

# 銘傳大學教師學術研究成果獎勵申請辦法

中華民國 86 年 1 月 18 日學術審議委員會修正通過  
中華民國 88 年 4 月 1 日學術審議委員會修正通過  
中華民國 89 年 10 月 9 日學術審議委員會修正通過  
中華民國 89 年 12 月 14 日學術審議委員會修正通過  
中華民國 95 年 11 月 9 日學術審議委員會修正通過  
中華民國 95 年 12 月 7 日學術審議委員會修正通過  
中華民國 98 年 10 月 26 日學術審議委員會修正通過  
中華民國 100 年 6 月 30 日學術審議委員會修正通過  
中華民國 102 年 5 月 2 日學術審議委員會修正通過  
中華民國 103 年 7 月 1 日學術審議委員會修正通過  
中華民國 106 年 2 月 23 日學術審議委員會修正通過  
中華民國 107 年 8 月 16 日學術審議委員會修正通過

第一條 為鼓勵本校教師發表與教學有關之學術論著、出版優良學術專書及辦理其學術研究成果獎勵與學術專書獎勵之申請，茲依據本校組織規程第四十八條及學術審議委員會組織章程第一條與第二條之規定訂定本辦法。

第二條 本校聘請之專、兼任及專案教授、副教授、助理教授、講師(含留職留薪者)，或透過科技部、教育部或其它正式管道受邀為本校訪問學者，以本校名義在科學文獻引用索引 (Science Citation Index Expanded，以下簡稱 SCIE)、社會科學文獻引用索引 (Social Sciences Citation Index，以下簡稱 SSCI)、藝術與人文文獻引用索引 (Arts & Humanities Citation Index，以下簡稱 A&HCI)、工程索引資料庫 (以下簡稱 EI，不含研討會論文集)、台灣社會科學文獻引用索引 (以下簡稱 TSSCI)、人文科學核心期刊索引 (簡稱 THCI) 及中文社會科學引文索引 (Chinese Social Sciences Citation Index，以下簡稱 CSSCI) 所收錄之期刊，發表與其教學有關之論著及出版學術性專書或專章者，均得依規定向本校申請研究成果獎勵。

第三條 本辦法所稱之研究成果獎勵，包含獎勵費與減授時數兩種。

第四條 本校教師以同一論著，向其他學術研究機構申請獎勵時，得同時依本辦法向本校申請研究成果獎勵。

專書或專章著作若以合著方式提出，則每案僅獎勵一次，其共同著作人不得以該案內容或主要內容再申請獎勵。

第五條 獎勵之專書或專章須由具出版學術性專書之出版單位，經一定之審查程序後出版。人文學及社會科學學術性專書須先向科技部、教育部或其他單位申請補助，未獲補助者，方能依本辦法申請獎助。

第六條 研究成果獎勵論文之申請，應檢附下列資料，於每年十月一日至十月三十一日止，送請人力資源處轉學審會審議。

一、申請表格。

二、申請年度八月一日前起算兩年內，符合本辦法獎勵條件之論文抽印本 (審查後抽印本存查)。

三、申請發表論著被引用次數獎勵者，以申請年度八月一日前起算五年內為限，並檢附符合本辦法之論文抽印本。

四、該期刊之 JCR 排名影印資料或相關資料乙份。

五、申請發表論著被引用次數獎勵者，檢附該論文被引用次數影印資料等或相關資料乙

份。

學術性專書或專章獎勵之申請，應檢附下列資料，於本校規定期限截止日期前，向研究發展處提出申請。

一、申請表格。

二、近三年度內完成之專書或專章一式二份。

三、出版單位審查證明資料乙份。

四、人文學及社會科學學術性專書應檢附未獲科技部或其他單位核准補助證明乙份。

第七條 以下專書或專章之著作不予獎勵：

一、學位論文。

二、教科書、工具書或翻譯著作。

三、已獲得校外獎項者。

四、非學術性之通俗著作。

第八條 獎勵之專書或專章須已公開出版、發行，且有 ISBN 國際標準書號之完整論著。初版時若已提出申請，再版後不得再提出申請。

第九條 申請研究成果獎勵論文之論著，經學術審議委員會審議通過，轉請人力資源處陳報校長核定後，發給研究獎勵費或減授時數。申請學術性專書或專章獎勵之論著，經學術審議委員會審議通過，轉請研究發展處陳報校長核定後，發給獎勵金，獲獎專書或專章其獎勵金額由本校學術審議委員會依專書、專章內容審議認定。

第一〇條 申請獎勵之論著其應備之條件及獎勵費發給時間或減授鐘點之規定如下：

一、以在 SCIE 或 SSCI 所認可，且其 JCR 排名為該領域前 10% 之學術性期刊上發表之論著申請者，發給新台幣八萬元。

二、以在 SCIE 或 SSCI 所認可，且其 JCR 排名為該領域前 25% 但未達前 10% 之學術性期刊上發表之論著申請者，發給新台幣七萬元。

三、以在 SCIE 或 SSCI 所認可，且其 JCR 排名達該領域前 50% 但未達前 25% 之學術性期刊；或在 A&HCI 認可上發表之論著申請者，發給新台幣六萬元。

四、以在 SCIE 或 SSCI 所認可，且其 JCR 排名達該領域前 75% 但未達前 50% 之學術性期刊上發表之論著申請者，發給新台幣五萬元。

五、以在 SCIE 或 SSCI 所認可，且其 JCR 排名未達該領域前 75% 之學術性期刊上發表之論著申請者，發給新台幣四萬元。

六、以在 EI(不包含研討會論文集)、TSSCI、THCI 及 CSSCI 所收錄之期刊上發表之論著申請者，發給新台幣二萬元。

七、以在 SCIE、SSCI、A&HCI、EI 所認可之學術性期刊上發表論著，且五年內被引用次數(不含自我引用次數)達 200 次以上之申請者，發給新台幣六萬元。

八、以在 SCIE、SSCI、A&HCI、EI 所認可之學術性期刊上發表論著，且五年內被引用次數(不含自我引用次數)達 150 次但未達 200 次之申請者，發給新台幣五萬元。

九、以在 SCIE、SSCI、A&HCI、EI 所認可之學術性期刊上發表論著，且五年內被引用次數(不含自我引用次數)達 100 次但未達 150 次之申請者，發給新台幣四萬

元。

十、前九款申請之著作，由二人(含)以上共同撰寫者，其獎金依著作人數比例發給。

前一至六款教師發表學術性期刊論著每案僅限申請一次；前七至九款教師發表期刊論著被引用次數，每案僅限申請一次。

十一、為鼓勵跨境研究合作，境外作者不列入著作人數計算。

十二、同一人以多篇論著同時申請獎勵費者，最高累積獎勵費為十八萬元。

十三、申請人得以一學年度減授三小時上課時數替代獎勵費十二萬元(含)，經校長核定後於下一學年度生效。

第一一條 本辦法所稱 SCIE、SSCI、A&HCI、EI、TSSCI、THCI 或 CSSCI 學術性期刊，以申請截止日之最新資料為依據。

第一二條 學術性專書或專章之獎勵包含下列獎項：

一、專書獎勵：每案敘獎以二萬元為原則。若獲獎專書由學術審議委員會委員審定全數同意評為優秀之學術性專書，每案敘獎提高至四萬元。

二、專章獎勵：每案敘獎以五千元為原則，每本書之專章獎勵累計金額以二萬元為限。

第一三條 本辦法所稱學術研究成果獎勵案，如涉有違反學術倫理情事並經查屬實者，應繳回該案所有獎勵款項，並自通知之日起二年內不得再申請獎勵。

第一四條 本辦法所需經費由當年度預算提列，若當年度預算不足時，前述獎勵金額得調整之。

第一五條 本辦法經學術審議委員會通過，校長核定後公佈實施，修正時亦同。

# Ming Chuan University Research / Study Reward Application Procedures for Faculty Members

Revised and passed at the Faculty Review and Evaluation Committee on January 18, 1997

Revised and passed at the Faculty Review and Evaluation Committee on April 1, 1999

Revised and passed at the Faculty Review and Evaluation Committee on October 9, 2000

Revised and passed at the Faculty Review and Evaluation Committee on December 14, 2000

Revised and passed at the Faculty Review and Evaluation Committee on November 9, 2006

Revised and passed at the Faculty Review and Evaluation Committee on December 7, 2006

Revised and passed at the Faculty Review and Evaluation Committee on October 26, 2009

Revised and passed at the Faculty Review and Evaluation Committee on June 30, 2011

Revised and passed at the Faculty Review and Evaluation Committee on May 2, 2013

Revised and passed at the Faculty Review and Evaluation Committee on July 1, 2014

Revised and passed at the Faculty Review and Evaluation Committee on February 23, 2017

Revised and passed at the Faculty Review and Evaluation Committee on August 16, 2018

- Article 1 In accordance with Article 48 of the university's Organizational Code and Articles 1 and 2 of the university's Faculty Review and Evaluation Committee Organizational Charter, these application procedures were established to encourage MCU faculty members to publish academic publications, outstanding academic books and academic chapters, and to process reward applications for academic research achievements and academic books.
- Article 2 All Ming Chuan full-time, part-time, and special project Professors, Associate Professors, Assistant Professors, Instructors (including faculty members who have applied for leave with pay), or invited scholars who are at the university through Ministry of Science and Technology, Ministry of Education or other official means, who have had an article(s) published in any SCIE, SSCI, A&HCI, EI (not including colloquium papers), TSSCI, THCI or CSSCI index may apply for this research award. Full-time faculty members who have published publications, academic books, or academic chapters in their field of teaching are also eligible to apply for the research/study award. The publication(s) must be published with faculty affiliation listed as Ming Chuan University.
- Article 3 The award types include monetary awards and teaching hour reductions.
- Article 4 Ming Chuan faculty members who apply to other research institutions for awards should follow these procedures. If the publication submitted is a collaborative work, each case can only be subsidized once. A co-author cannot reapply for subsidization with the same contents or main contents already submitted.
- Article 5 Academic books or book chapters must be reviewed by academic book publishers prior to publication. For books and book chapters in the fields of Humanities and Social Sciences, these procedures only apply to those whose application for funding from Ministry of Science and Technology, Ministry of

Education or other funding bodies are not granted.

Article 6

Faculty members must submit the following documents to the Human Resources Division during the application period of October 1 to October 31 every year. The applications will be further evaluated by the Faculty Review and Evaluation Committee.

1. Application form
2. Offprints of papers published within the last two years or in the current academic year (beginning from August 1) for the record
3. Applicants for publications that been cited within the last five years, as of August 1 in the current academic year, are to attach paper offprint(s) that conform to these regulations
4. Photocopy of the ranking from the current Journal Citation Report (JCR) or relevant documents.
5. Applicants for publications that been cited are to submit a copy of the citation report or other relevant documents.

Faculty members who apply for an academic book reward should submit their application to the Research and Development Division before the designated time along with the following documents:

1. Application Form
2. Two copies of book(s) published within the last three years that conforms with these procedures
3. Proof of an official evaluation report provided by the publisher
4. Books in the fields of Humanities and Social Sciences should provide proof of other funding not granted by Ministry of Science and Technology or other funding bodies.

Article 7

Writing which is not rewarded is listed as follows:

1. Dissertation or thesis
2. Compiled textbooks, reference books, or translations
3. Works which have already received off-campus rewards
4. Non-academic general writings

Article 8

To be eligible for reward, academic books or book chapters must be publicly printed and published with an ISBN as full text. If application for reward is made for the first edition, no further reward may be applied for.

Article 9

Awards either for money or teaching hour reduction are contingent upon approval of the university's Faculty Review and Evaluation Committee, the Human Resources Division, and the president. Upon being passed at the Faculty Review and Evaluation Committee and transferred to the Research and Development Division for the president's approval, awards will be issued

to the academic book reward applicants. The award amount is reviewed and granted by the University Faculty Review and Evaluation Committee in accordance with the contents of the books.

Article 10 The reward money or teaching hour reductions for published articles are as follows:

1. Articles published in the SCIE (Science Citation Index) or SSCI (Social Science Citation Index) listed journals and which are in the top 10% of the JCR (Journal Citation Report) ranking: 80,000 NTD.
2. Articles published in the SCIE (Science Citation Index) or SSCI (Social Science Citation Index) listed journals and which are in the top 11% to 25% of the JCR (Journal Citation Report) ranking: 70,000 NTD.
3. Articles published in the SCIE (Science Citation Index), SSCI (Social Science Citation Index) or A&HCI (Arts and Humanities Citation Index) listed journals and which are in the top 26% to 50% of the JCR (Journal Citation Report) ranking: 60,000 NTD.
4. Articles published in the SCIE (Science Citation Index) or SSCI (Social Science Citation Index) listed journals and which are in the top 51% to 75% of the JCR (Journal Citation Report) ranking: 50,000 NTD.
5. Articles published in the SCIE (Science Citation Index) or SSCI (Social Science Citation Index) listed journals and are not in the top 75% of the JCR (Journal Citation Report) ranking: 40,000 NTD.
6. Articles published in the EI (not including conference papers) listed journals, TSSCI listed journals, THCI listed journals or CSSCI listed journals: 20,000 NTD.
7. Articles published in the SCIE, SSCI, A&HCI, EI listed journals and cited over 200 times within 5 years (not including self-citation): 60,000 NTD.
8. Articles published in the SCIE, SSCI, A&HCI, EI listed journals and cited over 150 times but less than 200 times within 5 years (not including self-citation): 50,000 NTD.
9. Articles published in the SCIE, SSCI, A&HCI, EI listed journals and cited over 100 times but less than 150 times within 5 years (not including self-citation): 40,000 NTD.
10. For articles that have two or more co-authors, as stated in category 9, the reward is issued proportionately according to the number of authors. Applications for categories 1 to 6, published academic journals are restricted to once for each case. Applications for categories 7 to 9, published journals cited are restricted to once for each case.
11. As to encourage international research cooperation, international authors

are not counted in calculating the number of authors.

12. If there are several papers in different categories presented by the same applicant, the maximum cumulative award money will be 180,000 NTD.

13. After being approved by the president, applicants can substitute a three-hour teaching reduction in the following semester for an award(s) of 120,000 NTD or more.

Article 11 The SCIE, SSCI, A&HCI, EI, TSSCI, THCI or CSSCI journal in which the article is published must be included in the volume most recently released prior to the application deadline in order to qualify.

Article 12 Rewards for academic books and book chapters include:

1. Academic books: A total of 20,000 NTD will be awarded per application. A maximum of 40,000 NTD may be awarded when the Faculty Review and Evaluation Committee agree unanimously on a designation of outstanding academic book(s).

2. Academic book chapters: A total of 5,000 NTD will be awarded per application, up to a maximum of 20,000 NTD.

Article 13 If any violation of academic ethics is proven, all reward should be returned and the author(s) cannot apply for academic book reward within two years from the date of notice.

Article 14 The budget for these rewards is arranged in the current academic year budget. If there are budgetary constraints in a given year, the abovementioned monetary rewards should be adjusted accordingly.

Article 15 Upon being passed at the university's Faculty Review and Evaluation Committee and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***