**\_\_\_學年度\_\_學期新鮮人學習社群申請書**

**Application Form for Establishing a Freshman Learning Community in \_\_\_ semester of academic year \_\_\_\_**

填寫日期(Date)： (YY)/ 月(MM) 日(DD)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 申請學系  Department |  | | | | |
| 計畫名稱  Project Title |  | | | | |
| 計畫目標  Objective |  | | | | |
| 預計參與人數  Expected Number of Participants | 共 組，每組 人(每組人數5-15人)  \_\_\_ groups in total (each group should have 5-15 members) | | | | |
| 召集人  Convener | 姓名  Name |  | | 系所  Department |  |
| E-mail |  |
| 計畫期程：🞏一年期(上下學期) The program is a one-year application(covering both fall and spring semesters).  🞏一學期The program is planned as a one-semester application. | | | | | |
| 學習計畫構想敘述  A Description of the Teaching Plan 若本課程近三年內非首次申請，請簡述前次方法成果，並提出與本次不同之處。  If this course has not been applied for the first time in the past three years, please briefly describe the previous methods and outcomes, and highlight the differences from this application. | | (活動內容與**系所專業結合、職涯發展相關**) Activities aligned with the academic program and relevant to career development | | | |
| 執行方法及步驟  (總時數9小時)  Implementation Methods and Steps  (9 hours in total) | | 執行方法Implementation | | | |
| 活動規劃期間  (總時數9小時)  Period  (9 hours in total)  計畫期程若申請一年期請規劃12次活動，如表格不敷使用請自行增列  If applying for a one-year project period, please plan 12 activities. If the table is not sufficient, please add rows as needed. | | 活動Session | 預計活動時間  Date & Time | 活動規劃(活動設計、實作、線上課程等)  Activity Plan (activity design, practice, online lectures, etc.) | |
| 114學年度第一學期規劃 | | | |
| 第一次1st |  |  | |
| 第二次2nd |  |  | |
| 第三次3rd |  |  | |
| 第四次4th |  |  | |
| 第五次5th |  |  | |
| 第六次6th |  |  | |
| 114學年度第二學期規劃 | | | |
| 第一次1st |  |  | |
| 第二次2nd |  |  | |
| 第三次3rd |  |  | |
| 第四次4th |  |  | |
| 第五次5th |  |  | |
| 第六次6th |  |  | |
| 預期成效(包含產出、設計案或紀錄影片)  Anticipated Outcomes (outputs, design projects, or videos) | | 每組學生皆須繳交成果，相關成果以電子檔方式提供。  (若有規劃線上課程，請於活動執行結束後由教師提供教學內容影片，教學影片以5-20分鐘為主，可依教學內容分為多個影片。)  Each group is required to submit its achievement in a soft copy.  (If online lectures are included, the convener should, at the end of the project, provide one or multiple teaching videos (5-20 minutes) based on the teaching plan.) | | | |
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**114學年度第一學期經費概算表**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 業務費  Operating Expenses | 經費規劃  Budget Plan | 單價  Unit Price | 單位  Unit of Measurement | 數量Quantity | 總價  Subtotal | 用途說明Purpose |
| 鐘點費  Hourly Pay | 795 | 小時  Hour |  |  | 795元×9小時  NT$795 × 9 hours |
| 工讀金  Work-study Pay | 190 | 小時  Hour |  |  |  |
| 勞保勞退  Labor Insurance Premiums & Labor Pension Contributions | 37 | 天  Day |  |  | 一天：37元 |
| 補充保費  NHI Supplementary Premiums |  | 式  Lump Sum | 1 |  | (工讀金+鐘點費) ×2.11%  (Work-study pay + hourly pay) × 2.11% |
| 材料費  Material Expenses |  | 式  Lump Sum | 1 |  | 作品、活動所需耗材  Consumables |
| 印刷費  Printing Expenses |  | 式  Lump Sum | 1 |  | 1000元為上限 |
| 雜支Miscellaneous Fees | |  | 式  Lump Sum | 1 |  | 以業務費6%為上限  The maximum amount should not exceed 6% of the operating expenses. |
| 合計Total | |  | | | |  |

**114學年度第二學期經費概算表**

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| --- | --- | --- | --- | --- | --- | --- |
| 業務費  Operating Expenses | 經費規劃  Budget Plan | 單價  Unit Price | 單位  Unit of Measurement | 數量Quantity | 總價  Subtotal | 用途說明Purpose |
| 鐘點費  Hourly Pay | 795 | 小時  Hour |  |  | 795元×9小時  NT$795 × 9 hours |
| 工讀金  Work-study Pay | 190 | 小時  Hour |  |  |  |
| 勞保勞退  Labor Insurance Premiums & Labor Pension Contributions | 36 | 天  Day |  |  | 一天：36元 |
| 補充保費  NHI Supplementary Premiums |  | 式  Lump Sum | 1 |  | (工讀金+鐘點費) ×2.11%  (Work-study pay + hourly pay) × 2.11% |
| 材料費  Material Expenses |  | 式  Lump Sum | 1 |  | 作品、活動所需耗材  Consumables |
| 印刷費  Printing Expenses |  | 式  Lump Sum | 1 |  | 1000元為上限 |
| 雜支Miscellaneous Fees | |  | 式  Lump Sum | 1 |  | 以業務費6%為上限  The maximum amount should not exceed 6% of the operating expenses. |
| 合計Total | |  | | | |  |
| **召集人簽章Convener sign：**  **院長(主任)簽章College Dean：** | | | | | | |

**※經費編列說明：**

1.鐘點費僅支付給召集教師與協同教師，不包含外師鐘點費，將依教師實際授課時數計算，若相同組別、相同時間教師共授，時數將分攤計算。

2.材料費以活動所需耗材為原則，不得採購相關設備。

※Notes:

1. Hourly pay is for the convener and the co-convener(s) only. Hourly pay will be calculated based on actual teaching hours. If a lecture is given by more than one faculty member, they should share teaching hours equally.

2. Material expenses are mainly for consumables, not facilities or equipment.