

國立成功大學智慧半導體及永續製造學院教師授課鐘點及論文指導費核支原則

Principles for the Administration of Payments

for Teaching Hours and Thesis/Dissertation Advising

Under the NCKU Academy of Innovative Semiconductor and Sustainable Manufacturing

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一、國立成功大學(以下簡稱本校)智慧半導體及永續製造學院(以下簡稱本學院)為規範教師合理授課時數、超授鐘點及論文指導費計算，以配合教師教學、研究及服務之需要，依據國家重點領域產學合作及人才培育創新條例第 29 條、第 30 條規定，訂定本原則。

I. In accordance with Articles 29 and 30 of National Key Fields Industry-University Cooperation and Skilled Personnel Training and Academic Regulations, these Principles are established by the Academy of Innovative Semiconductor and Sustainable Manufacturing (hereafter the Academy) at National Cheng Kung University (NCKU) to regulate the administration of payments to its faculty members for regular and overwork teaching hours, and thesis/dissertation advising in line with their requirements for teaching, research, and services.

二、本學院專任教師每學期應至少開授 1 門課，每學年開授 14 小時之科目為原則。
前項開授科目之時數，不含在職專班及另支領鐘點費之授課時數。

II. Full-time faculty members of the Academy are required to teach a minimum of one course every semester, with a minimum of fourteen (14) teaching hours for each academic year, which shall not include the teaching hours for in-service master's programs and additionally-paid teaching hours.

三、本學院專任教師每學年須授足下列基本授課時數(不含在職專班之授課時數)後，始得支領超授鐘點費：

(一) 教授：16 小時。

(二) 副教授：18 小時。

(三) 助理教授：18 小時。

(四) 講師：20 小時。

III. Full-time faculty members of the Academy are required to teach a designated number of basic hours for their position (excluding the teaching hours for in-service master's programs), as specified as follows, for each academic year, before they are eligible to receive payments for additional teaching hours.

1. Professors: 16 hrs.
2. Associate professors: 18 hrs.
3. Assistant professors: 18 hrs.
4. Lecturers: 20 hrs.

四、本學院教師授課鐘點依下列標準計算：

(一) 講義及研討：以授課滿 18 小時為 1 學分，折算為 1 鐘點。

(二) 實驗及實習：以授課滿 36 至 54 小時為 1 學分，折算為 1 至 1.5 鐘點。實驗或實習課程，教師非親自指導，不計入教師授課時數內。

(三) 彈性課程：因課程屬性特殊，需以微學分、彈性、密集授課或共時授課方式進行之課程，應於開課前專簽經本校教務長核准，始得開授。彈性或密集授課課程，課程及學習活動時數合計達 18 小時，以 1 學分計，折算為 1 鐘點。微學分課程時數達 9 小時，以 0.5 學分計，折算 0.5 鐘點。

(四) 實驗、實習、彈性課程、專題類及研究所類似專題討論課程（諸如：專題討論、書報討論、獨立研究等課程內容），其授課鐘點不得列入超授鐘點計算。

IV. The teaching hours of faculty members of the Academy are calculated in terms of forms of instruction as follows:

1. Lectures and seminars: a total of 18 hours per semester (one hour per week) required for one credit, converted into 1 teaching hour.
2. Lab experiments and interns: a total of 36 to 54 hours (two to three hours per week) required for one credit, converted into 1 to 1.5 teaching hours. Laboratory and internship courses for which the instructor does not personally provide instruction and supervision shall not be included in the calculation of the instructor's teaching hours.
3. Flexible courses: Courses with specific attributes, to be offered in minor credits, flexible or intensive time, or co-instruction, should receive prior approval from Vice President of Academic Affairs. A flexible or intensive course provides 18 hours of class instruction and learning activities for one (1) credit, counted as 1 teaching hour. A minor-credit course provides 9 hours of class instruction for 0.5 credit, converted into 0.5 teaching hour.
4. The teaching hours for lab experiments, interns, flexible courses, specific-topic seminars, as well as courses similar to specific-topic seminars (such as specific-topic discussions, conferences on books and papers, and independent research courses) shall not be counted as overtime.

五、課程符合下列規定者，得加計授課時數，鐘點數計算亦同：

(一) 每科選課人數達 80 至 110 人，授課時數乘以 1.2 倍計算；達 111 至 140 人，乘以

1.4 倍計算；達 141 至 170 人，乘以 1.6 倍計算；達 171 至 200 人，乘以 1.8 倍計算；達 201 人以上，乘以 2 倍計算。

(二) 開授以全英語授課之課程，經開課單位課程委員會及本學院課程委員會審核通過者，其授課時數乘以 1.5 倍計算。但一般語言類課程(含相關課程本應以英語授課者)、非講授類課程(專題討論、書報討論、論文、專題、獨立研究等性質者)及國家官方語言列有英語之外籍教師所開之課程等，不適用之。

(三) 符合本校「磨課師數位學習課程」(MOOCs)開課規定，每學期經本校課程委員會審核通過者，其線上課程時數乘以 1.5 倍計算，加計至多以 4 學期為限。線上課程同一學期適用多門課程時，擇其時數加計最高之科目採計之。

(四) 創新教學課程提經本校課程委員會審核通過者，其授課時數乘以 1.5 倍計算，加計至多以 3 學期為限。

同時符合前項各款之課程，得重複加計授課時數，但每一課程加計後時數至多以 2 倍為限。

本學院碩士在職專班加計授課鐘點時數規定，由在職專班自行訂定。

V. Additional hours will be calculated into the designated teaching hours, when a course meets the following requirements:

1. Teaching hours will increase by 1.2 times for a course with 80 to 110 enrolled students; by 1.4 times with 111 to 140 enrolled students; by 1.6 times with 141 to 170 enrolled students; by 1.8 times with 171 to 200 enrolled students; and by 2 times with more than 200 enrolled students.

2. Teaching hours will be increased by 1.5 times for an English-taught course with the approval of the Curriculum Committee of the offering unit and the Curriculum Committee of the Academy. However, this rule is not applicable to general language courses (including courses meant for instruction in English), non-lecture courses (specific-topic seminars, book discussions, thesis conferences, specific-project seminars, or independent research), or courses offered by foreign instructors whose country has English as an official language.

3. Teaching hours for an online course will increase by 1.5 times, with the approval of the NCKU Curriculum Committee in accordance with its Regulations for Massive Open Online Courses (Moocs) every semester, for a maximum of 4 semesters. When an online course is applicable to the instruction of multiple courses in the same semester, the course with the most teaching hours will be selected for calculation.

4. Teaching hours for an innovative course will increase by 1.5 times for a maximum of 3 semesters, with the approval of the NCKU Curriculum Committee.

Teaching hours for courses that meet more than one of the aforementioned requirements can be increased repeatedly, with each course subject to a maximum increase by 2 times.

The provisions governing the calculation of additional teaching hours for the Academy's In-Service Master's Programs shall be prescribed separately by the respective In-Service Program.

六、每學期棄補選截止後，未達開課人數規定之科目，應即停開。

科目停開前之授課時數，專任教師不予採計；兼任教師得支給 2 週鐘點費。

第一項如經簽准續開，專任教師授課時數不計支超授鐘點費；兼任教師鐘點費，由開授課程單位經費支應。

VI. After the deadline for adding/dropping courses every semester, courses that fail to meet the minimum enrollment quota should be canceled. As a result of the cancellation, any hours already taught by a full-time faculty member will not be calculated, while an adjunct instructor will get paid for teaching hours for two weeks.

If a course is approved to be continued for the semester despite its failure to meet the minimum enrollment quota, a full-time instructor shall not calculate the teaching hours into overtime pay, while an adjunct instructor will be paid by the course-offering unit for the teaching hours.

七、本學院對參與學術研究、教學或產學合作績優之專任教師，得視其具體研究或產學合作成果，經本學院課程委員會同意並專簽核可後，遞減授課時數。但每學年最低授課時數，不得少於 9 小時。

審查指標項目，以申請減授時數之前一學年度為計算基準，授課時數至多減授 5 小時：

(一) 發表 SCI 期刊論文，每一篇刊登論文得減授時數 1 小時。

(二) 執行國家科學及技術委員會或產學合作計畫(含建教合作計畫)，每一計畫得減授時數 2 小時。

(三) 指導研究生每一人得減授時數 1 小時。合計至多減授 2 小時授課時數。

(四) 擔任學院/學位學程會議召集人，每學期得減授時數 0.5 小時。

(五) 其他特殊貢獻(如發明專利、榮獲獎項、國際學術活動參與)，每項得減授時數 1 小時。

VII. The Academy acknowledges the outstanding performance of its full-time faculty members in academic research, teaching or industrial-academia cooperation. Those with concrete achievements, upon approval by the Academy Curriculum Committee and the NCKU Curriculum Division, are eligible for a reduction of teaching hours. However, each is required to teach a minimum of nine (9) teaching hours for an academic year.

To apply for a reduction of up to five teaching hours, indicators of the performance in the previous academic year shall be provided for evaluation.

(I) Reduction of one hour for a paper published in an SCI journal.

(II) Reduction of two hours for a project funded by the National Science and Technology Council or under an industrial-academia cooperation program (including a cooperative education program).

(III) Reduction of one hour for advising each graduate student, with a maximum reduction of two hours.

(IV) Reduction of 0.5 hours per semester for serving as a convener of an Academy/degree program committee.

(V) Reduction of one hour for each item category of extraordinary contribution (such as invention patents, honorary awards, or participation in international academic events).

八、本學院專任教師除依第七點規定減授外，如符合下列規定時，得再核減授課時數：

- (一) 擔任本校或本學院編制內一級主管，每學期得核減每周 4 小時。
- (二) 非編制內行政職務，經專案簽准每學期得減授每周 2 至 4 小時。
- (三) 教師從事其他校內專業服務者，於不影響教學單位課程安排情況下，得簽准減授，但每學期至多每周 2 小時，每次以 2 學年為限。
- (四) 初任教職未滿 3 年之助理教授，每學年最低授課時數得減授為每周 9 小時。
- (五) 學期間因懷孕申請娩假、育嬰留職停薪、因安胎所請之病假、產前假、流產假、陪產檢及陪產假等，得依請假占學期上課期間比例，專案簽准核減授課時數。**

如同時有多項減授時，擇一辦理，且減授時數不得併入超授時數計算。

VIII. In addition to the rules stated in Principle VII, full-time faculty members of the Academy are eligible to reduce teaching hours according to the following regulations:

- (I) Reduction of 4 hours per week for each semester for serving **as a quota-based executive** administrator of a first-level administrative or academic unit of NCKU or the Academy.
- (II) Reduction of 2 to 4 hours per week for each semester for assuming an unofficial administrative position, which requires submission of a written report for approval.
- (III) Those who undertake a special service within NCKU may apply for reduction of teaching hours on the condition that the reduction will not affect the course arrangement of their affiliated program. An application shall be submitted for approval and be subject to reduction of a maximum of two hours per week for each semester for a maximum of two academic years.
- (IV) Newly-hired assistant professors may be approved to teach a minimum of nine hours per academic year in the first three years of employment.
- (V) During a semester, those who apply for maternity leave, leave without pay for childcare, sick leave for childbirth, prenatal leave, miscarriage leave, or pregnancy checkup accompaniment and paternity leave may apply for a reduction in teaching hours based on the amount of leave in proportion to the semester duration, which shall be submitted in a special report for approval.**

Those who meet more than one of the above requirements should choose only one of them to apply for reduction of teaching hours. Meanwhile, reduced hours shall not be calculated into overtime.

九、本學院專任教師因配合學校特殊計畫之需求，須全時間專職於研究者，得經專案簽請校長核定後於計畫執行期間免予授課。

IX. Full-time faculty members of the Academy who need to engage fulltime in research under a specific NCKU project can be exempted from teaching assignments during the project period, upon approval by the NCKU president.

十、本學院授課鐘點費支給原則如下：

- (一) 本學院專任教師：授課時數於每學年下學期合併一次計算(不含在職專班及另支領鐘點費之授課時數)。總計超出基本授課時數者得支領「超授鐘點費」，依教育部公立大專校院兼任教師鐘點費支給基準表支給。但每學年(含校外日間部兼課)至多以8小時為限。
- (二) 本校其他教師(含本學院兼任教師)：依教育部公立大專校院兼任教師鐘點費支給基準表，按授課時數支給鐘點費。但教授課程具專業實務與國際跨域之特性者，鐘點費依下列規定支給：
1. 專題式之客座主講，依行政院講座鐘點費支給表計支給演講費。
 2. 如情況特殊，經專案簽請院長同意後，得支給較高金額。
- (三) 本校課程合開於本學院：課程津貼依本學院合開課程教學經費基準表核支。
- (四) 本校教師於本學院開授之課程，得依教學需求申請教學助教津貼，每1學分課程以每月新臺幣(下同)1,500元，支領4個月為原則。經費由開課單位支應之，開課單位得自行調整教學助教津貼標準。
- (五) 邀請校外學者專家演講或協同授課，授課費用依行政院講座鐘點費支給表及本校演講費支給標準支給。但情況特殊，經專案簽請院長同意後，得支給較高金額。
- (六) 本學院碩士在職專班授課鐘點及工作補助費支給，依本校碩士在職專班經費收支管理要點辦理。**

X. Principles for the administration of payments for teaching hours:

(I) Full-time faculty members of the Academy:

The total teaching hours for each full-time faculty member of the Academy will be calculated in the spring semester of each academic year (excluding the teaching hours for in-service master's programs and additionally-paid teaching hours). Additional teaching hours will be paid according to the Hourly Rate for Adjunct teachers of Public Colleges and Universities announced by the Ministry of Education. However, the payment is subject to a maximum of eight hours per academic year (including teaching hours for extramural courses).

(II) NCKU faculty members from other colleges (including adjunct instructors of the Academy):

Payments for teaching hours should be administered according to the Hourly Rate for Adjunct teachers of Public Colleges and Universities announced by the Ministry of Education. However, payments for teaching hours of courses featuring professional practices or international interdisciplinary studies should be administered according to the following regulations:

1. Specific-topic lectures: Hourly lecture fees are paid according to the Executive Yuan-designated Hourly Lecture Fee Payment Standards.
2. Under special circumstances, proposed in a written report and approved by the Academy Dean, an increased payment for teaching hours are allowed.

(III) NCKU courses combined in the Academy's curriculum: Course allowance should be paid according to the payment standards of the Academy's teaching budget for combined courses.

- (IV) NCKU faculty members offering courses for the Academy may apply for a teaching assistant allowance based on their teaching needs. In principle, an amount of NT\$1,500 per month for each course credit will be paid for 4 months. The allowance shall be funded by the course-offering unit. The allowance standards for teaching assistants can be adjusted at its own discretion.
- (V) When inviting external scholars and experts to give lectures or co-teach, the teaching fees are paid according to the Executive Yuan-designated Hourly Lecture Fee Payment Standards and the university's lecture fee standards. However, in special circumstances, a higher amount may be granted with the approval of the Dean by a designated official document.
- (VI) The payment of teaching hours and work allowances for the Academy's In-Service Master Programs shall be governed by the NCKU Guidelines for the Administration of Revenues and Expenditures of In-Service Master Programs.**

十一、本學院專任教師除依第七點及第八點規定辦理減授時數外，每學年若未達最低授課時數者，應於次學年於教師所屬學位學程增開課程，以補足上學年不足之時數，且增開時數不得併入超授鐘點費計算。如連續兩學年授課不足時，則列為教學評量與升等之參考，並得列入所屬學位學程增聘教師之考量。

XI. While full-time faculty members of the Academy are eligible to reduce teaching hours according to Principles II and III, those who fail to meet the minimum teaching hours for an academic year should offer more courses at their affiliated teaching unit in the following academic year to make up the shortfall of teaching hours, which shall not be counted as overtime. Failure to offer courses for a minimum of teaching hours for two consecutive academic years will be taken into account in the evaluation and promotion of the faculty member concerned, as well as in the recruitment of faculty members by the affiliated degree program.

十二、本學院編制內專任教師全學年休假(出國)研究、借調或請假時，其學年應授課時數得不受第二點規定之限制；如該學年僅單學期休假(出國)研究、借調或請假時，其另一學期最低授課時數，以第二點規定之 1/2 計算。

XII. Minimum teaching hours of full-time faculty members of the Academy on a sabbatical leave for overseas research, on secondment, or on a personal leave for the whole academic year will not be subject to Principle II. If they are on a sabbatical leave for overseas research, on secondment, or on a personal leave for only one semester, the minimum requirement for the following semester will be calculated as one half of the teaching hours prescribed in Principle II.

十三、研究生論文指導費於每學年第二學期結束後支給，碩士生論文指導(不含碩士在職專班及產業研發碩士專班)每生每學期支給 3,500 元，合計支給二學年；博士生論文指導每生每學期支給 3,500 元，合計支給四學年。若二位教師共同指導一研究生則平分之，餘類推之。教師每學年新增之研究生論文指導費以 3 名(2 名碩士及 1 名博士)為限。

XIII. Payments for thesis/dissertation advising shall be made to an instructor after the end of the

spring semester each academic year, with an amount of NT\$3,500 per semester for a master's student for up to two academic years and NT\$3,500 per semester for a doctoral student for up to four academic years. In case of co-advising one student, the amount shall be equally shared by each instructor. Payments for thesis/dissertation advising to an instructor per academic year shall be subject to a maximum of three advisees (two master's students and one doctoral student).

十四、 本原則如有未盡事宜，悉依相關規定辦理。

XIV. Matters that are not specified in these Principles shall be administered in accordance with relevant regulations.

十五、 本原則經院務會議、管理委員會通過後實施，報監督委員會備查，修正時亦同。

XV. These Principles shall be approved by the Academy Affairs Council and the Management Committee, and ratified by the Supervisory Committee before taking effect. Amendments shall be processed accordingly.

These regulations were translated from the original Chinese. In the event of discrepancies between the two versions, the Chinese always takes precedence.