**文藻外語大學 國際文教暨涉外事務學院 大專校院學生雙語化學習計畫**

**教師申請參加國內EMI相關研習/研討會補助申請書**

**Wenzao Ursuline University of Languages Subsidy Application for Collegiate Faculty Attending Domestic or Overseas Workshops/Conference**

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| 申請日期： 年 月 日 Application Date: (YYYY/MM/DD)  |
| 申請人姓名Name of Applicant |  | 系(所)、中心Department (Institute or Center) |  | 職稱Position  |  |
| 活動名稱Name of the workshop/conference |  | 主辦單位Organizer  |  |
| 活動時間Date(s) of the workshop/conference | 自 年 月 日至 年 月 日From (YYYY/MM/DD) To (YYYY/MM/DD) | 活動地點Venue |  |
| 本學年授課課程(請填寫EMI相關科目) Subjects taught this academic year (please fill in EMI-related subjects) | EMI課程(Subjects)：\_\_\_\_\_\_ |
| 本學年同意觀課課程 (若不同意，則無法申請)Consent for classroom observation course this academic year | □同意 □不同意 Agree Disagree |
| 前述觀課課程是否已經錄影，若尚未錄影，請提供可錄影之大約時間，且請於本學年五月底前完成錄影。Has the aforementioned classroom observation course been recorded? If not, please provide an approximate time for recording, and ensure that the recording is completed by the end of May of this academic year. | □是 Yes□否 No：\_\_\_\_\_\_\_\_請提供可錄影之大約時間Time for recording  |
| 佐證資料Supporting materials  | □參加研習/研討會者之簽呈佐證(若無，則無法申請): (編號： ) Documents showing that the workshop/conference is for university development (e.g. official document)□活動相關資料:(編號： )Information about the workshop□時段證明( 小時)(請務必確認主辦單位會核發研習證書，方得申請)Certificate of attendance ( hours of workshop/conference) (Please confirm that a certificate will be issued.)□相關資料已輸入T-portfolio之佐證(佐證編號： ) The relevant information has been inputted as evidence for the T-portfolio□檢附交通票根或購票證明文件Transportation ticket/purchase receipts |
| 申請/核定補助項目、金額Items and funding applied/granted(每人每年上限二萬元) (Subsidy limit: NT$20,000 per person per year) | 項目Items | 預估申請金額Estimated Amount Applied | 審查通過補助項目Items Approved by Review Committee |
| □交通費Transportation |  | □交通費： 元Transportation |
| (交通費依教育部差旅費標準報支)Transportation expenses are subsidized according to MOE standards |
| □膳食費Meal expenses |  | □膳食費： 元Meal expenses |
| 申請人簽章Signature of the Applicant | **本人確定並無於其他單位重複申請** | 系(所)中心主任Director of Department (Institute or Center) |  | 院 長Dean of College |  |
| 審議時間Date of Academic Review Committee | \_\_\_\_\_\_\_學年度第\_\_\_\_學期第\_\_\_\_次會議(\_\_\_\_\_\_年\_\_\_\_月\_\_\_\_日)The \_\_\_\_ meeting of Academic Review Committee in the \_\_\_\_\_ semester of the academic year of \_\_\_\_\_\_\_\_(\_\_\_\_\_\_/\_\_\_/\_\_\_\_: (YYYY/MM/DD) |

 申請流程：申請人→系(所)中心主任→院長→院全英語課程委員會→學院(留存)

 Application Procedure: Applicant → Chairperson of Department/Center→ Dean → College English as a Medium of Instruction (EMI) Committee→College