

# 國立陽明交通大學碩士在職專班作業辦法

## National Yang Ming Chiao Tung University Policy for In-Service Master's Programs

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第一條 國立陽明交通大學(以下簡稱本校)為有效推動碩士在職專班之各種教學及行政作業，特訂定本辦法。

Article 1. In order to promote the education and administrative operations for in-service master's program students, National Yang Ming Chiao Tung University (hereinafter referred to as "NYCU") hereby enacts the Policy accordingly.

第二條 本校設立在職專班委員會(以下簡稱本會)，由教務長擔任召集人，有設立在職專班之學院院長、主計室主任、人事主任擔任委員，召集人得視需要邀請校內外專家學者及業界人士參與。

本會訂定碩士在職專班經費收支管理要點，經校務基金管理委員會審議通過後實施，並審議各學院在職專班經費運用細則及相關發展規劃。

Article 2. NYCU shall establish the Evaluating Committee for In-Service Master's Programs (hereinafter referred to as the "Committee"), and appoint the Dean of Academic Affairs to be the convener. The dean of each college offering the in-service master's programs, the director of the Accounting Office, and the director of the Personnel Office shall serve as the standing members. The convener, may invite experts/scholars inside/outside NYCU and industry professionals to participate in the Committee, if necessary.

The Committee adopts the Directions for Managing Revenue and Expenditure of the Fund for In-Service Master's Programs, which will be put into operation with the consent of the University Fund Management Committee. The Committee will examine the rules and related development planning for utilization of the fund for continuing education programs of each college.

第三條 有設立在職專班之學院應設立院級在職專班委員會，由院長或副院長擔任召集人，委員會成員中學院所屬各系所皆應有代表。

院級在職專班委員會審議各在職專班之組織規則與經費運用細則等相關事宜。

Article 3. Each college which offers the in-service master's programs shall establish an in-service master's program committee. The dean or associate dean of such a college shall serve as the convener. The committee members shall consist of the representatives delegated from various departments of the college.

The college's in-service master's programs committee will examine the organizational rules and rules related to fund utilization for each in-service master's program.

第四條 各在職專班主任之人選產生方式由組織規則訂定之，產生後由院長簽請校長聘任之。

Article 4. The director of each program shall be nominated in accordance with the organizational rules, and subsequently reported by the dean of the college for the ratification of the President.

第五條 各在職專班須以維持教學及論文品質為首要目標，訂定在職專班組織規則，經院級及校級在職專班委員會通過，報教務會議核備。各在職專班須依學位授予法及本校相關法規，訂定碩士修業規章，報院級相關會議通過，並送校級課程委員會審查通過後實施。

Article 5. Each program shall prioritize the promotion of teaching and thesis quality as its first priority. The program will establish organizational rules, which must approved by the college's in-service master's program committee and the Evaluating Committee for In-Service Master's Programs. These rules will be submitted to the Academic Affairs Meeting for approval and reference. Each program shall establish its master's degree conferral regulations according to the Degree Conferral Act and NYCU's related regulations, and report them to the college affairs meeting for approval, and then to the University Curriculum Committee and Academic Affairs Meeting for approval and reference.

第六條 各在職專班須訂定經費運用細則，其中包含主管工作費、協助班務及相關規劃工作委員工作費、教師鐘點費、論文指導及學位考試相關費用支付標準，以及結餘款之運用等事項。

Article 6. Each program shall establish the fund utilization rules, including the rates for management remuneration, remuneration to members engaging in assisting with program affairs and related planning work, teacher's hourly fees, instruction fees and degree exam-related fees, etc., as well as guidelines for the utilization of surplus.

- 第七條 各在職專班之助理由各相關院系所支援，或以各在職專班之經費支付。
- Article 7. Each college, department, institute shall support the salary of the program's assistants, or allocate payment to them from the program's fund.
- 第八條 授課應以專班方式辦理為原則，任何課程若須與日間學制班次併班上課，須說明理由，逐級報經相關學院及本校核准，以維持課程品質。
- 在職專班必修課程除經該全班學生同意外，不得與日間學制班次併班上課。
- Article 8. In principle, the program shall be taught as a special class. If there's a need to merge any of the program's courses with a day school course, the relevant reasons must be explained and reported to the relevant college and NYCU for approval to maintain the quality of the course.
- No required course of the program shall be merged with a day school course unless there is unanimous agreement among all the program's students.
- 第九條 各在職專班學生修課，不論是修習在職專班所開課程或其他本校課程，一律依所屬在職專班學分費標準收費。
- Article 9. Each program's students shall be charged based on the credit fee rate for the continuing education program, regardless of whether they take the courses offered by the program or any other courses offered by NYCU.
- 第十條 各在職專班之學生不得轉為一般碩士生。
- Article 10. Each program's students are not allowed to transfer into the general masters program.
- 第十一條 各在職專班之教師以由相關學院之教師支援為主，本校不另支援專任教師員額。
- 各在職專班可考量實務應用與學生需求，得聘任業界教師任課。
- Article 11. The teachers of each program shall be primarily supported by the related college's teachers. NYCU will not provide separate support for additional full-time teacher positions. Notwithstanding, each program may enlist industry professionals to serve as teachers, considering practical application and students' needs.
- 第十二條 教師擔任各在職專班之授課鐘點費，由各在職專班依據本校碩士在職專班經費收支管理要點訂定及支付。
- 專任教師以支領授課鐘點費、不計入教師授課時數為限，在不影響日間學制課程規劃情形下，得申請改列計為教師授課時數，所列計授課時數不支領各在職專班之授課鐘點費，最高改列時數不得超過每學年 6 小時。
- Article 12. Teachers' hourly fees shall be determined and paid by each program according to NYCU's Directions for Managing Revenue and Expenditure of the Fund for In-

Service Master's Programs.

Full-time teachers may receive hourly fees only, and their teaching hours shall be excluded from their loading hours. Notwithstanding, in cases where the day school curriculum remains unaffected, teachers not receiving hourly fees from each degree program may apply their teaching hours to be included into their loading hours. The maximum teaching hours that can be accounted for is six hours per academic year.

第十三條 各在職專班所開課程若與日間學制班次併班上課，則該課程只能就在職專班課程或日間學制班課程兩者擇一認定。若認定為日間學制班課程可計入教師授課時數，若認定為在職專班課程則依本辦法第十二條處理。

Article 13. If any course offered by the program needs to be merged with a day school course, an alternative choice shall be made between the program's course and the day school course. In the case of the day school course, teaching hours may be included into their loading hours. Notwithstanding, in the case of the program's course, Article 12 herein shall apply.

第十四條 各在職專班學生學雜費減免依教育部相關法規之規定辦理，並得比照本校一般碩士生使用校內各項服務，惟有關本校獎助學金、住宿、汽車停車證申請及運動場地之收費方式等，須依相關單位之規定辦理。

Article 14. Each program's students may be entitled to exemption/reduction of tuition and miscellaneous fees in accordance with the Ministry of Education's related laws and regulations. They will have access to various services similar to those of general NYCU master's program students. However, NYCU scholarships, accommodation fees, car parking application, and the payment method of sports venue shall depend on the specific requirements and regulations of the related units.

第十五條 其他未盡事宜，悉依相關規定辦理。

Article 15. Any matters not covered herein shall be governed by the related regulations.

第十六條 本辦法經教務會議通過後實施，修正時亦同。

Article 16. The Policy and any amendment thereto shall be implemented upon passing the Academic Affairs Meeting.