

文藻外語大學獎補助教學創新課程實施要點

Implementation Guidelines on Rewarding Teaching Innovation Course of Wenzao Ursuline University of Languages

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- 一、本校為鼓勵教師或教學單位開設教學創新課程以提昇教學品質與成效，特訂定「文藻外語大學獎補助教學創新課程實施要點」(以下簡稱本要點)。
To encourage teachers or academics to promote curriculum and teaching innovation activities and improve teaching quality and effectiveness, the “Implementation Guidelines on Rewarding the Promotion of Teaching Effectiveness and Innovation Course of Wenzao Ursuline University of Languages” (hereinafter referred to as the “Guidelines”) are accordingly formulated.
- 二、教學創新課程係指教師引進新的觀念、方法或創意構思，進而提升學生學習興趣、動機及學習成效，藉以達到有效的教學目標。
Teaching innovation courses refer to the introduction of new concepts, methods or creative ideas by instructors, thereby enhancing students’ interest in learning, motivation and learning effectiveness so as to achieve effective teaching goals.
- 三、本要點所謂創新課程獎補助分為補助及獎勵，且課程須為在本校開授之正式課程，不含非正式課程。
The innovation course reward and subsidy in the Guidelines is as its name suggests, dividing into reward and subsidy. The course must be formal courses taught in the School, excluding informal ones.
- 四、申請方式：How to apply:
 - (一) 申請對象：開設課程之專任教師(含專案教師)、兼任教師，且兼任教師須搭配專任(案)教師共同提出；相同課程而任教不同班級者，則視為一案提出申請，若有數位教師合授一門課者，應整合為一案提出；每位教師同一年度至多僅可申請二案；同一名教師同一門課程至多申請二次。
Recipient: Full-time faculty (including project faculty) and part-time faculty members that offer the courses, and part-time faculty must be jointly proposed by full-time (project) faculty. If the same course is taught in different classes, the application shall be regarded as one. If there are several teachers teaching a course together, it should be combined into one case. Each teacher can apply up to two cases in the same year, and the same teacher can apply for the same course for up to two times.

- (二) 申請方式：課程屬教師個人進行教學者，由教師個人提出申請；若課程屬於院或系所（中心）統一進行者，得由教學單位主管統一申請。
Application: Courses taught by individual teachers should be applied by the teachers themselves. If the courses are conducted by the college or department (center), the director of the academics may apply for it.
- (三) 申請期程：每學期申請次一學期（學年）之課程，依教務處綜合業務組公告辦理。
Application Period: Applications for courses of the next semester (academic year) in each semester shall be handled in accordance with the announcement of the Special Programs Section, Office of Academic Affairs.
- (四) 執行期程：課程經核定公告後開始執行。執行期程分為一學期及一學年。經費核銷等期限，以教務處綜合業務組或會計室公告為依據。
Implementation Period: The courses will be implemented after the announcement for approval. The implementation period is divided into one semester and one academic year. The deadline for the verification of funds, etc., is based on the announcement of the Special Programs Section, Office of Academic Affairs or the Accounting Office.
- (五) 申請文件包含（但不限）：申請表、計畫書、經費表等，依教務處綜合業務組公告辦理。
The application documents include (but are not limited to): Application forms, plans, funding tables, etc., and shall be handled in accordance with the announcement of the Special Programs Section, Office of Academic Affairs.
- (六) 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.

五、審查程序：Review Procedure

- (一) 教師或教學單位主管提出申請時，須檢具申請表等相關資料，並經教師所屬單位主任、所長及教師所屬單位院長審議通過後，送教務處綜合業務組彙整；特殊狀況未能及時申請，須敘明狀況簽請教務長同意後，得補行審查。
When teachers or academics directors submit an application, the application form and other relevant materials must be attached and sent to Special Programs Section, Office of Academic Affairs for compilation after being reviewed and approved by the director of the department and dean of the college. If the application cannot be made in time due to special circumstances, it is necessary to state the circumstances and have the Dean of Academic Affairs sign the approval, and then make a supplementary review.
- (二) 申請資料由教務處綜合業務組彙整後，先送請重點教學精進與創新課程推動項目檢核單位確認是否符合項目要求。
After the application documents are compiled, they will be sent to the project inspection unit of Promotion Project for Key Teaching Evaluation and Innovation Courses to confirm whether they meet the project requirements.
- (三) 提請創新課程評審委員會審議，經審查委員評比之分數為八十分（含）以上視為通過，補助金額經評審委員會審議後核定。
The application is submitted to the Innovation Course Review Committee for examination. After the evaluation by the review committee, the score 80 and above will be considered as a pass, and the subsidy amount will be approved after examination by the review committee.

- (四) 為提高教師參與動機，每學期由創新課程評審委員會選出前一學期「執行績優課程」並給予獎勵金。

To enhance the motivation of the teachers to participate, each semester, the Innovation Course Review Committee will select the “courses with outstanding performance” in the previous semester and grant incentives.

- (五) 執行績優課程由創新課程評審委員會審議，委員得視情況邀請校外學者專家及校內師長列席諮詢，就課程執行成果決議獲獎課程及獎勵金。若課程由數位教師共同執行，獎勵金分配比例以申請表上所載為主。

Courses with outstanding performance will be reviewed by the Innovation Course Review Committee. The committee members may invite off-campus scholars, experts and on-campus teachers to attend and consult as non-voting delegates, and decide the winning courses and incentives based on the course implementation results. If the course is jointly conducted by several teachers, the allocation ratio of the award is based on the application form.

六、創新課程評審委員會組織：

Organization of Innovation Course Review Committee:

- (一) 本會設置委員若干人，副校長、教務長、學務長、研發長、教師發展中心主任、各學院院長為當然委員，委員得視情況邀請校外學者專家及校內師長列席諮詢。掌理申請課程之審核、決議當學期校院系級重點教學精進與創新課程推動項目、申請課程之修正審核、各項獎補助金額及執行績優課程評選。

The committee is composed of a number of members. The Vice President, Dean of Academic Affairs, Dean of Student Affairs, Dean of Research and Development, Director of Center for Faculty Development, and Deans of each college shall be the ex officio members. The committee members may invite off-campus scholars, experts and on-campus teachers to attend and consult as non-voting delegates. The committee is in charge of the review of the courses applied, the decision of the key teaching improvement and innovation course promotion projects at the school and departmental level for the current semester, the revision and review of the courses applied, the amount of various rewards and subsidies, and the selection of courses with outstanding performance.

- (二) 本會由辦法業管單位所隸屬之副校長擔任主任委員，若遇副校長請假，委請指定代理人擔任主任委員。

The vice-president affiliated to the administrative unit will serve as the chairperson of the committee. If the vice-president asks for leave, a designated agent will be appointed as the chairperson.

- (三) 本會召開會議時，應有全體委員三分之二以上出席，始得開會；決議事項應有出席委員半數（含以上）同意，始得通過。會議成員因故不能出席時，須辦理請假手續，並指派代理人出席。

A Committee meeting may be held only if more than two-thirds of the committee members attend. A resolution may be adopted only if more than half of the attended committee members reach an agreement. The committee members should apply for leave should they fail to attend the meeting for any reason, and the agent(s) shall be appointed to attend.

七、審查標準：Review Criteria

- (一) 現有教學問題或議題描述之具體化與完整性（百分之十五）。

Specificity and completeness of descriptions of existing teaching problems or issues (15%)

- (二) 教學創新設計與問題之聚焦性與適切性（百分之二十）。

The focus and relevance of teaching innovation design and problems (20%)

- (三) 創新教學策略具體可行並有助於提升學生學習成效（百分之三十）。

Innovative teaching strategies being feasible and helpful in improving students' learning effectiveness (30%)

- (四) 教學綱要及課程內容與進度課程執行規劃清楚 (百分之二十)。

The syllabi and course content and progress being clearly planned (20%)

- (五) 學生學習成效提升評量方式規劃可行性及合宜性 (百分之十五)。

Feasibility and suitability of the planning of assessment method for students' learning effectiveness improvement (15%)

- (六) 針對曾獲本辦法補助之教師，過往執行成效亦將納入審查評比。

For teachers who have been subsidized by the Guidelines, the past implementation results will also be included for the review and evaluation.

八、經費補助與獎勵原則：Principles for Subsidy and Reward

- (一) 每學期視經費狀況核定案件數及各案獎補金額，並依照「教育部補(捐)助及委辦經費核撥結報作業要點」及本校相關規定辦理各項作業。

The number of cases and the amount of rewards and subsidies for each case will be determined according to the funding situation in each semester, and various assignments will be handled in accordance with the "Working Guidelines of the Ministry of Education's Subsidy (Donation) and Commissioned Fund Appropriation and Settlement Reports" and the relevant regulations of the school.

- (二) 每門課程補助經費最高以新臺幣八萬元為原則。

The maximum subsidy for each course is NT\$80,000.

- (三) 執行績優課程獎勵金每門課程最高以新臺幣兩萬元為原則，若有數位教師合授一門課者，則以申請表上填具之分配進行獎勵。

The maximum reward for each course with outstanding performance is NT\$20,000. If several teachers teach a course together, the reward will be based on the allocation filled in the application form.

- (四) 課程因故未開課成班者，雖審查通過仍不予以補助經費；若因課程籌備或特殊原因者已有經費發生事實，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.

- (五) 申請目的須與提升教學成效或創新課程直接相關，且符合當學期校院系級重點教學精進與創新課程推動項目，項目內容由教務處每學期公告周知。

The purpose of the application must be directly related to the improvement of teaching effectiveness or innovation courses, and it must also be in line with promotion projects of the key teaching improvement and innovation course at the school and departmental level in the current semester. The content of the project will be announced by the Office of Academic Affairs every semester.

- (六) 本計畫不予補助教學助理費用。

This project does not subsidize teaching assistant fees.

- (七) 本計畫相關事項若已編入本校所執行之其他專案計畫中，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.

- (八) 費用補助以業務費為原則。

This project is mainly subsidizing the service fees.

九、執行作業：Implementation

- (一) 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。
When implementing the relevant matters of this project, the teachers or director of academic units shall handle them in accordance with the existing administrative procedures of the school.
- (二) 遇有計畫內容變更、執行團隊變更或計畫因故需中止執行時，均應報請創新課程評審委員會議通過。
In case of changes in project content, changes in the executive team, or when the project needs to be suspended for any reason, it should be reported to the Innovation Course Review Committee for approval.
- (三) 因未達開課人數取消計畫執行，須於確認關課的五個工作天內通知教務處綜合業務組；未於期限內完成通知作業，申請教師二學期內不得再提出申請。
If the implementation of the project is cancelled because the number of students to start the class is not reached, the Special Programs Section, Office of Academic Affairs must be notified within five working days of the confirmation of the closure of the class. Should the notification fail, the applicants will not be allowed to apply again within two semesters.

十、成果展現及結案核銷：Results Presentation and Case Closing and Writing-off

- (一) 申請人應於課程結束後四十五個日曆天內，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，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 not be allowed to apply again within two semesters.
- (二) 若教師未於期限內提出成果報告，須繳回所領之全額獎補助金款項。
If the teachers fail to submit the project report within the deadline, they have to repay the full amount of the reward and subsidy.
- (三) 成果海報格式為 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（PNG 檔案）需另外傳送至教務處綜合業務組公務信箱。
The format of the poster 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 (PNG file) of the poster needs to be sent to the Special Programs Section, Office of Academic Affairs.
- (四) 經費執行若與預算數有差異者，須於成果報告中進行說明，且列入未來申請審查評比。
If there is any discrepancy between the implementation of the funds and the budget, it must be explained in the project report and included in the future application review and evaluation.
- (五) 經費執行率低於百分之六十者，一學期內不得再提出申請。
Those whose funding execution rate is lower than 60% will not be allowed to apply again within a semester.

- (六) 申請補助課程棄修人數達二分之一者，須於成果報告提出說明，並納入未來申請審查評比項目。

Those who apply for subsidized courses with number of withdrawal reaches 1/2 must make an explanation in the project report, and the future application review and evaluation items shall be included.

十一、權利與義務：Rights and Obligation

- (一) 獲本要點獎補助之課程計畫書、成果報告及各項內容，得無償由本校視需要公布或發表，所有教材之製作與使用應符合應遵守智慧財產權、著作權法，如有侵權或其他不當情事，將取消其獎補資格，並追繳全額獎補款項，且由受獎補人員自負法律責任。

The course plan, project report and various contents that have been subsidized by the Guidelines may be announced or published by the school as needed without charge. The production and use of the teaching materials shall comply with intellectual property rights and copyright laws. If there is any infringement or other inappropriate behavior, the reward qualification will be cancelled, and the subsidy will be recovered. The recipient of the award will bear the legal responsibility.

- (二) 完成之課程教材其智慧財產權屬學校與製作教師共有，教師可個別進行教學使用，但請回饋使用狀況予教務處，以利後續課程教材參考。

The intellectual property rights of the completed course materials are shared by the school and the teachers who produced. Teachers can use them individually for teaching, but please report the use status to the Office of Academic Affairs for reference in subsequent course materials.

- (三) 獲獎補助之教師須參加教務處舉辦之成果發表。

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

- (四) 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相關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.

- (五) 未配合權利與義務者，二學期內將不受理該申請教師之創新教學獎補助申請。

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.

十二、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 the Guidelines are the rewards and subsidies from the Ministry of Education, the school's matching grants and the school budget.

十三、其他未盡事宜，依本校相關規定辦理。

Other matters not mentioned above shall be handled in accordance with the relevant regulations of the school.

十四、本要點經教務會議通過，陳請校長核定後實施，修正時亦同。

The Guidelines shall be approved by the Academic Affairs Council, and enforced after being submitted to and approved by the President of the University. The same procedure applies to any amendment.