

國立臺灣藝術大學教師學期中申請出國作業要點

National Taiwan University of Arts Guidelines on Faculty Applications for Mid-Semester Going Abroad

95 年 6 月 27 日經 94 學年度第 19 次行政會議通過

114 年 8 月 19 日經 114 學年度第 1 次行政會議通過

Approved at the 19th Administrative Meeting of the 2006 academic year on June 27th, 2006

Approved at the 1st Administrative Meeting of the 2025 academic year on August 19th, 2025

一、為規範教師學期中申請出國事宜，特依「教育部及所屬機關(構)學校因公派員出國案件處理要點」、「教師請假規則」及本校相關規定，訂定本校教師學期中申請出國作業要點(以下簡稱本要點)。

I .In order to regulate faculty members' applications for mid-semester going abroad, these Guidelines on National Taiwan University of Arts (hereafter referred to as "NTUA") for Faculty Applications for Mid-Semester Going Abroad (hereafter referred to as "These Guidelines ") are established in accordance with the relevant regulations of the Ministry of Education and other relevant regulations of NTUA.

二、為免影響教學，教師申請出國觀光、探親，應利用寒、暑假或其他假日辦理；但其利用婚假申請者，不在此限。

II .To avoid affecting teaching, faculty members applying to travel abroad, tourism or visiting relatives should do so during winter or summer vacations or other holidays; however, those applying for marriage leave shall be exempt from this restriction.

三、教師學期中出國(不含彈性授課週次)以不影響正常教學為主，有下列情形者，得給予公(差)假，出國天數一學期至多十四天，一學年合計以二十天為限：

(一) 教師申請出國開會，以提出論文發表或因學術研究之需，受邀出國訪問、考察、觀摩等。

(二) 由本校選赴國外開會、訪問、考察、執行核准之研究計畫或應教育部、國科會、其他公私立機關(構)邀請，且均獲有補助經費並附補助證明者。

前述各種因公出國案件，均須於出國前檢附邀請函或其他相關證件資料，經核准後始得出國。出國總日數超過上開規定，超過部分應以事假或休假辦理。出國期限屆滿，應按時返國。

III. Faculty members going abroad at mid-semester (excluding flexible teaching weeks) should ensure that regular teaching is not affected. In the following circumstances, official leave may be granted, up to fourteen days per semester, and twenty days per academic year:

(1) Faculty members applying to go abroad for conferences, to present papers, or

for academic research needs, such as being invited to visit, inspect, or observe abroad.

- (2) Faculty members selected by NTUA to attend conferences, visit, inspect, or execute approved research projects abroad, or invited by the Ministry of Education, National Science and Technology Council (NSTC), or other public or private institutions, and have received subsidies with proof of subsidy attached.

For all the aforementioned official travel cases, an invitation letter or other relevant supporting documents must be submitted before departure, and travel is permitted only after approval. If the total number of travel days exceeds the above regulations, the excess portion shall be processed as personal leave or vacation leave. Upon expiration of the travel period, one must return to the country on time.

- 四、教師學期中申請自費出國（含出國處理私人事宜）應經核准，事由以參加子女結婚、探視直系親屬重病或參加個人畢業論文口試、畢業典禮為原則，期限至多以一星期為原則。

- IV. Faculty members applying for self-funded travel abroad at mid-semester (including going abroad for private matters) must be approved. The reasons should be to attend a child's wedding, visit seriously ill immediate family members, or attend one's own thesis defense or graduation ceremony, with the period generally limited to a maximum of one week.

- 五、出國如有課程者另附教師請假調代補課申請單，安排補課時間應避免同學與選讀其他課程有衝突之情形。

- V. For those who have courses during their travel abroad, a "Faculty Leave and Makeup Class Application Form" must be attached. Make-up class times should be arranged to avoid conflicts with students' other enrolled courses.

- 六、教師如未於出國前填報申請單或已填報申請單，但尚未核准即行出國或逾申請出國日數返校者，除其在國外之行為須自行負責外，並視情節輕重，得提本校教師評審委員會討論予以適當的議處。

- VI. If a faculty member fails to submit an application form before going abroad, or submits an application form but travels before it is approved, or fails to return within the approved period, in addition to being responsible for their actions abroad, the case may be submitted to NTUA Faculty Evaluation Committee for appropriate disciplinary actions, depending on the severity of the circumstances.

- 七、教師經核准申請出國者，須至本校差勤電子表單系統填寫請假單辦理請假手續，另依本校教師請假代課鐘點費注意事項，填妥教師請假調代補課申請單，辦理調代補課事宜。

- VII. Faculty members whose applications for going abroad have been approved must fill out a leave application form in NTUA's electronic attendance and leave

system to complete leave procedures. Furthermore, in accordance with the "NTUA Notes on Faculty Leave, Substitute, and the Incurred Hourly Pay," they must complete the "Faculty Leave and Makeup Class Application Form" to arrange for class adjustments, substitutes, and make-up classes.

八、本要點未盡事宜，依有關法令規定辦理。

VIII. Any matters not provided for in these Guidelines shall be handled in accordance with the relevant laws and regulations.

九、本要點經行政會議通過，簽請校長核准後實施，修正時亦同。

IX. These Guidelines were approved by the Administrative Meeting and implemented after the President's approval. All amendments and revisions shall follow the same procedure.