

國立臺北大學任課教師請假代課補課辦法

National Taipei University Regulations for Faculty Taking Leave, Employment of Substitute Teachers, and Making up Classes

In case of any discrepancy or inconsistency between the English and Chinese versions of the regulations, the Chinese version shall take precedence.

89.04.14本校第1次教務會議通過

89.11.01本校第2次教務會議修訂通過

90.04.20本校第3次教務會議修訂通過

95.10.18本校第15次教務會議修訂通過

105.10.12本校第46次教務會議將「國立臺北大學任課教師請假代課辦法」修正為「國立臺北大學任課教師請假代課補課辦法」，並修正通過第1、2、3、4、6條

107.03.21本校第49次教務會議修正通過第4、5條

110.10.20本校第56次教務會議修正通過第10條條文

113.03.20本校第61次教務會議修正通過第5條條文

113.10.09本校第62次教務會議修正通過第3、7條條文

第一條 本辦法依國立大專校院教師請假公假或休假所遺課務之調課補課代課規定第2條規定訂定之。

The National Taipei University (hereinafter referred to as the University or NTPU) Regulations for Faculty Taking Leave, Substitute Teaching, and Making up Classes (hereinafter referred to as the Regulations) are formulated in accordance with Article 2 of the Regulations for Rescheduling, Making up, and Substituting Missed Classes Due to Faculty Taking Leave in National Universities and Colleges.

第二條 本校任課教師因故請假（包括事假、病假、婚假、喪假、產假、公假、公差及因公出國等），須於事先（至遲在上課時間前一天）通知本校教務處課務組，以便公告。

Faculty members of the University who require leave for personal reasons (including personal matters, illness, marriage, bereavement, maternity leave, official duties, or official international travel) must notify the Academic Affairs Office, Curriculum Affairs Division, at least one day prior to the scheduled class to facilitate public announcement.

第三條 本校代課教師，除本辦法及法令另有規定者外，以左列情形為限：

The substitute teachers of our institution shall be subject to the following conditions, unless otherwise specified by these regulations or other laws:

一、教師請假：

Faculty taking leave:

(一) 娩假、流產假、陪產檢及陪產假。

Taking maternity leave, miscarriage leave, prenatal examination leave, and paternity leave.

(二) 事假及家庭照顧假合計超過七日。

Taking 7 consecutive days or more of personal leave and family care leave.

(三) 連續請婚假十四日。

(四) Taking 14 consecutive days of marriage leave.

(五) 連續請喪假十五日。

Taking 15 consecutive days of bereavement leave.

(六) 連續請病假或連續公差（假）二十一日以上。

Taking 21 consecutive days or more of sick leave or official business trips (leave).

二、教師臨時出缺(含臨時辭聘、未通過聘任案)。

Faculty members having an interim absence for some reason (including resigning without giving prior notice and failing in faculty employment qualification).

三、教師依規定留職停薪或因案停職者。

Faculty members taking leave without pay, or suspension pending investigation.

前項情形應符合人事相關規定。

Regarding the previous subparagraph, faculty members should comply with personnel-related regulations.

本校任課教師請假，除符合第三條得請代課教師情形外，應自行補課並於請假單上填具補課說明。

The faculty members of the University who request to take leave should make up their classes and provide an explanation on the leave application form, except for the cases that meet the conditions specified in Article 3 allowing for a substitute teacher.

第四條 教師請假後其所遺課程應儘量商由校內任課時數不足之專任教師擔任。

After a teacher takes leave, the remaining classes should be priority covered by full-time faculty members with insufficient teaching hours.

專任教師授課時數合計代課時數後如未滿足當學年度基本授課時數，不得支領代課鐘點費；合計代課時數後之超授時數，上限為每一學期每週四小時。

If the total teaching hours of full-time faculty members, including substitute teaching hours, fail to meet the minimum required teaching hours for the academic year, they will not qualify for substitute teaching payment. The maximum allowable excess teaching hours after incorporating substitute teaching is four hours per week per semester.

兼任教師授課時數合計代課時數後上限為每一學期每週四小時，惟本校教師授課時數及超支鐘點費核計辦法另有規定者，從其規定。

Adjunct faculty members are limited to a maximum of four teaching hours per week per semester after combining substitute teaching hours. However, if there are specific regulations governing the calculation of teaching hours and excess hourly payments for faculty at the university, those regulations shall take precedence.

第五條 本校各系所（含室、中心）如因教學需要，且有第三條所列情形，得另聘代課教師，其聘任之資格，比照「國立臺北大學教師聘任暨升等評審辦法」兼任教師聘任之規定，以及「國立臺北大學博士生擔任兼任講師授課辦法」之規定。新聘代課教師於上課前應繕具詳細履歷表連同學經歷相關證件，一併送經各該系（所、室、中心）教評會議，通過後由人事室核定等級，其代課時數，每週至多以四小時為限。

If the departments, institutes, and centers of the university have instructional needs and meet the criteria specified in Article 3, they are permitted to hire substitute teachers. The qualifications for their appointment shall follow the provisions outlined in the “National Taipei University Regulations for Faculty Appointment and Promotion Review” regarding adjunct faculty members appointments, and “National Taipei University Regulations for Doctoral Students Serving as Adjunct Lectures for Teaching”.

The new substitute teachers are required to prepare a comprehensive resume along with relevant academic documents prior to the commencement of classes. These materials will be submitted to the respective department, institute, office, or center for review by the Academic Affairs Committee. Upon approval, the personnel office will determine their rank, and the teaching hour limit of maximum four hours per week.

第六條 代課教師之鐘點費，依照其職級之標準支給。

The hourly wage for substitute teachers is determined based on their ranks.

代課教師代課期間鐘點費之支給，比照兼任教師鐘點費支給標準，以實際授課時數核實支給。

The standard hourly pay for substitute teachers should accord with the standard hourly pay of adjunct faculty at different ranks and should be given on the basis of the actual teaching hours.

代課教師非本校專任教師者，開班授課人數限制比照「國立臺北大學課程開授基本原則」第三點兼任教師開班授課人數標準，惟任課教師於重大事由加退選後，依第三條第一項申請代課之課程，不在此限。

The class size for courses conducted by substitute teachers who are not full-time faculty members of the university should adhere to the standards outlined in Article 3 of the “National Taipei University Principles for Course Offerings.” However, courses for substitute teaching requested by faculty members after the significant add/drop period are exempt from this restriction, as stipulated in Article 3, Section 1.

第七條 專任教師請假於請代課教師代課並支給代課鐘點費期間，應停發其本人超支鐘點費；兼任教師請假期間之鐘點費，另依「專科以上學校兼任教師聘任辦法」第17條規定辦理。

As a full-time faculty member is on leave and the hourly pay of a substitute teacher is covered by the university, the overtime pay during their leave should be deducted accordingly. When an adjunct faculty member is on leave, the hourly pay for a substitute teacher shall be handled in accordance with Article 17 of the “Regulations for the Employment of Adjunct Faculty Members in Tertiary Education Institutions.”

第八條 兼任教師請假如於次學期開學時，仍因事故，不能親自上課者，應予停聘，其所授課程另排其他教師擔任。

If an adjunct faculty member takes leave due to unforeseen circumstances at the start of the next semester, they shall be suspended from their appointment, and the course will be assigned to another faculty member.

第九條 請假教師於其請假原因消滅後，應即通知教務處恢復授課，並停發代課教師鐘點費。

代課教師於代課原因消失時，應即解除代課，不得以任何理由要求續任。

When the faculty member's reason for leave ends, they should promptly notify the Academic Affairs Office to resume teaching duties and cease payment to the substitute instructor. When the reason for substitution ends, the substitute instructor should be promptly relieved of their duties, without any grounds to request an extension.

第十條 本辦法應經本校教務會議通過，陳請校長核定後實施；修正時亦同。

These Regulations shall be implemented after approval by the Academic Affairs Conference and subsequent endorsement by the President. The same applies to any subsequent revisions.