**文 藻 外 語 大 學**

**Wenzao Ursuline University of Languages**

**教師研發教材、教具獎勵申請書**

**Award Application for Instructional Materials and Aids**

 申請日期Date： 年YYYY 月MM 日DD

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 申請人姓名Name |  | 系所（中心）Department |  | 職 稱Job Title |  |
| 教材、教具名稱Instructional Materials / Aids Title | (中文Chinese)(外文Foreign Language) | 完成日期Completion Date |  年YYYY 月MM 日DD |
| 使用課程名稱Course Title |  | 開課學期Semester |  學年度Academic Year□ 第1學期Fall Semester□ 第2學期 Spring Semester |
| 獎勵類別Award Category | □ 紙本教材Print instructional materials □ 數位教材E-learning courseware□ 9週以上遠距教材Distance courseware provided for over 9 weeks□ 12週以上遠距教材Distance courseware provided for over 12 weeks□ 15週以上遠距教材Distance courseware provided for over 15 weeks □ 教育部數位學習課程認證Distance courses certified by the Ministry of Education in Taiwan□ 教具Instructional aids□ 電腦輔助教學軟體Computer aided instruction (CAI) software |
| 申請人應保證以下事項Agreement：申請人保證本教材/教具內容之創作或取得，並無侵害他人著作權或其他權利之情事，內容中若有屬於他人所有著作財產權部分，皆在著作權之合理使用範圍內，或已取得權利人之授權，並且依法標示作品來源。如有因此而引發之糾紛、訴訟，願自負法律責任。The applicants shall ensure that their textbooks/digital teaching materials/teaching aids do not infringe any person's intellectual property rights. The applicant should assume legal responsibility if there are disputes or litigation. 申請人簽名Signature　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　 |
| 貢獻比例Proportional Contribution | 姓名Name： 百分比%： 簽名Signature： 姓名Name： 百分比%： 簽名Signature： 姓名Name： 百分比%： 簽名Signature： 姓名Name： 百分比%： 簽名Signature： 姓名Name： 百分比%： 簽名Signature：  |
| 教材共同作者皆需簽名同意。The application form should be signed by co-authors. |
| 獎勵與補助情形Award and Subsidy History | 獲獎助情形 Awards or subsidies received before□ 無。None.□曾獲相關獎勵或補助。若勾選此項，請續答下方問題：　 If the applicants received awards or subsidies before, please check the funding source and answer the following questions. 　　□ 提升教學成效暨創新課程補助Subsidy for Improving Teaching Effectiveness and Innovative Curriculum　　□ 教學卓越計畫Program of Promoting Teaching Excellence of Universities　　□ 高教深耕計畫Higher Education Sprout Project　　□ 其他Others：　 　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　獎勵／補助金額Amount：　　 元TWD。獎勵／補助日期Date： 年YYYY 月MM 日DD　 |
| 系所(中心)主任簽章Signed by Chairperson |  |
| 院長簽章Signed by Dean of College |  |
| 教務處綜合業務組Special Programs Section of Academic Affairs  Office |  |
| 教師發展中心申請資料檢核Checked by Center for Faculty Development | 紙本教材Print instructional materials |
| □ 紙本教材至少3件。Three copies of print instructional materials□ 實施成效報告。Term report |
| 數位教材-遠距課程E-learning courseware of distance courses |
| □ 遠距課程名稱。Distance course title：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_□ 實施成效報告。Term report |
| 數位教材-教育部數位學習課程認證E-learning courseware of certified by the Ministry of Education in Taiwan |
| □ 教育部數位學習課程認證來文。Certification paper for distance courses issued by the Ministry of Education. |
| 教具Instructional aids |
| □ 教具至少1件。One instructional aids□ 教具說明書1份。One manual□ 實施成效報告。Term report |
| 電腦輔助教學軟體 CAI software |
| □ 軟體至少1件。One CAI software□ 電腦輔助教學軟體說明書1份。One manual□ 實施成效報告。Term report |
| 研發教材教具獎勵評審委員會初審結果Reviewed by the Review Committee of Award for Instructional Materials and Aids  | □ 推薦通過，並建議以下列標準給予獎勵： Recommended by the committee. The award could be:

|  |  |  |
| --- | --- | --- |
| □ 特優Level 1 | □ 優等Level 2 | □ 佳作Level 3 |

□ 不予推薦。 Not recommended by the Committee. |
| □ 數位教材通過教育部數位學習課程認證者，根據獎勵教師研發教材教具實施要點第五條第二項第二款給予獎勵。According to the regulation, the e-learning courseware certified by the Ministry of Education in Taiwan could get the rewards. |
| 教師發展中心Center for Faculty Development |  |
| 主任秘書Secretary-General |  |
| 副校長Vice President |  |
| 學術暨研究獎勵補助審議委員會Reviewed by the Review Committee of Academic and Research Rewards and SubsidiesRewards and Subsidies |
| 審議時間Review Date  |  學年度 第 學期 第 次學術暨研究獎勵補助審議委員會 Semester Review Committee of Academic and Research Rewards and Subsidies 年YYYY 月MM 日DD |
| 審查意見Comments |  |
| 通過獎勵金額Approved Award Amount |   |
| 研究發展處Office of Research and Development |  |
| 校長核定Approved by the President |  |

備註：

1. 申請程序：申請人→系所(中心)主任→院長→教務處綜合業務組→教師發展中心→主秘辦公室→副校長→學術暨研究獎勵補助審議委員會決議→研究發展處→校長核定→教師發展中心→通知申請人。

Remarks:

1. Application procedure: Applicant→Special Programs Section of Office for Academic Office → Chairperson of Department (or Center)→ Dean of College→Center for Faculty Development→Secretary-General→Vice President→Review Committee of Academic and Research Rewards and Subsidies→Office of Research and Development→President→Center for Faculty Development→Applicant.