

# **Implementation Guidelines for the Higher Education Sprout Project Subsidy for Faculty Offering Creativity, Innovation, and Entrepreneurship Courses at Chung Yuan Christian University**

Approved at the 10th Executive Operation Office for Industry-Academia Cooperation Affairs Meeting of the 106th Academic Year on April 26, 2018.

Amended at the 3rd Executive Operation Office for Industry-Academia Cooperation Affairs Meeting of the 108th Academic Year on October 25, 2019.

Amended at the 6th Executive Operation Office for Industry-Academia Cooperation Affairs Meeting of the 108th Academic Year on February 19, 2020.

Amended at the 7th Executive Operation Office for Industry-Academia Cooperation Affairs Meeting of the 110th Academic Year on February 16, 2022.

Amended at the 11th Executive Operation Office for Industry-Academia Cooperation Affairs Meeting of the 112th Academic Year on July 25, 2024.

Amended at the 4th Executive Operation Office for Industry-Academia Cooperation Affairs Meeting of the 113th Academic Year on November 26, 2024.

## Article 1. Purpose

To promote the educational ethos of "Creativity, Innovation, and Entrepreneurship" and to encourage faculty to enhance educational quality, Chung Yuan Christian University (hereinafter referred to as "CYCU") has established these "Implementation Guidelines for the Higher Education Sprout Project Subsidy for Faculty Offering Creativity, Innovation, and Entrepreneurship Courses" (hereinafter referred to as "the Guidelines"). This Guidelines aim to foster courses that develop students' creative thinking, innovative skills, and entrepreneurial spirit.

## Article 2. Applicable Scope

Faculty members who offer courses aligned with the principles of creativity, innovation, and entrepreneurship at CYCU.

## Article 3. Subsidy Principles

1. Subsidized Items: Fees for external lecturers, in accordance with the "Chung Yuan Christian University Lecture Hourly Payment Table." The subsidy applies only to course hours specified in the syllabus.
2. The hourly rate for external lecturers is capped at NTD 2,000 per session (minimum of 50 minutes), inclusive of transportation costs.
3. Each course is eligible for a single subsidy per semester. Courses co-taught by multiple faculty members must designate one representative for the application.
4. Each faculty member is eligible for one subsidy per semester per course.
5. External lecturer fees already funded by other internal or external units will not be eligible for additional subsidies.

6. The number of subsidized courses and the total funding will be adjusted based on the available annual budget.

Article 4. Application procedure

1. Application Period: Applications are accepted once per semester.
2. Faculty must submit the following documents within the announced application period to the Innovation & Entrepreneurship Center (hereinafter referred to as "the CYIEC") under the Executive Operation Office for Industry-Academia Cooperation (hereinafter referred to as "EOOIA"):
  - (1) Completed Application Form
  - (2) Lecture Plan and List of Invited External Lecturers
  - (3) Profiles of Lecturers with Relevant Experience in Creativity, Innovation, and Entrepreneurship
3. Incomplete applications will not be considered unless corrections are submitted within the specified period after notification.
4. Applications will be reviewed by a committee of administrator and senior managers from EOOIA , with results communicated to the applicants.

Article 5. Reimbursement Process

1. Submission Deadline and Procedure:
  - (1) Reimbursement documents must be submitted to CYIEC within one week of the course's conclusion.
  - (2) Deadlines: November 15 for the First Semester and June 10 for the Second Semester. Late submissions will not be processed.
2. Required Documents for Reimbursement:
  - (1) List of Course Participants
  - (2) Lecturer Payment Receipts
  - (3) Personnel Payment Summary
  - (4) Course Reflection
  - (5) Course Satisfaction Survey
3. All reimbursements will adhere to the "Chung Yuan Christian University Expense Verification Guidelines" and the "Higher Education Sprout Project Expense Verification Instructions."

Article 6. Benefits for Subsidized Courses

1. Course details may be promoted on CYIEC's website or social media platforms.
2. Campus teams derived from these courses may access CYIEC's innovation and

entrepreneurship resources.

Article 7. If there are any matters not covered in this proposal, they shall be handled in accordance with the relevant laws and regulations of CYCU.

Article 8. This proposal shall be promulgated and implemented upon approval by the EOOIA Meeting. The same procedure applies to any amendments.