**Regulations Governing Cooperative Education Implementation at** **Chung Yuan Christian University**

January 11, 1985, passed by the 579th Administrative Meeting

December 8, 1989, amended at the 635th Administrative Meeting

March 9, 1996, amended at the 705th Administrative Meeting

November 7, 2002, amended at the 782nd Administrative Meeting

May 1, 2003, amended at the 788th Administrative Meeting

July 14, 2005, amended at the 814th Administrative Meeting

February 9, 2006, amended at the 821st Administrative Meeting

November 2, 2006, amended at the 830th Administrative Meeting

April 11, 2013, Amended at the 907th Administrative Meeting

July 3, 2014, Amended at the 922nd Administrative Meeting

June 2, 2016, Amended at the 943rd Administrative Meeting

August 25, 2016, Amended via Official Letter with original secretariat reference No. 1050002657

June 1, 2017, Amended at the 953rd Administrative Meeting

May 5, 2022, Amended at the 1000th Administrative Meeting

August 3, 2022, Amended via Official Letter with original secretariat reference No. 1110002691

March 2, 2023, Amended at the 1009th Administrative Meeting

Article 1.　To implement cooperation projects with industry, government, academia, and research communities, Chung Yuan Christian University (hereinafter referred to as the University) has formulated regulations governing the implementation of cooperative education (hereinafter referred to as the Regulations).

Article 2.　"Cooperative education," as referenced in the Regulations, encompasses projects entrusted by government entities, local agencies, community organizations, and relevant manufacturers.

Article 3.　Full-time faculty members of the University are authorized to utilize school resources for participation in cooperative education projects and shall implement the projects in the name of the University.

Retired faculty members from the University who are still engaged as part-time teachers may, upon approval from their respective department and college supervisors, and unless otherwise stipulated in the laws and regulations of the competent authority, apply for government projects following the University’s project operation procedures.

Article 4.　The cooperative education project shall be undertaken by University faculty members who meet the qualifications outlined in the preceding article (hereinafter collectively referred to as the Principal Investigator). They shall actively engage with relevant agencies or manufacturers, aligning with teaching, research, and development needs while ensuring that the project does not disrupt the University's regular teaching activities.

When applying for or executing projects funded by the National Science and Technology Council, both full-time and part-time teachers, researchers, and students from the University must complete a minimum of 6 hours of academic ethics training within the specified period, as outlined in Article 26 of the National Science and Technology Council's directives for subsidies of special research projects.

The training courses accredited by the University are as follows:

1.　Workshops or educational training courses organized by the Office of Human Resources or the Office of Academic Affairs of the University.

2.　Online courses provided by the Center for Taiwan Academic Research Ethics Education.

3.　Other digital learning courses on academic ethics or off-campus workshops organized by on-campus or off-campus units.

The courses mentioned in the preceding paragraph must provide a participation or training certificate issued by the sponsoring unit upon completion. Participants in courses organized by off-campus units and sponsoring units that fail to provide proof of compliance will not be accepted.

When full-time and part-time faculty members and students of the University apply for or undertake research projects sponsored by other government agencies, the provisions of Paragraph 2 shall apply unless otherwise specified by the entrusting organization.

Article 5.　The responsibilities of relevant University units and personnel in managing cooperative education projects are outlined as follows:

1.　The Office of Research and Development is responsible for formulating university-wide cooperative education project policies. Depending on the project's nature, management and implementation are overseen by the Office of Research and Development and relevant business units.

2.　The Office of Human Resources is responsible for overseeing the employment of research assistants and providing guidance on handling related business matters.

3.　The Accounting Office is responsible for auditing the income and expenditures of subsidy funds, processing accounting transactions, preparing financial statements, and finalizing vouchers.

4.　The Principal Investigator is responsible for initiating the cooperative education project, drafting contract content, overseeing fund utilization, and compiling reports on project implementation outcomes.

5.　The Head of the implementing unit is responsible for planning and reviewing contract content, managing fund transfers, providing administrative support, and overseeing and advising on the implementation of cooperative education projects within the unit.

6.　The Dean of the College is responsible for reviewing and supervising the college’s research projects, providing guidance, and handling related administrative matters.

Article 6.　Personnel Management

1.　Research assistants required for cooperative education projects in each unit shall primarily be selected from existing University staff and students. If hiring full-time personnel becomes necessary due to specific research needs, the "Application Form for Employment of Full-time Research Assistants" must be completed and submitted to the President for approval. A contractor appointment contract must be drafted before hiring.

2.　University regulations on salary, retirement, pension, severance, performance appraisal, welfare, and other relevant provisions do not apply to contracted personnel.

3.　Contracted personnel are prohibited from directly transferring to established positions within the University or undertaking administrative tasks.

4.　Contracted personnel must enroll in the National Health Insurance and Labor Insurance plans, with the associated expenses covered by including them in the budget of the cooperative education project by the Principal Investigator.

5.　Contracted personnel may apply for a library card to access the University library and utilize University shuttles with approval from the Principal Investigator.

6.　Contracted personnel are required to complete transition procedures one week before departure.

7.　Any changes regarding full-time or part-time research assistants require completion of the "Application Form for Replacement of Assistants in Research Projects."

Article 7.　The management fee shall be budgeted in accordance with the principle of 15% of the total project fund or more (calculated to two decimal places) and shall be administered and utilized by the University.

If the management fee of the project undertaken does not reach 10% of the project fund, one of the following supporting documents must be provided. The contract can only be signed after the review and approval of the supporting document:

1.　Regulations or standards from the entrusting units regarding budgeting management fees.

2.　An official document or certificate issued by the entrusting unit.

If the project includes early technology transfer funds, and the technology transfer amount comprises more than 20% of the total funds, the management fee must be allocated at a minimum of 8%.

Except for projects funded by the National Science and Technology Council, the project incentive fee will not be allocated if the management fee falls below 7.5%.

Article 8.　Procuring instruments or equipment using cooperative education project funds shall adhere to the University’s procurement procedures. If the cooperative unit requires the return of items after project completion, the Principal Investigator must list these items in the contract with proper descriptions. Additionally, when completing the "Procurement Request Form," the Principal Investigator should indicate "approved for not listing the item as property" in the remarks column. The University will register the form for management purposes and confirm the return of instruments and equipment to the entrusting unit before canceling the record.

Article 9.　In the event of a dispute arising from the execution of a cooperative education project by the Principal Investigator, the Office of Research and Development may convene a "Research Promotion Committee Meeting," or the Executive Operation Office for Industry-Academic Cooperation may convene an "Industry-Academic Dispute Mediation Committee Meeting," depending on the nature of the project, for consultation and coordination. The Principal Investigator is required to adhere to the resolutions of the meeting. Separate guidelines for the establishment of the Chung Yuan University Industrial-Academic Dispute Mediation Committee are formulated.

Article 10. Upon approval by the administrative meeting, the Regulations are submitted to the President for promulgation and implementation. The same procedure applies to amendments.