**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 Subsidies  Rewards 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.