

# 高雄醫學大學教授休假研究辦法

## Regulations Governing the Sabbatical Leave of Professors

83.3.13 第十屆第十五次董事會通過  
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- 第 1 條 為鼓勵教授充實新知，並提升學術水準，訂定本辦法。  
Article 1: These regulations are formulated to encourage professors to enrich their knowledge and enhance academic standards.
- 第 2 條 本辦法所稱教授，係指經教育部審查合格之專任教授。  
Article 2: The term "professor" in these regulations refers to full-time professors who have been approved by the Ministry of Education.
- 第 3 條 申請資格：本校專任教授每連續服務滿七學期以上且表現優良者，得申請休假研究一學期，連續服務滿七年以上且表現優良者，得申請休假研究一學年，但有下列情形者，不得申請。  
一、屆滿退休年齡延長服務之教授，於延長服務期間者。  
二、曾經核准於國內外進修、講學、研究者，仍於返校履行服務義務期間者。  
三、教授曾經核准休假研究，返校服務連續未滿七學期者。  
四、前項年資採計規定如下：  
(一)經核准借調其他機關服務者：  
1. 借調期間累計未逾四年，並依規定鐘點數返校授課，且未支鐘點費者，年資得採計。  
2. 借調期間累計未逾四年，但未依規定返校授課，其年資不予採計。  
3. 借調期間逾四年，其超過部份年資不予採計。  
(二)曾經核准留職在國內外進修、講學、研究者：於學校核准其休假研究時，其留職期間應併計於休假研究期間內，並予扣減，因公務經核准奉派出國者，得不予扣減。  
(三)曾停聘後復職或因育嬰留職停薪者：其服務年資之計算，應扣除其未到校授課期間後，再行合併計算。  
(四)分段休假研究者，其服務年資，以核准休假之該學年度結束後起算。  
Article 3: Eligibility: Full-time professors of this university who have served continuously for seven or more academic semesters and have demonstrated outstanding performance may apply for a one-semester research leave. Those who have served continuously for seven or more years and have demonstrated outstanding performance may apply for a one-year research leave. However, the following circumstances are not eligible for application:  
1. Professors whose retirement age has been extended and who are serving during the extended period.  
2. Those who have been approved for domestic or overseas study, lectureship, or research and are still serving their obligation upon returning to the university.  
3. Professors who have been approved for sabbatical leave but have not served continuously for seven academic semesters upon returning to the university.  
4. The calculation of service years is as follows:

(1) Those who have been approved for secondment to other institutions:

i. The service period does not exceed four years in total, and they return to the university to teach according to regulations without receiving hourly fees, the years of service may be counted.

ii. The service period does not exceed four years in total, but they do not return to the university to teach according to regulations, the years of service are not counted.

iii. The service period exceeds four years, the excess years are not counted.

(2) Those who have been approved for study, lectureship, or research domestically or overseas: When the university approves their sabbatical leave, the period of retention should be included in the sabbatical leave period and deducted. Those who are sent abroad for official duties may not be deducted.

(3) Those who resume work after being suspended or take parental leave: The calculation of their years of service should deduct the period when they did not teach at the university and then calculate it together.

(4) For those who take segmented sabbatical leave, the years of service are counted from the end of the approved academic year of leave.

第 4 條 一、本校教授休假研究之申請統一於每年一月辦理下一學年度之案件，申請時應檢附計畫書，經三級教師評審委員會審議通過後，呈請校長核定。  
二、合聘於本校附設醫院之教授申請休假研究時，須經合聘單位同意，始得提出申請。

Article 4: 1. The application for professors' sabbatical leave at this university will be processed annually in January for the following academic year. Applicants should submit a research plan, which, after being reviewed and approved by the three-tier teacher evaluation committee, shall be submitted to the President for approval.  
2. Professors jointly employed by the affiliated hospital of this university must obtain the consent of the employing unit before applying for sabbatical leave.

第 5 條 教授休假研究為一學年者，經學校核准後，得以學期為單位分段辦理。分段休假研究，應於核准之日起兩年內完成，逾期視同自動放棄。休假研究期間經核准後，不得擅自變更。

Article 5: For professors whose sabbatical leave is for one academic year, upon approval by the university, it may be carried out in segments by semester. Segmented sabbatical leave must be completed within two years from the date of approval, and failure to do so will be considered an automatic waiver. Once approved, the sabbatical leave period may not be changed arbitrarily.

第 6 條 各學院(中心)教授休假研究名額每學年度不得超過該學院(中心)專任教授總人數百分之十五，其不足一人者，以一人計之。申請人數如超過時，由院(中心)級教師評審委員會決定之。

Article 6: The quota for professors' sabbatical leave in each academic year in each college (center) shall not exceed fifteen percent of the total number of full-time professors in that college (center), with less than one person counted as one person. If the number of applicants exceeds the quota, it shall be determined by the college (center) level Faculty Evaluation Committee.

第 7 條 各系(所、中心、學位學程)，教授申請休假研究，應以不影響教學為原則，其原擔任課程應由系(所、中心、學位學程)教師分擔，不得因此增加專兼任教師員額。

Article 7: Professors applying for sabbatical leave in each faculty/department (graduate institute, center, degree program) shall adhere to the principle of not affecting teaching. The courses originally taught by the professor should be shared by the faculty/department (graduate institute, center,

degree program) teachers, and the number of full-time and part-time teachers shall not be increased as a result.

第 8 條 教授擔任本校行政主管，因而無法申請休假研究者，於卸任主管職務後，其休假研究優先予以考慮。

Article 8: Professors who serve as administrative heads of this university and are unable to apply for sabbatical leave shall be given priority consideration for sabbatical leave after stepping down from the administrative position.

第 9 條 教授於休假研究期間，留職留薪，休假研究期滿，應即返校報到服務，並於返校服務三個月內就研究成果提出書面報告。

Article 9: Professors on sabbatical leave with retained positions and salaries shall return to the university for service upon completion of the sabbatical leave. They shall submit a written report on the research results within three months of returning to the university.

第 10 條 教授休假研究期間，以專事學術研究為原則，不得擔任其他校內外專任有給職務。違反規定者，應提報教師評審委員會審議，並繳回休假研究期間所發之薪給。

Article 10: During the sabbatical leave period, professors should focus on academic research and may not hold other full-time paid positions inside or outside the university. Violators shall be reported to the Faculty Evaluation Committee for review and shall return the salary received during the sabbatical leave period.

第 11 條 本辦法經校務會議審議通過後，自公布日起實施，修正時亦同。

Article 11: These regulations shall be implemented from the date of announcement after being approved by the University Council, and the same applies to amendments.