**\_\_\_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 |  |
| 協同教師  Co-convener | | 姓名  Name |  | | | 系所  Department |  |
| E-mail |  |
| 學習計畫構想敘述  A Description of the Teaching Plan | | |  | | | | |
| 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) | | | 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.) | |
| 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.) | | | | |
|  | | | | |
| 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×老師人數×9小時  NT$795 × number of participating faculty members × 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 |  |  |
| 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.