

東海大學專任教師進修研究辦法

1994/01/19 (第2次行政會議通過)

1999/02/24 (第6次行政會議修正通過)

2013/01/22 (第2次行政會議修正通過)

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第一條

東海大學(以下簡稱本校)為鼓勵專任教師進修汲取學術新知，提升研究品質，或為至本校姐妹校講學或研究，促進國際學術交流，訂定「東海大學專任教師進修研究辦法」(以下簡稱本辦法)。

To encourage full-time faculty members at Tunghai University (THU hereafter) to advance their academic knowledge, improve research quality, and to facilitate international exchange by giving lectures and conducting research at THU sister schools, the university has thereby established the THU Regulations for Advanced Studies or Research of Full-Time Faculty (hereafter referred as the Regulations).

第二條

本辦法所稱專任教師，係指本校編制內，按月支給待遇，並依法取得教師資格之專任教師。申請進修研究之專任教師，其年資計算至開始進修研究之日，已在本校連續實際教學三年以上者，方得申請。但已獲其他機構補助者，不在此限。

進修研究教師於進修研究期滿後，應依約返校服務，服務期滿方得再行申請進修研究。

The full-time faculty herein refers to the full-time faculty members employed within the school system who have a monthly salary and have acquired accreditation by law. Full-time faculty members applying for advanced studies or research must have taught at THU for three consecutive years as of the date of their application for advanced studies or research. However, applicants who have already received funding from other institutions are excluded from the limit above.

Teachers who apply for advanced studies or research shall return to their positions at THU after the period of advanced studies or research concludes. They may reapply for advanced studies or research once the teaching period requirement has been fulfilled.

第三條

本校專任教師申請於國內外大學校院或研究機構修讀學位、講學、研究者，依本辦法辦理。

Applications of THU full-time faculty members for pursuing a degree, giving lectures, or conducting research at universities, colleges, and research

institutions, domestic or overseas, shall follow the regulations herein.

第四條

本校教師進修研究方式如下：

一、留職停薪：保留職缺、停止支薪，不須授課。利用全時進修、研究者，除另有規定外，以留職停薪辦理。修讀學位者，學校每月補助生活費新台幣10,000元。

二、帶職帶薪：教師保留現職職缺，學校基於教學或業務需要，主動薦送、指派或同意教師辦妥請假手續而參加之部分辦公時間、休假或公餘進修研究。

利用部分辦公時間進修、研究者，每人每週公假時數最高以八小時為限。

利用部分辦公時間或公餘前往國內大學校院進修學位，照支全薪之教師，得予減免授課時數至多三小時。所屬服務單位在不影響教學原則下，應予排課之便利，但減免授課時數不得改支鐘點費。

前項二種進修研究方式，由學術審議委員會，視本校財務狀況及實際需要決定之。

The formats of advanced studies or research for THU teachers are as follows:

1. Unpaid leave: The job position is maintained, while the salary payment is suspended; no teaching is required. Teachers applying for full-time advanced study or research shall take unpaid leave unless specified otherwise. For teachers pursuing a degree, THU offers a monthly allowance of NTD\$10,000.

2. Part-time paid work: While the teachers maintain their current positions, due to teaching or business needs, THU actively recommends, refers, appoints, or approves their leave to participate in advanced studies or research, utilizing a portion of their office hours, leave, or off-duty hours.

Those utilizing office hours for study or research may take up to eight hours of official leave per week.

Those utilizing office hours or off-duty hours to pursue an advanced degree at domestic universities or colleges and are permitted to receive a full salary may have their required teaching hours reduced by up to three hours per week. Their department shall arrange the class schedule at their convenience as long as it doesn't affect teaching quality. However, the reduced teaching hours are not eligible for hourly compensation.

The two formats of advanced studies or research outlined above would be determined by the Academic Review Committee, taking into account the university's financial status and actual needs.

第五條

教師申請進修研究，須以學期或學年為單位。但利用寒暑假期間進行短期進修研究者，不在此限。

教師之進修研究，應配合系、所、中心、室之需要，以不影響教學及不增加學校財務負擔為原則且不得增加專任員額。

Teachers taking leave for advanced studies or research shall apply for a semester or an academic year at a time. However, those who participate in short-term studies or research during winter or summer vacation are exempt from this requirement.

Any advanced studies or research conducted by teachers must follow the needs of the department, institute, center, or office. It should not compromise teaching quality, increase the school's financial burden, or serve as a reason for creating new full-time positions.

第六條

教師進修研究名額，每系、所、中心、室在同一時間內以該單位專任教師總人數十人以內者以一名為限。每超過十人增加一名，至多以四名為限。

Within each department, institute, center, or office, the number of places available for teachers' advanced studies or research depends on the number of full-time faculty members. One is permitted per ten faculty members. An additional place is allowed for up to ten more members, with a maximum of four.

第七條

申請進修研究之教師，應於一個學期以前提出具體進修研究計劃及相關證明文件，向所屬單位主管提出申請，循行政程序提交學術審議委員會審議。

各系所、中心、室、院對申請進修研究案之審議方式自訂之。

進修研究案經學術審議委員會審議通過後，申請人應即覓妥保證人會同填具進修研究保證書。保證書簽訂後，如因取得其他進修研究方式之權利，應即循行政程序重新提出申請換約。

對本校有顯著貢獻之教師，得由校長提請學術審議委員會審議，以帶職帶薪全時或休假方式薦送進修研究，並不受第六條名額之限制。

Teachers applying for advanced studies or research must submit a specific plan for their studies or research, along with relevant supporting documents, to their department supervisor. The Academic Review Committee would review the application following the administrative process.

Each department, institute, center, office, or college shall establish its criteria for the review.

Once the Academic Review Committee approves the advanced studies or research application, the applicant's teacher must obtain a guarantor to sign and submit a letter of guarantee for the advanced studies or research. After the letter is signed, if circumstances change, for instance, the applicant secures other means for advanced studies or research, the applicant must reapply according to the administrative process.

Teachers who have made significant contributions to THU may have the school president propose them to the Academic Review Committee for a recommendation, allowing them to participate in advanced studies or research through the part-time paid work format. They may participate in the survey full-time or on leave, and are not subject to the restrictions stated in Article 6.

第八條

進修研究教師經學術審議委員會審議通過後，帶職帶薪進修研究期間之年資應予採計；留職停薪之年資不計，但前後之年資得予併計。

Once the Academic Review Committee approves the advanced studies or research application, the period of advanced studies or research via part-time paid work shall be calculated as full-time service years. The years taken on unpaid leave are excluded, while the service years before and after the study period may be calculated together.

第九條

進修研究期限如下，不得以任何理由申請延長：

- 一、修讀碩士學位者，以二年為限。
- 二、修讀博士學位者，以三年為限。
- 三、講學、研究以一年為限。

The allowed periods for advanced studies or research are as follows, and the teachers must not apply for an extension for any cause:

1. The permitted period for those pursuing a master's degree is two years.
2. The allowed period for those pursuing a doctor's degree is three years.
3. The allowed period for lectures or research is one year.

第十條

進修研究教師進修研究期滿應即返校服務，其服務期限如下：

一、帶職帶薪全時進修研究者，其服務期限為進修研究期限之兩倍。

二、帶職帶薪部分辦公時間、公餘進修及留職停薪進修研究者，其服務期限與進修研究期限相同。

教師履行服務義務期限屆滿前，不得辭職(聘)、調任或再申請進修、研究。但因教學或校務上之特殊需要，經教師評審委員會審查通過及服務學校同意者，不在此限。

Teachers who apply for advanced studies or research shall return to their positions at THU after the period of advanced studies or research concludes; their required service periods are as follows:

1. For teachers participating in advanced study pull-time with pay, their service period is twice as long as the period of said study or research.
2. For teachers participating in advanced study with part-time paid work, utilising a portion of office hours or off-duty hours, and those who take unpaid leave, their service period is equivalent to the period of said study or research.

Before teachers fulfill their service obligations, they shall not resign (decline employment), transfer, or reapply for advanced study or research. However, applications derived from special needs for teaching or school affairs, which are approved by the Academic Review Committee as well as the schools they serve, are not subject to this restriction.

第十一條

進修研究教師如未依約返校服務，其職務視同解除，除不得請領本校離職年積金外，應由其本人或保證人償還其進修研究期間由本校支給之薪資與相關費用。有眷舍者應按本校房租津貼標準繳交進修研究期間之房租津貼。

For teachers who fail to return to their positions at THU after the period of advanced studies or research concludes, their positions are deemed dismissed. Besides not being eligible for THU severance and resignation seniority payments, the teacher or their guarantor must return the salaries paid by THU during the period of said advanced studies or research, as well

as relevant expenses. Those provided with dormitories or housing subsidies must return the subsidy in accordance with the relevant THU guidelines.

第十二條

進修研究教師應於進修研究期滿後二個月內向學術審議委員會提出進修研究報告及進修研究成果；修讀學位者，應每學期繳交進修報告書並檢附成績報告單備查。未依規定繳交進修研究報告及進修研究成果者，不得再次申請進修研究。凡有藉進修研究之名，實際未從事進修研究者，應送校教師評審委員會議處，並取消今後之申請資格。

前項情形獲准帶職帶薪全時進修者，應追回支給之薪資與相關費用；獲准帶職帶薪部分辦公時間及公餘者，應追回減免授課時數之鐘點費；獲准留職停薪者，如學校曾支給每月生活補助費與相關費用，應予追回。

Teachers who apply for advanced studies or research shall submit a research report and relevant results to the Academic Review Committee within two months after the period of advanced studies or research concludes. Those pursuing a degree shall submit a research report every semester, along with academic transcripts for reference. Those who fail to submit the research report and relevant results will not be eligible to reapply for advanced studies or research. Any applicant for advanced studies or research who has not participated in such studies or research in reality shall be referred to the THU Faculty Evaluation Committee for disciplinary action and will have their eligibility for advanced study or research cancelled hereafter.

Under the circumstances stated in the previous item, those who were granted full-time study with pay must return the salary and relevant expenses paid by THU; those participating in advanced research with part-time paid work, utilising a portion of office hours or off-duty hours, must return the hourly compensation paid for the reduced teaching hours; those taking unpaid leave must return any monthly allowance, subsidy, or relevant expenses paid by THU.

第十三條

本辦法經行政會議通過後實施。

The regulations herein shall be promulgated upon approval by the Administrative Affairs Meeting.