**文藻外語大學教師申請參加國內外研習補助申請書**

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

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| 申請日期： 年 月 日 案號：Application Date: (YYYY/MM/DD) Case No.: | (該欄由系(所)中心承辦人填寫)(To be filled by the responsible staff)【編碼原則：單位代碼(第1-2碼) +”CF”(第3-4碼) + 年度(第5-7碼) + 流水號(第8-10碼)例如：IMCF101001】 |
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| 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 |  | 主辦單位Organizer  |  |
| 活動時間Date(s) of the workshop | 自 年 月 日至 年 月 日From (YYYY/MM/DD) To (YYYY/MM/DD) | 活動地點Venue |  |
| 該活動與職務之相關性說明Please explain the relevance between the activity and your job |  |
| 近年服務表現自述Please describe your performance in recent years |  |
| 佐證資料(一般教師參加研習活動，項目為必附佐證)Supporting materials  | □ 基於校務發展需要參加研習者之簽呈佐證 (編號： ) Documents showing that the workshop is for university development (e.g. official document)□ 研習活動相關資料(編號： )Information about the workshop□ 研習證書(研習時數 小時)(請務必確認主辦單位會核發8小時以上研習證書，並於活動後一個月內交至研發處，方得提交學審會審議)Certificate of attendance ( hours of workshop) (Please confirm that a certificate of at least 8 hours of courses will be issued. The application will be reviewed by the committee after the certificate is sent to the Office of R&D.) |
| 本年度(1-12月)已獲補助次數、金額(不含奉派公差)Total number of subsidies and amount received by the applicant in this year (Official trips assigned by the University are excluded) | 參加學術研討會Attendance of academic conferences | 參加研習課程Attendance of workshops  |
| 次數： 次Amount of conference attended已核銷： 元Total grant reimbursed | 次數： 次Amount of workshops attended已核銷： 元Total grant reimbursed |
| 申請/核定補助項目、金額Items and funding applied/granted(交通費及住宿費依本校教職員工國內差旅費報支標準。每人每年上限二萬元。) | 項目Items | 預估申請金額Estimated Amount Applied | 學審會審查通過補助項目Items Approved by Academic Review Committee |
| □報名費Enrollment |  | □報名費Enrollment |
| □交通費Transportation |  | □交通費Transportation |
| □住宿費Accommodation | 每晚支給上限：\_\_\_\_\_\_\_元 × \_\_\_\_晚 | □住宿費Accommodation |
| 合計Total |  |  |
| 公假簽准證明Proof of the official leave application has been approved | □ 公假已簽核通過。請檢附簽核紀錄。 The official leave application has been approved. Please attach the approval record.□ 尚未申請公假或公假仍在簽核中。請於研討會後一個月內提供簽准之簽核紀錄，始得提送學審會。 Hasn’t applied for the official leave yet or the application is still under process. Approved official leave application shall be provided within one month after the conference for the Academic Review Committee. |
| 申請人簽章Signature of the Applicant |  | 系(所)、中心主任Director of Department (Institute or Center) |  | 院 長Dean of College |  |
| 研發處檢核資料Verified by Office of R&D |  | 研發長Dean of R&D |  |
| 副校長Vice President |  |
| 學審會審議時間Date of Academic Review Committee | \_\_\_\_\_\_\_學年度第\_\_\_\_學期第\_\_\_\_次學審會(\_\_\_\_\_\_年\_\_\_\_月\_\_\_\_日)The \_\_\_\_ meeting of Academic Review Committee in the \_\_\_\_\_ semester of the academic year of \_\_\_\_\_\_\_\_(\_\_\_\_\_\_/\_\_\_/\_\_\_\_: (YYYY/MM/DD) |
| 研發處Office of R&D |  |
| 校長核定Approved by the President |  |

一、提會程序：申請人→系(所)中心主管→院長→研發處→副校長→研發處(學審會審議)。

二、核定程序：學審會決議→校長核定→研發處(正本存參)→申請人(影本)。

1. Application procedure: Applicant Chairperson/Director of the Department (Institute or Center)Dean of College Office of Research and Development  Vice President Office of Research &Development (Academic Review Committee)

2. Approval procedure: Academic Review CommitteeApproved by the PresidentOffice of Research and Development (Original copy kept for reference)Applicant (photocopy)