

Regulations for Subsidizing Student Industry-oriented Practical Research Projects by I-Shou University

Promulgated with the consent from the President dated November 3, 2017

Amendments to Articles 2-9 adopted by the University Administration Council on September 16, 2020, and promulgated with the consent from the President dated September 25, 2020

Amendments to Articles 1, 2, 4, 7, and 8 adopted by the University Administration Council on November 18, 2020, and promulgated with the consent from the President dated November 26, 2020

Amendments to Articles 1, 4, 6, 7 and the title of the Regulations adopted by the University Administration Council on December 21, 2022, and promulgated with the consent from the President dated January 17, 2023

Article 1 The Regulations for Subsidizing Student Industry-oriented Practical Research Projects by I-Shou University (hereinafter referred to as "the Regulations") are made by I-Shou University (hereinafter referred to as "the University") in a bid to encourage students to put more effort into practical research, develop their creative thinking, and improve their research competence and practical development skills, in the hopes of meeting the current and future needs of the industry.

Article 2 The research topic may be provided by the industry based on its status quo or decided by students based on their observation of the status quo of the industry. Participating students shall explore and brainstorm the designated research topic under a practical research model that includes conception, design, implementation, and operation. Participating students will be categorized into two groups according to their research topics and research attributes:

1. Industrial Practice

This group focuses on practical operation, including solving industrial problems, developing new products, and offering services.

2. Medical Practical Research

This group focuses on experiments and practical research to solve medical problems, including basic medicine and clinical research, big data on public health and epidemiology, medical humanities, and medical services in rural areas.

Article 3 The research grants mentioned herein are available only to the enrolled students of the University. Each research team shall have one supervisor and several students.

Article 4 Application: Interested students shall complete and submit an application form for student industry-oriented practical research projects (Appendix 1) and a research proposal (Appendix 2) to the Office of Research and Development (hereinafter referred to as "the Office") before a given deadline. Late application, or an incomplete or unqualified application or research proposal, will not be considered.

Article 5 Review: The Office will invite two to five experts and scholars from within and outside the University to conduct a preliminary review, and the Advisory Committee for Research and Project Grants (hereinafter referred to as "the Committee") will conduct a final review. Grant items and their amounts are subject to the budget and plans of the University and will be announced after being approved by the Committee and ratified by the President.

Article 6 Grant details are as follows:

1. Work-study pay: The item (including the labor insurance premiums, the labor pension contributions, and the Second-Generation National Health Insurance premiums) shall be itemized based on job descriptions when applying for grants.
2. Others: This item covers expenses associated with carrying out a project, such as consumables, expenses on using precious instruments, interviews/counseling, data collection, printing (or photocopying), domestic business trips, site visits, equipment, and venues. These expenses shall be itemized when applying for grants.

The maximum grant amount for an approved application is NT\$100,000.

Article 7 A successful applicant shall conclude a project by following the rules stated below:

1. His/her research team shall complete the application for expense reimbursement and submit an achievement report (Appendix 3), completed

group meeting records, and a soft copy of supporting documents (on CD) within two months after the end of the implementation period.

2. The output of the project shall be of practical value:

i. Industrial Practice

The research achievement shall be substantial and be presented as microfilm for a competition held by the Office. In addition, a supporting document showing that his/her research team has participated in a seminar, invention exhibition, or competition shall be submitted to the Office within two years after the end of the implementation period.

ii. Medical Practical Research

The research achievement may be tangible and presented as microfilm for a competition held by the Office. Alternatively, the research achievement may be presented as an achievement report, which should be contributed to a domestic or international conference/journal with the help of the supervisor within two years after the end of the implementation period.

Regarding the aforesaid competition, the Office will invite scholars or industrial experts from within or outside the University to serve as judges, and the winners will be awarded a certain amount of prize money based on the budget of the year.

3. Team members are obligated to participate in the achievement exhibition, experience sharing, or other events held by the Office. All relevant events will be announced by the Office.

4. If the project achievement is about patent application, the University shall be the patent owner, and the principal investigator shall be the inventor or creator. Alternatively, the patent shall be owned by the University and the collaborated company with consent from the President.

Suppose the successful applicant fails to conclude a project by a given deadline or to abide by the rules mentioned above. In that case, the University reserves the right to recover the grants awarded, and no more applications for this grant will be considered until he/her submits all required documents to conclude the project. The recovery policy

also applies to those who have submitted an unsatisfactory application for expense reimbursement or achievement report and failed to make corrections by a given deadline after being told.

Article 8 Application for grants and prize money:

1. Expenses on consumables, supplies, and miscellaneous items: The budget shall be drawn up and used within the project implementation period, and the balance shall be returned to the University. The use and reimbursement of project grants shall be subject to the Regulations for the Management of Purchase Requisition and Procurement at I-Shou University.
2. Prize money: Once the list of winning entries is announced, the Office will assist winning teams in applying for the prize money.

Article 9 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.

I-SHOU UNIVERSITY

Application Form for Student Industry-oriented Practical Research Projects in

Application No.:

Project Title				
Category	<input type="checkbox"/> Industrial Practice <input type="checkbox"/> Medical Practical Research			
Partner (Medical practical research: optional)	Name:			
	Contact Person:		Academic Rank:	
	Email:		Mobile:	
Signature of the Supervisor	Name:		Academic Rank:	
	Dept.:		Mobile:	
	Email:			
Team Members	Name	Student No.	Mobile	Email
Leader				
Member				
Signature of the Supervisor			Signature of the Department Chair	
Preliminary Examination (For official use only)	Date of Receipt:			
Date: YYYY / MM / DD				

Proposal for Student Industry-oriented Practical Research Projects

Proposal: (a maximum of ten A4 pages; using 2-cm margins throughout; font style: Times New Roman; font size: 14pt for headlines & titles and 12pt for body text; and single line spacing)

I. Abstract

II. Research Background and Questions

III. Literature Review

IV. Research Methods and Steps

V. Expected Result

VI. References

VII. Expected Guidance and Assistance from the Supervisor

Budget Plan for Student Industry-oriented Practical Research Projects

Project Title					
Signature of the Supervisor		Name:			
		Dept.:			
Partner (Medical practical research: optional)					
Item		Details			
		Unit Price (NT\$)	Quantity	Total Price (NT\$)	Purpose
Operating Expenses	Work-study pay				
	Labor insurance premiums				
	Labor pension contributions				
	Second-Generation National Health Insurance premiums				
	Consumables (including supplies for research)				
	Expenses on using precious instruments				
	Expenses on interviews/counseling				
	Data collection				
	Printing (photocopying) expenses				
	Business travel expenses				
	Expenses on visiting				
	Expenses on equipment				
	Expenses on venues				

	Subtotal				
	Others				1. Computer supplies and consumables, postage, papers, and stationery are included. 2. The maximum amount should be at most 6% of the operating expenses.
	Total				The total grant amount will remain the same once approved.

Description:

- 1. Please plan your budget based on the listed items and comply with the applicable rules.**
- 2. Please leave the column blank or enter "0" in the column of "Total Price" if you have no budget plan for the item.**
- 3. Please fill in the item "Work-study pay"** (including labor insurance premiums, labor pension contributions, and Second-Generation National Health Insurance premiums) in accordance with the applicable rules.
- 4. Consumables (including supplies for research):** consumables and supplies purchased for research design and research output. This item should not cover the production of gifts or souvenirs.
- 5. Expenses on using precious instruments:** Please clearly state how the expenses will be calculated and used.
- 6. Expenses on interviews/counseling:** NT\$1,000~2,000 for each scholar or expert per time. When applying for expense reimbursement, please provide information about their professional background and experiences and a record of interview/counseling and contribute a certain amount of employer supplementary premium in accordance with the applicable rules.
- 7. Expenses on data collection:** Expenses on purchasing, photocopying (lottery receipts required), or retrieving necessary references. Purchased books should be cataloged by the Library before being borrowed for a long-term period.
- 8. Expenses on printing (or photocopying):** Please avoid exquisite printing. When applying for expense reimbursement, please provide the lottery receipts issued by the contractor and a sample indicating the unit price and quantity.
- 9. Expenses on visiting:** it covers travel costs, meal costs, and insurance premiums.
- 10. Expenses on equipment:** Expenses on using hardware and software provided by other

institutions. Please clearly state how the expenses are calculated, how many hours you will work, and how many consumables will be used.

11. Expenses on venues: Rentals of venues for holding seminars or events. No subsidy will be granted when the venue is provided by the University.

12. Expenses on using precious instruments, equipment, and venues will not be subsidized when they are provided by the University.

13. In addition to the Regulations and aforesaid rules concerning expense reimbursement, the use of the grants is subject to the budget plan instructions given by the Ministry of Education.

I-SHOU UNIVERSITY

Achievement Report of Student Industry-oriented Practical
Research Projects

Project Title:

Project No.:

Project Implementation Period: YYYY / MM / DD ~ YYYY / MM / DD

Signature of the Supervisor:

Team Members:

Date: YYYY / MM / DD

An Introduction to the Project

(Medical practical research: optional)

Item	Description
I. Research Background	
II. Creativity or Features	
III. An Elaboration of the Design	
IV. Conclusion (Expected Benefits)	

Achievement Report of Student Industry-oriented Practical Research Projects

Achievement Report: (a maximum of 15 A4 pages; using 2-cm margins throughout; font style: Times New Roman; font size: 14pt for headlines & titles and 12pt for body text; and single line spacing)

Table of Contents

I. Foreword, abstracts and keywords in both Chinese and English

II. Research Purpose

III. Literature Review

IV. Research Methods and Steps

V. Results and Discussion (including the conclusion and recommendations for future research)

VI. References