

國立中山大學選送教師出國教學研修實施要點

Implementation Guidelines for the Selection of Teachers for Stay Abroad to Teach or Conduct Research

107.12.18 本校高教深耕教學創新委員會第1次會議通過
Approved at the 1st meeting of the Higher Education Cultivation and Teaching Innovation Committee on December 18th, 2018

108.03.06 本校 107 學年度第 2 學期第 2 次行政會議通過
Approved at the 2nd Administrative Meeting, 2nd semester of Academic Year 2018, on March 6th, 2019

112.10.18 本校 112 學年度第 1 學期第 4 次行政會議修正通過
Approved at the 4th Administrative Meeting, 1st semester of Academic Year 2023, on October 18th, 2023

- 一、 目的：國立中山大學（以下簡稱本校）為增進本校教師教學研究有關之專業知識技能，吸收國外新知，提升教學品質，特訂定本要點。
- I. Purpose: National Sun Yat-sen University (hereinafter referred to as ‘the University’) stipulated these Guidelines aiming to enhance teaching and research-related professional knowledge and abilities of the University’s teachers, absorb new knowledge from abroad and improve the quality of teaching.
- 二、 選送名額：視本校當年度預算，由高教深耕教學創新委員會遴選評定，並得視實際情況從缺處理。
- II. Number of candidates selected: depends on the University’s budget for a given year and on the decision of Higher Education Cultivation and Teaching Innovation Committee; only suitable candidates will be selected.
- 三、 出國期限：教師申請出國教學研修不得影響正課開設，應以寒假或暑假期間出國為原則，出國期間以一個月為原則，但經高教深耕教學創新委員會認為申請內容有特別需要者，得在不超過一個月之期限內酌予調整。
- III. Period of stay abroad: the stay abroad for teaching or research purposes applied for by the teacher cannot affect the academic course schedule and in principle, it should take place during winter or summer vacations; the period of stay abroad shall be one month, however, Higher Education Cultivation and Teaching Innovation Committee may consider special needs reported in the application and adjust the period of stay, though not exceeding one-month time.
- 四、 選送條件：
- IV. Selection requirements:
- (一) 基本資格：本校專任教師。
- (1) Basic qualification requirement: being a full-time teacher at the University.
- (二) 具基本資格教師並符合下列條件者：
- (2) Teachers fulfilling the basic qualification requirement and

complying with the following requirements:

1. 曾獲本校教學傑出獎或教學績優教師。
 - i. having obtained the Outstanding Teaching Award or the Excellent Teaching Award.
2. 曾獲教育部教學實踐研究計畫補助之教師。
 - ii. having obtained the MOE Teaching Practice Research Program support.
3. 長期對教學相關工作認真投入，並有具體事實經所屬系所推薦者。
 - iii. having diligently devoted themselves to teaching for a long term and having obtained the recommendation of the department or institute for certain activities.

五、申請內容：教師申請出國教學研修內容包含國外大學辦理之各式教學相關研習、研討、工作坊等活動，由教師自行選定並提出申請。

V. Application content: when applying for a stay abroad for teaching or research, the teacher shall provide information on activities such as research or study, conferences, workshops related to teaching organized by the foreign university; the teacher registers for these activities himself/herself.

教師個人參加之國際學術會議、研討會如有教學主題相關場次或工作坊，得另外檢附會議議程提出申請，由高教深耕教學創新委員會進行審查，得酌予補助該場次實際辦理日數之日支生活費。

Teachers participating in international academic conferences and seminars with teaching-related sessions or workshops may submit an application with a separate agenda for review by the Higher Education Teaching and Learning Innovation Committee, and may be granted a subsidy for the daily living expenses for the actual number of days of the session.

六、申請方式：教師應於每年 12 月及 5 月教務處教學發展與資源中心公告時程，填寫教師出國教學研修申請計畫書，並檢附主辦單位之公告訊息及主辦單位要求之資料，向教務處教學發展與資源中心提出申請。

VI. How to apply: according to the schedule announced by Teaching and Learning Development and Resources Center in May and December every year, the teacher shall fill in the 'Teacher's Application for Stay Abroad to Teach or Conduct Research' and attach the announcement and required materials of the organizing unit and send these documents to Teaching and Learning Development and Resources Center.

通過申請出國教學研修經費補助之教師，於兩年後方能再次提出申

請。

The teacher approved by the Stay Abroad to Teach or Conduct Research Project can file an application again after two years.

七、 審查：由本校高教深耕教學創新委員會依據教師所提之出國教學研修計畫進行書面審查，必要時得要求教師進行口頭報告。

VII. Review: a written review is conducted by the Higher Education Cultivation and Teaching Innovation Committee basing on the teaching/research abroad plan provided by the teacher; shall there be such need, the teacher might be requested to provide an oral report.

八、 出國方式：由教師自行辦理出國手續、教學研修報名或註冊手續，及相關食宿等安排。教師出國教學研修期間應自行完成公假登記。

VIII. Formalities: the teacher handles on one's own formalities related to the stay abroad, as well the teaching/research report, registration procedure, accommodation and food. The teacher shall report their leave of absence for the stay abroad.

九、 出國報告之撰寫：出國教學研修之教師返國後，應於一個月內提出出國專題報告。

IX. Report on the stay abroad: after coming back from abroad to teach or conduct research, the teacher shall file a related report within one month.

十、 返國後之服務義務：出國教學研修之教師返國後，需辦理至少一場創新教學方法或案例之公開分享活動，並配合本校辦理各項教學相關之研習、研討、發表、工作坊等活動。

X. Service obligation after coming back from abroad: after coming back from abroad to teach or conduct research, the teacher shall organize at least one open event to introduce an innovative teaching method or model and agree to the University organizing a related study, conference, speech or workshop.

十一、 經費：本要點所需經費及教師出國教學研修之經費來源為教育部高等教育深耕計畫。

XI. Budget: any necessary funds included in these Guidelines and the source of budget the teacher needs for the stay abroad to teach or conduct research is subject to MOE's plan for the cultivation of higher education.

教師申請經費包括國外日支生活費、往返機票、保險費、註冊費、報名費等項；至辦理護照、出入境證、簽證等出國手續及其他不屬於上述費用者，均由教師自行負擔。

The budget requested by the teacher includes living expenses, flight tickets, insurance premium and registration fees. Passport, entry and exit permits, visa and other formalities related to the stay abroad not included in the above expenses shall be covered by the teacher.

受補助教師須於返國二週內，依本校主計室規定完成經費核銷。

The teacher receiving the fund shall report the expenses within two weeks from the return date to the Office of Accounting of the University.

有關前往國外日支生活費、往返機票費、保險費、註冊費、報名費等經費項目之申請及核銷，比照國外出差旅費報支要點及本校相關規定辦理。

The request for return of the expenses abroad, such as living expenses, flight tickets, insurance premium, registration fees shall be handled in accordance with the Directions for Reimbursement of Overseas Travel Expenses and relevant regulations of the University.

十二、

本要點如有未盡事宜，悉依相關法令規定辦理。

XII.

If there are any issues not regulated by these Guidelines, these shall be handled according to the related laws.

十三、

本要點經本校行政會議通過，陳請校長核可後實施，修正時亦同。

XIII.

These Guidelines were approved by the administrative meeting of the University and are effective after the confirmation of the University President; any amendments shall be processed likewise.