

文藻外語大學教師進修研究補助作業原則

Faculty Study/Research Subsidy Guidelines of Wenzao Ursuline University of Languages

民國 103 年 07 月 01 日行政會議通過

Approved at the Administration Meeting on July 1, 2014

民國 104 年 05 月 05 日行政會議修正通過

Amended and approved at the Administration Meeting on May 5, 2015

民國 106 年 05 月 02 日行政會議修正通過

Amended and approved at the Administration Meeting on May 2, 2017

一、為提升文藻外語大學（以下簡稱本校）教師素質，鼓勵教師進修、研究，特依據本校「教師進修研究補助實施要點」特訂定本作業原則。

1. To encourage its faculty to pursue higher education and research for competence improvement, Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Faculty Study/Research Subsidy Guidelines (hereinafter referred to as “the Guidelines”) according to the Faculty Study/Research Subsidy Implementation Regulations.

二、教師申請帶職帶薪進修（含寒暑假進修）博士學位者，前三年得申請補助學費、雜費，每學期最高補助新臺幣三萬元。於每學期註冊後二個月內，檢附申請表、繳費收據申請補助。

進修期間授課原則：進修期間得申請每週二個半天不排課及減少基本授課時數 1-2 小時，以二年為限；不得超鐘點，不得在外兼職或兼課。

依上述規定申請者，應填具「專任教師進修研究補助申請表」，並經行政程序提送「學術暨研究獎勵補助審議委員會」審議。

2. If a teacher applies for pursuing an in-service PhD degree (including programs during summer or winter vacation), **a subsidy up to NT\$ 30,000 for tuition and incidental fees per semester for the first 3 years may be granted. The application form and tuition receipt shall be submitted for a subsidy application 2 months after registration per semester.**

Teaching principles during study: It is allowed to apply for teaching with a two half-day break and reducing 1-2 hours of the minimum teaching hours up to two years. No overtime/part-time teaching or part-time job is permitted.

The Full-Time Faculty Study/Research Subsidy Application Form shall be completed and submitted to the Academic and Research Reward/Subsidy Review Committee for review according to the administration procedure and rules stated above.

三、帶職帶薪進修之教師，若於該學期辦理休學，應繳回該學期負擔減少基本授課時數之鐘點費。未依規定程序申請，自行前往研究或進修，因而延誤教學或工作，得視情節輕重，提請校教評會審議，改為兼任或不予續聘。

3. If a teacher takes a leave of absence from the in-service program during a semester, he/she shall pay the hourly payment for the hours reduced from the minimum teaching hours for that semester. If no application is made according to the defined procedure and research/study causes delay in teaching service or work, the case may be reported to the University Faculty Evaluation Committee for making a decision on changing part-time status or non-reappointment depending on the circumstances.

四、進修、研究之教師，應遵守下列各項規定：

(一) 經核定進修、研究之教師，均應簽訂進修、研究契約。

4. Faculty pursuing higher education and research shall comply with the following rules:

(1) A teacher obtaining approval of study/research must sign a continuing education or research contract.

(二) 赴國外進修、研究期間，應每半年就其進修研究情況、進度、成果，填寄「進修研究概況報告單」，由人事室彙整，送校教師評審委員會備查。教師進修、研究期限屆滿或屆滿前已完成進修、研究或因故無法完成進修、研究者，均應立即返校服務，並填具「返校服務報告表」完成返校報到手續，不得稽延。惟因故無法如期返校者，得於進修、研究契約期限內委託保證人辦理返校報到及請假手續。未依規定辦理返校報到或請假手續者，提請各級教評會審議後依相關規定處理。申請復職應於每年五月或十一月依行政程序辦理，俾利於教學單位上下學期之排課及人力調配。上述時間以外申請復職者，應另行簽請，由教學單位主任及院長簽註意見後，陳校長核定。

(2) For foreign study/research, the Study/Research Summary Report containing progress and outcomes shall be submitted to the Personnel Office every 6 months. The Personnel Office will collect reports and submit them to the University Faculty Evaluation Committee for review. Once the study/research period ends, the study/research is completed prior to the deadline, or the teacher is unable to complete the study/research due to any reason, the teacher shall come back to serve the University and complete the Return-To-Work Report for completing the returning procedure without delay. If the teacher is unable to return within the required timeframe, his/her guarantor may finish the procedure for returning to work or taking a leave by the study/research contract deadline. A case without finishing the procedure for returning to work or taking a leave will be resolved by the Faculty Evaluation Committee at the corresponding level and handled according to relevant rules. A reinstatement application is accepted every May and November according to the administration procedure for scheduling and workforce arrangement of the spring/fall semester. If reinstatement is requested outside the defined time

period, the head of the responsible academic unit and the responsible dean shall approve the request with signatures and comments to ask for the President's approval.

五、教師進修、研究後之服務義務及未履行服務義務時之賠償，規定如下：

5. Post-study/research obligation and compensation for failing to fulfil obligations are specified as follows:

(一) 助理教授以上留職留薪進修研究期滿之教師，返校履行服務義務之期間至少應較留職留薪之進修研究期間多二年；其以留職停薪進修研究者，服務期限為留職停薪進修期間之二倍。以服務績效留職留薪進修研究期滿之教師，返校履行服務義務之期間至少二年。不能依前述規定履行應服務之年限者，應以六個月之全額薪資（本俸及研究費）作為違約金，並依其短少服務之年限，以比例原則追回其進修研究期間由本校配合款所支領之各項補助費。

(1) The service period of a teacher holding the rank of assistant professor or above and retaining his/her position with pay during study/research shall be two years longer than the study/research period. If a teacher retains his/her position without pay during study/research, the service period shall be twice as long as the study/research period. For a teacher applying for study/research based on service performance and retaining his/her position with pay, the service period shall be a minimum of two years. When a teacher fails to serve for the period aforementioned, the teacher has to pay 6-month salary in full (basic pay and research allowance) as compensation and return any subsidy granted by the University during the study/research period on a pro rata basis for the remaining service years.

屆滿退休年齡前申請服務績效留職留薪進修研究者，其進修研究時間與進修研究期滿應返校服務之期限，合計不得逾其退休之時間。

For a teacher applying for study/research based on service performance and retaining his/her position with pay before reaching retirement age, the study/research period and the service period must both end before retirement age.

(二) 進修學位教師服務年限之採計，由取得學位之下一學期起算，逾期未返校任職或義務服務期限未滿而辭職或辭聘，均視為違約，義務服務年限及違約之處理方式如下：

(2) A teacher pursuing higher education shall start to serve the University in the following semester after obtaining the degree. If a teacher does not return to work after the study period ends or resigns before the service period ends, it is deemed to be in breach of contract. Service period and breach handling are specified as follows:

1. 留職留薪進修一年，服務二年；留職停薪進修一年，服務一年；帶職帶薪獲補助期間進修一年，服務一年，未獲補助期間進修一年，服務半年。以上進修應服務年限之採計，皆按照補助方式計算至取得學位之年度為止，加總合計為應留校服務年限。
 1. 2 years of service is required for retaining the position with pay during 1-year study. 1 year of service is required for retaining the position without pay during 1-year study. 1 year of service is required for 1-year in-service study with subsidy. 6 months of service is required for 1-year in-service study without subsidy. Service period above is accumulated until the academic year of receiving the degree according to the subsidy rules.
 2. 除核准進修時另有約定從其約定者外，違反約定者，應以六個月之全額薪資（本俸及研究費）作為違約金，並依其短少服務之年限，以比例原則追回其進修期間由本校配合款所支領之各項補助費用。
 2. Unless otherwise specified, a teacher failing to serve for the defined period has to pay 6-month salary in full (basic pay and research allowance) as compensation and return any subsidy granted by the University during the study period on a pro rata basis for the remaining service years.
 3. 留職留薪期滿後，若因故放棄繼續攻讀或經申請延長期限而未能取得博士學位者，應立即辦理復職，並退還留職留薪進修期間所領薪資之二分之一。
 3. If the study period for retaining the position with pay ends and a teacher is unable to finish the study due to any reason or fails to obtain a PhD degree within the extended period, the teacher shall return to work immediately and pay back half of the salary received during study.
- (三) 教師履行服務義務期限屆滿前不得再申請進修、研究。但因教學或業務特殊需要，經校教師評審委員會審議通過及校長核定者；及獲教育部、科技部或其他基金會等機構遴選補助進修、研究者，不受此規定之限制。
- (3) A teacher may not apply for study/research before the service period ends, with the exception of teachers obtaining approval of the University Faculty Evaluation Committee and the President for special educational or practical needs or receiving a subsidy from the Ministry of Education, the Ministry of Science and Technology, or any other foundation for study/research.

前項各款違約事項之處理，應提至校教評會討論決議。須於完成其賠償義務後始得辦理離校手續。其不依規定辦理者，本校得依法訴究並函知其新任職之學校或機構。

Any breach of rules stated above shall be reported to, and resolved by, the University Faculty Evaluation Committee. The leaving procedure may begin after compensation is paid. The University may take legal action against a teacher who does not comply with relevant regulations and notify the school or institution which newly hires the teacher.

六、本作業原則經行政會議通過，陳請校長核定後實施，修正時亦同。

6. The Guidelines become effective after being approved at the Administration Meeting and ratified by the President. Amendments must follow the same procedure.

(英文版僅供參考，若有歧義，以中文版為準。)

(The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese language version shall prevail.)