文藻學校財團法人文藻外語大學教師赴公民營機構研習服務申請表

**深耕服務適用**

Wenzao Ursuline University of Languages

Application for Teachers Participating in Public or Private Enterprise Service-(In-depth Involvement)

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| --- | --- | --- | --- | --- | --- |
| 申請系（所）、中心Dept/Graduate Institute/Center of the Applicant |  | 姓名Name |  | 職稱Title |  |
| 申請人聯絡方式Contact  | 1.電話Tel:2.Email:3.手機Cellphone: |
| 到校任職時間Recruited date |  年 月 日 \_\_(mm)/\_\_(dd)/\_\_\_\_(yy) | □需任職滿2年以上More than 2 years□近六年內無留職留薪或留職停薪 No position retained with or without pay in the past 3 years |
| 研習活動名稱Name of service |  |
| 研習服務類別及金額Category of service | 方案： □深耕服務 申請金額： Program B: □ In-depth Involvement |
| 研習服務期間Duration | 年　月　日 至　年　月　日，共計　　工作天From\_\_\_(mm)/\_\_\_(dd)/\_\_\_\_(yy) to \_\_\_(mm)/\_\_\_(dd)/\_\_\_\_(yy), total \_\_\_\_\_\_ work days |
| 公民營機構名稱Name of public/private enterprise |  | 負責人Person in charge |  |
| 研習地點Location |  | 電話Tel |  |
| 傳真Fax |  |
| 教師專長領域Professional field |  |
| 必備文件(請依序備齊打勾)Required documents(Please tick by following the sequence) | □ | □ | □ | □ | □ |
| 研習服務計畫書Proposal for Service | 研習服務機構簡介Introduction to the Enterprise | 研習服務機構合作同意書Cooperation Agreement | 研習服務機構合作契約草稿Draft of Cooperation Agreement | 申請教師本人曾進行之產學合作紀錄表Previous Records |
| 系(所)、中心教評會Faculty Evaluation Committee of Dept/Graduate Institute/Center |  | 學院教評會Faculty Evaluation Committee of College |  |
| 校教評會Faculty evaluation Committee |  | 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 |  |
| 教師進行產業研習或研究推動委員會Faculty Industrial Training or Research Promotion Committee□通過Passed□不通過Failed |  學年度第 學期 第 次教師進行產業研習或研究推動委員會( 年 月 日 )The \_\_\_ (time) Faculty Industrial Training or Research Promotion Committee in \_\_\_\_semester of\_\_\_\_\_ academic year ( \_\_\_\_\_\_(mm)/\_\_\_\_\_\_\_(dd)\_\_\_\_\_\_\_\_(yy)) | 推委會核章Approval |
|  |
| 校長核定Approved by President |  |

1. 提會程序：申請人→系(所)、中心教評會→學院教評會→校教評會→研發處（彙整）→副校長→研發處(提案)→研發處(教師進行產業研習或研究推動委員會)。

1. Submission process: the applicant →Faculty Evaluation Committee of Dept/Graduate Institute/Center/College→Faculty Evaluation Committee →Office of R&D (collection) →Vice President →Office of R&D (proposals) →Office of R&D (Faculty Industrial Training or Research Promotion Committee)

1. 核定程序：教師進行產業研習或研究推動委員會決議→校長核定→研發處(正本存參)→申請人(影本)。

2. Approval process: Faculty Industrial Training or Research Promotion Committee→approval of the President →Office of R&D (keeps the original copy) → the applicant (keeps the duplicate copy)

1. 必備文件：
2. 申請人請檢附教師赴公民機構研習服務計畫書、赴公民營機構研習服務機構簡介、研習服務機構合作同意書、研習服務機構合作契約草稿、申請教師本人曾進行之產學合作紀錄表
3. 通過教師進行產業研習或研究推動委員會審核後，申請人請於赴公民營機構服務前檢附合作雙方用印後之契約書一份至研發處產官學合作組留存。
4. 申請人應於赴公民營機構服務期間，每季填具【文藻學校財團法人文藻外語大學教師赴公民營機構深耕服務成效考核表】，陳核後由研發處收存。

3.Required documents:

* 1. The applicant should submit the following documents, such as  Proposal for Service,  Introduction to the Enterprise,  Cooperation Agreement,  Draft of Cooperation Agreement and  Previous Records to the Office of R&D.
	2. After approved by the Faculty Industrial Training or Research Promotion Committee, the applicant should submit one of the stamped Cooperation Agreements to the Industry-Government-Academia Cooperation Section as an archive before starting the service.
	3. During the service period, the applicant should fill in the “Evaluation for Teachers Participating in Public or Private Enterprise Service (In-depth Involvement)” quarterly;after approval it will be archived by the Office of R&D.

109.03.03