

# **Chinese Culture University Regulations Governing the Establishment of Task-oriented Research Centers**

Adopted by the 1662<sup>nd</sup> Administrative Council on 02 NOV 2011  
Adopted by the 1701<sup>st</sup> Administrative Council on 05 NOV 2014  
Adopted by the 1735<sup>th</sup> Administrative Council on 03 JUL 2017

## **Article 1**

The Chinese Culture University Regulations Governing the Establishment of Task-oriented Research Centers (“the present Regulations”) are prescribed by the Chinese Culture University (“the University”) per Article 11 of the Organization Charter of the University for best use of the expertise of its faculty members, for consolidated use of resources from the Government, the private sector, and the University, for further enhanced reputation of the University, and for increased revenues.

## **Article 2**

The University may establish task-oriented research centers outside the current organization provided in its organization charter; any establishment proposal shall be deliberated and approved in a meeting held either by the college affairs committee of the pertinent college or by the sponsoring unit, and shall then be delivered to the Office of Research and Development for compilation and submission to the Academic Development Committee and the Administration Council for review.

## **Article 3**

The establishment proposal of a research center shall include a set of establishment guidelines, mission, task descriptions, organizational structure, mode of operation, source(s) of funding, expected performance, self-evaluation indicators and methodology, and supporting measures to be taken up by any relevant unit.

## **Article 4**

A task-oriented research center shall have one person employed as the director, who shall supervise all businesses of the center and serve a two-year term without a limit on consecutive terms; the director shall be nominated by the sponsoring unit and appointed by the President and shall be either a full-time, part-time or retired faculty member of the University of a relevant field; no additional remuneration shall be provided for such purpose.

## **Article 5**

A task-oriented research center may employ several research fellows, adjunct research fellows, associate research fellows, assistant research fellows, postdoctoral research fellows, and research assistants; the aforementioned personnel shall not be included in the authorized complement of the University and their qualifications for employment shall be governed by the Guidelines Governing the Employment of Research Fellows of the University; job descriptions for the different levels of research fellows/assistant shall be explicitly specified in their respective employment contracts.

#### Article 6

A task-oriented research center may employ, on a need basis, several administrative assistants to handle administrative matters; the employment of such personnel shall be governed by the Guidelines Governing the Employment of Contract-based Personnel of the University.

#### Article 7

A task-oriented research center shall in principle be self-sufficient in terms of all necessary overheads and personnel expenses, both of which shall be self-financed by the center, but when necessary, may be financed by relevant budgets of the University upon approval by the President.

#### Article 8

Self-financed funding of a task-oriented research center shall be earmarked for the necessary overheads and personnel expenses of said research center, and business revenues shall be governed by the Guidelines Governing Business-Education Partnership of the University, whilst disbursement and reimbursement of expenses shall be governed by the relevant regulations of the University.

#### Article 9

All venues and facilities required by a task-oriented research center shall in principle be provided by the parent unit; the personnel of the center are entitled to use the facilities of the University as full-time employees thereof.

#### Article 10

Fees shall be charged to a task-oriented research center that requests the University to provide any additional venue or facility; the rates shall either be governed by the relevant regulations of the University or be at the discretion of the University on the basis of the needs of the center.

#### Article 11

All task-oriented research centers shall submit result reports and future roadmaps to the Office of Research and Development each year. Those established for more than 3 years shall be evaluated on the same cycle (year) of the institutional self-evaluation. The evaluation process shall be in accordance with “Chinese Culture University Implementation Guidelines for Institutional Self-Evaluation.”

#### Article 12

For any task-oriented research center that is found to have lost its *raison d'être* or is evaluated to have its functions diminished, a dissolution application shall be submitted in writing by either the director of such center, the sponsoring unit thereof or the Office of Research and Development, and, once the Academic Development Committee finds upon evaluation that the criteria for dissolution are satisfied, the dissolution of the center shall be effected upon being approved by the Administrative Council.

#### Article 13

The present Regulation and any amendment thereto shall be promulgated and implemented upon being approved by the Academic Development Committee and by the Administrative Council.

*✧ In case of any discrepancies between the Chinese original and this translation, the Chinese original shall prevail.*