文藻外語大學

Wenzao Ursuline University of Languages

專業協助申請表

Application for Professional Assistance

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| --- | --- | --- | --- | --- | --- | --- |
| 單位Department |  | | | | | |
| 申請人姓名Name |  | | | 電話分機 Phone Extension | |  |
| 申請日期Application Date |  | | | | | |
| 一、二級主管簽章  Signed by Supervisors |  | | | | | |
| 申請內容Description | | | | | | |
| 課程/活動名稱  Course / Event Title | □課程名稱Course title:  □活動名稱 Event title: | | | | | |
| 類別Category | □ 課程(校訂、院訂特殊課程) Course (College-level or university-level special course)  (最多2次為原則 2 times at most)  □ 會議 Conference  □ 校級研討會 University-level conference  □ 系(所)中心、院級研討會會議 College- and department-level  □ 活動 Event  □ 校級活動 University-level event  □ 對外活動(含招生、推廣) Off-campus events (including recruitment and promotion) | | | | | |
| 協助方式  Way of Assistance | □ 實體協助 Physical Assistance | | | | | |
| □ 同步軟體協助(請勾選以下軟體) Synchronous Platform  □ Google Meet □ Microsoft Teams □ Adobe Connect  □ 其他Other | | | | | |
| 需要參與工作內容Job Content | □ 教育訓練(主講)Training  □ 參與協助(待命)Standby | | | | | |
| 預定工作日期時間  Schedule | 年 月 日 時 分起至 年 月 日 時 分止 共約 日 時  Start date/time End date/time  Total day/time: | | | | | |
| 工作地點  Venue | 註：如有很多地點, 請提供議程或時間表(含地點)。 Remarks: If there are many venues, please attach an agenda or time table with venues. | | | | | |
| 工作費  Work Expenses | 若協助時間為**非上班時間**，建議編列工作費。  If the work plan is arranged out of the regular office hours, the work fee should be allocated.  □ 是Yes，經費來源Source of Funding：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_。  □ 否None，在上班時間內 in regular office hours.  □ 否None，在非上班時間內，請附上有長官簽核之補休證明。Please attach an official document with notes about compensatory day off if the work plan is arranged out of the regular office hours. | | | | | |
| 以下由教師發展中心填寫  The following columns should be filled by the Center for Faculty Development | | | | | | |
| 承辦人員Staff： | | | 日期Date： | | | |
| 處理情形Remarks： | | | | | | |
| 陳 核Reviewed by | | | | | | |
| 組長  Section Manager | |  | 主任  Director | |  | |

注意事項Note:

1. **不提供**協助教師個人課程以及各單位自行辦理的會議及活動之現場服務。

We do not provide in-person assistance for teachers' personal courses as well as departmental meetings and activities.

1. 若電子公文已經有會辦本中心，並有註明工作費或補休等事宜，則無須填寫本申請表。  
   There is no need to apply again using this form if an electronic document already indicated the same thing and signed by the Center for Faculty Development.