**文藻外語大學**

**Wenzao Ursuline University of Languages**

**「教師專業成長社群」申請書**

**Subsidy Application for Faculty Learning Community**

必填欄位Required item

|  |  |
| --- | --- |
| 社群名稱Title of Community | 中文Chinese：英文English： |
| 社群名稱請以中文命名，但須含社群二字。The community should be named in Chinese, but also include the word, “community”. |
| 召集人Coordinator | 姓名Name | 系所單位Departments | 聯絡電話Phone Extension Number | 電子郵件E-mail |
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| 成立目標Goal | □跨校cross-university：□跨領域 cross-discipline：□跨校、跨領域 cross-university and cross-discipline： |
| 請具體說明社群成立是否符合跨校或跨領域之目標。Please describe your community goal and check whether it is for cross university, cross discipline, or both. |
| 社群成員Member | 姓名Name | 學校/系所單位University/Department | 身份別(專任、兼任、專案)Category(Full-time, Part-time, Contract) | 學術領域Discipline  | 電子郵件E-mail |
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| 欄位若不敷使用，請自行增加Insert more rows if necessary. |
| 活動規劃Action Plan | 編號Number | 日期Date | 時間Time | 地點Venue | 主題Subject |
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| 欄位若不敷使用，請自行增加。 Insert more rows if necessary. |
| 預期成果Expected Result | （本年度社群成果須有具體形式產出，如出版書籍、產學合作或是成果發表等。並請以具體項目說明之。）(All faculty learning communities must have some form of specific output such as publishing books, industry-academia cooperation, or results publication, etc. Please describe your expected output.) |
| 經費來源Budget source | 請說明社群申請經費之來源 Please check your funding source.□教育部高教深耕計畫Higher Education Sprout Project of MOE□教育部教學實踐研究計畫Ministry of Science and Technology Program of MOE□科技部計畫Ministry of Science and Technology Program□校內經費 Wenzao□其他。請說明 Please describe your funding source.  |
| 預估經費支出明細Budget | 支出項目Item | 單價Price | 數量Quantity | 金額Subtotal | 說明Remarks |
| 業務費Operating Expenses |  |  |  | 1. 講座鐘點費：由於社群聚會之目的以同儕交流為主，因此本項目經費編列之時數不得超過聚會時數的一半，社群成員不得支領。

Lecturer Fee: The purpose of the community focuses on peer interaction, so the lecture hours for this community cannot exceed half of the total hours. Plus, community members shall not be paid for lecturer fees.1. 工讀費：時薪依當年度行政院勞工委員會公告為準。限補助本校學生協助教師處理社群經營相關事務。

Student Worker Fee: The payment is made by hours according to the rate regulated by the Government. The subsidy is to provide financial aids for our students to help faculty members to deal with community-related matters. |
| 雜支Miscellaneous Expenditure |  |  |  | 1. 最高限額為業務費6%。

Maximum: 6% of operating expenses.1. 如文具用品、紙張等屬之。

The miscellaneous expenditure is for purchasing stationery, paper, etc.1. 檢附發票核實報支，本校統一編號76000424。

Invoices are required with Employer Identification Number 76000424. |
| 總計Total |  | 總經費配額上限30,000元。Maximum: NTD $30,000. |
| 各項費用之支用請依照「[教育部補助及委辦計畫經費編列基準表](http://c010.wtuc.edu.tw/ezcatfiles/c010/img/img/63/edu991214..pdf)」及[本校會計室規定](http://c010.wtuc.edu.tw/front/bin/cglist.phtml?Category=3)辦理，請注意經費使用及物品購買須與該次活動性質相符，實報實銷。All fees and expenses will not only be subsidized according to the regulations of the Ministry of Education and of the Accounting Office, but also should be accountable and used to meet the community goal. |
| 社群資源分享平台Resource sharing platform | 請提供社群資源分享平台超連結或名稱，例如：臉書、Line群組或其他。Please provide information and hyperlinks to your platform for sharing resources with community members. |
| 注意事項Remarks | 1.我瞭解本社群需隨時提供最新活動資訊給教師發展中心，以利其公告在社群活動行事曆，使有興趣師長得往參加。I understand we need to send updates to the Center for Faculty Development for posting our community event information on Google calendar for other faculty members to attend once the schedule is changed.2.我瞭解本社群須每月回報執行成效。I understand we need to send monthly progress report to the Center for Faculty Development. 3.我瞭解本社群須參加本校辦理之社群成果展。I understand we need to attend the presentations for Faculty Learning Communities organized by the Center for Faculty Development.4.我瞭解本社群活動結束後一個月內，本社群須提供成果報告、使用活動管理系統製發研習證明、並申請匯入教師發展歷程網。社群成果報告會公告於教師發展中心網頁。I understand we need to provide a term report and electronic certificates of participation, and send an application for transferring the data from Activity Management System to Teacher Portfolio. The term report will be posted on the webpage of the Center for Faculty Development. |
| 請先辦理紙本表單簽核作業，於申請期限內送教師發展中心審核。審核結果通知後，再以此為附件辦理線上活動計畫表簽核作業。Please send your paper application to your supervisors and the Center for Faculty Development for approval. After obtaining the paper approval, you should send an online application with the approval as an attachment again for using budget. |
| 社群召集人簽章Signed by Coordinator | 單位主管簽章Signed by Chairperson of Department or Center Director | 學院院長簽章Signed by Dean of College |
| 以下由教師發展中心填寫The following should be filled by the Center for Faculty Development |
| 審核結果 Review results |
| 業務承辦人簽章Signed by Staff | 二級主管簽章Signed by Section Head | 一級主管簽章Signed by Director |