

公務人員訓練進修法施行細則

Enforcement Rules of the Civil Service Training and Continuing Education Act

中華民國 91 年 7 月 16 日

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Jointly prescribed and officially announced

第 一 條 本細則依公務人員訓練進修法（以下簡稱本法）第二十條規定訂定之。

Article 1 These Rules are prescribed pursuant to the authority under Article 20 of the Civil Service Training and Continuing Education Act (hereinafter referred to as This Act).

第 二 條 本法適用對象如下：

一、各機關（構）學校組織編制中依法任用、派用之有給專任人員。

二、各機關（構）學校除教師外依法聘任、僱用人員。

三、公務人員考試錄取人員。

Article 2 This Act is applicable to the following subjects:

1.The permanent employees who are appointed or assigned in accordance with the relevant laws in various agencies (organizations) or schools.

2.With the exception of teaching faculty, any personnel who are hired or employed by various agencies (organizations) or schools in accordance with the relevant laws.

3.Personnel newly qualified through civil service exams.

第 三 條 本法所稱訓練，指為因應業務需要，提升公務人員工作效能，由各機關（構）學校主動提供特定知識與技能之過程。

本法所稱進修，指為配合組織發展或促進個人自我發展，由各機關（構）學校選送或由公務人員自行申請參加學術或其他機關（構）學校學習或研究，以增進學識及汲取經驗之過程。

Article 3 Training as referred to in this Act means the process by which various agencies (organizations) or schools actively offer specialized knowledge and skills in order to upgrade the work performance of the employed civil servants.

Continuing education as referred to in this Act means the process by which the civil servants, either by their own accord or when chosen by the employing agency (organization) or school, participate in academic or other agency (organization) or school related study and research as a way to accommodate organizational development or promote individual development, thus leading to the furthering of academic scholarship and the acquisition of relevant experience.

第 四 條 本法第二條第三項之各項訓練定義如下：

- 一、專業訓練：指為提升各機關（構）學校公務人員擔任現職或晉升職務時所需專業知能，以利業務發展之訓練，或為因應各機關（構）學校業務變動或組織調整，使現職人員具備適應新職所需之工作知能及取得新任工作專長，所施予之訓練。
- 二、一般管理訓練：指為強化各機關（構）學校公務人員一般領導管理、綜合規劃、管理協調及處理事務之能力為目的之訓練。
- 三、進用初任公務人員訓練：指對依公務人員任用有關法律規定進用或轉任，初次至各機關（構）學校任職人員所施予之訓練。

Article 4 The various types of training as outlined in Article 2, paragraph 3 are defined as follows:

1. Professional Training: Professional training refers to improving

position-related skills in newly promoted or on-staff personnel of various agencies (organizations) or schools for the benefit of organizational development; or as a response to changes in operations or organizational restructuring in said agencies (organizations) or schools, thereby giving on-staff personnel the knowledge and ability to meet the needs of new job responsibilities as well as the opportunity to acquire expertise in their new position.

2.General managerial training: General managerial training refers to the strengthening of general managerial skills such as leadership and management, comprehensive planning, management coordination, handling of administrative affairs, etc. in those personnel attached to various agencies (organizations) or schools.

3.Training of newly appointed civil servants: Training for newly appointed civil servants refer to training given in accordance with the relevant laws for the employment of civil servants to newly appointed or recently transferred in various agencies (organization) or schools.

第 五 條 本法第三條所稱協調會報辦法，指協調會報之辦理方式、時間、研討主題、分工及程序等事項，由協調會報之各相關機關協商定之。

Article 5 Coordination board regulation as referred to in Article 3 of this Act means the procedures, time, topics of discussion, division of labor, work-flow and other items which the co-ordination board has come to agreement on following consultation with various related agencies.

第 六 條 本法第四條所稱初任各官等主管人員訓練，指依公務人員陞遷法第十四條第二項規定辦理之初任委任、薦任或簡任各官等主管職務之管理才能發展訓練。

Article 6 Training of newly appointed managers of all ranks as referred to in Article 4 of this Act means managerial training in accordance with

Article 14, paragraph 2 of the Civil Service Promotion Act of newly appointed elementary rank, junior rank, or senior rank personnel in managerial positions in order to develop managerial skills.

第 七 條 本法所稱選送，指各機關（構）學校基於業務需要，主動推薦或指派公務人員參加與職務有關之訓練或進修。

本法所稱自行申請，指公務人員主動向服務機關（構）學校申請參加與職務有關之訓練或進修。

Article 7 Selection of personnel as referred to in this Act means the recommendation or designation of civil servants for participation in work-related training or continuing education by the employing agency (organization) or school on the basis of said agency's (organization's) or school's workplace needs.

Voluntary application as referred to in this Act means the voluntary application of civil servants to the employing agency (organization) or school for the participation of work-related training or continuing education programs.

第 八 條 本法所稱入學進修，指由各機關（構）學校選送或公務人員自行申請至國內外政府立案之專科以上學校攻讀與業務有關之學位。

本法所稱選修學分，指由各機關（構）學校選送或公務人員自行申請至國內外政府立案之專科以上學校修習與業務有關之學科。

本法所稱專題研究，指由各機關（構）學校選送或公務人員自行申請至國內外機關或政府立案之機構、學校從事與業務有關之研究或實習。

Article 8 Degree-conferring continuing education as referred to in this Act means civil servants, either by their own accord or as the result of being chosen by the employing agency (organization) or school, applying for domestic or foreign government-accredited schools at

the level of junior college and above in order to pursue a work-related degree.

Taking credits as referred to in this Act means the work-related courses in domestic or foreign government-accredited educational institutions at the level of junior college attended by civil servants who do so either of their own accord or as a result of being chosen by the employing agency (organization) or school.

A research project as referred to in this Act means the application to either domestic or foreign agency- or government-accredited institutions or schools by civil servants, either by their own accord or as a result of being chosen by the employing agency (organization) or school, in order to carry out a research or practical learning in a work-related field.

第 九 條 本法所稱公餘進修，指公務人員利用非上班時間進修。

本法所稱部分辦公時間進修，指公務人員利用一部分之上班時間進修。

本法所稱全時進修，指公務人員利用全部之上班時間進修。

Article 9 Off-duty learning as stated in this Act refers to civil service using non-working hours to pursue continuing education.

Part-time learning as stated in this Act refers to civil servants using a portion of working hours to pursue continuing education.

Full-time learning as stated in this Act refers to civil servants using all working hours to pursue continuing education.

第 十 條 依本法選送或自行申請全時進修及部分辦公時間參加國內外進修者，當年度選送及自行申請進修總人數以不超過各機關（構）學校編制內預算員額之十分之一為限。但人數不足一人時，以一人計。

Article 10 In accordance with this Act, in any one year the number of those chosen to or themselves choosing to apply for participation in either foreign or domestic part-time or full-time continuing education programs shall not exceed 1/10th of the total personnel of the

respective agency (organization) or school. If the resulting number is less than one, it shall be calculated as one person.

第 十 一 條 依本法選送國內外全時進修者，應於進修期間給予公假。依本法選送或自行申請部分辦公時間進修經同意者，每人每週公假時數，最高以八小時為限。

Article 11 Attendees who have been chosen to attend full-time continuing education programs either in domestic or foreign institutions in accordance with this Act shall be granted a sabbatical for the duration of the program.

Those chosen to or themselves choosing to apply for participation in part-time continuing education programs and, having received permission to do so in accordance with this Act, shall be limited to an office leave of no more than 8 hours per-week per person.

第 十 二 條 依本法選送國內外全時進修期滿，經各主管機關核准延長者，延長期間應予留職停薪。

Article 12 In accordance with this Act, after the completion of domestic or foreign full-time continuing education program, participation in the program may be extended with approval of the competent authority. However, during the period of extension the participant shall be considered to be on work leave and shall receive no salary.

第 十 三 條 本法第九條第一項第一款所稱服務成績優良，具有發展潛力者，指具備下列各款資格人員：

一、最近二年年終考績（成）一年列甲等、一年列乙等以上，並未受刑事處罰、懲戒處分或平時考核記過以上懲處者。

二、在任職期間工作績效優良，有具體事蹟者。

Article 13 Personnel with an excellent record and development potential as referred to in Article 9, paragraph 1, subparagraph 1 of this Act means the following qualified personnel:

- 1.Those personnel whose year-end performance over the last two years has been a grade of A and a grade of B or above; have not been subject to criminal punishment or disciplinary warning; nor have any demerits or more severe disciplinary action been recorded during routine assessments.
- 2.Those personnel whose work performance has been outstanding, and have concrete evidence of such.

第 十 四 條 本法第九條第一項第二款所稱具有外語能力者，指出國進修人員，必須符合擬進修之學校、機構所定語文能力條件；未定有語文能力條件時，由公務人員保障暨培訓委員會會同行政院人事行政局指定測驗機構，並訂定測驗合格標準，經測驗合格者。

Article 14 Having a foreign language proficiency as referred to in Article 9, paragraph 1, subparagraph 2 of this Act means those personnel who will attend continuing education overseas and are therefore required to meet a school or agency's foreign language proficiency requirements. If the foreign language requirements are not stated, Protection and Training Commission along with the Central Personnel Administration, Executive Yuan shall designate a testing institution and set the criteria for eligibility which must be met in order for candidates to be considered qualified.

第 十 五 條 本法第九條第二項所稱甄審委員會，指各機關（構）學校，為辦理公務人員進修相關事項，應組織進修甄審委員會。其組成、開會方式等，比照公務人員陞遷法所定之甄審委員會，必要時得合併之。

Article 15 The Selection Committee as referred to in Article 9, paragraph 2 of this Act means organizing a Continuing Education Selection Committee by the various institutions (organizations) or schools in order to handle items relating to continuing education for civil servants. When organizing said Committee and setting down its

meeting rules, reference shall be made to Selection Committee determined under the Civil Servants Promotion Act; when necessary the two committees may be merged.

第 十六 條 曾依本法選送國外進修人員，於依本法第十五條第一項前段規定，返回原服務機關（構）學校繼續服務期間，不得再選送出國進修。但基於業務需要，須再選送出國進修，期間在三個月以內，經各主管機關核准者，不在此限。

Article 16 In accordance with the first sentence of Article 15, paragraph 1 of this Act, personnel previously sent overseas for continuing education may not be sent abroad again once having returned to work at their original retaining agency (organization) or school. However, if organizational needs necessitate said civil servants' participation in another overseas continuing education program, and the duration of said program does not exceed three months, following the approval of the competent authority, the above restriction shall not apply.

第 十七 條 本法第十條第二項所稱中央一級機關為總統府、國民大會、國家安全會議、行政院、立法院、司法院、考試院、監察院。

Article 17 Central authorities of the first grade as referred to in Article 10, paragraph 2 of this Act means the Presidential Office, National Assembly, National Security Council, Executive Yuan, Legislative Yuan, Judicial Yuan, Examination Yuan and Control Yuan.

第 十八 條 各機關（構）學校核准出國進修人員出國時，應函送外交部轉知擬前往國家或地區之我國駐外單位。

依本法出國進修人員於抵達國外後，應即告知指定之駐外單位。各駐外單位並應給予必要之協助。

Article 18 Information regarding personnel chosen to participate in overseas continuing education programs by the various agencies (organizations) and schools shall be sent to the Ministry of Foreign Affairs who shall then forward it to the overseas offices of the

R.O.C. in the country or territory in which the continuing education programs are to be held.

In accordance with this Act, once personnel participating in overseas continuing education programs have arrived at their overseas destination, they shall, without delay, inform the designated overseas office. The overseas office shall have the responsibility to assist wherever necessary.

第 十 九 條 本法第十二條所稱各項費用補助範圍如下：

- 一、學費、學分費或雜費。
- 二、出國期間之生活費、交通費及保險費。
- 三、其他必要費用。

前項費用得由各機關（構）學校視預算經費狀況酌予補助。

Article 19 The scope of the various subsidies as referred to in Article 12 of this Act is as follows:

- 1.Tuition, including class credits and administrative expenses.
- 2.Living expenses, transportation costs, and insurance for the duration of the time spent overseas.
- 3.Other necessary fees.

The fees referred to in the previous paragraph are subsidized by the agency (organization) or school to the degree that their budget dictates.

第 二 十 條 本法第十二條第一項第三款、第四款所稱進修成績優良，指進修之成績各科均及格且平均達七十分以上或相當之等級。無進修成績評定者，應提出進修報告，經服務機關（構）學校認定具有相當參考價值。

進修人員應於收到學校成績通知書後二個月內，檢附該通知書及繳費收據申請補助進修費用。無進修成績評定者，應於進修結束後二個月內，檢附前項進修報告及繳費收據申請補助進修費用。

Article 20 Excellent performance within a continuing education program as referred to in Article 12, paragraph 1, subparagraph 3 and 4 means a passing grade is received in all classes while the average score is 70 or higher. For programs which do not provide assessment in terms of grades, participants shall instead turn in a research report which shall then be reviewed by the employing agency (organization) or school to affirm its contributing value.

When applying for subsidies to cover continuing education program fees or costs, civil servants shall turn in their report card, along with a receipt of payment of school tuition within 2 months after receiving said report card. If an assessment in the form of grades is not provided, personnel shall instead include the research report referred to in the previous paragraph, as well as a receipt of payment of school tuition within two months after the completion of the continuing education program.

第二十一條 各機關（構）學校選送或自行申請國內外全時進修之公務人員，其受有補助者，應於進修結束後三個月內向各機關（構）學校提出進修報告。

Article 21 The civil servants of agencies (organizations) or schools who have either been chosen by said agencies (organizations) or schools or have themselves chosen to apply for full-time learning in foreign or domestic continuing education programs and have received a subsidy, shall within three months of the completion of the continuing education program provide the employing agencies (organizations) or schools with a program related research report. Personnel going aboard to study as referred to in the previous paragraph shall provide an update of their progress to the employing agency (organization) or school every three months.

第二十二條 各機關（構）學校應約定前條全時進修人員報告之著作財產權，歸屬於各機關（構）學校隸屬之公法人，並以各機關（構）

學校為管理機關。

Article 22 The copyright of the research report written by the civil servant participating in full-time continuing education program as referred to in the previous article shall be assigned to the public legal entity subordinate to the employing agency (organization) or school; furthermore, the employing agency (organization) or school shall be the management agency of said copyright.

第二十三條 選送進修計畫，應包括各機關（構）學校名稱、進修主題、進修內容、進修期程、進修處所、所需預算經費、進修人數及選送進修人員所需之相關資格條件等。

Article 23 Plans for choosing civil servants for continuing education shall include the agency (organization) or school name, theme, content, duration, and location of the continuing education program, estimated budget expenses, the number of personnel to be chosen, and the necessary qualifications and conditions.

第二十四條 本法第十七條所稱提供公務人員終身學習之機會，指各主管機關得主動或協調國內外學術或其他機構，提供以下終身學習措施：

- 一、建立學習型組織。
- 二、塑造組織終身學習文化。
- 三、結合公私部門辦理有關終身學習活動。
- 四、建立與充實終身學習資源網路。
- 五、其他有關終身學習活動。

Article 24 Offering civil servants opportunities for lifelong learning under Article 17 of this Act means the offering of the following lifelong learning measures by the various competent authorities either on their own accord or in coordination with academic or other institutions at home or abroad:

- 1.The establishment of learning organizations.
- 2.Shaping a lifelong learning culture within organizations.
- 3.The integration of public and private departments to handle activities related to lifelong learning.
- 4.The establishment and enrichment of lifelong learning web resources.
- 5.Other activities related to lifelong learning.

第二十五條 公務人員考試錄取人員於訓練期間，不適用本法有關進修之規定。

Article 25 For personnel newly qualified through civil service exams but are still in their initial training period, the regulations of this Act related to continuing education shall not apply.

第二十六條 各機關（構）學校依法聘用人員，於必要時，由各主管機關商得公務人員保障暨培訓委員會同意後，得準用本法之規定。

Article 26 Contract-based employees hired by the various agencies (organizations) or schools in accordance with the relevant laws may apply the regulations of this Act, after receiving the permission from the Civil Service Protection and Training Commission.

第二十七條 本細則自發布日施行。

Article 27 These Rules shall become effective on the date of promulgation.