**\_\_\_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.