

臺北基督學院

內部控制制度



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臺北基督學院

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臺北基督學院

內控手冊

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壹、總則

一、目的：

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)

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2項)

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3項)

二、適用範圍：

凡有關本校各職能業務事項及作業均依本制度辦理。

三、作業說明：

(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3條)

(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7條、第8條、第9條及第10條)

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7條)

(1)聘僱、敘薪、待遇、福利、保險、退休、資遣及撫卹。

(2)出勤、差假、訓練、進修、研究、考核及獎懲。

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8條)

(1)投資有價證券與其他投資之決策、買賣、保管及記錄。

(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。

(3)募款、收受捐贈、借款、資本租賃之決策、執行及記錄。

(4)負債承諾、或有事項之管理及記錄。

(5)獎補助款之收支、管理、執行及記錄。

(6)代收款項與其他收支之審核、收支、管理及記錄。

(7)預算與決算之編製，財務與非財務資訊之揭露。

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9條)

(1)教學事項。

(2)學生事項。

(3)總務事項。

(4)研究發展事項。

(5)產學合作事項。

(6)國際交流及合作事項。

- (7)資訊處理事項。
- (8)其他營運事項。
- 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10條)

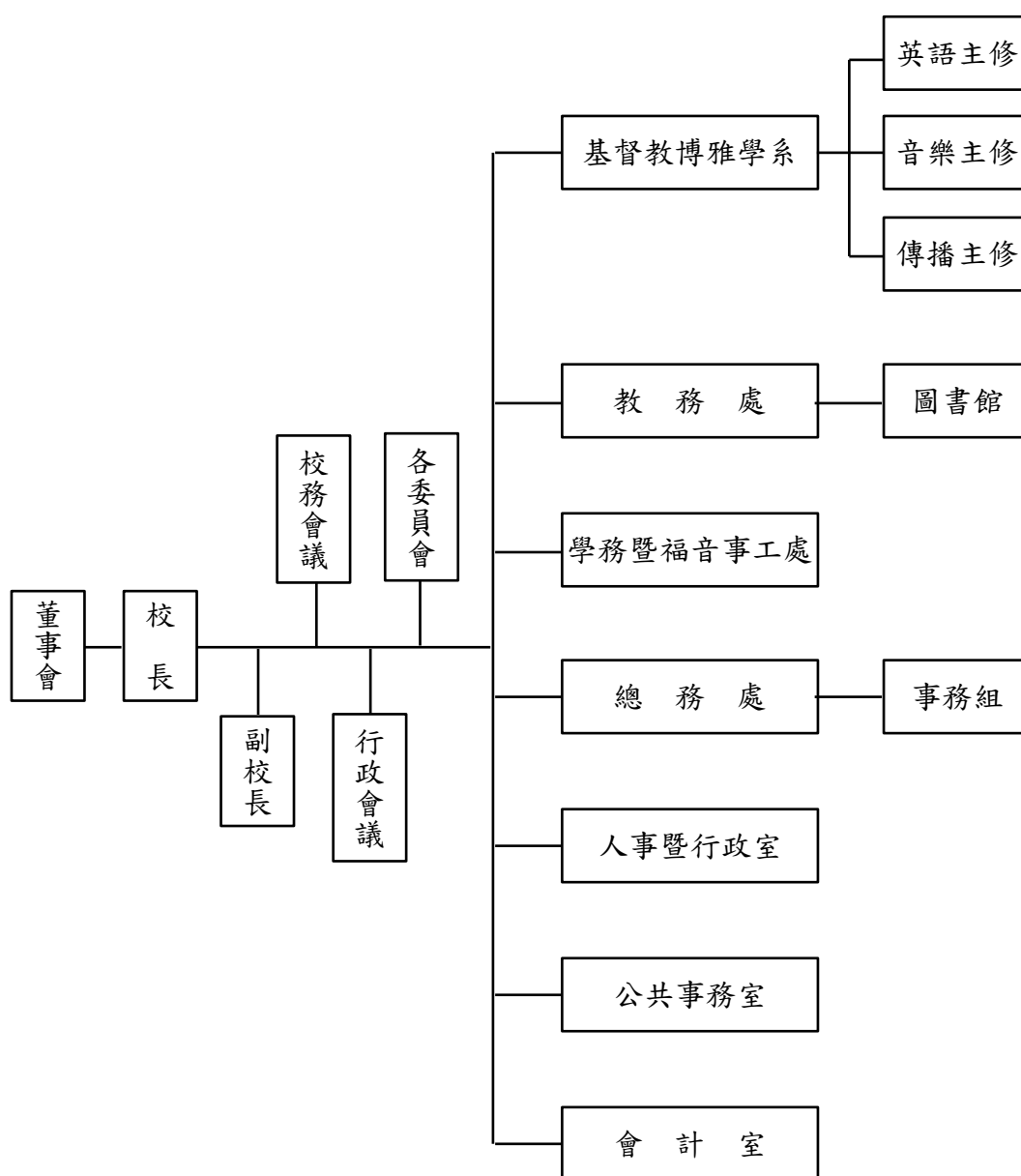
(三)內部控制制度之檢核：

- 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11條)
- 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，並不得牴觸會計職掌；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)
 - (1)本校之人事事項、財務事項、營運事項之事後查核。
 - (2)本校現金出納處理之事後查核。
 - (3)本校現金、銀行存款及有價證券之盤點。
 - (4)本校財務上增進效率與減少不經濟支出之查核及建議。
 - (5)本校之專案稽核事項。
- 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14條)
- 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15條第1項)
- 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15條第2項)
 - (1)政府機關檢查所發現之缺失。
 - (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。
 - (3)會計師於財務查核簽證或專案查核所發現之缺失。
 - (4)其他缺失。
- 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15條第3項)
- 7.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，應立即作成稽核報告陳送校長核閱，校長接獲報告後，應立即送董事會。(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16條第2項)
- 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17條)

貳、內部組織架構

一、架構圖：

臺北基督學院組織架構圖。



二、組織設置：

(一)本校置校長一人，綜理校務，肩負校務發展之責，對外代表本校。任期三年，連選得連任。自每年八月一日或二月一日起聘為原則。

當校長出缺或不能繼續執行職務時，由董事長於彙整所有董事意見後，得指派代理校長掌理校務，並於一個月內組成「校長遴選委員會」，辦理新任校長遴聘工作。

校長遴選委員會之組成，任一性別委員應占委員總數三分之一以上。校長遴選辦法經校務會議通過，提請董事會審核後實施。

(A) The College is headed by the President for the management of college affairs, the college advancement and development, and the representation of the College. The term of a presidency is three years; and a president can be reappointed consecutively. In any calendar year, a presidency can start on either August 1st or February 1st.

When a presidency is vacant or when a President cannot continue performing his or her duties, the Chairman of the Board of Directors can appoint an Acting President after obtaining the consents from all of the directors. Meanwhile, a President Selection Committee is established to manage the selection of a new president within one month. The established Committee must meet the requirement of that members of either gender should account for more than one-third of the total number of members. The selection rules must be passed by College Council Committee and submitted to the Board of Directors for approval and implementation.

(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或職級相當之專業人士兼任，其任期以配合校長之任期為原則。

(B) The College has a position of Provost who has the responsibility of assisting President in managing college affairs. The President has the responsibility of appointing educators or administrators with the ranking of (or equivalent to) Associate Professor or higher for terms coinciding with that of the President.

(三)本校設基督教博雅學系，置主任一人，綜理學系業務。

(C) 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、圖書及其他教務相關事項。下設圖書館，置館長一人。

Academic Affairs Office: The Director of Academic Affairs is responsible for the management of Registration, Curriculum, Library, and other academic-affairs related business. The Curator under the Director of Academic Affairs is responsible for managing daily affairs of Library and Information Services.

2. 學務暨福音事工處：置學務長一人，掌理生活輔導、生涯發展、心理輔導、課外活動指導、靈命事工及其他學生相關事務。

Student Affairs and Ministries Office: The Director of Student Affairs and Ministries is responsible for Life Counseling, Career Development, Psychological Counseling, Guidance for Extracurricular Activities, Christian Ministry and other student-related business.

3. 總務處：置總務長一人，掌理財產管理、出納、營繕、環境整理、安全及餐廳經營等總務相關事務。下設事務組，置組長一人。

General Affairs Office: The Director of General Affairs is responsible for all related services including Assets Management, Accounts Payable and Cashier, Construction and Maintenance, Environment Management, Security, and Dining Hall Operation. The Team Leader of Facility Maintenance Services under the Director of General Affairs is responsible for the management of daily services.

4. 人事暨行政室：簡稱行政室，置行政主任一人。掌理人力資源管理及發展、法務以及與主管機關聯繫、議事、綜理公文收發暨檔案管理、資訊服務、規劃內部控制流程暨稽核作業、校務發展規劃、校務評鑑及行政品質提升等行政相關事務。

Office of Human Resources and Administration (hereafter abbreviated as "Administration Office"): The Director of HR and Administration is responsible for all administration-related affairs including the management of Human Resources and Development, Legal Affairs and Communication with MOE, Committee Meetings, Official Document Management and Control, Information Services, Planning and Implementation of Internal Control and Process for Operational/Internal Audit, College Advancement and Development Planning, Evaluation of College Affairs and Quality Improvement in Administration.

5. 公共事務室：置公共事務主任一人，掌理公共關係、校友服務、教會聯繫、招生宣傳、資源拓展及募款等相關事務。

Public Affairs Office: The Director of Public Affairs is responsible for all related public affairs including the Management of Public Relations, Alumni Relation Services, Communications with Christian Churches, Student Recruitment Campaign, Resource Development, and Fundraising and Endowment Campaign.

6. 會計室：置會計主任一人，掌理歲計、會計、統計等財務相關事項。

Accounting Office: The Director of Accounting is responsible for all finance-related matters including Budgeting, Accounting and Statistics.

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。

The President shall have the responsibility of hiring and dismissing the staff members for each of the above offices according to each office's planning and/or actual need.

(五)本校設下列各種委員會：

(E) The College shall establish following committees:

1. 教師評審委員會：負責評審有關教師之聘任、聘期、升等、解聘、停聘或不續聘及資遣原因認定等事宜。其設置辦法另訂之，並經校務會議通過後實施。本委員會任一性別委員應占委員總數三分之一以上。

Faculty Evaluation Committee: This Committee shall be responsible for the evaluations of faculty members pertinent to their appointments, appointment terms, promotions, dismissals, terminations or non-renewals and reasons for severances. The Regulations for the Establishment of Faculty Evaluation Committees shall be prepared and submitted to College Council Committee for approval and implementation. The established committee must meet the requirement of that members of either gender should account for more than one-third of the total number of members.

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. 職員評審委員會：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，其組織及實施細則另訂之，並經校務會議通過後實施。

Staff Evaluation Committee: This Committee shall have the responsibility to evaluate concerned staff members, mechanics, security guards pertinent to their hiring, promotions and severance. The organization of Staff Evaluation Committee and its Implementing rules shall be established and submitted to College Council Committee for approval and implementation.

4. 職員申訴評議委員會：負責評議有關職員、技工、警衛之停聘、解聘及其他決定不服之申訴，其組織及實施細則另訂之，經校務會議通過後公布實施。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。

Staff Appeals Council: This Council shall be responsible to rule on the appeals pertinent to all disagreed dismissals, terminations or non-renewals of employment brought forth by staff members, mechanics or security guards. The

organization of Staff Appeals Council and its Implementing rules shall be established and submitted to College Council Committee for approval and implementation. The rulings of this Council do not hinder the concerned parties' legal rights to file law suits.

5. 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至二人，教育或心理諮商學者若干人為委員。其中未兼行政職務之教師，不得少於總額的四分之一，任一性別委員應占總數三分之一以上。負責處理學生重大權益受損之申訴，本校學生對於個人所受獎懲不服，或學生會及其他相關學生自治組織不服學校懲處或其他措施及決議之事件時，可向學校提出申訴，其辦法另訂之，報教育部核定後實施。

Student Appeals Council: The total number of Council members is seven (7). The President shall select a number of the College's full-time faculty members and a number of scholars specializing in educational or psychological counseling. One or two members are student representatives elected by recognized College Student Body. The Council must consist of, at minimum, two (2) full-time faculty members who do not have any 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.

This Council is responsible to rule on all disagreed matters issued by the College, including impaired rights and interests of students, punishments, measures or resolutions. The concerned students, Student Body or other self-governing student organization recognized by the College may file appeals with the Council. The Guidelines for Filing Appeals shall be established by the College and submitted to MOE for approval and implementation.

6. 性別平等教育委員會：置主任委員一人，由校長擔任之，委員八人，教務長、學務長及系主任為當然委員，另由校長聘請具有性別平等意識之職工代表、家長代表、學生代表為委員，女性委員應占總數二分之一以上，且任一性別委員應占委員總數三分之一以上，任期一年。負責厚植性別平等教育資源，推動性別平等教育，建立無性別歧視教育環境，以實現性別平等、和諧、尊嚴之目標。

Committee of Gender Equality for Education: This Committee is chaired by the President and consists of a total of eight (8) members. Director of Academic Affairs, Director of Student Affairs and Department Chairman are also members of the Committee. In addition, the President shall appoint one or two staff members who possess gender-equality awareness, one or two parents of the students, and one or two student representatives as Committee members. The Committee must consist of, at minimum, five (5) female members. In addition, the established Committee must meet the requirement of that members of either gender should account for more than one-third of the total number of Committee members. The appointment term for any member is one (1) year. The Committee is responsible for cultivating resources of gender equality for education.

7. 招生委員會：由校長、副校長、教務長、學務長及行政主任為當然委員，另由校長遴聘相關主管及教師若干人為委員組成之，校長為主任委員。負責審議本校各項招生事宜。

Admissions Committee: In addition to the President, Provost, Director of Academic Affairs, Director of Student Affairs and Director of Administration being mandated members, the President shall also appoint a number of faculty members and staff members to be Committee members. The Committee chaired by the President is responsible for the deliberations of all admission related matters.

8. 課程委員會：由教務長、系主任、圖書館館長及教師代表組成之，教務長為主任委員。負責研討有關課程規劃事宜。

Curriculum Committee: The Committee consists of Director of Academic Affairs, Department Chairman, the Curator of the Library and representatives of faculties. The Committee chaired by the Director of Academic Affairs shall be responsible for the deliberations of curriculum planning matters.

9. 推廣教育委員會：由校長、副校長、教務長、學務長、行政主任及公共事務主任為當然委員，另由校長遴聘相關主管及教師若干人為委員組成之，校長為主任委員。負責審議本校推廣教育相關事宜。

Extension Education Committee: In addition to the President, Provost, Director of Academic Affairs, Director of Student Affairs, Director of Administration and Director of Public Affairs being mandated members, the President shall also appoint a number of faculty members and staff members to be Committee members. The Committee chaired by the President shall be responsible for the extension education matters.

本校於必要時得設其他各種委員會其相關之設置辦法經校務會議通過，校長發布後實施。

As needed, the College may, from time to time, establish other committees according to Committee and Meeting Guidelines, which shall be prepared and submitted to College Council for approval. It shall be announced by the President for implementation.

(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，以校長、副校長、學術與行政主管、教師代表、職員代表及學生代表組成。教師代表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。學生代表之人數不得少於會議成員總額十分之一。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之。

校務會議代表、任期及產生方式，於本校校務會議章程另訂之。

College Council Meeting:

All matters pertinent to key administrative affairs must be resolved by the College Council Meeting. The meeting participants are the President, Provost, Department Chairmen, Administration Director, faculty representatives, staff representatives and student representatives. More than 50% of meeting participants must be faculty representatives, of whom two thirds must be Professors or Associate

Professor. In addition, more than 10% of meeting participants must be student representatives. The President shall call for College Council Meeting, at minimum, once every semester. When 20% or more of the meeting participants request for a College Council Meeting, the President shall call for an unscheduled meeting within fifteen (15) days.

The Constitution of College Council Meeting regarding participants, term and election/selection process shall be established.

校務會議審議下列事項：

Following matters shall be deliberated by College Council Meeting:

(1)校務發展計畫及預算。

(1) Development Plan and Budget of the College

(2)組織規程及各種重要章則。

(2) Organization procedures and all key rules and regulations.

(3)學系、學位學程及附設機構之設立、變更與停辦。

(3) Establishment, change and suspension of a department, a degree program or a subsidiary body of the College.

(4)教務、學生事務、總務及研究發展等重要事項。

(4) Important matters involving Academic Affairs, Student Affairs, General Affairs, and Research and Development of the College

(5)有關教學評鑑辦法之研議。

(5) Deliberation of schemes for Teaching Evaluation

(6)校務會議所設委員會決議事項。

(6) Resolutions of a committee established by College Council.

(7)會議提案及校長提議事項。

(7) Proposals and proposed matters by College Council or the President.

2. 行政會議：由校長、副校長、教務長、學務長、總務長、行政主任、公共事務主任、會計主任、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，以每月召開一次為原則，必要時得召開臨時會議。

Administration Meeting: The Administration Meeting shall be attended by the President, Provost, Director of Academic Affairs, Director of Student Affairs, Director of General Affairs, Director of Administration, Director of Public Affairs, Director of Accounting Services, Department Chairmen and other related management personnel. The Meeting shall be called and chaired by the President to deliberate important administration-related matters once every month. If necessary, unscheduled meeting will be called.

3. 教務會議：由教務長、系主任、圖書館館長、教師代表一人、有關教學之單位主管組成之。教務長為主席，議決有關教務重要事項，每學期至少開會一次。本會議得邀請相關教師及學生列席。

Academic Affairs Meeting: The Meeting shall be attended by Director of Academic Affairs, Department Chairmen, Curator, a faculty representative and the head(s) of pertinent teaching department. The Director of Academic Affairs shall call for the Meeting and chair it to deliberate on all important academic-related matters, once every semester. Pertinent faculty members and students will be invited as nonvoting meeting members.

4. 學務會議：由學務長、總務長、系主任、有關輔導之單位主管、教師代表若干人及全校學生代表三至四人組成之。學務長為主席，議決有關學生事務之重要事項，每學期至少開會一次，必要時得召開臨時會議，本會議得邀請相關教師及學生列席。

Student Affairs Meeting: The Meeting shall be attended by Director of Student Affairs, Director of General Affairs, Department Chairmen, head(s) of pertinent department(s), a number of faculty representatives and three (3) to four (4) student representatives elected by the Student Body. The Meeting shall be called and chaired by Director of Student Affairs to deliberate all important, student-related matters once every semester. If necessary, unscheduled meeting will be called. Pertinent faculty members and students will be invited as nonvoting meeting members.

5. 總務會議：由總務長、行政主任、會計主任組成之。總務長為主席，議決有關學校重要之總務事項，每學期至少開會一次，必要時得召開臨時會議，本會議得邀請相關人員列席。

General Affairs Meeting: The Meeting shall be attended by Director of General Affairs, Director of Administration, and Director of Accounting Services. The Meeting shall be called and chaired by Director of General Affairs to deliberate all important general affairs once every semester. If necessary, unscheduled meeting will be called. Pertinent faculty members and students will be invited as nonvoting meeting members.

6. 導師會議：由校長、副校長、教務長、學務長、系主任、班級導師及學生輔導員組成之。校長為主席，討論與學生相關之事項，每學期開會一次，必要時得召開臨時會議，由校長召集之。

Head-Instructor (Mentor) Meeting: The Meeting shall be attended by the President, Provost, Director of Academic Affairs, Director of Student Affairs, Department Chairmen, head instructors of Freshman, Sophomore, Junior and Senior Classes, and student counselors. The Meeting shall be called and chaired by the President to deliberate all important student-related matters once every semester. If necessary, unscheduled meeting will be called by the President.

三、依據及相關文件：

- (一)私立學校法。
- (二)大學法。
- (三)私立學校法施行細則。
- (四)大學法施行細則。
- (五)臺北基督學院組織規程。

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7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 7 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。

Advanced Studies.

(八) 研究。

Research.

(九) 考核。

Performance Appraisal.

(十) 獎懲。

Commendations and Reprimands

(十一) 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:

1 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.

2 作業程序：

Operating procedures:

2.1 聘僱申請時機：

Timing of a request for hiring new employees:

2.1.1 職員工：

Faculty, staff and custodians:

2.1.1.1 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.

2.1.1.2 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.

2.1.1.3 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.

2.1.2 教師：

Faculty:

2.1.2.1 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.

2.1.2.2 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.

2.1.2.3 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.

- 2.2 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:

- 2.3 聘僱條件及資格：

Conditions and Qualifications of Employment

- 2.3.1 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

- 2.3.2 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 program.

- 2.3.3 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.

- 2.4 公開徵聘資訊：

Open Recruitment Information:

- 2.4.1 職員工：

Administrative Staff Members and Manual Custodians:

- 2.4.1.1 職員工之聘僱，送人事暨行政室簽注意見後，陳校長核示。

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

- 2.4.1.2 申請單位將「職務缺額申請表」影印本，送請人事暨行政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

HRAO in order to have the job vacancy placed in Advertisement.

2.4.2 教師：

Faculty:

2.4.2.1 須經教學單位所屬教師評審委員會審查初審教師需求申請通過，並製成會議紀錄。陳請行政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 request form for filling (a) faculty position(s) must be deliberated and passed by Department Faculty Evaluation Committee and College Faculty Evaluation Committee meetings. The preliminarily approved request with official meeting minutes must be submitted to Director of HRAO for relevant remarks on faculty qualification and number of openings and Dean of AAO for relevant remarks on curriculum by Dean of AAO. Upon being approved by the President, the process for faculty recruitment announcement and advertisements shall be activated immediately.

2.4.2.2 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 HRAO for the placement of online advertisements in order to complete the procedure from request stage to faculty recruitment advertisement.

2.5 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 HRAO first and transferred to the requesting department and teaching unit.

2.6 職員工應試：

Tests and interviews of prospective staff members and custodians:

2.6.1 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.

2.6.2 複試：經初試後，錄取適當人選編製複試名單。由人事暨行政室陳請校長於複試日召開職員工評議小組會議進行職員聘任複試。

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 Team on the Re-test Day.

2.6.3 不適任之初試人員及未錄取之複試人員，由人事暨行政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.

2.7 教師資格審查：

Reviews of Faculty Qualification:

2.7.1 初審：各教學單位提請所屬教師評審委員會進行教師資格初審。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 the Department Faculty Evaluation Committee of hiring department or unit. After the preliminary review, the unqualified applicants shall be notified and passed up in writing by the hiring department.

2.7.2 複審：各教學單位將所屬教師評審委員會初審通過之教師資料彙整後，提請所屬院教師評審委員會進行教師資格複審。複審資格不符之教師由所屬學院回覆謝絕函。

Second Review or Interview: The resumes of nominated candidates, who have passed the Preliminary Review by the Department Faculty Evaluation Committee of hiring department or teaching unit, shall be collected and submitted to the College Faculty Evaluation Committee for Second Review. All applicants, who have not been selected by College Faculty Evaluation

Committee, shall be notified and passed up by the hiring college or institute in writing.

- 2.7.3 決審：所屬院教師評審委員會複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，並由人事暨行政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 Second 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 HRAAO for future reference. All applicants, who have not be selected during the final review/interview phase, shall be notified/passed up in writing by HRAO.

2.8 任用發聘：

Job assignments to new employees:

- 2.8.1 職員工：經職員工評議小組複試後之人選，提請校長核示，即由人事暨行政室辦理發聘。

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

- 2.8.2 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.)

2.8.3 教師：

Faculty:

2.8.3.1 獲選之教師，由人事暨行政室製作教師聘書由校長聘任。

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

2.8.3.2 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.

2.8.3.3 教師若不同意受聘須將應聘書退還本校人事暨行政室；若同意受聘則須將應聘書回擲本校人事暨行政室，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 HRAO timely. Should he/she decide to accept the employment offer, he/she must send an acceptance letter of such a employment offer, and simultaneously transmit the acceptance decision to the hiring teaching department.

2.9 報到：

Report to work:

2.9.1 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」至人事暨行政室完成報到手續。

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”.

2.9.2 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.

3 控制重點：

Essential Elements of Controls:

3.1 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.

3.2 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.

3.3 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.

3.4 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.

3.5 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.

3.6 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.

3.7 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.

3.8 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.

3.9 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).

4 使用表單：

Forms to be used:

4.1 職務缺額申請表。

Request Form for Filling a Staff or Faculty Vacancy

4.2 新進教職員工報到程序單。

Report-to-work Procedure Form for New Incoming Employee

5 依據及相關文件：

Basis and other relevant documents:

5.1 教育人員任用條例。

Regulation of the Appointment of Educators

5.2 教育人員任用條例施行細則。

Implementation Rules of the Regulation of the Appointment of Educators

5.3 教師法。

Teachers Act.

5.4 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

5.5 臺北基督學院組織規程。

Organization Regulation of Christ's College Taipei

5.6 臺北基督學院教師聘任及升等服務辦法。

Regulation of Hiring, Appointment, Promotion and Service of Faculty Personnel at Christ's College Taipei
(Regulation of Appointment and Service of Faculty Personnel)

5.7 臺北基督學院職員遴用及升遷服務辦法。

Regulation of Selection, Employment, Promotion and Service of Administrative Staff at Christ's College Taipei

5.8 臺北基督學院工友遴用及升遷服務辦法。

Regulation of Selection, Employment, Promotion and Service of Custodians at Christ's College Taipei

6 流程圖：

Flowcharts:

6.1 教師聘僱流程參見【流程圖一】。

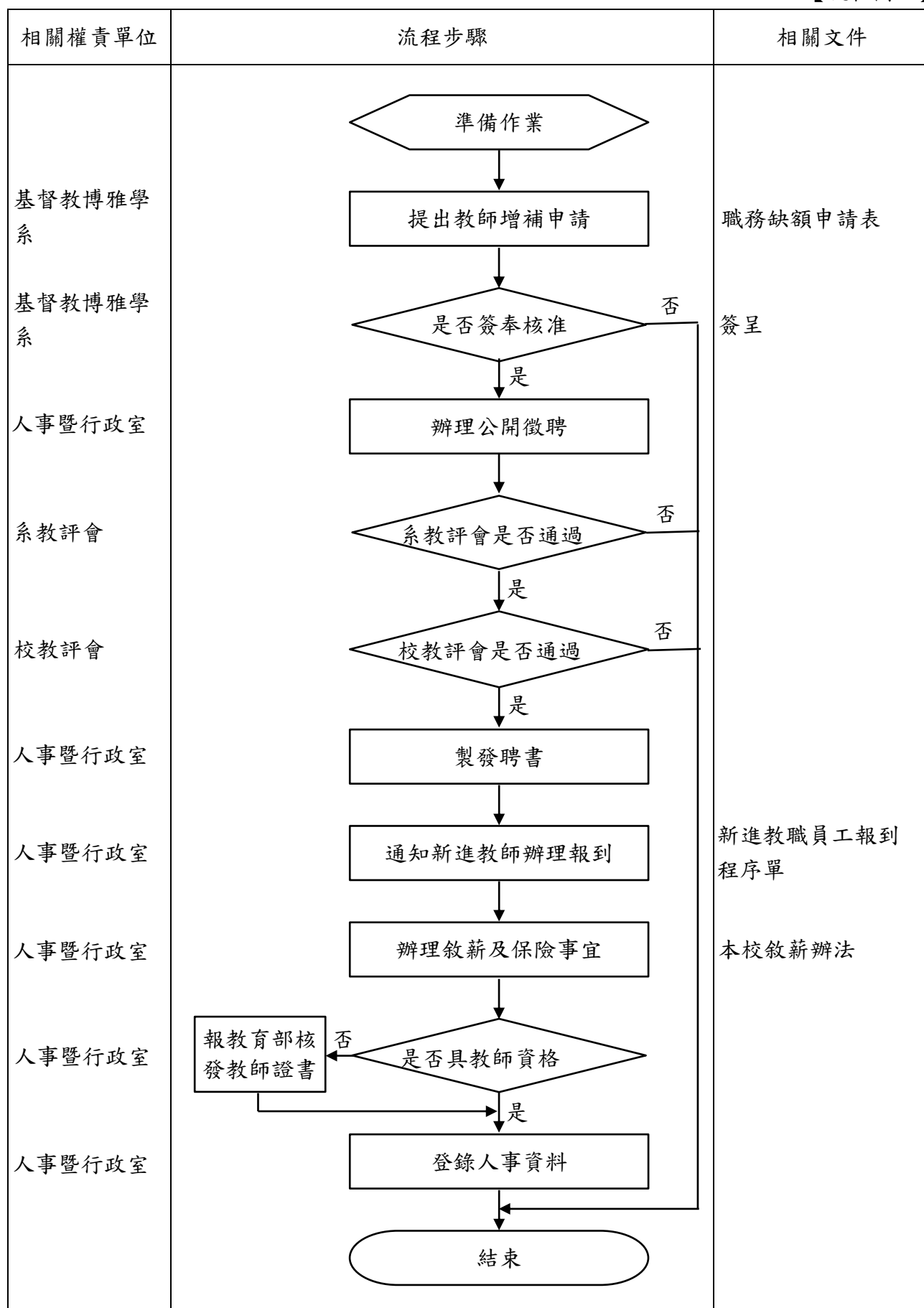
See reference for Faculty Hiring Process. (Flowchart 1)

6.2 職員聘僱流程參見【流程圖二】。

See reference for Process of Hiring Administrative Staff. (Flowchart 1)

教師聘僱流程圖

【流程圖一】



職員聘僱流程圖

【流程圖二】

相關權責單位	流程步驟	相關文件
用人單位	準備作業	
用人單位	提出職員增補申請	職務缺額申請表
用人單位	是否簽奉核准	簽呈
人事暨行政室	辦理公開徵聘	
人事暨行政室	初審資格是否通過	
用人單位	初試是否通過	
職員工評議小組	複試是否通過	
人事暨行政室	簽請校長核定	簽呈
人事暨行政室	通知新進職員辦理報到	新進教職員工報到程序單
人事暨行政室	辦理敘薪及保險事宜	本校敘薪辦法
人事暨行政室	登錄人事資料	
	結束	

(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 新聘助教敘薪原則：

Contracted Salary Guideline for Newly Appointed Assistant Professor”

- 2.1.3.1 依其職務核敘薪給並自最低級起敘。

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

- 2.1.3.2 曾任國內大專校院助教，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 assistant professor 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.

2.1.4 新進職員敘薪原則：

Contracted Salary Guideline for Newly Employed Staff Members:

2.1.4.1 以學歷起敘為原則，依所具學歷起敘為原則

In terms of education background principle, the starting salary of a newly employed staff member shall be based on his/her educational background.

2.1.4.2 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.

2.1.5 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.

2.1.6 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.

2.1.7 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.

2.1.7.1 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

2.1.7.2 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.

2.1.8 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）辦理。

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 薪資由人事暨行政室根據每月異動，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 HRAO 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、助教、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, teaching assistants, 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：

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。

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：

6.1 敘薪作業流程參見【流程圖一】。

Operating Procedure Flowchart of Contracted Salary (Flowchart 1)

敘薪流程圖

【流程圖一】

相關權責單位	流程步驟	相關文件
人事暨行政室	準備作業	
人事暨行政室	新進教職員工完成報到	新進教職員工報到程序單
人事暨行政室	依規定審查相關證件	
人事暨行政室	填具敘薪建議書	敘薪建議書
人事暨行政室	簽請校長核定	敘薪建議書
人事暨行政室	核發當事人敘薪通知書	敘薪通知書
人事暨行政室	通知相關業務單位	
	結束	

(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：團體保險、喪葬奠儀、結婚禮金、實物代金、生育禮金、重病住院補助、重大災害補助、子女教育補助、旅遊補助、三節福利金、退休金、撫卹金及資遣費。

The benefit items of the College include: Group insurance, funeral subsidy, wedding gift money, money in lieu of kind, childbirth gift money, hospitalization subsidy, catastrophe subsidy, children education subsidy, travel and entertainment subsidy, three-national-holidays benefits, retirement pension, death benefits and severance payments.

2.1.2 本校各項福利事項及其補助支付標準，依本校「教職員工福利辦法」辦理。

Each benefit item of the College and the amount of related subsidy or payment criteria shall be administered according to “Rules of Contracted Benefits of Staff Member and Labor Worker”.

2.1.3 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”.

2.1.4 屬喪葬奠儀、結婚禮金、實物代金、生育禮金、重病住院補助、重大災害補助、旅遊補助之福利事項，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, money in lieu of kind, childbirth gift money, hospitalization subsidy, catastrophe subsidy, and travel and entertainment 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.

- 2.1.5 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 臺北基督學院教職員工福利辦法。

Rules of Contracted Benefits of Staff Member and Labor Worker at Christ's College Taipei

5.8 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".

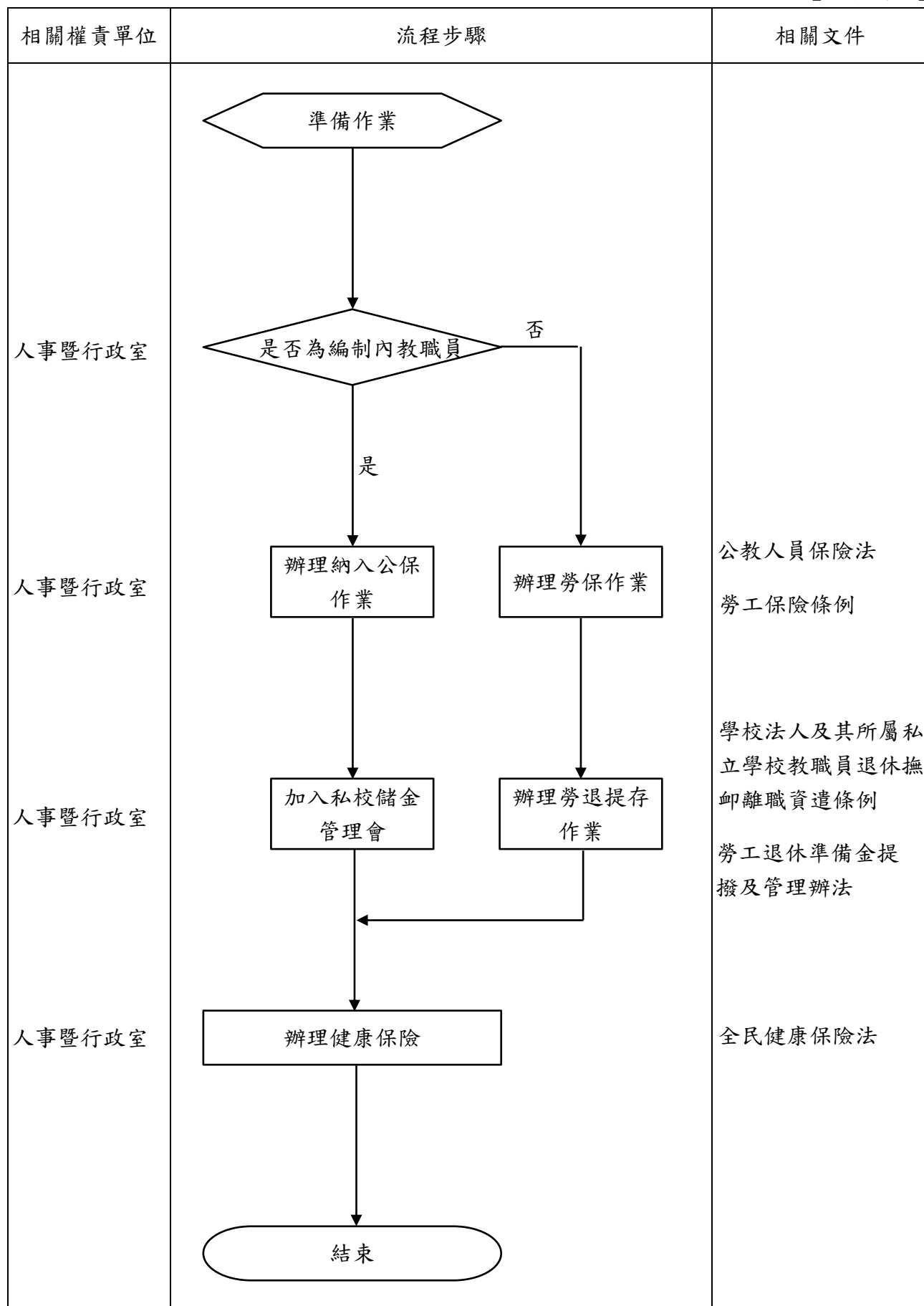
福利作業流程圖

【流程圖一】

相關權責單位	流程步驟	相關文件
欲申請之教職員工	準備作業	教職員工福利辦法
	教職員工提出申請	教職員工或其子女就讀本校獎助辦法 申請表
各單位主管	單位主管覆核	申請表
人事暨行政室	依規定審查相關資料	申請表
人事暨行政室	簽請校長核准	申請表
人事暨行政室	通知當事人核准結果	
人事暨行政室	通知相關業務單位	
	結束	

保險作業流程圖

【流程圖二】



(四)退休、撫卹及資遣：

(4) Retirement, Death Benefit and Severance Payment

1 適用範圍：

Applicable Scope:

本校教職員工退休、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 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 (60).

- 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，以其最後在職之薪級，按公立學校同薪級人員應領退休金之標準為基數。

The retirement pension of a faculty member or staff member or the retirement payment of a labor worker shall be based on the salary or wage and ranking of his/ her last position and calculated according to the base-unit (unit-of-radix) standards of Public Schools Retirement Benefits at the same salary or wage scale

- 2.1.6 退休基數：

Retirement Pension Base Unit (Retirement Unit of Radix):

- 2.1.6.1 教職員退休金之給與，任職滿5年，給與9個基數，每增半年加給1個基數；滿15年後，另行一次加發2個基數；但最高總數以61個基數為限；未滿半年者以半年計。

After completing five years of service, one shall accumulate nine (9) "base points" for calculating the retirement benefits. For each additional half of a year, add a "base point". After fifteen years of service, add two "base points" as a one-time bonus. However, the maximum ceiling is sixty-one (61) points. For a period of less than half of a year, half of a year of service is given.

- 2.1.6.2 退休之教職員，其心神喪失或身體殘廢係因公傷病所致者，退休金照前項規定加發20%。其任職未滿5年者，以5年計。

The retirement benefits of those who acquire mental or physical disabilities due to on-the-job injuries or diseases shall be increased by 20%. For those who have less than five years of service, the retirement benefits shall be calculated based on five years of service.

- 2.1.6.3 校長或教師服務滿30年，並有連續任教公私立學校20年之資歷，成績優異者，一次退休金之給與，依第一項規定增加其基數，但最高總數以81個基數為限。

The President or a faculty member has thirty (30) years of services and have a record of twenty years of continuous teaching in private schools. With excellent achievements, he or shall be given the retirement benefits in a lump sum. Extra "base points" shall be given according to the first paragraph; however, the maximum shall be eighty-one (81) "base points".

2.1.7 退職基數：

Retirement Payment Base Point:

- 2.1.7.1 職工之退職按其服務年資發給一次退職金，每服務半年給予1個基數，滿15年後另行一次加發1個基數，但最高總數以61個基數為限，未滿半年者，以半年計。

Labor workers shall be given retirement benefits in a

lump sum according to the years of service. One “base point” is given for every half of a year of service. After fifteen years of service, an extra “base point” is given as a one-time bonus point. However, the maximum ceiling is sixty-one “base points”. For a period of less than half of a year, half of a year of service is given.

- 2.1.7.2 退職之職工，其身體殘廢或心神喪失係因公傷病所致者，退職金照前項規定加發20%。服務年資未滿15年者，給予30個基數。

The resigned labor workers, who have become mentally or physically disabled due to injuries or illness on the job, shall be given severance pay according to the following standard; and one with fifteen years of service shall be given normal severance pays plus 20%. For those who have less than fifteen years of service, the retirement base points will be thirty (30) points.

- 2.1.8 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.

- 2.1.8.1 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.

- 2.1.8.2 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.

- 2.1.8.3 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.

- 2.1.8.4 因盡力職務積勞過度以致傷病。

Any injury or illness that is due to excessive work loads.

- 2.1.9 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.

2.1.10 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，以其最後在職之薪級，按公立學校同薪級人員應領撫卹金之標準為基數。

The Death Benefit of a faculty member, staff member, labor worker shall be based on the salary and ranking of his or last position and the “base points” shall be calculated according to the standards of Public Schools Retirement Benefits at the same salary scale.

2.2.3 教職員病故或意外死亡，遺族撫卹金之給與標準為在職滿1年者，給與1個基數，未滿1年者以1年計，以後每增半年，加給1個基數，未滿半年者以半年計。在職滿5年以上者，給予9個基數，每增半年加給1個基數；滿15年後，另行一次加發2個基數；但最高總數以61個基數為限；未滿半年者以半年計。

The family members of those who die of illness or accident shall be given Death Benefit according to the total amount of “base points”, i.e., one point for each year of service. The Death Benefit for those who have less than half of a year of service shall be given one “base point”. Between one and a half year of service and five years of service, an increase of every half of a year of service is counted as an additional “base point”. For those who have five years of service or more, the first paragraph of Article 12 is allowed to be used for calculating the total “base points”.

2.2.4 教師或校長合於增加退休金基數之規定者，其遺族撫卹給與，準用「教師或校長服務滿三十年，並有連續任教私立學校二十年之資歷，成績優異者，一次退休金之給與」之規定。

When a faculty member or the President meets the rules of increasing retirement base points, his/her family members shall be compensated according to the regulation of “Lump Sum Payment of Retirement Pension Applicable for Faculty Members or

President with Thirty (30) Years of Service and Twenty (20) Years of Continuous Teaching Experience at Private Schools”.

- 2.2.5 因公死亡之教職員，除按2.2.3.及2.2.4.規定給撫卹外，並增加一次撫卹金25%。其係冒險犯難者，增給50%。

For the death of a faculty member, staff member or labor worker that occurs on active duty, there will be a 25% increase of Death Benefit; and if his/her death is due to act of bravery, the increase shall be 50% in addition to the normal Death Benefit as described in 2.2.3 and 2.2.4.

- 2.2.6 因公死亡之教職員，在職未滿15年者，以15年論；冒險犯難以致死亡者，在職15年以上未滿30年者，以30年計。

For those who have less than fifteen (15) years of service, the Death Benefit shall be calculated on the basis of fifteen (15) years. For those who die on the job while trying to save others or perform act of bravery and have less than fifteen (15) years of service, the Death Benefit shall be calculated on the basis of thirty (30) years.

職工病故或意外死亡者，遺族撫卹金之給與準用職工之退職按其服務年資發給一次退職金之規定；其係因公死亡者，準用身體殘廢或心神喪失係因公傷病所致之職工退職之規定。

The family members of a deceased labor worker who dies of illness or due to accident shall be given Death Benefit and retirement benefits in a lump sum according to the years of service. When the deceased labor worker died while on active duty, his/her family members shall be able to apply for benefits described in the “2.1.7.2” rule of resigned labor worker.

- 2.2.7 職員、職工遺族申請撫卹，應填具「撫卹事實表」三份，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，以資遣人員最後在職之月薪額，及本人實物代金為基數，一次發給。任職滿1年者，給1個基數，未滿1年者以1年計，每增半年加給1個基數，未滿半年者以半年計，滿15年後，另行一次加發2個基數。

The severance pay of a faculty member, staff member or labor worker shall be calculated on the basis of his or her last month's salary and the accumulated "base points". The payout shall be in a lump sum. He or she who has a year of service shall be given one (1) base point. The severance pays for those who have less than a year of service shall be given one base point. Between one and a half year of service and fifteen years of service, an increase of every half of a year service is counted as an additional "base point". For a period of less than half of a year, half of a year of service is given. For those who have fifteen years of service or more, two "base points" shall be added to the total as a one-time bonus.

- 2.3.5 資遣人員於接到資遣通知後，應填具「資遣事實表」三份，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 退休(職)金薪額及基數計算是否正確。

Whether the amounts of retirement payouts and the base points have been calculated correctively.

3.5 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.

3.6 撫卹金計算是否正確。

Whether the amounts of Death Benefit have been calculated accurately.

3.7 資遣作業是否依規定程序辦理。

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

3.8 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.

3.9 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.

3.10 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.

3.11 資遣費計算是否正確。

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

3.12 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 “Procedure of Retirement, Death Benefit, Resignation and Severance Fund for Faculty, Administrative Staff and Worker of School Foundation and its Affiliated Private School”.

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。

Procedure of Retirement, Death Benefit, Resignation and Severance Fund for Faculty, Administrative Staff and Worker of School Foundation and its Affiliated Private School

5.2 臺北基督學院教職員工退休撫卹資遣辦法。

Plan of Retirement Pension, Death Benefit and Severance Pay for Faculty, Administrative Staff and Workers of Christ's College Taipei

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

【流程圖一】

相關權責單位	流程步驟	相關文件
人事暨行政室	<pre> graph TD A{{準備作業}} --> B{是否符合強制退休} B -- 是 --> F[辦理退休手續] B -- 否 --> C{是否符合申請退休} C -- 是 --> F C -- 否 --> A F --> D{{結束}} </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
人事暨行政室		
人事暨行政室		

教職員工撫卹作業流程圖

【流程圖二】

相關權責單位	流程步驟	相關文件
人事暨行政室	<pre> graph TD A{{準備作業}} --> B[填撫卹事實表，申領撫卹金] B --> C{是否因公死亡} C -- 是 --> D[加領一次撫卹金] C -- 否 --> E([結束]) D --> E </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
人事暨行政室		
人事暨行政室		

教師資遣作業流程圖

【流程圖三】

相關權責單位	流程步驟	相關文件
人事暨行政室	<pre> graph TD A{{準備作業}} --> B[符合資遣要件] B --> C[系教評會審議] C --> D[校教評會審議] D --> E[陳報教育部核准] E --> F[通知當事人填報資遣事實表] F --> G([結束]) </pre> <p>準備作業</p> <p>符合資遣要件</p> <p>系教評會審議</p> <p>校教評會審議</p> <p>陳報教育部核准</p> <p>通知當事人填報資遣事實表</p> <p>結束</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
系教評會		
校教評會		
人事暨行政室		
人事暨行政室		

職員資遣作業流程圖

【流程圖四】

相關權責單位	流程步驟	相關文件
<p>人事暨行政室</p> <p>職員工評議委員會</p> <p>人事暨行政室</p>	<pre> graph TD A{{準備作業}} --> B[符合資遣要件] B --> C[職員工評議委員會審議] C --> D[通知當事人填報資遣事實表] D --> E([結束]) </pre>	<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</p>

職工資遣作業流程圖

【流程圖五】

相關權責單位	流程步驟	相關文件
<p>人事暨行政室</p> <p>職員工評議委員會</p> <p>人事暨行政室</p>	<pre> graph TD A{{準備作業}} --> B[符合資遣要件] B --> C[職員工評議委員會審議] C --> D[通知當事人發放資遣費] D --> E([結束]) </pre>	<p>勞動基準法</p>

(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，送交人事暨行政室彙辦後，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 Administration 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」，送交人事暨行政室統計列冊，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 Administration Office to be analyzed statistically and tabulated. By the fifth day of the succeeding month, the information shall be forwarded by HRAO 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

【流程圖一】

相關權責單位	流程步驟	相關文件
申請加班人員	準備作業	
申請加班人員	事先提出申請	加班申請單
申請單位主管	是否需要加班	
申請加班人員	按核定時段加班	
申請單位主管	填報加班紀錄	加班彙總表
人事暨行政室	辦理補休或發加班費	
	結束	

(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 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 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 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：

Procedure of Staff Leaves

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。

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 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 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 職員服務假實施原則如下：

The guidelines of annual service leave of staff are listed below:

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 屆齡命令退休人員，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.

2.1.2.18 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 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。

Other than vacation days, if a staff 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.

- 2.1.2.20 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.

- 2.1.2.21 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.

- 2.1.2.22 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.

- 2.1.2.23 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 清潔及庶務同工每週（7日）休息2日作為例假，工資照給，為配合事工需要，得由勞資雙方協議排定輪休之。

Coworkers shall have at least two regular days off in every seven days. Full payment, in order to meet the task needs, both the employers and employees may be authorized by the agreement of the scheduled leave.

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，警衛按輪值表輪班；清潔及庶務同工須輪值半日。

During student's winter vacation, guards still keep their shifts. Custodians and ground keepers have a five-day winter vacation but should take half day shift in turn.

2.1.3.2.3 於學生暑假期間，警衛有五天假期，視同特別休假，代班費由校方負責；清潔及庶務同工有十天假期，視同特別休假。

During student's summer vacation, guards have a five-day summer vacation as their special leave. Custodians and ground keepers have a ten-day summer vacation as their special leave.

2.1.3.2.4 聖誕假期間，警衛按輪值表輪班；清潔及庶務同工須輪值半日。

During Christmas break, guards still keep their shifts. Custodians and ground keepers have a five-day Christmas holidays but should take half day shift in turn.

2.1.3.2.5 職工在本單位繼續工作每滿一年，給予一天特別休假，最多給予十天為止，休假期間工資照給。

For each year of service, coworkers receive an additional day of paid vacation, with a maximum of ten days additional vacation time.

職工特別休假，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' 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.

職工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 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：每學期累計以七天為限，超過七天者，報經院長核准，給予特假，特假，以七天為限。但每一學年請假日數逾十四天者，其超過日數按日扣除薪給。事假須於一日前完成申請，但緊急事假例外。

Personal Leave: A maximum of seven days per semester. Leave for over seven days requires the permission of the president, and the extension is for over seven days at most. However, days of leave, which exceeds fourteen days in one academic year,

will be deducted from the paycheck. 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 are 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 喪假：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、外祖父母、配偶之祖父母、配偶之外祖父母、配偶之父母、配偶之養父母或繼父母、兄弟、姐妹喪亡者，給予喪假6日。

The death of grandparents, maternal grandparents, spouse's grandparents, spouse's maternal grandparents, spouse's parents or step-parents, brothers and sisters granting six 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, 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，由其工作單位按權責核定之。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 31st 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「教職員工出差旅費報支規則」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 臺北基督學院教職員工出差旅費報支規則。

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

【流程圖一】

相關權責單位	流程步驟	相關文件
申請出差人員	準備作業	假單 公差證明
	事先提出申請	
申請單位主管	是否符合出差規定	
申請單位主管	按權責核定	
人事暨行政室	登錄差假紀錄	
人事暨行政室 會計室	結報差旅費	
	結束	

(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:

由人事暨行政室會同各單位，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 Administration 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，由人事暨行政室公告。

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 Administration 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，於事前填具「校外教育訓練申請單」申請，經權責主管核准。

For all external trainings, each employee must complete the "Application Form for Attending External Educational Training" and submit it to the authorized supervisor for approval.

2.4.2.3 參加外部訓練人員於填具「校外教育訓練申請單」時，即須選定成效回饋方式(書面心得報告、課程回

授或其他方式)。

When the employee is completing the “Application Form for Attending External Educational Training”, he/she must also select the feedback format of the training effectiveness, i.e., written summary report, course critics/comments, or other method.

- 2.4.2.4 完成外部訓練課程後，應依選定成效回饋方式於規定期限內完成回饋，交由人事暨行政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 according to the pre-selected feedback format within the required time period and submit it to Human Resources and Administration 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，是否確實填具「校外教育訓練申請單」，經權責主管核准。

When attending external trainings, whether the “Application Form for Attending External Educational Training” has been truthfully completed and submitted to the authorized supervisor for approval.

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 校外教育訓練申請單。

“Application Form for Attending External Educational Training”

5 依據及相關文件：

Basis and Related Document:

5.1 臺北基督學院教育訓練辦法。

Procedure of Educational Trainings of Faculty Members, Staff Members and Labor Workers at Christ’s College Taipei

6 流程圖：

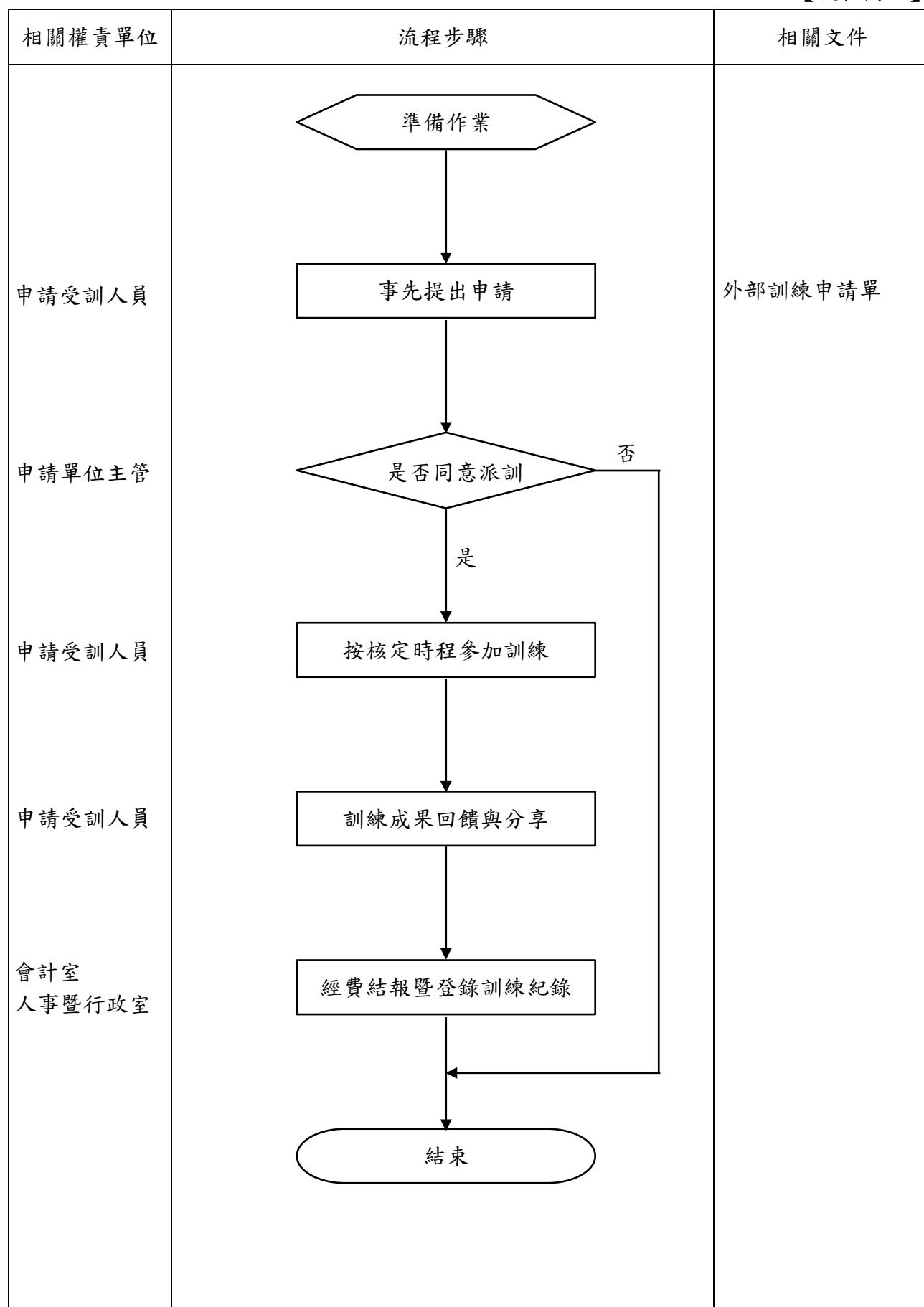
Flowchart:

6.1 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

【流程圖一】



(八)進修：

(8) Education Advancement: (Continuing Education)

1 適用範圍：

Applicable Scope:

本校教職員進修之相關作業皆適用於本章節。

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

2 作業程序：

Operating Procedure:

2.1 教師進修：

Education Advancement 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 適用對象為本校連續服務??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。

The subject person shall be a full-time faculty member who has been continuously appointed by the College for more than ____ 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.

2.1.3 本校教師進修，分為帶職帶薪進修與留職停薪進修。帶職帶薪進修與留職停薪進修，分別依下列規定辦理：(參照「教師進修研究獎勵辦法」第4條修改)

There are two types of Education Advancement of a faculty member, i.e., “Education Advancement with Pay and Retained Position” and “Education Advancement with Reserved Employment and without Pay”. They shall be administered separately according to the following rules. (Consult Article 4 of

2.1.3.1 帶職帶薪進修：

Education Advancement with Pay and Retained Position

2.1.3.1.1.全時進修：

Full-time Education

Advancement:

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。

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.

2.1.3.1.2.部分辦公時間進修：

Part-time Education

Advancement 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。

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 during work hours but not interfering with his/her (their) teaching schedule(s) and related services.

2.1.3.1.3.公餘進修：

Education Advancement 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 during off hours, nights or weekends.

2.1.3.2 留職停薪進修：

Education Advancement 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.

2.1.4 教師進修修讀年限，依本校「教師進修辦法」規定。

The allowed time period for the faculty member to conduct Education Advancement shall be administered according to the regulation of “Guidelines for the Education Advancement of Faculty Members” of Christ’s College Taipei.

2.1.5 教師進修申請與遴派：

The Application and Selection of Faculty Member for Education Advancement:

欲進修之教師，應於進修年度前一年之元月份備齊「教師進修學位申請表」、「進修計畫書」、「教師進修審議評量表」、「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, should submit the completed “Application Form for the Education Advancement of Faculty Member”, “Education Advancement Plan”, “Assessment Form for the Review of Education Advancement 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.

教師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「教師進修變更申請書」申請，並檢附相關證明文件，向所屬系所提出申請通過後，報人事暨行政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, 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 Faculty Member” and all relevant proof documents to his/her department or unit for approval and, then, via the Human Resources and Administration Office, the College Faculty Evaluation Committee for review and passage prior to making any change(s).

2.1.6 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.

2.1.7 獲准進修之教師，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 shall be administered and remunerated according to following rules.

2.1.7.1 帶職帶薪進修者，仍應遵守本校教師服務規章。

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

2.1.7.2 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 faculty member undertakes Education Advancement with Reserved Employment and without Pay, he/she shall not be compensated by any salary or hourly pay.

2.1.8 獲准進修之教師，於進修期間應經常與本校及所屬單位保持聯繫，每一年提交進修報告、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，送人事暨行政室存查。

After being approved to pursue education advancement, the faculty member must keep constant contacts with the College and the respective department or unit; and, he/she shall submit education advancement 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 Administration Office.

- 2.1.9 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「教師進修辦法」規定。

In order to ascertain that a faculty member will return to teach at the College right after completing his/her Education Advancement, 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 “Guidelines for the Education Advancement of Faculty Members of Christ’s College Taipei”.

- 2.1.10 進修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「教師進修辦法」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 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 “Guidelines for the Education Advancement of Faculty Members of Christ’s College Taipei”.

- 2.1.11 每年進修核准之教師人數，依本校「教師進修辦法」規定。
The total number of all faculty members, who are approved for Education Advancement (Continuing Education), shall be within the limit according to the regulation of “Guidelines for the Education Advancement of Faculty Members of Christ’s College Taipei”.

- 2.1.12 教師進修期間不得辭(退)聘，履行服務義務屆滿後，自次學期起重新累計年資滿五年，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 leave, he/she shall be eligible for another leave after completing the service commitment period and an additional five years.

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

Without submitting the application for Education Advancement or obtaining pre-approval for Education Advancement from the College Faculty Evaluation Committee, a faculty member cannot take initiative to start education advancement; 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五年以上，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 ____ years 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、碩士等學位及本校開設課程之進修為限。

This type of Education Advancement is limited to those staff members who undertake the College's curriculum 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，每週以六小時為限，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 six 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，申請時間為每年十二月，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 for review and approval under the rule of annual quota.

2.2.6 欲進修之職員，如在本校進修者，不得任職於進修之系所。

The staff member, who plans to undertake education

advancement at the College, cannot pursue the education advancement at the same department or unit where he/she has been serving.

- 2.2.7 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，報人事暨行政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 Administration Office, the College Staff Evaluation Committee for review and passage prior to making any change(s).

- 2.2.8 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

- 2.2.9 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.

- 2.2.9.1 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.

- 2.2.9.2 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.

- 2.2.10 進修完成申請復職時，應於兩個月前知會人事暨行政室；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.

- 2.2.11 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.

- 2.2.12 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”.

- 2.2.13 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”.

- 2.2.14 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”.

- 2.2.15 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.

- 2.2.16 每年進修核准之職員人數，依本校「職員工進修辦法」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”.

- 2.2.17 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五年，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 five years.

- 2.2.18 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 教職員進修申請是否符合資格辦理。

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

3.2 欲進修之教職員，是否依規定填具各項表單。

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

3.3 欲進修之教職員，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, have been approved by Faculty Evaluation Committee or Staff Evaluation Committee respectively.

3.4 獲准進修教師於進修前，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, has executed the “Agreement to Fulfill Service Obligations” prior to starting his/her Education Advancement.

3.5 獲准進修教職員，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, has been paid according to the regulation.

3.6 進修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, 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 教師進修學位申請表。

Application Form for the Education Advancement 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 進修計畫書。

Education Advancement Plan

4.4 教師進修審議評量表。

Assessment Form for the Review of Education Advancement 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 臺北基督學院教師進修辦法。

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

5.4 臺北基督學院職員進修辦法。

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

6 流程圖：

Flowchart:

6.1 教師進修作業流程參見【流程圖一】。

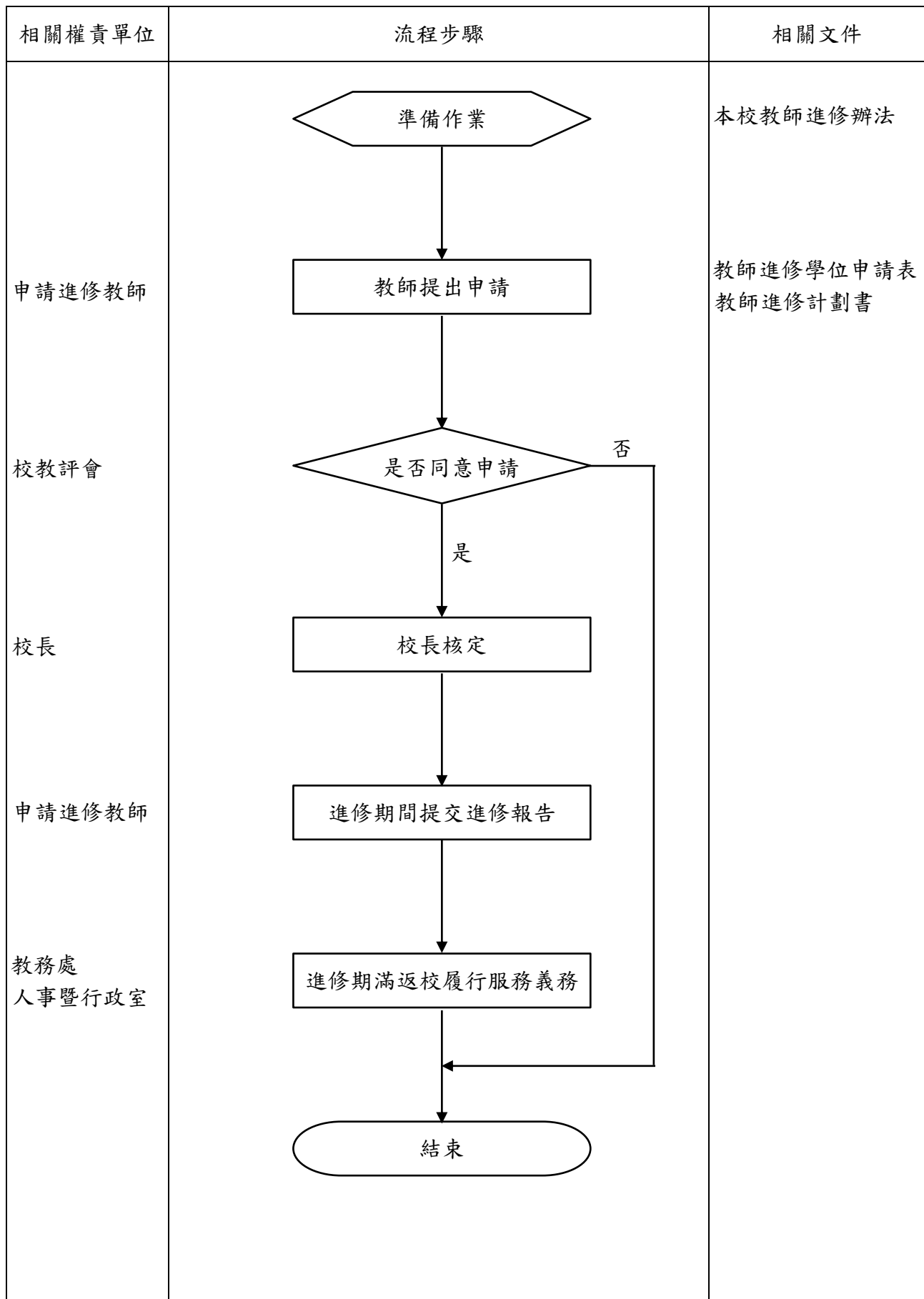
Operation Flowchart of the Education Advancement of Faculty Members.
Consult “Flowchart 1”.

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”.

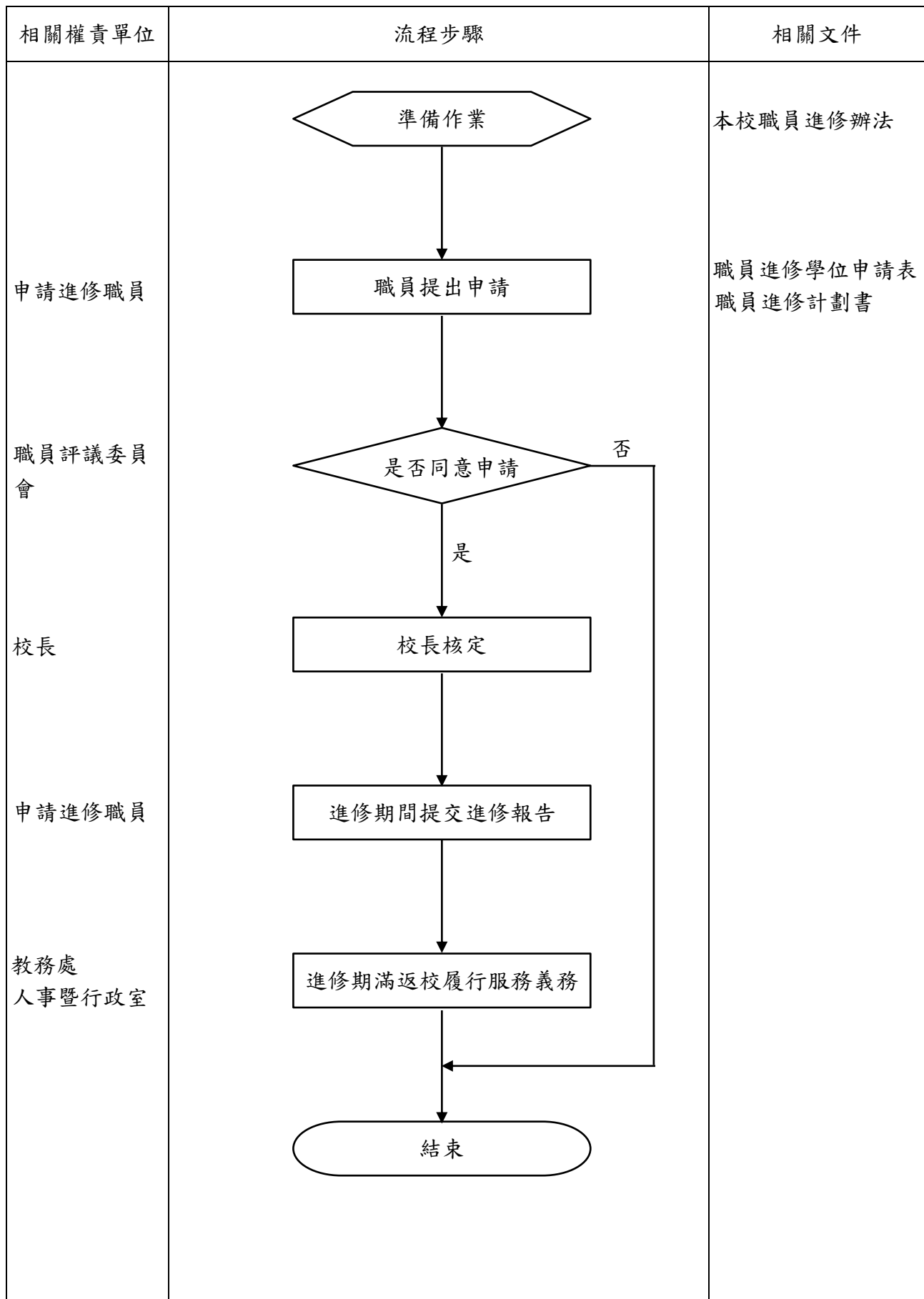
教師進修作業流程圖

【流程圖一】



職員進修作業流程圖

【流程圖二】



(九)研究：

(9) Academic Research:

1 適用範圍：

Applicable Scope:

本校教授研究之相關作業皆適用於本章節。

The operation pertinent to the research activities of the faculty members shall be administered in accordance with rules of this Chapter section.

2 作業程序：

Operating Procedures:

2.1 教授學術研究：

Academic Researches of Professors:

2.1.1 本校專任教授連續在本校服務滿六年以上，經核准得申請休假一年，從事學術研究工作。

Full-time professors of the College, who have continuously served at the College for six years or longer, shall be able to take sabbatical leave of one year to undertake academic research activities.

2.1.2 教授申請休假研究應於研究年度前一年之元月份備齊「教授休假研究申請表」、「研究計畫書」、「教授休假研究切結書」、「履行服務義務契約書」，經校級教師評審委員會審查通過後，陳校長核定。

The professor, who plans to take the sabbatical leave for academic research elsewhere, should submit the completed “Application Form of Faculty Sabbatical Leave for Academic Research”, “Research Plan”, “Faculty’s Affidavit of Sabbatical leave for academic research” and “Agreement to Fulfill Service Obligations” to College Faculty Evaluation Committee for review and passage, and the President for approval by month of January in the preceding academic year before the leave taking effect.

2.1.3 休假研究教授原授課程由本校相關教師分任，不得因此增聘專任教師，或另聘兼任教師擔任，惟如原授課程確無相同專長教師擔任時，得專案簽經核准聘請兼任教師。

The courses (or teaching load) of the professor, who takes sabbatical leave, shall be shared with or taught by other instructors in the relevant academic field; and, no temporary full-time or part-time instructors shall be appointed or hired. When there is no qualified instructor within the same or relevant academic field at the College to teach such courses, a special

project for hiring a part-time qualified instructor shall be administered and approved.

2.1.4 教授於休假研究期間之薪給由本校照發。

The salary of the professor, who takes sabbatical leave for academic research elsewhere, shall be paid by the College during the period.

2.1.5 教授於休假研究期間，以專事學術或實務相關活動研究為原則，不得擔任其他專任有給職務；若繼續在本校授課，不得再支領鐘點費。

During the sabbatical leave for academic research, the faculty member shall mainly participate in research activities related to the professional academic or practical matters and shall not be employed with pay on full-time basis by other organization(s); and, should he/she continue teaching at the College during the sabbatical-leave period, he/she shall not be paid extra, such as hourly pay.

2.1.6 教授休假研究期滿應返校服務，並應於返校兩個月內就從事之研究至少提出一篇以本人為著作者之論作文章，作為校級教師評審委員會之結案報告，另送研究發展單位存查；未提報告者，須將本校提供休假研究之經費繳回，並不得再申請休假研究。

Within two months after returning from sabbatical leave for academic research, he/she shall submit at minimum one research report, which is authored by him/ her, to College Faculty Evaluation Committee as the conclusion report of such research; and, a copy to Research and Development Department for future reference. If a professor fails to submit such research report within the time limit, all research expenses for the sabbatical leave shall be returned to the College by him/her; and, he/she shall not be eligible for future sabbatical leave for academic research.

2.2 教授學術研究人數限制：

Ration of Faculty Members Taking Sabbatical Leave for Academic Research: 併同進修核准之教師人數計算。

Calculating the total number of all faculty members on leaves by combining those who are on "Sabbatical Leave for Academic Research" with those who are on leave for Advancement (Continuing Education).

2.3 教授學術研究履行

Fulfilling academic research commitment by a professor

2.4 返校義務服務年限、違約賠償事宜，同教師進修規定。

When the professor fails to fulfill the obligation for service period under “Agreement to Fulfill Service Obligations” after returning to the College, the amount of compensation to the College for damages shall be administered according to the regulation of Faculty Advancement.

2.5 凡經核准休假研究者，應俟履行返校義務服務期滿六年後方得再申請休假研究。

A professor returned from sabbatical leave for academic research shall be eligible for another leave after completing the service obligation period and an additional six years.

3 控制重點：

Essential Elements of Control:

3.1 教授申請學術研究是否符合資格辦理。

Whether the professor applying for sabbatical leave for academic research is qualified according to the regulation.

3.2 欲學術研究之教授，是否依規定填具各項表單。

Whether the professor applying for sabbatical leave for academic research has completed all required forms, affidavit and agreement according to the regulation.

3.3 欲學術研究之教授，是否經校級教師評審委員會通過，並陳校長核定。

Whether the professor applying for sabbatical leave for academic research has been reviewed and passed by College Faculty Evaluation Committee and, then, approved by the President.

3.4 獲准學術研究之教授於進修前，是否填具「履行服務義務契約書」履行服務。

Whether the professor, who has been approved for sabbatical leave for academic research, has executed the “Agreement to Fulfill Service Obligations” prior to undertaking the academic research advancement elsewhere.

3.5 獲准學術研究之教授，其薪津是否依規定核發或不支領。

Whether the salary of a professor, who has been approved for and undertaking sabbatical leave for academic research, has been paid or suspended according to the regulation.

3.6 進修完畢返校服務之教授，是否依約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 professor, who has returned from sabbatical leave for academic research, has fulfilled the obligation for service period under

“Agreement to Fulfill Service Obligations”; and, whether the professor has compensated the College for damages if he/she fails to fulfill such obligation.

4 使用表單：

Applicable Forms:

4.1 教授休假研究申請表。

Application Form of Faculty Sabbatical Leave for Academic Research

4.2 研究計畫書。

Research Plan

4.3 教授休假研究切結書。

Faculty's Affidavit of Sabbatical leave for academic research

4.4 履行服務義務契約書。

Agreement to Fulfill Service Obligations

4.5 簽呈。

Application for Approval Form

5 依據及相關文件：

Basis and Related Documents:

5.1 大學法。

University Act

5.2 臺北基督學院教授學術研究辦法。

Administration Procedure of Faculty Academic Research at Christ's College
Taipei

6 流程圖：

Flowchart:

6.1 教授學術研究作業流程參見【流程圖一】。

Operation Flowchart of Faculty Academic Research

教授學術研究作業流程圖

【流程圖二】

相關權責單位	流程步驟	相關文件
教授	<pre> graph TD A{{準備作業}} --> B[教授提出申請] B --> C{是否同意申請} C -- 否 --> F(結束) C -- 是 --> D[校長核定] D --> E[進修期滿返校履行服務義務] E --> F </pre>	教授休假研究申請表 教授研究計劃書
校教評會		
校長		
教務處 人事暨行政室		

(十)考核：

(Ten) 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 教師每年須接受評鑑一次。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 once a year. Because of promotion consideration or other special needs, the faculty member shall request for an earlier evaluation.

2.1.3 女性教師接受評鑑之學年度，如有懷孕生理狀況不適致影響其教學研究時，經系教師評審委員會同意後，得延後一年再接受評鑑。

When a female faculty member is pregnant and her conditions affects her teaching and/or research activities, her teaching evaluation can be postponed for one academic year providing Department Faculty Evaluation Committee approves it first.

2.1.4 本校校級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，以四項評量分數為基礎，包括教學、研究、輔導與服務等四項。

The evaluation of a faculty member of the College shall be based on the assessment scores of four items including instruction, research, counselling and service.

- 2.1.7 教師評鑑分初評及決評兩階段。由該單位填寫「教師評鑑表」，送系教師評審委員會執行初評，校教師評審委員會執行決評，決評完成後，送人事暨行政室彙整後報請校長核定。

Faculty evaluation consists of two phases, i.e., preliminary evaluation and final evaluation. The responsible department or unit shall complete "Faculty Evaluation Form" and submit it to Department Faculty Evaluation Committee for the execution of preliminary evaluation and, then, College Faculty Evaluation Committee for the execution of final evaluation; thereafter, the evaluation results shall be submitted to Human Resources and Administration Office for archiving and the President for approval.

- 2.1.8 初評通過者，始為決評。初評或決評不通過者，均為評鑑不通過。

In order to be eligible for final evaluation, the preliminary evaluation has to be deliberated and passed by Department Faculty Evaluation Committee first. When either preliminary evaluation or final evaluation fails, the faculty member fails his/her faculty evaluation for the academic year.

- 2.1.9 未依規定接受評鑑者或影響評鑑過程者，視為評鑑不通過。

When a faculty member does not accept the evaluation of his/her performance or influences the evaluation process, his/her annual evaluation is deemed a failure.

- 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次日起三十日內，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，每學期末人事暨行政室累計其獎懲次數，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 Administration 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0.9分，記小功一次考績總分加1分，記大功一次考績總分加3分；申誡一次考績總分扣0.3分，記小過一次考績總分扣1分，記大過一次考績總分扣3分。

For tallying up the total of commendations and reprimands for each staff member or labor worker of the College, a commendation equal to 0.3 extra point toward the evaluation score. A merit citation equals to 1 extra points toward the evaluation score. A major merit citation equals to 3 extra points toward the evaluation score. A reprimand equals to minus 0.3 point toward the evaluation score. A demerit equals to minus 1 points toward the evaluation score. A major demerit equals to minus 3 points toward the evaluation score.

- 2.2.7 年度考核等第及考核晉敘與否，依本校「職員工考核辦法」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「職員工績效考核表」，經所屬單位主管初核，再送交人事暨行政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 Administration 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，由人事暨行政室以「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 Administration 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次日起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次日起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，送人事暨行政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 Administration 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 職員工績效考核表。

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 臺北基督學院職員工考核辦法。

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

【流程圖一】

相關權責單位	流程步驟	相關文件
系主任	準備作業	本校教師評鑑辦法
	填寫教師評鑑表	
系教評會	初評是否通過	
	否	
校教評會	是	
	校教評會進行決評	
人事暨行政室	報請校長核定	
人事暨行政室	通知當事人評鑑結果	
	結束	

職員工考核作業流程圖

【流程圖二】

相關權責單位	流程步驟	相關文件
職員工	準備作業	本校職員工考核辦法
	職員工填寫績效考核表	
單位主管	單位主管初核	
職員工評議委員會	職員工評議委員會複核	考核通知書
人事暨行政室	報請校長核定	
人事暨行政室	通知當事人考核結果	
	結束	

(十一)獎懲：

(11) Commendation 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五分之一為原則。

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 fifth 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 Administration Office in public.

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

The commendation or reprimand at the higher level of an excellent merit citation or two demerit points shall be submitted by Human Resources and Administration 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 HRAO in public.

2.5.3 資遣或解聘之懲處，由人事暨行政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 HRAO 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」影印予人事暨行政室、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??日內以書面敘明理由，向本校職員工評議委員會提出書面申覆。對申覆結果不服者，得於接獲書面通知之次日起??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。
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 Administration 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. If the person involved in the case continues disputing the reconsideration outcome, he/she shall have the rights to file a one-time appeal to the Appeal Review Committee of Staff Member and Labor Worker within thirty 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或對申覆結果不服提出申訴者，是否依規定受理。

Whether the College has administered the reconsideration and/or appeal

according to the regulation when a person involved in commendation or reprimand, who has applied for reconsideration and/or appealed because of disagreement in the result of the reconsideration outcome.

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".

職員工獎懲作業流程圖

【流程圖一】

相關權責單位	流程步驟	相關文件
單位主管	準備作業	本校職員工獎懲辦法
	主管填寫職員工獎懲提案表	
人事暨行政室	人事暨行政室簽注意見	
職員工評議委員會	職員工評議委員會審議	
	報請校長核定	
人事暨行政室	發布獎懲令	
人事暨行政室	登錄人事資料	
	結束	

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 (15th) 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 data.

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	流程步驟	相關文件
出納 董事會 會計室 出納 申請人 投資小組 出納 投資小組 出納 會計室 會計師 投資小組 董事會 投資小組 會計室	<pre> graph TD A{{取得}} --> B[保管] B --> C[異動] C --> D[抵押] D --> E[盤點] E --> F[處分] F --> G([投資紀錄]) </pre>	私立學校賸餘款投資及流 用辦法(教育部) 私立學校建立會計制度實 施辦法(教育部) 私立學校法 (教育部)

(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15**』)

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 15 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

5.2 會計師查核附表 15

Exhibit Table 15 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	流程步驟	相關文件
會計室 人事暨行政室	<pre> graph TD A{{需求確認}} --> B{會議審議} B -- 不通過 --> A B -- 通過 --> C{報部核備} C -- 不通過 --> A C -- 通過 --> D[執行] D --> E([資料建構]) </pre>	校務會議紀錄
董事會		董事會議紀錄
會計室 人事暨行政室		學校核備函
總務處		執行資料
總務處 會計室 人事暨行政室		

(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

【流程圖一】

相關權責單位	流程步驟	相關文件
會計室 各級行政、教學單位	<pre> graph TD A{{年度預算確認}} --> B[申購] B --> C{審核預算} C -- 不通過 --> A C -- 通過 --> D[採購作業] D --> E([驗收入帳建構]) </pre>	各單位預算表
各需求單位		申購單
會計室		預算控制表
總務處		估價單、比價單或 公開招標紀錄
會計室 申購單位 總務處事務組		驗收單

(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 會計室確認募款及捐款者需求開立『捐贈證明』。

The "Gift Donation Proof" shall be issued by Finance Office after verifying the actual amount of donation and upon the request of the gift donor.

- 2.3.4 秘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:

會計室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, Finance Office 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

【流程圖一】

相關權責單位	流程步驟	相關文件
各單位	<pre> graph TD A{{募款及收受捐贈申請}} --> B[收款] B --> C[登帳] C --> D([公告]) </pre>	核准簽呈
各單位、出納、 事務組 人事暨行政室		收據、銀行證明、 財產驗收報告單、感謝狀
會計室		收支專帳、捐贈證明
會計室		學校網頁

◎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絀金額，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

4.14 List of Draw-ons of Bank Credit Limit

4.15 銀行授信額度使用彙總表

Use Summary Table of Bank Credit Line Limit

4.16 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

【流程圖一】

相關權責單位	流程步驟	相關文件
會計室	<pre> graph TD A{{確認借款需求， 擬定借款計畫 及流程}} --> B[決策借款作業] B --> C[簽訂合約] C --> D[借款執行與紀錄] D --> E([定期繳交利息費用， 借款到期衡量續借 或還款]) </pre>	短期借款計畫、 中長期借款計畫
會計室、 校長、 董事會		決策記錄、 教育部核定函
會計室		借款額度合約書
會計室、出納、 校長、董事會		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
會計室、出納、 校長、董事會		利息費用繳付憑證、 借款合同書

◎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

【流程圖一】

相關權責單位	流程步驟	相關文件
會計室 人事暨行政室	<pre> graph TD A{{決策確認}} --> B{校務會議 審查} B -- 不通過 --> A B -- 通過 --> C{董事會審議} C -- 不通過 --> A C -- 通過 --> D[執行] D --> E[入賬] E --> F([建檔資料]) </pre>	簽呈
人事暨行政室		校務會議紀錄
董事會		董事會議紀錄
總務處		租賃合約
會計室		租賃會計處理
會計室 人事暨行政室 總務處		租賃合約

(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 budget 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	流程步驟	相關文件
各使用單位	各單位提出 使用計畫	各項申請資料
各使用單位、 會計室	會計室審核	各項申請資料
各使用單位、 會計室	核定計畫	核准之簽呈
各使用單位、 會計室	計畫執行	各項相關之資料
各使用單位、 會計室	結案	各經費項目相關憑證成 果、 專帳執行清冊及收支結算 表

(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	流程步驟	相關文件
業務單位	<pre> graph TD A{{承辦單位辦理}} --> B[加會相關單位] B --> C{會計室審核} C -- 不通過 --> A C -- 通過 --> D[陳校長或授權人核定] D --> E[製作傳票] E --> F([出納]) </pre>	承辦單位將會計憑證或其他合法通知
出納		承辦單位將會計憑證或其他合法通知
會計室		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
校長或授權人		會計憑證
會計室		會計憑證、傳票或其他合法通知
出納		會計憑證、傳票或其他合法通知

(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 1st of current year and ends on July 31st the following year, i.e., the annual financial statement covers from the beginning of the fiscal year to July 31st 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 31st 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、收支餘絀表、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

【流程圖一】

相關權責單位	流程步驟	相關文件
各單位主管	<pre> graph TD A{{各單位概算}} --> B{預算會議審議} B -- 不通過 --> A B -- 通過 --> C[會計室彙整] C --> D[校長核准] D --> E{校務會議審議} E -- 不通過 --> C E -- 通過 --> F{董事會審議} F -- 不通過 --> E F -- 通過 --> G([教育部核備]) </pre>	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)
預算審查小組		同上
會計室		同上
校長		同上
校務會議		同上
董事會		同上
教育部		同上

決算作業管理流程圖

【流程圖二】

相關權責單位	流程步驟	相關文件
會計室	<pre> graph TD A{{規劃作業}} --> B[公告核銷期限] B --> C[結帳] C --> D[編製決算報表] D --> E[會計師查帳] E --> F[經費稽核審查 委員會審核] F --> G[董事會審查] G --> H([教育部核備]) </pre>	<p>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)</p>
全校各單位		同上
會計室		帳冊、報表
會計室		決算報表
會計室、 會計師		查核財物及稅務報告書
會計室、 經費稽核審查 委員會		會議記錄
董事會		會議記錄
教育部		核備函

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 Mangement 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「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)

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 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”.)

2.1.1 考量國家建設及地方產業需求，注重學生未來就業發展。

Considering the needs to support national economic development programs and local industries and focusing on students' future career development.

2.1.2 因應社會變遷及職場需求，發展具前瞻性、實務性系科。

Developing forward-looking and practical department(s) and courses to fulfill the needs of changing society and job market.

2.1.3 配合學校中程發展計畫及學校特色，考量軟硬體教學設施、專任師資素質水準、學生就業情形、招生情況等辦學資源條件，整合現有規模及資源。

Coordinating with the school's mid-term development plan and school's special characteristics and considering the educational resource conditions, such as the hardware and software of teaching facility, the quality level of full-time faculty, the student employment situation, the enrollment situation...etc., for the integration of current size and resources.

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 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。

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.

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.

權責單位 Responsible Office/Dept	流程步驟 Stepwise Flow Process	相關文件 Relevant Documents
<p>教務處 AAO</p> <p>基督教博雅學系 CLAD</p> <p>教務處 AAO</p> <p>人事暨行政室 HRAO</p> <p>教務處 AAO</p>	<pre> graph TD A{{招生名額總量管制}} --> B[新增系、學位學程及停招、更名作業] A --> C[增減調整系、學位學程招生名額] B --> D[召開系務會議] C --> E[召開系務會議] D --> F[召開教務會議] E --> G[召開招生委員] F --> H[召開校務會議] H --> I[遞送教育部核定] G --> I </pre>	<p>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</p> <p>Guidelines of Review Operation of the Addition and Adjustment of Colleges, Institutes, Department(s), Degree program(s) and Total Enrollment at Vocational/ Technical Colleges and Higher-education Institutes</p>

◎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(流程圖一)

Admissions Operation Process. Consult “Process Flowchart 1”.

權責單位	流程步驟	相關文件
系、教務處 Department, AAO	<pre> graph TD A{{成立招生委員會}} --> B[制定招生辦法] B --> C[招生規定呈報教育部審核通過] C --> D[制定並公佈招生簡章] D --> E[報名/資料審查] E --> F[獨立招生考試] F --> G[招生委員會審查錄取名單] G --> H[放榜/報到] </pre>	招生委員會設置準則 Establishment Guideline of Admissions Committee
招生委員會 Admissions Committee		各招生管道簡章制定規範 Guideline for the Preparations of Admissions Brochures of Each Admission Conduit
教務處 AAO		各招生管道招生簡章 Admissions Brochures of Each Admissions Conduit
教務處 AAO		
教務處 AAO		各招生管道作業規定 Operating Regulation of Each Admissions Conduit
教學單位及行政單位 Teach Unit and Administration Unit		各招生管道招生簡章 Admissions Brochures of Each Admissions Conduit
招生委員會 Admissions Committee		
教務處 AAO		

◎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 SAMO 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【流程圖一】。

Receivable Operation Procedure of Tuition and fees. Consult “Process Flowchart 1”.

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	<pre> graph TD A{{學雜各收費標準確}} --> B[制定註冊繳費單] B --> C[註冊繳費單匯入校務系統] C --> D[分送學生及銀行代收助貸、就學差異補繳] D --> E[核定註冊人數/銀行匯款統計] E --> F[入賬差異分析、催收] F --> G[學雜費資料統計] </pre>	審查紀錄 Review Records
委託銀行 Authorized bank		學雜費繳費單 Tuition and fees Payment Form
會計室、教務處註冊、學務處 Finance Office, AAO Registrar, SAMO		繳費單 Payment Form
會計室、教務處註冊、出納 Finance Office, AAO Registrar, SAMO		註冊人數統計表、銀行匯款統計 Statistical Table of Registered Students, Bank Account Summary of Remittances
會計室 Finance Office		催收單 Collection Form
會計室 Finance Office		入賬資料 Deposit Data
會計室 Finance Office		

◎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，至多以2星期為限。逾期不予受理，除於註冊期滿後1個月內申請休學外，概以退學論。

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 up to a two-week deferment; and should he/she fail to register within the 2-week period, he/she shall be involuntarily withdrawn unless he/she has applied for leave of absence prior to the end of the first month from registration date.

- 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(流程圖一)

Registration Procedure Flowchart. Consult “Flowchart 1”.

權責單位 Responsible Unit	流程步驟 Process steps	相關文件 Related Document
<p>教務處註冊、會計室、出納 Registrar of AAO, Finance Office, Cashier</p> <p>教務處註冊、會計室 Registrar of AAO, FO</p> <p>教務處、學務處、資訊技術、圖書館、會計室、總務處 AAO, SFMO, IT, Library, Finance Office, GAO</p> <p>教務處註冊 Registrar of AAO</p> <p>教務處註冊 Registrar of AAO</p>	<pre> graph TD A{{製作註冊通知單及繳費單}} --> B[寄發新生、轉學生與復學生的註冊通知單及繳費] A --> C[公佈學生自行線上流覽與列印註冊通知單及繳費單] B --> D[辦理註冊單] C --> D D --> E[學生證蓋註冊單] E --> F[註冊統計人數] </pre>	<p>臺北基督學院學則 Academic Affairs Regulation of Christ's College Taipei</p>

◎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：

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 SAMO, 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 SAMO, 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(流程圖一)。

Flowchart of Management Procedure of Academic Status. Consult “Flowchart 1”

權責單位 Responsible Unit	流程步驟 Process steps	相關文件 Related Document
<p>教務處註冊 Registrar of AAO</p> <p>教務處註冊 Registrar of AAO</p> <p>教務處、學務處、 資訊技術、圖書 館、會計室、總務 處 AAO, SAMO, IT, Library, FO & GAO</p> <p>教務處註冊 Registrar of AAO</p> <p>教務處、學務處、 資訊技術、圖書 館、會計室、總務 處 AAO, SAMO, IT, Library, FO & GAO</p> <p>教務處註冊 Registrar of AAO</p>	<pre> graph TD A{{領請申請單}} --> B[查核資料] B --> C{休退學與否} C -- 是 --> D[歸檔：休學名單] C -- 否 --> E[到各單位會簽繳費] E --> F([登錄註記歸檔 或領證]) </pre>	<p>臺北基督學院學則 Academic Affairs Regulation of Christ's College Taipei</p>

◎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【流程圖一】。

Flowchart of Management Procedure of Academic Achievement Record of Students. "Flowchart 1".

權責單位 Responsible Unit	流程步驟 Process steps	相關文件 Related Document
任課老師 Course Instructor 教務處註冊 Registrar Group of AAO 任課老師 Course Instructor 教務處註冊 Registrar Group of AAO 教務處註冊 Registrar Group of AAO 教務處註冊 Registrar Group of AAO	<pre> graph TD A{{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}} --> B{是否有 INC 成績} B -- 是 --> C[有 INC 成績，次學期任課老師給予成績] B -- 否 --> D[次學期期末成績歸檔] C --> E[完成補登成績] E --> D D --> F[期末列印成績總表] F --> G[期末歸檔後存檔留查] </pre>	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 同上 同上

◎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，收回學生證：

Issuance of Bachelor's Degree Diploma and the Simultaneous Return of Student ID Card:

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，並收回學生證。

Each student shall be required to sign on the diploma issuance book upon the confirmation of his/her graduation eligibility; and his/her Student ID Card shall be simultaneously returned.

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：

- 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【流程圖一】。

Flowchart of Issuance Procedure of Bachelor's Degree Diploma. "Flowchart 1."

權責單位 Responsible Unit	流程步驟	相關文件 Related Document
教務處註冊 Registrar Group of AAO	審查學生之畢業資格與離校 手續	臺北基督學院學則 Academic Affairs Regulation of Christ's College Taipei
教務處註冊、系主任 Registrar Group of AAO, Department Chair	符合畢業 資格	同上 Same as above.
教務處註冊 Registrar Group of AAO	發予畢業證書， 收回學生證	同上 Same as above.
教務處註冊 Registrar Group of AAO	繳回學生證 列入延修生名冊	同上 Same as above.
教務處註冊 Registrar Group of AAO	製作畢業名冊	
教務處註冊 Registrar Group of AAO	畢業生名冊 存檔備查	

◎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 Department 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 Department 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 Department 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

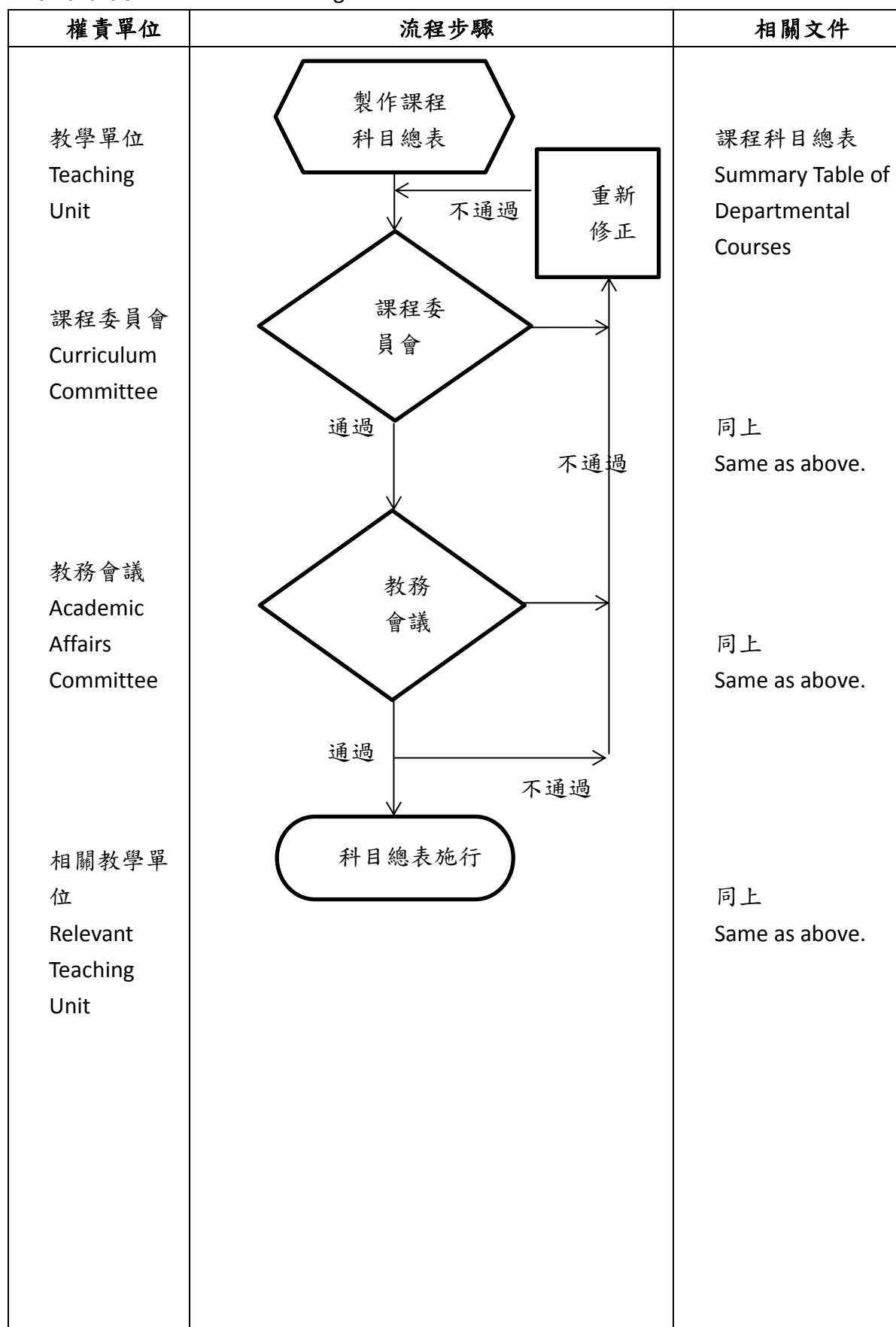
6 流程圖：

Flowchart:

6.1 課程規劃流程參見【流程圖一】

Flowchart of Curriculum Planning Procedure. Consult "Flowchart 1".

Flowchart of Curriculum Planning Procedure. “Flowchart 1”.



◎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，課程選課人數若不足15人時，專案專簽開班否。

The first stage is the pre-selection of courses, which take place in the 16th week of each academic semester. Upon the completion of the first stage, should the number of the pre-registered students for a course is less than 15, 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。

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.

- 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".

- 2.3 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「學分抵免辦法」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.

2.4 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.

2.4.1 本作業依本校「學生選課辦法」辦理。

The Procedure shall be administered according to “Course Selection Procedure of Christ’s Collage Taipei”.

2.4.2 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 be 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】

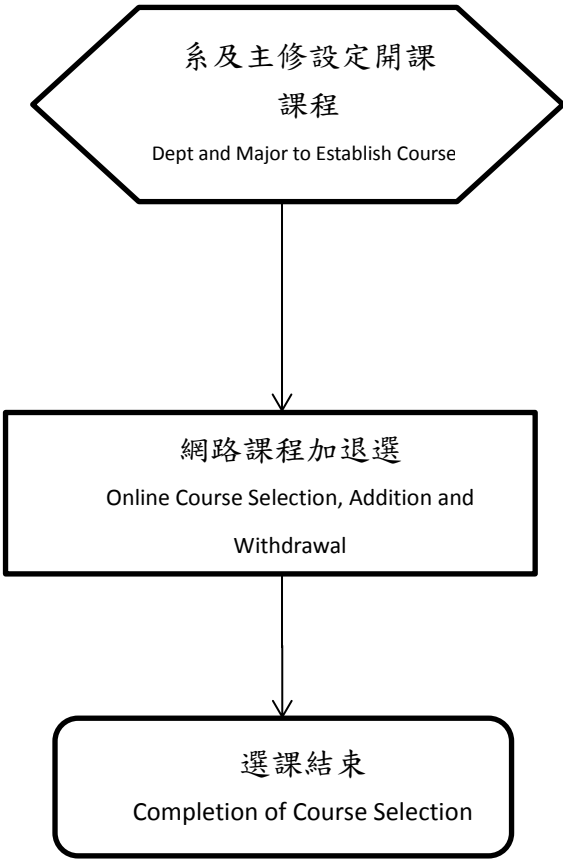
Flowchart of Processes for Selecting Addition Courses, Intercollegiate Elective Courses, Transfer of Course Credit and Course Withdrawal. Consult "Flowchart 2".

選課流程圖

【流程圖一】

Flowchart of Course Selection Process.

“Flowchart 1”

權責單位 Responsible Unit	流程步驟 Process Step	相關文件 Related Document
<p>教務處課務 各教學單位 General Affairs Group of AAO; Academic departments</p> <p>教務處課務 General Affairs Group of AAO</p> <p>教務處課務</p>	 <pre> graph TD A{{系及主修設定開課 課程 Dept and Major to Establish Course}} --> B[網路課程加退選 Online Course Selection, Addition and Withdrawal] B --> C(選課結束 Completion of Course Selection) </pre>	<p>課程資訊 Course Information</p> <p>學生選課資料 學生課表 Course Selection Information for Students; Student's Table/List of Selected Courses</p>

權責單位	流程步驟	相關文件
學生	<pre> graph TD A{{填寫申請單}} --> B[教師及教學單位核章] B --> C[繳至教務處課務] C --> D([教務處]) </pre>	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
相關教學單位		
教務處課務		學生課表 (已更新)
教務處		

◎推廣教育事務

Extension Education Affairs

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：(參閱本校「推廣教育開班作業辦法」)

Operating Process: (Consult “Procedure of the Development Operation of Extension Education Course(s)”)

2.1 規劃開班課程：

Planning Course Curriculum:

2.1.1 由系及各主修彙整確定開課計畫後送推廣教育承辦單位(教務處)。

Individual course plan shall be compiled and validated by each Department and Major and submitted to responsible office of extension education, i.e., AAO.

2.1.2 推廣教育承辦單位(教務處)將開班課程提送推廣教育審查小組審查。

The responsible office of extension education, i.e., AAO, shall submit the course curriculum to Extension Education Review Group for deliberation and approval.

2.2 廣告文宣招生：

Advertisement and Marketing Preparation for Recruitment of Students:

製作文宣DM，進行招生，並透過各種管道公告訊息。

Preparation of marketing information for the recruitment of students through all types of conduits to publicize the information.

2.3 報名、選課及收費：

Registration, Course Selection and Tuition-and-Fees Payment:

2.3.1 依據「推廣教育學分班招生辦法」，接受報名。

The applications for admissions to extension-education courses shall be processed according to “Procedure of Admissions to Extension-education, Non-degree Credit-hour Courses”.

2.3.2 俟公告錄取者，依本校行事曆報到後，註冊繳費並選課。

All prospective students, who have been offered admissions to extension education, shall register and pay tuition and fees in

person on the registration date as specified in College Affairs calendar.

2.4 準備開課事宜：

Preparation of Course-related matters:

確定各班人數後，準備上課設備及教務相關資料，並發送開學通知予學員及授課老師。

Upon confirming the number of students in a course, classroom equipment and academic-affairs related materials shall be prepared; and course registration notice shall be sent to students and the instructor.

2.5 執行課程：

Course Execution:

上課期中，關心學員上課及教師授課情形，隨時注意學員反映意見與建議，並立即處理之。

During the semester, attention and care should be paid to both students and instructors during instruction/classroom periods; and the feedback and suggestions from students should be processed and responded promptly.

2.6 退訓或離訓：

Withdraws:

學員退訓須提出申請，依「大學推廣教育計畫審查要點」規定辦理，經核准後辦理退款。

Students must apply for withdraw from courses in accordance with "Guideline for the Review and Approval of Extension Education Plan at Higher Education Institutions"; thereafter, the appropriate refund shall be processed.

2.7 申請經費/核銷：

Funding Request/Write-offs of Expenses:

所需經費申請依照本校會計制度辦理。

All required funding for extension education shall be processed according to regulation of Accounting System of the College.

2.8 登錄/寄發成績：

Recording and mailing of students' academic achievement:

推廣教育承辦單位(教務處)將授課老師評分之學員成績登錄，成績必須永久存檔，學分班必須寄發成績單予各學員。

The responsible unit (AAO) of extension education shall transcribe students' academic grades from instructors' reports to Registrar's file for permanent

storage and must mail out the report cards of credit-hour courses to all extension-education students.

2.9 核發學分證明：

Issuance of credit-hour certificate:

學分班學員修讀期滿，成績及格者，頒發學分證明書；非學分班學員修讀期滿，頒發結業證明書。

Students registered for credit-hour classes/courses shall be issued Credit-hour Certificates after completing the study with passing grades; and, those students, who have not registered for credit hours, shall be issued Attendance Certificates after completing the study.

2.10 結案及建檔存案：

Completion and building of official files for storage:

推廣教育承辦單位(教務處)應將所有開班相關電子檔及紙本資料妥善保存存案。

The responsible unit (AAO) of extension education shall process and file electronic and hard-copy information and records of all extension education related courses for permanent storage.

3 控制重點：

Essential Elements of Control:

3.1 確認並彙整系及主修確定開課計畫之上課時間及時數。

Verification and consolidation of an entire system and the course/class schedule and credit hours of

3.2 確認可開班人數及經費概算。

Verification of the minimum number of students required for each class and the estimated budget.

3.3 確認文宣廣告內容及時效性。

Verification of the contents and effective period of the recruitment/admissions advertisement materials.

3.4 確認學員報名資料及費用的正確性。

Verification of the accuracy of the information of registered students and the budgets/expenses.

3.5 確認各授課老師聯繫方式，並發開課通知。

Verification of the contact methods of all instructors and mailing the course schedule notifications.

3.6 掌握學員出缺席狀況。

Monitor of students' attendance situation.

- 3.7 學員退費申請之相關規定。
Regulation related to application procedure for the refund of charges due to early withdraw.
- 3.8 確認學分證明書製作之正確性。
Verification of the accuracy of the printing of Credit-hour Certificates.

4 使用表單：

Applicable Forms:

- 4.1 開班開課彙整表。
Summary Table of Classes and Courses
- 4.2 課程簡介及授課進度表。
Course Description and Instruction Progress Table
- 4.3 推廣教育報名表
Application Form for Extension Education Courses
- 4.4 選課清單
Course Selection List
- 4.5 學員註冊名冊
List of Registered Extension-education Students
- 4.6 授課教師名冊
List of Extension-Education Course Instructors
- 4.7 學員證
Students' ID cards
- 4.8 點名暨成績評分表
Table of Students' Attendances and Course Grades
- 4.9 教師調課、請假單
Instructor's Request Form for Rescheduling a Class or Taking a Leave
- 4.10 學員意見調查表
Survey Form of Students' Comments and Suggestions
- 4.11 教學評鑑調查表
Instruction/Instructor Evaluation Form
- 4.12 退費申請單
Refund Application Form for Early Withdraw
- 4.13 學期成績單
Semester Report Card
- 4.14 學分證明書
Credit-hour Certificate
- 4.15 修習科目及成績
Attended Courses and Grades
- 4.16 學分(結業)證明書簽領單

Acknowledgement Form of the Receipt of Certificate of the Completion of
Credit-hour Course

4.17 本校證書套印

Color Printing of the College's Certificate

4.18 推廣教育收據

Receipt of Extension-education Tuition and Fees Payment

5 5. 依據及相關文件：

Basis and Related Document:

5.1 大學推廣教育實施辦法

Implementation Procedure of College Extension Education

5.2 大學辦理推廣教育計劃審查要點

Guideline for the Review and Approval of Extension Education Plan at
Higher Education Institutions

5.3 學歷(力)資格認定基準

Verification Standards for Education Qualification or Equivalent Credential

5.4 臺北基督學院推廣教育審查小組設置辦法

Establishment Procedure of Extension Education Review Group of Christ's
College Taipei

5.5 臺北基督學院推廣教育實施辦法

Implementation Procedure of Extension Education of Christ's College Taipei

5.6 臺北基督學院學生抵免學分辦法

Rules for the Acceptance of Transferred Credits at Christ's College Taipei

6 流程圖：

Flowchart:

6.1 推廣教育開班作業流程圖【流程圖一】

Flowchart of Procedure of the Development Operation of Extension
Education Course(s). "Flowchart 1."

權責單位	流程步驟	輸出資料
系及主修 教務處課務 推廣教育委員會	審查開課計畫	課程資訊 課程授課計畫
公共事務室	廣宣招生	招生文宣廣告 招生 DM
教務處註冊 教務處課務 會計室 出納	報名/註冊/選課	推廣教育學分班簡章報名表
教務處課務 資技中心 總務處 會計室 出納	準備開課事宜	學員名冊 選課清單 課程名單 授課教師名單 註冊繳費單 學員證 開課簽文 系統線上點名 教師調課、請假單
教務處註冊 學務處 會計室	開始上課	退費申請單
教務處註冊	退(離)訓作業	學期成績單 成績登錄清冊
教務處註冊	成績查詢及寄發成績單	學分證明書 結業證明書 證明書簽領單
教務處註冊	核發學分證明書	年度學分班相關資料電子檔及有關紙本卷夾
教務處	結案及建檔作業	

(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

【流程圖一】

相關權責單位	流程步驟	相關文件
<p>各學生社團</p> <p>各學生社團 指導老師</p> <p>各學生社團 指導老師 學務處</p> <p>學務處</p>	<pre> graph TD A{{學生社團申請}} --> B[學生社團運作] B --> C[學生社團評鑑] C --> D([學生社團獎勵]) </pre>	<p>學生社團成立申請作業要點</p> <p>學生社團活動輔導辦法</p> <p>學生社團表現評鑑辦法</p> <p>臺北基督學院學生社團指導老師聘任辦法</p> <p>學生社團活動經費補助實施辦法</p> <p>學生社團表現評鑑辦法暨實施細則</p> <p>學生社團表現評鑑辦法暨實施細則</p>

◎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、兼任諮商員、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 SAMO 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 SAMO 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 and Ministries Office 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, Shot-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 Cleanness, 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 SAMO 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

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

6 流程圖

Flowchart

6.1 學生校內關懷輔導作業流程參見【流程圖一】

Refer to “Flowchart 1” for the operation process of caring and counseling of students on campus.

6.2 學生獎懲考核作業流程參見【流程圖二】

Refer to “Flowchart 2” for the operation process of the review and approval of students for reward or reprimand.

6.3 學生操行成績考核作業流程參見【流程圖三】

Refer to “Flowchart 3” for the operation process of the review and grading of student's morality.

◎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 個案轉介：轉介人若需要專業輔導個案時，可以到學務處填寫轉介單，簡述學生問題，以便由心輔室安排晤談時間，並於晤談後將晤談情形簡述回報導師。

Individual Counseling Referral: When a referrer requests a student to have the counseling and guidance service of a professional specialist, he/she should complete a Counseling Referral Form at Academic Affairs Office; and the brief description of the student's problem shall be submitted to the Counseling Office for scheduling a counseling session. Afterwards, the description of the session shall be reported to the guidance and academic advisor.

- 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 晤談登錄個案資料；心輔老師晤談後，必須登錄個案資料於『諮商記錄表』及『諮商登錄表』，並存檔於心輔室。

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 Counseling Office.

- 2.2.5 統計每學期個案量：心輔室老師每學期統計個案量，並製作『諮商輔導個案統計表』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 Counseling 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『諮商記錄表』及『諮商登錄表』

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 心輔室每學期統計諮商輔導個案並統計接受諮輔導之人次量，並製表存檔。

Whether the faculty member(s) of Counseling Office has (have) analyzed the total number of individual counseling cases; and whether the “Counseling Cases Statistics Table” has been compiled and stored at Counseling Office.

4 使用表單：

Applicable Form:

4.1 轉介單

Counseling Referral Form

4.2 晤談申請表

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 and Ministries Office (“SAMO”) 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 運動大會：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 Conference: With the exception of special situations, the "Rules of Sports Conference 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。

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 SAMO 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 SAMO 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 SAMO shall negotiate with hospitals for a preferable price and submit the negotiated results to Dean of SAMO 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○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 () 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 31st 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，由承保機構摺發保險費收據，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
- 4.6 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

【流程圖二】

相關權責單位	流程步驟	相關文件
<p>學務處、主修主任、導師</p> <p>學務處</p> <p>學務處、主修主任、導師、現場人員</p> <p>學務處</p>	<pre> graph TD A{{學務處診斷}} --> B[休息] A --> C[治療] B --> D[健康中心] C --> E[通知 119 緊急送醫] E --> F[醫院檢查治療] F --> G([結果歸檔及追蹤]) </pre>	<p>宿舍送醫登記表</p> <p>緊急送醫事件統計表</p>

衛生教育宣導作業流程圖

【流程圖二】

相關權責單位	流程步驟	相關文件
學務處	<pre> graph TD A{{年度計畫制定}} --> B[宣導] B --> C[執行] C --> D([結案存檔、經費核銷]) </pre>	計畫書 經費預算表 宣傳單 海報 電子檔 學生事務處活動經費支出報告表 成果報告表
學務處 衛生保健特殊任務小組		
衛生保健特殊任務小組		
衛生保健特殊任務小組 學務處		

◎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 本校健康中心設置下列救護設備：（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 一般醫護箱

First Aid Kit

2.1.3.2 自動體外心臟電擊去顫器(AED)

Automated external defibrillator (AED)

2.1.3.3 固定器具（含項圈、頭部固定器、護墊、繃帶、三角巾等）。

Fixation equipment (including collars, neck braces, protective pads, bandage and triangle scarf...etc.)

2.1.3.4 運送器具（含長背板等）。

Patient Transportation Equipment (including long back panel)

2.1.3.5 專用電話。

Designated phone.

2.1.3.6 其他救護設備。

Other emergency care equipment.

- 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 serious 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 on must be immediately reported to campus security guards, and the residence counselor and Dean of SAMO 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 SAMO, 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 使用表單：

Applicable Form:

5 依據及相關文件

Basis and Related Documents:

5.1 臺北基督學院學生急病送醫處理辦法

CCT Procedure of Administering Student's Emergency Hospitalization

5.2 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

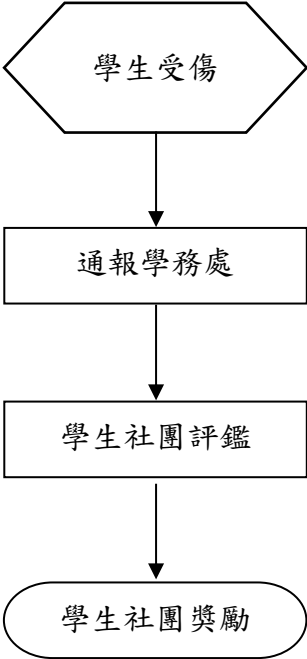
5.3 臺北基督學院醫療器材借用細則

Rules of Lending Medical Equipment of Christ's College Taipei

6 流程圖

Flowchart

6.1 學生緊急狀況處理作業流程【如流程圖】

相關權責單位	流程步驟	相關文件
<p>各學生社團</p> <p>各學生社團 指導老師</p> <p>各學生社團 指導老師 學務處</p> <p>學務處</p>	 <pre> graph TD A{{學生受傷}} --> B[通報學務處] B --> C[學生社團評鑑] C --> D([學生社團獎勵]) </pre>	<p>臺北基督學院學生急病送醫處理辦法</p> <p>臺北基督學院學生緊急事件處理辦法。</p>

◎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，但學生本人及其兄弟姐妹同時有2人以上就讀高級中等以上學校者，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 one or more siblings enrolling in higher-education institution(s) 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 1st to the end of September every year) and second semester (from January 15th 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 不合格但家中有子女2人讀高中以上者：繳交另一兄弟姊妹之在學證明者，可辦理貸款，未繳交者，不予辦理。

Those ineligible students with one or more siblings undertaking study in higher-education institutions: When submitting the Certificate of Enrollment of a sibling, 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

【流程圖一】

相關權責單位	流程步驟	相關文件
學務處	就學貸款	
學務處	製作就學貸款須知	上學期相關貸款須知資料 下學期就學貸款須知(正式)
學務處	公告就學貸款須知	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
學務處	繳交就學貸款文件	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
財稅中心 台灣銀行 學務處 需另行處理之學生	核對就學貸款檔案	匯出就學貸款之檔案 就學貸款會報審查結果
學務處 會計室	造編「就學貸款申貸清冊」	各級距切結書
台灣銀行淡水分行 學務處	通知學生處理確認	
	發文並請台灣銀行核撥貸款	

◎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份外，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

3.1.3 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.

3.1.4 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.

3.1.5 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.

3.1.6 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

【流程圖一】
“Flowchart”

Flowchart of operation process of awarding
scholarships and financial aids

相關權責單位	流程步驟 Stepwise Process	相關文件
<p>學生 Student</p> <p>學務處 Student Affairs and Ministries Office</p> <p>學務處、獎助學金管理委員會 Student Affairs and Ministries Office; Scholarship Management Committee</p> <p>學務處、會計室、總務出納 Student Affairs and Ministries Office, Finance Office, Cashier Group of General Affairs</p>	<pre> graph TD A{{獎助學金申請說明會 Briefing}} --> B[學生申請獎助學金 Student applying] B --> C[獎助學金初審] C --> D[召開獎助學金管理委員會 Convening] D --> E([核發獎助學金 Approval and Awarding of]) </pre>	<p>獎助學金申請說明會</p> <p>依本校各項獎(助)學金辦法</p> <p>同上 Same as above.</p> <p>獎助學金委員會組織章程 Organization Regulation of Scholarship Management Committee</p>

(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「採購暨營繕申請單」，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 "Request Form for Procurement and Construction Maintenance Work" 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。

- 2.3.4 新臺幣壹萬元以上，未滿新臺幣伍萬元(含)之採購及營繕，由承辦單位取得一家以上廠商報價，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 fifty thousand dollars (NT\$50,000), the requisition unit must obtain more than 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 新臺幣伍萬元以上，未滿新臺幣壹拾萬元(含)之採購及營繕，須取得三家(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 fifty thousand dollars (NT\$50,000) and less than one hundred thousand dollars (NT\$100,000), 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 新臺幣壹拾萬元以上之採購及營繕，須經三家以上廠商，依本校規定召開採購會議後，層轉審查核定之。

For a procurement item of more than one hundred thousand dollars (NT\$100,000), 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 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.

- 2.3.8 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。

The procurement and construction maintenance work, which meets the criterion of approved budget, must be submitted to College Affairs Committee (CAC) meeting for deliberation first and shall be processed according to the CAC's resolution and the bidding and negotiation rules of open tender described in the preceding paragraph.

- 2.3.9 緊急、搶修或有時效性之工程，金額在不滿新臺幣壹拾萬元得由承辦單位酌情先行辦理。

For any emergency procurement, repair or construction of timeliness, the applicant requisition unit must submit a requisition form to General Affairs Group to initiate the process providing that the cost is less than one hundred thousand dollars (NT\$100,000).

2.4 合約：

Contract:

- 2.4.1 總價在新臺幣壹佰萬元以上者，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，在未改善前不予付款。

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

相關權責單位 Responsible Unit	流程步驟 Stepwise Process	相關文件 Related Documents
<p>請購單位 Applicant Unit</p> <p>會計室 Finance Office</p> <p>事務組 General Affairs Group</p> <p>總務長 Director of General Affairs</p> <p>機官首長或授權人員 First-tier Supervisor or Authorized Personnel</p>	<pre> graph TD Start{{請購單位提出申請並檢附一家估價單}} --> D1{≤5000 元} D1 -- 是 --> A1[單位主管批准] D1 -- 否 --> D2{5001~10000 元} D2 -- 是 --> A2[副校長批准] D2 -- 否 --> D3{10001~50000 元} D3 -- 是 --> A3[校長批准] D3 -- 否 --> D4{50001~100000 元} D4 -- 是 --> A4[三家估價並由校長批准] D4 -- 否 --> End[召開採購會議並報請校長核定] </pre>	<p>簽文 Signing Application</p> <p>預算表 Budget List</p> <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</p> <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、接交人及保管單位，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。

- 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

動產購置流程圖

【流程圖一】

Flowchart of Personal-Property Procurement Process

“Flowchart 1”

權責單位 Responsible Unit	流程步驟 Stepwise Process	相關文件 Relevant Document
<p>會計室 各級行政教學單位 Finance Office All administration and teaching unit</p> <p>各需求單位 All units that need to procure properties</p> <p>會計室 Finance Office</p> <p>總務處 General Affairs Office</p> <p>會計室 申購單位 保管組 Finance Office Requisition Unit Custody Unit</p>	<pre> graph TD A{{年度預算確認}} -- 不通過 --> A A -- 通過 --> B[申購] B --> C{審核預算} C -- 不通過 --> A C -- 通過 --> D[採購作業] D --> E[驗收入帳建構] </pre> <p>年度預算確認</p> <p>申購</p> <p>審核預算</p> <p>採購作業</p> <p>驗收入帳建構</p>	<p>各單位預算表 Budget List of Each Unit</p> <p>申購單 Procurement Request Form</p> <p>預算控制表 Budget Control Table</p> <p>估價單、比價單或公開招標記錄 Performa Invoice, Price List or Public Tender Record</p> <p>驗收單 Acceptance Inspection Form</p>

◎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，應將經管出納事務所用章戳、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 收受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 收受支票，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 出納單位對於經管之現金、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，應妥善管理。

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：

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

【流程圖一】

相關權責單位	流程步驟	相關文件
會計室、教務處、 學務處	收入黏貼憑單/各單位繳 款申請單	會計制度出納收款作業管 理辦法
出納	申請文件與繳納 款項點收	
出納	開立收據/核蓋收款章	
繳款人、出納	申請文件暨收據收執聯> 繳款人	
出納、會計室	收款收據/「支存通知單」 >會計室 現金>金融機構	

付款作業管理流程圖

【流程圖一】

相關權責單位	流程步驟	相關文件
各單位、會計室、出納	<pre> graph TD A{{傳票、支出憑證(金額 <3000 零用金支付)}} --> B{檢核傳票、支出黏貼憑證單據與金額是否相符} B --> C{開立支票、領款單(匯款、臨櫃繳款): 核蓋付訖章戳} C --> D[支票>簽領、寄送; 領款單>匯款、臨櫃繳付] D --> E(傳票送回會計室) </pre>	會計制度出納付款作業管理辦法
出納、會計室		
出納		
總務主任、會計室、校長		
出納		
會計室		

◎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 5th 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、現行相關法規及恥恥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) 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 5th 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 5th 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Flowchart of Environmental Protection and Energy Conservation Action Plan【流程圖一】。 “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】

權責單位	流程步驟	相關文件
環境保護節約能源推動小組委員會	年度環境保護及節約能源推動計畫	新年度環境保護節能源計畫
總務處、各單位、各部門主管、承攬商	各單位環境保護及節約能源工業務實施	
總務處、各單位	查核各單位環境保護及節約能源推動業務	
總務處、各單位	督導缺失限期改善並追蹤	一般廢棄物及資源回收統計報表 學校用電紀錄網路月報表 六五節能網路月報表
總務處、各單位	改善符合規定	同上
總務處、環境保護節約能源推動小組委員會、校長	呈核並留存紀錄	

◎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應設立校園安全暨災害防救通報處理中心（以下簡稱校安中心），作為校園災害管理機制之運作平台。

To implement the College's disaster management, a dispatching Center for Campus Safety and Disaster Notification and Management (hereafter abbreviated as "Campus Safety and Disaster Center" or "CSDC") shall be established by the College as the operational platform of campus disaster management mechanism.

2.1.3 本校校安中心有固定作業場所，設置傳真、電話、網路及相關必要設備，並指定24小時聯繫待命人員。

The operation zone of CSDC shall be equipped with Facsimiles, phones, internet access and other related equipment; and staff members shall be assigned as duty operators around the clock.

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「緊急傷病處理辦法」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 本校於衛生保健單位設置下列救護設備：

The Health Care Center 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、教職員工陪同至衛生保健單位處理。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 residence counselor 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，衛生保健單位之護理人員、值班教官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 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.

- 2.2.5.3 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，應即刻通知值班教官或駐衛警協助處理各項相關事宜。

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 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.

- 2.2.5.4 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，應通知值班教官或駐衛警協助處理各項相關事宜。

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 guards, and the residence counselor and Dean of SAMO 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，應通知值班人員、諮商輔導中心、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, the residence counselor, Dean of SAMO, 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.

- 2.2.6 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 衛生保健單位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)。

The Health Care Department/Center 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 本校護理人員應接受教學醫院或中央主管機關委託之機構、學校或團體辦理之救護技術訓練至少40小時，取得合格證明，並每2年複訓8小時。

The nursing staff of the College must have, at minimum, forty (40) hours of emergency medical care specialist training that has been administered by teaching hospitals or the contract organization appointed by central-government, and the qualification certificate providing he/she fulfills eight (8) hours of refreshing training courses.

- 2.2.10 本校應將緊急傷病處理情形加以登錄、統計分析，並定期檢討。登錄內容應 包含傷病種類、發生時間、地點、緊急救護處理過程等。

The medical treatment measures of emergency injuries and illness must be recorded, statically analyzed and regularly reviewed by the College; and, the contents of the record must include types of injuries and illness, the incidence time/date and location as well as the procedure of each emergency medical treatment measure.

- 2.2.11 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 是否設立校安中心，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 dispatching Center for Campus Safety and Disaster Notification and Management (hereafter abbreviated as "Campus Safety and Disaster Center" or "CSDC") have been established by the College as the operational platform of campus disaster management mechanism.

- 3.1.2 校安中心是否有固定作業場所，設置傳真、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 CSDC has been equipped with Facsimiles, 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 本校於衛生保健單位是否設置規定之救護設備。

Whether the Health Care Center 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，本校緊急救護人員是否填寫「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。

Whether the standard operation for emergency medical treatment or hospitalization of students and the task and responsibility of faculty members, staff members and laborers have been 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.

3.2.7 衛生保健單位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 Health Care Department/Center 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 本校護理人員是否曾接受教學醫院或中央主管機關委託之機構、學校或團體辦理之救護技術訓練符合規定時數及取得合格證明。

Whether the nursing staff of the College has (have) fulfilled the minimally required hours of emergency medical care specialist training that has been administered by teaching hospitals or the contract organization appointed by central-government, and the qualification certificate providing he/she fulfills eight (8) hours of refreshing training courses.

3.2.9 學生緊急傷病處理事件，衛生保健單位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 College.

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：

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】

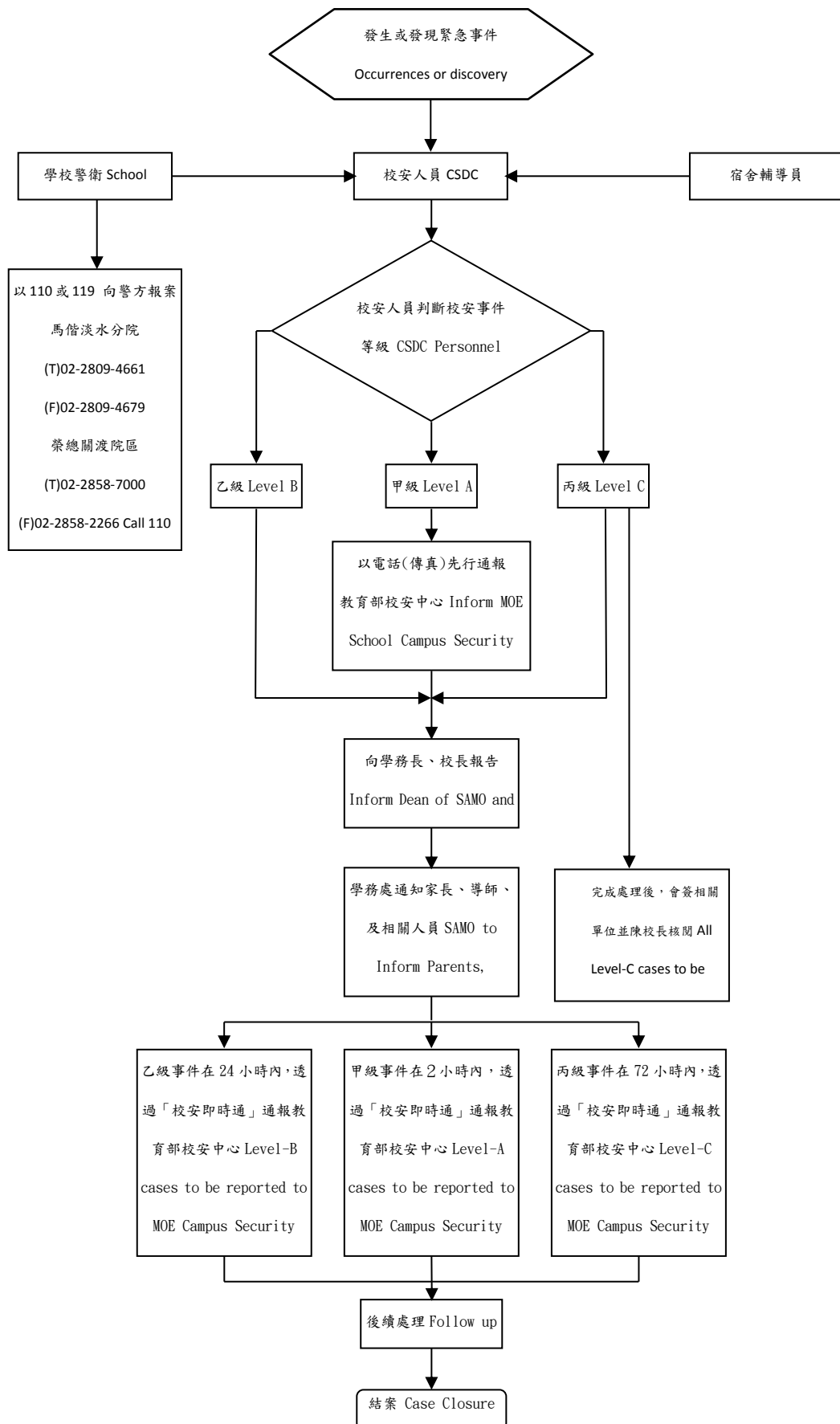
Refer to “Flowchart 1” for the Management of Emergency Incidence Reporting Process.

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.

【流程圖一】臺北基督學院緊急事件通報流程

Management of Emergency Incidence Reporting Process



【流程圖二】學生意外事件處理作業流程圖

Student Accident Handling Operation Procedure

權 責 單 位	流 程 步 驟	相 關 文 件
校安中心 學務處	教育規畫	校園安全暨災害管理 實施計畫
校安中心 學務處	教育執行	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
學務處、校安中心、 生活輔導員、 一級單位主管、 事件相關人員、 秘書室、 副校長室、校長室	意外事件處理	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
校安中心 諮輔人員	諮商輔導與案 件簽核	諮商輔導作業辦法 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

(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，由人事暨行政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 Administration 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於公文管理系統，並登記於「送文簿」，由總收發人員送交各承辦人員簽收。

After incoming documents have been sorted, each shall be stamped with receipt date and serial number at an appropriate location on its first page; and the sender's name, document number, type of mail, document type, attachment(s) and abstract/purpose of the document of each document must be recorded in the Document Management System and “Record Book for the Initiation of Document Delivery”. Thereafter, the documents shall be delivered, in person, by Chief of Document Receiving and Delivery Unit to the respective undertaking personnel using signature receipt form.

2.2.4.2 承辦單位如因故遺失業經收文編號之公文，經原發文機關補發後要求補辦收文手續時，仍應沿用原收文日期及原收文字號且於公文首頁加蓋「補」字樣。 If the receiving unit lose the document, which has been centrally received and assigned a document serial number, the replacement copy of the document, which is resent by the issuing agency/party, shall be stamped with the word “Replacement” in addition to the original receipt date and document serial number

2.2.5 分文：

File Category:

- 2.2.5.1 本校公文分為掛號歸檔及自行存檔二種，掛文號公文得於辦理結束改送回文書人員歸檔，自行存檔則由各單位自行管理。

Incoming documents/letters are sorted into two categories, i.e., registered-mail documents and self-filing documents; all registered-mail documents shall be forwarded to Document Group of General Affairs Department for central filing after the respective tasks have been completed. The self-filing documents shall be administered by the respective units.

- 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登錄工作。

Each undertaking department/unit must designate an undertaker who shall be responsible for the receiving, recording and distribution of incoming documents.

- 2.2.6.2 透過傳真或郵件形式之公文，應先送至文書人員補登錄掛文號或加蓋自行存檔章戳，始得承辦。

Any document received via facsimile or mail must be forwarded to Document Group of General Affairs Department for recording as a registered document or a self-filing document stamped with self-filing stamp prior to processing it.

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 簽收：

Signature Receipt:

承辦人員收到總收發人員登錄之公文後，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 centrally registered document from 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 place on the reply document by the undertaker if applicable. All initial documents do not require such a label.

2.3.2 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.

2.3.3 撰稿：

Drafting Document:

2.3.3.1 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.

2.3.3.2 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.

2.3.3.3 公文如創稿應在公文管理系統上「簽稿登記」取文號，如復文則依原文號在公文管理系統上「附貼簽稿」，不必另取文號。

When creating an initial document, a Letter Number must be obtained from the "Registration Book of Signature-bearing Documents" in the document control system. If the document is a reply, an "Adhesive Label for Signature-bearing Document" using the same Letter Number shall be placed on it.

2.3.4 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.

2.3.5 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.

2.3.6 校對：

Proofreading:

各承辦單位應將函稿送達總收發人員，由總收發人員呈人事暨行政室主管校對。

After being edited and reviewed, the undertaking unit must send the final draft document to Chief of Document Receiving and Delivery Unit who will submit it the Director of Human Resources and Administration for proofreading.

2.3.7 繕印：

Document Printing:

發文單位承辦人所承辦之文稿，經審閱校對後，經發文單位修正轉為正式公文送至總收發人員校對。

After being edited, reviewed and proof-read, the undertaking Administrator of the issuance unit of the document shall print the confirmed draft document and convert it to official document that shall be sent to Chief of Document Receiving and Delivery Unit for final proofreading.

2.3.8 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”.

2.3.9 發文：

Document Delivery:

2.3.9.1 單位簽收「發還簽函文登記簿」，確認已領收簽函文。

The respective unit must sign the “Signature Record Book of Delivered Official Documents” to ensure that such a document has been delivered.

2.3.9.2 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.

2.3.9.3 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

上加蓋「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 公文歸檔以單位承辦人員賦予之檔號為分類標準。

All documents shall be sorted and filed for storage according to the names of the departments or units.

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 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 逾期末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文書人員。

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 head of the undertaking 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

- 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。
- 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。
- 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。
- 2.8.4 業務單位審核過之銷燬案件，應奉校長核可後，送交人事暨行政室核定後方能辦理銷燬。
- 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。

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 單位收發承辦是否已登錄於該單位承辦單位之「送文簿」。
Whether the undertaking personnel of the receiving department/unit has recorded the received documents in the "Record Book for the Initiation of Document Delivery".
- 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 文稿擬定是否經核稿、閱稿及校對程序。

Whether every document has been prepared following sequential processes of Draft Document Editing, Reviewing and Proofreading.

3.2.4 文稿經審閱校對後，是否經承辦人將函稿轉為正式公文。

Whether each document has been converted the draft copy to official document by the respective undertaking Administrator after the draft has been reviewed and proofread.

3.2.5 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 送文簿。

Record Book for the Initiation of Document Delivery

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 發還簽函文登記簿。

Signature Record Book of Delivered Official Documents

4.4 單位未結案公文稽催單（附件三）。

Expedite Request Form for the Issuance of an Overdue Official Document

4.5 來文展期申請單（附件四）。

Request Form for the Extension of Document Completion Date

4.6 調閱檔案申請單（附件五）。

Request Form for the Review of Filed Documents

4.7 閱卷登記簿（附件七）

4.8 歸檔點收清單（附件八）

4.9 檔案銷燬清冊（附件九）

4.10 檔案保存年限標準表

5 依據及相關文件：

Basis and Related Documents:

5.1 公文程式條例。

Rules of Official Document Process

5.2 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.

5.3 臺北基督學院公文處理辦法。

Regulation of Official Document Process at Christ's College Taipei

5.4 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

5.5 檔案管理局編印之檔案法法規彙編

5.6 國立臺灣師範大學檔案分類表

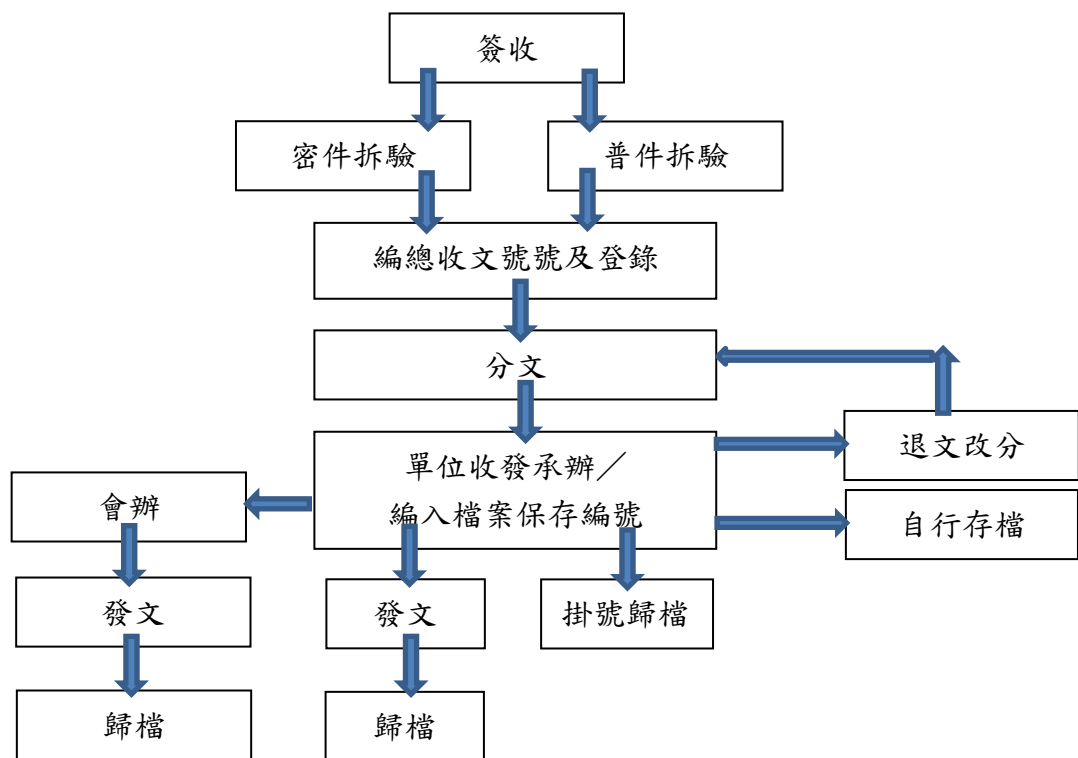
6 流程圖：

Flowchart:

6.1 文書處理流程參見【流程圖一】。

Refer to “Flowchart 1” for document management process.

文書處理流程參見【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：

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「用印申請表」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「用印申請表」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 a 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「用印申請表」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，會簽文書組，校長核定後，統一由人事暨行政室製發，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, and co-signature of Document Group supervisor to the President for approval. The departmental seal or stamp shall be centrally produced by Human Resources and Administration 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」述明毀損(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行政室，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 Administration 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 印鑑繳回人事暨行政室未銷毀前，人事暨行政室應將印鑑截角。
After returning a seal to Human Resources and Administration Office for its cancelation, HRAO 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行政室統一銷毀，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。(參照會計師查核附表29.)

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. (Refer to Attached Table 29 of Accountant’s Audit.)

3.2 應申請用印使用之事項，是否填具「用印申請表」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：

- 4.1 用印申請表。

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

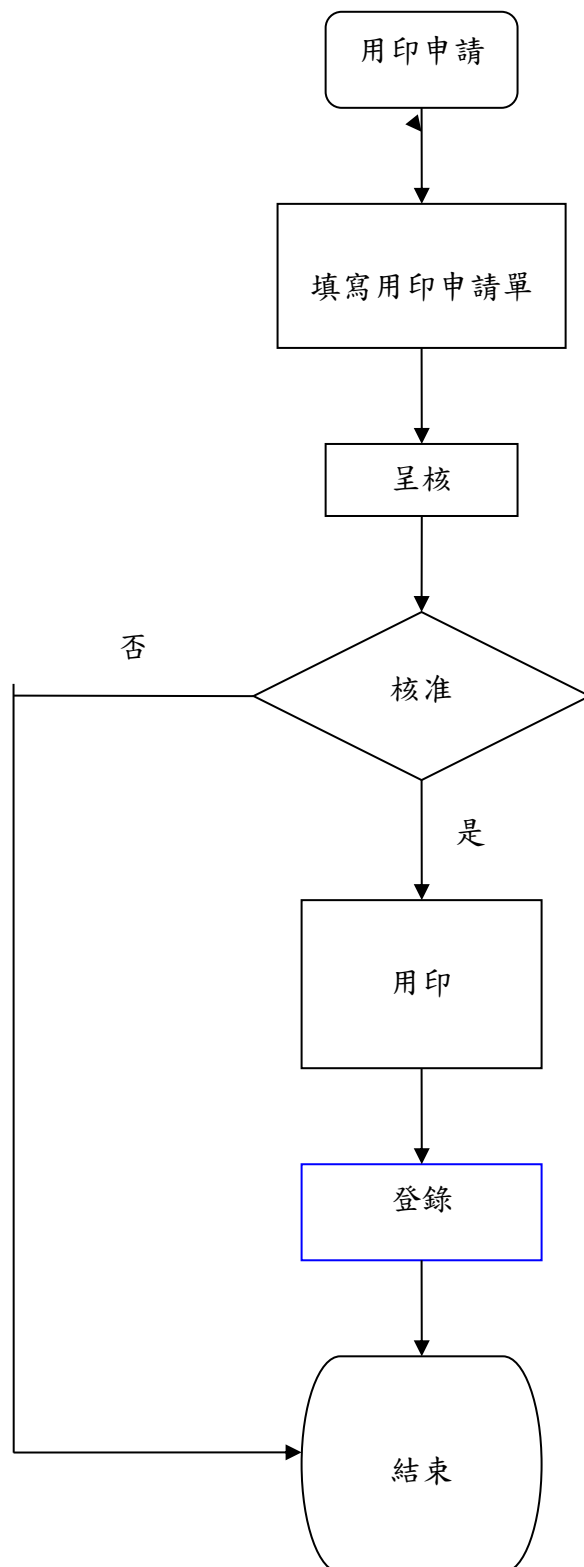
6 流程圖：

Flowchart:

6.1 印鑑管理流程參見【流程圖一】。

Refer to “Flowchart 1” for the process flow of the management of official seals.

印鑑管理流程參見【流程圖一】



(五)資訊處理事項

Information Technology Affairs

◎電腦教室管理

1 適用範圍：

Applicable Scope:

老師及學生使用本校電腦教室以及公用電腦區。

2 作業程序：

Operating Process:

2.1 排課及借用管理：

2.1.1 電腦教室使用以每學期排定課程優先使用，其餘時段須下載「電腦教室借用申請表」，填妥資料後於使用日七日前送達資訊技術辦理。

2.2 設備管理：

2.2.1 電腦教室設備包括電腦主機、網路、電力、投影機、空調及攝影監視系統等。需定期檢測功能是否正常。

2.2.2 資訊設備由本單位自行維護、電力空調等由總務處維護。

2.3 軟體管理：

2.3.1 作業系統及教學軟體每年寒暑假進行重新安裝及更新版本。

2.3.2 iMac 電腦教室內的電腦同時安裝 Windows 以及 OS 兩個作業環境給老師使用，上課的老師必須在每學期開始前提出下學期課程所需的教學軟體和設備以便準備優良的教學環境給老師使用。

2.3.3 利用使用者權限的控管，使用者無法自行安裝軟體來查核電腦是否被安裝不當軟體。

2.4 使用管理：

2.4.1 學生使用電腦教室需遵守「臺北基督學院電腦教室管理規則」規定。

2.4.2 公用區域的電腦使用 windows 網域管理，每位學生均有網域帳號，可使用此帳號登錄每部電腦，得以使用網路磁碟空間及印表機。

2.4.3 每部電腦均加入本校防毒系統，自動更新防毒引擎及病毒碼。

2.5 印表機管理：

2.5.1 依照「臺北基督學院影印機管理規則」之規定，各主修給定應有的免費公務卡額度。

2.5.2 公務卡於每新學期開始時重新設定影印卡額度，期間公務卡扣款用罄後不再儲值。

2.5.3 學生影印卡以及公務卡扣款額度依據「臺北基督學院影印機管理規則」規定。

2.5.4 影印卡內金額用罄後可至本校總務處繳費後至資訊技術室儲值影印卡額度。

3 控制重點：

Essential Elements of Control:

- 3.1 電腦教室電腦是否安裝非授權軟體。
- 3.2 電腦教室電腦等設備功能是否正常。
- 3.3 電腦教室電腦是否有安全漏洞。
- 3.4 各主修公務卡免費額度是否每學期控管。

4 使用表單：

Applicable Forms:

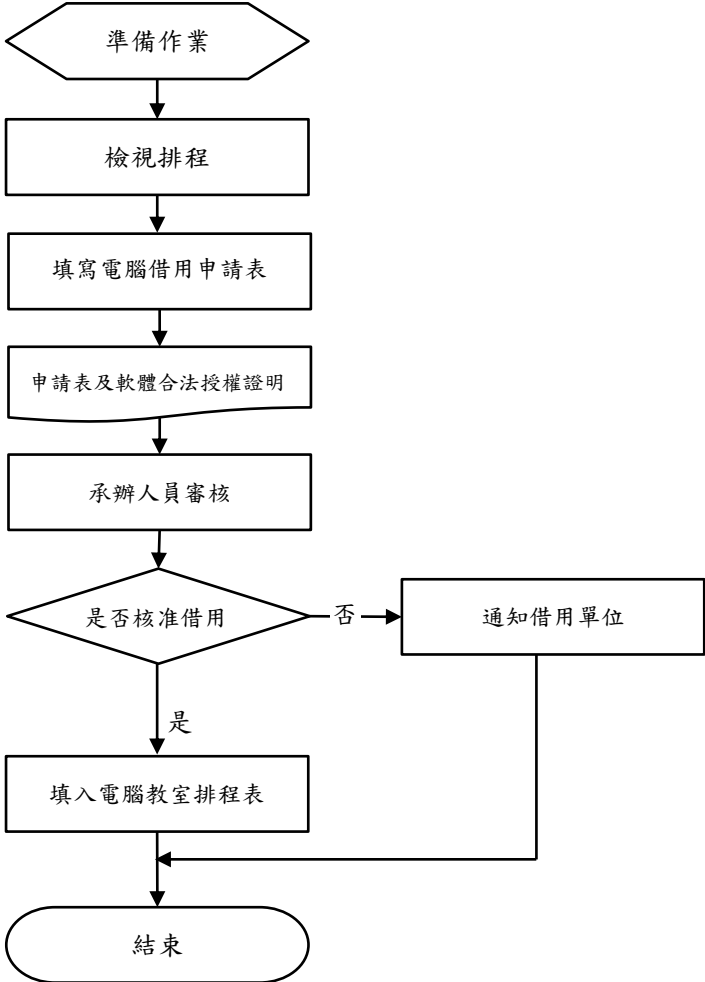
- 4.1 電腦教室借用申請表

5 依據及相關文件：

Basis and Related Document:

- 5.1 臺北基督學院電腦教室管理規則
- 5.2 臺北基督學院影印機管理規則

6 流程圖：電腦教室管理作業流程圖

電腦教室管理 相關權責單位	流程步驟	相關文件
申請單位 資訊技術	 <pre> graph TD Start([準備作業]) --> Check[檢視排程] Check --> Fill[填寫電腦借用申請表] Fill --> Submit[/申請表及軟體合法授權證明/] Submit --> Review[承辦人員審核] Review --> Decision{是否核准借用} Decision -- 否 --> Notify[通知借用單位] Decision -- 是 --> FillTable[填入電腦教室排程表] Notify --> FillTable FillTable --> End([結束]) </pre>	臺北基督學院 電腦教室管理 規則

◎教職員資訊設備管理維護

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。

2 作業程序：

Operating Process:

2.1 資訊設備購置：

2.1.1 依據本單位「臺北基督學院資訊設備管理辦法」辦理。

2.1.2 本單位負責本校行政人員、專任教師公務用及電腦教室資訊設備採購。

2.1.3 新進專任教師得申請筆記型電腦或桌上型電腦乙部；新增行政職缺得申請桌上型電腦乙部。

2.1.4 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。

2.1.5 資訊設備採購流程：

2.1.5.1 本單位每年辦理需求調查，彙整各單位需求統一辦理採購。

2.1.5.2 由「政府集中採購共同供應契約」選擇符合環保標章產品，依預算及功能規格評估適合規格，提交採購組辦理後續採購作業。

2.1.5.3 抄錄每部新機器序號及財產編號列管保固及維護作業。

2.2 資訊設備維護：

2.2.1 依據本單位「臺北基督學院資訊設備管理辦法」辦理資訊設備維護。

2.2.2 資訊設備維修流程：

2.2.2.1 使用者進入「資訊設備維修表」登錄故障狀況。

- 2.2.2.2 維修人員受理案件並聯絡使用者確認故障情形。
- 2.2.2.3 電話中指導使用者排除問題。
- 2.2.2.4 無法電話中排除問題則前往現場檢測維修。
- 2.2.2.5 如無法現場排除問題則將故障電腦攜回維修室，並嘗試協助使用者備份重要資料。
- 2.2.2.6 設備攜回維修室維修，如有硬體零件故障，屬保固範圍則交付廠商處理，非保固範圍設備請廠商估價並請購故障零件維修。
- 2.2.2.7 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。
- 2.2.2.8 通知使用者領回設備，並於「資訊設備維修表」登錄結案。

2.3 資訊設備管理：

- 2.3.1 建置 windows 網域環境，每部電腦及網路印表機加入網域後集中管理。
- 2.3.2 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。
- 2.3.3 設定電腦電源管理選項，設定電腦閒置時關閉螢幕及進入待機模式，已達成節能省電之功效。

3 控制重點：

Essential Elements of Control:

- 3.1 需求調查後確認預算是否足夠。
- 3.2 共同供應契約是否有功能適合且具環保標章產品。
- 3.3 確認每部設備均抄錄序號、完成財產登記且黏貼財產標籤。
- 3.4 設備維修時效性及是否造成使用者長時間無法執行公務。
- 3.5 維修是否確實排除故障問題達成完全修復。

3.6 系統安全相關主機是否功能正常運作維持每部電腦安全。

4 使用表單：

Applicable Forms:

4.1 資訊設備維修表

5 依據及相關文件：

Basis and Related Document:

5.1 政府採購法

5.2 共同供應契約相關規定

5.3 臺北基督學院資訊設備管理辦法

6 流程圖：

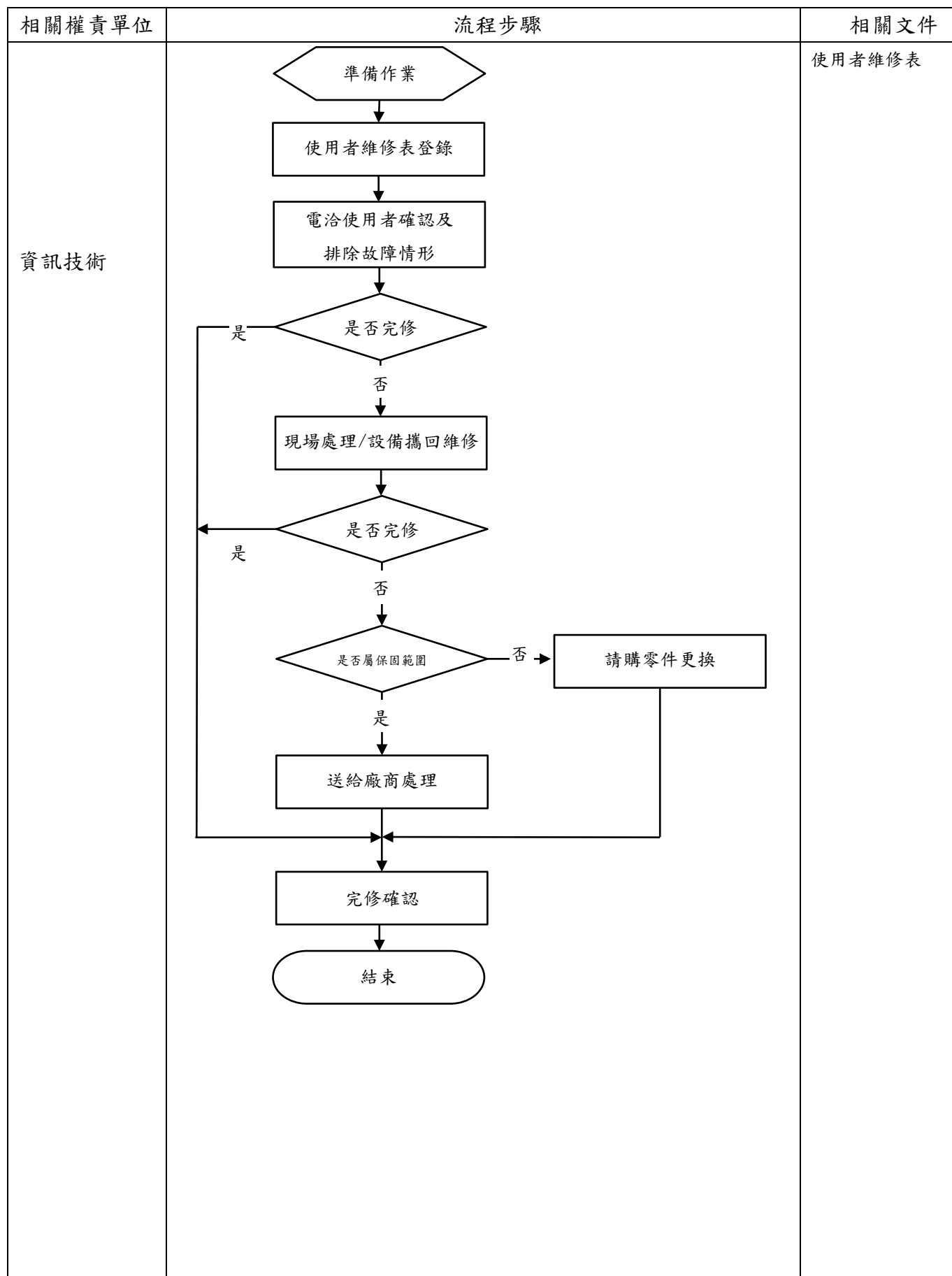
6.1 資訊設備採購標準作業流程【如流程圖一】

6.2 資訊設備維修標準作業流程【如流程圖二】

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
<p>資訊技術</p> <p>申請單位</p> <p>資訊技術</p> <p>總務處</p> <p>資訊技術</p> <p>總務處</p> <p>資訊技術</p>	<pre> graph TD A{{準備作業}} --> B[調查需求及評估機型規格] B --> C{舊設備是否符合汰換需求} C -- 否 --> D[通知使用單位] C -- 是 --> E[採購作業程序] E --> F[設備安裝] F --> G[財產增加作業程序] G --> H[抄錄序號紀錄保固事項] H --> I([結束]) D --> I </pre>	<p>臺北基督學院 資訊設備管理 辦法</p>

資訊設備維修標準作業流程圖



◎資訊安全管理

1 適用範圍：

Applicable Scope:

本校資訊相關服務及設備。

2 作業程序：

Operating Process:

2.1 處理資訊安全通報事件

2.1.1 收到檢舉通報後，負責人員應確實查驗事件。

2.1.2 經過查證後應判斷事件是否屬實，並進行處理。

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。

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

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。

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。

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。

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。

2.1.4.5 0 級事件：資安預警。

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。

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。

2.2 濫發垃圾信事件處理

2.2.1 收到檢舉通報後，負責人員應確實查驗事件。

2.2.2 經過查證後應判斷事件是否屬實，並進行處理。

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。

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。

2.3 疑似侵權事件處理

2.3.1 收到檢舉通報後，負責人員應確實查驗事件。

2.3.2 經過查證後應判斷事件是否屬實，並進行處理。

2.3.3 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。

2.3.4 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。

2.3.5 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。

2.4 提供網頁弱點掃描平台

- 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。
- 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。
- 2.4.3 提供惡意檔案執行檢測。
- 2.4.4 提供備份檔案檢測。
- 2.4.5 提供不適當配置管理檢測。
- 2.4.6 提供目錄索引檢測。
- 2.4.7 提供後台頁面檢測。
- 2.4.8 提供密碼遺忘處理。
- 2.4.9 提供弱點風險等級判斷。

2.5 教育宣導

- 2.5.1 每年至少舉辦兩場。
- 2.5.2 宣導對象應包含本校師生、人員。
- 2.5.3 宣導內容應為資訊安全相關議題。

2.6 過濾不當網頁資訊

- 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。
- 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。
- 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。

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。
- 3.2 檢舉事件是否皆已完成結案。
- 3.3 每年是否至少舉辦兩場資訊安全教育宣導。
- 3.4 是否針對校內不當網頁之連線進行攔阻。

3.5 是否提供網頁應用程式弱點檢測服務。

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

5.2 濫發垃圾信件處理程序

5.3 智慧財產權疑似侵權標準作業程序

5.4 教育部校園網路使用規範

5.5 臺北基督學院校園計算機及網路資源管理辦法

5.6 教育機構網站應用程式弱點檢測服務條款

5.7 教育機構網站應用程式弱點檢測服務保密政策

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

6 流程圖：

Basis and Related Documents:

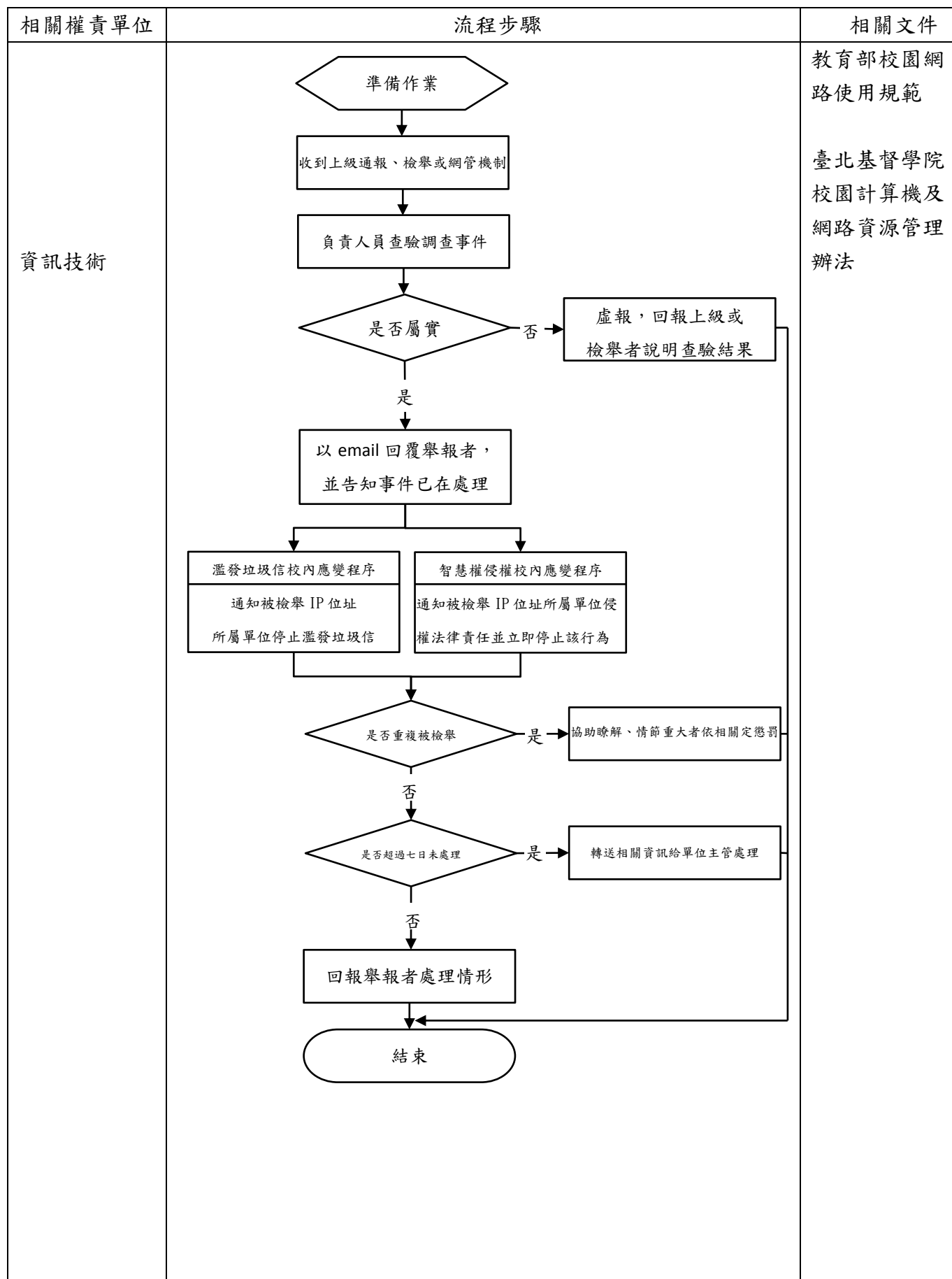
6.1 處理資訊安全通報事件流程

6.2 濫發垃圾信件/智慧財產權疑似侵權處理程序流程

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/] --> B[收到上級通報、檢舉 或網管機制通報] B --> C[負責人員查驗事件] C --> D{是否屬實} D -- 否 --> E[虛報，回報上級或 檢舉者說明查驗結果] D -- 是 --> F[登入通報平台完成通報並依據 IP 位址處理] F --> G[分類資安事件等級] G --> H[依限處理完成後登入通報平台填報] H --> I{是否為 3 級以上事件} I -- 否 --> J[通報平台結案] I -- 是 --> K[教育部審核無誤] K --> J J --> L[檢討及懲處] L --> M([結束]) E --> M </pre>	<p>教育部校園網路使用規範</p> <p>臺北基督學院校園計算機及網路資源管理辦法</p>

濫發垃圾信件/智慧財產權疑似侵權處理程序流程圖



◎網路管理

1 適用範圍：

Applicable Scope:

本單位相關服務及設備。

2 作業程序：

Operating Process:

2.1 組態管理

2.1.1 為維護網路骨幹正常運作，必須定時備份網路骨幹設備組態檔。

2.1.2 網路設備除網路線連接後，還須進行設備內部組態檔設定，才能符合校園網路需求而正常運作，備份組態檔的用意在於當設備故障或更換設備時，可以迅速載入設備讓網路斷線的時間縮短。

2.1.3 組態檔的備份時機為定期備份與變動架構前、後備份兩種，定期備份為每個三月定期將現有網路骨幹設備備份一次，而變動架構前、後備份為校園網路架構，變動前須將所有骨幹設備備份一次以防變動時設備故障可以迅速回復原狀。

2.2 故障管理

2.2.1 依據網路故障申報流程辦理。

2.2.2 使用者發現自己網路不通後應立即檢查自己設備，是否為個人操作問題。

2.2.3 如非個人操作問題請先借用可上網電腦查詢，是否在本校斷網名單內。

2.2.4 違反本校網路使用辦法應予斷網一個月以示懲處，一個月後自動恢復網路功能。

2.2.5 未在本校斷網名單內，應利用「電子服務系統」進行申報，報修後將派員處理。

2.3 效能管理

2.3.1 依據本校網路使用辦法辦理。

2.3.2 本校師生欲使用本校校園網路服務者，應至本單位通知欲上網之設備設定。

2.3.3 使用者應於電腦上安裝防毒軟體，並定期更新病毒碼及系統漏洞修補。如因電腦中毒而惡意攻擊他人電腦，經檢舉者，立即斷網。

2.4 固定IP位址申請

2.4.1 依據本校校園網路固定 IP 申請/變更表辦理。

2.4.2 應確實填寫申請表所需資料。

2.4.3 詳細閱讀其辦法規則，並予以遵守。

2.4.4 由本中心核准後發給固定 IP 位址並予以記錄做為日後查詢依據。

2.5 無線網路

2.5.1 本校依照使用者不同身份給予不同的 SSID 及密碼來使用無線網路。

2.5.2 無線網路連線設定，請至資訊技術室詢問。

3 控制重點：

Essential Elements of Control:

3.1 每三個月備份一次校園網路骨幹設備組態檔。

3.2 每日至少一次檢視申報案件，並排程前往排除故障。

3.3 固定IP位址申請須於七日內建檔並回覆申請者。

3.4

4 使用表單：

Applicable Forms:

4.1 校園網路固定IP申請/變更表。

5 依據及相關文件：

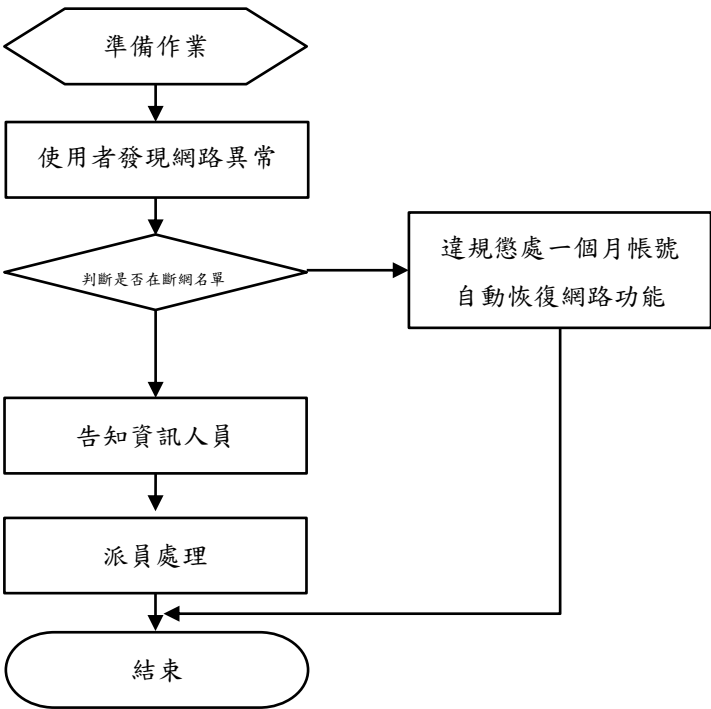
5.1 臺北基督學院校園計算機及網路資源管理辦法

6 流程圖：

6.1 網路管理作業流程【流程圖一】

網路管理作業流程圖

【流程圖一】

相關權責單位	流程步驟	相關文件
人事暨行政室	 <pre> graph TD Start([準備作業]) --> Step1[使用者發現網路異常] Step1 --> Step2{判斷是否在斷網名單} Step2 --> Step3[告知資訊人員] Step2 --> Step4[違規懲處一個月帳號 自動恢復網路功能] Step3 --> Step5[派員處理] Step4 --> Step5 Step5 --> End([結束]) </pre> <p>The flowchart illustrates the network management process. It begins with '準備作業' (Preparation), followed by '使用者發現網路異常' (User reports network abnormality). A decision point '判斷是否在斷網名單' (Check if in the network disconnection list) branches the flow. If the user is on the list, the process moves to '違規懲處一個月帳號 自動恢復網路功能' (Penalty of one month account suspension, automatic restoration of network function). If not, it proceeds to '告知資訊人員' (Notify IT staff), then '派員處理' (Dispatch staff for handling), and finally '結束' (End). The '違規懲處' step also leads to '派員處理'.</p>	

◎機房管理

1 適用範圍：

Applicable Scope:

本單位相關服務及設備。

2 作業程序：

Operating Process:

2.1 機房環境安全管理

2.1.1 機房環境管理如溫度、濕度、防火設備、門禁管理、監控設備等確實按照標準管理。

2.1.2 機房內不放置易燃或爆裂物等危險物品。

2.1.3 機房逃生出口保持乾淨暢通、逃生路線明確標示，並有緊急照明裝置。

2.1.4 機房內資訊設備異動控管，資訊人員應紀錄資訊設備的進出日期。

2.1.5 資訊技術人員須每日檢查機房設備運作情形，將異常狀況詳細記錄「機房操作日誌」。

2.2 門禁管理

2.2.1 人員、訪客進出機房應填寫「機房進出紀錄表」，以備調閱。

2.2.2 重要機房電腦及通訊設備放置於電腦機房防護，未經授權者不得擅自進入。

2.3 電力管理

2.3.1 機房市電異常，請查閱大樓市電供應失敗紀錄表。

2.3.2 不斷電系統應定期養護，不斷電系統用量統計請查閱機房不斷電系統用量統計表。

2.3.3 機房電力統計可由計機房用電量統計表查閱。

2.4 空調管理

2.4.1 機房設有一套獨立空調系統，維持機房溫度調節之效能。

2.5 消防設施

2.5.1 機房使用二氧化碳鋼瓶滅火器，並定期檢測期有效使用期間。

2.5.2 機房所在大樓設有火警警報及排煙系統。

2.6 緊急照明

2.6.1 機房內共有一組 LED 緊急照明設備，以確保緊急事件發生時，
機房內能有充足的照明備援。

3 控制重點：

Essential Elements of Control:

3.1 資訊人員應填寫機房進出紀錄表。

3.2 資訊人員應定期填寫機房操作日誌。

4 使用表單：

Applicable Forms:

4.1 機房進出紀錄表。

5 依據及相關文件：(無)

6 流程圖：(無)

◎電子郵件服務營運作業

1 適用範圍：

Applicable Scope:

本校全體專任教師、職員、學生及兼任教師。。

2 作業程序：

Operating Process:

2.1 在Google for Education的使用者可分為一般使用者及管理者：

2.1.1 基於資安及法律責任問題，教職員在離職後，帳號一律刪除；

學生畢業/休學或退學時，帳號也會移除。

2.1.2 使用者享受的權利：

2.1.2.1 Gmail 郵件

2.1.2.2 日曆

2.1.2.3 雲端硬碟

2.1.2.4 協作平台

2.2 電子郵件服務之個別功能需求：

2.2.1 新帳號申請作業：

2.2.1.1 教職員在辦理報到時，填寫「電子郵件帳號申請表」， 一個工作天後就可使用電子郵件服務。

2.2.1.2 兼任教師由各主修主管協助申請。

2.2.1.3 一般學生不需個別申請，統一由教務處註冊組送新生名冊到資訊技術室建立帳號，當作業完成後即可使用電子郵件服務。

2.2.1.4 復學生可經由辦理復學報到手續時，憑申請單至資訊技術室辦理。

2.2.2 變更密碼作業：

2.2.2.1 使用者若發生忘記密碼而不能登入系統時，需親自至資訊技術室辦理密碼變更，管理者會將密碼設回

初始值，再由使用者自行變更登入密碼。

2.2.3 帳號發生問題處理作業：

2.2.3.1 使用者發現不能正常使用該帳號時，可親自至資訊技術室描述問題狀況，以便管理者查核問題後解決。

2.2.3.2 當發生資安事件時，問題帳號將被鎖定，須依資安處理程序才能解除。

2.2.3.3 當使用者密碼過於簡單或被釣魚網站等機制騙取了帳號及密碼，造成使用異常或不能登入，敬請盡快聯絡資訊技術人員。

3 控制重點：

Essential Elements of Control:

3.1 新增帳號處理

3.1.1 業務承辦人員是否於每學年開學前建立學生電子郵件帳號。

3.1.2 業務承辦人員是否處理教職員的電子郵件帳號申請。

3.2 變更密碼：

3.2.1 業務承辦人員是否處理變更密碼申請案件。

3.3 權限調整：

3.3.1 學生畢業/休學/退學後，業務承辦人員是否刪除帳號。

3.3.2 教職員離校後，業務承辦人員是否刪除帳號。

3.4 帳號發生問題：

3.4.1 業務承辦人員是否處理帳號無法正常使用的案件。

4 使用表單：

Applicable Forms:

4.1 電子郵件帳號申請表。

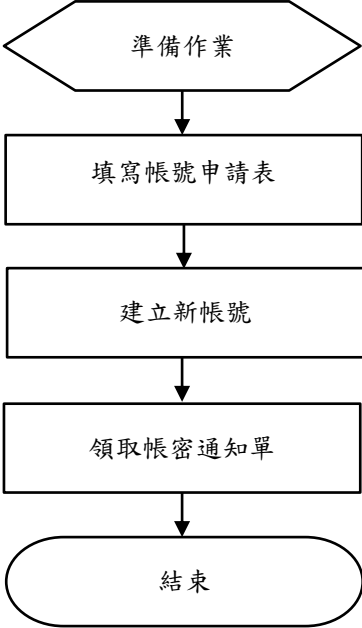
5 依據及相關文件：

- 5.1 台灣學術網路管理規範
- 5.2 台大區域網路中心網路使用規範
- 5.3 臺北基督學院校園計算機及網路資源管理辦法

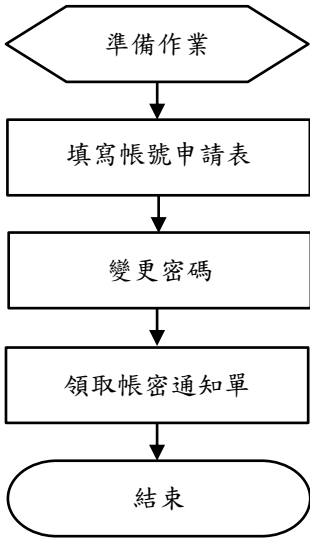
6 流程圖：

- 6.1 新帳號申請之作業流程【流程圖一】
- 6.2 變更密碼之作業流程【流程圖二】
- 6.3 權限調整之作業流程【流程圖三】
- 6.4 帳號發生問題之作業流程【流程圖四】

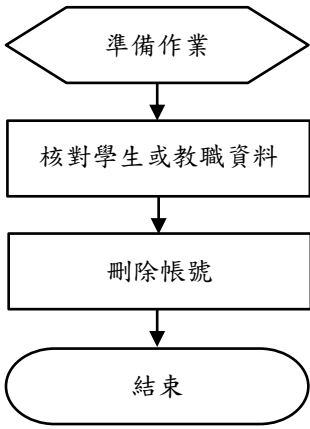
新帳號申請之作業流程圖【流程圖一】

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}} --> B[填寫帳號申請表] B --> C[建立新帳號] C --> D[領取帳密通知單] D --> E([結束]) </pre>	電子郵件帳號申請表

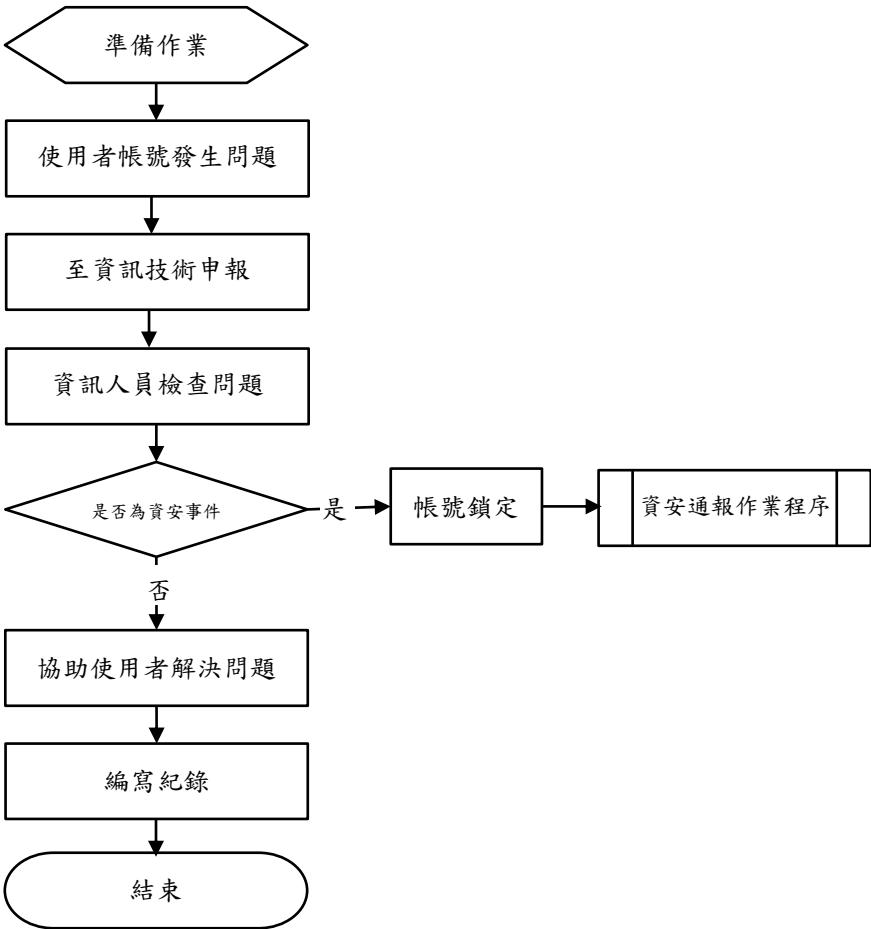
變更密碼之作業流程圖【流程圖二】

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}} --> B[填寫帳號申請表] B --> C[變更密碼] C --> D[領取帳密通知單] D --> E([結束]) </pre>	電子郵件帳號申請表

權限調整之作業流程圖【流程圖三】

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}} --> B[核對學生或教職資料] B --> C[刪除帳號] C --> D([結束]) </pre> <p>The flowchart illustrates the process for adjusting permissions. It begins with a hexagonal start node labeled '準備作業' (Preparation). This is followed by a rectangular process node '核對學生或教職資料' (Check student or faculty information). The next step is another rectangular process node '刪除帳號' (Delete account). Finally, the process concludes with an oval end node labeled '結束' (End). Arrows indicate the sequential flow from top to bottom.</p>	

帳號發生問題之作業流程圖【流程圖四】

相關權責單位	流程步驟	相關文件
資訊技術	 <pre> graph TD Start([準備作業]) --> Step1[使用者帳號發生問題] Step1 --> Step2[至資訊技術申報] Step2 --> Step3[資訊人員檢查問題] Step3 --> Decision{是否為資安事件} Decision -- 是 --> Step4[帳號鎖定] Step4 --> Step5[資安通報作業程序] Decision -- 否 --> Step6[協助使用者解決問題] Step6 --> Step7[編寫紀錄] Step7 --> End([結束]) </pre>	

◎校務系統資料庫及伺服器主機復原計畫及測試作業

1 適用範圍：

Applicable Scope:

校務系統及伺服器。

2 作業程序：

Operating Process:

2.1 備援措施：

2.1.1 在主要的硬體或軟體發生故障時，或暫時性或永久性的設備損壞時，應有備援計畫以處理關鍵性工作。

2.1.2 資料庫每日應執行完整備份，且保留近三十日備份版本。

2.1.3 校務資訊系統伺服器主機系統備份每週應執行完整備份，且保留近二次備份版本。

2.1.4 備援計畫應包括具體的備份資料及系統程式以重建現有之校務資訊系統。

2.1.5 應定期測試備援計畫以確定其可行並評估災難復原測試結果。

2.1.6 備援人員應定期接受備援訓練，以熟悉備援業務。

2.1.7 重要軟體及文件、清冊應抄錄備份於安全場所。

2.2 故障復原：

2.2.1 由單位內人員參加成立緊急應變小組，並加強訓練其緊急事故應變能力。

2.2.2 復原程序應訂明復原工作之優先順序。

2.2.3 硬體或軟體發生故障異常時，立即檢查維修，並保留維修紀錄。

2.2.4 系統經外力破壞造成無法運作或損毀時，應立即通知配合廠商進行修復。

2.2.5 硬體或軟體發生嚴重故障損壞無法回復正常運作時，應請原購置廠商提供應急用之支援設備暫時使用，回存本校備份資料，以利硬體或軟體設備能正常運作。

- 2.2.6 硬體或軟體發生嚴重故障損壞進行暫時性應變措施時，相關人員應立即進行硬體或軟體復原工作，如損壞程度已無法修復，相關人員應隨即採購相容性高的硬體或軟體設備，並儘速復原設備至正常運作狀態。
- 2.2.7 判定硬體或軟體故障原因。如是硬體設備發生問題，應洽廠商進行檢測維修，並於修復完成後，針對復原之硬體設備進行測試驗收；如是軟體設備發生問題，應與相關單位探討問題發生原因，並追查是否屬人為疏失，必要時應洽廠商或計算機與網路人員重新安裝軟體。
- 2.2.8 對備援設備應不定期檢測，測試其可用性。

2.3 復原結果測試

- 2.3.1 重置後之硬體或軟體，於執行測試控制作業程序後，應將暫存於其他系統之資料回存；於完成回存作業，並確認資料回存之完整性後，須將暫存資料予以銷毀。
- 2.3.2 負責人員應將測試結果詳述說明，併同測試資料及程式規範存檔備查。

3 控制重點：

Essential Elements of Control:

3.1 備援措施

- 3.1.1 覆核是否制定書面之備援計劃。
- 3.1.2 備援計劃是否完整及明確。

3.2 故障復原：

- 3.2.1 是否規劃由單位內人員參加成立緊急應變小組，並加強訓練其緊急應變能力。
- 3.2.2 是否制訂完整且可行之書面復原計劃。
- 3.2.3 是否不定期測試及演練復原計劃，以確保硬體或軟體復原計劃

之適用性及支援運作能力。

3.2.4 當硬體或軟體發生異常時，資訊人員是否依系統復原作業程序處理。

3.2.5 硬體或軟體復原後，是否追查其故障原因，研討解決之道，避免類似狀況發生。

3.2.6 對於人為破壞或不可抗力因素所造成之系統毀損，是否立即與廠商協商，取得暫時替代性軟、硬體供及時性資料處理之用，避免本校系統運作中斷。

3.3 復原結果測試：

3.3.1 重置後之硬體或軟體，是否依測試控制作業程序執行測試。

3.3.2 重置後之硬體或軟體，是否已將暫存於其他系統之資料回存；於完成回存作業後，是否確認資料回存之完整性，並將暫存資料予以銷毀。

3.3.3 資訊人員是否詳述說明測試結果，併同測試資料及程式規範送交主管核示後建檔。

4 使用表單：

Applicable Forms:

4.1 資料庫備份檢查記錄表

4.2 校務資訊系統伺服器主機系統備份檢查記錄表

4.3 系統復原測試演練記錄表

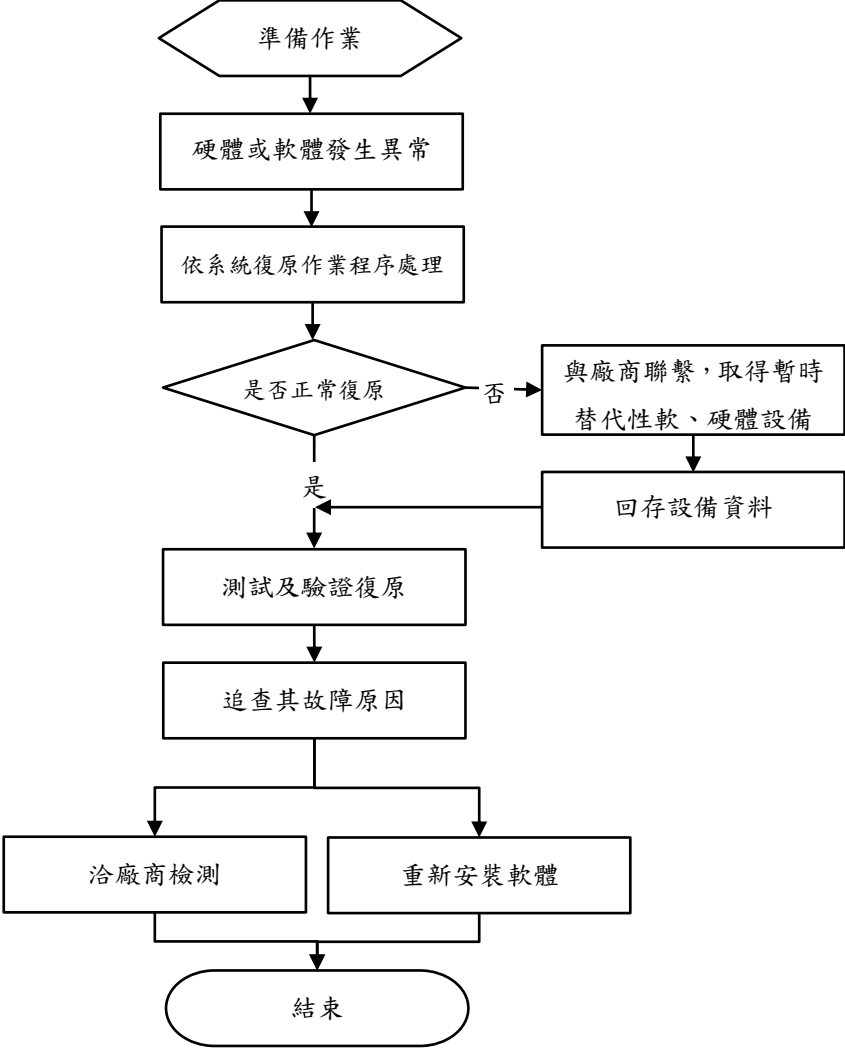
5 依據及相關文件：

5.1 校務系統資料庫及伺服器主機備援及緊急災害應變計劃

6 流程圖：

6.1 校務系統資料庫及伺服器主機復原計畫及測試作業【流程圖一】

校務系統資料庫及伺服器主機復原計畫及測試作業流程圖【流程圖一】

相關權責單位	流程步驟	相關文件
資訊技術	 <pre> graph TD Start([準備作業]) --> Step1[硬體或軟體發生異常] Step1 --> Step2[依系統復原作業程序處理] Step2 --> Decision{是否正常復原} Decision -- 否 --> Step3[與廠商聯繫，取得暫時替代性軟、硬體設備] Step3 --> Step4[回存設備資料] Step4 --> Step5[測試及驗證復原] Decision -- 是 --> Step5 Step5 --> Step6[追查其故障原因] Step6 --> Step7[洽廠商檢測] Step6 --> Step8[重新安裝軟體] Step7 --> Step9[結束] Step8 --> Step9 </pre>	校務系統資料庫及伺服器主機備援及緊急災害應變計畫

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” means 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

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

【流程圖一】

相關權責單位	流程步驟	相關文件
關係人或 關係人機構	<pre> graph TD A{{交易行為確定}} --> B[關係人資料編製] B --> C[審核、對帳、抽測] C --> D([交易資料建檔]) </pre>	簽呈或買賣契約
會計室		買賣或財務往來資料
會計室、出納		月報表
會計室		契約、財務報表

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 immediately 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：

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 撰寫稽核程式，並經稽核單位主管同意。

Write an audit program/process 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、「內部稽核觀察、建議及回覆紀錄表」，陳稽核單位主管審核。

Auditor(s) shall present the primary (raw) worksheet and the record table of internal-audit observation, suggestion and response to the President of the College for final approval.

- 4.4.4.2 審定之「內部稽核觀察、建議及回覆紀錄表」，送各受稽核單位確認。

The final-approved "Record Table of Internal-Audit Observation, Suggestion and Responses" 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 撰寫稽核報告：

Writing Audit Report:

4.4.5.1 稽核人員依據稽核工作底稿及審定「內部稽核觀察、建議及回覆紀錄表」撰寫「稽核報告」。

Auditor(s) shall write the “Audit Report” according to the primary (raw) worksheet and the final-approved “Record Table of Internal-Audit Observation, Suggestion and Responses”.

4.4.5.2 「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 “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

【流程圖一】

相關權責單位	流程步驟	相關文件
稽核人員	準備作業	
稽核人員	擬定稽核計畫	
稽核人員 受稽單位	協調稽核日期	
稽核人員	發出稽核通知	
稽核人員 受稽單位	召開稽核起始會議	
稽核人員 受稽單位	進行現場稽核	內部稽核觀察、建議 及回覆紀錄表
稽核人員 受稽單位	舉行稽核事後會議	內部稽核觀察、建議 及回覆紀錄表
稽核人員	撰寫稽核報告	稽核報告
受稽單位	缺失改善	
稽核人員 受稽單位	是否改善稽核缺失	
稽核人員	撰寫追蹤報告	追蹤報告
	結束	