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Peace, Justice and
Strong Institutions



2024 Sustainability Report



2.1 Organizational Governance

Structure and Operation of Board of Directors

In alignment with our educational philosophy, the Board of Directors supervises and supports the university's operations. Directors are expected to perform their duties within their designated authority. At present, no resident directors have been appointed, and the President holds full responsibility for university affairs. The Board has established a "University Affairs Supervision" mechanism to enhance the university's long-term development and to address the needs of advancing university matters while reviewing key proposals regarding these affairs. MCUT has formulated the "Donation Charter of Ming Chi University of Technology" to comply with Article 10 of the Private School Law and has nominated director candidates based on this charter. Candidates for the Board must meet the following criteria: 1. They should be individuals, either local or foreign, who are dedicated to education and have made notable contributions; 2. They should hold senior positions in companies that have donated or contributed to the establishment of MCUT; 3. They should possess recognized academic achievements or expertise in operational management. Currently, Mr. Wen-Yuan Wong is the Chairman of MCUT, responsible for presiding over or participating in the development and planning of university affairs, as well as reviewing significant matters to steer and oversee university operations. Directors serve a four-year term, with the possibility of re-election and reappointment at the end of this period. This Board of Directors began its term on August 25, 2021, and will conclude on August 24, 2025. Board meetings occur once each semester. In the 2023 academic year, two meetings were conducted, achieving an average attendance rate of 83%. No significant incidents arose this year that required communication with the Board of Directors.

Administration and Teaching Organization

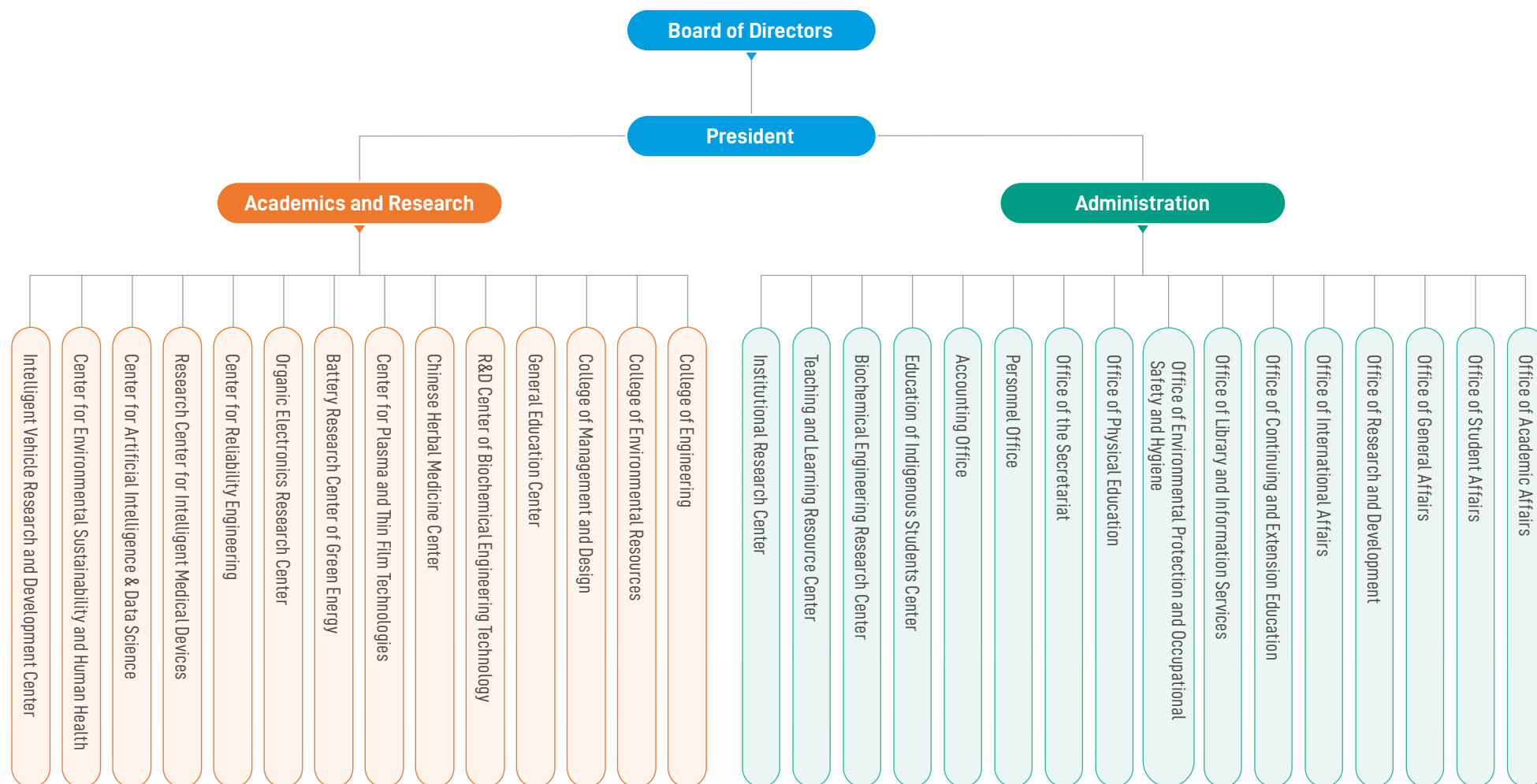
MCUT's administrative units consist of various offices, including the Office of Academic Affairs, the Office of Student Affairs, the Office of General Affairs, the Office of Library and Information Services, the Office of Research and Development, the Office of International Affairs, the Office of Continuing and Extension Education, the Biochemical Engineering Research Center, the Office of the Secretariat, the Personnel Office, the Office of Environmental Protection, the Office of Occupational Safety and Hygiene, the Accounting Office, the Office of Physical Education, Military Training Education, the Teaching and Learning Resource Center, and the Office for the Education of Indigenous Students. The university's notable R&D centers include the R&D Center of Biochemical Engineering Technology, the Center for Plasma and Thin Film Technologies, the Chinese Herbal Medicine Center, the Battery Research Center for Green Energy, the Organic Electronics Research Center, the Center for Reliability Engineering, the Research Center for Intelligent Medical Devices, the Center for Artificial Intelligence & Data Science, the Center for Environmental Sustainability and Human Health, and the Intelligent Vehicle Research and Development Center. MCUT completed its most recent institutional accreditation during the 2021 academic year. In response to the evaluation recommendations, the university has implemented improvement plans in the following areas: (1) University governance and development, (2) Curriculum and teaching, (3) Student learning assurance and outcomes, and (4) Performance management and self-improvement. According to the evaluation report, the university has enhanced its faculty collaboration system, leading to the formation of interdepartmental teams with various domestic universities. On the international front, MCUT has also expanded its partnerships with prestigious institutions such as the Korea Advanced Institute of Science and Technology (KAIST) and the Plasma Bioscience Research Center at Kwangjuon University, aimed at enhancing research in plasma and thin-film technologies. The next institutional accreditation is scheduled for the 2026 academic year.



• Numerous educational and administrative measures at MCUT have been discussed and established in multi-level meetings or by various committees composed of faculty, staff, and student representatives. The university has independently promoted the implementation of teaching, research, counseling, and service measures.



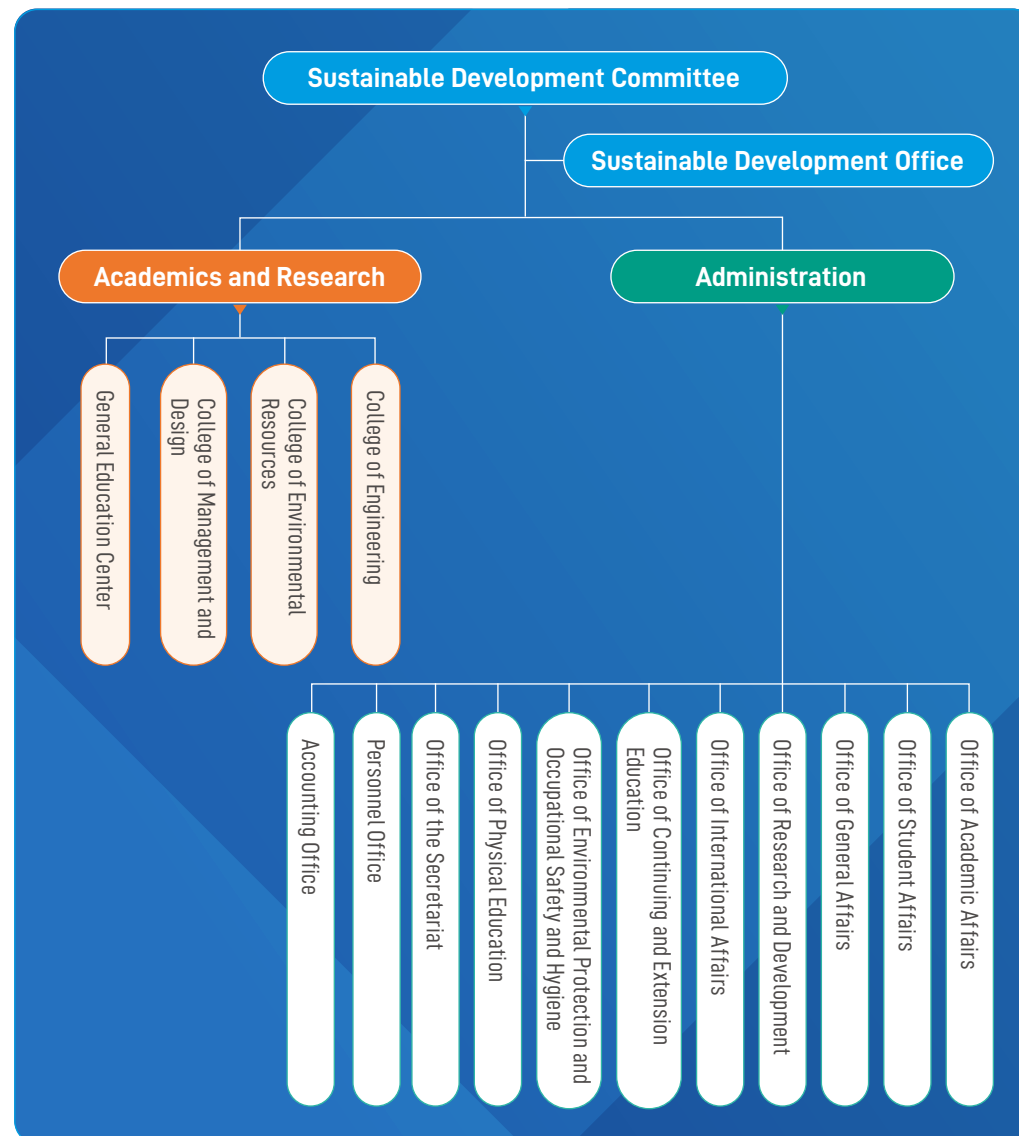
Organizational Chart



• For detailed information on the committee's functions, please refer to **Administrative Services**.

Sustainable Development Committee

In 2023, our university established the "Ming Chi University Sustainable Development Committee" at the institutional level to effectively implement sustainable development goals and align with the United Nations Sustainable Development Goals (SDGs) to promote a sustainable campus. This committee meets at least once each semester and may hold additional meetings as needed. Its responsibilities include formulating the university's sustainable development goals and strategies, approving and assessing the effectiveness of sustainable development action plans, and coordinating the integration of sustainable development initiatives across various departments. The University has established a "Sustainable Development Office" to facilitate the promotion of sustainability-related initiatives, coordinate resource integration among administrative units and academic departments, and manage other administrative tasks. The Director of the Institutional Research Center concurrently serves as the Executive Secretary of the Committee and Director of the Sustainable Development Office. All matters related to sustainability are submitted to the Board of Directors along with the University Development Plan and relevant budget proposals. Major resolutions and events are documented in the board meeting minutes and disclosed on the [University's Academic and Financial Information Disclosure Platform](#).



2.2 Norms and Complaint Mechanism



Academic Ethics and Norms

Academic research ethics is crucial for the ethical development of the global knowledge system and the advancement of academic achievements. Adhering to academic research ethics not only enables MCUT teachers and students to build upon the work of previous scholars, but also protects their intellectual property and that of their predecessors. To deepen teachers' and students' understanding of academic ethics, enhance the academic research environment, and ensure compliance with the regulations of the National Science and Technology Council (NSTC) and the Ministry of Education, MCUT has established academic ethics norms.

All full-time teachers must complete a six-month academic ethics education course every three years. Without finishing this course, teachers cannot apply for university research performance rewards. Graduate students must also complete six hours of this course before receiving their academic degree. Additionally, researchers involved in the program must meet the required study hours established by the relevant authority. Currently, no teachers at MCUT have violated any matters related to academic ethics. However, in the event of violations, the relevant teachers will face penalties in accordance with MCUT's provisions on teachers' violations of teacher qualifications submitted for review and the Regulations Governing the Handling of Academic Ethics Cases.

Gender Equality

MCUT is committed to creating an equitable and inclusive campus environment for all genders. To achieve this, the university has established a Gender Equality Education Committee, which operates in accordance with the Measures for the Implementation of Gender Equality Education, to oversee the allocation of resources in each unit, develop gender equality education plans, and assess their implementation. The General Education Center at MCUT is focused on promoting gender equality and eliminating discrimination on campus. To achieve this, the center regularly offers courses related to gender equality, educating students on respecting all sexual orientations and preventing prejudice and discrimination. In the event of gender-related incidents, such as sexual assault, harassment, or bullying, the university has implemented preventative measures and a comprehensive reporting system to effectively address and manage these issues. In 2024, there were four gender equity complaint cases. After investigation, two cases were dismissed, while two were substantiated and addressed with disciplinary actions according to relevant regulations. For gender equity complaint contact information, please refer to the [Gender Equity Education Committee](#).

If students are subject to such incidents, they may contact relevant personnel by telephone (02-2908-9899 # 2319) or email (judy@mail.mcut.edu.tw); if faculty and staff of the university suffer from relevant incidents, they may contact relevant personnel by telephone (02-2908-9899 # 2032) or email (maymay@mail.mcut.edu.tw).

Number of persons participating in the gender equality-related course in the past three academic years

Name of Course	2021	2022	2023
Gender and Identity	64	57	48
Gender Roles and Relationships	42	32	40
Law and Life	0	-	20
Traditional Women and Chinese Politics	51	-	-
Traditional Life Etiquette and Custom and Reflection on Life	43	18	-
Study Discussion and Contemporary Issues	12	-	20

Complaint Mechanism

Complaint channel	Description	Complaints in the last 3 years (2021-2024)
Students' complaints	To ensure the well-being and rights of students and to foster a harmonious campus environment, we have established the Student Grievance Review Committee to address students' complaints and concerns. If students, student unions, or other relevant student organizations at MCUT believe that the university's imposed punishments, administrative penalties, or other measures are unjust or infringe upon their rights, they may file a complaint with the Student Counseling Division within the Office of Student Affairs. If the complainant is dissatisfied with the university's decision regarding an administrative penalty, they have the right to appeal to the Ministry of Education within 30 days of that decision. Additionally, if a complainant is unhappy with the university's decision on punishments or other measures not involving administrative penalties, they may pursue legal action and seek appropriate remedies as permitted by law.	Over the past 3 years, we have received a total of 2 student complaint cases, both of which have been concluded. The main issues raised in these complaints were related to accommodation rights and noncompliance with disciplinary actions. Following a review by the Student Grievance Review Committee, all decisions made by the committee have been accepted by the involved students. Additionally, in 2024, 2 complaint cases were raised by students.
Teachers' complaints	We have established the Teacher Grievance Review Committee to review cases in which teachers at MCUT believe that measures imposed by the Ministry of Education or MCUT are unlawful or inappropriate, thereby harming their rights and interests. If a teacher disagrees with the committee's decision, they may file a further complaint with the Teacher Complaint Review Committee of the Ministry of Education. Those who disagree with measures adopted by the Ministry of Education may also complain to the Teacher Complaint Review Committee of the Ministry of Education, which will be considered a re-complaint.	Over the past 3 years, 2 teachers have lodged complaints with MCUT's Teacher Grievance Review Committee.
Employees' complaints	To address concerns from faculty and staff, we have established the Employee Grievance Review Committee. If MCUT employees believe that disciplinary actions such as job reassignment, termination, dismissal, or fines violate their rights and interests, and they are dissatisfied with the results of standard administrative processes, they can lodge a complaint with the Employee Grievance Review Committee. If they disagree with the committee's decisions, they can file another complaint with the same committee.	Over the last 3 years, no employee has filed a complaint with MCUT's Employee Grievance Review Committee.
Community complaints	Residents from nearby communities can notify the relevant units of MCUT via telephone (02-2908-9899), email, and the President's mailbox (mcut@mail.mcut.edu.tw) if they believe that faculty, staff, or related incidents at the university affect their interests. In this case, each team member will address problem-solving matters reported by community residents to promote a harmonious living environment.	Over the last 3 years, no community residents or other personnel from outside the university have filed any complaints against MCUT.

Compliance with Laws and Regulations

Our dedication to fulfilling social responsibilities is supported by a strict adherence to all relevant government laws and regulations in managing various affairs. The school aligns with the "Private School Law," "Teachers' Act," "Implementation Measures for the Internal Control System of the School Consortium and Private Schools," "Gender Equity Education Act," "School Bullying Prevention Guidelines," as well as environmental and labor laws. In 2024, no civil or criminal lawsuits occurred, and there were no incidents involving discrimination, child labor, forced labor, or violations of labor, environmental, or rights related to freedom of association and collective bargaining legislation. Consequently, no instances of compensation arose.

Statistics of violations in the past three years

Year	2022	2023	2024
Number of cases	1	0	0
Case description	1 case in violation of the Air Pollution Control Act and Management Regulations for Construction Project Air Pollution Control Facilities	0	0
Total penalty amount (NT\$)	NT\$ 20,000	0	0

2.5 Information Security & Privacy Protection

Information Security Management Measures

MCUT coordinates with the Ministry of Education annually to handle relevant matters, including "Regulations on the Notification and Response of Cyber Security Incidents," "Operating Procedure for Cybersecurity Notification and Response of Schools at Different Levels under Taiwan Academic Network," and cybersecurity notification and practice plans formulated by the Ministry of Education each year. Additionally, in accordance with "Operating Provisions on Classification of Cyber Security Responsibilities Levels," MCUT engages in operations related to information security incident drills, such as information security health diagnosis and penetration tests.

Obtained third-party certification for ISO 27001:2005 in 2009. Since then, internal audits and management reviews have been conducted regularly each year, along with successful recertification through third-party audits in accordance with ISO 27001. The department plans to verify the version change of ISO 27001:2022 in August 2024. From 2023 to 2026 (2023: Amendment of Regulations and Public Awareness Efforts; 2024: Administrative Departments; 2025: Academic Department; 2026: Research Center; 2027: Comprehensive Implementation), plans are in place to expand ISMS practices university-wide and conduct internal audits at least once a year.

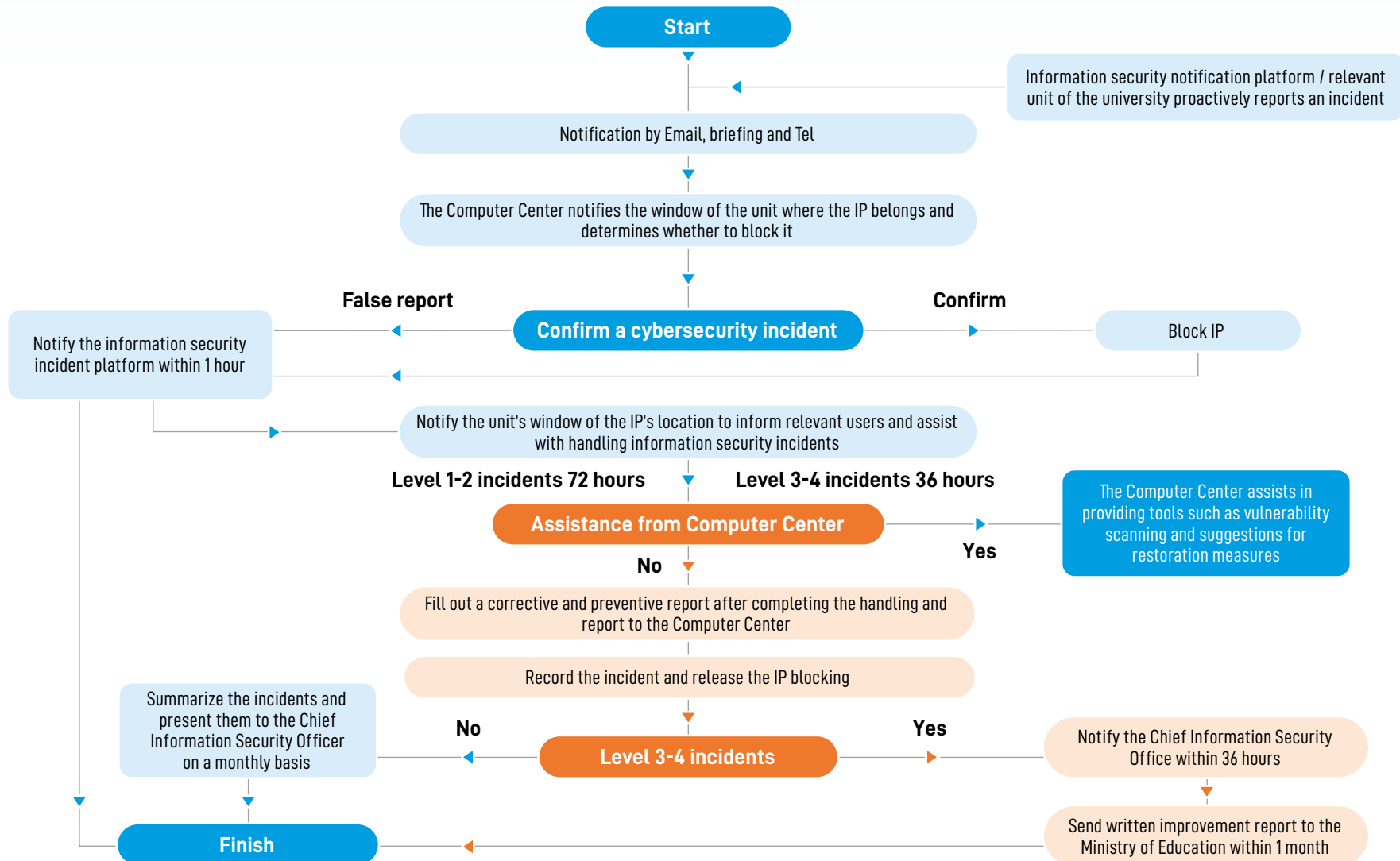
Information Security Incident Drills and Notification Mechanism

We adhere to the "Operating Procedure for Cybersecurity Notification and Response of Schools at Different Levels under Taiwan Academic Network" for reporting information security incidents on the education organization's notification platforms. In the event of an information security incident, timely notification within 1 hour and comprehensive resolution within 36 hours are required. Once an information security incident is resolved, the case closure will be announced on the notification and response website, and the handling process and incident completion time will be documented.

For matters related to personal data complaints, appeals, data breach handling, and related inquiries, the university has established a dedicated contact point for personal data protection appeals. Please refer to [the Personal Data Protection Management Committee](#) (email: mcut@mail.mcut.edu.tw). Importantly, in 2024, there were no major information security incidents or confirmed complaints of privacy or personal data disclosure.



Flowchart for Notification of Information Security Incident



Information Security Education and Training

The primary goal of information security is to protect the systems of units and ensure their safe usage. Educational processes related to information security usually involve long-term training and education. To enhance the awareness of information security among the faculty and staff of the university, MCUT consistently organizes information security education, training, and advocacy activities each year. These activities cover topics such as knowledge about information security, an introduction to attack models, recent major information security incidents, and other relevant issues. Throughout these activities, multiple real-life cases are shared to provide participants with a clear understanding of the basic concept of information security and prevent potential problems.



Information security education and training items	Description	Training achievements in 2024
Information security education and training	Supervisors at every level, along with teachers and all administrative personnel, are required to undergo information security education and training four times a year to enhance the information security awareness of the university's faculty and staff, improve their knowledge of information security, and decrease the frequency of information security incidents.	According to the "Regulations on Employee Performance Assessment," all formal employees must complete 3 hours of information security training each year. This can be accomplished through participation in intellectual property advocacy activities, information security education, and other approved training activities. To ensure compliance, the university organizes six training activities annually, allowing employees to meet their training requirements based on their availability. In the academic year 2023, 100% of teachers and 100% of formal employees fulfilled the mandatory information security training hours.
Intellectual property advocacy activities	All supervisors, teachers, and administrative personnel are required to participate in two intellectual property advocacy activities annually. This is to reinforce the university faculty and staff's understanding of respecting intellectual property, improve their knowledge of relevant laws, and examine cases related to school copyrights.	- Four information security education and training activities were held with a total of 817 participants. - Two intellectual property advocacy activities were held with a total of 216 participants.
Social engineering education and training	All supervisors and administrative staff are required to participate in four social engineering drills each year. This consists of two drills mandated by the Ministry of Education and two required by the university. The purpose of these drills is to improve their awareness of social engineering emails and reduce the risk of personal data exposure or damage to computers resulting from such emails.	A total of 557 people applied to participate in the drills. The Ministry of Education randomly selected 35 supervisors and 65 general administrative personnel to send social engineering emails. To comply with the Ministry of Education's requirements, the open rate of malicious emails must be lower than 10% (including the given figure), and the click-through rate should be lower than 6% (including the given figure). In 2024, both the open rate and click-through rate of MCUT reported 0%, thereby meeting the Ministry's requirements for Education.