

國立中山大學教授及副教授休假研究辦法

Regulations for Research Leave of Professors and Associate Professors

86.06.18 本校 85 學年度第 3 次臨時校務會議通過
Approved at the 3rd interim University Council meeting on January 18, 1997
88.01.08 本校 87 學年度第 2 次校務會議修正通過
Amended and approved at the 2nd University Council meeting on January 08, 1999
91.11.01 本校 91 學年度第 1 次校務會議修正通過
Amended and approved at the 1st University Council meeting on November 1, 2002
92.10.31 本校 92 學年度第 1 次校務會議修正通過
Amended and approved at the 1st University Council meeting on October 31, 2003
93.03.26 本校 92 學年度第 3 次校務會議修正通過
Amended and approved at the 1st University Council meeting on March 26, 2004
96.12.21 本校 96 學年度第 2 次校務會議修正通過
Amended and approved at the 2nd University Council meeting on December 21, 2007
97.03.28 本校 96 學年度第 3 次校務會議修正通過
Amended and approved at the 3rd University Council meeting on March 28, 2008
98.03.27 本校 97 學年度第 3 次校務會議修正通過
Amended and approved at the 3rd University Council meeting on March 27, 2009
101.10.19 本校 101 學年度第 1 次校務會議修正通過
Amended and approved at the 1st University Council meeting on October 19, 2012
114.10.17 本校 114 學年度第 1 次校務會議修正通過
Amended and approved at the 1st University Council meeting on October 17, 2025

第一條 為鼓勵本校教授、副教授充實新知，提昇教學研究水準，特訂定本辦法。

I. These regulations are formulated to encourage the University's professors and associate professors to both broaden their professional knowledge and strengthen their credentials in teaching as well as research.

第二條 本辦法所稱教授、副教授，指編制內、專任經教育部審定合格者。

II. The said professors and associate professors in the regulations shall refer to those who are full-time faculty within the manning quota and accredited by the Ministry of Education (MOE).

本辦法所稱學期，係以每年八月一日至次年一月三十一日、二月一日至七月三十一日為計算基準。

The semesters stipulated in these regulations shall be defined as the dates from August 1 to January 31 for one semester and the dates from

February 1 to July 31 for the other semester.

第三條 本校教授連續在已立案之國內大學校院及教育部認可之國外大學校院，服務滿七學期（或七年）以上，且在本校至少服務滿三年（或五年），經本校審查通過，得申請休假研究一學期（或一學年）；休假研究二個學期者，得分段休假研究於二個學年度內休畢。

Professors who have worked in registered domestic or overseas universities recognized by the MOE for at least seven semesters (or seven years), of which three years (or five years) have been at the University, shall be eligible to apply for research leave. After approval, they may take one semester (or two semesters) of research leave. Approved leave of two semesters may be taken within two consecutive academic years.

第四條 本校副教授連續在本校服務滿七學期，並符合下列至少二款資格條件者，經本校審查通過，得申請休假研究一學期：

III. Associate professors who have served at the University continuously for seven semesters and meet at least two of the following conditions shall be eligible to apply for research leave of one semester:

一、最近三年(五年)內曾獲得國家科學及技術委員會專題研究計畫二次(三次)以上且擔任計畫主持人者。

1. The applicant has been granted by the National Science and Technology Council (NSTC) two (three) projects in the past three (five) years as the project principal investigator.

二、最近三年(五年)內在本校有以第一作者或通訊作者身份，並以本校名義公開發表於 SCI、SSCI、TSSCI、A&HCI、THCI Core 之論文二篇(三篇)或經正式審查程序出版之專書一本(二本)者。

2. The applicant has published two (three) papers in the past three (five) years as the first author or corresponding author with the University as the affiliation in SCI, SSCI, TSSCI, or AHCI Core journals, or has published one (two) properly reviewed book(s) in the past three (five) years.

三、擔任副教授期間，曾獲得本校教學、研究或產學傑出獎者。

3. The applicant has received the award of University's Outstanding Faculty in teaching, academic research, or industrial research during the term as an associate professor.

副教授申請休假研究以一次為限。

Associate professors shall be eligible to apply for research leave only once.

第五條 教授申請休假研究前七學期(七年)內、副教授申請休假研究前十學期內，經本校核准借調其他機關（構）任職者，其借調時間應予扣除後，再行併計服務年數。曾任本校校長，且具有教授資格者，其校長之服務年數得予併計。

- IV. The years during which professors and associate professors are on approved secondment from the University to public or private organizations (institutions) shall be deducted from the calculation of their service years when they apply for research leave. The number of years a professor working as the University President shall be counted into their years of service when the professor applies for research leave.

第六條 曾以留職留薪方式在國內外進修、研究、講學一個學期（含）以上未在校授課者，須返校服務與國內外進修、研究、講學二倍時間後，始能申請休假研究，其國內外進修、研究、講學時間，得不予扣減（准予併計），但副教授以一次為限；教授則七學年內以一次為限，如超過一次以上時，其申請休假研究之服務年數應自返校後之新學期開始重新計算。

Faculty who took paid leave for domestic/overseas studies, research or lecturing and didn't teach at the University for at least one semester shall serve double the time period of their leave at the University before they are eligible to apply for research leave. The period of the said paid leave shall be valid to be counted into their years of service. Associate professors shall be eligible for such leave only once. Professors shall be eligible for such leave once within seven academic years; if they take such leave more than once, their years of service considered in the

application for research leave shall be reset to zero starting from the semester they return to the University.

第七條 教授申請休假研究之服務年資，合計超過得申請休假之規定年資，其超過部份得於返校服務後，保留併計服務滿七學期或七年時，再行申請休假研究。

V. The years of service of a professor in excess of the said seven semesters or seven years shall be reserved and combined into the calculation for the next application for research leave.

第八條 屆滿退休年齡延長服務之教授、副教授，於延長服務期間不得申請休假研究。屆滿退休年齡前申請休假研究者，其休假研究期滿應返校服務之期限，不得逾其核定退休之時間。

VI. Professors or associate professors in extended service term after reaching retirement age shall not apply for research leave. Those who are close to their retirement shall not take research leave if their return date exceeds their retirement date.

第九條 符合本辦法資格規定，欲申請休假研究者，應提出含研究地點之計畫，並依程序由系所（教育中心、學位學程）、院（西灣學院）教師評審委員會審議通過後，除副教授另簽會教務處及研究發展處確認資格條件外，於一週內將名單送人事室陳請校長核定。

VII. Faculty who are eligible for research leave shall submit their research plans (including the destination) and follow proper procedures to obtain approvals from both department/institute/degree program/ education center and college (Si Wan College) faculty evaluation committees. Approved cases shall then be submitted within a week to the Office of Personnel Services (OPS) for final approval from the President. Associate professors' cases shall be submitted to the Office of Academic Affairs and the Office of Research and Development for qualification confirmation prior to being submitted to the OPS.

教授、副教授休假研究人數，每系所（教育中心、學位學程）每年不得超過該系所（教育中心、學位學程）教師人數百分之十五；不足一人者，得以一人計。

The number of both professors and associate professors on research

leave every year shall not exceed fifteen percent (15%) of the faculty number of their affiliated departments/institutes/degree programs/education centers. Cases, when the fifteen percent result in less than one person, shall be counted as one.

休假研究教授、副教授原擔任之課程，由本校相關教師分任，不得要求增加員額或年度人事總經費。

The courses taught by professors and associate professors on research leave shall be assumed by the University faculty in relevant fields. Any departments/institutes/degree programs/education centers shall not require an increase in faculty number or personnel budget because of faculty on research leave.

第十條 經核准休假研究之教授、副教授，研究期間之薪給由本校照發，並得申請研究計畫補助及擔任本校各項會議代表、委員；惟不得擔任國內外其他專任有給職務，及本校編制內之學術（含中心）行政主管職務。

VIII. During the term of approved research leave, professors and associate professors shall still receive full salary, may apply for subsidies for research projects, and serve as representatives and members of any University committees and councils. They shall not concurrently hold any domestic or overseas full-time position with salary, or be academic (including research centers) or administrative supervisors within the manning quota.

違反前項專職限制者，應提教師評審委員會審議。

Cases of violating the preceding Paragraph shall be submitted to the faculty evaluation committees for deliberations.

第十一條 教授、副教授休假研究期滿應至少返校服務與核准休假研究等長之時間，且須於返校三個月內就從事之學術研究成果向所屬單位及本校提出報告。

IX. After completing research leave, professors and associate professors shall return to serve on campus for at least the term as the leave. Within three months of returning, they shall submit a report to their affiliated

units regarding their academic achievements during the leave.

第十二條 休假研究教授、副教授，違反第十一條前段規定者，應按其未履行服務義務期間之比例賠償相當於其休假研究期間所領薪給及補助金額；違反第十一條後段規定者，嗣後不得再申請休假研究。

X. Professors and associate professors on research leave who violate the first half of Article 11 shall return both the salary and subsidy they received during the research leave. Those violating the second half of Article 11 shall not apply for research leave thereafter.

第十三條 本辦法經校務會議通過後施行，修正時亦同。

XI. The regulations are approved by the University Council. Amendments to these regulations shall follow the same procedure.