

# 高雄醫學大學教師寒、暑假進修作業要點

## Guidelines for Teacher's Research and Study Leave on Winter/ Summer Vacation

90.06.21 八十九學年度第五次校務暨第十一次行政聯席會議通過  
2001.06.21 Passed in the 5<sup>th</sup> University Council and the 11<sup>th</sup> Administrative Meeting of the 89th academic year  
90.06.29 (九十)高醫校法(一)字第0一二號函頒布  
2001.06.29 Promulgated in the (90)GaoYiFa(1)Zi No. 012 Letter  
100.03.11 九十九學年度第二次校務暨第八次行政聯席會議審議通過  
2011.03.11 Passed in the 2<sup>nd</sup> University Council and the 8<sup>th</sup> Administrative Meeting of the 99th academic year  
100.04.06 高醫人字第 1001101117 號函公布  
2011.04.06 Announced in the GaoYiRenZi No. 1001101117 Letter  
102.02.07 101 學年度第 2 次校務會議審議通過  
2013.02.07 Passed in the 2<sup>nd</sup> University Council of the 101st academic year  
102.03.04 高醫人字第 1021100512 號函公布  
2013.03.04 Announced in the GaoYiRenZi No. 1021100512 Letter  
102.11.07 102 學年度第 3 次行政會議審議通過  
2013.11.07 Passed in the 3<sup>rd</sup> Administrative Meeting of the 102nd academic year  
102.11.25 高醫人字第 1021103648 號函公布  
2013.11.25 Announced in the GaoYiRenZi No. 1021103648 Letter

- 一、 本校為鼓勵教師於寒、暑假期間，積極進修並撰寫論文或專門著作，訂定本要點。  
To encourage teachers to actively pursue further studies and write papers or academic writings during winter and summer vacations, these guidelines are established.
- 二、 教師於寒、暑假開始前於人事室公告期限內提出寒暑假進修申請表、計劃書及進修機構同意函，經所屬系(所、中心)、學院主管同意，並報校核准後，給予休假進修。  
Before the start of winter and summer vacations, teachers should submit an application form, a plan, and a letter of approval from the institution of further study to the Personnel Office before the announced deadline. After approval by the faculty/department (graduated institute, center) and college supervisors, and approval by the university, leave for further study will be granted.
- 三、 教師進修所需之費用，由教師自行負責（可向政府機構或學術團體提出申請），本校不提供補助。  
Teachers are responsible for the expenses of further study (applications can be made to government agencies or academic groups); the university does not provide subsidies.
- 四、 教師於進修結束後三個月內，必須向人事室繳交具體之成果報告；已發表、付印中或投稿中之論文或專門著作由人事室彙整提本校教師發展委員會核備，做為下次申請進修之依據。未按時繳交成果報告、論文或專門著作，將暫緩其後學年度進修申請案之作業。  
Within three months of completing the further study, teachers must submit a detailed report of their achievements to the Personnel Office. Published, in press, or submitted papers or academic writings will be compiled by the Personnel Office and submitted to the

university's Faculty Development Committee for verification, as a basis for the next application for further study. Failure to submit the report, research paper, or academic writing on time will result in the postponement of the application for further study in the following academic year.

- 五、 本要點經行政會議通過，陳請校長核定後，自公布日起實施，修正時亦同。  
These guidelines, approved by the Administrative Meeting and submitted to the President for approval, shall be implemented from the date of announcement, and any amendments shall be similarly applied.