

# 國立成功大學教師授課鐘點原則及超授鐘點費、論文指導費計支要點

## National Cheng Kung University Directions

### for the Administration of Payments for Teaching Hours and Thesis/Dissertation Advising

85. 04. 26 第 128 次行政會議修正通過  
Amended and approved at the 128th meeting of the Administrative Council on April 26, 1996  
教育部台(88)高(二)字第 88014269 號函核備  
Ratified by MOE, as written in its letter coded as Tai(88)-Gao(2)-Zi, No. 88014269
94. 11. 16 第 152 次行政會議修正通過  
Amended and approved at the 152nd meeting of the Administrative Council on Nov. 16, 2005  
95. 01. 19 教育部台高(二)字第 0950007905 號函核備  
Ratified by MOE, as written in its letter coded as Tai-Gao(2)-Zi, No.0950007905, dated Jan. 19, 2006
96. 05. 15 95 學年度第二次教務會議修正通過  
Amended and approved at the 2nd meeting of the Academic Affairs Council in the 2006-07 academic year on May 15, 2007
97. 01. 21 96 學年度第二次教務會議修正通過  
Amended and approved at the 2nd meeting of the Academic Affairs Council in the 2007-08 academic year on Jan. 21, 2008
97. 06. 04 96 學年度第三次教務會議修正通過  
Amended and approved at the 3rd meeting of the Academic Affairs Council in the 2007-08 academic year on June 4, 2008
97. 12. 09 97 學年度第一次教務會議修正通過  
Amended and approved at the 1st meeting of the Academic Affairs Council in the 2008-09 academic year on Dec. 9, 2008
98. 12. 16 98 學年度第一次教務會議修正通過  
Amended and approved at the 1st meeting of the Academic Affairs Council in the 2009-10 academic year on Dec. 16, 2009
100. 11. 22 100 學年度第一次教務會議修正通過  
Amended and approved at the 1st meeting of the Academic Affairs Council in the 2011-12 academic year on Nov. 22, 2011
102. 11. 26 102 學年度第一次教務會議修正通過  
Amended and approved at the 1st meeting of the Academic Affairs Council in the 2013-14 academic year on Nov. 26, 2013
104. 05. 28 103 學年度第二次教務會議修正通過  
Amended and approved at the 2nd meeting of the Academic Affairs Council in the 2015-16 academic year on May 28, 2015
106. 03. 07 105 學年度第三次教務會議修正通過  
Amended and approved at the 3rd meeting of the Academic Affairs Council in the 2016-17 academic year on March 7, 2017
107. 01. 18 106 學年度第 1 次教務會議修正通過  
Amended and approved at the 1st meeting of the Academic Affairs Council in the 2017-18 academic year on Jan. 18, 2018
108. 05. 29 107 學年度第 2 次教務會議修正通過  
Amended and approved at the 2nd meeting of the Academic Affairs Council in the 2018-19 academic year on May 29, 2019
110. 01. 06 109 學年度第 2 次教務會議修正通過  
Amended and approved at the 2nd meeting of the Academic Affairs Council in the 2020-21 academic year on Jan. 6, 2021
111. 06. 01 110 學年度第 2 次教務會議修正通過  
Amended and approved at the 2nd meeting of the Academic Affairs Council in the 2021-22 academic year on June 1, 2022
- 113.06.05 112 學年度第 2 次教務會議修正通過  
Amended and approved at the 2nd meeting of the Academic Affairs Council in the 2023-24 academic year on June 5, 2024

#### 一、依據大學法施行細則第十八條訂定本要點。

1. These Directions are established by National Cheng Kung University (NCKU) in accordance with Article 18 of the Enforcement Rules of the University Act.

#### 二、本校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、研究及服務之需要訂定之。

2. These Directions are enacted to regulate the administration of payments to faculty members for teaching hours and thesis and dissertation advising in line with their requirements for teaching, research, and services.

#### 三、本校各教學單位編制內專任教師每學期至少要開授 1 門課，每學年以開授 14 小時之科目為原則。

前項最低授課時數，不含在職專班及已另支領鐘點費之授課時數。

為兼顧教學與研究，於不增加教學單位師資員額、經費及不影響教學單位課程安排和學生選課的情形下，對參與學術研究、教學或產學合作績優之教師，得視其具體研究或產學合作成果，經教學單位課程委員會及院課程委員會同意並專簽教務長核可後，遞減授課時數。但每學年最低授課時數，不得少於 9 小時。

各教學單位如有特殊需要，得聘任具有講師證書之博士生為不佔缺兼任教師，協助教學工作。其聘任辦法依本校相關規定辦理。

3. NCKU full-time faculty members at each academic unit are required to teach a minimum of one course every semester, with a minimum of fourteen teaching hours for each academic year, which shall not include the teaching hours for in-service master's programs and additionally-paid teaching hours. However, to cover both teaching and research and in order not to increase teaching unit faculty numbers or budget, as well as to not affect the teaching unit's curriculum and students' course selection, teachers with excellent performance in academic researches, teaching or Industry-University cooperative projects, after approved by unit committee, collegiate committee, and as a special project

approved by Vice President of Academic Affairs, are allowed to reduce teaching hours accordingly. However, for each academic year, the minimal teaching hour after adjustment can be no lower than 9 hours.

When needed, each teaching unit can hire PhD students who have lecturer certificates as part-time lecturers to assist teaching, without affecting any vacancies that are available. The hiring process is handled in accordance with the related regulations.

四、本校編制內專任教師每學年須授足下列基本授課時數後，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。

兼任教師每週授課以 4 小時為限。但經專案簽准者不在此限。

第一項基本授課時數，不含在職專班及已另支領鐘點費之授課時數。

4. Full-time faculty members are required to teach a designated number of basic hours every academic year, as follows 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.

Adjunct lecturers are allowed to teach a maximum of four hours, but those who are employed under special projects are not subject to this rule.

The requirement of basic teaching hours for full-time faculty members, as stated in the first paragraph, shall not include the teaching hours for in-service master's programs and additionally-paid teaching hours.

五、本校編制內專任教師授課時數於每學年下學期合併一次計算。

超出基本授課時數者得支領「超授鐘點費」，以部訂標準核發。但每學年（含校外日間部兼課）至多以 8 小時為限。

第一項授課時數，不含在職專班及已另支領鐘點費之授課時數。

5. The total teaching hours for each full-time faculty member will be calculated in the spring semester of each academic year.

Additional teaching hours will be paid according to the standards set forth 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).

The calculation of teaching hours for full-time faculty members, as stated in the first paragraph, shall not include the teaching hours for in-service master's programs and additionally-paid teaching hours.

六、本校教師授課時數依下列標準計算：

- (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。實驗或實習課若非教師親自指導，則該實驗或實習之時數，得由各學院規定是否計入教師授課時數內，但不得併入超支鐘點費計算。
- (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；微學分課程不得以四捨五入方式計列畢業學分。
- (四) 彈性課程、大學部論文或專題類等課程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），其授課時數不得列入超授鐘點計算。

6. The minimum teaching hours of NCKU faculty members are calculated in terms of forms of instruction as follows:

1. Lectures and seminars: a total of 18 hours per semester for one credit, counted as one hour.
2. Lab experiments and interns: a total of 36 to 54 hours for one credit, counted as 1 to 1.5 hours. If the lab or intern courses are not taught by teachers themselves, then the colleges have to decide if the hours will be counted in the teaching hours. However, these hours cannot be paid as overtime.

3. Flexible courses: for special features of courses, courses that should be offered in minor credits, elasticity, intensive time or multi teachers, should get the approval of Vice President of Academic Affairs before offered. For elasticity or intensive time courses, 18 hours of learning activities or curriculum will be counted a credit, and counted as 1 hour. Minor course with 9 hours will be counted 0.5 credit, and counted as 0.5 hour. However, minor course credit should not be counted by rounded up or down for graduation credits.
4. Flexible courses, thesis and seminars for undergraduates as well as courses similar to seminars for graduate students (such as discussions on books and papers, independent research courses and so on.) These teaching hours will not be counted as overtime.

七、教師兼任行政職務、從事其他校內專業服務、新進教師或因懷孕等，其最低授課時數依第三點規定辦理，再依下列規定核減：

- (一) 編制內之副校長、附設醫院院長（副院長）、行政單位或教研單位之主管，每學期每週得減授 4 小時。
- (二) 非編制內行政職務，經專案簽准每學期每週得減授 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，得專案簽准減授，但每學期每週至多 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為 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。

如同時符合前項數款減授資格時，擇一辦理，且減授時數不得併入超授鐘點計算。

7. Teachers who serve as administrative officials, who are assigned to intramural professional services, who are newly-employed, or who expect accommodation for pregnancy-related conditions, may have their minimum teaching hours, as outlined in Article 3 herein, reduced in accordance with the following regulations:

1. Teachers who serve as quota-based executive vice presidents, the dean (vice dean) of the NCKU hospital, heads of academic or administrative units may have four hours reduced per week for each semester.
2. Teachers who serve as non-quota based administrative officials may have two to four hours reduced per week for each semester, which shall be submitted in a special report for approval.
3. In line with the curriculum arrangement of the affiliated academic unit, teachers who are assigned to intramural special services may apply for a maximum reduction of two hours per week for each semester, each time for a maximum of two years, which shall be submitted in a special report for approval.
4. Assistant professors who have been employed for less than three years shall teach a minimum of nine hours per academic year.
5. 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, which shall be submitted in a special report for approval.

If a teacher meets more than one of the above conditions, s/he should apply for a reduction in teaching hours based on only one of them. Meanwhile, the reduced teaching hours cannot count as overtime teaching hours.

八、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。

8. Teachers who work on the University projects can undertake full-time research if they gain approval from NCKU president.

九、研究生論文指導費於畢業時一次支給，碩士生每人支給新臺幣(下同) 4,000 元，博士生每人支給 6,000 元。若二位教師共同指導一研究生則平分之，餘類推。惟碩士生論文指導費(不含碩士在職專班及產業研發碩士專班) 每位教師每學年以 20,000 元為限。但情形特殊，經系(所、學位學程)會議討論通過，專簽經教務長同意者，不在此限(以學生入學年度為計算標準)。

9. A lump-sum payment for thesis/dissertation advising shall be made to an instructor upon graduation of his/her advisees, with an amount of NT\$4,000 for a master's program student and NT\$6,000 for a

doctoral student. In case of co-advising one student, the amount shall be equally shared by each instructor. An instructor shall receive a maximum payment of NT\$20,000 for master's thesis advising to advisees admitted in the same academic year (excluding those from master's programs for in-service students, or specific master's programs for industrial development). However, under special circumstances, exceptional payments approved by a department (institute or degree program), which shall be proposed in a report to the Vice President for Academic Affairs for final approval, will be exempted from this rule.

十、課程符合下列規定者，得於計算教師鐘點費時加計授課鐘點數：

- (一) 每科選課人數達 80 至 110 人，授課鐘點數乘以 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，經教學單位課程委員及院課程委員會審核通過者，其授課鐘點數乘以 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)及以英語為母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，每學期經校課程委員會審核通過者，其線上課程鐘點數乘以 1.5 倍計算，鐘點加計至多以 4 學期為限。前述線上課程同一學期適用多門課程時，擇其鐘點數加計最高之科目採計之。
- (四) 各教學單位創新教學課程，提經校課程委員會審核通過者，其授課鐘點數乘以 1.5 倍計算，鐘點加計至多以 3 學期為限。

同時符合前項各款之課程，得重複加計授課鐘點數，但每一課程加計後鐘點數至多以 2 倍為限。第一項加計授課鐘點數，專班課程得否適用，由教學單位自訂。

10.

1. When the numbers of students reaches between 80 and 110, the teaching hours increase by 1.2; between 111 and 140, by 1.4; between 141 and 170 by 1.6; between 171 and 200 by 1.8; above 201 by 2.
2. Approved by the teaching unit, Collegiate Committees, teaching hours of English-taught course can increase by 1.5 after department and college Curriculum Committee approved. However, general language course, non-lecture course (seminars, book discussion, thesis, project, independent research) and the course of English-Speaking foreign lecturers will not include.
3. The courses which match "MOOCs Regulation" can increase on-line teaching hour by 1.5 after University Curriculum Committee approved, but the teaching hour could not increase more than 4 semesters. When the same on-line teaching hour(s) being applied in many online courses in one semester, the highest teaching hours will be counted.
4. The innovative experimental course can increase teaching hour by 1.5 after University Curriculum Committee approved, but the teaching hour could not increase more than 3 semesters.

The courses hour which qualify the regulation above can be counted repeatedly, but no more than 2 times. Each teaching unit will decide if the 1<sup>st</sup> term is available for Master's Degree programs for professionals or not.

十一、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，由教學單位經費支應。

11. Courses without enough students should be canceled after the deadline for the waiving and selecting period.

Hours taught before the cancellation by full-time teachers will not be paid; part-time teachers will get paid for two weeks teaching hours.

If the course is approved to be continued, full-time teachers will not get overtime pay and part-time teacher will be paid by teaching unit.

十二、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本要點第三點規定之限制；若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，以本要點第三點規定之 1/2 計算。

12. For full-time teachers who take up administrative work, do research overseas, are on personal leave, the teaching hour will not be limited by article three if only one semester. The minimum teaching hours will be counted half as set forth on article three of these guidelines.

十三、編制內專任教師除依第七點規定辦理減授鐘點外，每學年授課時數若未達第三點所規定之最低授課時數者，應於次學年於教師所屬教學單位或通識教育中心增開課程，以補足上學年不足之時數，且增開時數不得併入超支鐘點費計算。若連續兩學年授課不足時，則通知所屬教學單位及學院，作為該教師教學評量與升等之參考，並得列入該教師所屬單位增聘教師之考量。

13. Full-time teachers whose teaching hours do not reach the minimum requirement should teach more hours at their teaching units or at the general course center by the respective department. When it is for make up the hours of last academic year, the extra hours taught will not be counted as overtime. Teachers who do not teach enough hours for two consecutive academic years, the teaching unit and college will be notified. This should be taken into account when hiring more teachers at that department and those teachers' teaching assessment and promotion.

十四、本要點如有未盡事宜，悉依本校相關規定辦理。

14. If these regulations are not specified sufficiently, please act in accordance with relevant regulations and rules.

十五、本要點經教務會議通過後實施，修正時亦同。

15. These Directions shall be approved by the Academic Affairs Council 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.*