

國立成功大學校級研究中心評鑑作業實施要點

National Cheng Kung University Implementation Directions the Evaluation of the University Level Research Center

102.11.25 委員會通過

Approved by the committee on November 25, 2013

102.11.29 校長核定

Authorized by the President on November 29, 2013

- 一、國立成功大學(以下簡稱本校)為促進校級研究中心(以下簡稱研究中心)發展，以達永續營運之目標，依本校校級研究中心設置暨管理辦法第七條規定，訂定本要點。
 1. The National Cheng Kung University Implementation Directions the Evaluation of University Level Research Center (the “Directions”) is established in accordance with Article 7 of the Regulations Governing the Establishment of University Level Research Center of National Cheng Kung University (the “University”) to promote the development of the University Level Research Center (the “Center”).
- 二、研究中心成立滿一年後，每年向「國立成功大學校級研究中心評議委員會」(以下簡稱本委員會)提出年度成果報告，每三年接受一次評鑑為原則，但本委員會得依年度報告審查結果，通知辦理評鑑者，不在此限。
 2. The Center should submit the annual results to the “National Cheng Kung University Research Center Appeal Review Committee” (hereinafter referred to as the “Committee”) upon a year after the Center is established. The evaluation will be conducted every three years. However, the Committee withholds the right to conduct an evaluation anytime upon the review of the Annual Report.
- 三、受評鑑當年度，得免交年度報告，評鑑作業日期另行通知。
 3. In the year of evaluation, the Annual Report will be exempted. The date of evaluation shall be notified separately.
- 四、本委員會辦理評鑑，得設評鑑小組，評鑑小組由五至七位學者專家組成，其中本委員會一位委員擔任召集人，校外委員應占委員總數五分之三以上。本委員會依研究中心特色推選評鑑小組召集人，由召集人與承辦單位共同擬定評鑑委員建議名單，簽請校長核定後聘任之。
 4. The Committee shall establish an appeal review task force (the “Task Force”) when conducting the evaluation. The evaluation team shall consist of five to seven scholars and experts. One Member of the Committee shall be the convener, and Members from outside of the University shall account for more than three-fifths of the total number of the Committee Members. The Committee may select the convener of the Task Force based on the features of the research center. The convener and the organizer jointly shall draft a list of Member recommendations of the Committee, and submit them for appointment upon approval by the President.
- 五、評鑑程序如下：
 5. The evaluation processes are as follows:
 - (一) 自我評鑑報告書
 - (1) Self-assessment Report
 1. 自我評鑑報告書於受評鑑當年度九月底前繳交八份。報告書內容以前三學年度資料為基礎，本文內容以 80 頁為限，內文統一以 14 號字標楷體撰寫，佐證之附件資料不限頁數。
 1. Eight copies of self-assessment reports should be submitted by the end of September in the year of evaluation. The Report shall cover information during three previous academic years and is limited to 80 pages. The content should use standard font with

a size of 14. There is no page limit for attachments.

2. 評鑑項目依本校校級研究中心設置暨管理辦法第八條規定為原則。
2. The evaluation items are based on Article 8 of the University's Regulations Governing the Establishment of the University Level Research Center.

(二) 實地訪評

(2) Field Review

1. 實地訪評日期需於二個月前通知受評單位。若委員有需進一步了解之事宜者，得於實地訪評前一週提出。
1. The notification of field review should be sent to the assessed unit two months before. If the Members of the Committee have anything specific they would like to know, they should list the items a week before the field review.
2. 實地訪評包含受評單位簡報、實地參訪、座談等，行程由受評單位規劃，於訪評前二週送研究發展處。
2. The field review includes the briefings of the assessed units, field visits, and seminars. The itinerary is planned by the unit to be assessed and should be provided to the Research and Development two weeks before the review.
3. 評鑑小組於實地訪評後一週內，作成評鑑結果之報告送本委員會，召集人得於本委員會會議時說明。評鑑結果由評議委員會會議時作成決議後公告。
3. A week after the field review conducted by the Task Force, the review report should be submitted to the Committee. The convener should brief the Committee Members during the meeting. The evaluation result should be announced upon the Committee resolution.
4. 評鑑結果分為「優」、「良」及「待改進」三級。
4. The results of the assessment are divided into three levels: "excellent", "good", and "to be improved".

(二) 追蹤改善

(2) Improvement Follow Up

1. 評鑑結果為「優」及「良」者，受評單位需將評鑑建議之自我改善情形列入第二年之年度報告內。
1. If the evaluation results are "excellent" or "good", the assessed unit shall include the self-improvement of the evaluation recommendations in the subsequent annual report.
2. 評鑑結果為「待改進」者，受評單位需於第二年再接受評鑑。再評鑑結果若仍為「待改進」，本委員會得決議裁撤。裁撤程序依本校校級研究中心設置暨管理辦法第九、十條規定辦理。
2. If the evaluation result is "to be improved", the assessed unit will be re-assessed in the subsequent year. If the re-assessed result is still "to be improved", the Committee may decide to dissolve the Center. The dissolving procedures should be based on Articles 9 and 10 of the University's Regulations Governing Establishment of the University Level Research Center.

六、本會委員為無給職。但校外委員得依相關規定支給評鑑費及交通費，此項經費由研究發展處申請專款支應。評鑑程序所需之經費由各中心自行負擔。

6. The Committee Member is a non-compensated position. However, external Committee Members must be compensated for the attendance fee and transportation fee in accordance with relevant regulations. Such expenditure is from special funding applied by the Office of Research & Development. The expenditure incurred during the evaluation processes should be

absorbed by the respective Center.

- 七、評鑑結果報告除供受評單位作為改進依據外，並供本校作為資源分配及規劃中長程校務發展計畫之參考。
7. The evaluation result report is used as a basis for improvement by the assessed unit, and is used as a reference for the University's long-term development plan regarding resource allocation and planning.
- 八、本要點如有未盡事宜，由本委員會決議之。
8. For any items not covered in the Directions, the Committee has the right to reach a resolution.
- 九、本要點經本委員會通過後陳請校長核定後實施，修正時亦同。
9. The Directions shall be enforced upon approval by the Committee and the President. The same shall apply where the Articles are amended.

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.