**文藻外語大學獎補助教學創新課程申請表**

**Application Form for Teaching Innovation Course**

申請日期Application Date:： 年 月 日(yyyy/mm/dd)

1. **基本資料**
2. **Basic Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **申請教師****Name** |  | **職稱****Title** |  |
| **所屬單位****Affiliated Department** |  | **開課單位****Department** |  |
| **聯絡電話****Contact Number** |  | **E-mail** |  |
| **課程名稱****Course Title**（含中、英文）(In English and Chinese) | 中文Chinese：英文English： |
| **計畫名稱**（含中、英文）(In English and Chinese) | 中文Chinese：英文English： |
| **開課時間****Period** | 學年度第 　 學期 Semester of Academic Year | **學分數****Credit(s)** |  |
| **開課年級 Grade** |  |
| **執行團隊**（含申請教師，表格若不敷使用請自行增列）**Executive Team**(Including the teachers applying. Please add fields if necessary) | **所屬單位****Department** | **教師姓名****Name** | **職稱****Title** | **若獲執行績優課程之獎勵金分配比例（%）****Proportion of bonus distribution** |
|  |  |  |  |
|  |  |  |  |
| **課程屬性****Course Type** | [ ] 系所中心必修（ 系所中心）Required for department, institute, and center (\_\_\_\_\_\_\_department, institute, and center)[ ] 系所中心選修（ 系所中心）Elective for department, institute, and center (\_\_\_\_\_\_\_department, institute, and center)[ ] 院共同科目Common subject for college | [ ] 校共同必修科目Common required subject for school[ ] 學程必修（ 學程）Required for program (\_\_\_\_\_\_\_ program)[ ] 學程選修（ 學程）Elective for program (\_\_\_\_\_\_\_ program)[ ] 其他（ ）Others (\_\_\_\_\_\_\_\_\_\_\_) |
| **授課對象****Target Student**（可複選）(can choose more than one option) | [ ] 日四技Day Division of four-year college （ 年級grade）[ ] 進四技Night Division of four-year college（ 年級grade）[ ] 日二技 Day Division of two-year college （ 年級 grade）　[ ] 進二技Night Division of two-year college（ 年級grade）[ ] 日五專Day Division of five-year college （ 年級grade）[ ] 研究所Graduate Institute（ 年級 grade）[ ] 碩專班In-service Master’s Degree Program（ 年級grade）　 |
| **過去開課經驗****Previous Course Experience** | [ ] 曾開授本門課程 Taught this course[ ] 曾開授類似課程Taught similar course（課程名稱course title：\_\_\_\_\_\_\_\_\_\_\_\_\_\_）[ ] 第一次開授本門課程 The first time to teach this course |
| **預估修課人數****Estimated Number of Enrollment** |  |
| **本次課程規劃之創新性****The Innovativeness of this Course Planning** |

|  |  |  |
| --- | --- | --- |
| **項目 Item** | **原授課內容/方式****Original teaching content/method** | **本次創新規劃****Innovation planning this time** |
| 課程內容規劃Course Content Planning |  |  |
| 制度 System |  |  |
| 教學法 Pedagogy |  |  |
|  |  |  |
|  |  |  |

備註：表格若不敷使用請自行增列。Note: please add fields or row if necessary |
| **重點推動****項目對應**（單選）**Corresponding Key Promotion Project**(choose one option) | [ ] Future Work Lab職涯導向課程Future Work Lab Career-oriented courses[ ] 雙語化學習融入課程設計與教學Integrating Bilingual Learning into Curriculum Design and Teaching[ ] 文藻月桂方法融入課程設計與教學Integrating Wenzao Laurel Method into Curriculum Design and Teaching[ ] 跨領域課程Interdisciplinary Courses | [ ] 數位科技融入課程設計與教學Integrating Digital Technology into Curriculum Design and Teaching[ ] USR精神融入課程設計與教學Integrating USR Spirits into Curriculum Design and Teaching[ ] IR融入教學優化及改革課程Integrating IR into Teaching Optimization and Reform Courses[ ] 課程融入生命教育議題Integrating Life Education Issues into Curriculum[ ] 教師自主定義課程創新設計Teachers’ Self-defined Curriculum Innovation Design |
| 備註：若為「教師自主定義課程創新設計」者，請於本欄位填寫項目名稱，並簡述推動之必要性。Note: For those ticking “Teachers’ Self-defined Curriculum Innovation Design”, please fill in the project name in this field and briefly describe the necessity of promotion. |
| **是否已申請校內其他經費****Have applied for other on-campus funding?** | [ ] 本課程未申請其他經費獎補助。No other rewarding has been applied for this course.[ ] 本課程已獲本校教學助理補助： 　 名。This course has received teaching assistant grant from our school: \_\_\_\_\_\_\_(number).[ ] 本課程已獲其他獎補助（補助單位與計畫名稱）This course has received other rewards (subsidy unit and program name)  ，獎補助金額Amount of Reward： ，其他說明Other Instruction： |
| **本堂課程是否曾獲獎補助教學創新補助****Has this Course been Rewarded the Teaching Innovation?** | [ ] 是，執行期間：\_\_\_\_\_學年度第\_\_\_\_\_學期。Yes. Period of implementation: \_\_\_\_\_ semester of the \_\_\_\_\_ academic year.[ ] 否。No. |
| 獲獎補助之教師最遲須於計畫結案後一學年內，申請政府部門補助之課程與教學計畫或發表學術論文。Teachers who receive the subsidy must apply for relevant courses and teaching projects subsidized by the government or publish their academic paper within one academic year following the project's conclusion at the latest. |
| **簽核欄 Sign-off Field** |
| **申請教師** **Teacher’s Name** | **教師所屬單位主任/所長****Director** | **教師所屬單位院長****Dean of the college** | **教務處綜合業務組****承辦人****Case officer at Special Programs Section, Office of Academic Affairs** |
|  |  |  |  |
| **對應推動項目檢核單位****Inspection Unit of Corresponding Project Promotion****（由教務處分辦）****(Handled Respectively in the Office of Academic Affairs)** | **教務處綜合業務組****組長****Leader of Special Programs Section, Office of Academic Affairs** | **教務長****Dean of Academic Affairs** |
| □符合推動項目 Conform to the promotion project□未符合推動項目 Not conform to the promotion project |  |  |
| **創新課程評審委員會決議補助經費****Subsidy Resolution of the Innovation Course Review Committee**  | □ 不予補助。Disagree to subsidize□ 同意補助，平均分數 　 分，　 補助金額 元。Agree to subsidize, average mark \_\_\_\_\_\_\_\_, grant amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_. |
| **主任委員核定****Approved by the chairman** |  |
| **創新課程評審委員會決議獎勵金額****Reward Resolution of the Innovation Course Review Committee**  | □ 不予獎勵。Disagree to reward□ 同意獎勵，獎勵金額 元。Agree to reward, grant amount\_\_\_\_\_\_\_\_\_\_\_. |
| **主任委員核定****Approved by the chairman** |  |

**備註Note：**

1. 請依照教務處綜合業務組每學期公告之申請時程辦理。

Please follow the application schedule announced each semester by the Special Programs Section, Office of Academic Affairs

1. 簽核流程：教師所屬單位主任/所長→教師所屬單位院長→教務處綜合業務組→對應推動項目檢核單位（由教務處分辦）→教務長→教務處綜合業務組。

Sign-off process: Director → College Dean → Special Programs Section, Office of Academic Affairs → Inspection Unit of Corresponding Promotion Project (Handled Respectively in the Office of Academic Affairs) → Dean of Academic Affairs → Special Programs Section, Office of Academic Affairs

1. 本要點相關獎補助經費來源為教育部獎補助經費、本校配合款及校內預算。

The sources of the rewards and subsidies related to this guideline are the rewards and subsidies from the Ministry of Education, the school’s matching grants and the school budget.

**貳、計畫書內容**

**II. The Content of the Project**

* 1. **計畫摘要**（請簡述本計畫之教學理念、課程/教材設計理念、創新內容、課程/教材特色及預定培養學生具體能力之目標或具體產出成果。）

**Project summary** (Please briefly describe the teaching philosophy, curriculum/teaching material design philosophy, innovative content, curriculum/teaching material features, and the intended goal of cultivating students’ specific abilities or specific output results.)

* 1. **現有教學問題或議題**（請簡述現有教學問題或議題，若為同一門課程第二次申請者，需填寫執行心得與遺留問題，作為第二次申請目標。）

**Existing Teaching Problems or Issues** (Please briefly describe existing teaching problems or issues.)

* 1. **課程規劃與過往教法之創新性**（請簡述現有教學問題、課程/教材內容及目的、設計理念、計畫執行方式、教學及教材設計創新策略等。）

**Innovation of Curriculum Planning compared with the Previous Teaching Methods** (Please briefly describe the existing teaching problems, content and purpose of the curriculum/teaching materials, design concepts, plan implementation methods, teaching and teaching material design innovation strategies, etc.)

* 1. **學習成效評估方式**（請簡述計畫對提升教學品質與學生學習成效之評量方式，若有製作問卷者，須檢附問卷範本。）

**Learning Effectiveness Assessment Method** (Please briefly describe the evaluation method of the plan to improve teaching quality and student learning effectiveness.)

* 1. **預期成果與效益**（請簡述計畫預期效益。）

**Expected Results and Benefits** (Please briefly describe the expected benefits of the program.)

* 1. **其他有助審議委員評估本申請案合宜性之相關規劃及佐證**

**Other relevant planning and supporting evidence that will help the review committee evaluate the suitability of the application**

**參、教學綱要及課程內容**

**III. Syllabus and Course Content**

一、課程基本資料

A. Basic Information of the Course

|  |  |
| --- | --- |
| 課程名稱Course Title |  |
| 課程類別（學制）Course Type(School System) |  |
| 開課單位Department |  |
| 授課教師Instructor |  | 職稱Title  |  |
| 師生互動Teacher-Student Interaction | 辦公室Office |  | 辦公室電話Office Tel. |  |
| 電子信箱Email  |  |
| 約談時間Office Hour |  |
| 學分Credits |  學分Credit(s) | 選課別Category | [ ] 必修 Required[ ] 選修 Elective |
| 授課班級 Class |  | 開課年級Grade |  |
| 課程內容概要Course Content Synopsis | 1. 一、課程內容概要：
2. Course content synopsis
3. 二、主要授課語言：
4. Main language of instruction
 |
| 課程學習目標Course Learning Goals | 使學生能：Enable students to:  |
| 系培育目標與核心能力以及學習目標（表格若不敷使用可請自行增列）Development Goals, Core Competence and Learning Objectives (add columns if necessary) | 系培育目標Development Goals | 核心能力指標編碼Core Competence Indicator Code | 核心能力Core Competence | 學習目標Learning Objectives |
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|  |  |  |  |
| 學生先備知能Prerequisite Knowledge Skills |  |
| 教學學理基礎Theoretical Foundation Instruction |  |
| 授課資訊（表格若不敷使用可請自行增列）Instructional Information (add columns if necessary) | 課程類型Course Type |  |
| 教學平台Platform |  |
| 主要教學策略Main Instruction Strategy |  |
| 評量Assessment | 評量方式與評分比例分配Evaluation Criteria |  |
| 課堂要求Course Requirements and Policies |  |
| 教材(請條列式敘述)Learning Materials (Please list down) | 教科書Textbooks |  |
| 參考書目或網址References or Websites |  |
| 教學用軟體Software |  |
| 補充資料Additional Materials |  |

二、課程內容與進度

B. Course Content and Schedule

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 週次Week  | 上課日期Date  | 單元名稱Units | 授課方式Instructional Approaches | 作業、報告、考試或其它Assignment, Reports, Tests or Others | 備註Remarks  |
| 1 |  |  |  |  |  |
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**肆、共同授課教師基本資料**

**IV. Basic Information of Co-teacher(s)**

|  |  |  |
| --- | --- | --- |
| 系所中心Department (Center) | 教師姓名Name | 於創新課程執行內容Content Implemented in Innovation Course |
|  |  |  |
|  |  |  |
|  |  |  |

（請自行增列）

(Please add fields if necessary)

**伍、經費預算表**

**V. Table of Budget**

單位：新臺幣/元

Unit: NTD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **經費項目****Funding Item** | **單價****Unit Price** | **數量****Quantity** | **總價****Total Price** | **說明****Description** |
| 主持費、引言費 |  |  |  | 凡召開專題研討或與學術研究有關之主持費、引言費屬之。 |
| 諮詢費、輔導費、指導費 |  |  |  | 得比照出席費編列。 |
| 訪視費 |  |  |  | 凡至各機關學校等瞭解現況，對未來發展方向提出建議，並作成訪視紀錄者屬之。 |
| 評鑑費 |  |  |  | 1. 凡至各機關學校等評估計畫執行情形、目標達成效能之良窳，並作成評鑑記錄者屬之。
2. 如審查委員赴各機關學校等評鑑已支領評鑑費，不得再以審查各校書面資料為由，重複支給書面審查費。
 |
| 臨時工作人員/工讀費 |  |  |  | 1. 應依工作內容及性質核實編列。
2. 所列費用應含薪資、退休金、保險及其他依法應給予項目。
 |
| 印刷費 |  |  |  | 1. 為撙節印刷費用支出，各種文件印刷，應以實用為主，力避豪華精 美，並儘量先採光碟版或網路版方式辦理。
2. 印刷費須依政府採購法規定程序辦理招標或比議價，檢附承印廠商發票核實報支。
 |
| 資料蒐集費 |  |  |  | 1. 凡辦理計畫所須購置或影印必需之參考圖書資料等屬之。
2. 圖書之購置以具有專門性且與計畫直接有關者為限。
3. 擬購圖書應詳列其名稱、數量、單價及總價於計畫申請書中。
4. 檢附廠商發票核實報支。
 |
| 資料檢索費 |  |  |  | 辦理計畫所需資料檢索費，其經費應依需求核實編列。 |
| 膳宿費 |  |  |  | 1. 所需經費應依預定議程覈實編列。
2. 應本撙節原則辦理，並得視實際需要依各基準核算之總額範圍內互 相調整支應。
3. 如於本項膳宿費以外再發給外賓其他酬勞者，其支付費用總額仍應不 得超出行政院所訂「各機關聘請國外顧問、專家及學者來臺工作期間 支付費用最高標準表」規定。
 |
| 保險費 |  |  |  | 凡辦理各類會議、講習訓練 與研討（習）會及其他活動 所需之保險費屬之。 |
| 場地使用費 |  |  |  | 1. 補助案件不補助內部 場地使用費。
2. 凡辦理研討會、研習會所需租借場地使用費屬之。
 |
| 設備使用費 |  |  |  | 1. 各執行單位因執行計 畫，所分攤之電腦、儀 器設備或軟體使用費 用。
2. 如出具領據報支，應檢附計算標準、實際使用時數及耗材支用情形等支出數據資料。
 |
| 雜支 |  |  |  | 凡前項費用未列之辦公事務費用屬之。如文具用品、紙張、資訊耗材、資料夾、郵資等屬之。 |
| 其他(請註明項目名稱) |  |  |  | 依計畫各項支用用途說明。 |
| **總計 Sum** |  |

**申請額度Amount Applied：新臺幣NTD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_元**

備註Note：

1. 本計畫以補助業務費為原則，每門課程補助經費最高以新臺幣八萬元為原則，並須檢附單據實報實銷。

This project is mainly subsidizing the service fees, and the maximum subsidy for each course is NT$80,000. The actual reimbursement must be accompanied by documents.

1. 若有編列「資料蒐集費」並擬採購書籍、報章或電子資料，請於申請時檢附書單（包含：圖書名稱、數量、單價、總價）。

Should the “Data Collection Fee” is listed and plans to purchase books, newspapers or electronic materials, please attach the book list (including: book name, quantity, unit price, total price) when applying.

1. 經費之編列應以支應執行創新課程所需之經費為主，相關活動費用之編列請力求合理。

The budgeting should be mainly to support the funds required for the implementation of innovation courses, and the budgeting of relevant activities should be reasonable.

1. 說明欄位請詳述該經費項目之使用目的及其他重要說明。

Please detail the purpose and other important remarks to use the funds in the description field.

1. 經費之編列需依「[教育部補（捐）助及委辦計畫經費編列基準表](https://edu.law.moe.gov.tw/LawContent.aspx?id=FL008371)」及本校相關規定辦理。

The budgeting must be handled in accordance with the “[Budgeting Benchmark Table for Subsidy (Donation) and Commissioned Program Funds of the Ministry of Education](https://edu.law.moe.gov.tw/LawContent.aspx?id=FL008371)” and the relevant regulations of the school.

1. 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。

If the matters related to this project have been incorporated into the project plan implemented by the school, no subsidy will be given.

1. 本計畫不予補助教學助理費用；若有教學助理經費使用需求，請依照相關單位之規定辦理及提出申請。

This project does not subsidize teaching assistant fees. If there is a need for teaching assistant funds, please handle following the regulations of the relevant units and submit the application.

1. 工讀費每月總時數以16小時為原則，若有超過需求者，須於說明欄位提出說明及時數計算公式。

Generally, the maximum part-time hours are 16 hours per month. If additional hours are needed, please provide further explanation and the wages calculation in the description column.

1. 課程因故無法開課成班者，雖審查通過仍不予經費補助；若因課程籌備或特殊原因者已有經費發生事實者，須敘明狀況簽請教務長同意後，得補助部分經費。

If the course cannot be opened for some reason, no subsidy will be given even though the review is approved. If there is a fact that the fund has been incurred due to course preparation or special reasons, a part of the fund will be subsidized after stating the situation and have the Dean of Academic Affairs for approval.

**文藻外語大學獎補助教學創新課程執行同意書**

Execution Consent of Teaching Innovation Course

立同意書人，即申請教師**：ＯＯＯ**，通過文藻外語大學（以下簡稱本校）審核結果，執行「112學年度第2學期獎補助教學創新課程計畫」（以下簡稱本計畫）。

The person who signed the consent, that is, the applicant: \_\_\_\_\_\_\_\_\_\_\_, passed the review of Wenzao Ursuline University of Languages (hereinafter referred to as the School), to implement “2023 Academic Year Fall Semester Rewarding Teaching Innovation Course Project” (hereinafter referred to as the Project).

**課程名稱Course Title：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

茲願依本校有關規定執行本計畫，並同意遵守下列規定：

Hereby wish to implement this project in accordance with the relevant regulations of the School, and agree to abide by the following regulations:

* 1. 計畫執行期間自民國113年02月01日起至113年07月31日止，補助項目以本校審查通過之計畫經費核定清單所列為準。

The implementation period of the Project is from 2024/02/01 to 2024/07/31, and the subsidy items are listed in the approved list of project funds reviewed and approved by the School.

* 1. 本計畫之補助經費，依本校及教育部相關法令規定核實動支，不得移作他用。執行期滿，依報支程序核實報銷，如有結餘應全數繳還。

The subsidy of the Project shall be verified of its use in accordance with the relevant laws and regulations of the School and the Ministry of Education, and shall not be used for other purposes. The reimbursement shall be verified and reimbursed according to the reimbursement procedure upon expiration of the execution period.

* 1. 本計畫補助依據本校「文藻外語大學獎補助教學創新課程實施要點」規定，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。

The subsidy of the Project is based on the “Implementation Guidelines for Rewarding Teaching Innovation Course, Wenzao Ursuline University of Languages”. If the relevant matters of the Project have been incorporated into the project plan implemented by the school, the subsidy will no longer be granted.

* 1. 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，遇有計畫變更或中止時，均應報請創新課程評審委員會通過後始得執行。

When teachers or directors from academics carry out the relevant matters of the Project, they shall handle them according to the existing administrative procedures in the School. In case of changes or suspensions of the Project, they should report to the Innovation Course Review Committee for approval.

* 1. 申請人應確保所提出申請資料之正確性，如申請資料未於期限內繳交、不齊全或錯誤，視同未完成申請。

Applicants should ensure the correctness of the submitted application materials. If the application materials are not submitted within the time limit, are incomplete or are incorrect, the application will be regarded as incomplete.

* 1. 申請人應於計畫執行期限截止後之45個日曆天內，提報成果報告（含紙本及電子檔案）、成果海報（含紙本及電子檔案）及教務處綜合業務組通知之各項執行成效，未能配合辦理者，須繳回所領之全額獎補助金款項，且二學期內不得再提出申請。

The applicants should submit the project report (including paper and electronic files), the project poster (including paper and electronic files), and the various items notified by the Special Programs Section, Office of Academic Affairs within 45 calendar days after the deadline for the implementation of the Project. Those who fail to cooperate will have to repay the full amount of the reward and subsidy, and no further application will be made within two semesters.

* 1. 計畫成果報告之計畫具體成果應與計畫申請書所填寫之預期產出結果一致，如有不符或未能達到之情形，應於成果報告中詳細說明理由。

The specific results of the Project in the Project report should be consistent with the expected output results stated in the project application form. If there is any discrepancy or failure to achieve, the reasons should be explained in detail in the Project report.

* 1. 海報格式為A1尺寸（594mm \* 841mm），解析度300 dpi，海報請標註「文藻學校財團法人文藻外語大學創新課程獎補助」，內容請呈現課程名稱、授課教師、創新教學特色、執行成果（質量化成果）、活動照片，海報電子檔需以附件傳送至教務處綜合業務組公務信箱。

The format of the poster is shall be A1 size (594mm\*841mm) and the resolution shall be 300 dpi. The poster should be marked with “Innovation Course Reward and Subsidy of Wenzao Ursuline University of Languages”, and the content should show the course name, instructors, innovative teaching characteristics, implementation results (qualitative and quantitative), and event photos. The electronic file of the poster needs to be sent to the Special Programs Section, Office of Academic Affairs.

* 1. 獲獎補助之教師有參加成果發表之義務。

Teachers who receive the subsidy are obligated to participate in the exhibition of achievements.

* 1. 獲獎補助之教師最遲須於計畫結案後一學年內，申請政府部門補助之課程與教學計畫或發表學術論文。

Teachers who receive the subsidy must apply for relevant courses and teaching projects subsidized by the government or publish their academic paper within one academic year following the project's conclusion at the latest.

* 1. 獲本要點補助之課程成果報告公開發表後，應無償由本校視需要重製、公開展示、公開口述、公開傳輸於本校（系）網頁。

After the course reports subsidized by the Guidelines are published, they shall be reproduced, publicly displayed, publicly recited, and publicly transmitted to the School (department) website by the University as needed free of charge.

* 1. 獲得補助而製作與使用之所有教材、教具應尊重智慧財產權及遵守相關法令，如有侵權或其他不當情事，取消其獎勵資格，並追繳其補助款及獎勵金，且由受獎補助人員自負法律責任。

All teaching materials and teaching aids produced and used with subsidies shall respect intellectual property rights and comply with relevant laws and regulations. In case of infringement or other inappropriate circumstances, the eligibility will be cancelled, the subsidy and bonus will be recovered, and the recipient of the grants shall bear legal responsibility.

* 1. 課程結束後，獲獎補助之教師及執行團隊同意以補助經費產出之教學成果、相關研究著作、教材及教具由本校擔任代表人行使重製、公開口述、公開發表、公開傳輸及公開展示權等著作財產權。

After the completion of the course, the teachers and the executive team receiving the grants agree that the teaching results, related research works, teaching materials and teaching aids produced with the subsidy to be exercised by the School as a representative of the copyrights of reproduction, public recitation, publication, public transmission, and public display.

* 1. 課程結束後，獲獎補助之教師及執行團隊同意以補助經費取得任何形式之教學資料及產出之教學成果、相關研究著作、教材與教具無償分享或授權本校教師於教學、研究等學術事項之合理使用。

After the completion of the course, the teachers and the executive team receiving the grants agree to share or authorize the teaching materials and their results, related research works, teaching materials and teaching aids produced with the subsidy with the teachers of the School free of charge on their reasonable use in teaching, research and other academic matters.

* 1. 未配合權利與義務者，二學期內將不受理該申請案相關教師之創新課程申請。

Those who fail to cooperate with their rights and obligations will not be accepted for the application of innovation courses by the relevant teachers within two semesters.

* 1. 本同意書一式二份，分由教務處綜合業務組、授課教師收執，以資信守。

This consent form is in two copies, which shall be received and signed by the Special Programs Section, Office of Academic Affairs and the instructors, and shall be kept with credit.

* 1. 如有未盡事宜，依相關法令、習慣及誠實信用與平等互惠原則公平解決之。

If there are unsettled affairs, they shall be resolved fairly in accordance with relevant laws, customs, and the principles of good faith, and equality and reciprocity.

 此致

文藻外語大學

Sincerely,

Wenzao Ursuline University of Languages

授課教師： （簽名或蓋章）

中華民國 年 月 日

Instructor: (signature or seal)

(yyyy/mm/dd)