

國立臺北教育大學
National Taipei University of Education
專任教師全學年授課時數合計申請表
Full Academic Year Total Teaching Hour Application Form for
Full-Time Teacher

授課時數合計學年 Academic year for the total teaching hour	— 學年度 — Academic Year	系所 Department / Institute	
教師姓名 Name of Teacher		職稱 Title	<input type="checkbox"/> 教授 Professor <input type="checkbox"/> 副教授 Associate Professor <input type="checkbox"/> 助理教授 Assistant Professor <input type="checkbox"/> 講師 Lecturer <input type="checkbox"/> 約聘教師 Contracted Teacher

本人依「國立臺北教育大學教師授課時數計算要點」第十一點規定申請上、下學期授課時數合併計算，並遵守下列相關規定

I hereby, in accordance with Article 11 of the "National Taipei University of Education Teaching Hour Calculation Guidelines for Teachers" apply the combination of teaching hours in the first and second semester and will obey the following regulations :

1. 各學期每週應實際授課至少二小時，報支超支鐘點費至多四小時。

The teaching time for each semester shall be at least two hours in a week, and the applied overtime pay shall not exceed four hours.

2. 以本校名義接受政府機構委託案擔任主持人或擔任本校產學合作案主持人，而委託案或產學合作案之行政管理費金額未達本校產學合作及政府科研補助或委託辦理收入收支管理要點第四點所列管理費提列原則之比例者，其減授之時數僅可作為補足基本授課時數，不得計入超支鐘點數。

For those who also serves as the project leader for government contracted project or industrial-academic collaboration project on behave of NTUE in which the corresponding administrative management fee does not meet the management fee listed in Article 4 of NTUE's "Industrial-Academic Collaboration and Government Research Support or Contracted Project Income and Expenditure Management Guideline", the number of teaching

hours deducted may only be used as a supplementary to the basic teaching hour, and shall not be counted as the overtime hour.

3. 申請新進助理教授減授者，減授期間不得超支鐘點。

For those who apply for new assistant professor teaching hour reduction, overtime teaching pay is not allowed during the reduction period.

4. 專任教師之學生學習成果導向問卷結果兩年內有任 2 科目平均值於 3.0 分以下者，受輔導期間不得超鐘點授課、不得領取超支鐘點費用。

Full-time teachers, whose Student Learning Outcome-Oriented Questionnaire results have shown an average score of less than 3.0 in any two subjects within two years, shall undergo counseling. During the counseling period, overtime teaching hour is not allowed, and overtime teaching will not be paid.

5. 教師評鑑結果為須覆評及不通過者不得超授鐘點。

Those who receive “Re-Assessment Required” or “Fail” for the result of the teacher assessment shall not give overtime teaching hour.

已知悉並遵守相關規定

I acknowledge and will obey the related regulations.

申請人簽章：

Applicant Signature :

申請日期：_____年____月____日

Application Date :

系所主管核章 Signature of Department/ Institute Dean	教務處 Academic Affairs Office 課務組 Curriculum Division
核示 Result	

註：本表應於各學年度第一學期第三週結束前向教務處課務組提出書面申請，並於奉核後影送所屬系所及教務處課務組憑辦。

Note: This Form shall be submitted in writing to the Curriculum Division of the Academic Affairs Office before the end of the third week of the first semester of each academic year for approval. Photocopy of the approved Form shall be sent to the corresponding Department/Institute and the Curriculum Division of the Academic Affairs Office as the reference to continue the process.