**文藻外語大學德國語文系教師海外交流申請書**

**Application of overseas** **experience**

申請日期： 年 月 日

Application Date:(YYYY/MM/DD)

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| --- | --- | --- | --- | --- | --- |
| 申請人姓名Name of Applicant |  | 職 稱Position title |  | 海外交流地點Venue |  |
| 海外交流活動名稱Name of the activity |  | 海外交流時間Date(s) of the activity | 自 年 月 日至 年 月 日From (YYYY/MM/DD) To (YYYY/MM/DD) |
| 緣起與目的Reason and purpose |  |
| 行程規劃（包含:日期、地點、主題，受訪機構）Travel plan (incl. time schedule, destination, topics, institution to visit) |  |
| 行程特色（例如：拓展學生交流、海外實習）Travel details(e.g.: extension of student exchange or oversea internships) |  |
| 具體內容Details |  |
| 交流單位簡介（請說明: 與系務發展之相關性與急迫性，與各參訪單位之行前接洽連繫情形並檢附佐證）Brief introduction of institution of exchange (pls. specify relation to department’s development and needs, state of contact prior to visit, and provide confirming documents) |  |
| 預期效益Expected benefits |  |
| 申請/核定補助項目、金額Items and funding applied/granted | 差旅費依本校國外公差差旅費報支標準，另依研發處補助教師參加國內外研(討)習會處理要點，每案補助以歐美地區4萬元、其餘地區2萬元為上限。而差旅費之項目與支給標準如下：1. 交通費：乘坐經濟艙位，並檢具票根及旅行社代收付請款證明核實報銷。
2. 住宿費：按中央政府各機關派赴國外各地區出差人員生活費日支數額標準打五折，檢據核實報銷。
3. 膳雜費：每日上限為40美金，且膳、雜各 1/2。
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| 項目Items | 預估申請金額Estimated Amount Applied | 系教評審查通過補助項目Items Approved by Departmental Teachers’ Evaluation Committee |
| □交通費Transportation |  | □交通費Transportation |
| □住宿費Accommodation | 每晚支給上限：\_\_\_\_\_\_\_元 × \_\_\_\_\_\_晚 | □住宿費Accommodation |
| □膳雜費Food expenses | 每日支給上限： 40 美金 × \_\_\_\_\_天數 | □膳雜費Food expenses |
| 合計Total |  |  |
| 系教評會審查結果Decision by departmental teachers’ evaluation committee | □同意補助(supplement granted)□不同意補助，原因(supplement denied, because)： |
| 系教評會審議時間Date of the Departmental Teachers’ Evaluation Committee of the Department of German | \_\_\_\_\_\_\_學年度第\_\_\_\_學期第\_\_\_\_次系教師評審委員會(\_\_\_\_\_\_年\_\_\_\_月\_\_\_\_日)The \_\_\_\_ meeting of Departmental Teachers’Evaluation Committee of the Department of German in the \_\_\_\_\_ semester of the academic year of \_\_\_\_\_\_\_\_(\_\_\_\_\_\_/\_\_\_/\_\_\_\_: (YYYY/MM/DD) |
| 申請人簽名Signature of the Applicant |  | 德文系主任Signature of Chair/ Director of Department |  |

\*申請期限：上學期(8/1~1/31)出訪，須於每年11/30前提出申請。下學期(2/1~7/31)出訪，須於每年5/30前提出申請。

Application deadline: Nov. 31 for 1st semester (Aug. 1~Jan. 31) / May 30 for 2nd semester (Feb. 1~July 31).

\*提會程序：申請人→系教師評審委員會(審議)→系中心主管→德國語文系(正本留存)。

Application procedure: Applicant→Department of German (Departmental Teachers’ Evaluation Committee)→Chairperson/Director of the Department →Department of German (Original copy kept for reference)