

國立陽明交通大學教師授課時數核計原則

National Yang Ming Chiao Tung University Principles for Verifying and Calculating Teachers' Teaching Hours

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- 一、國立陽明交通大學(以下簡稱本校)為使教師授課時數之計算及鐘點費之核發有所依循，特訂定本核計原則。
- I. National Yang Ming Chiao Tung University (the University) hereby formulates these Principles as the basis for verifying teachers' teaching hours and distributing payment for part-time teaching.
- 二、本校專任教師每週基本授課時數分別為教授 8 小時、副教授 9 小時、助理教授 9 小時、講師 10 小時。
- (一)每週授課時數以一學年之授課時數平均值計算。
- (二)教師授課時數未達每週基本授課時數者，應於次一學年內補足，如仍未補足，應持續累計至補足為止。
- (三)專任教師因當學年度離校進修未實際授課者，所屬單位得要求該教師於次一學年度增加開授課程。
- (四)專任教師依本原則第六點、第七點列計研究時數或行政服務時數者，每學期每週基本實際授課時數仍不得低於 3 小時，未達標準者，所屬單位得要求其協助教學相關事務。若教師經系所課程委員會及院課程委員會推薦，於暑期開設課程，且依本校暑期開班授課辦法選擇列計次學年之授課時數者，於次學年開學前，得申請該學年可有一學期授

課不受此規定限制。

(五)連續三年實際授課時數未達每週 3 小時者，資料檢送各級教評會作為參考。

(六)若教師於學期間申請經醫師診斷需安胎休養者，其治療或休養期間之病假、娩假、育嬰留職停薪、流產假、產前假、陪產檢及陪產假等，產前假、娩假及育嬰留職停薪於該學期開學前，其餘假別最遲得於請假事由發生後一個月內由所屬單位上簽呈申請該學期的授課時數彈性計算。

新進教師聘入最初三年，得採計新師授課時數每週 3 小時。此處所稱之新進教師為教學年資未滿三年之教師，包含未進入本校前之教學年資。

各教學單位依課程規畫或合約需求，得自訂更嚴格之基本授課時數規範。

各教學單位在不影響單位內課程安排與學生修課權益以及不增加單位師資員額與經費之情形下，對參與學術研究、教學或產學合作表現績優且以榮譽職聘任之專任教師，得依其具體成果，經系所級與院級課程委員會同意，並經專案簽陳教務長核定採計授課時數，惟每學期實際授課時數仍不得低於 3 小時。

- II. The basic weekly teaching hours of the University's full-time teachers are 8 hours for professors, 9 hours for associate professors, 9 hours for assistant professors, and 10 hours for lecturers.
- (I) The number of weekly teaching hours shall be calculated based on the average teaching hours in an academic year.
- (II) Any teacher whose teaching hours do not reach the basic weekly teaching hours shall make them up in the next academic year. If they still have not made up the hours, the shortfall should continue to accumulate until it is made up.
- (III) For full-time teachers who leave the University for advanced study and do not actually teach in the current academic year, the departments to which they are affiliated may require such teachers to offer additional courses in the next academic year.
- (IV) For full-time teachers who calculate their research hours or administrative service hours in accordance with Articles 6 and 7 herein, the basic actual weekly teaching hours per semester shall not be less than 3 hours, and the departments with which they are affiliated may require them to assist in

teaching-related matters. If a teacher is recommended by the curriculum committees of both the department and the college to offer courses during the summer vacation chooses to include the teaching hours of the summer class in the teaching hours of the next academic year based on the University's Summer School Organization Policy, he/she may apply for one semester not to be subject to such regulation before the new academic year start.

- (V) The materials of any teacher whose actual weekly teaching hours fail to reach 3 hours for three consecutive years will be submitted to the teaching evaluation committees at all levels for reference.
- (VI) Any teacher applying for medical leave during the school term due to a physician's diagnosis requiring bed rest for pregnancy, the following types of leave—sick leave, maternity leave, unpaid parental leave, miscarriage leave, prenatal leave, leave for prenatal examinations, and paternity leave—must be submitted for flexible calculation of teaching hours for that semester. Prenatal leave, maternity leave, and unpaid parental leave should be applied for before the semester starts, while other types of leave must be applied for within one month after the reason for the leave occurs, through the respective department.

For the first three years of employment of newly-recruited teachers, teaching hours may be calculated as 3 hours per week. The term “newly-recruited teachers” referred to herein are teachers with less than three years of teaching experience, including the teaching years before being recruited by the University.

Each teaching unit may adopt more stringent rules for basic teaching hours according to course planning or contract requirements.

Academic units may, without affecting their internal course arrangements or students' right to course enrollment, and without increasing faculty headcount or budget, recognize the teaching hours of full-time faculty members who hold honorary appointments and have demonstrated outstanding performance in academic research, teaching, or industry-academia collaboration.

Such recognition shall be based on concrete achievements, approved by both the departmental and college curriculum committees, and submitted to the Dean of Academic Affairs for final approval. However, the actual teaching hours of the faculty member shall not be fewer than three hours per semester.

三、教師實際授課時數計算，以授課進度表或相關授課資料為依據。教師每週授課時數超過每週基本授課時數，方得支領超授鐘點費。

III. The actual teaching hours of teachers shall be calculated based on the syllabus or relevant teaching materials.

Teachers whose actual weekly teaching hours exceed the basic weekly teaching hours will be entitled to receive overtime fees.

四、各類型課程之授課時數計算原則：

(一)一般講授課程，全學期由同一人授課者，依每週授課時數計算。

(二)實驗課程，依任課教師實際到場授課時間計算，每週超過 3 小時部份，不計超授鐘點費。

(三)見、實習課程

1.一般實習課程以每週授課時數折半計算為原則，各學系實習課程時數計算方式，得依其規定，但應於校課程委員會通過後始得辦理。

2.一般實習課程授課時數，以不得報支超授鐘點費為原則，其它因特殊教學需求者，得以專案簽奉教務長核定後辦理。

3.臨床見、實習課程，依教育部頒臨床教師見、實習折算辦法計算門診教學、病房教學、手術或麻醉教學等臨床教學時數折算後總計平均每週以 5 小時為限；臨床病理討論會、臨床教學討論會及診斷教學，其授課時數折算後總計時數平均每週以 2 小時為限。均不得報支鐘點費與超授鐘點費。

4.師資培育中心之教育實習指導教師指導一名實習教師每週以 0.25 小時核計。每週至多以 4 小時為限，且不得支領超授鐘點費。

5.擔任臨床技能訓練(教學性 OSCE)訓練考官之時數由所屬單位報核時數為依據，平均每週以 1 小時為限，均不得報支鐘點費與超授鐘點費。

(四)大型展演課程，依任課教師實際到場授課時間計算，每週超過 3 小時部份，不得支領超授鐘點費。

(五)專題演講，邀請並主持校內外老師演講，依照課程時間列計實際授課時數，惟不得支領超授鐘點費。

(六)書報討論或專題討論，系所內師生共同進行論文研究討論，學生輪流進行論文報告，多位老師授課依實際到場時間列計實際授課時數，每學期以平均每週 3 小時為限，惟不得支領鐘點費及超授鐘點費。

(七)大學專題，大學部學生輪流進行大學專題報告，多位老師授課依實際到場時間列計實際授課時數，惟不得支領鐘點費及超授鐘點費。

(八)導師課程

- 1.大學部導師課程：列計實際授課時數，每學期平均每週以 2 小時為限，且不得支領鐘點費及超授鐘點費。
- 2.醫學系臨床導師課程：擔任臨床導師時數由所屬單位報核時數為依據，全學年平均每週以 2 小時為限，且不得支領鐘點費及超授鐘點費。

(九)PBL 整合課程

- 1.PBL 整合課程係指該課程總學分數達 15 學分或 4 門(含)以上必修課程整合為一整合課程之課程，並應經校級課程委員會核定。
- 2.本校教師編寫 PBL 教案，經教學單位主管審核，教務長核定後，每一教案得採計每週 0.5 小時授課時數，不得報支鐘點費及超授鐘點費。
- 3.PBL 整合課程之教學行政協調人，檢附相關證明，時數得折半計算授課時數，不得報支鐘點費及超授鐘點費。
- 4.擔任 PBL 整合課程之 Tutor 之時數，得採計授課時數，不得報支鐘點費及超授鐘點費。
- 5.擔任 PBL 整合課程之 Cotutor 之時數，得採計授課時數，不得報支鐘點費及超授鐘點費。
- 6.醫學系四年級『基礎臨床技能訓練課程(basic clinical skills, BCS)』比照本款各項規定辦理。
- 7.各學系如另訂 PBL 整合課程時數計算方式，得依其規定，但應於校課程委員會通過後始得辦理。

(十)音樂個別指導課程，教師授課時數以課程時間表所列之時數乘以修課人數核計，若以分組方式指導者，則以該課程學生之分組數乘以課程時間表所列之時數核計。

(十一)其他因本校校務發展需要之教學或實際上須以充分時間配合本校進行基礎教學改進及共同課程規劃，得專案簽陳教務長核定後，依核定時數採計，惟不得支領超授鐘點費。

IV. Principles for calculating the teaching hours of various types of courses are as below:

- (I) General courses taught by the same teacher throughout the whole semester will be calculated based on the weekly teaching hours.

(II) Laboratory courses will be calculated based on the actual teaching hours of the teachers. Any part exceeding 3 hours per week will not be entitled to receive payment of overtime teaching hours.

(III) Clerkships and Internships

1. General internships are subject to the principle of halving the number of weekly teaching hours. The calculation method for teaching hours of internship of each department may adopt their own regulations, provided that such regulations shall be approved by the University's curriculum committee.

The teaching hours of general internship courses are generally not considered as overtime teaching hours. Other special teaching needs should be handled, through special petitions, after the approval of Dean of Academic Affairs.

2. For clinical clerkships and internships, the number of clinical teaching hours for outpatient teaching, ward teaching, surgery or anesthesia teaching and other clinical teaching hours shall be calculated based on the Guidelines for Conversion of Clerkship and Internship Teaching Hours promulgated by the Ministry of Education, which shall not exceed 5 hours per week. For clinical teaching seminars and diagnostic teaching, the total number of hours converted from teaching hours shall not exceed 2 hours per week on average. Neither the payment for part-time teaching hours nor the payment for overtime teaching hours shall be reimbursed.
3. The teaching hours for instructors of the Center for Teacher Education shall be calculated based on the principle of 0.25 hours per intern per week. The maximum weekly hours shall be 4 hours, and no payment for overtime teaching hours shall be reimbursed.
4. The number of hours for clinical skills training (teaching OSCE) instructors shall be subject to the number of hours reported by the unit he/she is affiliated with, and the average weekly hours shall be limited to 1 hour, and neither the payment for part-time teaching hours nor the payment for overtime teaching hours shall be reimbursed.

(IV) Large-scale exhibition and presentation courses will be calculated based on the actual on-site teaching hours of the teachers. Any part exceeding

3 hours per week will not be entitled to receive payment of overtime teaching hours.

- (V) Seminars that invite and host lectures by teachers from the University or other facilities shall be subject to the actual teaching hours according to the course time, but no overtime teaching hours shall be reimbursed.
- (VI) Discussions attended by several teachers – for example, discussions on books, newspaper articles or special topics, joint discussions by teachers and students on theses or dissertations, and reports on theses by students taking turns – should be counted as the teachers' teaching hours based on the actual hours of their attendance, with no more than an average of 3 hours per week in each semester. Moreover, under the above situations, teachers should not get payment of teaching and overtime teaching hours.
- (VII) Undergraduate sessions, students taking turns to present project reports, and lectures by multiple teachers shall be subject to the actual teaching hours according to the course time, but no hourly pay and no overtime teaching hours shall be reimbursed.

(VIII) Mentor's Hours Courses

1. Undergraduate mentor's hours courses: The maximum weekly hours shall be 2 hours, and no payment for hourly pay and overtime teaching hours shall be reimbursed.
2. Clinical instructor courses of the Department of Medicine: Teachers serving as clinical instructors shall be subject to the number of hours reported by the unit he/she is affiliated with, and the average weekly hours shall be limited to 2 hours for the whole academic year, and no payment for hourly pay and overtime teaching hours shall be reimbursed.

(IX) PBL Integrated Courses

1. PBL integrated courses refer to the courses in which the total credits reach 15 credits, or 4 or more required courses are integrated into one integrated course, which shall be approved by the University's curriculum committee.
2. The teachers of the University shall prepare PBL lesson plans, which shall be reviewed by the director of the teaching unit and approved by the Dean of Academic Affairs. Each lesson plan shall be calculated as 0.5 hours of teaching hours per week, and neither the

payment for part-time teaching hours nor the payment for overtime teaching hours shall be reimbursed.

3. The teaching administrative coordinator of the PBL integrated courses shall attach relevant certificates. The hours may be calculated by halving the teaching hours, and neither the payment for part-time teaching hours nor the payment for overtime teaching hours shall be reimbursed.
4. The teaching hours for Tutors of the PBL integrated courses may be calculated on the basis of teaching hours, and neither the payment for part-time teaching hours nor the payment for hourly pay and overtime teaching hours shall be reimbursed.
5. The teaching hours for co-tutors of the PBL integrated courses may be calculated on the basis of teaching hours, and neither the payment for part-time teaching hours nor the payment for hourly pay and overtime teaching hours shall be reimbursed.
6. The teaching hours of Basic Clinical Skills Training Course (BCS) for the senior students of Department of Medicine shall be handled in accordance with the provisions of this Subparagraph.
7. If each department has a separate calculation method for teaching hours of PBL integrated courses, each department may follow their own regulations, provided that such regulations be approved by the University's curriculum committee.

(X) For individual music courses, the tutor's teaching hours are calculated by multiplying the number of hours listed in the course timetable by the number of students taking the course. If the instruction is conducted in groups, teaching hours are counted by multiplying the number of the student groups by the number of hours listed in the course timetable.

(XI) Other teaching needs for developing the university or any needs that require sufficient time to improve its rudimentary teaching and arrange its common curriculum should be handled based the approved teaching hours after the approval of Vice President for Academic Affairs; however, the tutors should not get payment of teaching hours based on their overtime hourly wage.

五、授課時數加計、折算及分配原則，惟第(一)、(四)、(五)、(六)項只得擇一加計：

(一)英語授課課程(不含語言課程、專題演講、個別研究、書報討論及專題討論、大學專題及英語系國家之外籍教師授課為原則)，修課人數符合第十二點第一項第三款人數下限者，其授課時數乘以 1.5 倍計算，並得列計超授鐘點費。

(二)大班授課之一般講授課程修課人數 60 人以上增加時數 = (修課人數 - 59) * 每週授課時數 * 0.01，修課人數最高以 134 人計算。

範例：(84-59) * 2 * 0.01 = 0.5，(134-59) * 2 * 0.01 = 1.5，並得列計超授鐘點費。

(三)多位教師共授一般講授課程及一般實習課程

多位教師共同擔任同一課程教學時，若教師輪流到場上課，則依據教師的授課時間分配比例，將授課時數分配給教師，多位教師的授課時數總和不得超過總課程時數，並得列計超授鐘點費。

若因課程需求，兩位以上教師同時到場上課，則授課時數可按教師到場時數計，教師授課時數總和得超過總課程時數，惟不列計大班授課且不列計超授鐘點費。

(四)寫作指導課程

寫作指導課程，如語文類含作文及翻譯等課程須經任課教師親自閱改者，以寫作指導項目加計每週 1 小時。寫作指導加計之鐘點，其超授鐘點費或兼任教師鐘點費每學期發給 4 個月(10、11、12、1、3、4、5、6)，每月每小時 1000 元。

(五)服務學習課程依本校補助及獎勵服務學習要點規定核計授課時數。

(六)脩遠核心課程依本校學院脩遠核心課程開設補助及獎勵要點規定核計授課時數。

V. For extra calculation, conversion and distribution of teaching hours, only one of Paragraphs (1), (4), (5) or (6) may be selected for extra calculation:

(I) For courses taught in English (excluding language courses, special lectures, individual research, seminar, undergraduate sessions, and teaching by foreign teachers from English-speaking countries), if the number of students who take the course meets the lower limit number specified in Subparagraph 3 of Paragraph 1 of Article 11, the number of teaching hours shall be multiplied by 1.5 times, and the paid overtime teaching hours may be listed.

(II) Typical courses with a large number of students

Additional hours for more than 60 students = (number of students - 59)

* weekly teaching hours * 0.01. The maximum number of students shall be 134 persons. Example: $(84-59) * 2 * 0.01 = 0.5$, $(134-59) * 2 * 0.01 = 1.5$, and the overtime teaching hours fee may be registered.

(III) Typical courses and general internship courses involving several teachers

When multiple teachers are jointly teaching the same course, if these teachers take turns to attend the class, the teaching hours shall be allocated to the teachers according to the teaching hour allocation ratio of the teachers. The total teaching hours of multiple teachers shall not exceed the total course hours, and the paid overtime teaching hours may be listed.

If two or more teachers are present at the same time due to course requirements, the teaching hours can be calculated according to the teachers' attendance hours. The total teaching hours of teachers may exceed the total course hours, but for large-scale courses no payment for overtime teaching hours shall be reimbursed.

(IV) Writing Instruction Courses

For writing instruction courses, such as language courses including composition and translation that require in person review by teachers, an extra 1-hour teaching hour may be added to the weekly teaching hours. For the additional teaching hours of writing instruction, the payment for overtime teaching hours or the Part-Time teachers' hourly fees will be distributed every semester for 4 months (Oct., Nov., Dec., Jan., Mar., Apr., May, and Jun.), at NT\$1,000 per hour per month.

(V) The teaching hours for service-learning courses shall be calculated in accordance with the University's Guidelines for Subsidizing and Rewarding Service-Learning.

(VI) The teaching hours for "Xiu-Yuan" core courses shall be calculated in accordance with the University's Guidelines for Subsidizing and Rewarding the Offering of "Xiu-Yuan" Core Courses.

六、教師執行研究工作採計時數如下：

- (一)指導學生：博士班每生以每週 1.5 小時計算，碩士班每生以每週 1 小時計算(在職專班生之論文指導費若未高於一般碩士生之指導費者，得比照之)，學士班每生以每週 0.25 小時計算。其中研究生(博士班、碩士班與在職專班)合計每學期以不超過每週 3 小時為限，學士班合計每學期以不超過每週 3 小時為限。兩類合計每學期以不超過每週 4 小時

為限。多位教師共同指導，時數平均計算。

- (二)研究計畫：主持人每案每週 1 小時，共同主持人每案每週 0.5 小時，累計至多每週 2 小時。

本款所指之研究計畫包括國科會、教育部、經濟部、國衛院等中央政府機關之研究計畫案、醫院合作研究計畫或 100 萬元以上之產學合作計畫，並以本校研究發展處立案者為限。

- (三)大學社會責任計畫：主持人及共同主持人每週 1 小時，協同主持人每週 0.5 小時。與研究計畫累計至多每週 2 小時。

- (四)本點各款採計時數，不得支領鐘點費及超授鐘點費。

VI. The number of teaching hours by teachers who conduct research work shall be calculated as follows:

- (I) Student advisors: 1.5 hours per student per week for doctoral programs, 1 hour per student per week for master's programs (if the fee for dissertation supervision for an in-service master's program is not higher than that for a regular master's student, this principle is applied), and 0.25 hour per week per student for undergraduate degrees. For graduate student advisors (including doctoral, master's and in-service master's programs), the maximum teaching time is 3 hours per week in each semester; for undergraduate advisors, the maximum is 3 hours per week in each semester. For teachers offering supervision to both graduate students and undergraduates, the maximum teaching time should not be more than 4 hours per week in each semester. If the advisory sessions are attended by multiple teachers, the hours should be divided equally among the teachers.
- (II) Research projects: 1 hour per project per week for PI, 0.5 hour per project per week for Co-PI, and the total of such teaching hours shall not exceed 2 hours per week.

The research projects referred to in this Subparagraph include research projects of central government agencies such as National Science and Technology Council, the Ministry of Science and Technology, the Ministry of Education, the Ministry of Economic Affairs, and the National Health Research Institutes, cooperative research projects of hospitals and medical institutes, or industry-academia cooperation projects of more than NT\$1 million and shall be limited to those officially registered with the University's Office of Research and Development.

(III) University Social Responsibility Programs: The PI and Co-PI get 1 hour per week, while the collaborator get 0.5 hour per week. The maximum combined hours of anyone's social responsibility programs and his or her research projects is 2 hours per week.

(IV) No payment for hourly pay and overtime teaching hours shall be reimbursed for the teaching hours calculated based on this Article.

七、教師兼任行政工作採計時數如下：

(一)副校長、一級行政單位主管、院長、博雅書苑書苑長、深耕計畫辦公室執行長、一級研究中心主管、附設醫院院長、附設醫院副院長採計每週 4 小時。

(二)一級行政單位副主管、二級行政單位主管、附設醫院一級單位主管採計每週 3 小時。

(三)副院長、博雅書苑副書苑長、系(科)主任、所長、其他教學單位主管或校級研究中心主任、附設醫院一級單位副主管及二級單位主管採計每週 2 小時。

系主任同時兼任系上碩/博士班行政者或系主任/所長同時兼任學科主任/教學中心行政者採計每週 3 小時。

在職專班主任、專班組召集人以不採計時數為原則。

(四)二級單位副主管、附設醫院二級單位副主管，採計每週 1 小時。

(五)上述職務以外之兼任行政經專案簽陳教務長核定者，依核定時數採計。

(六)兼任多項行政工作，至多採計每週 4 小時。

(七)本點各款採計時數，不得支領鐘點費及超授鐘點費。

VII. The number of teaching hours by teachers who concurrently perform administrative work on a part-time basis are calculated as follows:

(I) For the office of Vice President, the head of a first-level administrative unit, the dean, the Dean of NYCU College, the executive director of Higher Education Sprout Project Office, the director of a first-level research center, the superintendent of the affiliated hospital, and the deputy superintendent of the affiliated hospital, teaching hours of 4 hours a week may be included in the total teaching hours.

(II) For the deputy head of a first-level administrative unit, the director of a second-level administrative unit, and the director of a first-level unit of

the affiliated hospital, teaching hours of 3 hours a week may be included in the total teaching hours.

- (III) For the associate dean, the Associate Dean of NYCU College, the chairperson of a department, the director of an institute, the director of other teaching units or the director of a university-level research center, the deputy director of a first-level unit of the affiliated hospital and the director of a second-level unit, teaching hours of 2 hours a week may be included in the total teaching hours.

For the director of a department concurrently serving as the administrator of the master/doctoral program of the department, or the Chairperson/Director concurrently serving as the director of a subject or administrator of the teaching center, teaching hours of 3 hours a week may be included in the total teaching hours.

In principle, the directors and conveners of in-service master's programs will not get paid by their teaching hours.

- (IV) For the deputy director of a second-level unit and the deputy director of a second-level unit of the affiliated hospital, teaching hours of 1 hour a week may be included in the total teaching hours.
- (V) The concurrent administrative positions other than the above-mentioned ones should get paid by the approved hours, through special petitions, after the approval of Dean of Academic Affairs.
- (VI) For multiple administrative positions concurrently taken, a maximum time of 4 hours may be included in the total weekly teaching hours.
- (VII) No payment for hourly pay and overtime teaching hours shall be reimbursed for the teaching hours calculated based on this Article.

八、本校教師支援附設醫院醫療業務，每次採計 2 小時，合計每學期累計採計時數不得超過每週 2 小時，且不得支領超授鐘點費。

VIII. For teachers of the University who support the medical work of the affiliated hospital, 2 hours for each support may be included, but the total cumulative hours per semester shall not exceed 2 hours per week, and no overtime teaching hours shall be reimbursed.

九、本校健康心理中心專任教師及本校具心理師證照之專任教師協助健康心理中心諮商工作者，得依其諮商排案實際時數列計授課時數，惟不列計超授鐘點費。

IX. Full-time faculty members at the University's Mental Health and Counseling Center, as well as other full-time faculty holding a psychologist license who assist with counseling services at the Center, may count the actual hours spent on counseling sessions toward their teaching hours. However, these hours are not eligible for extra hourly teaching compensation.

十、配合本校發展需要，由校方安排至他校授課者，如未支領他校授課鐘點費，授課時數得計入本校授課時數。教師於在職專班授課，其授課時數依本校碩士在職專班作業辦法辦理。教師於推廣教育班之授課，教師授課時數依本校推廣教育收入收支管理要點辦理。

X. For teachers that are arranged by the University to teach at other schools based on the development needs of the University, if no payment for teaching hours from the other school is received, such teaching hours may be included in the teaching hours of the University.

For teachers that teach in the in-service programs, the teaching hours shall be calculated in accordance with the University's Policy for In-service Master's Programs.

The teaching hours of teachers in Continuing Education Center shall be calculated in accordance with the Guidelines for Management of Income and Expenditure of Continuing Education Center of NYCU.

十一、有關專任教師超授鐘點費及兼任教師鐘點費之發給，依公立大專校院兼任教師鐘點費支給基準表辦理。

(一)專任教師超授鐘點費核算方式，以一學年每週平均授課時數為核算依據，至多以每週 4 小時計。每學年於第二學期加退選截止後核算，一次核發 9 個月。

(二)兼任教師如擔任整學期課程授課者，其鐘點費每學期發給 4.5 月；其餘依實際授課時數按月支給。

各教學單位聘請非本校兼任教師，但具有部定教師證書者，擔任科目部分時數之授課教師，每學期每一科目同一人實際授課時數以 8 小時為限。未具有部定教師證書者，擔任科目部分時數之授課教師，每學期每一科目同一人實際授課時數以 4 小時為限。

(三)大學部一般課程及英語授課核心(通識)課程低於 10 人選修，通識課程、中文授課核心(通識)課程及體育課程低於 15 人選修，研究所課程低於 5 人選修，該課程專任教師授課時數不計入超授鐘點計算。

XI. The payment for overtime teaching hours for full-time teachers and the teaching hours of Part-Time teachers shall be handled in accordance with the Table for the

Payment of Teaching Hours for Adjunct Teachers of Public Colleges and Universities.

- (I) The calculation method of the payment for overtime teaching hours for full-time teachers is based on the average weekly teaching hours for an academic year, with a maximum of 4 hours per week. The payment shall be determined for each academic year upon the expiry of course registration and withdrawal in the second semester, and will be distributed for an amount of 9 months in lump-sum.

Those part-time teachers who are employed by any teaching unit, who with a teacher certificate issued by the Ministry of Education may lecture in the same course for a maximum of 8 hours each semester. Those who do not have such certificate may only lecture in the same course for a maximum of 4 hours each semester.

- (II) For Part-Time teachers who teach courses for the whole semester, the hourly fees will be paid for 4.5 months per semester; and the rest will be paid monthly according to the actual teaching hours.
- (III) For general undergraduate courses and core (general studies) courses taught in English taken by less than 10 students, general studies courses, core (general studies) courses taught in Chinese and physical education courses taken by less than 15 students, and graduate courses taken by less than 5 students, the full-time teachers of these courses will not get payment based on their overtime hourly wage.

十二、本原則經教務會議通過後實施，修正時亦同。

XII. These Principles shall be implemented after approval by the Academic Affairs Meeting. The same shall be applied to any amendments.

本法規有中英文兩個版本，在有疑義的情況下以中文版為準。

These Regulations are adopted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.