

Regulations for the Allocation of Management Fees for Lifelong Education at Yuan Ze University

Passed by the 7th Administrative Committee of the 1999 School Year, March 20, 2000 Amended by the
13st Administrative Committee of the 2000 School Year, June 18, 2001
Amended by the 11st Administrative Committee of the 2014 School Year, December 24, 2014
Amended by the 16st Administrative Committee of the 2020 School Year, March 31, 2021

Article 1: In order to actively promote the business of continuing education at our university, increase the university's financial resources, and regulate the allocation ratio of funds for various units to conduct different types of promotional courses, these measures are hereby established.

Article 2: These measures apply to the funds allocated for various credit and non-credit promotional education courses conducted by the Lifelong Education Department, colleges, departments, and research centers at our university.

Article 3: The allocation ratio standards for various courses are as follows:

1. For courses where the ratio of management fees is already specified by external entrusted units, the ratio specified by those units shall apply.
2. For other types of courses, the allocation ratio shall be determined based on the nature of their responsibilities, as specified in the table below:

Nature of responsibilities	Allocation ratio
Each unit independently plans and organizes various promotional education programs	30%
The Lifelong Education Department is responsible for administrative operations such as enrollment, promotion, registration, grade consolidation, and completion. The departments, institutes, colleges, and programs are responsible for planning, faculty selection, course management, and other instructional tasks.	35%
Our university collaborates with mainland Chinese universities to offer 3+1 cooperative programs.	40%

3. For promotional education programs planned and organized by the Lifelong Education Department, after deducting various class expenses, the remaining balance shall be transferred to the university's management fees. The management fee ratio for each program shall not be less than 30% of the total budget.
4. If any unit responsible for organizing such programs fails to meet the

aforementioned management fee allocation ratio, implementation shall be subject to approval by the President.

Article 4: The budget proposals for promotional education courses from colleges, departments, and research centers must be reviewed and approved by the Lifelong Education Department, following the university's administrative procedures, before funds can be disbursed.

Article 5: These measures shall be implemented upon approval by the Administrative Meeting and shall also apply to any future amendments.