

**Yuan Ze University**  
**Management Measures for Research and Development and the**  
**Industry-University Collaboration Center**

1993/3/15 Passed by the 30<sup>th</sup> Administrative Council of the Academic Year 1992  
1993/11/1 Revised and passed by the 13<sup>th</sup> Administrative Council of the Academic Year 1993  
1995/6/5 Revised and passed by the 39<sup>th</sup> Administrative Council of the Academic Year 1994  
1997/1/13 Revised and passed by the 6<sup>th</sup> Administrative Council of the Academic Year 1995  
1998/8/19 Revised and passed by the 1<sup>st</sup> Administrative Council of the Academic Year 1998  
2003/7/14 Revised and passed by the 19<sup>th</sup> Administrative Council of the Academic Year 2002  
2005/12/5 Revised and passed by the 7<sup>th</sup> Administrative Council of the Academic Year 2005  
2006/11/13 Revised and passed by the 5<sup>th</sup> Administrative Council of the Academic Year 2006  
2007/6/25 Revised and passed by the 18<sup>th</sup> Administrative Council of the Academic Year 2006  
2009/11/16 Revised and passed by the 5<sup>th</sup> Administrative Council of the Academic Year 2009

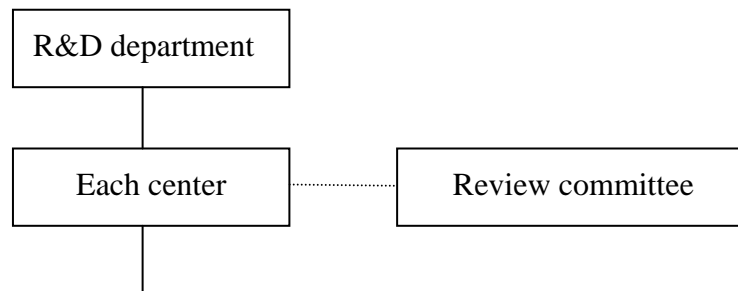
Article 1. These measures are applicable to all research and development and industry-university collaboration centers of this school (referred to as “centers” below).

Article 2. Operation methods

1. Each center should be self-sufficient in facing business entities to profit the center. Center directors are in charge of operations.
2. The school president gives full authority to the directors of each center, under the following principles:
  - (i.) Center directors preside over the internal operations of the centers, and may be entirely independent within the scope of the articles of association of each center. In addition to the following particular stipulations for the countersigned, for human affairs, accounting, and general affairs items, the working unit and the R&D department must be informed.
    - (1) Employee recruitment and turnover.
    - (2) Director and employee overseas travel.
    - (3) Academic year budget confirmation and revision.
    - (4) Quarterly reports and year-end operating reports.
    - (5) Officially signing of contracts with units outside of the school. The center can make the decision in principle, but it must be countersigned by the R&D department and then presented to the president for approval.
    - (6) Official accounting statements.
  - (ii.) Relevant units of this school are given the necessary support for human affairs, accounting, and general affairs based on their own duties.
3. Copies of all official contracts must be submitted to the R&D department and the accounting office for purposes of reference. Contract conclusion reports are separately submitted to the R&D department for reference.

Article 3. Organization

1. Organizational architecture



The articles of association and regulations of each center must be drawn up by the director of each center according to operational requirements. These are implemented following approval by the center review committee and the R&D conference.

2. The head of R&D recommends those instructors of this school with relevant professional backgrounds or those who have previously served as directors for the review commission and for directorships of each center. These are hired following president approval.
3. Centers must establish review committees with 7 to 15 members. Among these members, at least two fifths must be from the school. The head of R&D department and the director of the accounting office must be members. Review committee members are recommended by the directors of each center, and are hired after receiving the approval of the head of R&D department and the president. The director of the center is the convener of the review committee.
4. Responsibilities of the review committee:
  - (i.) Review center articles of association and regulations
  - (ii.) Review center operating plans and budgets
  - (iii.) Review center surplus allocation
  - (iv.) Assist in center business and in resolving problems
5. Powers and responsibilities of the directors of each center
  - (i.) Report on operations biannually (March and September of each year) to the review committee.
  - (ii.) Within two months of the conclusion of each academic year (Prior to September 30<sup>th</sup> each year), complete financial and operational reports should be provided for the academic year (including operational goals for the next year). After verification by the accounting office and reporting to the review committee, these are submitted to the R&D department.
  - (iii.) Policy implementation and work plan direction
  - (iv.) Direction on important regulations and principles
  - (v.) Supervision and instruction on daily affairs
  - (vi.) Approval for appointment and removal, relocation, rewards and sanctions, compensation, and employee performance appraisal
  - (vii.) Holding important meetings
  - (viii.) Judgment of documents sent outside the center
  - (ix.) Proposal of affairs related to funding increases and decreases and surplus allocations
  - (x.) Funding usage coordination and budget compilation and implementation

- (xi.) Handling of other important affairs
- 6. The center director is credited for teaching hours based on the “Yuan Ze University Full- and Part-Time Instructor Teaching Hours and Credit Regulations”.
- 7. Center operating effectiveness is evaluated based on the following principles. The center director submits relevant data to the R&D department within two months following the conclusion of the academic year (prior to September 30<sup>th</sup> each year). After seeking the opinions of the review committee, the head of R&D department, and the director of the accounting office, these are presented to the president for future reference.
  - (i.) Operating status
  - (ii.) Customer satisfaction
  - (iii.) Public relations
  - (iv.) Organizational management
  - (v.) R&D results, awards, or other results

#### Article 4. Human resources

Each center should consider the human resources regulations of this school when applying their own internal human resources regulations to stipulate the appointment and removal, relocation, rewards and sanctions, compensation, and evaluation measures of employees in the articles of association. Relevant measures must not conflict with the current regulations of this school. All measures are passed by the review committees of each center and presented to the human resources office and the R&D department for future reference.

#### Article 5. Accounting

1. The use of accounts and payment principles for each center must conform to school accounting regulations.
2. The operations of each center are based on bring profit to the center, self-sufficiency, and self-financing. The center controls and takes responsibility for all income and expenditures, with the exception of management fees and the repayment of borrowings.
3. To assist in capital turnover for the center, the school can give loans based on operational status and requirements. When borrowing from the school, each center should list repayment plans, methods, and dates.
4. Accounting for each center should maintain total clarity at all times. Operations and financial reports should be provided every six months according to regulations.
5. Prior to their official provision, all accounting reports must be verified by the accounting office before taking effect.
6. Within two months following the conclusion of each academic year (prior to September 30<sup>th</sup> each year), complete financial and operating reports should be provided for the academic year. After verification by the accounting office and reporting to the review committee, they are countersigned by the R&D department and presented to the president for review.

#### Article 6. Management fee collection standards

1. Management fee collection standards for government organizations, public organizations, and programs authorized by enterprises or foundations are managed according to the stipulations of the “Yuan Ze University Research Program Management Fee Provision Standards.” Differences must be made up for during year-end settlement in cases in which the management fee ratios stipulated in

contracts are insufficient, except when a signed explanation is given for the insufficiency, and the president has approved.

2. In programs that are not as described in Item 1, if there is a signed explanation and the president has approved, the approved management fee ratio may be used to calculate management fees.
3. The management fees for credit classes that research centers are authorized to implement are collected according to the “Yuan Ze University Education Promotion Management Fee Appropriation Measures”.
4. Management fees for other programs are calculated according to total income in the academic year (not including Items 1, 2, and 3) using accumulation and return methods.

Amounts between NTD 0 and 5,000,000 are calculated at 15%.

Amounts between NTD 5,000,000 and 10,000,000 are calculated at 10%.

Amounts greater than NTD 10,000,000 are calculated at 5%.

Example: the management fees for settling total income of NTD 11,000,000 for the academic year are  $500 \times 0.15 + 500 \times 0.1 + 100 \times 0.05 = \text{NTD } 1,300,000$ .

Article 7. These measures have been announced and implemented after being passed by the administrative council and reported to the president for approval. This procedure is also followed upon revision.

**Note: If any controversies or disputes occurred regarding clauses of the aforesaid regulations, it shall always refer to its Chinese version.**