

國立交通大學教師申請離校進修研究或講學辦法

NCTU Regulations for Faculty Members Applying for Leave to Study, Conduct Research, or Lecture

(Revised on November 6, 2013)

- 第一條 國立交通大學(以下簡稱本校)為鼓勵本校教師吸收國內外學術新知，提升學術研究及教學水準，促進國際文化交流，特訂定本辦法。
- Article 1 This regulation was established to encourage faculty members at the National Chiao Tung University (hereafter referred to as “the University”) to gather new domestic or international academic knowledge, enhance their research and teaching quality, and promote international cultural exchange.
- 第二條 本辦法所稱離校進修、研究或講學(以下簡稱研修)，係指本校基於教學或業務需要，經由薦送或指派教師以全部時間在國內外大學或機構，修讀與職務有關之學分、學位或從事與職務有關之研修活動。
- Article 2 Leaving school for studying, researching, or lecturing purposes (hereafter referred to as “Studying”) refers to recommended or appointed faculty members pursuing full-time job-related credits, degrees, or Studying activities at domestic or overseas universities or institutions based on the teaching or administrative requirements of the University.
- 第三條 本校編制內專任講師以上教師在本校連續任教三年以上得申請離校研修，申請類別如下：
- Article 3 Full-time faculty members with statuses higher than lecturers (including) who have continuously taught for more than three years (including) may apply for leave for Studying, which includes the following categories:
- 一、依行政院國家科學委員會、文化部或中央研究院之規定，申請離校研究或進修，出國帶職帶薪期間依各該機關核定期間辦理。
 - (a) According to regulations of the Ministry of Science and Technology, Ministry of Culture, or Academia Sinica, applications for paid leave to conduct research or study abroad are processed within the approved period depending on the institution.
 - 二、本校與國外大學或研究機構訂有協約或交換契約，基於教學研究需要，得經學校公開遴選出國研修至多一年。
 - (b) IF the University has signed agreements or exchange contracts with foreign universities or research institutions, based on teaching and research needs, the University may openly select suitable faculty members to undergo Studying abroad at said universities or institutions for not more than one year.

三、本校傑出教授或四十五歲以下副教授、助理教授基於教學研究及國際交流之需要，得經由院長及校長推薦出國研修至多一年，並得分段執行，但以三年內（含）完成為限。

(c) Based on teaching, research, and international exchange needs, our outstanding professors or associate professors and assistant professors below 45 years of age must be recommended by the dean and principal to Study abroad for no more than one year. This may also be executed in stages and completed within three years (including the third year).

四、不適用前三款者，在本校服務滿二年以上之教師，得以留職停薪方式自行申請離校在國內外研修至多一年。

(d) Regarding faculty members on whom the aforementioned conditions do not apply but have served for at least two years at the University, they must apply for leave without pay if they wish to study domestically or internationally, and their leave for Studying must not exceed one year.

因特殊需要(含獲國內外大學、研究機構、基金會贊助)申請研修之績優教師，經三級教師評審委員會審議同意者或於寒暑假期間申請短期離校研修之教師，其任教年資得不受前項規定之限制。

Outstanding faculty members applying for Studying because of special needs (including those who have obtained funding from domestic or overseas universities, research institutions, or foundations), those who have received approval through the three-level teacher evaluation committee, or those who have applied for short-term leave for Studying during winter or summer vacation are not limited by the years of service requirement stipulated in the aforementioned paragraphs.

第四條 申請離校研修人員分別依各相關法令規定，檢具研修計畫書表及國外機構、學校同意函或邀請函等文件，於每年四月或十月底前或依相關機關規定期限提出，送經各級教師評審委員會評審後由學校核定或報由相關機關核定，未依限提出申請者，得不予受理。經審定後之研修類別不得再行變更。

Article 4 Faculty members who apply for leave to undergo Studying must submit Studying program outlines and agreement or invitation letters from overseas institutions or schools according to relevant regulations. These submissions must be made prior to the end of April or October every year or according to the deadlines specified by relevant institutions and approved by the school or relevant authorities after applications have been reviewed by various levels of the teacher evaluation committee. Applications failing to meet deadlines will not be accepted, and Studying categories cannot be changed after approval.

教師如曾有未依計畫補助機關(構)規定期限繳交期中進度、研究成果報告(含出國心得報告)或辦理經費結報,致發生管理費遭扣減或繳回情事者,自計畫補助機關(構)通知本校扣減或繳回時起二年內,不得申請離校研修。

Faculty members who have failed to submit midterm-progress and research reports (including reports on overseas experiences) or funding-summary reports before the deadlines specified by project funding authorities (institutions) that have resulted in the reduction or surrender of management fees cannot apply for leave for Studying for two years starting on the date the funding authorities (institutions) informed the school of the reduction or surrender.

申請延長離校研修期間者,於期間屆滿前二個月,列舉不能依規定如期完成之事實,講學者須檢送國外聘函,進修研究者須檢送相關證明文件,送經系院級教師評審委員會通過後,提請校教師評審委員會審議。

Faculty members who apply for extended leaves for Studying must provide reasons for not completing tasks within the specified period in pursuant to regulations (Additionally, lecturers must submit overseas certificates of appointment; researchers must submit relevant supporting documents.) two months prior to the end of the Studying period and request reviews by the university teacher evaluation committee after passing the department and college teacher evaluation committees.

第五條 申請離校研修,以不影響學校教學為原則,各系所或教學單位在同一學年(期)內同時離校研修之人數,不得超過該單位全部專任教師人數百分之十五,不足一人者,得以一人計。惟申請利用寒暑假假期離校研修三個月內者,得不列入同時離校研修人數計算。

Article 5 In principle, applying for leave for Studying must not affect school teaching; the number of faculty members applying leave for Studying within the same school year (semester) in each department or teaching unit must not exceed 15% of all full-time faculty members in that unit; a percentage that yields less than one person shall be regarded as one person; and members who leave for Studying for less than three months during summer or winter vacation can be excluded in the headcount.

各系所或教學單位如有多人同時申請時,除應優先審查辦理教授休假研究外,得另依個人所提研修計畫、個人服務成績及以往研修情形、課程安排暨系所發展方向及教學狀況需要等審定優先順序,依該單位同時離校研修人數決定之。

When an excessive number of people from the same departments or teaching units simultaneously apply, reviewing and processing the applications of professors must be prioritized. Additionally, priorities

must be decided based on reviews of individuals' proposed projects, personal service achievements, previous Studying experiences, course arrangements, departmental development directions, and teaching needs, in addition to the number of faculty members simultaneously taking leave.

第六條 離校研修人員原任課程須有適當人員擔任，其於返校服務後得由各系所或教學單位加重授課時數。
前項人員如兼任學校行政職務，離校期間在六個月以上者，應予免兼行政職務；未滿六個月者，須簽請校長同意指定適當之代理人員。

Article 6 Suitable personnel must be available to substitute for the courses that faculty members taking leave are responsible. Upon returning to service, course hours may be increased by various departments or teaching units accordingly.

If faculty members applying for leave also serve administrative duties at the school and leaves for more than six months, they are exempted from assuming their administrative duties; those who leave for less than six months must acquire the principal's approval for the appointment of suitable substitutes.

第七條 獲准離校研修人員應分別依申請研修類別之相關法令辦妥保證及出國手續並與補助機關完成簽訂契約，方可離校研修，並分別按期提報研修報告，經原任教之系所或單位加註意見後由學校核轉或備查。

Article 7 Faculty members who are granted leaves must complete guarantees, procedures for traveling abroad, and signing contracts with the funding authorities according to the relevant regulations of the Studying categories for which they have applied. Additionally, Studying reports must be periodically submitted, which are reviewed and transferred or filed for reference by the school after the departments or units in which the faculty members serve have provided comments.

第八條 離校研修人員應於研修期限屆滿時返校服務。帶職帶薪部分之服務期限為帶職帶薪期間之兩倍；留職停薪部分之服務期限與留職停薪期間相同。帶職帶薪出國講學、研究、進修期間為一年以內。除申請並經各級教師評審委員會通過以留職停薪延長者外，期滿應立即返回本校服務。拒回本校服務者，除應賠償相當於帶職帶薪期間所領全部薪津外，並應繳還研究或進修期間所領之補助費用。

Article 8 Faculty members who leave for Studying must return to service after completing the Studying period. The service period for paid leave is twice the paid leave period, whereas the service period for leave without pay equals to the leave without pay period. Paid leave for lecture, research, and study must be completed within a year. With the exception of those who have applied and acquired extensions for leave without pay

through various levels of the teacher evaluation committee, leave members must return to their service at the University as soon as they complete the Studying period. Those who refuse to return to their posts must surrender all pay received during the paid leave period and funding obtained during the research or study period.

第九條 離校研修人員返校服務後，必須在校連續服務至少滿四年後；休假研究人員返校服務後，必須在校連續服務滿休假研究期間之二倍時間後，方得再離校研修。惟利用寒暑假期間離校研修三個月者，不受此限。

Article 9 After returning to service, faculty members taking leave for Studying must not apply for Studying again until continuously serve for at least four years; faculty members taking leave for sabbatical must not leave for Studying until completing continuous service that is twice the time of their sabbatical leave. This condition does not apply to those who leave for three months of Studying during summer or winter vacation.

第十條 本校教師申請離校研修，本辦法中未規定者，依其他有關法令規定辦理。
依大學法聘任之研究人員及專業技術人員，得準用本辦法。

Article 10 Matters about the University's faculty members applying for leave for Studying that are not specified in this regulation must follow other relevant regulations.
Research personnel members and professional technicians who were hired according to the University Act must follow this regulation.

第十一條 本辦法由本校教師評審委員會訂定，經校長同意後實施，修正時亦同。

Article 11 These regulations were established by the teacher evaluation committee of the University and were implemented with the agreement of the principal; amendments must be implemented by following this procedure.

*** The Chinese version of this contract shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**