

國立臺北教育大學教師授課時數計算要點
National Taipei University of Education
Teaching Hour Calculation Guidelines for Teachers

- 86.08.21 第 72 次行政會議通過
 - 89.07.05 第 102 次行政會議修正通過
 - 92.08.06 第 138 次行政會議修正通過
 - 92.11.21 台 中 (二) 字 第 0920128680 號 函 同 意 備 查
 - 94.10.05 第 3 次行政會議修正通過
 - 95.02.08 第 7 次行政會議修正通過
 - 95.03.01 第 8 次行政會議修正通過
 - 98.01.21 第 42 次行政會議修正通過
 - 99.03.03 第 55 次行政會議修正通過
 - 101.08.29 第 85 次行政會議修正通過
 - 101.10.24 第 87 次行政會議修正通過
 - 101.11.28 第 88 次行政會議修正通過
 - 101.12.26 第 89 次行政會議修正通過
 - 102.03.27 第 92 次行政會議修正通過
 - 103.03.26 第 104 次行政會議修正通過
 - 103.06.25 第 107 次行政會議修正通過
 - 103.09.24 第 110 次行政會議修正通過
 - 104.03.25 第 115 次行政會議修正通過
 - 104.07.29 第 119 次行政會議修正通過
 - 104.12.30 第 124 次行政會議修正通過
 - 105.03.30 第 127 次行政會議修正通過
 - 105.04.21 第 104 學年度第 2 學期校務基金管理委員會會議審議通過
 - 105.05.25 第 129 次行政會議修正通過
 - 105.08.31 第 132 次行政會議修正通過
 - 106.01.03 第 105 學年度第一次校務基金管理委員會會議審議通過
 - 106.07.26 第 143 次行政會議修正通過
 - 106.10.30 第 106 學年度第一次校務基金管理委員會會議審議通過
 - 107.04.25 第 150 次行政會議修正通過
 - 107.05.07 第 106 學年度第三次校務基金管理委員會會議審議通過
 - 107.07.25 第 153 次行政會議修正通過
 - 107.09.03 107 學年度第 1 次校務基金管理委員會會議審議通過
- Approved by the 72th Administrative Meeting on August 21, 1997
- Revised and approved by the 102th Administrative Meeting on July 5, 2000
- Revised and approved by the 138th Administrative Meeting on August 6, 2003
- Revised and approved by the 3th Administrative Meeting on October 5, 2005
- Revised and approved by the 7th Administrative Meeting on February 8, 2006
- Revised and approved by the 8th Administrative Meeting on March 1, 2006
- Revised and approved by the 42th Administrative Meeting on January 21, 2009
- Revised and approved by the 55th Administrative Meeting on March 3, 2010
- Revised and approved by the 85th Administrative Meeting on August 29, 2012
- Revised and approved by the 87th Administrative Meeting on October 24, 2012
- Revised and approved by the 88th Administrative Meeting on November 28, 2012
- Revised and approved by the 89th Administrative Meeting on December 26, 2012
- Revised and approved by the 92th Administrative Meeting on March 27, 2013
- Revised and approved by the 104th Administrative Meeting on March 26, 2014
- Revised and approved by the 107th Administrative Meeting on June 25, 2014
- Revised and approved by the 110th Administrative Meeting on **September** 24, 2014
- Revised and approved by the 115th Administrative Meeting on March 25, 2015
- Revised and approved by the 119th Administrative Meeting on July 29, 2015
- Revised and approved by the 124th Administrative Meeting on December 30, 2015
- Revised and approved by the 127th Administrative Meeting on March 30, 2016
- Approved by 2015 Academic Year 2nd University Fund Management Committee Meeting on April. 21, 2016
- Revised and approved by the 129th Administrative Meeting on May 25, 2016
- Revised and approved by the 132th Administrative Meeting on August 31, 2016

Approved by 2016 Academic Year 1st University Fund Management Committee Meeting on January 3, 2017
Revised and approved by the 143th Administrative Meeting on July 26, 2017
Approved by 2017 Academic Year 1st University Fund Management Committee Meeting on October 30, 2017
Revised and approved by the 150th Administrative Meeting on April 25, 2017
Approved by 2017 Academic Year 3rd University Fund Management Committee Meeting on May. 7, 2018
Revised and approved by the 153th Administrative Meeting on July 25, 2018
Approved by 2018 Academic Year 1st University Fund Management Committee Meeting on Sept. 3, 2018

一、本要點依大學法施行細則第十八條規定訂定之。

This Guideline is set in accordance with the provisions of Article 18 of the Enforcement Rules of University Act.

二、本要點所稱授課時數包括教師於日間學制及進修學制夜間、週末假日班之授課時數。

The teaching hour mentioned in this Guideline includes the number of hours taught by the teacher during day classes and extensional classes (i.e., evening classes and weekend classes).

三、本校專任教師每週基本授課時數為教授八小時、副教授九小時、助理教授九小時、講師十小時。

The weekly basic teaching hours for full-time teachers of NTUE are eight hours for professors, nine hours for associate professors, nine hours for assistant professors, and ten hours for lecturers. 任課班級修課人數大學部超過五十五人，碩士班超過三十人以上時，其增加授課時數之計算公式為：

When the undergraduate class has more than 55 students and the graduate class has more than 30 students, additional teaching hours are calculated as follows：

(一)大學部：

Undergraduate class：

增加授課時數 = 原授課時數 × (修課人數 - 55) × 0.01。

Additional teaching hours = Original teaching hours × (Number of students - 55) × 0.01

(二)研究所：

Graduate class：

增加授課時數 = 原授課時數 × (修課人數 - 30) × 0.017。

Additional teaching hours = Original teaching hours × (Number of students - 30) × 0.017

以上增加之授課時數仍須受本要點第九點之規範。

The increased teaching hours mentioned above should still be regulated by Article 9 of this Guideline.

四、教師授課時數未達每週基本授課時數者，應以次學期授課時數或進修學制暑期班以十八週折算之授課時數補足；如仍未補足，應累計於四學期內補足。未補足者以違反聘約情節重大議處。

If the teacher fails to meet the weekly basic teaching hours, he/she should make up the teaching hours from the equivalent teaching hours in the second semester or in the extensional classes of the summer semester with 18 weeks. If the teacher still fails to make up the teaching hours, he/she should make up the teaching hours within four semesters. Those who did not make up the teaching hours in time shall receive penalty for the violation of the appointment terms.

五、本校專任教師兼任本校組織規程中明定設置之一級主管、二級主管等職務人員，每週授課時數依本職別應授時數核減四小時；系（所）主管每週授課時數依本職別應授時數核減二小時，系主任如兼日間學制碩、博士班別者每增加一個班別，減授一小時，最多合計核減四小時；副校長減授六小時；校長免授課，若有需要，以每週授課四小時為限並支給鐘點費。

The full-time teachers of NTUE who also serve as the first-level and the second-level supervisors according to NTUE's organizational regulations shall receive 4 hours of reduction in their corresponding weekly basic teaching hours upon approval; the full-time teachers who also serve as Department (University) supervisors shall receive 2 hours of reduction in their corresponding

weekly basic teaching hours upon approval. If extra program for Master's or PhD degree is added in the Department, the chairperson of the Department may receive 1 hour of reduction for every program added with a maximum of 4 hours of reduction in their corresponding weekly basic teaching hours upon approval. Vice President of NTUE shall receive 6 hours of reduction in his/her corresponding weekly basic teaching hours while President of NTUE is exempted from teaching. If necessary, the teaching hours of the President is limited to four hours per week and is paid hourly.

六、本校如因業務特別需要，得以聘請特別助理若干人由教師兼任之，並依其本職別每週應授時數核減二至四小時。

For handling special affairs, NTUE may hire a number of special assistants from the full-time teachers of NTUE. Depending on the duties, the teachers shall receive 2~4 hours of reduction per week in their corresponding teaching hours.

七、教師符合下列情形者，得申請減授時數：

Teachers with the following duties may apply for reduction in their teaching hours：

(一) 擔任科技部核定之研究案主持人。

Act as the research project leader approved by the Ministry of Science and Technology.

(二) 以本校名義接受政府機構委託案擔任主持人，執行期間達一年，且每年行政管理費達五萬元以上。

Act as the leader for project contracted by the government on behalf of NTUE. The implementation period of the project is one year and the annual administrative fee of the project is more than 50,000 NTD.

(三) 擔任本校產學合作案主持人，執行期間達六個月，每六個月行政管理費達五萬元以上，或執行期間達一年，每年行政管理費達十萬元以上，經研究發展處審核通過。

Act as the leader in the industrial-academic collaboration project of NTUE. The implementation period of the project is six months and the administrative fee of project in six months is more than 50,000 NTD, or the implementation period of the project is one year and the annual administrative fee of project is more than 100,000 NTD. The project has been approved by the Research and Development Office.

前項各案僅計畫主持人（不含共同主持人、協同主持人）得申請減授時數，執行期間達一年者，每一案得申請減授課一學期二小時或兩學期各一小時；科技部研究案或產學合作案執行期間達六個月以上不足一年者，每一案得申請減授課一學期一小時，多年期案比照上述方式計算。減授應於各案核定或簽約後至執行結束前之各學期開學後第三週內，檢具核定公文影本（產學合作案須檢具合約書、計畫書）及相關佐證資料向教務處課務組提出書面申請，每學期最高以兩案為限，並應於各案執行之同一或下一學期（學年）減授，經簽准者得再延緩一年減授完畢。

In the above mentioned projects, only project leader (not including co-project leader and assisting project leader) may apply for teaching hour reduction. When the implementation period of the project is more than one year, each project may apply for a total of two hours of reduction in teaching hours for one semester or one hour of reduction in teaching hours per semester for a total of two semesters. If the implementation period of project from the Ministry of Science and Technology or the industrial-academic collaboration is more than six months but less than one year, each project may apply for one hour of reduction in teaching hour for one semester. For multiyear research project, the reduction of teaching hours shall be calculated according to the above rules. The deduction in teaching hours shall be applied within the third week after the commencement of each semester, which starts from the project being approved or signed until ended. Photocopy of project approval documents (for industrial-academic collaboration project, collaboration contract and proposal should be provided) and related supporting information shall be provided to the Curriculum Section of the Academic Affairs Office for application. A

maximum of two projects can be applied in one semester and the reduction in teaching hour shall be carried out in the same or next semester (academic year). After approval, the reduction in teaching hour can be postponed for one year.

教師擔任系所競爭型計畫案或學校整合型競爭計畫案主持人、共同主持人或協同主持人，經陳核簽准得減授，執行期間達六個月以上不足一年者，各子計畫主持人、共同主持人或協同主持人得協調一學期合計減授一小時，執行期間達一年者，得協調兩學期合計減授二小時，惟各教師單一學期各計畫減授時數應以整數計算，並應於執行期間結束之當學期減授完畢。

Teachers serving as project leader, co-project leader or assisting project leader for competitive projects of the department or integrated competitive projects of NTUE shall receive reduction in teaching hours after approval. If the implementation period of the project is more than six months and less than one year, each project leader, co-project leader, or assisting project leader may applied for one hour reduction in teaching hours for one semester. If the implementation period of project is more than one year, the project leader, co-project leader, or assisting project leader may applied for two-hour reduction in teaching hours for a total of two semesters. However, the reduction in teaching hours shall be calculated in whole numbers and shall be implemented for the semester in which the project is executed.

教師依本條第一項規定申請減授時數，而委託案或產學合作案之行政管理費金額未達本校產學合作及政府科研補助或委託辦理收入收支管理要點第四點所列管理費提列原則之比例者，其減授之時數僅可作為補足基本授課時數，不得計入超支鐘點數。

When teacher applies for the reduction of teaching hours in accordance with Item 1 of this Article, if the administrative management fee of the contracted project or the industrial-academic collaboration project does not meet the management fee listed in Article 4 of NTUE's Industrial-Academic Collaboration and Government Research Support or Contracted Project Income and Expenditure Management Guideline, the number of hours reduced may only be used as a supplementary to the basic teaching hours, and shall not be counted as overtime pay.

前述各項減授時數每學期合計最多二小時，如因校務發展需求，經簽准者合計最多得為四小時。

The above-mentioned reduction in teaching hours is limited to a maximum of two hours per semester. If required for the handling of school affairs, the maximum reduction in teaching hours may be increased up to four hours after approval.

申請減授時數案者，不得再以同一案申請其他獎助。

Those who apply for the reduction in teaching hours may not use the same project to apply for other reward.

八、本校教師參與臨床教學減授時數之規定另訂之。

The provisions of reduction in teaching hours for NTUE's teachers who participated in clinical teaching are set separately.

九、各等級專任教師（含兼行政人員），扣除本要點所列各項減授時數後，每週應實際授課至少二小時；每週實際授課時數超過其基本授課時數或核減後之應授時數者，得報支超支鐘點費，至多四小時。但超過四小時未達五小時者，仍得支給，不受限制。

All levels of full-time teachers (including teachers who are also adjunct administrative staff), after deducting the number of teaching hours listed in this Guideline, should have at least two teaching hours per week. Those with the actual number of teaching hours per week exceeding their corresponding basic teaching hours or their approved teaching hours may apply for overtime pay with a maximum of up to four hours. However, those with actual teaching hours that are four hours exceeding the basic teaching hours and not reaching five hours shall be paid as well without restrictions.

兼任教師及業界專家以實際授課時數支給鐘點費，在本校授課時數最高九小時。但退休人員在本校兼任及擔任業界專家授課時數最高六小時。

Part-time teachers and industrial experts will be paid with hourly wage for the actual number of

hours taught. The maximum number of hours taught at NTUE is nine hours. However, retired people serving as part-time teacher and industrial expert at NTUE may have maximum teaching hours of six.

專任教師超支鐘點費及兼任教師、業界專家授課鐘點費之核發，依實際於進修學制授課時數優先以進修學制之鐘點費基準發給，餘依日間學制鐘點費基準發給。

The issuing of overtime pay for full-time teachers, and the hourly pay for part-time teachers and industrial experts, depending on the actual hours taught in extensional classes, shall be conducted in priority according to the hourly pay basis of extensional classes. The issuing of the rest of the hourly pay shall be conducted according to the hourly pay basis of day classes.

- 十、本校新進之助理教授前二年每學期至多得申請減授二小時。但減授期間不得超支鐘點或於校外兼課，並應申請科技部或其他政府部門競爭型計畫。

The new assistant professor of NTUE may apply for a maximum of two hours reduction in teaching hours for each semester during his/her first two years of teaching. However, during the period of reduction in teaching hours, the new assistant professor may not applied for overtime pay or accept part-time teaching work in other schools, and should apply for competitive project from the Ministry of Science and Technology or other government departments.

- 十一、教師得申請上下學期授課時數合併計算，惟每學期實際至少應授時數及得報支超支鐘點費之時數，仍須符合本要點、本校教學意見回饋與支持系統實施要點及教師評鑑辦法中之相關規定。

Teachers may apply to combine the teaching hours in the first and second semester. However, the actual number of teaching hours and the number of hours that can be applied for overtime pay shall still be in line with the provisions of this Guideline, the Implementation Guidelines for Instructional Feedback and Support System of NTUE, as well as the Teacher Assessment Guideline.

申請全學年授課時數合併計算者，應於各學年度第一學期第三週結束前向教務處課務組書面提出，並於第二學期依合併計算結果，核發超支鐘點費。

Those who apply for combining the number of teaching hours in the entire academic year shall submit a written request to the Curriculum Section of the Academic Affairs Office before the end of the third week of the first semester of each academic year. The issuing of overtime pay shall be conducted in the second semester according to the combined calculation results.

- 十二、本要點經行政會議、校務基金管理委員會通過，並經校長核定後實施。

These Guidelines have been approved by the Administrative Meeting as well as the University Fund Management Committee Meeting, and implemented following approval by the University President.