**Fu Jen Catholic University**

**Regulations Governing Secondment Fees for the Temporary Transfer of University Instructors to a Public or Private Enterprise or Organization as Part of a Collaborative Initiative**

Passed at the Fourth Meeting of the Executive Council for the 2013-2014 Academic Year on December 5, 2013

Article 1

These Regulations were formulated in order to establish norms for the collection and distribution of secondment fees earned through the secondment of full-time instructors not concurrently holding an administrative position at the University to a public or private enterprise or organization as part of a collaborative initiative.

Article 2

“Public or private enterprise or organization” (hereinafter “partner organization”) means:

1. A profit-seeking enterprise or organization which has established a collaborative partnership with the University.
2. A profit-seeking enterprise or organization of which the University is a shareholder.

Article 3

The University will sign a collaborative agreement with a partner organization hosting a University instructor on secondment as well as collect secondment fees during the contracted period. In principle, secondment fees are paid in cash.

Article 4

In principle, secondment fees are calculated as thirty percent (30%) of an instructor’s monthly income (including salary and funding for academic research) at the University.

Article 5

After receiving the University’s letter approving the secondment, the partner organization shall discuss the amount of secondment fees with the department/graduate institute/center employing the instructor, and then sign an agreement one month before the date on which the secondment is to take effect. The letter of approval will be invalidated if this deadline is missed.

Article 6

The collaborative agreement shall be signed by the Director of the program and the Dean of the college employing the instructor, and then submitted to the Office of Legal Affairs and the Office of Research and Development. The collaborative agreement will then be signed under the names of the University and partner organization.

Article 7

Secondment fees are collected by the University. Fees will then be distributed based on the division/program at which the instructor is employed:

1. Seconded instructor is employed at the college-level: the University collects thirty percent (30%) of the secondment fees and the college receives seventy percent (70%).
2. Seconded instructor is employed by a department, graduate institute, program, or center: the University collects thirty percent (30%) of the secondment fees; the college which manages the department, graduate institute, program, or center receives twenty percent (20%); and the department, graduate institute, program, or center receives fifty percent (50%).

Of the secondment fees distributed to the University, fifty percent (50%) may be allocated to the Office of Research and Development’s Industry Development Fund in order to support related activities.

Article 8

During the period of secondment, use of University resources to complete research or the involvement of University R&D or technology transfer licenses shall be managed in accordance with Regulations Governing the Results of Research and Development and Technology Transfer.

Article 9

Secondment agreements completed prior to the announcement and promulgation of these Regulations, and which do not conform to the secondment and contract requirements stipulated in these Regulations, are not subject to these Regulations. However, if the period of secondment will be extended following the completion of the original agreement, the extension shall be managed in accordance with these Regulations.

Article 10

These Regulations were passed by the Executive Council, and will be promulgated and implemented after the approval of the President. The same procedure will be followed for each amendment.