Wenzao Ursuline University of Languages

Guidelines Governing the Use of Ministry of Education Incentive and Subsidy Funds for Institutional Development to Enhance Faculty Quality

Approved by the University Faculty Evaluation Committee on October 24, 2006
Approved by the University Affairs Council on January 6, 2007
Amended and approved by the University Faculty Evaluation Committee on August 30, 2010
Amended and approved by the University Faculty Evaluation Committee on October 12, 2010
Amended and approved by the University Faculty Evaluation Committee on October 18, 2011
Amended and approved by the University Faculty Evaluation Committee on February 19, 2013
Amended and approved by the University Faculty Evaluation Committee on February 12, 2014
Amended and approved by the University Faculty Evaluation Committee on April 18, 2017
Amended and approved by the University Faculty Evaluation Committee on July 27, 2017
Amended and approved by the University Faculty Evaluation Committee on June 11, 2019
Amended and approved by the University Faculty Evaluation Committee on December 14, 2021
Amended and approved by the University Faculty Evaluation Committee on October 11, 2023
Amended and approved by the University Faculty Evaluation Committee on October 13, 2026

1. Wenzao Ursuline University of Languages (hereinafter referred to as the "University") hereby establishes these Guidelines Governing the Use of Ministry of Education Incentive and Subsidy Funds for Institutional Development to Enhance Faculty Quality (hereinafter referred to as the "Guidelines") pursuant to the Ministry of Education Directions Governing the Allocation and Application of Incentive and Subsidy Funds for the Overall Development of Private Universities and Colleges of Technology, for the purpose of ensuring the effective use of funds allocated for current expenditures (hereinafter referred to as the "Funds").
2. The Funds shall be used in accordance with the following principles:
   （1） Each year, the University shall allocate a prescribed proportion of the Ministry of Education incentive and subsidy funds for institutional development and the University's annual budget to improve teaching and the faculty structure.
   （2） The Funds shall be applied to current expenditures intended to enhance teaching quality and shall not be used for the purchase of instruments or equipment or for expenditures relating to the improvement of administrative operations.
3. Applicants eligible for the Funds shall be the University's full-time faculty members and academic units.
4. The Funds may be used for the following purposes:
   （1） To provide incentives or subsidies to faculty members for compiling teaching materials, producing teaching aids, promoting practice-oriented teaching, conducting research (including industry–academia collaborative technological research and development, applied practical research, and activities associated with the diversified faculty promotion system), participating in professional development activities (including training on student affairs and counseling policies, sustained service initiatives, and intensive practical training), pursuing further education, and submitting qualifications for academic promotion review.
   （2） To provide incentives to faculty members for the implementation of projects.
   （3） To subsidize University units in organizing teaching-related workshops, seminars, or conferences.
   （4） To provide incentives to faculty members who obtain teaching-related professional certificates or licenses.
   （5） To cover the salaries of newly appointed full-time faculty members, salary increases for incumbent full-time faculty members, and flexible salary payments for incumbent full-time faculty members.
5. Faculty members applying for incentives or subsidies shall submit all required supporting documents. Applications shall be submitted to the relevant meetings for review and approval in accordance with the applicable guidelines or regulations before implementation. Where an application is time-sensitive, it may first be submitted through the prescribed administrative procedures and, upon approval by the President or Vice President, implemented prior to subsequent submission to the relevant meeting for ratification. No retroactive

ratification shall be granted where implementation has commenced without prior approval. For the purposes of this provision, a “time-sensitive application” means an application that cannot be submitted to the relevant meeting for prior review due to unforeseen circumstances or force majeure.

6. Relevant deliberative bodies shall review applications for incentives and subsidies in strict accordance with the applicable guidelines or regulations and the principles of fairness, impartiality, and transparency. Guidelines or regulations governing the use of the Funds shall, following approval at the relevant University meetings, be publicly announced and clearly included in the Faculty Handbook or published on the University website for public access.
7. Individuals or units using the Funds shall expend such funds in accordance with the applicable expenditure regulations and procedures and shall submit the required supporting documents for expense verification and settlement. Incentives or subsidies may be canceled if the prescribed procedures or supporting documents fail to comply with the applicable requirements.
8. Original supporting documents for expenditures financed by the Funds shall be maintained under separate fund and account management, organized and compiled by project and budget category, and properly retained for evaluation and audit by the Ministry of Education and the National Audit Office.
9. Except for faculty salaries, flexible salary payments, and subsidies for overseas further education, the aggregate amount of incentives and subsidies granted to any individual faculty member shall not exceed **NT$500,000** in any one year.
10. These Guidelines shall take effect upon approval by the University Faculty Evaluation Committee and authorization by the President. The same procedure shall apply to any amendments.

(The English translation is for reference only. In the event of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.)