

Implementation Guidelines for Internal Audits at Chung Yuan Christian University.

Passed by the 960th School Administration Council on April 12, 2018
Amended in the School Administration Council on March 7, 2019

- Article 1. The University establishes these guidelines to ensure the achievement of internal control system objectives through internal audits, in accordance with Article 14 of the Implementation Guidelines for Internal Control Systems of School Corporations and Private Schools, and Article 11 of the Implementation Guidelines for Internal Control Systems of Chung Yuan Christian University.
- Article 2. The University Audit Team falls directly under the President and is responsible for planning and executing internal audit operations. The audit matters include post-audit checks of personnel, financial, and operational issues, which are carried out by the audit personnel. In addition to full-time auditors, the President shall appoint five faculty members with expertise in finance, management, accounting, or civil engineering from within the university, with a term of one year. The President may convene meetings of the audit personnel as needed and invite relevant individuals to attend. The Executive Secretary shall serve as the secretary for the meetings.
- Article 3. Audit personnel shall adopt an objective and impartial stance to assess the implementation status of the University's internal control system, evaluate the effectiveness and compliance of policies and operational procedures, provide suggestions for improvement, and report any deficiencies found during the audit to the President and the Supervisory Committee.
- Article 4. The powers and responsibilities of auditors are as follows:
1. Post-event audits of personnel, financial, and operational activities.
 2. Post-event audits of cash handling.
 3. Inventory checks of cash, bank deposits, and securities.
 4. Audits and recommendations for improving financial efficiency and reducing unnecessary expenditures.
 5. Special audit matters.
- The exercise of the above powers shall not conflict with the responsibilities of accounting and procurement.
- Article 5. The Audit Team shall develop an audit plan based on the results of risk assessments. The plan should include the audit objectives, scope, items, execution time, methods, and personnel, and shall be submitted to the President for approval before implementation. Audit personnel shall conduct focused spot checks in each unit according to the scheduled internal audit timeline each academic year, and shall carry out irregular audits in accordance with government regulations or major project operations.
- Article 6. If auditors discover deficiencies and irregularities during the audit, they shall disclose them truthfully in the annual audit report, and attach working papers and relevant information for regular follow-up.
- The deficiencies and irregularities mentioned above are as follows:
1. Deficiencies in the internal control system.
 2. Deficiencies identified during inspections by government agencies.
 3. Deficiencies discovered by auditors during financial audits or special audits.

4. Other deficiencies.

The audit reports, follow-up reports, working papers, and relevant information mentioned in the first item shall be retained for at least five years.

- Article 7. Auditors shall regularly submit audit reports and follow-up reports to the principal for review, and a copy shall be submitted to the supervisor for reference. However, if significant violations are discovered that may cause substantial harm to the University, an audit report shall be prepared immediately and submitted to the principal for review. Upon receiving the report, the principal shall promptly assess improvements and report to the board of directors, and a copy shall also be submitted to the supervisor for reference.
- Article 8. Auditors executing audit duties may request relevant operational units or personnel to provide related accounts, vouchers, documents, and other information necessary for the audit.
- Article 9. The regulations, after approval by the School Administration Council, shall be reported to the President for promulgation and implementation. Amendments shall follow the same procedure.