文藻外語大學

教師獲專題研究計畫獎勵金抵免基本授課時數申請書

Wenzao Ursuline University of Languages

Application for Deduction of Teaching Hours by Faculty Receiving Research Project Reward

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 申請日期： 年 月 日 案號： | | | | | (該欄由系(所)中心承辦人填寫)  (To be filled by the responsible staff) | | | | | |
| Application Date: (YYYY/MM/DD) Case No.: | | | | |  | | | | | |
| 計畫主持人  Principal Investigator |  | 系(所)  中 心  Department (Institute or Center) | |  | | | 職稱  Position | |  | |
| 申請獎勵金明細 (右列表格不敷使用時，請自行增加列數)  Details of Reward Applied  (New rows can be added if necessary) | 計畫名稱  Project Title | | 執行期間  Duration | | | | | 計畫金額  Project Amount | | 獎勵金額  Rewarded Amount |
|  | | 自民國 年 月 日起 至民國 年 月 日止  From (YYYY/MM/DD) To (YYYY/MM/DD) | | | | |  | |  |
|  | | 自民國 年 月 日起 至民國 年 月 日止  From (YYYY/MM/DD) To (YYYY/MM/DD) | | | | |  | |  |
| 合計Total | | | | | | |  | |  |
| 申請抵免  授課時數  Application of Deduction of Teaching Hours | 申請學年、學期及時數  Academic year, semester and hours | | | | 系(所)中心教評會通過學年、學期及時數  (此欄由系(所)中心填寫)  Academic year, semester and hours approved by Faculty Evaluation Committee of the Department(Institute or Center)  (To be filled by the Department(Institute or Center) | | | | | |
| 學年 學期 小時  hours for the semester of the academic year of | | | | 學年 學期 小時  hours for the semester of the academic year of | | | | | |
| 學年 學期 小時  hours for the semester of the academic year of | | | | 學年 學期 小時  hours for the semester of the academic year of | | | | | |
| 授課時數折抵後剩餘獎勵金額  (此欄由系(所)中心填寫)  Remaining amount of reward after the deduction  (To be filled by the Department (Institute or Center) | 餘額： 元整。  Remaining amount of reward: \_\_\_\_\_\_\_\_\_\_\_ NTD | | | | | | | | | |
| 系(所)中心教師  評審委員會  審議時間及意見  Review by Faculty Evaluation Committee of the Department/ Institute/ Center and review comments | \_\_\_\_\_學年度第 學期第 次教評會（ 年 月 日）  The \_\_\_\_ meeting of Faculty Evaluation Committee of the Department (Institute or Center) in the \_\_\_\_ semester of the academic year of \_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_/\_\_\_\_/\_\_\_\_\_(YYYY/MM/DD)  審查意見：  Review Comment： | | | | | | | | | |
| 系(所)中心主任  Chairperson/ 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 | |  | | | | |
| 教務處  Office of Academic Affairs |  | | | | | | | | | |
| 會計室  Accounting Office |  | | | 人事室  Personnel Office | |  | | | | |
| 副校長  Vice President |  | | | 校長核定  Approved by the President | |  | | | | |

申請程序：申請人→系(所)中心(教評會)→院長→研發處→教務處→會計室→人事室→副校長→校長核定→ 研發處(正本存參)→申請人(影本存參)。

Application procedure: Applicant🡪Faculty Evaluation Committee of the Department (Institute or Center) 🡪 College (Faculty Evaluation Committee) 🡪Dean of College🡪 Office of Research and Development 🡪Office of Academic Affairs🡪 Accounting Office🡪 Personnel Office🡪Vice President🡪 Approved by the President🡪Office of Research and Development (original copy kept for reference)🡪Applicant (photocopy kept for reference)

備註：申請時，請檢附科技部計畫經費核定清單。

★ Note: Please attach with the official document of approved budget by MOST.