

\*教師權利、義務與福利 Faculty Rights, Obligations & Benefits

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壹、專任教師相關規定 Regulations for Full-time Faculty

- 一、職級 Rank & Title
- 二、聘期 Length of Employment
- 三、敘薪 Salary Assessment
- 四、兼任學術/行政主管 Part-time Academic/Administrative Directorship
- 五、教師之權利 Faculty Rights
- 六、教師之義務 Faculty Obligations
- 七、借調、兼職、兼課 Temporarily Transfer, Part-time Job, Teaching outside NCTU
- 八、辭職 Resignation
- 九、解聘、停聘、不續聘 Dismissal, Suspension, Declined to renew the employment
- 十、待遇 Pay
- 十一、請假：教師請假應以自行補課為原則 Taking leave: Missed classes should be made up when possible
- 十二、福利 Benefits
- 十三、保險 Insurance
- 十四、退休 Retirement

貳、兼任教師有關規定 Regulations for Part-time Faculty

## 壹、專任教師相關規定 Regulations for Full-time Faculty

一、職級：大學教師分教授、副教授、助理教授及講師，從事授課、研究及輔導。

**Rank and Title:** University faculty is divided into four ranks: Professor, Associate Professor, Assistant Professor and Lecturer. They are responsible for teaching, researching, and counseling.

二、聘期：初聘為一年，續聘第一次為一年，以後續聘，每次均為 2 年。

**Length of Employment:** Initial-contract is valid for one year, so is the first extension of employment. Each of the following contracts will last for two years.

三、敘薪 Salary Assessment：

(一) 教師薪級依學歷及工作年資核定。

The level of teachers' salary is assessed according to one's degree and seniority.

(二) 新聘教師之薪給自實際到職之日起支；另如教師於聘期開始前提前報到者，則自聘期開始日起支。

New faculty's salary will be paid from the date of arrival. If the faculty reports to work before the date of employment, the salary will be paid from the starting date of employment.

(三) 新聘教師如聘任前有專任職務，且其離職日期為聘期起日（如：97 年 8 月 1 日）之後者（如：97 年 8 月 16 日），則以離職日為敘薪日期。

If the new faculty has a full-time job and resigns from such appointment after the employment date at Chiao Tung (e.g. employment date at Chiao Tung is August 1st, 2008; resign date of prior job is August 16th, 2008), the salary will be paid from the date of resignation. (e.g. August 16th, 2008.)

(四) 依教育部規定，教師取得最高學位（碩士、博士）後之工作年資，每滿一年得提敘一級。

According to the regulations of Ministry of Education, the faculty's salary can be assessed based on ones' seniorities after acquiring a highest degree (PhD, master's degree), one level a year.

**四、兼任學術/行政主管：**本國籍教師得兼任學術/行政主管，外籍教師得兼任如副校長、院長、系主任、所長等學術主管。

**Part-time Academic/Administrative Directorship:** ROC-citizen faculty members can be appointed to positions as part-time academic/administrative directors. Foreign faculty member can be appointed as part-time academic directors such as Vice-president, Dean, and Department/ Institute Chairperson.

**五、教師之權利：**依教師法第 16 條規定，教師接受聘任後，依有關法令及學校章則之規定，享有下列權利：

**Faculty Rights:** According to Article 16, Teacher's Act, teachers who are duly appointed will have the following rights:

- (一) 對學校教學及行政事項提供興革意見。  
Provide opinions on academic and administrative policies.
- (二) 享有待遇、福利、退休、撫卹、資遣、保險等權益及保障。  
Entitled to be paid with a salary, benefits, retirement, compensation, layoff payment, and insurance.
- (三) 參加在職進修、研究及學術交流活動。  
Participate in in-service training and research and academic exchange activities.
- (四) 參加教師組織，並參與其他依法令規定所舉辦之活動。  
Join faculty's organizations and participate in their activities.
- (五) 對主管教育行政機關或學校有關其個人之措施，認為違法或不當致損害其權益者，得依法提出申訴。  
Appeal according to the law against illegal or inappropriate measures which offend personal rights.
- (六) 教師之教學及對學生之輔導依法令及學校章則享有專業自主。  
Enjoy the freedom of teaching and counseling students according to the university regulation and other relevant laws.
- (七) 除法令另有規定者外，教師得拒絕參與教育行政機關或學校所指派與教學無關之工作或活動。

Except in special cases specified by law and regulations, teachers can reject work or activities which are not related to their teaching.

(八) 教師依法執行職務涉訟時，其服務學校應延聘律師為其辯護及提供法律上之協助。

When a teacher becomes involved in a lawsuit as a result of performing duties in accordance with the law, the school where they teach shall engage a lawyer to defend them and provide legal assistance.

(九) 其他依本法或其他法律應享之權利。

All the other rights are specified by the law.

**六、教師之義務：**依教師法第 17 條規定，教師除遵守法令履行聘約外，有下列義務：

**Faculty Obligations:** According to Article 17, Teacher's Act, in addition to upholding the law and fulfilling the contract, teachers have the following obligations:

(一) 遵守聘約規定，維護校譽。

Abide by the contract rules, uphold the university's reputation.

(二) 積極維護學生受教之權益。

Actively protect students' rights to learn.

(三) 依有關法令及學校安排之課程，實施教學活動。

Implement teaching activities according to the law or school arrangement.

(四) 輔導或管教學生，導引其適性發展，並培養其健全人格。

Counsel or discipline students; lead them to a proper development.

(五) 從事與教學有關之研究、進修。

Engage in research and advanced studies related to teaching.

(六) 嚴守職分，本於良知，發揮師道及專業精神。

Be professional.

(七) 依有關法令參與學校學術、行政工作及社會教育活動。

Participate in the university's academic, administrative and social activities according to relevant laws.

(八) 非依法律規定不得洩漏學生個人或其家庭資料。

Refrain from revealing students' personal information unless it is required by law.

(九) 擔任導師。

Assume the role as mentor.

(十) 其他依教師法或其他法律規定應盡之義務。

Other responsibility as specified by law governing teachers' conduct.

## 七、借調、兼職、兼課：Temporarily Transfer, Part-time Job, Teaching outside NCTU

(一) 教育人員任用條例第 34 條規定，除法令另有規定外，教師不得在外兼課或兼職。教師借調、兼職、兼課須經學校同意後始得前往。

Teachers are not allowed to have another part-time teaching or part-time job according to Article 34, Teacher Employment Rules, except when allowed under other regulations.

Teachers are required to obtain permission from NCTU to be temporarily transferred, have another part-time job or engage in part-time teaching.

(二) 教師校外兼課，須先符合本校授課時數，並經他校函請本校同意，每週最多以 4 小時為限。外籍教師不得至補習班兼課任教。

Teachers should meet the required teaching load and then other school should send a notice to ask for NCTU's consent before engaging in part-time teaching. Part-time teaching should be 4 hours a week at most. Foreign teachers are not allowed to teach at cram school.

(三) 教師兼主管者，兼職費一個兼職每月不得超過新臺幣 8 千元，2 個兼職每月不得超過新臺幣 1 萬 6 千元。教師未兼主管者，兼職費月支數額最高不得超過教授最高年功薪及學術研究費 2 項合計數（目前為 104,820 元）。兼職超過 6 個月以上者，兼職機構須按比例給本校學術回饋金。

For teachers who are also holding administrative position, salary of the first part-time job can not exceed NT\$8,000, and salaries of the second part-time jobs can not exceed NT\$16,000. For teachers who are not holding administrative position, monthly payment of part-time jobs can not exceed NT\$104,820. If the

duration of the part-time job is more than six months, the organization where the teachers work part time should pay an amount of compensation to NCTU.

## 八、辭職 Resignation

(一) 教師在聘約有效期間內，非有正當事由，不得辭聘。

Without proper reasons, teachers can not resign before the expiration of the contract.

(二) 教師擬於聘約期滿後，不再應聘時，應於聘約期滿一個月前以書面通知學校。如欲於聘約存續期間內辭職者，應經學校同意後，始得離職。

Notice in writing is required to be sent a month before expiration of the contract if teachers plan to resign. If resigning while the contract is still valid, teachers can not leave their post without permission from the university.

(三) 教師離職後如不再任公職，得依學校教職員退休條例第 8 條規定申請發還原繳付退撫基金費用；另申請退費如經領回，嗣後再任公職，該部分年資不得再行併計退撫年資領取退撫給與，亦不得申請補繳已發還之基金費用。

Resigned faculty who are no longer engaged in public service may apply for a refund of the pension fund in accordance with Article 8 of the Statute Governing the Retirement of School Faculty and Staff. Resigned faculty who return to public service after receiving the refund may not account their previous year(s) of service in the calculation of years of service for the pension fund or apply for balanced payments that have already been issued.

**九、解聘、停聘、不續聘：**依教師法第 14 條規定，教師聘任後除有下列各款之一者外，不得解聘、停聘或不續聘：

**Dismissal, Suspension, Declined to renew the employment:** According to Article 14, Teacher' s Act, a teacher' s contract will not be terminated, temporarily terminated or rejected for continuation unless:

(一) 受有期徒刑一年以上判決確定，未獲宣告緩刑者。

Having being sentenced to a prison term of one year or more without probation.

(二) 曾服公務，因貪污瀆職經判刑確定或通緝有案尚未結案者。

Having being found guilty and convicted or being subject to an arrest warrant for a case that is still pending for corruption or negligence while employed in civil service.

(三) 曾犯性侵害犯罪防治法第二條第一項所定之罪，經有罪判決確定。

Having being found guilty and convicted of a breach of Article 2, Paragraph 1 of the Sexual Assault Crime Prevention Act.

(四) 依法停止任用，或受休職處分尚未期滿，或因案停止職務，其原因尚未消滅。

Having being dismissed from their place of employment in accordance with the law, or currently still undergoing a period of suspension from employment as a disciplinary measure, or having being suspended from employment because of an indictment with the case not yet resolved.

(五) 褫奪公權尚未復權。

Having being deprived of their civil rights, with their rights having not yet been reinstated.

(六) 受監護或輔助宣告，尚未撤銷。

Having being subject to the commencement of guardianship or assistantship and those orders not having yet been revoked.

(七) 經合格醫師證明有精神病尚未痊癒。

Having being certified by a qualified physician as having a mental disorder and having not yet recovered from it.

(八) 經學校性別平等教育委員會或依法組成之相關委員會調查確認有性侵害行為屬實。

Having had the Gender Equity Education Committee of the school or another relevant committee set up in accordance with the law investigate and verify their having committed a sexual assault.

(九) 經學校性別平等教育委員會或依法組成之相關委員會調查確認有性騷擾或性霸凌行為，且情節重大。

Having being Gender Equity Education Committee of the school or another relevant committee set up in accordance with the law investigate and verify their having committed sexual harassment or sexual bullying, of a serious nature.

(十) 知悉服務學校發生疑似校園性侵害事件，未依性別平等教育法規定通報，致再度發生校園性侵害事件；或偽造、變造、湮滅或隱匿他人所犯校園性侵害事件之證據，經有關機關查證屬實。

Upon becoming aware of a suspected sexual assault incident on the campus where the teacher is employed, failing to report the matter in accordance with the provisions of the Gender Equity Education Act, thereby leading to a subsequent sexual assaults on campus; or forging, altering, destroying, or concealing evidence of any such assault committed by any other person, where any such failure to report or forging, altering, destroying, or concealing of evidence has been investigated and verified by the authorities concerned.

(十一) 偽造、變造或湮滅他人所犯校園毒品危害事件之證據，經有關機關查證屬實。

Forging, altering or destroying evidence of any other person committing any criminal offence involving narcotics or hazardous drug on campus, where the matters has been investigated and verified by the authorities concerned.

(十二) 體罰或霸凌學生，造成其身心嚴重侵害。

Inflicting corporal punishment on or bullying student(s), causing severe physical or mental injury.

(十三) 行為違反相關法令，經有關機關查證屬實。

Behavior which is against any law, where the matter has been investigated and verified by the authorities concerned.

(十四) 教學不力或不能勝任工作有具體事實；或違反聘約情節重大。

Specific instances of their not fulfilling a teacher's duties, or being incompetent to teach; or violating their employment contract in a way which constitutes a serious offence.

**十、教師待遇：**分為薪額、學術研究費 2 項計發；兼任主管者另計發主管職務加給，詳如附表：

**Pay:** Pay is divided into salary and payment for academic research. Administrators will receive additional pay.

## 專任教師待遇及其他給與/ Full-time Teachers' Pay

職稱 Job Title 項目 Item	Professor (教授)	Associate Professor (副教授)	Assistant Professor (助理教授)	Lecturer (講師)
月支數額 Monthly Salary	NT\$39,090~ NT\$53,075	NT\$33,430~ NT\$51,745	NT\$29,435~ NT\$48,415	NT\$25,435~ NT\$47,080
學術研究費 Payment of Academic Research	NT\$54,450	NT\$45,250	NT\$39,555	NT\$31,145
主管職務加給 Additional Pay for managers Directors	教授兼任教務長、學務長、總務長、研發長、系、所主管等之加給 26,480 元。Professors working as Deans, Department/Institute Chairperson, will receive additional pay of NT\$26,480.			
年終工作獎金 Year-end Bonus	依規定除減發或不發給年終工作獎金者外，其餘均按在職月數比例發給 1.5 個月薪給總額獎金。 1.5 months. (According to the months of employment.) unless bonus cancelled or reduced according to regulations			

**十一、請假：**教師請假應以自行補課為原則。Taking Leave: When taking a day off, be sure to make up the classes you missed.

(一) 事假 (7 日)、家庭照顧假 (7 日)：請於事前辦理；到職不滿 1 年按在職月數比例計算；家庭照顧假併入事假計算。

Personal Leave (7 days), Family Leave (7 days): Please apply in advance. For faculty working in NCTU for less than 1 year, days of personal leave will be calculated according to the number of working months. Family leave is regarded as personal leave.

(二) 病假 (28 日)、生理假 (1 日)：請假 2 日以上須附合法醫療機構或醫師證明書；生理假併入病假計算。

Sick Leave (28 days), Menstrual Leave (1 day/ month): If more than 2 days, a certificate from a legal medical institute or hospital is required. Menstrual leave is regarded as sick leave.

(三) 產前假 (8 日) : 第 1 次請假時附醫師證明書或孕婦健康手冊 ; 得分次申請 , 每次至少 1 小時 , 不得保留至分娩後。

Prenatal Leave (8 days): For the first time, please provide doctor's certificate or Pregnant Women Health Handbook. Prenatal leave can be applied for in separate time periods, at least 1 hour per time, but can not be reserved for after delivery.

(四) 陪產假 (3 日) : 須附合法醫療機構或醫師證明書 ; 於配偶分娩日前後 3 日內請畢 , 得分次申請 , 每次至少半日。

Paternity Leave (3 days): A certificate of a legal medical institute or hospital is required. Paternity leave can be taken 3 days before or after delivery, in separate time periods, but at least half a day per time.

(五) 娩假 (42 日) : 須附出生證明 ; 應一次請畢 ; 扣除例假日及國定假日。

Maternity Leave (42 days): Birth Certificate is required; 42 days taken at one time; National holidays are not included.

(六) 流產假 : 須附合法醫療機構或醫師證明書 ; 應一次請畢。

Miscarriage Leave: A certificate of a legal medical institute or hospital is required.

1. 流產假 (42 日) : 懷孕滿 5 個月以上流產者。

Miscarriage Leave (42 days): For pregnancy over 5 months.

2. 流產假 (21 日) : 懷孕滿 3 個月以上未滿 5 個月流產者。

Miscarriage Leave (21 days): For pregnancy over 3 months and under 5 months.

3. 流產假 (14 日) : 懷孕未滿 3 個月流產者。

Miscarriage Leave (14 days): For pregnancy under 3 months.

(七) 婚假 (14 日) : 須附結婚登記一份 ; 視實際需要 , 於合理期間內可提前請婚假。須於婚後一個月內請畢。

Wedding Leave (14 days): Please provide the wedding invitation. According to actual needs, wedding leave can be taken in advance but needs to be completed within 1 month after the wedding.

(八) 喪假 : 須附訃文一份 ; 可分次申請 , 每次至少半日 , 於百日內請畢。

Mourning Leave: Please provide an obituary. The mourning leave can be taken separately, at least half a day per time, but need to be completed within 100 days.

1. 喪假（15日）：父母、配偶死亡者。  
Mourning Leave (15 days): For those whose parents or spouse passed away.
2. 喪假（10日）：繼父母、配偶之父母、子女死亡者。  
Mourning Leave (10 days): For those whose step-parents, parents-in-law, or children passed away.
3. 喪假（5日）：曾祖父母、祖父母、配偶之祖父母、配偶之繼父母、兄弟姐妹死亡者。  
Mourning Leave (5 days): For those whose great-grandparents, grandparents, grandparents-in-law, step-parents-in-law or siblings passed away.

(九) 骨髓捐贈或器官捐贈：須附合法醫療機構或醫師證明書；視實際需要給假。  
Marrow or Organ Donation Leave: A certificate of a legal medical institute or hospital is required. Will be approved according to actual needs.

## 十二、福利 Benefits:

(一) 結婚補助：2個月薪俸額。  
Wedding Subsidy: 2-month salary.

1. 離婚後再與原配偶結婚者，不得申請結婚補助。  
Re-marrying the original spouse does not qualify.

2. 結婚雙方同為公教人員，得分別申請結婚補助。  
If husband and wife are both civil servants, the wedding subsidy can be applied for separately.

(二) 生育補助：2個月薪俸額。  
Childbirth Subsidy: 2-month salary.

1. 配偶或本人分娩者為限。  
Limited to own or spouse's delivery.

2. 夫妻同為公教人員者，以報領一份為限。  
If husband and wife are both civil servants, only one childbirth subsidy can be applied for.

3. 配偶於國外生育，如在國內辦妥戶籍登記，得依規定申請生育補助。

If giving birth in other countries, please register in Taiwan before applying for the childbirth subsidy.

(三) 喪葬補助：父母、配偶死亡，5 個月薪俸額；子女死亡，3 個月薪俸額。  
Funeral Subsidy: Death of a parent or spouse, 5-month salary. Death of a child, 3-month salary.

1. 父母、配偶以未擔任公職者為限。

Only given when parents and spouse are not civil servants.

2. 夫妻或其他親屬同為公教人員者，對同一死亡事實，以報領一份為限。

In case when husband and wife or relatives are civil servants, only one application should be made per death.

3. 子女以未滿 20 歲、未婚且無職業者為限。

Limited to children under 20, unmarried, and unemployed.

(四) 子女教育補助：依行政院所定子女教育補助標準。

Dependent Education Subsidy: According to the amount proclaimed by the Executive Yuan.

1. 子女隨在台澎金馬地區居住，就讀政府立案之公私立大專以下小學以上學校肄業正式生。

For children officially studying at school (from public/private primary school to university) in Taiwan, Penghu, Kinmen or Matsu.

2. 夫妻同為公教人員者，其子女教育補助應自行協調由一方申領。

If husband and wife are both civil servants, only one can apply for dependent education subsidy.

(五) 前述各項補助必須在結婚、生育、死亡或註冊事實發生後 3 個月內向本校申請。補助標準，以事實發生日期當月薪俸額為準。

Please apply for the subsidies listed above within 3 months after wedding, childbirth, death, or other registered items. Subsidies will be based on one's salary of the month when such event takes place.

(六) 其他福利 Fringe Benefits :

1. 生日發給每人 1000 元禮券。

A NT\$ 1,000 gift certificate is given on birthday.

2. 編制內 40 歲以上教職員，每 2 年補助健康檢查一次 3500 元。

For faculty members of the organization over 40, a NT\$3,500 subsidy for health examination will be provided every two years.

**十三、保險：教師依規定需參加公教人員保險及全民健康保險。**

Insurance: Teachers should join Civil Servant's Insurance and National Health Insurance programs.

**(一) 公教人員保險給付項目包括：殘廢給付、養老給付、死亡給付及眷屬喪葬津貼。**

The items of payment of Civil Servant's Insurance include disability benefit, old age benefit, death benefit and dependents' funeral allowance.

1. 殘廢給付補助標準 Disability Benefit :

(1) 全殘：因公 36 個月保俸；因病或意外 30 個月保俸。

Total Disability: 36-month insured monthly payment if a result of work; 30-month insured monthly payment if due to sickness or accidents

(2) 半殘：因公 18 個月保俸；因病或意外 15 個月保俸。

Semi-Disability: 18-month insured monthly payment if result from work; 15-month insured monthly payment if due to sickness or accidents.

(3) 部份殘：因公 8 個月保俸；因病或意外 6 個月保俸。

Partial Disability: 8-month insured monthly payment if result from work; 6-month insured monthly payment if due to sickness or accidents.

2. 養老給付補助標準：公教人員保險法修正施行前後合計給付月數最高以 36 個月為限。

Old Age Benefit: maximum payable benefit is 36-month insured salary.

3. 死亡給付補助標準 Death Benefit :

(1) 因公死亡：36 個月保俸。

Death as a result of work: 36-month insured monthly payment.

(2) 因病或意外死亡：30 個月保俸。繳付保險費 20 年以上者得請領 36 個月保俸。

Due to sickness or accidents: 30-month insured monthly payment. Those who pay the insurance fee for more than 20 years can receive 36-month insured monthly payment.

#### 4. 眷屬喪葬津貼補助標準/Dependents' Funeral Allowance：

(1) 父母、配偶：3 個月保俸。

Parents or spouse: 3-month insured monthly payment.

(2) 子女：年滿 12 歲未滿 25 歲者 2 個月保俸；未滿 12 歲及已為出生登記者 1 個月保俸。

Children: whose age between 12 and 25, 2-month insured monthly payment; for whose age less than 12 and infants already registered, 1-month insured monthly payment.

#### (二) 公保相關規定 Relevant Regulations of Civil Servant's Insurance

1. 給付請領期限，自得請領之日起 5 年內。

The deadline for receiving benefit is within 5 years from the date on which the event happened.

2. 父母、配偶或子女同為保險人時，眷屬喪葬津貼應於請領前自行協商，推由一人請領，具領之後不得更改。

If parents, spouse or children are all insured people, the dependents' funeral allowance can only be received by one and can not be changed after receipt.

#### 十四、退休 Retirement

(一) 教師依規定需參加退撫基金，並按月繳交自提儲金。

Teachers should join the Pension Fund according to the regulations.

(二) 退休分為申請退休及屆齡退休 2 種：

Retirement is divided into voluntary retirement and compulsory retirement.

1. 申請退休之條件：任職 5 年以上且年滿 60 歲者；或任職滿 25 年者。  
The conditions for voluntary retirement are more than 5 years service and over 60 years of age, or 25 years of service.
2. 屆齡退休之條件：任職 5 年以上且年滿 65 歲者；或任職 5 年以上，心神喪失或身體殘廢，不堪勝任職務者。  
The conditions for compulsory retirement are over 5 years of service and over 65 years old or over 5 years of service and not competent for teaching due to mental or physical disadvantages.

(三) 相關規定 Relevant Regulations：

1. 擬退休人員應於退休生效日前 4 個月以書面提出申請，簽內含退休日期及退休原因，經主管、校長同意，並加會人事室、教務處。  
Faculty who plan to retire should apply in writing 4 months ahead of the date of retirement. The application should include date and reason for retirement and should be approved by the senior manager as well as President. And inform the Office of Personnel and the Office of Academic Affairs.
2. 人事室須依規定在退休生效日前 3 個月將退休案送達主管機關，未於 3 個月前送達者應由申請退休者另填具切結書。  
Office of Personnel should send the retirement application to the supervising body 3 months ahead of the retirement date.
3. 主管機關(教育部)將於退休生效日前核定。  
The retirement application should be approved by the supervising body (Ministry of Education ) before the retirement date.
4. 依據學校教職員退休條例第 20 條規定，外國人任中華民國公立中等以上學校教師者，以支領一次退休金為限。  
According to Article 20, Faculty Retirement Act, foreign teachers are limited to receiving a single lump-sum payment.
5. 教師如具有私校教師年資並經教育主管機關審定者，另發給一次私校退休金。  
Teachers who have teaching experiences in private schools can receive a pension from a private school when approved by the supervising educational body.

## 貳、兼任教師相關規定 Regulations for Part-time Faculty

### 兼任教師鐘點費標準 Hourly payment for Part-time Faculty

項目 Item	職稱 Job Title	Profess (教授)	Associate Professor (副教授)	Assistant Professor (助理教授)	Lecturer (講師)
Day Class (日間)		NT\$925	NT\$795	NT\$735	NT\$670
Evening Class (夜間)		NT\$965	NT\$825	NT\$775	NT\$715

**保險: 兼任教師得申請以本校為投保單位參加勞工保險、全民健康保險及提繳勞工退休金。**

**Insurance: Adjunct faculty members may apply for enrollment in labor insurance, health insurance, and labor pension in NCTU**

(一)加保資格：本校聘任兼任教師未具公教人員保險或軍人保險被保險人資格者，申請表可至人事室網頁之兼任教師專區下載使用。

Adjunct faculty members appointed by NCTU who are not qualified for the insurance for civil servants, academia personnel, or military personnel may download the form from the website of Personnel Office of NCTU and apply for enrollment.

(二)加保時間：聘期為每學期開始日至結束日，加保期間為學校行事曆規定之開學日（加保申請表攸關人員保險權益，請親送人事室勞健保承辦處，如於開學日前送件者，以開學日為加保日，開學日後送件者，以收件日為加保日，不予以追溯回開學日，）至學期考試期間之結束日，學期考試結束日則統一退保，下一學期再獲聘任者，人事室不主動續保，請重新送件申請加保。

Period of insurance coverage: The appointment period of adjunct faculty is from the first day to the last day of each semester; However, the insurance coverage is from the first day of school at each semester based on the school calendar until the last day of term exams. (the insurance

enrollment application form is related to the insurance interests of personnel; please personally deliver the application to the labor and health insurance registry of the personnel office; the validity of the insurance begins on the first day of school for applications delivered before the first day of school; whereas applications that are delivered after the first day of school are effective on the day they are received and coverage will not be traced back to the first day of school) Insurance coverage plans are collectively surrendered on the last day of term exams. Adjunct faculty members who are hired next semester must reapply for insurance enrollment. The personnel office will not initiate insurance renewal.

(三)注意事項：

Notices:

1. 第一次在本校加保請附身分證正反面影本(外籍人士請附護照、居留證及工作許可證等文件影本)。

For those who first-time enroll insurance at our school, please provide copies of your personal identification document(s) (front and back); foreign employees please attach copies of your passport, ARC, and work permit).

2. 個人負擔保費自行一次繳納一學期數額至本校出納組或由聘任單位造冊扣繳，經費來源為學校人事費者由課務組統一造冊扣繳。

The personal burden insurance fees should be paid by the insurant at the Division of Cashiers of NCTU (single payment for each semester) or be registered and withheld by the employing unit; if the funding source is our school's personnel expenses, the personal burden insurance fees collectively registered and withheld by our Division of Curriculum.

3. 聘用期間中途離職、薪資調整等異動時，請主動提早至人事室辦理退保手續或異動申請，如未即時辦理退保手續或未申請異動調整者，將繼續扣繳保費，因此而致本校溢繳勞保費及公(自)提退休金，則由申請人全額繳交。

When changes such as resignation or salary adjustments are made during

the appointment period, please apply for a surrender or change in advance; failure to do so will result in continued insurance billing and the overpaid company- and self-burden insurance fees and pension funds contributions for which the applicant are fully liable.

4. 勞保部分如已領取勞工保險老年給付或已自軍公保退休者，僅辦理參加職業災害保險；勞退部分基於不重複保障原則，已有相關退休金制度保障（如現職軍公教人員）、已領取退休金（俸）及具有專職者，本校得不予提繳勞工退休金，具上列身份者請註明於下表以利勞保及勞退作業。如具上列身分但隱匿未告知，導致本校溢繳勞保、勞退費用，溢繳費用由申請人全額負擔。

For labor insurance, applicants who have already received labor pension or have retired from military or civil servant insurance may only apply for occupational hazard insurance. Labor pension is based primarily on no overlapping insurance policies. We do not permit contributions to labor pension plans from those who have been insured by relevant retirement pension systems (i.e., current military, civil servant, and teaching personnel) or have received retirement pension (remuneration) and have full-time employment. Applicants who fit these descriptions please specify in the following form to facilitate labor insurance and pension operating processes. Applicants who fail to inform the above statuses that result in the school overpaying labor insurance or labor pension fees will be charged the full amount.

5. 依「勞工退休金條例」規定，按月提繳退休金至勞保局個人退休金專戶，本校提撥6%，個人請自由選擇不提繳或提繳1-6%，實際自薪資中提繳金額，依「勞工退休金月提繳工資分級表」標準，年滿60歲時，由勞工本人自行向勞保局申請個人專戶之退休金。勞工退休金相關內容，請逕至勞工保險局 (<http://www.bli.gov.tw>) 網站查閱。

According to Labor Pension Act regulations, NCTU contribute 6% of your monthly salary to the individual labor pension account provided by the Bureau of Labor Insurance. Individuals may choose not to contribute or to contribute 1 - 6%. Actual contributed amounts from salaries are based

on the Table of Monthly Contributions for Labor Pension. At the age of 60, employees must independently apply for pensions from individual accounts from the Bureau of Labor Insurance. Information related to labor pension can be found on the official Web site of the Bureau of Labor Insurance (<http://www.bli.gov.tw>).