

# 文藻外語大學獎勵教師研發教材、教具實施要點

民國 98 年 04 月 14 日校教評會通過  
民國 101 年 08 月 27 日校教評會修正通過  
民國 101 年 09 月 12 日校長核定通過  
民國 102 年 8 月 25 日校長核定配合學校改名大學修訂法規名稱  
民國 102 年 12 月 10 日校教評會修正通過  
民國 102 年 12 月 27 日校長核定通過  
民國 103 年 05 月 06 日行政會議修正通過  
民國 103 年 05 月 28 日校長核定通過  
民國 105 年 01 月 05 日行政會議修正通過  
民國 105 年 02 月 15 日校長核定通過  
民國 105 年 07 月 05 日行政會議修正通過  
民國 105 年 08 月 16 日校長核定通過

- 一、文藻外語大學(以下簡稱本校)為鼓勵教師編纂教材、製作教具，充實教學內容、增進教學品質並提升學生學習興趣與成效，特訂定「文藻外語大學獎勵教師研發教材、教具實施要點」。(以下簡稱本要點)
- 二、凡本校專任教師及專案教師，個人或教學團隊針對本校開授課程編纂製作合適之教材，且不曾接受其他單位發給相同性質之獎勵者，均可提出申請。
- 三、獎勵教材類別：
  - (一) 紙本教材。
  - (二) 數位教材。
  - (三) 教具。
- 四、獎勵條件
  - (一) 凡申請年度二年內之作品，並實際使用於本校開設之課程，具有實施成效者。
  - (二) 申請各類教材獎勵，應符合下列條件：
    1. 紙本教材
      - (1) 已申請 ISBN 出版且公開發行之大專用書。
      - (2) 於作者介紹欄位載明本校職稱。
      - (3) 翻譯或編譯書籍不屬於本要點獎勵範疇。
    2. 數位教材
      - (1) 獎勵之申請，同一學年度不同課程每位教師申請以五門為限。可包括製作數位教材及通過教育部數位學習課程認證兩類。
      - (2) 製作數位教材，並實際使用於本校開設之遠距課程，具有實施成效者。同一課程不分學年度僅得獎勵一次。
      - (3) 通過教育部數位學習課程認證且在認證時效內者。同一課程不分學年度僅得獎勵一次。
    3. 教具：凡有助於學生了解課程內容，且不屬於前二類之原創性教學材料或器材。
- 五、獎勵金額：
  - (一) 紙本教材：每案發給至多兩萬元獎勵金，多人合作完成者按貢獻比例分配。
  - (二) 數位教材：

1. 製作數位教材，並實際使用於本校開設之遠距課程，具有實施成效者。每案發給至多兩萬元獎勵金，多人合作完成者按貢獻比例分配。
2. 通過教育部數位學習課程認證且在認證時效內者。每案發給至多兩萬元獎勵金，多人合作完成者按貢獻比例分配。

(三) 教具：每案發給至多兩萬元獎勵金，多人合作完成者按貢獻比例分配。

- 六、申請程序與時間：申請人備妥申請書及相關資料，向所屬教學單位提出，經系所(中心)及學院主管簽核推薦，送學術暨研究獎勵補助審議委員會進行審議。
- 七、本要點之獎勵金額，專任教師經費來源為當年度教育部整體發展獎勵補助款，專案教師經費來源為當年度校內經費或其他經費，並得視當年度教育部整體發展獎勵補助款之多寡與學校財務狀況作適度的調整。
- 八、教師之自製教材、教具如涉及智慧財產權等糾紛時，除受獎勵者自行承擔法律責任外，應送學術暨研究獎勵補助審議委員會進行議處，並得撤銷所核定之獎勵。
- 九、本要點經行政會議通過，陳請校長核定後實施，修正時亦同。

# **Incentive Regulations for Developing Textbooks, Digital Teaching Materials, and Teaching Aids**

By Wenzao Ursuline University of Languages

## **I. Purposes**

1. To encourage faculty members develop textbooks, digital teaching materials, and teaching aids
2. To improve learning outcomes

## **II. Qualification**

The incentive application for developing textbooks, digital teaching materials, and teaching aids is only available for Wenzao's full-time faculty members and contract teachers who have not received similar incentives before.

## **III. Incentive Categories**

1. Textbooks
2. Digital Teaching Materials for Distance Courses
3. Digital Teaching Materials for Digital Teaching Materials for Distance Courses Certified by the Ministry of Education in Taiwan
4. Teaching Aids

## **IV. Requirements**

1. Textbooks, digital teaching materials, or teaching aids should have been proved to be effective for Wenzao students within 2 years when applying incentives. The incentive for the same textbook, teaching materials and teaching aids is given once only.
2. Requirements:
  - (1) Textbooks:
    - i. Textbooks should have ISBN numbers and be published as a book for college-level learners.
    - ii. The author page should clearly indicate the author is a faculty member of Wenzao.
    - iii. Translation or compilation books do not belong to this category.

(2) Digital Teaching Materials:

- i. Every academic year the maximum application number for each and every applicant is 5 including Wenzao's distance courses as well as distance courses certified by the Ministry of Education in Taiwan.

(3) Teaching Aids:

The teaching aids should be innovative and help students better understand the course content.

## **V. Incentives**

1. Textbooks: The maximum incentive amount for textbooks is up to TWD\$20,000 for each application and subject to the number of collaborators and their proportional contributions.
2. Digital Teaching Materials:
  - (1) The maximum incentive amount for digital teaching materials for distance courses is TWD\$20,000 for each case and subject to the number of collaborators and their proportional contributions.
  - (2) The maximum incentive amount for digital teaching materials for distance courses certified by the Ministry of Education in Taiwan is TWD\$20,000 for each application and subject to the number of collaborators and their proportional contributions.
3. Teaching Aids: The maximum incentive amount for Teaching Aids is TWD\$20,000 for each application and subject to the number of collaborators and their proportional contributions.

## **VI. Application**

The applicant should submit their applications to their supervisors. After the supervisors review and agree to recommend their works, their applications will be sent to Academic Review Committee for further review.

## **VII. Funding Sources**

The funding source for full-time faculty members is the Ministry of Education in Taiwan and that for contract teachers is the school fund. All incentive amounts are subject to the funding sources.

## **VIII. Disputes**

If there are disputes involving the law of Intellectual Property Rights for textbooks, digital teaching materials or aids, the applicant should assume legal responsibility, but also their case should be sent to the Academic Review Committee for sanctions. The original incentive should be undone.