

# Ming Chuan University Procedures of Transferring Duties

Passed at the Administrative Council Meeting on May 7, 2007

- Article 1. These procedures were established so that duties may be transferred and assumed smoothly when the administrators and staff members leave their positions.
- Article 2. "Leaving a post" as mentioned in these procedures refers to cases of retirement, completion of a term, transfer, resignation, dismissal, severance, and unpaid leave of absence.
- Article 3. The administrators mentioned in these procedures include the vice president, first- and second-level administrators and administrators in academic units.
- Article 4. When the duties of first-level administrators of administrative units are transferred, the president, the vice president or a person designated by the president will monitor the transfer. When the duties of first-level administrators of academic units are transferred, the vice president or Dean of Academic Affairs Division will monitor the transfer. When the duties of second-level administrators are transferred, first-level supervisors monitor the transfer; when the duties of staff members are transferred, immediate supervisors monitor the transfer.
- Article 5. When administrators must leave their positions before an announcement is made concerning their replacements, or when new administrators are unable to take their positions on schedule, upper level administrators may designate persons to temporarily take on the responsibilities of the administrator.  
Until the new staff member takes on his or her duties, the immediate supervisor may designate someone to act as a temporary replacement.
- Article 6. Administrators must transfer the following:
1. Content of transfer form.
  2. Roster of the unit.
  3. Unit seal.
  4. Administrator's property.
  5. Any tasks that have not been accomplished.
  6. Other affairs to which must be attended.
- Article 7. The staff member must transfer the following:
1. Items of value, such as tickets, accounting forms, and certificates.
  2. Property, books, equipment, trolleys, and other materials which are in regular use.
  3. Seals.
  4. Important files.
  5. Other responsibilities which must be transferred.
- Article 8. Staff members must process the transfer within five days before they leave. If staff members must leave their positions early and are unable to make the transfer in person, they must follow the principles outlined below:
1. Person making transfers: Administrators must receive the president's approval, and staff members must receive the approval of the unit administrator to designate temporary replacements. However, the original person must take all relevant responsibilities.
  2. Persons taking over positions: The upper level administrator can designate the duty agent or take over the duty on their own temporarily.
- Article 9. Staff members who leave their positions must prepare three sets of the transfer form (including the forms and tables); approved transfer forms will be sent to the person making the transfer, the unit to which person receiving the job belongs, and to the Human Resources Division.
- Article 10. If disputes occur during the transfer, the person making the transfer and the person who receives the job will choose a third person who will draft a solution to the problem, which may then be reported to the president for approval.
- Article 11. The person making the transfer must take responsibility for thoroughly transferring all property. Once the transfer process is complete, the Proof of Resignation may be issued and appropriate

payment made.

Article 12. Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were 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.\*\***