

Implementation Guidelines for Subsidy to Improve Teaching Effectiveness and Innovative Curriculums

文藻外語大學 補助提升教學成效暨創新課程實施要點

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一、宗旨：本校為鼓勵教師或教學單位推動課程與教學創新活動暨提昇教學品質與成效，特訂定「文藻外語大學補助提升教學成效暨創新課程實施要點」(以下簡稱本要點)。Article I. These Guidelines are enacted to encourage faculty or teaching units to promote innovative curriculums and teaching activities in order to improve teaching quality and effectiveness.

二、補助對象：在本校開設課程之專任教師(含專案教師)。Article II. Only full-time teachers of the School are the applicable applicants (including contracted teachers).

三、補助項目與額度 Article III. Subsidized items and limits:

(一)本辦法所補助之課程為在本校開授之正式課程，不含非正式課程。(1) The defined subsidized curriculums are the official courses.

(二)申請目的須與提升教學成效或創新課程直接相關，所申請之經費可用於下列各項活動(限於經常門):(2) The aim of application has to conform to the improvement of teaching effectiveness or relate to innovation curriculums. The applied budgets are used in the following activities (only for the ordinary part):

活動項目 Activities		經費項目 Budgeted items
1. 提升教學成效 Improving teaching effectiveness	1.1 進行校外參訪，並藉此一課程活動得以提升教學成效 Conduct field trips to enhance instructional outcomes	<ul style="list-style-type: none"> ■ 校外人士鐘點費 hourly fee for non-University faculty ■ 保險費 insurance premium ■ 交通費 transportation cost
	1.2 補助教師結合課程，指導學生	<ul style="list-style-type: none"> ■ 校外專家指導鐘點費(以課程3週為限) hourly fee for professionals off campus

活動項目 Activities		經費項目 Budgeted items
	參加校內、外相關考試或競賽 所需相關費用 Subsidize expenses related to on or off campus exams and competitions that faculty coach students in participating as part of their courses	(3-week curriculums in maximum) <ul style="list-style-type: none"> ■ 交通費 transportation cost ■ 印刷費 printing charge ■ 資料蒐集費 data collection expenses ■ 耗材費 supplies
	1.3 結合所教授課程，進行專業服 務學習課程執行相關費用 Cover costs associated with professional service-learning courses as part of curriculums being taught	<ul style="list-style-type: none"> ■ 講座鐘點費（以課程 3 週為限） hourly pay for instructions (3-week curriculums in maximum) ■ 交通費 transportation cost ■ 印刷費 printing charge ■ 資料蒐集費 data collection expenses ■ 耗材費 supplies
	1.4 補助教師製作有助於學生了解 課程內容之教材、教具所需相 關費用 Subsidies for faculty to produce teaching materials and tools	<ul style="list-style-type: none"> ■ 印刷費 printing charge ■ 資料蒐集費 data collection expenses ■ 耗材費 supplies ■ 工讀費 expenses for student workers
2.創新課程 Innovation curriculums		<ul style="list-style-type: none"> ■ 講座鐘點費（以課程 3 週為限） hourly pay for instructions (3-week curriculums in maximum) ■ 交通費 transportation cost ■ 印刷費 printing charge ■ 資料蒐集費 data collection expenses ■ 耗材費 supplies

(三)本計畫相關事項若已編入本校所執行之專案計畫中，則不再予以補助。(3) *If the abovementioned activities are part of other projects of the School, no budget will be subsidized.*

(四)每一課程最高得補助新台幣參萬元為原則，相同課程而任教不同班級者，得依任教班級數提出申請，若有數位教師合授一門課者，應整合為一案提出，惟每位教師同一學年至多僅可申請兩案。(4) *NTD30,000 is the maximum subsidy for one course; faculty instructing the same curriculum in different classes shall apply according to the number of the class. If there are several teachers co-teaching one curriculum, only one application will be accepted; however, a maximum of two projects can be applied for by one teacher in one academic year.*

四、申請作業 Article IV. Application process

(一)課程屬教師個人進行教學者，由教師個人提出申請；若課程屬於院或系所（中心）統一進行者，得由教學單位主管統一申請。(1) *If the course is instructed by one teacher who is the applicable applicant, or if the instructions are arranged by department/graduate institute (center) or college, the chairperson/dean of the teaching unit is in charge of the*

application.

(二)教師或教學單位主管提出申請時，須檢具申請表，並經系所（中心）務會議及院務會議審議通過後，每學期期中考後依教務處公告時間，送教務處綜合業務組彙整；特殊狀況未能及時申請，須敘明狀況簽請教務長同意後，得補行審查。(2) The application form shall be submitted either by the individual teacher or the teaching unit and it has to be approved at meetings held by department/graduate institute (center) and college. The application forms will be collected by the Special Programs Section after the mid-term tests following the announcement of Office of Academic Affairs; specific cases have to be reported to and agreed by the Dean of Academic Affairs for re-verification before submitting the application.

五、審查作業 Article V. Verification

(一)由教務處綜合業務組依本作業要點彙整後，先送請會計室就經費合宜性給予建議。(1) After collection, the Special Programs Section will ask for suggestions from the Accounting Office in regard to the budgets.

(二)提請教務會議審議。(2) The application will be verified by the Academic Affairs Committee meeting.

六、執行作業 Article VI. Implementation

(一)教師或教學單位主管執行本計畫相關事項時，依校內既有行政程序處理。(1) The administration procedures must be followed.

(二)執行期限最長為一年（限學年課），並以當學年度為限。申請人應於計畫執行期限截止後之一個月內，提報成效表並配合提供教學示範或成果發表，未能配合辦理者，五年內不得再提出申請。(2) The implementation duration is about a year maximum (only for the courses continued within the academic year); the applicant shall submit the implementation effects within one month after the termination of the project and demonstrate the teaching or present the accomplishment. Applicants who could not comply with this requirement are not allowed to apply for any subsidy within five years.

(三)遇有計畫變更或中止時，均應報請教務會議通過。(3) Any change or termination of project has to be reported to the Academic Affairs Committee meetings.

七、本要點相關補助經費來源為教育部整體發展獎補助經費或本校配合款。Article VII. The budgets are subsidized by the Ministry of Education from the Holistic Development Subsidy to Private Colleges/Universities of Technology or subsidies of the School.

八、其他未盡事宜，依本校相關規定辦理。Article VIII. Other issues not covered in these Guidelines should be dealt with according to the relevant regulations of the School.

九、本要點經教務會議通過，陳請校長核定後實施，修正時亦同。Article IX. These Guidelines become effective after they are approved by the Academic Affairs Committee and ratified by the President. Amendments must follow the same procedure.