

國立中山大學工學院新進教師重點支援圖儀費補助要點

Guidelines on Subsidizing Books and Equipment for New Faculty in the College of Engineering

91 學年度第 2 次學術審議委員會會議修正通過

94 學年度第 2 次學術審議委員會會議修正通過

113.1.23 本院 112 學年度第 3 次主管會議通過

115.1.28 本院 114 學年度第 2 次主管會議通過

Approved at the 2nd College Management Meeting on January 28, 2026

一、為協助本院新進編制內專任教師建置教學研究設施，特訂定本要點。

I. These guidelines are formulated to support newly hired full-time faculty within the manning quota (hereinafter referred to as “New Faculty”) of the College of Engineering (hereinafter referred to as the “College”) in establishing teaching and research facilities.

二、本院新進編制內專任教師，由院補助資本門經費每人新台幣 30 萬元，用於購置儀器設備。

II. The College shall provide each New Faculty with TWD 300,000 for capital expenditure to purchase equipment.

三、新進編制內專任教師，2 月份到任者，以當年度經費予以補助；8 月份到任者則以下個年度經費補助，以有效控管資本門經費之支用時限。若為配合申請本校學術研究重點支援，需延後補助經費所屬年度者，可另行申請，惟至多延一個年度。

III. New Faculty appointed in February shall receive the subsidy from the same fiscal year, while those appointed in August shall receive the subsidy from the following fiscal year, to ensure effective management of capital expenditures. Where deferral of the subsidy fiscal year is necessary to align with the University’s subsidies for key items in academic research, an application for deferral may be submitted, provided that such deferral shall not exceed one fiscal year.

四、本要點每年辦理一次，依公告時間提出申請。

IV. Applications per these guidelines shall be handled once per year, in accordance with the announced schedule.

五、本要點經本院主管會議通過後實施，修正時亦同。

V. These guidelines are approved by the College Management Meeting before implementation. Amendments to these guidelines shall follow the same procedure.

國立中山大學工學院
新進教師重點支援圖儀費補助申請表
Application Form of Subsidies for Books and Equipment for
New Faculty in the College of Engineering

申請人姓名： Name of the applicant:	所屬單位： Affiliated unit:
到校日期： Date of appointment:	申請日期： Application date:
*申請補助經費所屬年度： * Fiscal year of subsidy disbursement:	
*補助經費：30 萬元(資本門) *Subsidy amount: TWD 300,000 (capital expenditure)	
預計採購儀器設備名稱及金額：(請條列) List of equipment to purchase and estimated costs:	

申請人請簽名：
Applicant's signature:

*備註：
*Notes:

一、申請補助經費所屬年度
I. Fiscal year of subsidy disbursement:

(一)原則：新進編制內專任教師，2月份到任者，以當年度經費予以補助；8月份到任者則以下個年度經費補助。
(例如：114年2月到任，以114年度經費補助；114年8月到任，以115年度經費補助。)

(1) Principle: New Faculty appointed in February shall receive the subsidy from the same fiscal year, while those appointed in August shall receive the subsidy from the following fiscal year. (For example: those appointed in February 2025 shall receive the subsidy from the 2025 fiscal year; those appointed in August 2025 shall receive the

subsidy from the 2026 fiscal year.)

(二)若為配合申請本校學術研究重點支援，需延後補助經費所屬年度者，可另行申請，惟至多延一個年度。

(2) Where an extension is required to coordinate with applications for the University's subsidies for key items in academic research, an application for extension may be submitted, provided that such extension shall not exceed one fiscal year.

二、資本門

II. Capital expenditure

(一)資本門指單價金額1萬元以上且耐用年限2年以上之儀器、設備。

(1) Capital expenditure refers to instruments or equipment with a unit price of TWD 10,000 or more and a useful life of at least two years.

(二)依本校主計室規定，資本門動支及結報截止日期如下：

(2) According to the Office of Accounting, the deadlines for capital expenditure disbursement and final settlement are as follows:

(1) 公開招標案件(150萬元以上)--7月31日前完成動支程序。

(i) Public tender cases (TWD 1,500,000 or above): Disbursement procedures must be completed by July 31.

(2) 採購案件(150萬元以下)--10月30日前完成動支程序。

(ii) Procurement cases (below TWD 1,500,000): Disbursement procedures must be completed by October 30.

(3) 電子採購案件(不限金額)--10月30日前完成動支程序。

(iii) E-procurement cases (no upper limit on the amount): Disbursement procedures must be completed by October 30.

(4) 有合約案件依合約期限完成結報，無合約案件於11月30日完成結報。

(iv) Cases with contract: Final settlement must be completed according to the contract period.

Cases without contracts: Final settlement must be completed by November 30.

(5) 預算分配數未依規定期限完成動支者，於11月2日結算後全數收回；年度結束已動支未支用數亦全部收回。

(v) If the allocated budget is not disbursed within the prescribed deadlines, the full amount shall be recovered following the accounting settlement on November 2. Any funds disbursed but not expended by the end of the fiscal year shall also be fully recovered.