

**中國醫藥大學教師講學、進修、研究獎勵辦法**  
**China Medical University Regulations for Faculty Lecturing, Further Study, and Research Incentives**

第一條 為提高本校學術研究水準，俾益教學研究工作，依據教育部「教師進修研究獎勵辦法」，訂定本辦法（以下簡稱本辦法）。

To enhance the academic research quality of China Medical University (CMU) and support teaching and research work, these Regulations (hereinafter referred to as “the Regulations”) are formulated in accordance with the Ministry of Education’s “Regulations for Faculty Further Study and Research Incentives.”

第二條 本辦法適用對象為本校編制內，按月支給待遇，並依法取得教師資格之教師。（含依大學法聘任之專任專業技術人員）

These Regulations apply to faculty members officially employed by CMU, receiving monthly salaries, and holding legally recognized teaching qualifications. (Full-time professional technical staff employed in accordance with the University Act are included.)

第三條 本辦法所稱講學、進修、研究，係指教師在國內、外有關學校或機構，相關科系及研究所修讀與職務或教學有關之學分、學位或從事與職務有關之講學（國外）、研習、專題研究等活動。

The term “lecturing, further study, and research” as used in the Regulations refers to faculty members studying at credit courses or degree programs, or engaging in overseas lecturing, domestic/overseas study or research relevant to their duties or teaching fields at domestic or international academic institutions, departments, or research institutes.

第四條 本辦法所定帶職帶薪講學、進修、研究，依下列規定辦理：

- (一) 全時講學、進修、研究：係指本校或教育部基於教學或業務需要，主動薦送或指派本校教師，在一定期間內，經辦妥請假手續，並保留職務與照支薪給而參加之講學、進修、研究。
- (二) 部分辦公時間進修、研究：係指本校或教育部基於教學或業務需要，主動薦送、指派或同意本校教師，利用其授課之餘的應留校服務時間，經辦妥請假手續而參加之進修、研究。
- (三) 休假進修、研究：係指依照「本校教授進修休假辦法」核准休假而從事學術性之進修、研究。
- (四) 公餘進修、研究：係指本校基於教學或業務需要，主動薦送、指派或同意本校教師，利用假期、週末或夜間參加之進修、研究。

本辦法所定之留職停薪進修、研究，係指本校或教育部基於教學或業務需要，同意本校教師在一定期間內保留職務與停止支薪而參加之講學、進修、研究。

Paid leave with position retention for lecturing, further study, or research shall be conducted as follows:

1. Full-time lecturing, further study, or research:  
Based on teaching or administrative need, faculty members may participate in lecturing, further study, or research within a certain period of time, upon recommendation or assignment by CMU or the Ministry of Education, while retaining their positions and receiving salary after completing leave procedure.
2. Part-time study or research:  
Based on teaching or administrative need, faculty members may use their on-campus service time outside teaching hours to participate in study or research activities, upon recommendation, assignment, or approval by CMU or the Ministry of Education, after completing leave procedure.
3. Leave for study or research:  
Conducted in accordance with the CMU Regulations for Professors' Study Leave.
4. Off-duty study or research:  
Based on teaching or administrative need, faculty members may participate in study or research during holidays, weekends, or evenings, upon recommendation, assignment, or approval by CMU.

Unpaid leave with position retention may also be granted with prior approval from CMU or the Ministry of Education.

第五條 下列講學、進修、研究給予公假：

- (一) 全時講學、進修、研究。
- (二) 部份辦公時間進修、研究。但必須以本校或教育部主動薦送、指派或事先同意者為限。
- (三) 參加國內短期訓練事先經本校同意者，並不予扣薪。
- (四) 出國進修事先經學校同意並奉准帶職帶薪者。參加部分辦公時間進修、研究，或自行申請出國或國內進修未符合前項第二、四款但書規定者，得經本校同意，以事假或休假處理。

Official leave is granted for the following:

1. Full-time lecturing, further study, or research.
2. Part-time study or research, provided it is approved, recommended, or assigned by CMU or the Ministry of Education.
3. For short-term domestic training with prior University approval, no salary deduction will be made.
4. Overseas study with prior approval from CMU and with paid leave.

Faculty members participating in study or research not meeting the above criteria may apply for personal leave or annual leave with approval from CMU.

第六條 參加與職務或教學有關之國外講學或國內外研究者，其相關規定如下：

- (一) 參加國外講學人員，須具有審查合格之副教授以上資格；參加國內外研究人員須具有審查合格講師以上資格。上述人員並須在本校連續擔任專任教師二年以上，如有特殊需要經各級教評會通過，報請校長核准者，不受此限。
- (二) 申請期間最多以一年為限。
  1. 由學校或教育部主動薦送或指派者，得申請帶職帶薪。
  2. 自行申請講學、研究之教師，在本校連續服務滿三年以上，得申請帶職帶薪；連續服務未滿三年，應申請留職停薪，但因教學或業務特殊需要，經各級教評會審議通過請校長核准者，不受此限。
- (三) 如有必要延長不得超過一年，延長期間改為留職停薪。
- (四) 申請延長期間者，應在期間屆滿前三個月，除應列舉不能依規定如期完成之事實外，另講學者須檢送聘函，研究者檢送指導教授證明函，送各級教評會審議後，請校長核定。

Faculty participating in teaching (overseas) or research (domestic and overseas) related to their teaching field or position shall meet the following requirements:

1. Faculty participating in overseas teaching must hold a rank of Associate Professor or above. Faculty participating in research must hold a rank of Lecturer or above. The above-mentioned faculty must have served for over two consecutive years at CMU. Exceptions may be granted with special approvals from the Faculty Evaluation Committee and the President.
2. The period shall not exceed one year:
  - (1) Faculty with recommendation or assignment by CMU or the Ministry of Education are eligible for paid leave.
  - (2) Self-initiated applicants must have served for over three consecutive years at CMU to be eligible for paid leave; otherwise, unpaid leave applies unless approved for special needs.
3. Extension shall not exceed one year and shall be on unpaid leave.
4. Application for extensions must be submitted three months prior to the end of the current term, including justification for the extension. Those participating in overseas lecturing must attach an invitation letter, and those participating in research must attach a supervisor's endorsement, for evaluation and final approval.

第七條 申請於國內外大學進修者，其相關規定如下：

- (一) 須具有審查合格講師以上資格，並須在本校連續擔任專任教師二年以上，如有特殊需要經各級教評會通過，報請校長核准者，不受此限。

- (二) 於報考前檢附同意報考申請書、各校在職人員進修同意書，簽請校長同意後始得報考。
- (三) 修讀碩士學位，以二年為限；修讀博士學位，以三年為原則。
1. 符合本辦法第四條第一項第一、二、四款者，得申請帶職帶薪，但須視其進修情況逐年提送各級教評會核備。
  2. 自行申請進修之教師，在本校連續服務滿三年以上者，得申請帶職帶薪；連續服務未滿三年者，應申請留職停薪，但因教學或業務特殊需要，經各級教評會審議通過請校長核准者，不受此限。
- (四) 如有必要延長，進修碩士學位者至多不得超過一年，進修博士學位者至多不得超過二年。
- (五) 申請延長期間者，應在期限屆滿前三個月，除列舉不能依規定完成之事實外，檢送指導教授證明函、成績單等有關證明文件，送交各級教評會審議後，請校長核定。

Faculty applying for further study at domestic or overseas universities must meet the following criteria:

1. Hold a rank of Lecturer or above and have served for over two consecutive years at CMU. Exceptions may be granted with special approvals.
2. Before applying, applicants must submit an application for consent and a consent form for study, and obtain approval from the President.
3. Master's programs are limited to two years; PhD programs to three years in general.
  - (1) Those meeting the conditions under Article 4, Section 1, Items 1, 2, or 4 may apply for paid leave subject to annual evaluation.
  - (2) Those with over three consecutive years of service may apply for paid leave; otherwise, unpaid leave applies unless otherwise approved.
4. Extensions, if needed, are limited to one year for master's programs and two years for PhD programs.
5. Application for extensions must be submitted three months prior to the end of the current term, including justification for the extension. Supporting documents (including a supervisor's endorsement and transcripts) must be attached for evaluation and final approval.

#### 第八條

參加國外講學、國內外進修、研究或國內短期訓練者，以不影響各系（所）科教學為原則，其原任課程，須有適當人員擔任，期限在六個月以上，如兼任行政職務者，應免兼行政職務；未滿六個月者，須有適當代理人員，各系（所）科不得以此理由要求增聘教師或臨時人員。

Faculty participating in overseas lecturing, domestic/overseas study or research, or domestic short-term training must not affect the teaching of their departments (institutes). A substitute faculty must be arranged for the courses originally taught. For

leave over six months, faculty must avoid holding administrative duties. For leave under six months, a substitute must be arranged. Departments may not request additional or temporary hires on this basis.

第九條 各系（所）科教師依照本辦法申請國外講學、國內外進修、研究之名額，以該系（所）科專任教師總人數十人以內者以一名為限。每超過十人得以增加一名，至多以四名為限。但有特殊需要且不影響系（所）科教學研究，經報請校長核准者，不受此限。

Faculty applying for overseas lecturing or domestic/overseas study or research is limited as follows:

Departments with ten or fewer full-time faculty may approve one application; for each additional ten faculty, one additional application may be approved, up to four in total. Exceptions may be made with the President's approval, provided teaching and research are not impacted.

第十條 申請時，應具備之文件如左：

- (一) 教師講學、進修、研究申請表與計畫書。
- (二) 國內外學校或研究機構同意函、聘函或學校錄取通知影本。

Required documents for application:

1. Application form and lecturing/study/research plan.
2. Letter of consent, letter of appointment, or offer letter from the relevant institution.

第十一條 申請程序如左：

- (一) 申請超過六個月者，經各系（所）科、院教評會審議同意後，送會人力資源室簽請校長提報本校教評會審議，通過後請校長核發同意書，並由申請人填妥返校服務保證書(需有相關人員簽章)後送交人力資源室留存。
- (二) 申請在六個月以下者，經各系（所）科、院主管同意，送會人力資源室簽請校長同意後，由申請人填妥返校服務保證書(需有相關人員簽章)後送交人力資源室留存。
- (三) 校院互聘教師之講學、進修、研究案，由主聘單位會知學術單位，再依主聘單位規定之程序審核通過後，提報校教評會。
- (四) 校院互聘教師之講學、進修、研究案之經費補助來源為學校經費或政府補助款時，須依申請期間分別依上述第一款及第二款辦理。

Application procedure:

1. For leave over six months, the applicant must first obtain approval from the Faculty Evaluation Committee of the Department and the College, then submit the application to the Office of Human Resources for further approval by the Faculty Evaluation Committee of the University and the President. Applicants must submit a signed Return-to-Service Commitment to the Office of Human Resources before departure.

2. For leave under six months, the applicant must first obtain approval from the Director of the Department and the College, then submit the application to the Office of Human Resources for further approval by the President. Applicants must submit a signed Return-to-Service Commitment to the Office of Human Resources before departure.
3. Jointly appointed faculty must have their application processed through the main appointing unit, with final review by the Faculty Evaluation Committee of the University.
4. If funding is from the University or government grants, jointly appointed faculty must follow the application procedure in accordance with item (1) and (2), according to the duration of the leave.

第十二條 本校教師出國講學、國內外進修、研究人員，應於復職後一個月內，提出講學、進修、研究報告，進修者並應附就讀學校之成績單及學位證明書備查。進修、研究人員每年提出進修、研究報告，經各系（所）科主任會教務長審查後請校長核閱。

Faculty must submit a report on their lecturing, study, or research within one month after returning to duty. Those who studied must also submit transcripts and degree certificates. Annual reports are required for long-term study/research, subject to review by the departments (institutes) and the Dean of Academic Affairs, and final approval by the President.

第十三條 本校教師講學、進修、研究期限屆滿或屆滿前已依計畫完成講學、進修、研究或因故無法完成者，應立即返校服務，不得稽延。

Faculty must return to service immediately upon completion or early termination of their approved leave. Extensions or delays are not permitted.

第十四條 全時講學、進修、研究（含事先經本校同意參加國外講學或國內外進修、研究經核准帶職帶薪者）者，其服務義務期間為帶職帶薪時間二倍；留職停薪進修、研究或部份辦公時間以公假進修、研究者，其服務義務期間為留職停薪或公假之相同時間。本校教師履行服務義務期限屆滿前，不得辭聘調任或再申請講學、進修、研究。但因教學或業務特殊需要，經本校教師評審委員會審議通過請校長核定後，不在此限。

Service obligations:

Faculty on full-time paid leave (including approved overseas lecturing, domestic/overseas study or research) must serve the University for twice the duration of their leave. Faculty on unpaid leave or part-time study leave must serve for an equivalent period. Faculty may not resign, transfer, or reapply for further leave before fulfilling this obligation. Exceptions may be made for special needs, subject to review

and approval by the Faculty Evaluation Committee of the University and final approval by the President.

第十五條 本校教師講學、進修、研究後，如未履行服務義務或未獲續聘，除有不可歸責於當事人之事由外，應按未履行義務期間比例，償還講學、進修、研究期間所領之薪給及補助。

Faculty who fail to fulfill their service obligations or are not reappointed must repay a proportional amount of the salary and subsidies received during the leave, unless the cause is not attributable to them.

第十六條 講學、進修、研究人員有左列情況之一者，得停止其講學、進修、研究：

- (一) 未依照核准申請進修之學校、相關科系或研究機構研究項目。
- (二) 因疾病或傷殘，經公立醫院證明須長期治療者。
- (三) 不遵守進修或研究機構規章、曠課、中途輟學或越軌之言行者。
- (四) 本校因工作需要，須召回任職者。

以上各款規定，於其原因消失時，經本校核准後，方可繼續講學、進修、研究。

Study or research may be terminated under the following conditions:

1. Failure to engage in the approved institution, department, or project.
2. Illness or disability requiring long-term treatment, as certified by a public hospital.
3. Violations of institutional rules, unauthorized absences, withdrawal, or misconduct.
4. Urgent University needs requiring the faculty's return.

第十七條 本辦法經校務會議通過，陳請校長發布實施。

These regulations shall take effect after approval by the University Affairs Meeting and subsequent promulgation by the President of China Medical University.