

國立交通大學教授休假研究辦法

NCTU Regulations for Professors Applying for Sabbatical Leave

(Revised on February 15, 2012)

第一條 國立交通大學（以下簡稱本校）為處理本校教授休假研究事宜，特訂本辦法。

Article 1 The National Chiao Tung University (hereafter referred to as “the University”) established these regulations for processing professors’ sabbatical leave.

第二條 本辦法所稱教授，指經教育部審查合格者，國外教授資歷須經本校教評會認定。

Article 2 The professors referred to in these regulations are qualified individuals who have passed the review of the Ministry of Education. The experiences of foreign professors must be recognized by the teacher evaluation committee of the University.

第三條 本校專任教授連續在國內外大學任教授滿七年以上，且在本校連續服務滿四年，得申請休假從事學校核准之學術研究工作一學年，或分段休假兩學期，分段休假研究應同時申請，並於核准之日起兩學年內完成。

本校專任教授連續在國內外大學任教授滿三年半（含）以上，且在本校連續服務二年，得申請休假從事學校核准之學術研究工作一學期。

申請休假研究時服務年資超過七年或三年半者，其超過之部分，得予保留於下次申請休假研究時併計，惟每次申請休假研究以一學年為上限。

以留職留薪方式離校進修、研究、講學者，視同在校連續服務，惟離校在一個學期（含）以上未在校授課者，其離校期間應自申請休假研究之服務年資中扣除。

Article 3 Full-time professors of the University who have continuously taught for over seven years at domestic or overseas universities and have continuously served for over four years at the University may apply for sabbatical leave for one year or segmented leaves for two semesters. The applications for segmented sabbatical leave must be submitted simultaneously, and the research must be completed within two years since the date of approval.

Full-time professors of the University who have continuously taught for over (and including) three and a half years at domestic or overseas universities and have served for two consecutive years at the University may apply for sabbatical leave for one semester.

Regarding professors who have served for more than seven or three and a half years who are applying for sabbatical leave, they may reserve their exceeded years of service for their next application. The duration of each sabbatical leave is limited to one year.

Professors who leave with pay to study, conduct research, or lecture are considered to be continuously serving for the University, excluding those who have not taught for over

(including) one semester; for these professors, their period of leave is deducted from their years of service accrued.

第四條 教授申請休假研究前七年內如曾經核准借調其他機關（構）服務，累計未逾四年並依規定鐘點返校授課且未支領鐘點費者，其服務年資視同連續，惟借調期間之服務年資折半計算，且須返校服務至少滿一年後方得休假。

Article 4 Regarding professors applying for sabbatical leave who have received approval to be temporarily transferred to serve at another institution within the past seven years, whose temporary transfer period is less than four years and who return to the University to resume lecturing without being paid by the hour, their years of service are considered continuous. However, during their temporary transfer, the years of service that they accumulate are 50% of the regular rate and they must have resumed service for at least one year before applying for another leave.

第五條 屆滿退休年齡延長服務之教授，於延長服務期間不得申請休假研究。

Article 5 Professors who are still serving after reaching compulsory retirement age may not apply for sabbatical leave during this extended service period.

第六條 教授休假研究人數（連同離校進修研究人數），每系（所）或教學研究單位每年不得超過該系（所）或教學研究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，系所合一者，應合併計算，校內合聘之教師，應納入主聘系所計算。休假教授原擔任課程，應由同一系（所）相關教師分任，不得因此要求增加員額。教授休假以任教滿七年者為優先。

Article 6 The number of professors taking sabbatical leave (including those who are leaving for studying, researching, or lecturing) in each department or teaching unit must not exceed 15% of all the full-time professors in that unit during that year; a percentage that yields less than one person is regarded as one person. For merged departments and institutes, all the faculty members should be considered in the total. Moreover, the joint appointment professors inside the University are included as part of the primary appointing department in the calculation. Regarding the courses for which professors who are taking sabbatical leaves are responsible, suitable faculty members in the same department must be available to be substitutes; hiring additional teaching personnel for substitution is not permitted. Professors who have taught for over seven years are considered to have priority for applying sabbatical leave.

第七條 申請休假研究者應於每年四月或十月底前提出下學年之休假研究計畫，經系級及院級教師評審委員會依據學術需要審議通過，並提校級教師評審委員會備查後，始

得休假。

Article 7 Those applying for sabbatical leave must propose their research plans for the following academic year before the end of April or October of every academic year. The application must be reviewed and approved based on academic need by relevant department and college teacher evaluation committees. Leaves may then be granted after the application is submitting to the university teacher evaluation committee for future reference.

第八條 教授休假研究期間之薪給由本校照發，惟若在本校授課，不得再支領鐘點費。

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，需簽請校長同意指定適當之代理人員。

Article 8 The University continues to pay the salaries of professors during their sabbatical leave; professors remain lecturing at the University will not receive hourly fees.

If the aforementioned personnel are also engaged in administrative duties, their administrative positions are revoked when they leave for more than six months. Those who are leaving for less than six months must appoint a suitable substitute by obtaining the principal's consent.

第九條 凡經核准休假研究者，應俟休假後返校服務連續滿七年或三年半或併計第三條保留年資滿七年或三年半，方得再申請休假研究；教授休假研究期滿應至少返校服務與核准休假研究等長之時間，方得再休假研究。

以留職留薪方式離校進修、研究、講學一個學期（含）以上未在校授課者，除其離校期間應自申請休假研究之服務年資中扣除外，並應自返校服務滿離校期間之兩倍時間後，方得再申請休假研究。

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兩倍時間後，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 Those who receive approval for sabbatical leave must return to the University to serve for seven or three and half consecutive years (or by applying the reserved years of service mentioned in Article 3) before being eligible to reapply for another sabbatical leave. Professors who have completed their sabbatical leave must return to serve the University for equal duration as their sabbatical leave to be eligible for another sabbatical leave.

Regarding professors who leave for studying, researching, and lecturing with pay for one semester (including) or more and do not lecture at the University during their paid leave, their period of leave shall be deducted from their years of service; they may only reapply for sabbatical leave after returning to serve the University for double the time that they were absent.

Professors may only reapply for leave for studying after returning to school to consecutively serve for double the time they were absent from their sabbatical leave. Those who leave for studying for three-month periods during winter or summer vacation are exempted from this regulation.

第十條 教授於休假研究開始後不得撤銷，如有特殊狀況須撤銷休假研究，應經系級及院級教師評審委員會審議通過後，提校級教師評審委員會備查，始得撤銷休假研究。

Article 10 Professors may not cancel once their sabbatical leave has commenced; to cancel sabbatical leave, special conditions must be assessed through a review by relevant department and college teacher evaluation committees and a memorandum of the university teacher evaluation committee.

第十一條 本辦法由本校教師評審委員會訂定，經校務會議通過後實施，修正時亦同。

Article 11 These regulations were established by the teacher evaluation committees of the University and were implemented after being approved by the university affairs meeting; amendments must be implemented by following the same procedure.

備註：1. 本辦法第三條修正條文有關保留年資之規定，適用對象為全體教授。

2. 本辦法修正施行後，申請休假研究之教授，始適用保留年資之規定。亦即本辦法修正施行後，提出申請休假研究之教授，其自前次休假研究後返校至本次申請休假研究，服務年資超過規定年資時，超過之部分，始得保留。

Note: 1. The amendments regarding reserving years of service specified in Article 3 applies to all professors.

2. After implementing this amended regulation, the rules regarding reserved years of service are applicable to all professors who apply for sabbatical leave. This implies that after the implementation of this amended regulation, professors applying for sabbatical leave who have served for a number of years that exceeds the required years of service since their previous application may reserve their exceeded years of service for their next application .

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