

**Regulations Governing the Management and Allotment of
Department Capital Expenses**

105 Academic Year, Passed by the 3rd General Affairs Meeting (106.03.28)

105 Academic Year, 2nd Semester, Passed by the Departmental Meeting (106.03.31)

- I. The Department of English of National Taiwan Normal University (hereinafter referred to as the “Department”) has established these regulations to enhance the efficiency and quality of academic research and to enrich its property and equipment, both hardware and software.
- II. Each year, the university shall allocate a basic budget to the Department for books and equipment (hereinafter referred to as the “Funds”).
- III. The Funds shall be used for the procurement of books, periodicals, equipment, and devices for teaching and research purposes within the Department's undergraduate, master's, and doctoral programs.
- IV. The budget for this fund must be allocated as a book and journal fund according to the budget allocated by the University to the department for the current year (For the year 2017, the budget for books and periodicals shall be one million one hundred thirty thousand Dollars (NTD 1,130,000)), with equipment and devices accounting for ten percent of the Funds. If the annual budget allocated to the Department is less than one million Dollars (NTD 1,000,000), the equipment and device budget shall remain at one hundred thousand Dollars (NTD 100,000), and the remaining funds may be used for books and periodicals.
- V. Approval of this fund must be reviewed by the General Affairs Committee to assess the allocation of funds. The Library Committee must review the items and quantities of book and journal subscriptions. After receiving approval from the Departmental Affairs Meeting, disbursements shall be processed.
- VI. These regulations shall take effect after being passed by a meeting of the Departmental Meeting and this shall also apply to any future amendments.