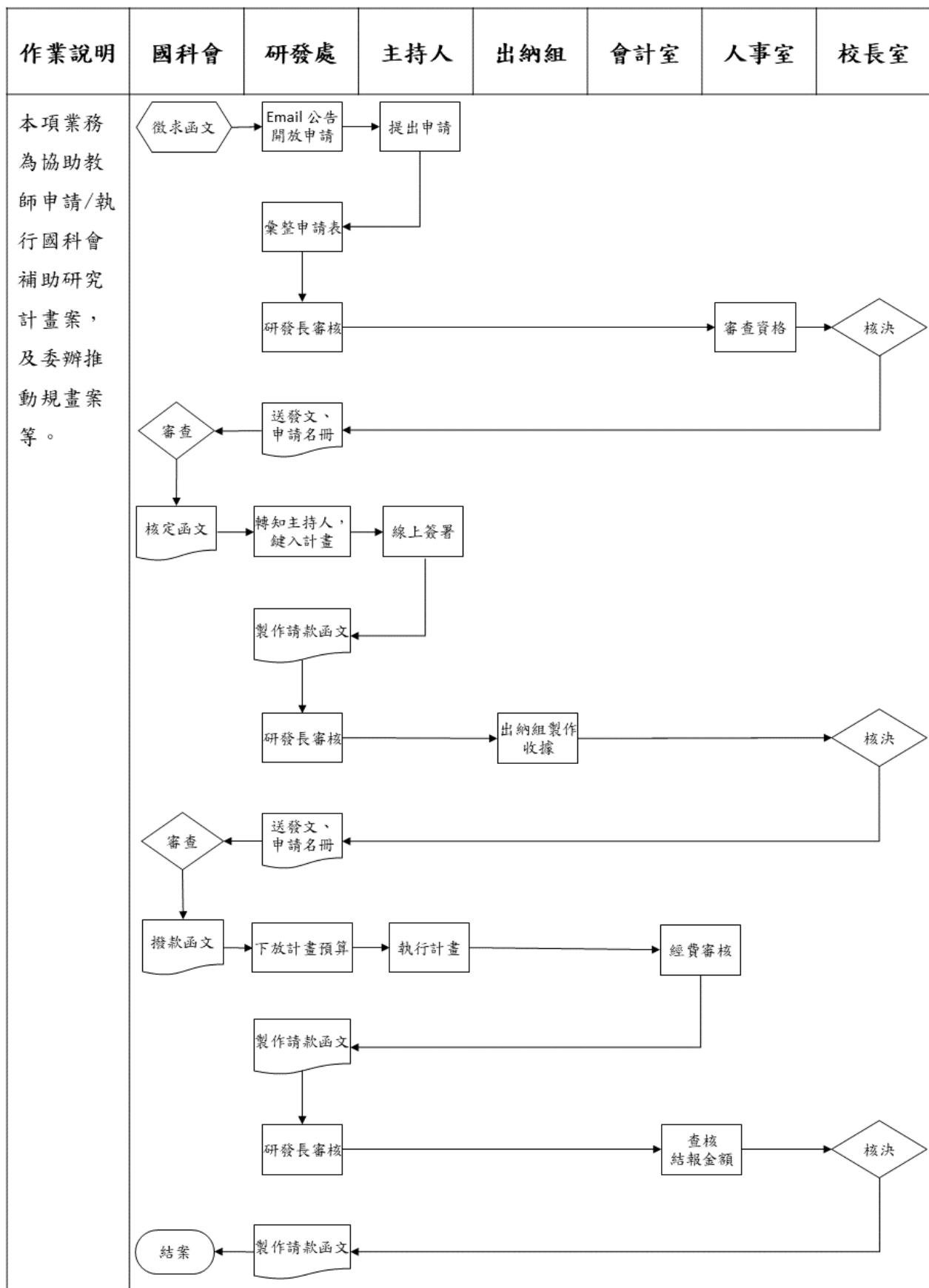
5.13 國家科學及技術委員會人文社會科學研究中心補助青年學者暨跨領域研究學術輔導與諮詢作業要點。  
NSTC Humanities and Social Sciences Research Center Guidelines for Supporting Academic Counseling and Consultation for Young Scholars and Interdisciplinary Research.

6. 流程圖：

Flowchart:

6.1 參見【流程圖一】

See [Flowchart 1]



【流程圖一】

◎獎勵暨補助教師學術研究相關作業

Academic Research Subsidy and Incentive Operations for Faculty Members

◎須經審查委員/委員會審查

Must Be Reviewed by Reviewers/Committees

1. 作業程序：

Operating Procedure::

1.1 辦理研究相關補助作業，包括「研究計畫補助」、「學術研究成果獎勵」、「音樂展演及創作獎勵」、「研究優良教師獎勵」、「研究成果獲政府部門評選為優異者之獎勵」、「音樂展演及創作優良教師之獎勵」、「指導本校學生參與國家科學及技術委員會大專學生研究計畫獎勵」、「出席國際性學術會議」經費補助等八個類型。

Administration of Research-Related Grant Programs: The university administers grants in eight areas: Research Project Grants, Academic Research Achievement Awards, Music Performance and Composition Grants, Outstanding Researcher Awards for Faculty, Awards for Research Outcomes Recognized as Excellent by Government Agencies, Outstanding Faculty Awards for Music Performance and Composition, Grants for Supervising Students in the National Science and Technology Council's University Student Research Program, and Subsidies for Attending International Academic Conferences.

1.1.1 「研究計畫補助」為補助當年度未獲國科會補助之專題研究計畫，經研發會審查推薦，校長同意後予以補助執行。

Research Project Grants: Grants are provided for research projects not funded by the National Science Council (NSC) in the current year, following approval by the Research and Development Committee and the university president.

1.1.2 「學術研究成果獎勵」為鼓勵教師學術研究，刊登於有審查制度之學術性期刊之論文或專書等，依辦法經申請人提交研發處彙整後，再經研發會審查，校長同意後予以補助執行。

Academic Research Achievement Awards: Awards are given to faculty for academic work published in peer-reviewed journals or books. After submission to the Research and Development Office and review by the committee, the university president approves the grant.

1.1.3 「音樂展演及創作獎勵」為鼓勵教師音樂展演及創作作品，依辦法需檢附證明、展演內容及佐證資料，經申請人提交研發處彙整後，再經研發會審查，校長同意後予以補助執行。

Music Performance and Composition Grants: Grants support faculty in music performances and compositions. Applicants submit supporting materials for review by the Research and Development Committee, with final approval by the university president.

1.1.4 「研究優良教師獎勵」為鼓勵學術研究優良表現教師，得經所屬學系推薦，或申請人自行申請，經研發會審查通過者，校長同意後發予獎勵。

Outstanding Researcher Awards for Faculty: These awards recognize faculty for exceptional research. Nominations can be made by departments or through self-application, followed by review and approval by the Research and Development Committee and the university president.

1.1.5 「研究成果獲政府部門評選為優異者之獎勵」凡獲得教育部、國科會等國家政府部門之研究計畫並評選為優異者，經申請人提交研發處彙整後，再經委員會審查，校長同意後予以補助執行，費由冀年獎助研究專款支應。

Awards for Research Outcomes Recognized as Excellent by Government

Agencies: Faculty whose research projects funded by government agencies such as the Ministry of Education or NSC are deemed excellent are eligible for this award. After review by the Research and Development Committee and approval by the president, funding is provided from the annual research grant budget.

1.1.6 「音樂展演及創作優良教師之獎勵」三年內兩次發表或連續兩年發表或展演活動之教師經所屬學系推薦，或申請人自行申請，經研發會審查通過者，校長同意後發予獎勵。

Outstanding Faculty Awards for Music Performance and Composition: Faculty who have held two performances or exhibitions within three years, or who have participated in consecutive annual performances, are eligible. Applications are reviewed by the Research and Development Committee and approved by the president.

1.1.7 「指導本校學生參與國家科學及技術委員會大專學生研究計畫獎勵」為鼓勵教師指導學生研究，凡獲得國家科學及技術委員會大專學生研究計畫補助者，經研發會審查通過者，校長同意後發予獎勵。

Grants for Supervising Students in the National Science and Technology Council's University Student Research Program: Faculty who supervise students receiving NSC research grants are eligible for this award, after review and approval by the Research and Development Committee and the university president.

1.1.8 「出席國際性學術會議」為促進學術交流並提升本校研究水準，鼓勵專任教師出席國際性學術會議，申請人應事先向國家科學及技術委員會、教育部或其他相關公私立機構申請補助，未獲校外補助，依相關法規程序提出申請，交由研發會審查，陳請校長核定。

Subsidies for Attending International Academic Conferences: These subsidies support faculty attendance at international conferences. Faculty must first apply for external funding and, if not granted, may apply for university funding through the Research and Development Committee, with final approval from the president.

## 2. .控制重點：

Essential Elements of Control:

2.1 申請人是否資料齊備。

Whether the applicant's documentation is complete.

2.2 申請案是否依時程申請。

Whether the application is submitted on time.

2.3 申請案是否依規定程序付委員會審查。

Whether the application is reviewed according to the prescribed procedures by the committee.

2.4 申請案是否獲校長核定。

Whether the application is approved by the president.

2.5 獲同意辦理之申請案是否依「教育部獎補助款」「政府機關相關經費處理原則」及本校會計制度核銷。

Whether the approved application is processed according to the "Ministry of Education's Subsidy and Incentive Funds," "Relevant Financial Management Principles of Government Agencies," and Christ's College Taipei's accounting system for reimbursement.

### 3. 使用表單：

Applicable Forms:

3.1 依本校各補助／獎助相關作業要點所需檢附之表件。

Forms required for submission as specified in Christ's College Taipei's guidelines for various subsidies and incentives.

### 4. 依據及相關文件：

Basis and Relevant Documents:

4.1 臺北基督學院學術研究獎補助要點。

Christ's College Taipei's Guidelines for Academic Research Subsidies and Incentives.

4.2 臺北基督學院研究發展推動委員會設置要點。

Christ's College Taipei's Guidelines for the Establishment of the Research and Development Promotion Committee.

4.3 臺北基督學院獎勵補助經費核配與支用辦法。

Christ's College Taipei's Procedures for the Allocation and Use of Incentive and Subsidy Funds.

4.4 臺北基督學院研究發展推動委員會設置要點。

Christ's College Taipei's Guidelines for the Establishment of the Research and Development Promotion Committee.

### 5. 流程圖：

Flowchart:

5.1 參見【流程圖一】

See [Flowchart 1].

作業說明	教師	研發處	審查委員	會計室	校長室
本項業務為協助教師發表或執行學術活動，所提供之相關獎勵/補助，其特色為以辦法須經委員審查，校長同意後辦理。	<pre> graph TD     A{提出申請} --&gt; B[收集查對申請資料]     B --&gt; C[寄發開會通知]     C --&gt; D[審查]     D --&gt; E[簽報、審查結果]     E --&gt; F{核決}     F --&gt; G[執行計畫]     G --&gt; H[核銷作業]     H --&gt; I[結案報告]     I --&gt; J[投稿期刊或出版]     J --&gt; K((結案))   </pre>				

【流程圖一】

## ◎推廣教育事務

Extension Education Affairs

推廣教育開班控制作業

Extension Education Center Start-up Control Operations

### 1. 適用範圍：

Applicable Scope:

本校推廣教育開班之相關作業皆適用於本章節。

All operations and regulations of extension education and related courses of the College are applicable to this Chapter section.

### 2. 作業程序：

Operating Process:

#### 2.1 開課前置準備作業：

Preparation for the start of classes:

2.1.1 每年 4 月、11 月於教務會議中討論隨班附讀課程是否合宜及推廣課程內容是否符合市場需求。

Discuss the appropriateness of the drop-in courses and whether the content of the promoted courses meets the market demand at the Academic Affairs meeting in April and November of each year.

2.1.2 學分班（隨班附讀）收集全校學分班隨班附讀的課程，製作簡章，進行教育部線上填報作業。

Collect all credit-bearing courses, prepare a brief report, and fill out the online application for the Ministry of Education.

2.1.3 承上，如為學分專班，則於教務會議中協議後，開始招生作業。

As mentioned above, if the class is a credit-bearing class, the enrollment process will begin after an agreement is reached at a faculty meeting

#### 2.2 招生作業：

Enrollment:

2.2.1 專班及學分班(隨班附讀)將課程及簡章宣傳至網站。

Advertise courses and brochures on the website for college classes and credit classes (with classes).

2.2.2 推廣班招生前應先做好簡章及備妥資訊，以利後續招生，透過行銷媒體各式管道讓校內外潛在學員得知訊息，並且提升其上課意願。其作業包含：1. 招生簡章編製2. 系統建置 3. 網站公告。

Before enrollment of extension classes, we should prepare the brochures and information for subsequent enrollment, and let potential students inside and outside of the school know the information through various channels of marketing media, and increase their willingness to take classes. The work includes: 1. enrollment brochure preparation 2. system construction 3. website announcement.

2.2.3 招生作業有校內外宣傳兩部分：

The enrollment operation has two parts: internal and external publicity:

2.2.3.1 校內宣傳含：1.校內公告、2.學校網站首頁公告、3.校內簡章宣傳、4.校內廣告看板。

On-campus publicity includes: 1. on-campus announcements, 2. school website homepage announcements, 3. on-campus brochures, and 4. on-campus advertisement boards.

2.2.3.2 校外宣傳含：1. 簡章郵寄、2. 推廣教育網頁宣傳、3. 通知舊生、4. 其他社群網頁宣傳。

Off-campus publicity includes: 1. newsletter mailings, 2. publicity on the Extension Education website, 3. notices to former students, and 4. publicity on other community websites.

### 2.3 學員選課報名

Enrollment for Credit Classes

2.3.1 學分班報名流程：1. 詢問查詢課程資訊。2. 審核學員資格，符合資格者接受其報名。

Credit class enrollment process: 1. Inquire about course information. 2. Review student qualifications and accept enrollment from those who meet the qualifications.

2.3.2 報名方式：1. 線上報名：學員登入線上報名系統並完成選課作業。2. 使用線上ATM 或銀行匯款繳交學分費。

Enrollment Methods: 1. Online Enrollment: Students log in to the online enrollment system and complete the course selection process. 2. Use online ATM or bank remittance to pay the credit fee.

### 2.4 開班前置作業：

Class Preparation:

2.4.1 學分班隨班附讀，學員若需上課資源，教學平台，需向推廣教育中心查詢。

Credit-bearing classes are attached to classes. Students who need resources for classes and teaching platforms should inquire with the Extension Education Center.

2.4.2 學分專班開班開課前各承辦人需評估開班成效後，若開班則協議開班課程、各班教室地點，通知學員及授課老師開班事項，協助上課老師印講義或訂購課本，進行開班作業；若不開班則通知合作單位及上課老師，通知學員並進行退費作業。

Before the start of a credit class, each contractor must evaluate the effectiveness of the class and, if the class is held, agree on the course, classroom location, notify students and teachers of the opening of the class, and assist teachers in printing handouts or ordering textbooks, and carry out the opening of the class; if the class is not held, then notify the cooperating organization and the teacher of the class, notify the students, and carry out the refund operation.

2.4.3 開班開課前各承辦人需評估開班成效後，若開班則推廣班需進行以下事項：1. 確認開課班級 2. 教室租借 3. 通知學員上課事項 4. 製作簽到表 5. 協助書籍訂購；若不開班則通知上課老師，通知學員並進行退費或轉班作業。

Starting a class Before starting a class, each contractor must evaluate the effectiveness of the class, and if the class is started, promote the class by doing the following: 1. Confirming the class level 2. Renting a classroom 3. Notifying students of the class 4. Making a sign-in sheet 5. Assisting with book orders; if the class is not started, notify the teacher of the class, notify students, and proceed with refunding the tuition or transferring to a different class.

## 2.5 課程上課：

### Course Commencement:

2.5.1 推廣班報名人數達開班條件，則開始上課後，協調異常事項(如下)，最後一兩週通知學員下一期報名時間。若有特殊需求調查其上課滿意度。課程完全結束後，請授課老師全班成績打完後，製作有需求的學員的修業證明書。

If the number of enrollment of the promotion class reaches the condition of starting the class, then the class will start, and then we will coordinate the irregularities (as below), and inform the students of the next enrollment time in the last one or two weeks. If there is a special need, we will investigate their satisfaction with the course. Upon completion of the course, the instructor will be asked to grade the entire class and prepare a certificate of completion for those who need it.

2.5.2 異常處理：如報名人數未達開班條件，或學員有特殊原因，依專科以上學校推廣教育實施辦法規定辦理退費，進行退費作業。或是上課人數不符報名人數時，確認上課學員，是否有轉班的人或是未報名卻上課者。

Handling of exceptions: If the number of applicants does not meet the requirements for starting a class or if students have special reasons for applying for refunds in accordance with the regulations of the Regulations for the Implementation of Extension of Education in Schools Above the College Level, then they will be refunded the tuition. If the number of students enrolled in a class does not match the number of students enrolled, we will confirm whether there are students who have transferred to another class or those who have not enrolled but are attending the class.

2.5.3 學分班上課作業：學員申請轉換班或退費過後，則將最後確認的學員之成績名冊由系助理交予授課教師手中，學期末提醒授課教師將成績名冊交至本中心後，收齊系成績冊後，則開始統一製作學分證明書。

Credit Class Operations: After students apply for a class transfer or refund, the final confirmed student's gradebook will be handed over to the instructor by the department assistant. At the end of the semester, the instructor will be reminded to hand over the gradebook to the Center, and after the departmental gradebook has been collected, the production of credit certificates will begin in a uniform manner.

2.5.4 學分班完成期末填報作業：於學期末完成教育部填報作業，包括各班男女人數等填報。

Completion of the final report for credit classes: The Ministry of Education will complete the report at the end of the semester, including the number of male and female students in each class.

## 2.6 製作證書及頒發證書：

### Producing and Issuing Certificates:

2.6.1 推廣班學員有證書需求，本中心待授課教師給予成績後，才頒予學分證書。

If the students of the extension class need a certificate, the Center will issue a credit certificate only after the instructor has given the grade.

2.6.2 學分班頒發證書流程：1. 學員可選擇寄送或親領。

The process of issuing certificates for credit classes: 1. Students can

choose to send the certificates by mail or collect them in person.

3. 控制重點：

Essential Elements of Control:

3.1 開課及作業流程應符合「專科以上學校推廣教育實施辦法」，是否依規定辦理。  
Classes and operation procedures should be in accordance with the “Regulations for the Implementation of Extension Education in Post-Secondary Schools” and whether or not they are conducted in accordance with the regulations.

3.2 推廣班或是學分專班，新開課程教師是否符合上該課程之資格或專長，是否擁有相關教學經驗、由本校相關人員推薦，或經本中心主管推薦。  
Whether the teacher of a new promotional or credit-bearing class meets the qualifications or expertise of the course, has relevant teaching experience, is recommended by the relevant staff of the school, or is recommended by the director of the Center.

3.3 教師鐘點是否符合開班成本或是本校規定費用。  
Whether the instructor's hourly rate meets the cost of the course or the fee required by the University.

3.4 學分班學員資格認定：1. 學年課程須先修上學期才可修下學期，特殊狀況學員除外。2. 若上課教師於開課第二週前決定該生不適該課程程度，本組則給予該生該科學分費用。  
Eligibility for credit classes: 1. Academic year courses must be taken in the previous semester before the next semester, except for students with special conditions. 2. If the instructor decides before the second week of class that the student is not suitable for the level of the course, the group will give the student the credit fee.

3.5 待學員轉班或退費後，給予授課老師正確名單，以利點名及後續繳交成績。  
After the student has transferred to another class or withdrawn from the course, the instructor will be provided with a correct list of names of the instructors for the purpose of roll call and subsequent payment of grades.

3.6 學分班隨班附讀，開班條件視本校是否有確實開班而定。  
Credit-bearing classes will be attached to the class, and the conditions for starting such classes will depend on the availability of such classes in the school.

3.7 教室選定規則依據課程需求及人數決定教室。  
Classroom selection rules are based on the needs of the program and the number of students in the classroom.

3.8 每節課是否有確實點名：1. 確認上課學員是否有報名。2. 依據點名狀況而視實際上課堂數是否有確實上完。3. 若上課學生有結業證書需求教師須依據出席狀況給予成績。。  
Whether or not there is a roll call for each class: 1. To confirm whether or not the students have signed up for the class; 2. To check whether or not the actual number of classes have been completed according to the roll call status; 3. To give grades to the students according to the attendance status if the students have a need for a certificate of completion.

## ◎推廣教育中心開課收費控制作業

Tuition fee collection control for Extension Education Center

### 1. 作業程序

Operating Process:

1.1 依學員於教務系統報名班別開立收據。

Open receipts according to the class enrollment of the student in the Academic Affairs System.

1.2 列印教務系統當日繳費統計表結帳。

Print out the payment statistics of the day in the Academic Affairs System.

1.3 於華銀出納系統列帳及製作代收入傳票。

Make an account in the cashier system of Hua Nan Bank and prepare a receipt for the income.

1.4 同仁審核收入傳票。

Audit the income summons by staff.

1.5 將代收入傳票紙本及 e-mail 檔案交至出納單位。

Submit the paper copy and e-mail file of the income substitution summons to the cashier.

1.6 每學年與會計室對帳。

Reconciliation with the Accounting Office for each school year.

### 2. 控制重點

Essential Elements of Control:

2.1 開課及作業流程應符合「專科以上學校推廣教育實施辦法」，是否依規定辦理。

Classes and operation procedures should be in accordance with the "Regulations for the Implementation of Extension Education in Post-secondary Schools" and whether they are carried out in accordance with the regulations.

2.2 日結帳金額是否符合系統金額，收據序號是否符合時程。

Whether the daily closing amount is in accordance with the system amount and whether the serial number of receipts is in accordance with the schedule.

2.3 轉帳學員是否確實開立收據且收據金額與收入一致，並確實追查費用來自何方。

Whether the students who transfer money to other schools have actually opened receipts and the amount of the receipts is consistent with the income, and whether they have traced the source of the expenses.

## ◎推廣教育中心開課退費控制作業

Tuition fee refund control of Extension Education Center

### 1. 作業程序

Operational Procedures

#### 1.1 學員退費申請：

Application for tuition refund:

##### 1.1.1 依據教育部退費規則決定退費金額。

The amount of refund will be determined in accordance with the Ministry of Education's refund rules.

##### 1.1.2 課前退費、課後未達全期 1/3 或其他特殊原因主管同意者。

Refunds before the class, after the class has ended, if the student has not reached 1/3 of the full term, or for other special reasons as agreed to by the supervisor.

##### 1.2 除未開班及轉換班退差額外，其餘學員退費皆須填寫退費申請表，並經主管同後始能退費。

Except for the refund of the difference between the amount of the unopened class and the transfer class, all other student refunds shall be made by filling out the refund application form and obtaining the consent of the supervisor.

##### 1.3 學員退費方式：

Refund methods for students:

###### 1.3.1 匯款：學員提供匯款資料。

Remittance: Students should provide remittance information.

##### 1.4 申請預支款支付親領退費者，匯款退費則照校方請款核銷流程匯款退費。

For those who apply for advance payment to pay for the refund in person, the remittance refund will be made according to the school's procedure of remittance refund.

##### 1.5 退費完成後，按校方核銷方式辦理核銷。

After the refund is completed, the school will follow the school's underwriting procedure.

### 2. 控制重點

Essential Elements of Control

#### 2.1 開課及作業流程應符合「專科以上學校推廣教育實施辦法」，是否依規定辦理。

The opening of classes and procedures should comply with the 'Regulations for the Implementation of Extension Education in Post-secondary Schools' and be properly executed.

#### 2.2 教務事項之相關財務收支款項之審核及記錄，是否依規定辦理。

Whether the examination and recording of financial revenues and expenditures related to academic affairs are handled in accordance with the regulations.

◎原住民族學生資源中心事務

Indigenous Student Resource Center

業務內部控制作業 Internal Control of Operations

1、原住民族學生資源中心作業職掌

Indigenous Student Resource Center Operations Supervisor :

本校原資中心協助校內原住民學生一切事務，包括學業輔導、關心學生常生活、舉辦多項與原住民文化相關之活動，並協助學生申請原住民獎助學金、凝聚原住民學生向心力等業務。

The Center assists aboriginal students in all matters, including academic counseling, caring for students' lives, organizing activities related to aboriginal culture, assisting students in applying for aboriginal scholarships, and building up the centrality of aboriginal students.

2、風險評估 Risk Assessment :

由於本校原資中心為 111 年 08 月 01 日剛成立之單位，在業務處理上還不甚熟稔，但可藉由詢問他校原資中心承辦或是校內其他前輩等，來提升原資中心處理行政業務上的效率。在必要情況下，也會評估事情的時效性及必要性，採取適當的方法解決困難，並設計內部控制作業降低事情發生的損害。

Since the ISRC was just established on August 01, 2022, we are not yet familiar with the business operation, but we can improve the efficiency of the Sources Center in handling the administrative business by consulting with the contractors of the Sources Centers of other universities or other predecessors in the university. If necessary, we will evaluate the timeliness and necessity of the matter, adopt appropriate methods to solve the difficulties, and design internal control operations to minimize the damage of the matter.

3、業務項目

Programs :

依據風險評估的結果，設計適合校內原民學生的風險評估項目，讓中心業務能順利執行。

Based on the results of the risk assessment, we will design a risk assessment program suitable for the indigenous students in the school, so that the business of the center can be carried out smoothly.

4、控制重點

Essential Elements of Control :

本中心各項控制作業，係為確保各項業務活動皆已有效運作，並依據風險評估結果，訂定各項業務項目之控制作業，所設計之控制作業作業詳列如下

To ensure the effective operation of the Center's activities, the Center has formulated control operations for each business item based on the results of the risk assessment, and the control operations designed are as follows :

項目編號 Item Number	訂定作業項目 Established Work Items	承辦單位 Responsible Unit
001	臺北基督學院原住民族學生獎助學金申請作業 Scholarship Application for Indigenous Students at Christ's College Taipei	原住民族學生資源中心 (ISRC)
002	臺北基督學院原住民族學生活動辦理輔導 Indigenous Student Activities Counseling at Christ's College Taipei	原住民族學生資源中心 (ISRC)

## ◎原住民族學生獎助學金申請作業

### Indigenous Student Scholarship Application Procedure

#### 1、適用範圍：

Applicable Scope:

原住民族學生獎助學金申請作業。

Scholarship Application for Indigenous Students

#### 2、作業程序

Operating Procedure :

2.1 依〈原住民族委員會獎助大專校院原住民學生實施要點〉規定，凡符合申請獎助學金身份之原住民學生，皆可依相關公告時間辦理，至原住民族學生資源中心辦理原住民學生獎助學金申請相關作業。

According to the regulations of the Committee of Indigenous Peoples' Scholarships for Aboriginal Students in Colleges and Universities, all aboriginal students who are eligible to apply for scholarships can go to the Aboriginal Student Resource Center to apply for aboriginal students' scholarships according to the time of the relevant announcement.

2.2 受理作業原則 Principles of Acceptance :

2.2.1 本要點所稱之學生，指就讀教育部核准立案之國內公私立大專校院具原住民身分者。但不含延長修業年限及就讀五專前三年、研究所者。The students referred to in this point refer to those who study in domestic public and private colleges and universities approved by the Ministry of Education and have the status of aborigines. However, they do not include those who have extended their years of study, or those who are enrolled in the first three years of a five-year college or graduate school.

2.2.2 本獎助學金及其申請標準與獎助金額如下

The scholarships, the application criteria and the amount of the scholarships are as follows :

2.2.2.1 學生前一學期學業成績達七十分以上者，得申請獎學金，每學期新臺幣三萬二千元。

Students who have achieved an academic grade of 70 or above in the previous semester are eligible to apply for a scholarship of NT\$32,000 per semester.

2.2.2.2 學生前一學期學業成績達六十分以上或設籍在蘭嶼鄉之雅美族學生，得申請一般助學金，每名每學期新臺幣二萬元。

Yami students who have achieved at least 60 points in the previous semester or who are domiciled in Lanyu Township are eligible to apply for a general grant of NT\$20,000 per semester.

2.2.2.3 低收入戶或中低收入戶學生前一學期學業成績達六十分以上者，得申請低收入戶助學金每學期新臺幣三萬元 或中低收入戶助學金每學期新臺幣二萬元。

Students from low-income households or low- and middle-income households who have achieved at least 60 points in the previous semester are eligible to apply for a low-income household grant of NT\$30,000 per semester or a low- and middle-income household grant of NT\$20,000 per semester.

2.2.3 學生領取前點獎助學金以一項為限，原住民公費生或學雜費及 食宿費由就讀學校全額負擔之學生，不得申請本獎助學金。

Students are limited to one scholarship. Indigenous students or students whose tuition, fees, room and board are paid in full by their schools are not eligible to apply for this scholarship.

2.3 獎助學金審查委員會議

Scholarship Review Committee Meeting :

3.1.1 獎學金及一般助學金審查，應以學生前學期班級排名換算百分比排序擇優核發。

Scholarships and general grants shall be reviewed on the basis of the student's prior semester class rank converted to a percentage ranking for selective disbursement.

2.4 將獲獎學生資料備份及將資料送件至輔仁大學原資中心。

Backup the data of the awarded students and send the data to Fu Jen Catholic University's Indigenous Student Resource Center.

2.5 待輔仁大學原資中心核可獲獎學生名單後，即可通知學生，並告知領有助學金之學生每學期應履行生活服務學習時數四十八小時。

Students will be notified of the award upon approval by Fu Jen Catholic University's Center for Sources of Funding and will be informed of the forty-eight (48) hours of life service learning hours per semester to be performed by students receiving the scholarship.

2.6 頒發原住民族委員會獎學金獎狀給獲獎學生，並拍照存留。

Presentation of Native Nations Council Scholarship certificates to the winning students and taking of photographs for retention.

3、控制重點

Essential Elements of Control:

3.1 學生申辦獎助學金申請是否於規定期限內，檢附規定證明文件辦理。

Whether a student's application for a scholarship is processed within the prescribed period of time with the required supporting documents.

3.2 已申辦獎助學金之學生，其申請資格是否符合獎助學金申請之規定。

If a student has already applied for a scholarship, does his/her eligibility for the scholarship meet the requirements of the scholarship application.

3.3 獎助學金審查委員是否有依申請學生前學期之班級排名換算百分比排序擇優核發。

Whether or not the scholarship review committee has given priority to the applicant based on his/her class rank in the previous semester converted to a percentage ranking.

4、使用表單：

Applicable Forms :

4.1 原住民族委員會大專校院原住民學生獎助學金申請表

Application for Scholarships for Aboriginal Students at the Council of Indigenous People

5、依據及相關文件：

Basis and Relevant Documents :

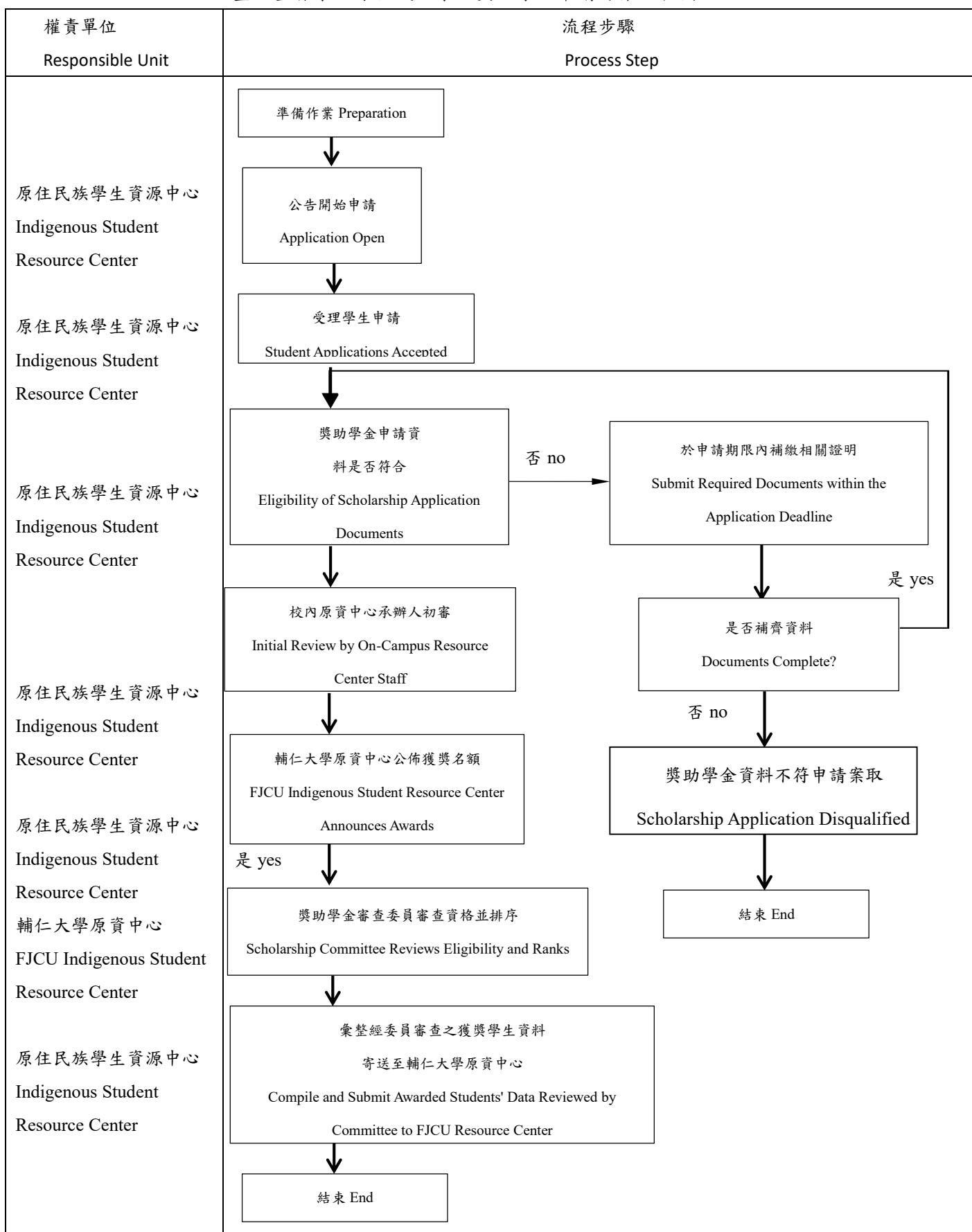
5.1 原住民族委員會獎助大專校院原住民學生實施要點

Key Elements of Implementation of the Council of Indigenous Peoples' Scholarships for Aboriginal Students in Tertiary Institutions.

6、流程圖 Flowchart :

6.1 臺北基督學院原住民族學生獎助學金申請作業流程參見【流程圖一】  
Indigenous Student Scholarship Application Procedure of Christ's College Taipei.  
Consult "Process Flowchart 1".

臺北基督學院原住民族學生獎助學金申請作業流程圖



◎原住民族學生活動辦理輔導作業

Indigenous Student Activities Counseling Procedure

1、適用範圍

Applicable Scope :

原住民族學生活動辦理輔導。

Indigenous Student Activities Counseling

2、作業程序：

Operating Procedure :

2.1 加強與原住民工作會之連結，辦理生活、課業輔導與生涯規劃講座及社區活動，或辦理原住民人才返鄉輔導講座。

Strengthen the connection with the Aboriginal Workers' Association, and organize lectures on life, academic counseling and career planning, as well as community activities, or organize counseling seminars for aboriginal talents returning to their hometowns :

2.1.1 連結原住民工作會與舉辦推廣文化活動，辦理校際觀摩，增進學生多元學習機會。

To link up with Aboriginal working groups and organize cultural activities and inter-school visits to enhance students' diversified learning opportunities.

2.1.2 辦理原住民生活與課業輔導及就業與升學之生涯規劃活動。

Provides counseling on aboriginal life and schoolwork, as well as career planning activities for employment and further education.

2.1.3 邀請原住民傑出人士到校演講或座談。

Invite outstanding Aboriginal people to speak or give talks at the school.

2.1.4 辦理原住民學生參與原住民工作會返鄉社區服務。

To organize Aboriginal students to participate in the Aboriginal Workshop to return to their home communities.

2.2 開辦原住民傳統文化、技藝課程

Provide courses on traditional Aboriginal culture and arts and crafts :

2.2.1 輔導學生重視自我族群傳統文化、技藝之傳承及創新。

Students are counseled to emphasize the inheritance and innovation of the traditional culture and skills of their own ethnic group.

2.2.2 聘請部落技藝教師開辦原住民傳統文化與技藝課程，提升學生認識原住民文化及傳授原住民技藝能力。

Employing tribal arts and crafts teachers to offer courses on traditional Aboriginal culture and arts and crafts to enhance students' understanding of Aboriginal culture and ability to teach Aboriginal arts and crafts.

2.2.3 辦理認識原住民文化、技藝之鄉土教學活動及參觀，融入相關學科教學。

To organize activities and visits to learn about aboriginal cultures and skills, and to integrate them into the teaching of related subjects.

### 3、控制重點

Essential Elements of Control :

3.1 活動企劃主軸架構是否完整適切。

Whether the main axis structure of the activity plan is complete and appropriate

3.2 經費使用是否合理以及細目是否明確。

Whether the funds are spent wisely and whether the breakdown is clear.

3.3 活動成果是否有於社群平台上完整紀錄並交流分享。

Whether the results of the activity have been fully documented and shared on social media platforms.

### 4、使用表單：

Applicable Forms:

4.1 依教育部補助本校相關作業要點所需檢附之表件。

Forms required for submission as specified in Christ's College Taipei's guidelines for MOE subsidies.

### 5、依據及相關文件：

Basis and Related Documents :

5.1 教育部學輔經費實施要點。

The Department of Education's Key Elements of School Support Funding Implementation.

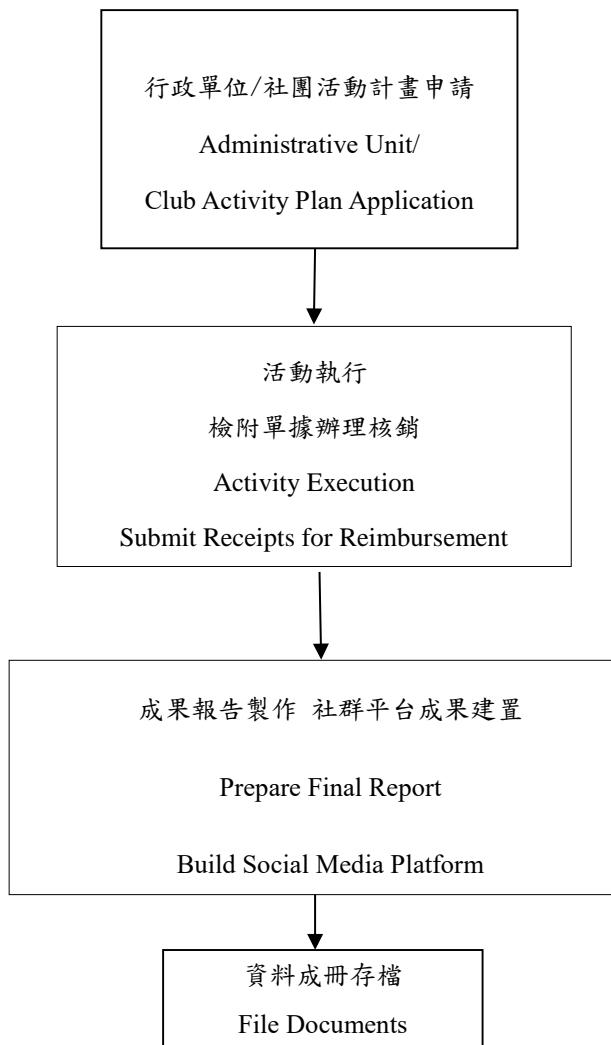
### 6、流程圖 Flowchart :

6.1 臺北基督學院原住民族學生活動辦理輔導作業流程圖參見【流程圖一】

Indigenous Student Activities Counseling Procedure of Christ's College Taipei.  
Consult "Process Flowchart 1".

臺北基督學院原住民族學生活動辦理輔導作業流程圖  
Indigenous Student Activities Counseling Procedure Flowchart

【流程圖一】



## (六) 產學合作事項

### Industry-Academia Collaboration

#### 1. 適用範圍：

##### Applicable Scope:

本校產學合作相關作業適用於本章節。

The procedures for industry-academia collaboration at the university are governed by this section.

#### 2. 作業程序：

##### Operating Procedure:

###### 2.1 研發處公告校外各項產學計畫徵求資訊。

The Research and Development Office (R&D Office) will announce external industry-academia collaboration project solicitations.

###### 2.2 有意願申請計畫之專任教師，請依補助單位所列之條件辦理。

Full-time faculty members interested in applying for a project should follow the conditions specified by the funding agency.

###### 2.3 依本校產學合作實施獎勵辦法訂定之「行政管理費」編列原則，檢視各項計畫經費編列情況。

The "administrative management fee" allocation will be reviewed in accordance with the guidelines for industry-academia collaboration and the project budget.

###### 2.4 徵求計畫應相對提撥自籌款，須於計畫申請前經校長核定始可向外提交計畫書。

For solicited projects, a matching contribution from self-raised funds is required.

The project proposal must be approved by the university president before submission to external agencies.

###### 2.5 來文說明於期限內完成申請作業，則由教師完成填報作業。

If the external agency requests the completion of the application within a specified timeframe, the faculty member will complete the application form.

###### 2.6 申請產學計畫獲校外單位核定補助，雙方需簽定合約，簽約完成後，須提供契約書正本至研發處（含經費明細表）。

Once an industry-academia project is approved for funding by an external agency, both parties must sign a contract. After the contract is signed, the original copy, along with the detailed budget, must be submitted to the R&D Office.

###### 2.7 研發處將計畫案資料及核定經費明細表轉呈會計室鍵入系統，並經計畫主持人確認無誤後，始可動支計畫經費。

The R&D Office will forward the project data and approved budget to the accounting office to enter it into the system. Once confirmed by the project leader, the project funds can be accessed.

2.8 經費動支及核銷作業，應依本校相關規定辦理。因辦理各項計畫而購置之圖書、期刊、儀器、設備等，除合約另有規定者外，均應依本校財產管理相關辦法辦理。

The use of funds and reimbursement procedures should be conducted in accordance with the university's regulations. Any books, journals, instruments, or equipment purchased for the project, unless otherwise specified in the contract, should be managed according to the university's asset management guidelines.

### 3. 控制重點：

Essential Elements of Control:

3.1 徵求計畫依申請補助或委辦機構之規定備齊文件。

Solicited projects must prepare the required documents according to the regulations of the funding or commissioning agency.

3.2 需於申請期限內向補助或委辦機構線上繳件或備函送達。

Applications must be submitted online or by mail to the funding or commissioning agency within the specified deadline.

3.3 計畫完成簽約，計畫主持人提供契約書正本至研發處（含經費明細表）。

Upon contract completion, the project leader must provide the original contract and the detailed budget to the Research and Development Office.

3.4 行政管理費編列原則應因本校辦法辦理。

The allocation of administrative management fees should follow the university's regulations.

### 4. 使用表單：

Applicable Forms:

4.1 依校外各項計畫作業要點或方式，填具相關標單或表件。

Fill out the relevant forms or documents based on the operational guidelines or methods of each external project.

### 5. 依據及相關文件：

Basis and Related Documents

5.1 教育部專科以上學校產學合作實施辦法。

Implementation Guidelines for Industry-Academia Collaboration at Colleges and Universities (Ministry of Education).

5.2 臺北基督學院產學合作管理作業要點。

Industry-Academia Collaboration Management Guidelines at Christ's College  
Taipei.

5.3 臺北基督學院產學合作暨政府科研補助或委託辦理 收入收支管理要點。

Industry-Academia Collaboration and Government Research Funding or  
Commissioned Project Income and Expenditure Management Guidelines at Christ's  
College Taipei.

5.4 教育部補(捐)助及委辦經費核撥結報作業要點。

Guidelines for the Disbursement and Final Reporting of Subsidies, Donations, and  
Commissioned Funds (Ministry of Education).

## 6. 流程圖：

Flowchart:

6.1 參見【流程圖一】

See [Flowchart1]

作業說明	申請單位(人)	研發處	相關單位	秘書室	校長室
1. 公告申請 研發出公告計畫徵求資訊。					
2. 申請作業 教師依校內作業程序辦理。					
3. 核定簽約 計劃案核定後完成簽約，提供契約書正本乙份至研發處(和經費明細表)					
4. 計劃案建檔 鍵入資料及預算後，經計畫主持人確認無誤後，始可動支計畫經費。					

【流程圖一】

## (七) 國際交流及合作事項

### International Exchange and Cooperation Matters

#### ◎本校與境外地區學校締結姊妹校作業

##### Sister School Programs with Schools Outside of Taiwan

1. 雙方有合作共識之 1 個月內，草擬約定內容。

Within one month of the agreement, the two parties shall draft the content of the agreement.

2. 如由本校提供約定樣本，請參閱過往範例。若對方提供其約定書範本，則以對方約定書範本為主。

If the CCT provides a sample agreement, please refer to past examples. If the other party provides a template, the other party's template will take precedence.

3. 合作約定書可由本校或擬與本校簽署合作之機構提出。本校可由校、系、中心或行政單位基於合作或學術交流之需求而主動提出；對方則由其對等單位提出。

A letter of cooperation may be submitted by the CCT or by the organization with which the CCT intends to sign a cooperation agreement. It may be initiated by school, department, center, or administrative unit in response to a need for cooperation or academic exchange, or by its counterpart.

4. 簽訂之程序則依雙方合作之層級而定。

The signing procedure depends on the level of cooperation between the two parties.

4.1 以學校名義訂定校級約定應以具備全校性合作關係者為原則，由國際暨公共事務室承辦相關事宜，並簽請校長核可後簽訂。

School-level agreements in the name of the school should be based on the principle of school-wide cooperation, with the International and Public Affairs Office handling the related matters and signing the agreement after the approval of the president.

4.2 合作約定若涉及本校兩個單位以上(含)，則由國際暨公共事務室協助主辦單位與對方對等單位訂定約定，並簽請校長核可後簽訂之。

If more than two departments of the CCT are involved, the International and Public Affairs Office will assist the organizer in drawing up an agreement with the counterparts and sign it with the approval of the President.

4.3 合作約定之領域若僅限於單一主修、中心或行政單位者，宜由該主辦單位與對方對等單位訂定約定，並送國際暨公共事務室審閱後，經提交單位會議通過後，以專簽並檢陳會議記錄及書面約定會辦國際暨公共事務室，陳請校長核可後，由該主辦單位與對方簽訂之，簽訂後應檢送影本乙份至國際暨公共事務室備查，正本由主辦單位保管。

If the scope of the cooperation agreement is limited to a single major, center or administrative unit, it is appropriate for the organizer to draw up an agreement with the counterpart unit of the other party and send it to the Office of International and Public Affairs for review. After submitting the agreement to

the unit for approval at a meeting, the organizer will sign the agreement with the counterpart unit of the other party by means of a personalized signature, reviewing the minutes of the meeting and the written agreement, and presenting it to the Office of International and Public Affairs for the approval of the president of the CCT, and then a photocopy of the agreement should be sent to the Office of International and Public Affairs for examination. After signing the agreement, the organizer should send a copy of the agreement to the Office of International and Public Affairs for filing, and the original copy should be kept by the organizer.

#### 5. 雙方簽署合約方式：

The manner in which a contract is signed by both parties:

5.1 郵寄或以 E-mail 寄送雙方簽署合約。

Sign the contract by mail or e-mail.

5.2 對方代表蒞校簽約。

Representatives of the other party came to the CCT to sign the contract.

5.3 由本校校長或主管赴國外簽約。

The principal or superintendent of the CCT will go abroad to sign the contract.

5.4 由雙方長官攜約前往對方學校簽約。

The Chief Executive of each party will bring the contract to the other party's school to sign the contract.

## ◎接待外賓蒞校參訪作業

### Reception of Foreign Visitors to the CCT

- 依來訪外賓之頭銜或職級，區分為校級與非校級接待，並再區分 3 種接待規格，分別為大規模、中規模以及小規模接待。大規模接待意指交流座談主持人為校長，並於會談結束後邀請外賓赴飯店用膳，贈禮品為具台灣代表性；中規模接待意指交流座談主持人為副校長主持，會談結束後邀請外賓赴飯店用膳所贈禮品為具台灣在地特色；小規模接待意指公關室主任為交流座談主持人，會議結束後邀請外賓於本校用餐，所贈禮品為本校禮品。

According to the title or rank of the visiting guests, there are three types of receptions: large-scale, medium-scale, and small-scale receptions. Large-scale reception means that the host of the meeting is the president, who invites the guests to dine at restaurant after the meeting and gives them gifts representative of Taiwan; medium-scale reception means that the host of the meeting is the vice president, who invites the guests to dine at restaurant after the meeting and gives them gifts representative of Taiwan or CCT; and small-scale reception means that the director of the public relations office is the host of the meeting and invites the guests to dine at the CCT after the meeting. The gifts given to the guests were gifts from the CCT.

- 提醒來訪外賓蒞校時間應避開週末或國定假日。依來訪外賓職級以及來訪目的，於外賓來訪前 3 至 4 星期前，完成聯繫屆時會面之校內對等層級人員，以及安排來校行程。在確定接待規格後，應立即與主任秘書確認主持交流會議之時間，以利會議順利進行。

Remind visiting guests to avoid weekends or national holidays. Depending on the rank of the visiting guests and the purpose of the visit, contact the school counterparts who will be meeting with the visiting guests 3 to 4 weeks prior to the visit and arrange the itinerary of the visit. As soon as you have finalized your reception specifications, you should confirm with the Director's Secretary the time to host the exchange meeting to facilitate the smooth running of the meeting.

- 依來訪需要，提供相關顧問及協助循行政程序預約會議地點、申請派校車、申請校級禮品、協助購買致贈禮品及安排來訪外賓住宿等事宜。

In accordance with the needs of visitors, provide relevant consultation and assist in administrative procedures to reserve meeting places, apply for school buses, apply for school gifts, assist in purchasing gifts, and arrange for the accommodation of visiting guests.

- 依來訪外賓專業領域與需求安排參觀單位（如圖書館、各主修等），並請相關單位安排導覽人員。

Arrange visiting departments (e.g., library, majors, etc.) according to the professional fields and needs of the visiting guests, and ask the relevant departments to arrange

for tour guides.

5. 依來訪需要，於交流座談會議前，安排會議工作人員名單以及工作細流。

Depending on the needs of the visit, a list of conference staff and a detailed flow of work will be organized prior to the conference.

6. 於外賓來訪 1 至 2 星期前再次與協辦單位、工作同仁及各單位導覽人員確認接待事宜，並於行前通知來訪事宜。

Confirm with the co-organizers, colleagues and tour guides one to two weeks before the visit, and notify them of the visit beforehand.

7. 於外賓來訪 1 至 2 星期前確認本校接待師長名單，備妥交流座談會議所需會議資料、致贈之本校禮品以及紀念品等。

Confirm the list of teachers and principals who will receive guests one to two weeks prior to the visit, and prepare the materials, gifts, and souvenirs required for the meeting.

8. 外賓來訪期間如逢用餐時間，應事先請示上級用餐地點與方式，並了解外賓用餐習慣及文化差異。

If there is a meal time during a foreign guest's visit, we should ask our supervisors in advance where and how to have the meal, and we should understand the foreign guest's eating habits and cultural differences.

9. 活動結束，辦理經費核銷事宜（留意本校核銷程序以及統一編號）。

When the activity is over, the expenses will be written off (pay attention to our school's procedure of writing off the expenses and the tax ID number).

10. 活動結束後將資料歸檔

Archiving of data after the event

◎台、陸、僑、外生招生試務作業

Taiwan, Mainland, Overseas Chinese, and Foreign Student Enrollment Examinations

1. 擬定年度招生工作計畫  
Develop an annual enrollment plan
2. 簡章編訂  
Application arrangement
3. 報名作業  
Enrollment Assignments
4. 審查作業  
Review of operations
5. 放榜作業  
Release of listings
6. 寄錄取通知單  
Sending Admission Notice
7. 確認就讀意願  
Confirmation of Intention to Study

## (八)圖書暨資訊處理事項

Library and Information Processing Items:

### ◎圖書館營運作業

Library Operations Procedure

#### 1、目標

##### Objective

圖書館(以下簡稱本館)設立於 1965 年，一直扮演著服務全校師生，提供教學、研究及學習上所需使用的資料和資訊者的角色。本校為一所基督教博雅大學，而大學圖書館成立的目地在於提供教學、研究與學習所需之圖書與資訊，因此本館致力於掌握讀者需求與本館的任務，建立優質館藏以配合學校的課程、老師的研究與學生的閱讀需要。為確保組織任務之遂行，圖書館規劃相關服務並訂定作業規章，以期維護館藏安全、提升資源的使用與流通服務效能。

The library (hereinafter referred to as "the Library"), established in 1965, has continuously served the faculty and students of the university by providing materials and information necessary for teaching, research, and learning. As a Christian liberal arts university, the purpose of the university library is to supply resources and information needed for teaching, research, and learning. Therefore, the Library is dedicated to understanding users' needs and its mission, building a high-quality collection to support the university's curriculum, faculty research, and student reading needs. To ensure the fulfillment of organizational objectives, the Library plans relevant services and formulates operational guidelines to safeguard the collection, enhance resource utilization, and improve the efficiency of circulation services.

#### 2、作業範圍 Scope of Operations

文件編號 Document Number	作業名稱 Operation Title	負責單位 Responsible Unit
001	圖書資源採編與登錄 Acquisition and Cataloging of Library Resources	圖書館 Library
002	館藏資源流通 Library Resource Circulation	圖書館 Library
003	館際合作服務 Interlibrary Cooperation Services	圖書館 Library

## ◎圖書資源採編與登錄

### Acquisition and Cataloging of Library Resources

#### 1、目的：

##### Purpose:

為支援教學、研究、行政與學生學習，圖書館徵集與採購適合本校教職員工生學習研究與課程發展需求之各類圖書資源，更透過書目分類編目與組織整理，提升資源檢索服務運作效率，使全校教職員工生均可透過圖書館自動化系統—圖書館館藏查詢系統，正確迅速地檢索與地用圖書資源。

此外，為保存所有採購及受贈圖書資源的完整紀錄，逐一登錄圖書財產紀錄，以善盡學校圖書館各項資源的保護與管之責，並作為統計館藏數量與查考圖書來源之基準。

To support teaching, research, administration, and student learning, the library acquires and procures various types of book resources that meet the learning, research, and curriculum development needs of the faculty, staff, and students.

Through bibliographic classification, cataloging, and organizing, the library enhances the efficiency of resource retrieval services, allowing all faculty, staff, and students to quickly and accurately search for and use library resources through the library's automated system—the Library Collection Search System.

In addition, to preserve a complete record of all procured and donated book resources, the library registers each book's property record, fulfilling the responsibility of safeguarding and managing the library's resources. These records also serve as a basis for statistics on collection size and for tracking the sources of the books.

#### 2、作業程序：

##### Operating Procedure:

###### 2.1 採購作業

###### Acquisition Procedures

###### 2.1.1 圖書資源定義：

###### Definition of Library Resources:

包含紙本圖書、紙本期刊、視聽、非書資料、電子書、電子期刊及線上資料庫。

Includes printed books, printed periodicals, audiovisual materials, non-book materials, e-books, e-journals, and online databases.

###### 2.1.2 圖書經費分配：

###### Allocation of Library Funds:

圖書館依據每學年學校核定之圖書經費以及館藏發展方向，分配紙本圖書、紙本期刊、電子書、電子期刊、線上資料庫、以及視

聽與非書資料等各項資源採購經費預算，經館長審核與學校核准後，開始執行各類圖書資源採購。

The library allocates procurement budgets for printed books, printed periodicals, e-books, e-journals, online databases, audiovisual materials, and non-book materials based on the approved annual budget and collection development direction. After review by the library director and approval by the school, the acquisition of various library resources will be executed.

#### 2.1.3 圖書資料蒐集：

Collection of Library Materials

圖書館蒐集各主修、核心課程中心、各部門、學生，以及線上推薦系統讀者介購書單。

The library collects book recommendations from majors, core curriculum centers, various departments, students, and the online recommendation system.

#### 2.1.4 圖書資料採購：

Procurement of Library Materials

紙本圖書、視聽及非書資料經過館藏複本查核後，進行評估後，依本校採購程序購買。

期刊及電子資源(電子書、電子期刊、資料庫)經廠商估價或透過聯盟，依本校採購程序購買。

Printed books, audiovisual, and non-book materials are procured after checking for duplicates in the collection and subsequent evaluation, following the school's procurement procedures. Periodicals and electronic resources (e-books, e-journals, and databases) are procured based on vendor quotations or through consortia, in accordance with the school's procurement procedures.

### 2.2 點收作業

Acceptance Procedures

#### 2.2.1 實體圖書及期刊資源：

Physical Books and Periodical Resources:

點收核對採購進館之各類圖書資源。

Acceptance and Verification: Verify and check all acquired library resources upon delivery.

#### 2.2.2 電子資源(電子書、電子期刊、資料庫)：

Electronic Resources (E-books, E-journals, Databases):

製作電子資源網頁清單

Creation of Electronic Resource Web Lists.

電子資源到館驗收

Acceptance and Verification of Electronic Resources.

### 2.3 加工作業

#### Processing Procedures

2.3.1 第一階段加工；實體書籍進行黏貼圖書條碼號(財產登錄號)、蓋章(館藏章/來源章/贈閱章/書口章等)。

First-Stage Processing: For physical books, affix the library barcode number (property registration number) and apply stamps (e.g., collection stamp, source stamp, donation stamp, or book edge stamp).

2.3.2 第二階段加工：進入新書展示流程之紙本圖書黏貼書標、RFID 晶片寫入、蓋章(開始借閱日期章)、統計；新進館紙本期刊蓋章、統計後上架。

Second-Stage Processing: For printed books going through the new book display process, affix spine labels, write RFID chip data, apply stamps (e.g., borrowing start date stamp), and record statistics; for new printed periodicals, apply stamps, record statistics, and shelve the items.

### 2.4 編目分類作業

#### Cataloging and Classification Procedures

依據中、西文圖書資源分類編目規則及標準將進館的中西文圖書、期刊、視聽資料、非書資料、電子書、電子期刊及電子資料庫等各類圖書資源，於圖書館自動化系統進行書目分類編目建檔作業。

Based on cataloging rules and standards for Chinese and Western resources, the library performs bibliographic classification and cataloging for all incoming resources, including Chinese and Western books, periodicals, audiovisual materials, non-book materials, e-books, e-journals, and electronic databases, using the library automation system.

2.4.1 登錄抄編：於自動化系統登錄圖書條碼號與書目抄編；紙本期刊點收登錄。

Barcode Registration and Entry: Enter the barcode number and bibliographic information into the library automation system; record and log received printed periodicals.

2.4.2 分類編目：館員審核圖書書目資料並依據各類分編參考工具書及系統，進行分類編目建檔作業。

Classification and Cataloging: Library staff review bibliographic data and classify materials using reference tools and cataloging systems.

## 2.5 新書展示上架作業

New Resource Display and Shelving Procedures

2.5.1 實體圖書資源：

Physical book resources

2.5.1.1 設定系統新書展示日期

Set the system new book display date

2.5.1.2 新書展示之館藏條碼號狀態，從編目移送流通系統。

Transfer the status of the new collection's barcode number from cataloging to the circulation system for display and circulation purposes.

2.5.1.3 將新書館藏條碼號設定為新書展示區

Assign the new book barcode numbers to the new book display area

2.5.1.4 印製新書展示清單

Print the new book display list

2.5.1.5 展示新書拍照

Take photos of the new books for display

2.5.1.6 新書上架至展示區，

Shelve new books in the display area

2.5.1.7 發新書通報 email 通知讀者。

Send a new book notification email to readers

2.5.2 電子資源（電子書、電子期刊、資料庫）：

Electronic Resources (E-books, E-journals, Databases)

2.5.2.1 確認網頁清單

Confirm the web list

#### 2.5.2.2 電子書書目匯入圖書館系統

Import e-book metadata into the library system

#### 2.5.2.3 撰寫電子資源啟用訊息

Write the e-resource activation message

#### 2.5.2.4 電子資源上架後發 email 通知讀者。

Send an email notification to readers after the e-resource is available

### 2.6 編製財產目錄

#### Property Inventory

##### 2.6.1 實體圖書資源：訂購之圖書及視聽資料完成核銷程序後，編製財產目錄清單。

Physical Book Resources: After the ordered books and audiovisual materials have completed the verification process, an inventory list is created.

##### 2.6.2 電子資源：採購或贈送的電子書、電子期刊或電子資料庫經圖書館業務負責人驗收無誤後，於圖書館網站上設置專頁陳列；其中電子書書目與館藏資料匯入圖書館自動化系統，供讀者借閱與查詢。

Electronic Resources: After the procurement or donation of e-books, e-journals, or electronic databases is verified by the library's responsible personnel, a dedicated page is set up on the library's website for display. The e-book metadata and collection information are imported into the library's automation system for readers to borrow and query.

### 3、控制重點:

#### Essential Elements of Control:

##### 3.1 依據每學年學校核定之圖書、書報雜誌、電子資源經費，分配各項圖書資源採購預算，並於當學年執行並如期完成各項採購與核銷作業。

#### Budget Allocation and Procurement Execution:

Based on the annual budget approved by the school for books, periodicals, and electronic resources, allocate the procurement budget for various types of library resources. Execute the procurement and verification tasks within the fiscal year and ensure completion on schedule.

3.2 依據教師推薦書籍、教授指定用書及全校教職員生薦購的各類圖書資源，進行評估及採購，以符合全校教職員生教學研究、學習、行政及所有課程發展需求。

Evaluation and Procurement Based on Recommendations:

Evaluate and procure books and resources based on faculty recommendations, textbooks designated by professors, and books recommended by the entire faculty, staff, and students, to meet the needs of teaching, research, learning, administration, and all curriculum development across the university.

3.3 將採購之圖書、期刊、視聽資料及電子資源進行分類編目、書目建檔、加工、流通作業移送、新書展示上架等作業。

Cataloging and Processing:

Catalog, process, and perform bibliographic work on procured books, journals, audiovisual materials, and electronic resources. This includes classification, cataloging, database creation, processing, circulation work, and new book display and shelving.

3.4 製作新書通報，進行新書展示與提供圖書上架及借閱流通服務。

New Book Notification and Display:

Create new book notifications, organize new book displays, and provide shelving and borrowing circulation services for library books.

3.5 製作圖書資料財產清冊。

Create the Asset Catalog:

Prepare a detailed inventory of library resources and property records.

#### 4、使用表單及系統

##### Applicable Form and Systems

4.1 臺北基督學院圖書館新書通報

Christ College Taipei Library new book

4.2 臺北基督學院圖書館圖書資料財產清冊

Christ College Taipei property inventory record.

4.3 臺北基督學院圖書館圖書資料介購清單

Christ College Taipei user recommendation form

4.4 臺北基督學院圖書館教授指定參考書徵詢表

Christ College Taipei faculty reference book solicitation form

4.5 WebPAC 讀者線上推薦系統

WebPAC online recommendation system.

4.6 合約書

Procurement contracts.

4.7 請購單

Purchase requests

4.8 黏貼憑證

Receipt stamps.

5、依據及相關文件：

Basis and Related Documents

5.1 臺北基督學院圖書館分類編目政策

Christ College Taipei Library Classification and Cataloging Policy

5.2 中西文圖書資源編目與組織整理參考工具書及系統：

Cataloging and Organizational Reference Tools and Systems for Chinese and Western Language Book Resources:

- MARC21 書目紀錄中文手冊(修訂版)  
MARC21 Bibliographic Record Chinese Manual (Revised Edition)
- 英美編目規則  
Anglo-American Cataloguing Rules
- 美國國會分類表(LCC Classification Web 線上系統)  
Library of Congress Classification (LCC Classification Web Online System)
- 美國國會標題表(LCC Classification Web 線上系統)  
Library of Congress Subject Headings (LCC Classification Web Online System)
- OCLC Connexion Client (OCLC 線上書目系統)  
OCLC Connexion Client (OCLC Online Bibliographic System)
- 中文羅馬拼音與字彙  
Chinese Romanization and Vocabulary
- Cutter's Two-Figure Author Table (作者表)  
Cutter's Two-Figure Author Table (Author Table)

## 6、流程圖 Flowchart

### 6.1 紙本圖書採編與登錄作業流程圖參見【流程圖一】

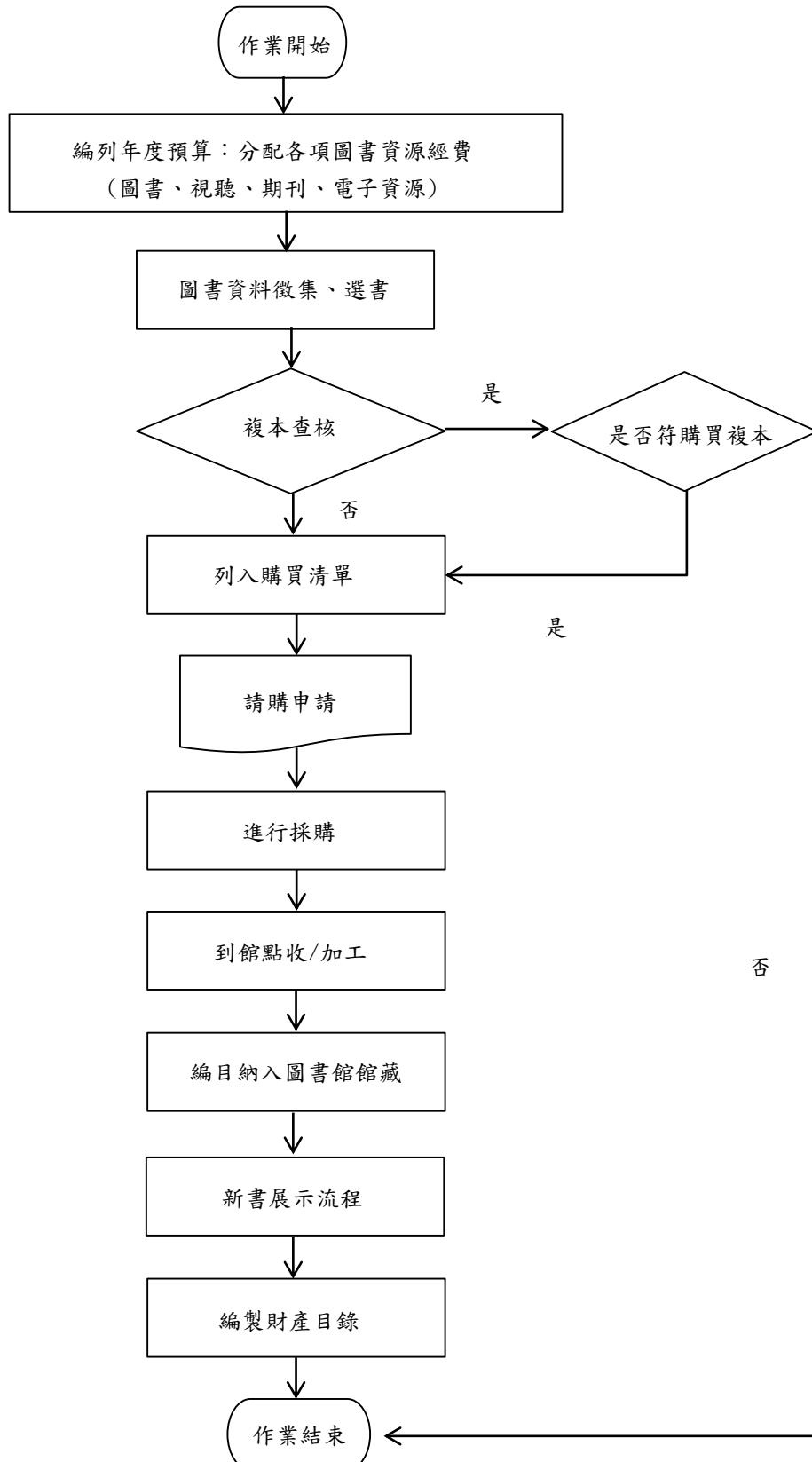
Refer to “Flowchart 1” for the Paper Book Acquisition and Cataloging Workflow.

### 6.2 期刊及電子資源採編與登錄作業流程圖參見【流程圖二】

Refer to “Flowchart 2” for the Periodicals and Electronic Resources Acquisition Workflow.

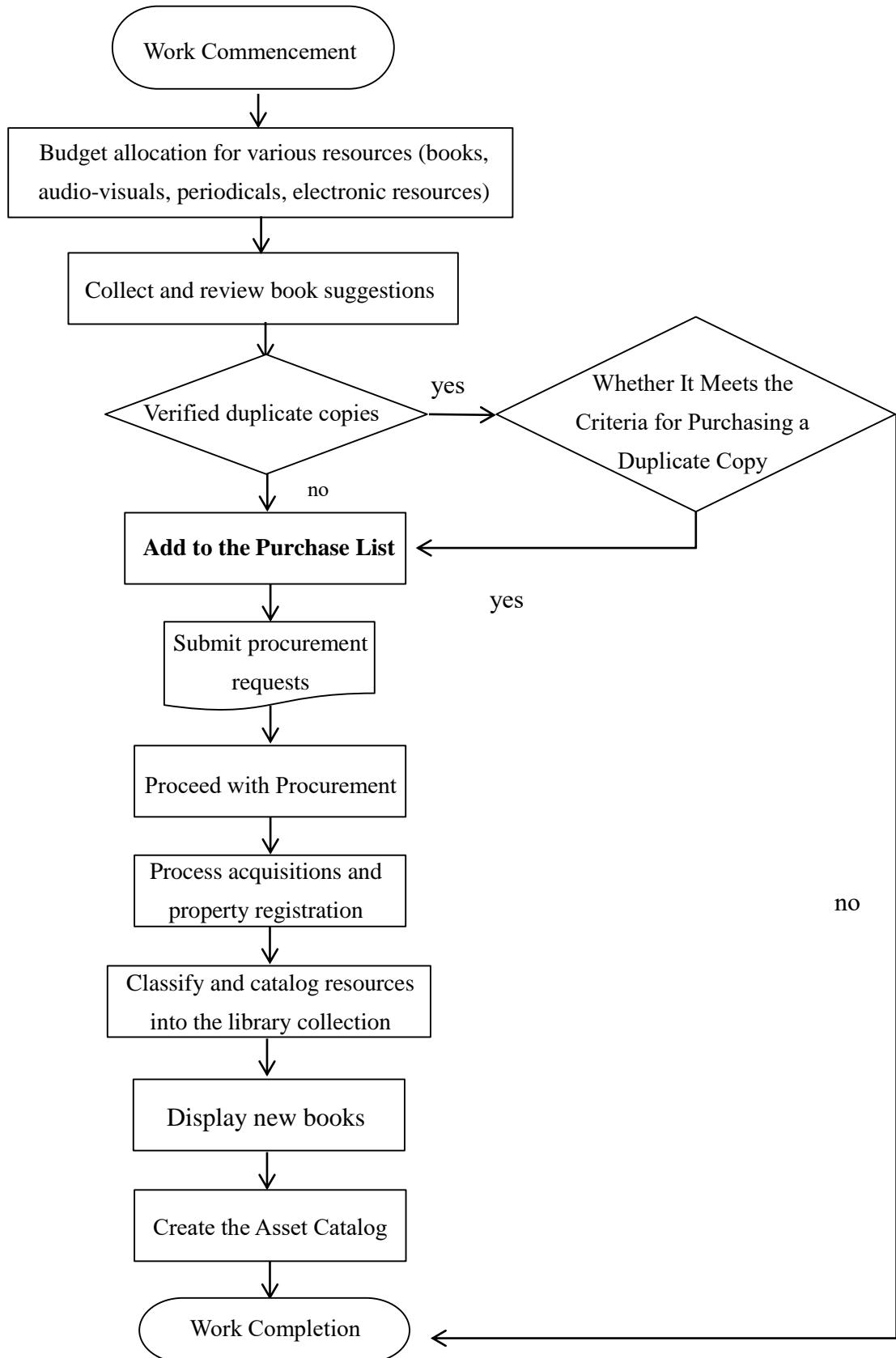
## 紙本圖書採編與登錄作業流程圖

【流程圖一】



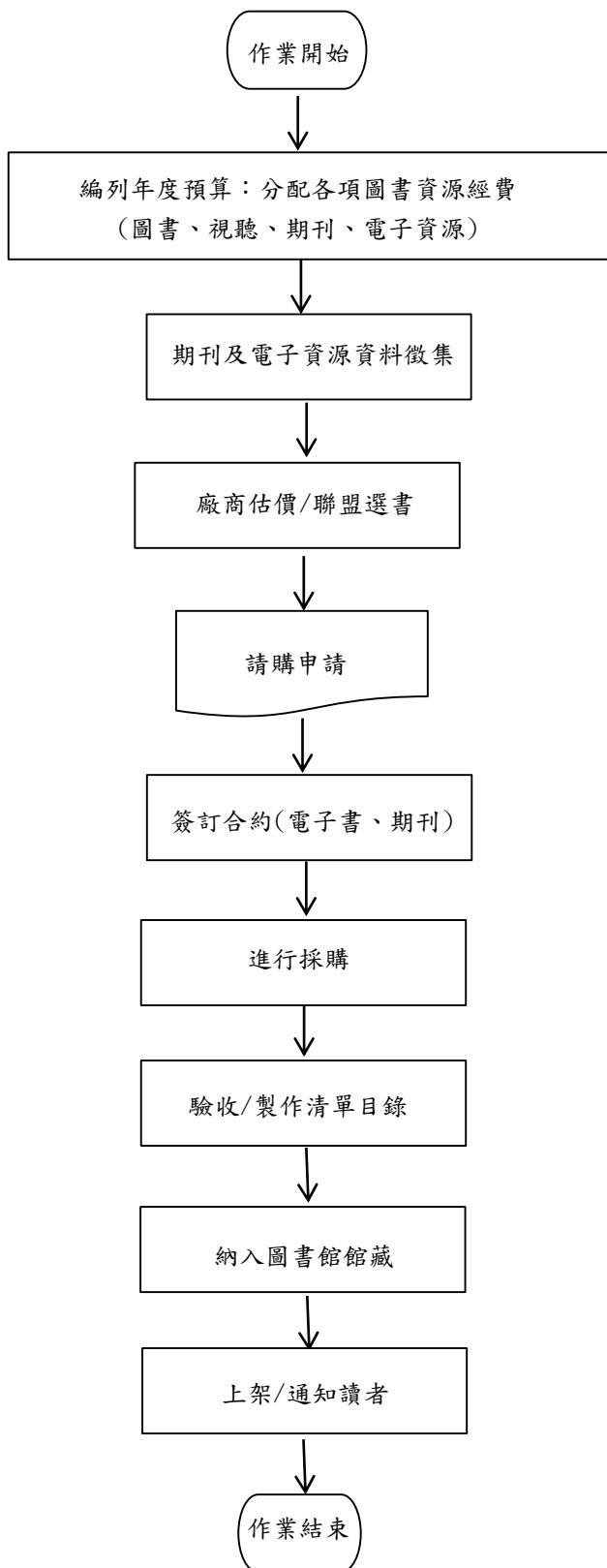
## Paper Book Acquisition and Cataloging Workflow

Flowchart 1



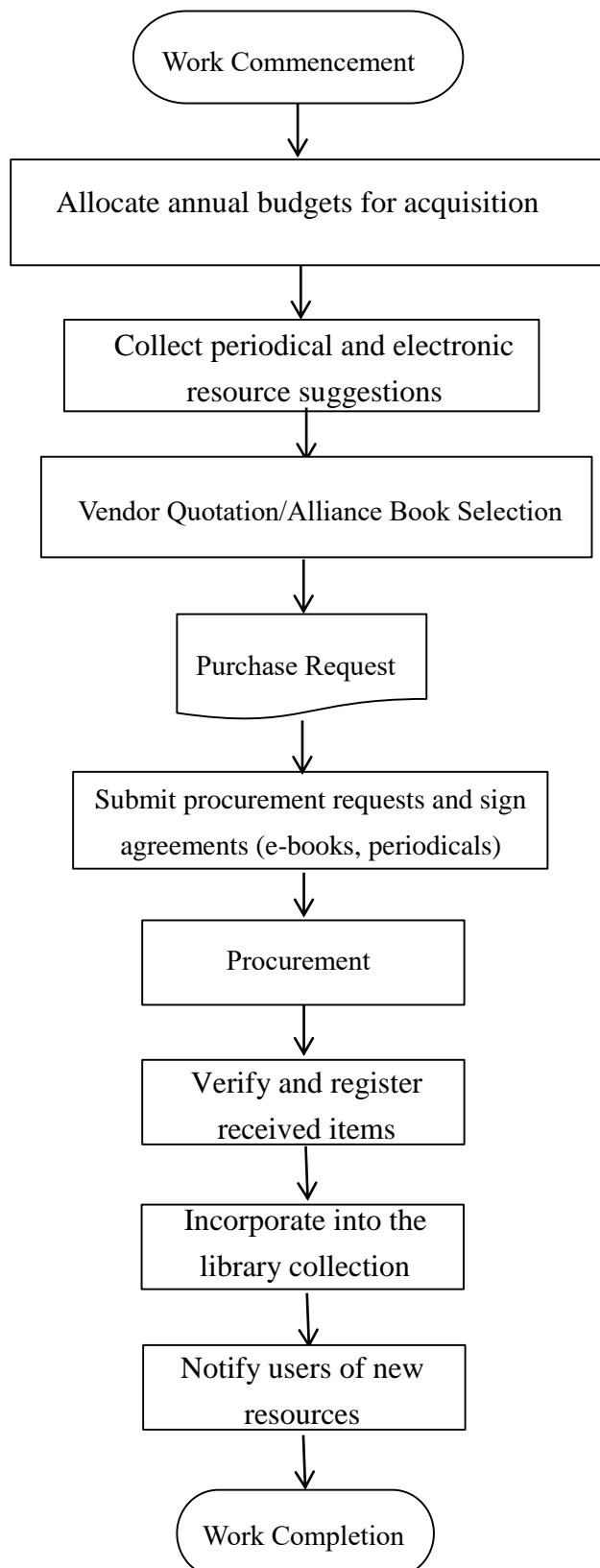
## 期刊及電子資源採編與登錄作業流程圖

【流程圖二】



## Periodicals and Electronic Resources Acquisition Workflow

Flowchart 2



## ◎館藏資源流通

### Library Resource Circulation

#### 1. 目的

##### Purpose

為提昇館藏各項資源使用效率、維持館藏資源使用公平性及提醒借用人妥善保護及使用所借用的館藏資源，依據「臺北基督學院圖書館資料借閱規則」規定，提供館藏各項資源借用服務，資料借用違規依據館藏「臺北基督學院圖書館資料違規使用處理辦法」規定辦理。

To enhance the usage efficiency of the library's various resources, maintain fairness in the use of library resources, and remind borrowers to properly protect and utilize the borrowed library materials. In accordance with the "Christ College Taipei Library Materials Borrowing Regulations," borrowing services for library resources will be provided. Violations of the borrowing regulations will be handled based on the "Christ College Taipei Library Materials Misuse Handling Procedures."

#### 2. 作業程序：

##### Operating Procedure

###### 2.1 館藏借用

###### Library Materials Borrowing

###### 2.1.1 所稱館藏，係指下列各類型資源：

Library Materials refer to the following types of resources:

- 圖書:紙本形式之圖書  
Books: Physical, printed books
- 多媒體資料：包括 DVD、VCD、CD、錄影帶、錄音帶  
Multimedia Materials: Includes DVDs, VCDs, CDs, videotapes, audiotapes.

###### 2.1.2 使用者須持下列身分識別證件依程序辦理借用：

Users must present the following identification documents to complete the borrowing process:

- 本校核發之有效教職員證及學生證  
Valid staff ID or student ID issued by the institution.
- 圖書館核發之有效兼任教師證及臨時證件  
Valid part-time faculty ID or temporary ID issued by the library.
- 聯盟館或館際合作單位核發之有效證件  
Valid identification issued by consortium libraries or interlibrary cooperation units.

### 2.1.3 借用方式：

#### Borrowing Method:

- 攜本人證件至流通櫃台辦理借閱。  
Bring personal identification to the circulation desk to process the borrowing.
- 核對是否為本人證件後，經過系統確認使用者是否符合借用資格後，掃描預借之館藏條碼。  
After verifying the identity of the borrower, the system checks whether the user meets the borrowing eligibility, then scans the barcode of the materials to be borrowed.
- 系統依據「臺北基督學院圖書館資料借閱規則」之規定，顯示到期日，及完成借用手續。  
The system, in accordance with the "Christ College Taipei Library Materials Borrowing Regulations," displays the due date and completes the borrowing procedure.

## 2.2 館藏歸還、逾期罰款繳交與館藏賠償

### Library Materials Return, Overdue Fine Payment, and Materials Compensation

#### 2.2.1 館藏歸還

##### Library Materials Return

###### 2.1.1.1 借用人至流通櫃台歸還館藏。

The borrower returns the materials at the circulation desk.

###### 2.1.1.2 系統掃描館藏條碼。

The system scans the materials' barcode.

###### 2.1.1.3 系統歸還館藏並判斷是否為預約書或有逾期罰款產生，若為預約書，除系統自動 email 預約通知給預約者外，櫃台人員需印出預約清單並將預約書保留在櫃檯，若有罰款，則會顯示罰款金額及逾期天數，如無罰款，系統直接更新館藏狀態及借用人紀錄。

The system processes the return of materials and checks whether the item is a reserved item or if overdue fines have been generated. If it is a reserved item, in addition to the system automatically emailing the reservation notification to the reader, the circulation staff must print the reservation list and keep the reserved items at the desk. If there are fines, the fine amount and overdue days will be displayed.

If there are no fines, the system directly updates the status of the materials and the borrower's record.

2.2.2 逾期罰款繳交：

Overdue Fine Payment:

2.2.1.1 勾選要繳交的罰款項目，逾期罰款可由繳款者選擇一次或分批繳交。

The borrower selects the fines to be paid, and overdue fines can be paid either in full or in installments.

2.2.1.2 由櫃台人員收取罰款，並印出罰款收據。

The circulation staff collects the fines and prints a receipt for the payment.

2.2.1.3 系統更新罰款紀錄。

The system updates the fine records.

2.3 館藏賠償：

Library Materials Compensation:

2.3.1 辦理掛失及賠書

Loss Reporting and Compensation for Materials

辦理掛失及賠書依據「臺北基督學院圖書館資料違規使用處理辦法」與館員事先確認符合館藏之賠書。

The loss reporting and compensation for materials are handled in accordance with the "Christ College Taipei Library Materials Misused Handling Procedures," and in consultation with library staff to ensure the compensation materials meet the library's standards.

2.3.2 借用人購買賠書

The borrower purchases a replacement for the lost material.

2.3.3 至櫃台找館員辦理賠書

The borrower proceeds to the circulation desk to complete the compensation process with library staff.

2.3.4 系統更新借閱紀錄，並恢復借用權力。

The system updates the borrowing record and restores borrowing privileges.

2.3.5 將賠償之書籍送交編目人員進行登錄及編目。

The compensated materials are sent to cataloging staff for registration and cataloging.

### 3. 控制重點

#### Essential Elements of Control

3.1 使用者借用館藏是否符合資格。

Whether the user is eligible to borrow library materials.

3.2 館藏借用歸還是否依「臺北基督學院圖書館資料借閱規則」處

Whether the borrowing and return of materials are processed according to the "Christ College Taipei Library Materials Borrowing Regulations."

3.3 借用人罰款是否依「臺北基督學院圖書館資料違規使用處理辦法」規定繳納。Whether fines imposed on borrowers are paid in accordance with the "Christ College Taipei Library Materials Misuse Handling Procedures."

"

3.4 借用人繳交罰款後，系統紀錄是否更新借用人之罰款紀錄。

After the borrower pays the fine, whether the system updates the borrower's fine record.

3.5 館藏賠償是否依「臺北基督學院圖書館資料違規使用處理辦法」規定辦理。

Whether material compensation is handled according to the " Christ College Taipei Library Materials Misuse Handling Procedures."

3.6 借用人賠償作業完成後，系統紀錄是否更新借用人之賠償紀錄。

After the borrower completes the compensation process, whether the system updates the borrower's compensation record.

### 4. 使用表單

#### Applicable Form

4.1 借用人的個人紀錄(系統、網頁)

Borrower's Personal Record (System, Web Interface)

4.2 罰款紀錄

Fine Record

4.3 預約紀錄

Reservation Records

4.4 賠償紀錄

Compensation Records

### 5. 依據及相關文件：

#### Basis and Related Documents

5.1 「臺北基督學院圖書館資料借閱規則」

Christ College Taipei Library Materials Borrowing Regulations

## 5.2 「臺北基督學院圖書館資料違規使用處理辦法」

Christ College Taipei Library Materials Misused Handling Procedures

### 6. 流程圖

Process Flowchart

#### 6.1 館藏借用作業流程圖參見(流程圖一)

Refer to “Flowchart 1” for the Library Materials Borrowing Process Flowchart

#### 6.2 館藏歸還、逾期罰款繳交、預約書到館通知作業程圖參見(流程圖二)

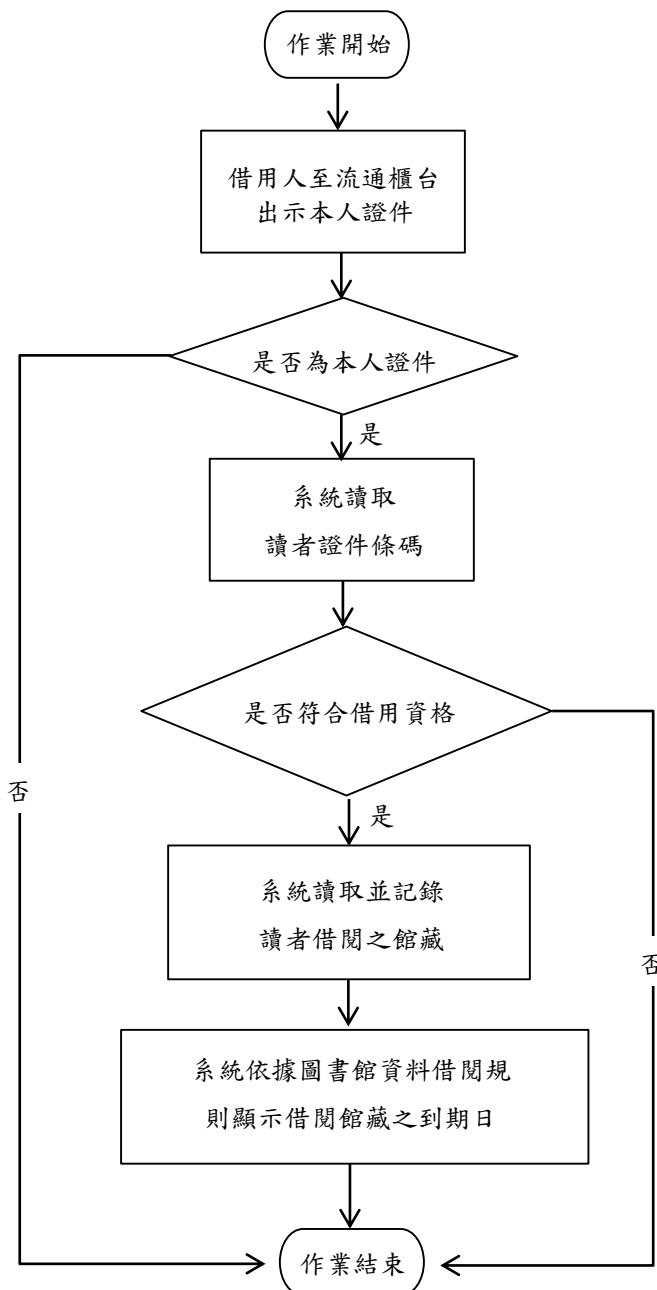
Refer to “Flowchart 2” for the Library materials return, overdue fines payment, and reservation notification processing Flowchart

#### 6.3 館藏賠償作業程圖參見(流程圖三)

Refer to “Flowchart 3” for the Library Materials Compensation Process Flowchart

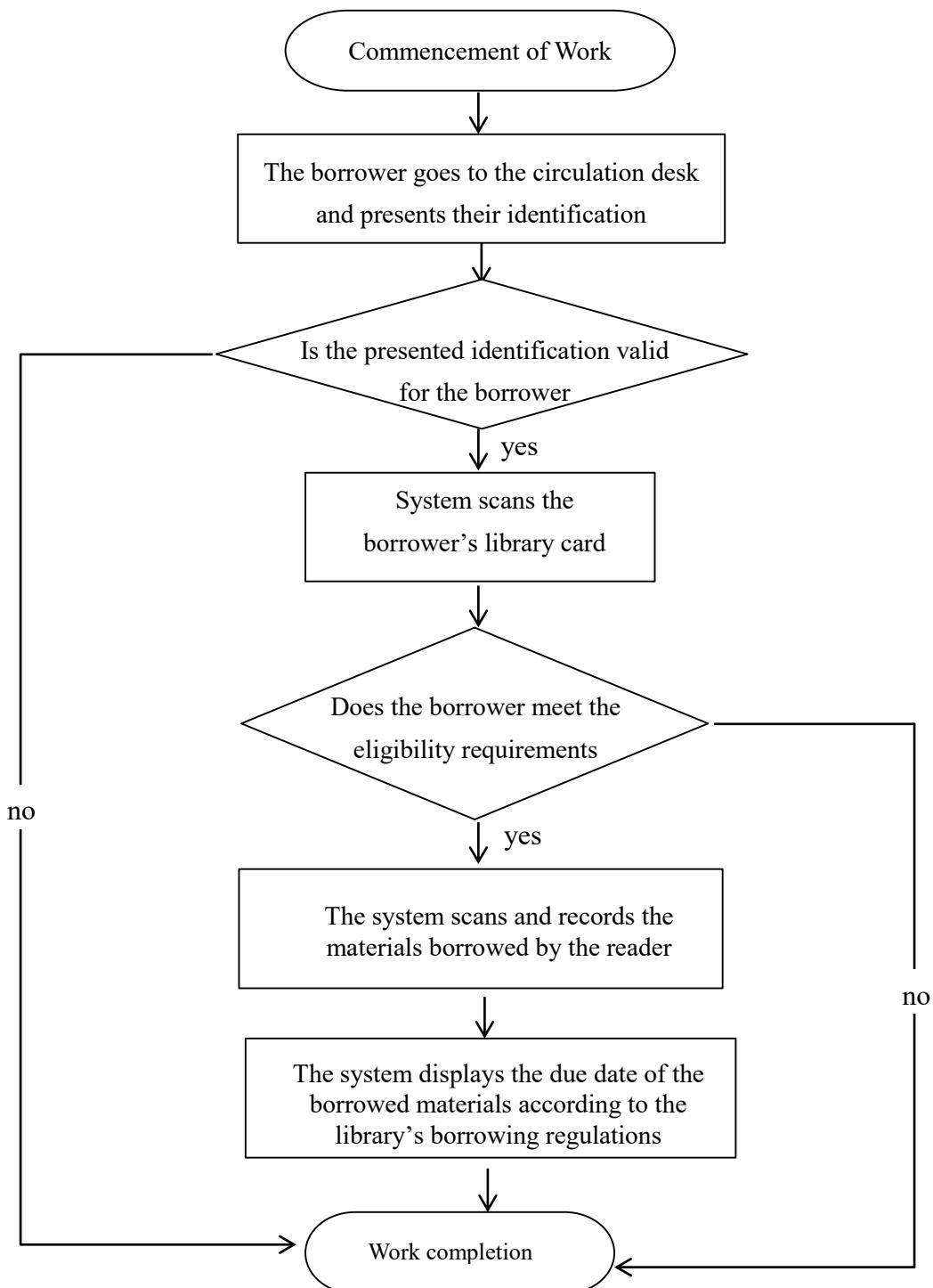
館藏借用作業流程圖

【流程圖一】



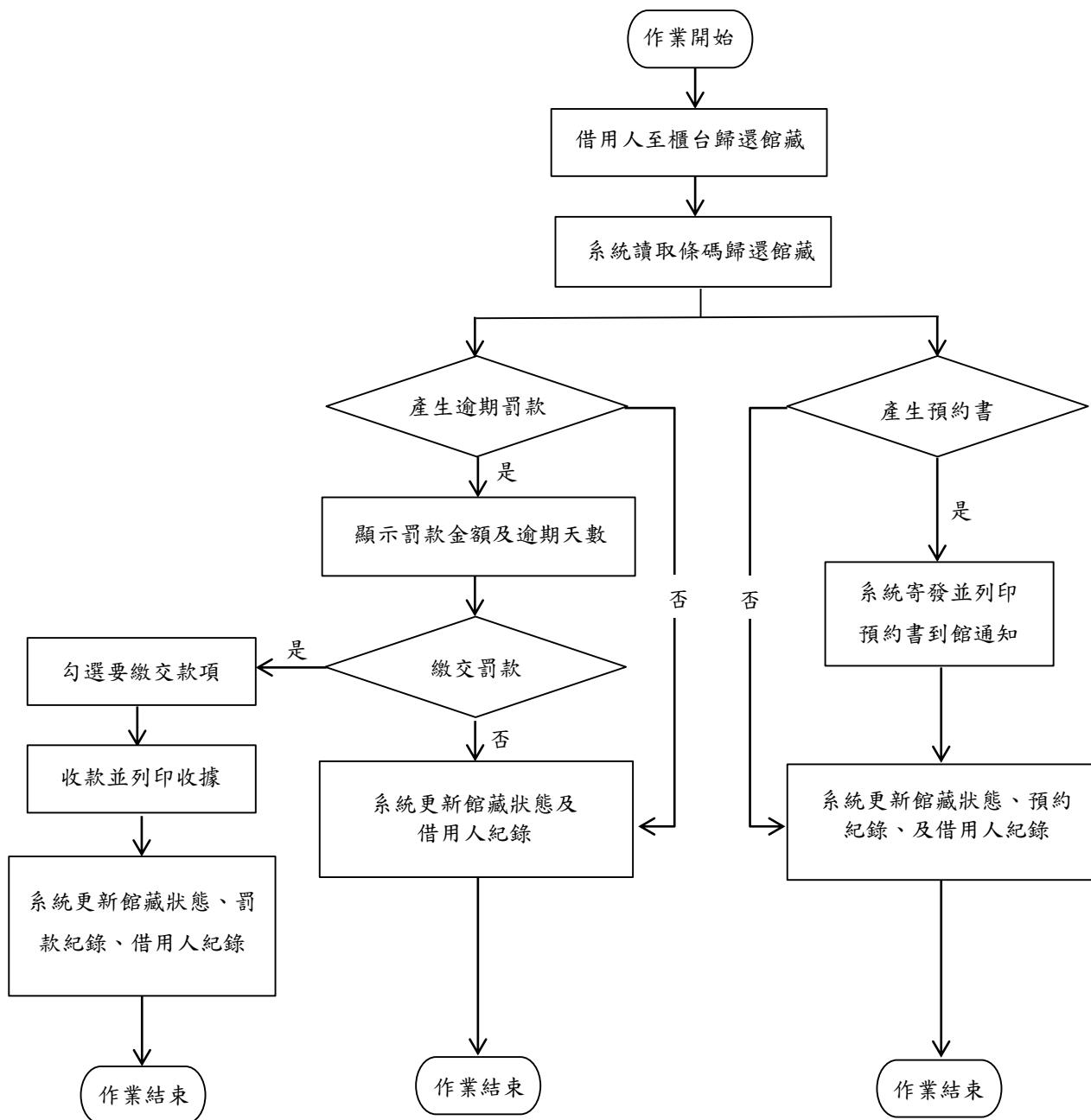
## Library Materials Borrowing Process Flowchart

Flowchart 1



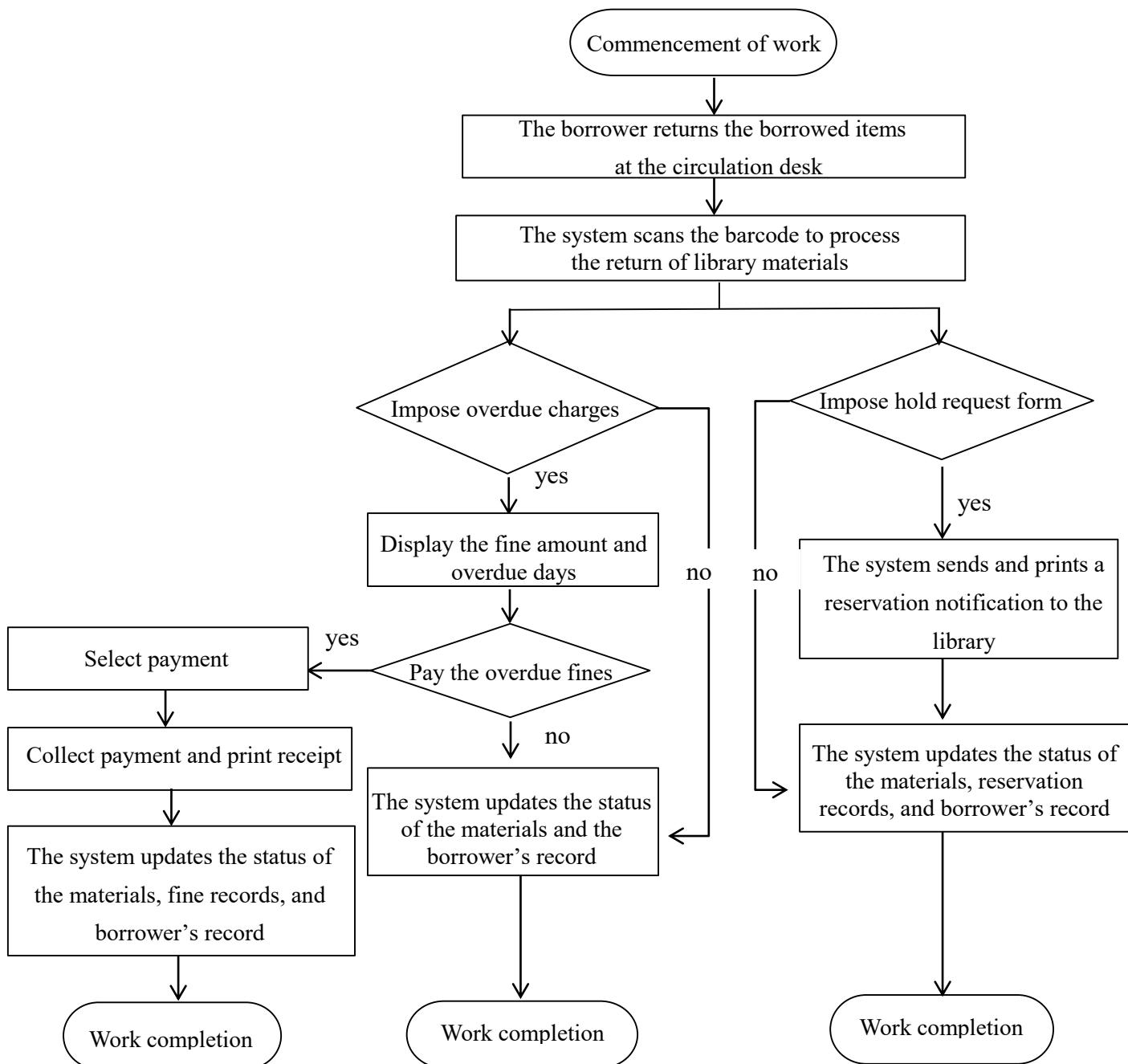
館藏歸還、逾期罰款繳交、預約書到館通知作業程圖

【流程圖二】



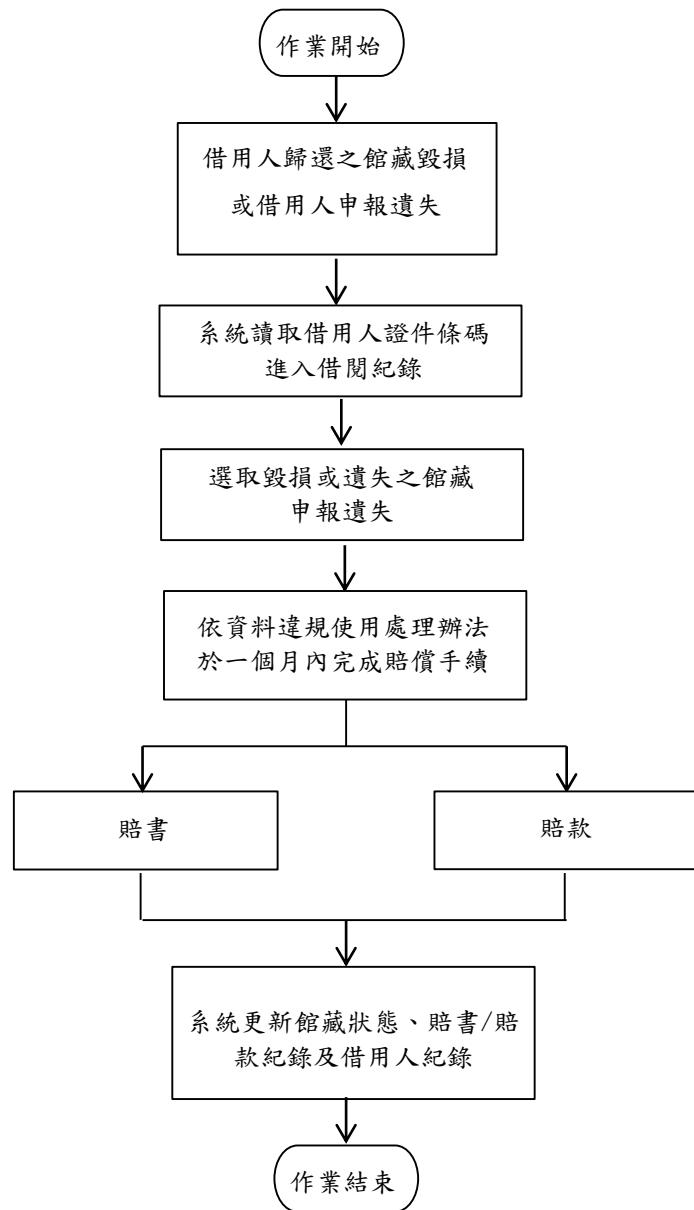
Library materials return, overdue fines payment, and reservation notification processing flowchart

Flowchart 2



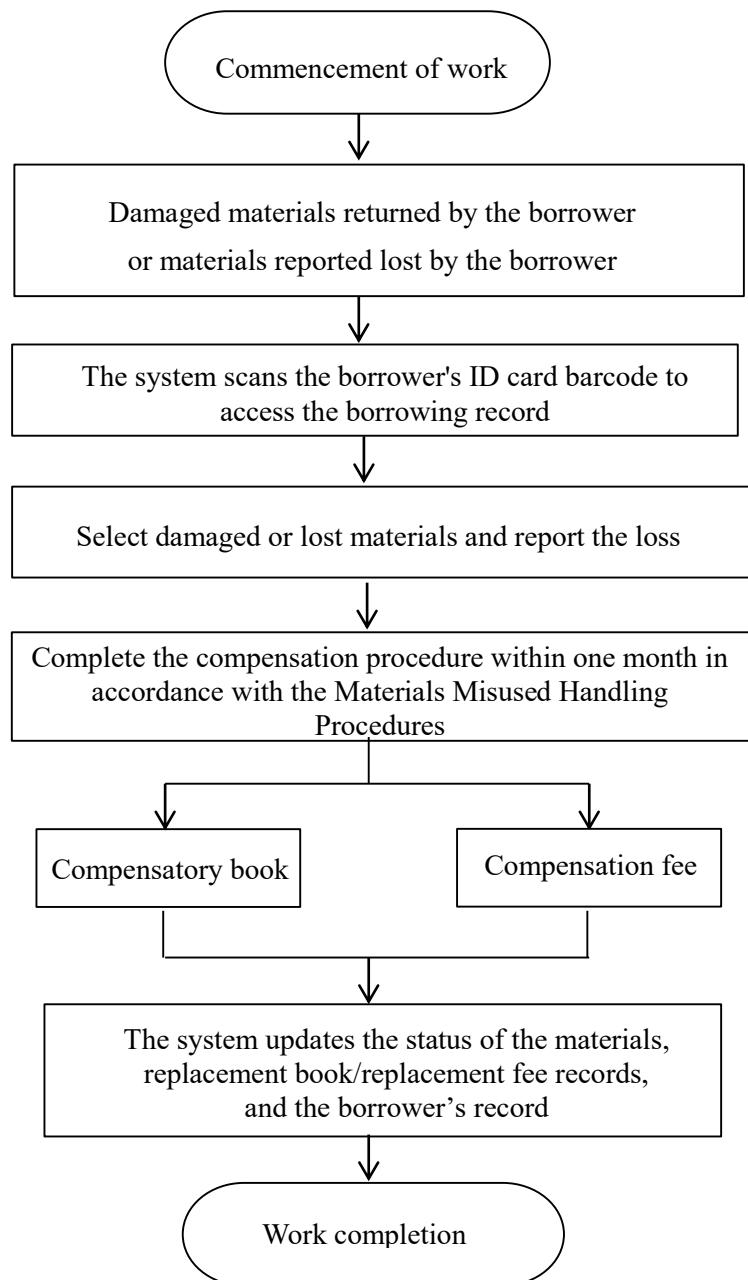
館藏賠償作業程圖

【流程圖三】



## Library Materials Compensation Process Flowchart

Flowchart 3



## ◎館際合作服務

### Interlibrary Cooperation Services

#### 1. 目的

##### Purpose

為提供全校師生更多元的資源管道，並且提高資源使用率，透過館際合作服務，可利用其他圖書館的資源，並落實各圖書館之間資源共享之目標。圖書館為「全國文獻傳遞服務系統(NDDS)」成員館。

此外透過「全國文獻傳遞服務系統(NDDS)」(以下簡稱 NDDS)，可便於全國圖書館間文獻複印、圖書互借之館際合作服務，落實各圖書館間資源共享之目的。本館為 NDDS 之使用館，同時為中華圖書資訊館際合作協會會員館，透過全國文獻傳遞服務，提供校內師生利用線上申請方式，便於取得他館文獻或圖書資源。

To provide more diverse resource channels for all faculty and students, and to increase resource usage, the library facilitates interlibrary cooperation services. This allows access to resources from other libraries, achieving the goal of resource sharing between libraries. The library is a member of the National Document Delivery Service (NDDS). Additionally, through the National Document Delivery Service (NDDS) (hereafter referred to as NDDS), interlibrary cooperation services such as document photocopying and interlibrary loan of books are made convenient, promoting resource sharing between libraries across the country. Our library is a participating library in NDDS and also a member of the Chinese Library and Information Interlibrary Cooperation Association. Through the National Document Delivery Service, faculty and students on campus can utilize an online application system to easily obtain documents or books from other libraries.

#### 2. 作業程序

##### Operating Procedures

###### 2.1 全國文獻傳遞服務申請(NDDS)

###### National Document Delivery Service Application (NDDS)

###### 2.1.1 對外申請件：

###### External Requests:

2.1.1.1 本校圖書館是中華圖書資訊館際合作協會的會員，且為全國文獻傳遞服務(NDDS)之使用館，本校師生查得某些期刊論文或書籍，若本校並無館藏，可透過「全國文獻傳遞服務系統(NDDS)」平台 <https://ndds.stpi.narl.org.tw/> 自行上網申請期刊全文資料或書籍借閱，館際合作申請借閱書籍之借閱期限、借閱範圍及借閱規則，依所申請之館際合作圖書館規定辦理。

Our library is a member of the **Chinese Library and Information Interlibrary Cooperation Association** and is a participating library in the **National Document Delivery Service (NDDS)**. If

faculty and students find journals, articles, or books that are not available in our collection, they can use the **National Document Delivery Service Platform (NDDS)** at

<https://ndds.stpi.narl.org.tw/> to apply online for journal articles or book loans. The loan period, scope, and rules for interlibrary loan are governed by the library from which the item is requested

2.1.1.2 申請館際合作的文獻傳遞服務，需自行在「全國文獻傳遞服務系統(NDDS)」<https://ndds.stpi.narl.org.tw/> 平台註冊館際帳號，由本校帳號核可後，讀者才可至平台申請期刊全文複印或館際借書，由本館透過 NDDS 系統核對後，送出館際申請件，館合帳號有效期限，同本校圖書館系統讀者帳號有效期限。

To apply for interlibrary document delivery services, users must register for an interlibrary account on the **National Document Delivery Service Platform (NDDS)** at <https://ndds.stpi.narl.org.tw/>.

Once approved by our library, users can apply for journal articles or interlibrary loans via the platform. After verifying the request through the NDDS system, our library will send out the interlibrary loan request. The validity of the interlibrary account will match the expiration date of the library account in our system.

2.1.1.3 館際申請件一律寄送至本館，申請到館約需 7-10 工作天，全校師生均需收費，收費標準及借閱規則各館際合作館均不同，請讀者自行線上參閱各個館際合作館之收費標準及借閱規則，讀者可向多館申請，並排列申請館別之優先順序。

All interlibrary loan requests will be sent to our library. The processing time is approximately 7-10 business days. Faculty and students must pay a fee, and the charging standards and loan rules vary by partner libraries. Users should refer to the online resources of each interlibrary partner for their fee structures and borrowing rules. Users can apply to multiple libraries and prioritize the order of their requests.

2.1.1.4 館際合作申請件郵寄到館後，館員會透過 NDDS 系統點收，並發到館通知給讀者，讀者至圖書館櫃台付費取件後，館員於 NDDS 系統登記讀者取件，讀者於館際借閱之書籍需依各館限定之借用時間，歸還至本校圖書館，館員於 NDDS 系統進行還書點收，並印出還書條並包裝完備，代為郵寄回館際合作館。After the interlibrary loan request arrives at our library, the staff will verify it through the NDDS system, then notify the user of its arrival. The user can pay at the library counter and collect the item. After the user picks up the item, the staff will register the transaction in the NDDS system. The item must be returned to our

library according to the borrowing time limits set by the lending library. Staff will perform a return check through the NDDS system, print a return slip, and package the item to be mailed back to the lending library.

#### 2.1.2 外來申請件：

##### External Requests (from Other Libraries)

2.1.2.1 本館提供期刊全文館際複印，但無提供館際借書服務，經查本館若無期刊館藏或無法提供複印，將退回申請件，或轉讓第二順位申請館。

Our library provides interlibrary photocopying services for journal articles but does not offer interlibrary book loans. If our library does not have a journal in its collection or is unable to provide a photocopy, the request will be returned or redirected to the second-priority library.

2.1.2.2 本館複印讀者申請的期刊全文後，至本校收發秤郵件重量，查核郵寄費用後，於NDDS系統填入申請複印頁數、金額及郵費，複印費A4、B4每頁1元、A3每頁2元，於NDDS列印該筆申請件明細，包裝完備後寄出。

After our library processes the photocopy request, the document's weight will be checked at our mailroom, and the mailing costs will be calculated. The NDDS system will be updated with the number of pages, fees, and postage costs. The photocopying fees are: 1 NT dollar per page for A4 and B4 size, and 2 NT dollars per page for A3 size. The request details will be printed from the NDDS system, and the photocopy will be packaged and mailed.

#### 2.2 全國文獻傳遞服務費用結算：

##### National Document Delivery Service Fee Settlement

本館依據科資中心全國文獻傳遞服務(NDDS)結算系統，沖銷本館應付費用與應收費用，再將金額轉帳至科資中心或繳回本校出納。

Our library settles the fees based on the National Document Delivery Service (NDDS) settlement system from the Science and Technology Information Center, offsetting both the payable and receivable amounts, and then transferring the amount to the Science and Technology Information Center or paying it back to the university's cashier

3. 控制重點：

Essential Elements of Control :

3.1 全國文獻傳遞服務帳號申請人是否為本校教職員工或學生。

Whether the applicant for the **National Document Delivery Service** account is a faculty member, staff, or student of the university.

3.2 全國文獻傳遞服務對外圖書申請件是否在期限內歸還。

Whether the applicant for the National Document Delivery Service account is a faculty member, staff, or student of the university.

3.3 全國文獻傳遞服務外來申請件是否為本館館藏。

Whether the documents requested through the National Document Delivery Service are part of the library's collection.

4. 依據及相關文件：

**Basis and Related Documents**

全國文獻傳遞服務系統 NDDS 線上使用指引

National Document Delivery Service System (NDDS) Online User Guide

5. 流程圖

**Flowchart**

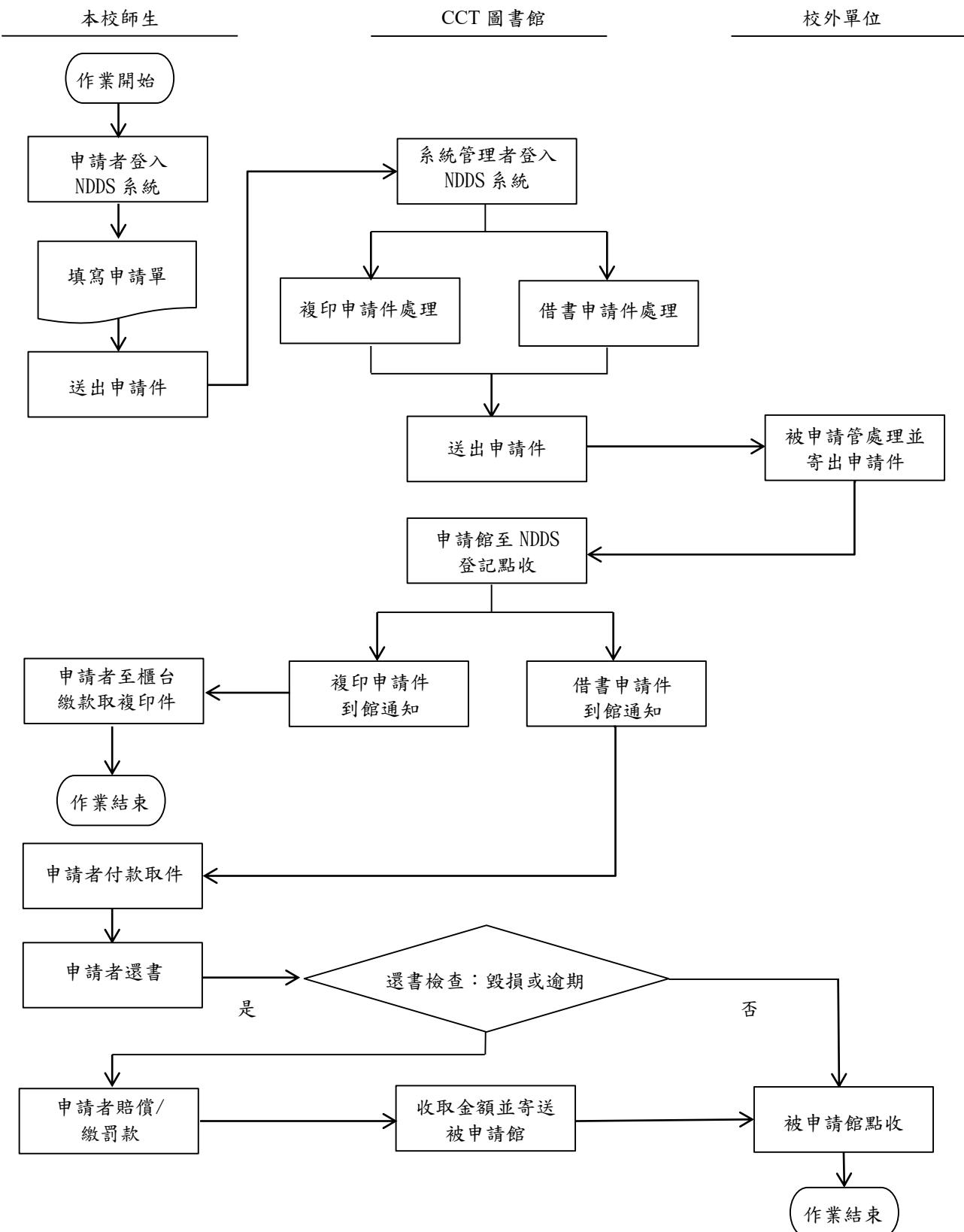
5.1 「全國文獻傳遞服務(NDDS)」作業流程(對外申請)參見【流程圖一】

Refer to “Flowchart 1” for the National Document Delivery Service (NDDS) Workflow (External Requests)

5.2 「全國文獻傳遞服務(NDDS)」作業流程(外來申請) 參見【流程圖二】

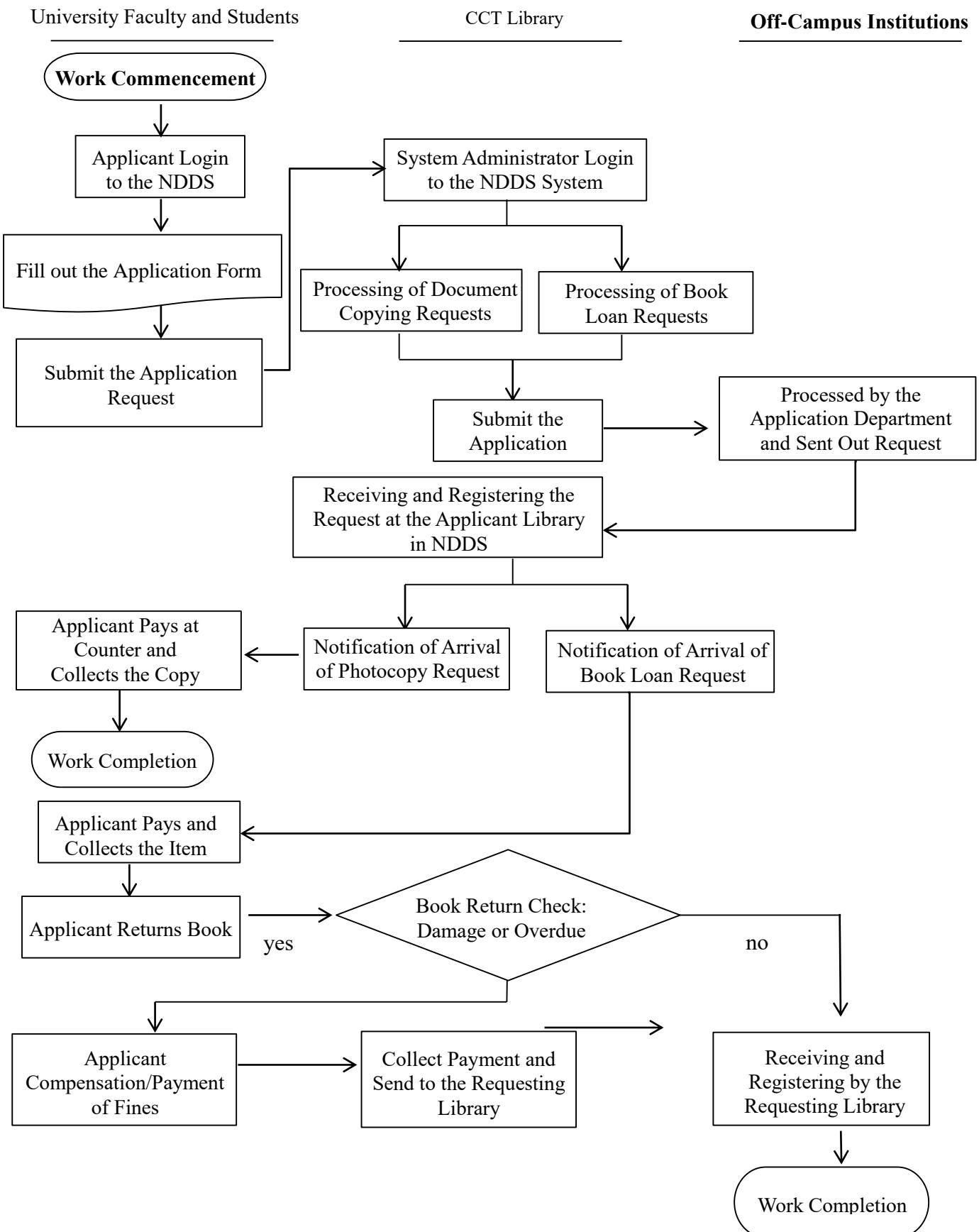
Refer to “Flowchart 2” for the National Document Delivery Service (NDDS) Workflow (External Requests)

「全國文獻傳遞服務(NDDS)」作業流程(對外申請)  
【流程圖一】



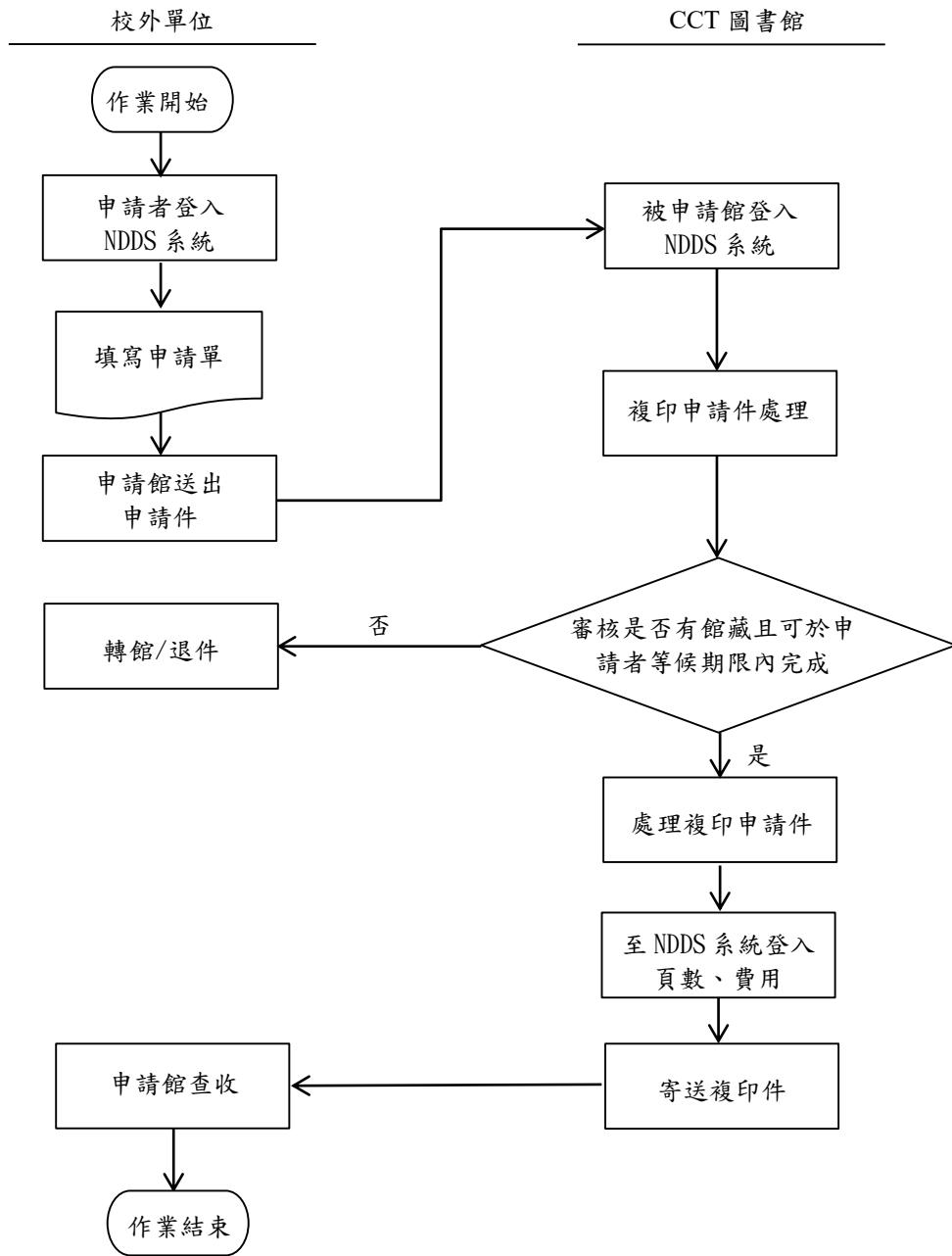
# National Document Delivery Service (NDDS) Workflow (External Requests)

Flowchart 1



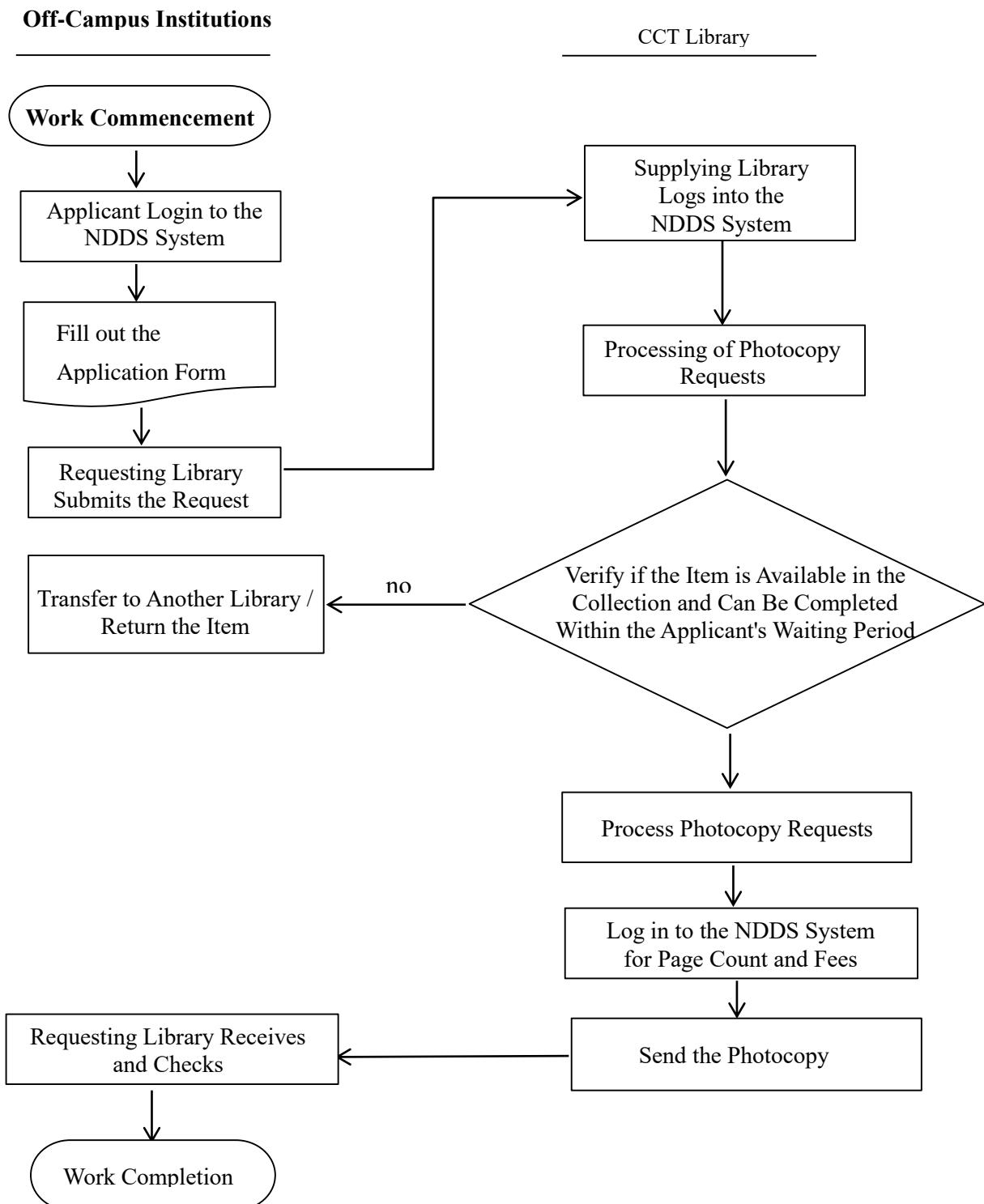
「全國文獻傳遞服務(NDDS)」作業流程(外來申請)

【流程圖二】



National Document Delivery Service (NDDS) Workflow (External Requests)

Flowchart 2



◎資訊安全管理

Information security management

1 適用範圍：

Applicable Scope:

本校資訊相關服務及設備。

Our information-related services and facilities.

2 作業程序：

Operating Process:

2.1 處理資訊安全通報事件

Handle information security bulletin incidents

2.1.1 收到檢舉通報後，負責人員應確實查驗事件。

After receiving the report report, the responsible person should check the incident for sure.

2.1.2 經過查證後應判斷事件是否屬實，並進行處理。

After verification, it should be judged whether the incident is true and dealt with.

2.1.3 如事件屬虛報者，應予結案；事件確實者應於一小時內登入教育機構資安通報平台進行通報，同時依據 IP 位址清單通知設備管理員進行處理並告知其系主任或單位主管。

If the incident is falsely reported, the case should be closed; If the incident is confirmed, the user should log in to the information security notification platform of the educational institution within one hour to report it, and at the same time notify the device administrator according to the IP address list for handling and inform the department head or unit supervisor.

2.1.4 每件資安事件依等級不同，需於規定時間內處理完畢並完成結案通報

Each information security incident needs to be handled within

the specified time and the case closure report must be completed according to the different levels

2.1.4.1 4 級事件：國家機密資料遭洩漏、國家重要資訊基礎建設系統資料遭竄改、國家重要資訊基礎建設系統運作遭影響或系統停損，無法於可容忍中斷時間內回復正常運作。

Level4 Incident: Leakage of state secret information, tampering with the data of the national important information infrastructure system, impact on the operation of the national important information infrastructure system or system outage, and failure to resume normal operation within the tolerable interruption time.

2.1.4.2 3 級事件：密級或敏感公務資料遭洩漏、核心業務系統或資料遭嚴重竄改、核心業務運作遭影響或系統停頓，無法於可容忍中斷時間內回復正常運作。

Level 3 Incident: Leakage of classified or sensitive official information, serious tampering of core business systems or data, impact on core business operations or system shutdown, and inability to resume normal operation within a tolerable outage.

2.1.4.3 2 級事件：非屬密級或敏感之核心業務資料遭竄改、核心業務系統或資料遭輕微竄改，核心業務運作遭影響或系統效率降低，於可容忍中斷時間內回復運作。

Level 2 Event: Tampering with non-classified or

sensitive core business data, minor tampering of core business systems or data, disruption of core business operations or reduction of system efficiency, and resumption of operations within a tolerable outage time.

2.1.4.4 1 級事件：非核心業務資料遭洩漏、非核心業務系統或資料遭竄改、非核心業務運作遭影響或短暫停頓。

Level 1 incident: Leakage of non-core business data, tampering with non-core business systems or data, impact or temporary suspension of non-core business operations.

2.1.4.5 0 級事件：資安預警。

Level 0 event: information security warning.

2.1.4.6 0~2 級事件需於 72 小時內處理完成，3~4 級事件需於 36 小時內處理完成且由上級單位審核無誤。

2.1.5 發生資安事件之設備管理員必須確認事件原因，並提出改善及防範方法。

The device administrator in the event of an information security incident must confirm the cause of the incident and propose improvement and prevention methods.

2.1.6 資安事件若違反校規或網路規則應依臺北基督學院校園計算機及網路資源管理辦法給予處罰。

If the information security incident violates the school rules or network rules, it shall be punished in accordance with the Taipei Christian College Campus Computer and Network Resource Management Measures.

## 2.2 濫發垃圾信事件處理

Spam incidents are handled

2.2.1 收到檢舉通報後，負責人員應確實查驗事件。

After receiving the report report, the responsible person should check the incident for sure.

2.2.2 經過查證後應判斷事件是否屬實，並進行處理。

After verification, it should be judged whether the incident is true and dealt with.

2.2.3 如事件屬假警報者應予監測後結案；屬實者應通知被舉報者 IP 位址所屬單位，同時回報舉報者已告知被檢舉者此事件，並要求對該設備進行處理。

If the incident is a false alarm, the case should be closed after monitoring; If it is true, it should notify the unit to which the IP address of the reported person belongs, and at the same time report that the reported person has informed the reported person of the incident and request that the device be disposed of.

2.2.4 被舉報者應於 7 日內回覆處理情形並結案，否則通報單位主管並依教育部校園網路使用規範、臺北基督學院校園計算機及網路資源管理辦法進行懲處。

The reported person should reply to the handling situation within 7 days and close the case, otherwise the supervisor of the unit will be notified and punished in accordance with the Ministry of Education's campus network use regulations and Taipei Christian College campus computer and network resource management measures.

### 2.3 疑似侵權事件處理

#### Handling of suspected infringements

2.3.1 收到檢舉通報後，負責人員應確實查驗事件。

2.3.2 After receiving the report report, the responsible person should check the incident for sure.

2.3.3 經過查證後應判斷事件是否屬實，並進行處理。

After verification, it should be judged whether the incident is true and dealt with.

2.3.4 疑似侵權事件如屬警報者應予監測後結案；屬實者應通知被舉報者 IP 位址所屬單位，告知侵權法律責任並立即停止侵權行為，同時回報舉報者已告知被檢舉者此事件。

If the suspected infringement is an alarm, the case should be monitored and closed; If it is true, it should notify the unit to which the IP address of the reported person belongs, inform the legal liability for infringement and immediately stop the infringement, and report that the whistleblower has informed the reported person of the incident.

2.3.5 疑似侵權事件情節重大者，需依教育部校園網路使用規範、臺北基督學院校園計算機及網路資源管理辦法進行懲處。

If the circumstances of the suspected infringement are serious, punishment shall be carried out in accordance with the regulations of the education department for the use of campus networks and the measures for the management of campus computers and network resources at Taipei Christian College.

2.3.6 被舉報者應於 7 日內回覆處理情形並結案，轉知相關訊息給單位主管處理。

The person being reported shall reply to the handling situation and close the case within 7 days, and transfer the relevant information to the unit supervisor for processing.

## 2.4 提供網頁弱點掃瞄平台

Provide a platform to scan web vulnerabilities

### 2.4.1 以教育機構網站應用程式弱點檢測服務條款進行申請。

Apply under the Educational Institution Website Application Vulnerability Detection Terms of Service.

### 2.4.2 依據教育機構網站應用程式弱點檢測服務保密政策辦理。

It is handled in accordance with the confidentiality policy of the educational institution's website application vulnerability detection service.

### 2.4.3 提供惡意檔案執行檢測。

Provides malicious profile execution detection.

### 2.4.4 提供備份檔案檢測。

Provides backup file detection

### 2.4.5 提供不適當配置管理檢測。

Provides inappropriate configuration management detection.

### 2.4.6 提供目錄索引檢測。

Provides catalog index detection.

### 2.4.7 提供後台頁面檢測。

Provides background page detection.

### 2.4.8 提供密碼遺忘處理。

Provide password forgotten handling.

### 2.4.9 提供弱點風險等級判斷。

Provide vulnerability risk level judgment.

## 2.5 教育宣導

Educational Advocacy

2.5.1 宣導對象應包含本校師生、人員。

The target of the advocacy should include teachers, students, and personnel of the university.

2.5.2 宣導內容應為資訊安全相關議題。

Advocacy content should be on information security-related issues.

## 2.6 過濾不當網頁資訊

Filter inappropriate web page information

2.6.1 根據「臺灣學術網路 (TANet)拒絕存取資訊之網站(頁)分類審議原則」辦理。

It is handled in accordance with the "Taiwan Academic Network (TANet) Classification and Consideration Principles for Websites (Pages) Refusal to Access Information".

2.6.2 針對校內瀏覽有關「色情、賭博、暴力恐怖、毒品及藥物濫用」等網頁之連線進行攔阻。

Blocking access to pornographic, gambling, violent terrorism, drugs and substance abuse.

2.6.3 建置防禦系統以防禦來自外部的攻擊以及針對內部的連線行為進行管控。

Build a defense system to defend against attacks from the outside and control internal connections.

## 3 控制重點：

Essential Elements of Control:

3.1 事件處理是否依規定時效內辦理。

Whether the handling of the incident is handled within the prescribed time

limit.

3.2 檢舉事件是否皆已完成結案。

Whether the case has been closed.

3.3 每年是否至少舉辦資訊安全教育宣導。

Whether to hold at least one information security education and publicitysessions each year.

3.4 是否針對校內不當網頁之連線進行攔阻。

Whether to block the connection of inappropriate web pages on campus.

3.5 是否提供網頁應用程式弱點檢測服務。

Whether to provide web application vulnerability detection services.

#### 4 使用表單：(無)

Applicable Forms:(None)

#### 5 依據及相關文件：

Basis and Related Documents:

5.1 資安通報作業流程

Information security reporting operation process

5.2 濫發垃圾信件處理程序

Spam Mail Handling Procedure

5.3 智慧財產權疑似侵權標準作業程序

Standard Operating Procedures for Suspected Infringement of IntellectualProperty Rights

5.4 臺北基督學院校園網路使用規範

Taipei Christian College Campus Network Usage Rules

5.5 臺北基督學院校園計算機及網路資源管理辦法

Taipei Christian College Campus Computer and Network ResourceManagement Measures

5.6 教育機構網站應用程式弱點檢測服務條款

Educational Institution Website Application Vulnerability Detection Terms of Service

5.7 教育機構網站應用程式弱點檢測服務保密政策

Privacy Policy for Educational Institution Website Application VulnerabilityDetection Service

5.8 臺灣學術網路 (TANet)拒絕存取資訊之網站(頁)分類審議原則

TANet's Refusal to Access Information Websites(Pages)

ClassificationCriteria Principle

6 流程圖：

Basis and Related Documents:

6.1 處理資訊安全通報事件流程

Process for handling information security notification incidents

6.2 濫發垃圾信件/智慧財產權疑似侵權處理程序流程

Spam Email/Suspected Intellectual Property Infringement

Handling Procedures

處理資訊安全通報事件流程圖

相關權責單位	流程步驟	相關文件
資訊技術	<pre> graph TD     A{準備作業} --&gt; B[收到上級通報、檢舉 或網管機制通報]     B --&gt; C[負責人員查驗事件]     C --&gt; D{是否屬實}     D -- 否 --&gt; E[虛報，回報上級或 檢舉者說明查驗結果]     D -- 是 --&gt; F[登入通報平台完成通報並依據 IP 位址處理]     F --&gt; G[分類資安事件等級]     G --&gt; H[依限處理完成後登入通報平台填報]     H --&gt; I{是否為 3 級以上事件}     I -- 否 --&gt; J[教育部審核無誤]     J --&gt; K[通報平台結案]     K --&gt; L[檢討及懲處]     L --&gt; M{結束}     E --&gt; M   </pre> <p>流程步驟：</p> <ol style="list-style-type: none"> <li>準備作業</li> <li>收到上級通報、檢舉或網管機制通報</li> <li>負責人員查驗事件</li> <li>是否屬實       <ul style="list-style-type: none"> <li>否：虛報，回報上級或檢舉者說明查驗結果</li> <li>是：登入通報平台完成通報並依據 IP 位址處理</li> </ul> </li> <li>分類資安事件等級</li> <li>依限處理完成後登入通報平台填報</li> <li>是否為 3 級以上事件       <ul style="list-style-type: none"> <li>否：教育部審核無誤</li> <li>是：通報平台結案</li> </ul> </li> <li>檢討及懲處</li> <li>結束</li> </ol>	臺北基督學院 校園網路使用規範  臺北基督學院 校園計算機及網路資源管理辦法

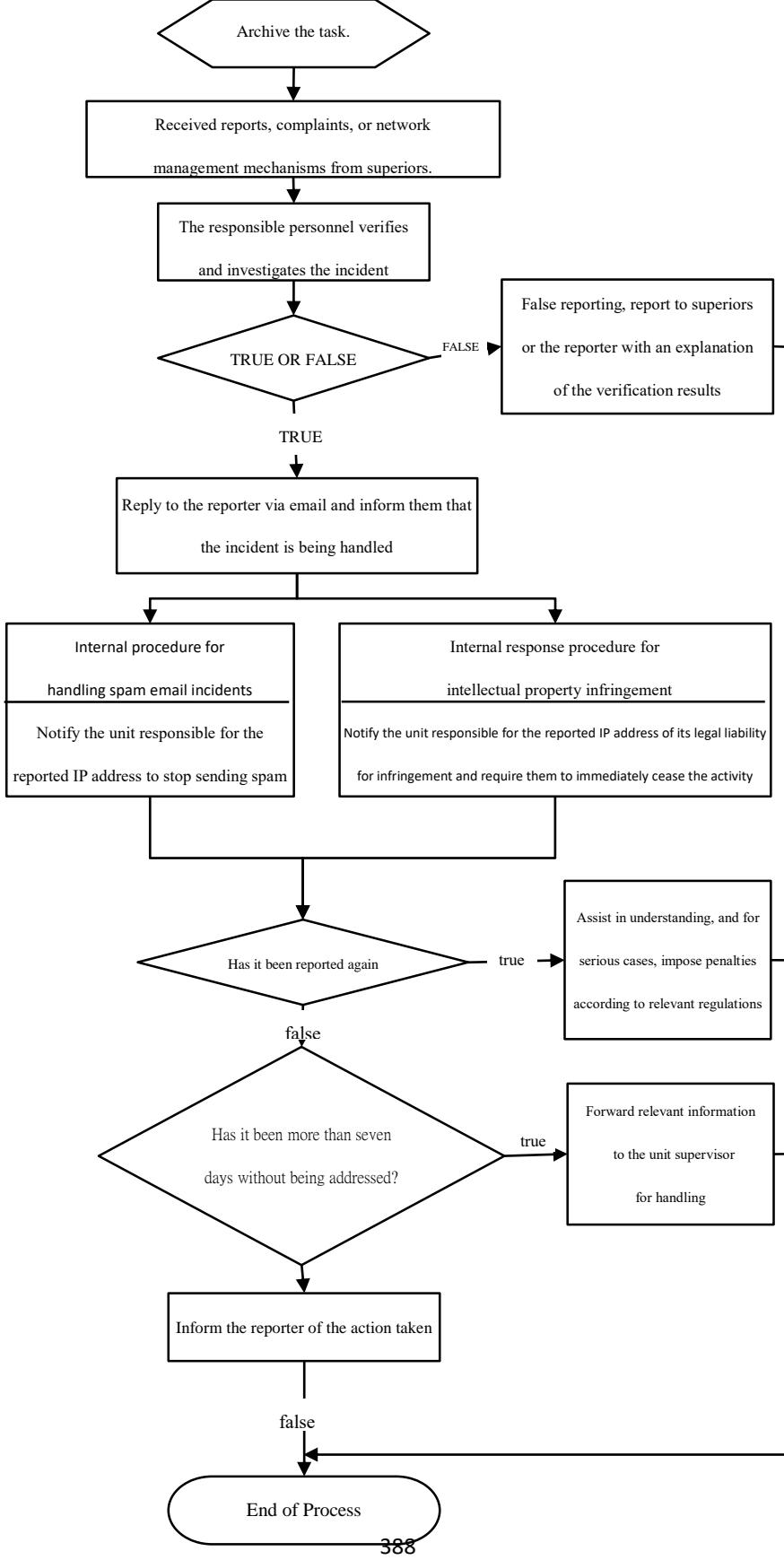
Flow chart for handling information security bulletin incidents

Relevant authorities and responsible units	Process steps	Related documents
Information technology	<pre> graph TD     Start([Receive notifications from higher authorities, external organizations, or public reporting.]) --&gt; Verify[The responsible personnel verify the incident.]     Verify --&gt; Decision{TRUE OR FALSE}     Decision -- True --&gt; Identify[Identify the user through IP or network account records]     Identify --&gt; Classification[Classification of Information Security Incident Severity Levels]     Classification --&gt; Report[After completing the processing within the specified time, log in to the reporting platform to submit the report.]     Report --&gt; Level3{Is it an event of level 3}     Level3 -- True --&gt; Review[The Ministry of Education's review is correct]     Review --&gt; Closed[Case closed on the reporting]     Closed --&gt; Punish[Review and punishment]     Punish --&gt; End([End of Process])     Level3 -- False --&gt; Classification     </pre>	<p>Christ's College Taipei Campus Network Usage Rules</p> <p>Chris't College Taipei Campus Computer and Network Resource Management Measures</p>

濫發垃圾信件/智慧財產權疑似侵權處理程序流程圖

相關權責單位	流程步驟	相關文件
資訊技術	<pre> graph TD     A{準備作業} --&gt; B[收到上級通報、檢舉或網管機制]     B --&gt; C[負責人員查驗調查事件]     C --&gt; D{是否屬實}     D -- 否 --&gt; E[虛報，回報上級或 檢舉者說明查驗結果]     D -- 是 --&gt; F[以 email 回覆舉報者， 並告知事件已在處理]     F --&gt; G[濫發垃圾信校內應變程序 通知被檢舉 IP 位址 所屬單位停止濫發垃圾信]     F --&gt; H[智慧權侵權校內應變程序 通知被檢舉 IP 位址所屬單位侵 權法律責任並立即停止該行為]     G --&gt; I{是否重複被檢舉}     H --&gt; I     I -- 是 --&gt; J[協助瞭解、情節重大者依相關定懲罰]     I -- 否 --&gt; K{是否超過七日未處理}     K -- 是 --&gt; L[轉送相關資訊給單位主管處理]     K -- 否 --&gt; M[回報舉報者處理情形]     M --&gt; N{結束}   </pre>	臺北基督學院 校園網路使用 規範  臺北基督學院 校園計算機及 網路資源管理 辦法

## Spam Letters/Suspected Intellectual Property Infringement Procedure FlowChart

Relevant authorities and responsible units	Process steps	Related documents
Information technology	 <pre> graph TD     Start([Archive the task.]) --&gt; Recv[Received reports, complaints, or network management mechanisms from superiors.]     Recv --&gt; Verify[The responsible personnel verifies and investigates the incident]     Verify --&gt; Decision{TRUE OR FALSE}     Decision -- FALSE --&gt; Report[False reporting, report to superiors or the reporter with an explanation of the verification results]     Decision -- TRUE --&gt; Reply[Reply to the reporter via email and inform them that the incident is being handled]     Reply --&gt; InternalSpam[Internal procedure for handling spam email incidents]     InternalSpam --&gt; NotifySpam[Notify the unit responsible for the reported IP address to stop sending spam]     InternalSpam --&gt; InternalIP[Internal response procedure for intellectual property infringement]     InternalIP --&gt; NotifyIP[Notify the unit responsible for the reported IP address of its legal liability for infringement and require them to immediately cease the activity]     NotifyIP --&gt; DecisionAgain{Has it been reported again}     DecisionAgain -- true --&gt; Penalty[Assist in understanding, and for serious cases, impose penalties according to relevant regulations]     DecisionAgain -- false --&gt; DecisionTime{Has it been more than seven days without being addressed?}     DecisionTime -- true --&gt; Forward[Forward relevant information to the unit supervisor for handling]     DecisionTime -- false --&gt; End([End of Process])     NotifyIP --&gt; DecisionTime     </pre>	<p>Christ's College Taipei Campus Network Usage Rules</p> <p>Chris't College Taipei Campus Computer and Network Resource Management Measures</p>

◎全校資訊設備維護

Information Equipment Maintenance

1 適用範圍：

Applicable Scope:

教職員公務用及電腦教室電腦、印表機等資訊設備。

Government-use computers, printers, and other information equipment for faculty and staff, as well as computer classroom devices.

2 作業程序：

Operating Process:

2.1 資訊設備維護：

Information Equipment Maintenance

2.1.1 資訊設備維修流程：

Information Equipment Repair Process:

2.1.1.1 使用者可透過電子郵件、電話、通訊軟體或者「資訊設備維修表」來通知說明故障狀況。

Users may report malfunctions via email, phone, messaging software, or by filling out the "Information Equipment Repair Form."

2.1.1.2 資訊人員受理案件並聯絡使用者確認故障情形。

IT personnel will process the case and contact the user to confirm the issue.

2.1.1.3 電話中指導使用者排除問題。

Users will receive phone guidance to troubleshoot the problem.

2.1.1.4 無法電話中排除問題則前往現場檢測維修。

If the issue cannot be resolved via phone, an on-site inspection and repair will be conducted.

2.1.1.5 如無法現場排除問題則將故障電腦攜回資訊辦公室，並嘗試協助使用者備份重要資料。

If on-site repair is not feasible, the faulty computer will be taken to the IT office, and assistance will be provided to back up important data.

2.1.1.6 設備攜回資訊辦公室維修，如有硬體零件故障，屬保固範圍則交付廠商處理，非保固範圍設備進行購買零件估價並請購故障零件維修。

If hardware components are faulty, those covered under warranty will be sent to the vendor for repair. For non-warranty components, a cost estimate will be prepared, and the necessary parts will be purchased for repair.

2.1.1.7 完修後須檢測硬體各項功能是否回復正常並作必要的安全性設定。

After the repair, all hardware functions must be tested to ensure normal operation, and necessary security settings should be applied.

2.1.1.8 通知使用者領回設備或協助搬回，該維修案件結案。

Users will be notified to collect their equipment, and the repair case will be closed.

## 2.2 資訊設備管理：

Information Equipment Management:

2.2.1 建置防毒軟體管理系統，集中管理電腦之防毒、防駭功能，確保系統安全性。

Establish an antivirus software management system to centrally manage antivirus and anti-hacking functions, ensuring system security.

### 3 控制重點：

Essential Elements of Control:

3.1 設備維修時效性及是否造成使用者長時間無法執行公務。

Timeliness of equipment repair and whether it causes prolonged inability for users to perform official duties.

3.2 維修是否確實排除故障問題達成完全修復。

Whether the repair fully resolves the issue and restores the equipment to full functionality.

3.3 系統安全相關主機是否功能正常運作維持每部電腦安全。

Whether system security-related servers are functioning properly to maintain the security of each computer.

### 4 使用表單：

Applicable Forms:

4.1 資訊設備維修表

Information Equipment Repair Form

### 5 依據及相關文件：

Basis and Related Document:

無

None

6 流程圖：

Flowchart:

6.1 資訊設備維修標準作業流程【如流程圖】

Standard Operating Procedures for Information Equipment Repair [Refer to

Flowchart]

## 資訊設備維修標準作業流程圖

相關權責單位	流程步驟	相關文件
資訊技術	<pre> graph TD     A{準備作業} --&gt; B["使用者透過電子郵件、電話、通訊軟體或者維修表登錄"]     B --&gt; C["電洽使用者確認及 排除故障情形"]     C --&gt; D{是否完修}     D -- 是 --&gt; E["現場處理/設備攜回維修"]     E --&gt; F{是否完修}     F -- 是 --&gt; G["送給廠商處理"]     F -- 否 --&gt; H{是否屬保固範圍}     H -- 否 --&gt; I["請購零件更換"]     H -- 是 --&gt; G     G --&gt; J["完修確認"]     J --&gt; K{結束} </pre>	使用者維修表

## Standard Operating Procedures for Information Equipment Repair – Flowchart

Relevant authorities and responsible units	Process steps	Related documents
Information technology	<pre> graph TD     A([Preparation Work]) --&gt; B[Users log a request via email, phone, messaging software, or a repair form.]     B --&gt; C[Call the user to confirm and troubleshoot the issue.]     C --&gt; D{Is the repair}     D -- Yes --&gt; E[On-site repair / Equipment taken back for maintenance.]     E --&gt; F{Is the repair completed?}     F -- Yes --&gt; G{Is it covered under}     F -- No --&gt; H[Please purchase parts for replacement.]     G -- Yes --&gt; I[Send it to the vendor for processing]     I --&gt; J[Confirmation of completion after repair.]     J --&gt; K([End of Process])     </pre> <p>The flowchart begins with a Preparation Work step, followed by users logging a request. This leads to calling the user for confirmation and troubleshooting. A decision point follows: if the repair is Yes, it goes to on-site repair or equipment being taken back for maintenance. From there, it checks if the repair is completed. If Yes, it then checks if the repair is covered under warranty. If Yes, it goes to sending the equipment to the vendor for processing. Finally, it ends with confirmation of completion and the process concludes.</p>	User repair form

## ◎全校資訊設備採購

### Information Equipment Procurement

#### 1 適用範圍：

##### Applicable Scope:

教職員公務用及電腦教室電腦、印表機等資訊設備。

Government-use computers, printers, and other information equipment for faculty and staff, as well as computer classroom devices.

#### 2 作業程序：

##### Operating Process:

###### 2.1 資訊設備購置：

###### Information Equipment Procurement:

2.1.1 本單位負責全校行政人員、教學教室資訊設備採購。

This unit is responsible for the procurement of information equipment for administrative personnel and teaching classrooms across the institution.

2.1.2 新進人員視情況可申請採購或沿用桌上型電腦乙部。

New employees may apply for procurement or reuse an existing desktop computer as needed.

2.1.3 資訊設備之汰舊換新需使用年限超過學校規定之保管年限且使用已達影響職務效率方可提出汰換申請。

The replacement of old equipment requires that the usage period exceed the school's designated retention period and that its continued use significantly affects work efficiency before a replacement request can be submitted.

2.1.4 資訊設備採購流程：

###### Information Equipment Procurement Process:

2.1.4.1 本單位每年辦理需求調查，彙整各單位需求統一辦理採購。

This unit conducts an annual needs assessment, consolidating requests from various departments to organize a unified procurement process.

**2.1.4.2** 優先選擇符合環保標章產品，依預算及功能規格評估適合規格，資訊人員將提交估價單並辦理後續採購作業。。

Priority is given to selecting environmentally certified products. Based on budget and functional specifications, IT personnel will submit a quotation and proceed with the procurement process.

### 3 控制重點：

Essential Elements of Control:

**3.1** 需求調查後確認預算是否足夠。

Confirm whether the budget is sufficient after the needs assessment.

**3.2** 採購時確認是否有功能適合且優先使用具環保標章產品。

Ensure that the selected equipment meets functional requirements and prioritize the use of environmentally certified products during procurement.

### 4 依據及相關文件：

Basis and Related Document:

**4.1** 政府採購法

Government Procurement Act

**4.2** 臺北基督學院採購作業辦法

Christ's College Taipei Procurement Guidelines

5 流程圖：

Flowchart

5.1 資訊設備採購標準作業流程【如流程圖】

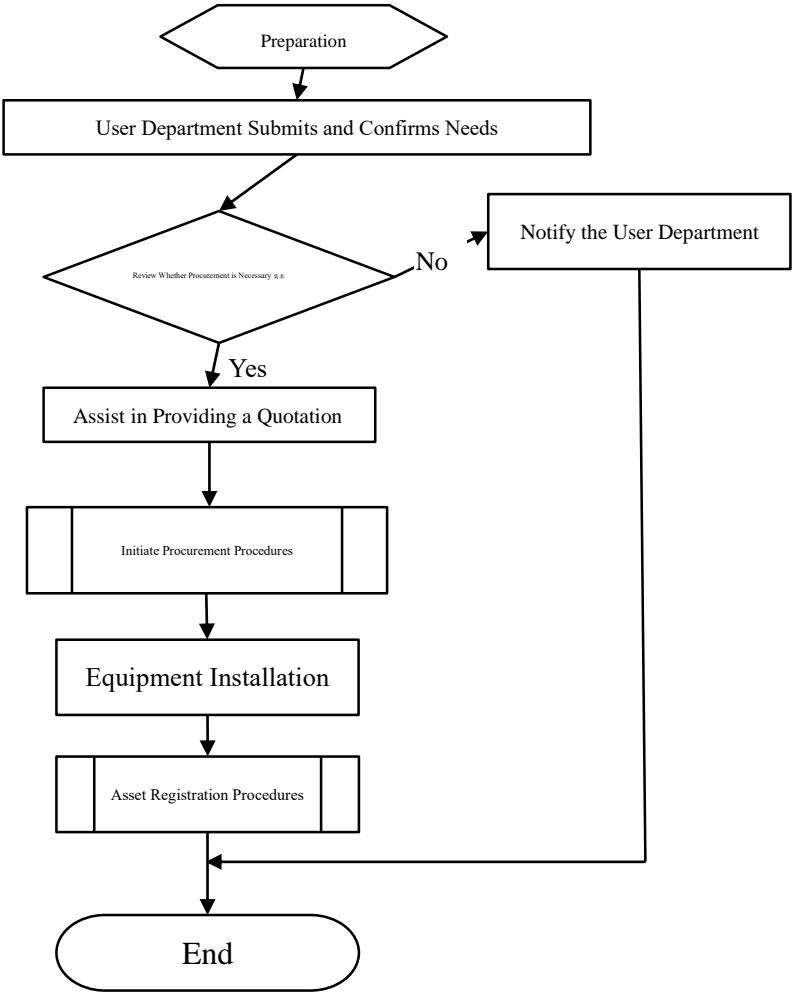
Standard Operating Procedures for Information Equipment Procurement

[Refer to Flowchart]

資訊設備採購標準作業流程圖

相關權責單位	流程步驟	相關文件
使用單位	<pre> graph TD     A{準備作業} --&gt; B[使用單位上簽呈並提出需求]     B --&gt; C{評估舊設備是否符合汰換}     C -- 否 --&gt; D[通知使用單位]     C -- 是 --&gt; E[協助提供估價單]     E --&gt; F[採購作業程序]     F --&gt; G[設備安裝]     G --&gt; H[財產增加作業程序]     H --&gt; I{結束}     </pre>	臺北基督學院 採購作業辦法
資訊單位		
總務處		
資訊技術		

Standard Operating Procedures for Information Equipment Procurement [Refer to Flowchart]

Relevant authorities and responsible units	Process steps	Related documents
User Department	 <pre> graph TD     A[User Department Submits and Confirms Needs] --&gt; B{Review Whether Procurement is Necessary}     B -- No --&gt; C[Notify the User Department]     B -- Yes --&gt; D[Assist in Providing a Quotation]     D --&gt; E[Initiate Procurement Procedures]     E --&gt; F[Equipment Installation]     F --&gt; G[Asset Registration Procedures]     G --&gt; H[End] </pre>	Christ's College Taipei Procurement Guidelines
Information technology		
General Affairs Office		
Information technology		

陸、關係人交易：

VI. Related-Party Transactions:

一、目的：

1. Purpose:

為使本校就關係人交易之作業程序有所依循。(參閱『學校財團法人及所設私立學校內部控制制度實施辦法』)

This System shall serve as the basis for all transactions involving “Related Party (Parties). (Refer to “Implementation Procedure of Internal Control System of School Foundation and Affiliated Private School”.)

二、適用範圍：

2. Applicable Scope:

本校關係人交易相關作業程序均依本制度辦理。

The operating procedure pertinent to transactions involving related party/parties of the College shall be processed according to the System.

三、作業說明：

3. Operation Instruction:

參見關係人交易之控制作業。

Refer to Control Operation for Related-Party Transactions

◎關係人交易之控制作業：

Control Operation for Related-Party Transactions

1 適用範圍：

Applicable Scope:

本校關係人交易之相關行為事項適用之。

The Procedure applies to the relevant actions and matters of the related parties pertinent to the transactions between them and the College.

2 作業程序：

Operating Procedure:

2.1 關係人交易，指學校法人或「本校與下列自然人、法人間之買賣、租賃、資金借入行為，其關係人定義如下：(參照『學校財團法人及所設私立學校內部控制制度實施辦法』)

“Related-Party Transaction” mans any sale-and-purchase transaction, capital lease and fund borrowing between the College and one of following natural persons or legal entities as defined below: (Refer to Refer to “Implementation Procedure of Internal Control System of School Foundation and Affiliated Private School”.)

2.1.1 董事、監察人或校長。

Board Directors, Inspector General and the President of the College.

2.1.2 董事、監察人或校長之配偶。

Spouse of a Board Director, Inspector General or the President of the College.

2.1.3 董事、監察人或校長之二親等以內親屬。

A cousin or sibling of a Board Director, Inspector General, or the President of the College.

2.1.4 由學校法人董事、監察人所擔任董事長、理事長之法人。

A legal person represented by a Board Director or Inspector General of the College as Chairman of the Board (or Trustees).

2.1.5 其董事、法人董事及監察人有二分之一以上相同之法人。

A legal person, of which fifty percent (50%) of constituents are holding positions on both the Board of Directors of the Foundation and the Board of Directors of the College and the Inspector General.

## 2.2 關係人之辨識與維護：

The identification and Safeguard of Related Party (Parties)

### 2.2.1 編製關係人、關係機構及事業名單。

Preparation of the list of related parties, organizations and companies.

### 2.2.2 不定期更新關係人、關係機構及事業名單。

Updating of the list of related parties, organizations and companies periodically.

## 2.3 關係人之交易管理：

Management of Related-Party Transactions:

### 2.3.1 本校與關係人、關係機構及事業間有關財務往來規範如下：

Criteria governing the financial transactions between the College and the related party (parties), organization(s) and/or companies/business entities are described below:

#### 2.3.1.1 學校基金及經費不得寄託或借貸與關係人、關係機構及事業。(參照『私立學校法』)

The College Endowment and operation funds cannot be entrusted to or lent to the related party (parties), organization(s) and/or companies/business entities.  
(Refer to “Private School Law”.)

#### 2.3.1.2 本校因營運需求向關係人、關係機構及事業借入之款項，應經校長核准之『簽呈』辦理，並分別列明，並應註明貸款機構、借款期間、利率、保證情形及預定償還方式。並遵照融資活動辦理。(參照『學校財團法人及所設私立學校會計制度一致規定』)

When the College plans to borrow money from the related party (parties), organization(s) and/or companies/business entities due to operational needs, the “Petition”, which must consist of lending organization, loan period, interest rate, guarantee information and payment method and schedule, must be approved by the President. In addition, it must be administered according to financial activities of the College. (Refer to “Unified Regulation of Accounting System of School Foundation and Affiliated Private School”.)

#### 2.3.1.3 本校若向關係人、關係機構及事業借款，其借款利率是否等於或小於相同時期台灣銀行基準利率。

When the College borrows money from the related

party (parties), organization(s) and/or companies/business entities, whether the interest rate is the same as Bank of Taiwan's market interest rate or lower at the time of lending.

2.3.2 本校與關係人、關係機構及事業間有關業務往來規範如下：  
Criteria governing the business transactions between the College and the related party (parties), organization(s) and/or companies/business entities are described below:

2.3.2.1 學校與關係人及關係機構及事業財產採購及支出交易，仍依『總務-採購法』及『財務-收支審核、管理及記錄』辦理。若有特殊因素或具有優良條件不同於一般供應商，可依合理約定給予優惠之價格或付款條件，除此之外其價格及付款條件應比照一般供應商。

The transactions of property procurements and associated payments between the College and the related party (parties), organization(s) and/or companies/business entities shall still be administered according to "General Affairs Procurement Law" and "Verification Review, Management and Records of Financial Affairs of Revenues and Expenditures". If there is a special reason or a superior condition that is different from other suppliers, the business deal shall be reasonable as to the prices and payment conditions. Otherwise, the prices and payment schedule must be comparable to other suppliers'.

2.3.2.2 學校與關係人及關係機構及事業財產處分交易，仍依總務循環辦理。其屬重大財產處理應考量價格合理性並依公平市價（市價明顯者）或評定價格議定。The property-disposition transaction between the College and the related party (parties), organization(s) and/or companies/business entities shall still follow the administration process of General Affairs Office. For each major property-disposition transaction, reasonable prices according to fair market value (when market price is available) or appraisal value must be agreed and used.

2.3.2.3 承租或出租不動產必須訂定合理『租賃契約』，並比照一般合理價格計算。

For the renting or leasing-out of a real property, a

“Lease Agreement” must be signed between two parties and the terms must be reasonably calculated.

#### 2.4 關係人交易對帳：

Verification of Accounting Records of Related-Party Transactions:

依據交易管理程序，財會部門應定期核對往來帳務及調節，並遵照交易條件收付款項。

In accordance with Transaction Management Procedure, the Finance Office must regularly audit the accounting matters and adjustments and make payments according to the conditions of the transaction.

#### 2.5 關係人交易合約管理：

Management of Contracts of Related-Party Transactions:

有關重大採購、支出、取得或處分資產、資金融通等如應訂立合約時應會法務顧問，以確認雙方之權利義務。

Regarding major procurements, expenditures, acquisitions or dispositions of assets and funds borrowing, legal counsel's advisements and opinions regarding the rights and obligations of both the College and the related party/parties must be obtained.

#### 2.6 關係人交易之表達與揭露：

Expression and Disclosure of Related-Party Transactions:

本校與其關係人、關係機構及事業發生之交易事項，應依『學校財團法人及所設私立學校會計制度之一致規定』、『一般公認會計原則』、『會計師查核簽證專科以上私立學校財務報表應行注意事項規定』，於『財務報表』中詳實揭露。

The details of business transactions between the College and the related party (parties), organization(s) and/or companies/business entities must be clearly disclosed in the “Financial Statement” according to the regulations of “Unified Regulation of Accounting System of School Foundation and Affiliated Private School”, “Generally Accepted Accounting Principles (“GAAP”)”, “Notes to CPA-Audited and Certified Financial Statement of Private Higher-Education Institutions”.

### 3 控制重點：

Essential Elements of Control:

#### 3.1 關係人之名單是否正確。

Whether the name list of the related parties have been verified to be correct.

3.2 關係人之交易內容是否無違反法令規章之行為。

Whether the transaction(s) involving the Related Party/Parties has (have) violated any regulation or law.

3.3 關係人交易是否正確實施對帳或發函。

Whether the implementation of bookkeeping audits or the notification letter pertinent to transaction(s) involving the Related Party/Parties has (have) been administered.

3.4 針對關係人交易控制情形，搭配各作業事項定期或不定期抽測，了解其交易是否符合本作業之相關規定。

As to the control of transactions involving the related party (parties), whether the operation items have been inspected regularly or unscheduled in order to understand if the operation is in compliance with regulations.

#### 4 使用表單：

Applicable Forms:

4.1 關係人、關係機構及事業名單

Name List of the Related Parties, Organizations and Companies/Business Entities

4.2 交易簽呈

Related-Party Transaction Petition Form

4.3 租賃契約

Lease Agreement

4.4 財務報表

Financial Statement

#### 5 依據及相關文件：

Basis and Related Documents:

5.1 學校財團法人及所設私立學校內部控制制度實施辦法

Implementation Procedure of Internal Control System of School Foundation and Affiliated Private School

5.2 私立學校法

Private School Law

5.3 學校財團法人及所設私立學校會計制度之一致規定

Unified Regulation of Accounting System of School Foundation and Affiliated Private School

5.4 一般公認會計原則

Generally Accepted Accounting Principles (“GAAP”)

5.5 財務會計準則公報

Statement of Financial Accounting Standards (“SFAS”)

5.6 會計師查核簽證專科以上私立學校財務報表應行注意事項規定

Notes to CPA-Audited and Certified Financial Statement of Private Higher-Education Institutions

6 流程圖：

Flowchart:

6.1 關係人交易控制作業流程參見【流程圖一】。

Refer to “Flowchart 1” for the operation process of controlling transactions involving related party (parties).

關係人交易控制作業流程圖 the operation process of controlling transactions involving related party Flowchart

【流程圖一】

相關權責單位 Responsible Unit	流程步驟 Process Steps	相關文件 Related Document
關係人或 關係人機構 Related Party or Related Party Institution	 <pre> graph TD     A{交易行為確定 Transaction Confirmation} --&gt; B[關係人資料編製 Preparation of Related Party Information]     B --&gt; C[審核、對帳、抽測 Review, Reconciliation, and Sampling]     C --&gt; D{交易資料建檔 Transaction Data Archiving}   </pre>	簽呈或買賣契約 Approval Memos or Sales Contracts
會計室 Finance Office		買賣或財務往來資料 Transaction or Financial Records
會計室、出納 Finance Office Cashier		月報表 Monthly Reports
會計室 Finance Office		契約、財務報表 Contracts and Financial Statements

## 柒、內部稽核實施細則：

### VII. Rules of Internal Audit Implementation

#### 一、目的：

##### 1. Purpose:

本校實施內部稽核，以協助校長檢核內部控制制度之有效程度，衡量學校營運之效果及效率，適時提供改進建議，確保內部控制制度得以持續有效實施。

In order to assist the President of the College to review and verify the effectiveness of internal controls, measure the effectiveness and efficiency of school operations, timely provide recommendations for improvement, and ensure achieving the purpose of effective implementation of continual internal control system, the College hereby implements internal audits.

#### 二、適用範圍：

##### 2. Applicable Scope:

本校各單位。

The operation pertinent to the Rules applies to all departments, units and offices of the College.

#### 三、作業說明：

##### 3. Operation Description:

###### 1 內部稽核之組織：

###### Organization of Internal Audit:

1.1 依本校規模、業務情況、管理需要及其他有關法令之規定、設置稽核單位，由適當及適任人員擔任組成。

On the basis of the size of the College, its business conditions, management requirements and the rules of relevant laws and regulations, an Audit Unit is established and staffed with appropriate staff members.

1.2 本校稽核人員應由本校內部或外聘遴選操守公正、忠誠、具有相當學識經歷人員擔任。

The Auditor(s) of the College must be selected and appointed from a pool of College's personnel or external specialists who pose fair conduct and royalty aptitudes and have qualified education and experience.

1.3 本校稽核人員應秉持超然獨立之精神，以客觀公正之立場，確實執行其職務，並定期向校長、董事會及監察人報告稽核業務。

The Auditor(s) of the College must pose unmatched spirit of independence, grasp the objective and impartial position, perform their due duties and responsibilities and, periodically, report the audit results to the President, Board of Directors and Supervisor Director.

## 2 稽核人員之職權：

### Auditor(s)' Job Authority:

2.1 本校之人事事項、財務事項、營運事項及關係人交易之事後查核。

The College's records and associated operations pertinent to human resources affairs, financial matters, operation affairs and transactions with affiliated person(s) or parties shall be inspected and verified by the Auditor(s).

2.2 本校現金出納處理之事後查核。

The records and associated operations of petty cash dealings and management at the College shall be inspected and verified by the Auditor(s).

2.3 本校現金、銀行存款及有價證券之盤點。

The inventory physical count of cash, bank deposits and marketable securities against accounting records/journals shall be conducted by the Auditor(s).

2.4 本校財務上增進效率與減少不經濟支出之查核及建議。

The effectiveness of financial improvement and the reduction of uneconomical expenditures of the College shall be inspected and verified by the Auditor(s); and the resulting recommendations shall be reported accordingly.

2.5 本校之專案稽核事項。

Audit review of the College's projects shall be conducted by the Auditor(s).

## 3 稽核人員之職責：

### Auditor(s)' Job Responsibility:

3.1 本校稽核人員應依風險評估結果，擬訂稽核計畫，據以稽核本校之內部控制。學校稽核計畫應經校長核定；修正時，亦同。

According to results of risk assessment, the College's Auditor(s) shall establish an auditing plan that shall become the basis for future audits of the College's internal controls. The proposed auditing plan must be approved by the President; and all revisions shall be processed accordingly.

3.2 本校稽核人員於稽核時所發現之內部控制制度缺失、異常事項及其他缺失事項，應於年度稽核報告中據實揭露，並檢附工作底稿及相關資料，作成稽核報告，定期追蹤至改善為止。稽核報告、工作底稿及相關資料，應至少保存五年。

When the Auditor(s) discover(s) the deficiency of internal control system, abnormal matters and other deficient items during auditing process, they (he or she) must truly disclose such deficiencies and/or abnormalities in the annual audit report attached with primary (raw) worksheets and relevant

information. The audit report must be compiled and regular followed up until satisfactory improvements have been achieved. All annual audit reports with primary (raw) worksheets and relevant information must be safely kept for five (5) years.

3.3 前項所謂其他缺失事項，應包括如下：

Other deficiencies mentioned in the preceding paragraph include following:

3.3.1 政府機關檢查所發現之缺失。

All deficiencies discovered by government auditing agencies.

3.3.2 財務簽證會計師查核時，本校提供本制度聲明書所列之缺失。

Deficiencies listed on the statement of the College's internal control system provided to the third-party Certified Public Accountant (CPA) during the auditing for the purpose of certifying the financial statement of the College.

3.3.3 會計師於財務查核簽證或專案查核所發現之缺失。

Deficiencies uncovered by the third-party Certified Public Accountant (CPA) when he or she performed the audits for the purpose of certifying financial statement or the project audits.

3.3.4 其他缺失。

Other deficiencies.

3.4 本校稽核人員應將本校稽核報告及追蹤報告送校長核閱；但如發現重大違規情事，對學校法人或本校有受重大損害之虞時，應立即作成稽核報告陳送校長核閱，校長接獲報告後，應立即送董事會。

Auditor(s) of the College must submit the audit report and follow-up reports to the President of the College for review, inspection and ratification.

Should the serious violations discovered by Auditor(s) potentially cause significant harm to the School Foundation or the College, they (he or she) must immediately complete the audit report and send it to the President for review, inspection and ratification. After the President receives such audit report, he or she must immediate submit a copy to the Board of Directors.

3.5 本校之稽核人員稽核時，得請本校之行政人員，提供有關帳冊、憑證、文件及其他稽核所須之資料。

When the Auditor(s) of the College conduct(s) auditing, they (he or she) shall request the administration personnel or the departments of the College to provide relevant accounting books/journals, vouchers, documents and other necessary auditing information.

#### 4 內部稽核方式及方法：

##### Internal Audit Methods and Approaches

4.1 稽核人員應於評估本校作業週期及風險後，擬定包含稽核目的、稽核項目、稽核對象、實施期程、稽核方法、作業程序、稽核重點及稽核結果等之稽核計畫，依照所排訂之稽核項目，訂定作業程序及稽核重點，稽核時並得依情況適時調整。

After assessing the operating cycles and risks of the College, Auditor(s) should establish the auditing plan(s) consisting of audit review proposes, audit items, objects of audits, implementation timetables, audit methods, operating procedures, audit focus and audit results. According to the audit items, the operation process and guidelines of auditing shall be established; however, timely adjustments shall be made according to the situations.

4.2 稽核單位依專業領域之考量，得聘請校內外專家擔任協同稽核人員，以提升內部稽核之實質成效。

Considering the professional specialty field(s), the Audit Unit may hire the internal and/or external expert(s) to assist the Auditor(s) in order to upgrade the substantive effectiveness of the internal auditing.

4.3 本校稽核種類，視情況得分為計畫性稽核及專案性稽核。

The types of audits at the College are categorized as planned audit and project audit depending on the circumstances.

4.4 稽核程序如下：

Audit procedure is as follows:

4.4.1 確定稽核之目的及範圍，區分為計畫性稽核或專案性稽核。

Defining the purpose and scope of an audit, classifying an audit as a planned audit or a project audit.

4.4.2 稽核工作準備：

Preparations for Audits

4.4.2.1 稽核工作規劃。

Auditing Operation Plan.

4.4.2.2 撰寫內部稽核計畫，並經稽核單位主管同意。

Write an Internal Audit plan and submit it to the President for his/her concurrence.

4.4.2.3 稽核單位應與受稽核單位主管事前溝通，確定稽核時間及相關協調工作。

Auditor(s) must communicate with the supervisor of the to-be-audited department beforehand to determine the audit time and relevant coordination activities.

4.4.2.4 稽核單位應於稽核前7日，通知受稽核單位。

Auditor(s) shall notify the to-be-audited department seven (7) days in advance of the scheduled audit

date(s).

**4.4.3 稽核工作執行：**

**Execution of Audit**

**4.4.3.1 執行稽核時，將稽核過程記錄於工作底稿，作為編製報告之根據。**

When conducting an audit, Auditor(s) shall record the audit process in the primary (raw) worksheets that shall be the basis of the audit report.

**4.4.3.2 執行稽核時，受稽核人員需確實提供相關之資料或回答所詢問之各項問題。**

When executing an audit, the personnel being audited must truly provide to the Auditor(s) the relevant information or answer all inquired questions.

**4.4.3.3 執行稽核時，若有不符合事項時，應知會該單位主管，以澄清其不符合事項是否存在。**

When conducting an audit, should nonconformity be discovered, the supervisor of the department being audited must be informed in order to clarify whether the nonconformity exists or not.

**4.4.3.4 稽核作業所發現之缺失，稽核人員應記錄在「內部稽核觀察、建議及回覆紀錄表」。**

All deficiencies discovered during an audit must be recorded by the Auditor(s) in the record table of internal-audit observation, suggestion and response.

**4.4.4 稽核事後會議：**

**Post-audit Meeting:**

**4.4.4.1 稽核人員將工作底稿、內部稽核紀錄表，陳稽核單位主管審核。**

Auditor(s) shall present the Internal Audit Record Form to the supervisor of the audited department for final approval.

**4.4.4.2 審定之「內部稽核紀錄表」及，送各受稽核單位確認。**

The final-approved “the Internal Audit Record Form”, shall be sent to the audited department for affirmation.

**4.4.4.3 稽核單位協調稽核事後會議時間。**

Auditor(s) shall coordinate the scheduling of a post-audit meeting.

**4.4.4.4 舉行稽核事後會議。**

Auditor(s) shall conduct the post-audit meeting with the

audited department and personnel.

4.4.5 撰寫內部稽核報告：

Writing Internal Audit Report:

4.4.5.1 稽核人員依據稽核工作底稿及審定「內部稽核紀錄表」撰寫「內部稽核報告」。

Auditor(s) shall write the “Audit Internal Report” according to the primary (raw) worksheet and the Internal Audit Record Form”.

4.4.5.2 「內部稽核報告」應經稽核單位主管覆核、轉受稽核單位會簽，陳送校長核閱。

The “Internal Audit Report” must be sent to the supervisor of the audited department for review and acknowledgement according to administrative process and, then, to the President for final review and ratification.

4.4.6 稽核追蹤：

Audit follow-up and tracking:

4.4.6.1 稽核人員依受稽核單位所提出之預定完成改善期限進行追蹤查核。

Auditor(s) shall conduct follow-up verification according to the deadline imposed by the audited department’s operating procedures for the completion of the improvement.

4.4.6.2 稽核人員依據稽核追蹤工作底稿撰寫「追蹤報告」。

Auditor(s) shall write the “Follow-up Report” according to the primary (raw) worksheet of audit tracking proposal.

4.4.6.3 受稽核單位之改善事項未於改善期限完成或未執行改善者，稽核人員應於「追蹤報告」中明確記載。

Auditor(s) must clearly note in the “Follow-up Report” those to-be improved items that have not been completed or commenced before the deadline.

4.4.6.4 「追蹤報告」應經稽核單位主管覆核、轉受稽核單位會簽，陳送校長核閱。

The “Follow-up Report” must be transferred to the supervisor of audited department for review and acknowledgement and, then, submitted to the President for review and ratification.

4.4.6.5 改善事項未於改善期限完成或未執行改善追蹤事項

者，應依本校相關獎勵懲處辦法處理，並列入下次稽核重點。

Those to-be-improved items that have not been completed or commenced before the deadline(s) shall be listed in the focus points of the succeeding audit. The responsible person(s) and/or department shall be awarded or reprimanded by the College in accordance with the Rules of Awards and Reprimands.

**4.4.6.6 與經費有關之事項，做為下學年度預算之參考。**

Items related to budgets shall be used as reference for compiling the budget of the succeeding academic year.

**5 獎勵懲處：為有效提升本校實施治理成效，稽核報告結果及缺失改善情形，列入本校績效考核參考。(依本校績效考核辦法辦理)**

Awards and Reprimands: In order to effectively advance the College's implementation of effective governance, cases of the results of audit reports and the improvements of deficiencies shall be listed in the performance appraisals of the College for references. (According to "Appraisal Procedure of the Operation Performance of the College".)

**6 流程圖：**

Flowchart:

**6.1 內部稽核流程參見【流程圖一】。**

Refer to "Flowchart 1" for Internal Audit Process.

內部稽核作業流程圖 Internal Audit Process Flowchart

【流程圖一】

