

高雄醫學大學專題（案）計畫專任人員聘用要點

Directives for Hiring Full-time Personnel of Special Research (Case) Projects

106.07.13 105 學年度第 12 次行政會議通過
2017.07.13 Passed in the 12th Administrative Meeting of the 105th academic year
107.02.08 106 學年度第 7 次行政會議通過
2018.02.08 Passed in the 7th Administrative Meeting of the 106th academic year
108.07.11 107 學年度第 12 次行政會議修正通過
2019.07.11 Revised and passed in the 12th Administrative Meeting of the 107th academic year
108.08.07 高醫人字第 1081102697 號函公布
2019.08.07 Announced in the GaoYiRenZi No. 1081102697 Letter
108.12.12 108 學年度第 5 次行政會議通過
2019.12.12 Passed in the 5th Administrative Meeting of the 108th academic year
109.01.02 高醫人字第 1081104504 號函公布
2020.01.02 Announced in the GaoYiRenZi No. 1081104504 Letter
109.11.12 109 學年度第 4 次行政會議通過
2020.11.12 Passed in the 4th Administrative Meeting of the 109th academic year
109.12.10 高醫人字第 1091103912 號函公布
2020.12.10 Announced in the GaoYiRenZi No. 1091103912 Letter
110.11.11 110 學年度第 4 次行政會議通過
2021.11.11 Passed in the 4th Administrative Meeting of the 110th academic year
110.11.23 高醫人字第 1101103986 號函公布
2021.11.23 Announced in the GaoYiRenZi No. 1101103986 Letter
111.09.08 111 學年度第 1 次行政會議通過
2022.09.08 Passed in the 1st Administrative Meeting of the 111th academic year
111.10.13 111 學年度第 2 次行政會議通過
2022.10.13 Passed in the 2nd Administrative Meeting of the 111th academic year
111.11.24 第十九屆第三十三次董事會議通過
2022.11.24 Passed in the 33rd Meeting of the 19th Board of Directors
111.12.19 高醫人字第 1111104639 號函公布
2022.12.19 Announced in the GaoYiRenZi No. 1111104639 Letter
113.02.15 112 學年度第 7 次行政會議通過
2024.02.15 Passed in the 7th Administrative Meeting of the 112th academic year
113.02.29 第十九屆第四十七次董事會議通過
2024.02.29 Passed in the 47th Meeting of the 19th Board of Directors
113.03.19 高醫人字第 1131100916 號函公布
2024.03.19 Announced in the GaoYiRenZi No. 1131100916 Letter

一、 本校為使專題（案）計畫專任人員之聘用有所遵循，特訂定本要點。

1. KMU has formulated the Directives for Hiring Full-time Personnel of Special Research (Case) Projects (hereinafter referred to as "the Directives") to provide guidelines for the employment of full-time personnel of special research (case) projects.

二、 本要點所稱專題（案）計畫係指公民營機構補助（委託）計畫、產學合作計畫、跨校（機構）合作計畫、各種募款及學校經費計畫。計畫專任人員分類如下：

The term "special research (case) projects" refers to subsidized (commissioned) projects of public or private organizations, industry-academia cooperation projects, inter-school (institution) cooperation projects, various fundraising and university-funding projects. The classification of full-time project personnel is as follows:

(一) 博士後研究員：指計畫所聘用之具有博士學位之專職人員，在職或在學人員不得擔任。

(1) Postdoctoral research fellows: refer to full-time personnel with a doctoral degree employed by projects. However, those who are currently employed or studying in school are not eligible.

(二) 研究助理：指計畫所聘用之專職從事專題（案）研究計畫人員。但在職行政人員或在學學生，除在職進修或進修部學生專職於專題（案）研究計畫外，不得擔任研究助理。

(2) Research assistants: refer to the full-time personnel employed by projects to engage in the execution of special research (case) projects. However, current administrative staff or students are not eligible to serve as research assistants, except for students in in-service continuing education or enrolled in the continuing education department who

are dedicated to special research (case) projects.

(三)工作人員：指行政助理或經校長核准之其他職稱工作人員。

(3) Working staff: refers to administrative assistants or staff with other position titles approved by the President.

於計畫中已擔任任一類專任人員，不得再擔任或兼任同一計畫或其他計畫之其他類人員。計畫主持人如因計畫執行需要，得循本校行政程序簽報核准，由自籌經費或計畫補助機構其他經費共同列支計畫專任人員所需費用。

Once employed as any type of full-time personnel in a project, the individual may not be employed or concurrently employed as other types of personnel in the same project or other projects. If the principal investigator needs to do so due to the needs of project execution, he/she may apply for approval through the university's administrative procedures, and the expenses required for project personnel shall be jointly provided by self-raised funds or other funds from the project funding institution.

三、計畫專任人員之聘任條件如下：

3. The appointment conditions for full-time project personnel are as follows:

(一) 依補助（委託）機構規定或校務發展需要辦理，以符合人力需求為要件。

(1) It is a prerequisite to meet the manpower needs in accordance with the regulations of the subsidy (commissioning) institution or the needs of university development.

(二) 依「行政院及所屬各機關學校臨時人員進用及運用要點」及國家科學及技術委員會（以下簡稱國科會）規定，應迴避進用機關首長、計畫主持人、共同主持人及所屬單位主管之配偶及三親等以內血親、姻親為計畫專任人員，如有違反規定，不予核銷相關經費；其他專案計畫進用人員比照辦理。

(2) According to the "Directives for the Recruitment and Use of Temporary Personnel in the Executive Yuan and Affiliated Government Agencies and Public Schools" and the regulations of the National Science and Technology Council (hereinafter referred to as "the NSTC"), it is necessary to avoid employing the spouses and blood relatives within the third degree of kinship of the head of the employing institution, the principal investigators, co-principal investigators, and supervisors of the affiliated unit as full-time project personnel. If there is a violation of the regulations, the relevant funds will not be approved for reimbursement; the employment of other project personnel shall be handled accordingly.

(三) 惟在各該主管接任以前任用者，不受前款之限制。然渠等人員續聘時，如執行不同計畫，應依規定迴避進用；如執行原計畫，不受迴避進用規定之限制。

(3) Those who were employed before their respective supervisors took office are not subject to the restrictions of the preceding paragraph. However, when renewing the contract, if they are working on different projects, they should be recused accordingly; if they are working on the original project, they are not subject to the restrictions of the recusal regulations.

四、計畫專任人員之聘任程序如下：

4. The appointment procedures for full-time project personnel are as follows:

- (一) 計畫主持人應於收到計畫審查通過相關文件後，始得依核定之人事經費內容，甄選計畫所需人員，並依本校計畫專任人員聘任及報到流程完成進用，聘期不得往前追溯，如有違反規定，不予核銷相關經費，由計畫主持人自行負責。
- (1) The principal investigator may select the personnel required for the project and complete the employment and reporting procedures in accordance with the university's procedures for the appointment of project personnel upon receiving the relevant documents for project review approval, and the term of employment shall not be retroactive. If there is a violation of the regulations, the relevant funds will not be approved for reimbursement, and the principal investigator shall be responsible.
- (二) 學校經費所聘工作人員之遴聘，比照本校專任職員工之聘任程序辦理。
- (2) The selection of working staff employed by university funding shall be conducted in accordance with the procedures for the appointment of full-time staff of the university.
- (三) 外籍人員須事先取得勞動部工作許可函及移民署居留證後，始得聘任並辦理勞、健保加保。
- (3) Foreign personnel shall obtain a work permit letter from the Ministry of Labor and an alien resident certificate from the National Immigration Agency before being hired and applying for labor and national health insurance.

五、 計畫專任人員每月工作酬金支給標準原則依計畫補助(委託)機構規定，無規定者依本校「專題(案)計畫專任人員酬金暨博士後研究員教學研究費支給標準表」(如附表)辦理。

The standard for monthly remuneration for full-time project personnel shall follow the regulations of the project funding (commissioning) institution. If there are no applicable regulations, it shall be handled in accordance with the "Table of Standards of Paying Full-time Personnel's Remuneration and Postdoctoral Research Fellows' Teaching & Research Payments of Special Research (Case) Projects" of the university (as annexed).

六、 計畫專任人員之聘任規定如下：

6. The appointment regulations for full-time project personnel are as follows:

(一) 聘任期限不得逾計畫執行期間。

(1) The term of employment shall not exceed the project execution period.

(二) 計畫執行期間內聘期屆滿，計畫主持人擬續聘該人員時，視為重新聘任，須聘任程序重新辦理人員聘任及報到手續。

(2) When the term of employment expires during the project execution period, and the principal investigator intends to renew the employment of the personnel, it shall be regarded as a new appointment, and the procedures for personnel appointment and reporting shall be reprocessed.

(三) 於聘期中轉換計畫，視為提前離職，應辦理離職手續，並依聘任程序重新辦理人員聘任及報到手續。

(3) Transferring to another project during the term of employment shall be considered as leaving early, and the resignation procedures shall be completed, and the procedures for personnel appointment and reporting shall be reprocessed according to the

appointment procedures.

(四)聘期屆滿前離職，應於勞動基準法規定或契約書約定預告期前提出書面申請，經計畫主持人同意後，始得離職。

(4) If leaving before the end of the term of employment, a written application should be submitted in accordance with the notice period stipulated in the Labor Standards Act or the employment contract. The resignation can only be granted with the consent of the principal investigator.

(五)聘期屆滿時，應依規定辦理離職手續。

(5) Upon the expiration of the term of employment, resignation procedures shall be completed in accordance with the regulations.

(六)聘期屆滿前未完成續聘作業，於聘期屆滿翌日辦理勞健保退保及停支薪資。

(6) If the employment renewal process is not completed before the expiration of the term of employment, the personnel's withdrawal of labor insurance and national health insurance and stoppage of salary will be processed on the day following the expiration of the employment period.

七、計畫專任人員之考核依計畫補助(委託)機構規定，由計畫主持人自訂辦理。學校經費所聘工作人員依本校規定辦理。

The assessment of full-time project personnel shall be conducted in accordance with the regulations of the project funding (commissioning) institution and shall be determined by the principal investigator. For working staff employed by university funding, it shall be handled in accordance with the regulations of the university.

本要點未規範事項，依本校專題(案)計畫專任人員契約書及適用勞動基準法人員工作規則辦理。

For matters not covered by the Directives, the provisions of the university's contract for full-time special research (case) project personnel and the work rules for personnel subject to the Labor Standards Act shall apply.

八、本要點經行政會議、董事會議審議通過後，自公布日起實施，修正時亦同。

8. After being reviewed and approved by the Administrative Meeting and Meeting of the Board of Directors, the Directives shall be implemented from the date of publication, and the same applies to amendments.

高雄醫學大學專題（案）計畫專任人員酬金暨博士後研究員教學研究費支給標準表
Table of Standards of Paying Full-time Personnel's Remuneration and Postdoctoral Research Fellows' Teaching & Research Payments of Special Research (Case) Projects

單位：新台幣元
Unit: NT\$

類別 Category	研究助理及工作人員（工作酬金） Research assistants and working staff (remuneration)				博士後研究員（教學研究費） 上限 The ceiling for postdoctoral research fellows (teaching & research payments)	
	專業級別 Professional level	A	B	C		D
專業程度 Professional degree						
	11	36,830	38,260	43,650	49,160	85,970
	10	35,560	37,210	42,600	48,120	83,110
	9	34,520	36,180	41,580	47,100	80,340
	8	33,410	35,180	40,580	46,110	77,600
	7	32,440	34,180	39,570	44,990	74,980
	6	31,440	33,080	38,560	43,980	72,310
	5	30,440	32,100	37,570	42,990	69,630
	4	29,340	31,100	36,670	41,990	66,950
	3	28,580	30,110	35,790	40,880	64,270
	2	28,020	29,500	35,200	40,200	61,590
	1	27,470	28,460	33,750	38,600	58,920

備註：

Remarks:

一、計畫專任人員每月工作酬金支給標準原則依計畫補助（委託）機構規定，無規定者依本標準表支給。

1. The monthly remuneration for full-time personnel of special research (case) projects shall be paid in accordance with the regulations of the project subsidy (commission) institutions. If there are no relevant regulations, it shall be paid in accordance with this Table of Standards.

二、資源教室輔導人員每月工作酬金依「教育部補助大專校院招收及輔導身心障礙學生實施要點」規定辦理。

2. The monthly remuneration for the resource classroom counseling staff is determined in accordance with the "Ministry of Education's Subsidies to Universities and Colleges for the Recruitment and Counseling of Physically and Mentally Disabled Students".

三、專題（案）計畫主持人於計畫經費額度內，綜合考量計畫執行所需工作職能及工作內容等條件，以上表各專業級別（A 專科(不含)以下；B 專科；C 大學；D 碩士）之專業程度作為敘薪參照基礎。

3. A principal investigator of a special research (case) project, within the project funding limit, shall refer

to the professional level (A college (excluding) and below; B college; C university; D master) in the above table as the basis for salary determination, taking into account the required competencies and job content of the project.

- 四、特殊稀有專業人才薪資，計畫主持人得於計畫經費額度內，依校內行政程序簽請校長核定，不受上表金額限制。
4. For the salary of special and rare professional talents, the principal investigator may, within the project funding limit, obtain the President's approval following the university's administrative procedures, without being limited by the amounts in the above table.
- 五、國科會計畫所聘任之博士後研究員敘薪，以國科會實際核定金額為主，本表僅供參考用。
5. The salary of postdoctoral research fellows employed for the NSTC projects shall be based on the actual amount approved by the NSTC. The table above is for reference only.
- 六、本支給標準表自核定公布日起實施，實施前已申請或核定之研究計畫所需計畫人員人事費用，如依本表所訂標準而有調整需求時，應於原核定計畫總經費內勻支。
6. This table shall be implemented from the approved announcement date. For research project personnel expenses already applied for or approved before implementation, if there is a need for adjustment according to the standards set forth in this table, it shall be allocated within the original approved total project budget.
- 七、依勞動基準法第 21 條第 1 項後段規定，本表各級酬金如低於政府公告之基本工資，適用政府公告之基本工資，並請計畫主持人配合調整敘薪。
7. According to the latter half of Paragraph 1 of Article 21 of the Labor Standards Act, if the remuneration of a level in the table is lower than the government's announced minimum wage, the minimum wage announced by the government shall apply, and the principal investigator shall cooperate in adjusting the salary.