# 東海大學
# 115學年度
# 新進教師手冊
# New Faculty Handbook

東海大學
TUNGHAI UNIVERSITY

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# 1.關於東海

# About Tunghai


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# 校長的話
# From the President

各位新進老師：

恭喜您在這個變幻莫測的時代，選擇踏上教育這條充滿理想與挑戰的道路。2026年隨著全球貿易與地緣政治的波動持續擴散，臺灣也因身處浪潮前線，在教育與政治變革中迎來一場風暴。科技的巨幅躍進，正在顛覆我們生存與知識建構的既有樣貌。但正因為前方考驗如此嚴峻，這也成為一個重新定義教育本質與價值的珍貴契機。

在臺灣，少子化的寒冬正加速侵襲，學齡人口遞減的衝擊遠比我們預期的更加劇烈，並迫使高等教育必須重新審視自身存在的意義與未來藍圖。也正因如此，當前這個轉折點，更需要教育者展現破浪前行的勇氣、深刻的同理心，以及與時俱進的創新決心。

孔子曾言：「學而不厭，誨人不倦。」當這個世界充滿不確定，這句話更顯珍貴。成為一名大學教師，不只是職業或榮譽，而是一份沉重的責任、一種深刻的信念。它意味著：在局勢最為艱難的年代，我們依然要用知識去點燃學子的心靈之火，用長期的陪伴去滋養他們對未來的期盼與嚮往。

回首我們的成長歷程，每個人都曾在某位老師的關切眼神或鼓勵言語中，獲得無形卻強大的力量。如今，換我們站在講台上，以同理心去傾聽年輕人的聲音，用熱忱去指引前行的方向。或許只是一句溫暖的叮嚀，便足以照亮學生往後漫長的人生道路。

然而，崇高的理想必須在現實的土壤裡扎根。面對當前大環境的嚴格考驗，私立大學在資源分配上的侷限性，加上少子化與國際競爭的雙重夾擊，如何在教學與研究之間取得平衡，並將研究的豐碩成果轉化為課堂的養分，進而啟發學生的思辨力與創造力，是每位教育者必須挺身面對的課題。這條實踐之路絕不輕鬆，但深信「天道酬勤」，只要我們持之以恆，終將迎來纍纍碩果。

在全體師生的共同努力下，東海大學近年屢創佳績，不僅奪下 2026《QS 亞洲大學排名》全台私立非醫學類大學第一，連續三年蟬聯「天下大學公民獎」私立一般大型大學組榜首及《遠見》USR 大學社會責任獎「永續報告書首獎」，更因此榮登《遠見》「年度榮譽榜」最高殊榮。

這些榮耀，不僅是對過去辛勤耕耘的肯定，更是一份對未來使命的召喚。東海大學以基督教精神立校，面對時代的考驗，我們更應以仁愛為核心、以堅毅為基石來回應。在少子化衝擊與國際局勢風起雲湧之際，我們必須抱持更開放的胸襟、更深刻的自我反思，勇於承擔教育變革與社會實踐的重任，讓東海成為一座在風雨中不斷革新、始終溫暖的教育燈塔。

親愛的同仁，教育從來不是一條平坦安逸的路，而是一場對初衷與信念的試煉。無論外在局勢如何更迭，期盼您始終保持對學生的熱愛、對知識的渴望，以及對時代的關懷。願您以積極昂揚的姿態迎接每項挑戰，在教學的耕耘與研究的探索中，找到屬於自己的成就與喜悅，成為一位與時俱進、終身學習的教育者。

讓我們攜手並進，在這個多變的時代裡，為年輕世代與社會奉獻一份光與熱。縱使前方風浪洶湧，我們依然選擇彼此扶持、並肩前行，讓教育的薪火世代傳承、永不熄滅。

敬祝 工作順利 教學研究並進

東海大學校長
The president of Tunghai University
張國恩 Kuo-En Chang

115 年 07 月
2026 / 07

# 人事室
# Personnel Office

人事室推展各項有關人事工作，綜理全校教職員工聘任、待遇、福利、晉級、保險、退休差假、人力發展等事務。健全的人事，才能促進教學研究及行政業務的推展，依據教學研究需要，期以精實有效的組織與人力。本室除遵照教育部有關各項教育法規辦理人事業務外，並依照學校所訂各種章則辦法辦理下列業務：

The Personnel Office promotes human resources development and is in charge of the employment, benefits, welfare, promotions, insurance, retirement, and leave-taking of faculty and staff. A sound human resources system can facilitate the promotion and development of teaching, research, and administration affairs, the University's organization and workforce planning must be efficacy-oriented and meet the needs of teaching and research. Apart from conducting human resources affairs in compliance with education-related acts promulgated by the MOE, the Office also carries out the following works according to the University's standards, regulations, and guidelines:

| | |
|---|---|
| 一、報到<br>Registration (3.1.1) | 至人事室報到領取「報到作業會辦單」<br>Report to duty at Personnel Office and check out the "Report Form." |
| 二、聘任<br>Employment (3.1.2) | 1.教師評鑑 Faculty Evaluation<br>2.新聘教師評估 New Faculty Evaluation |
| 三、待遇與福利<br>Benefits and Welfare (3.1.3) | 1.薪資 Monthly pay<br>2.年終獎金 Year-end bonus<br>3.鐘點費 Overtime hourly pay |
| 四、子女教育補助費<br>Tuition Assistance for Dependent Children (3.1.4) | 提供特約托嬰中心，有附幼、附小、附中國中部之優先入學權外，亦得申請教育補助費<br>The University has contracted childcare centers. THU Affiliated High School prioritizes THU faculty and staff dependents for entering THU kindergarten, elementary school, and junior high. They are also eligible for tuition subsidies. |
| 五、教師學年度晉級<br>Faculty Yearly Advancement within the Same Rank (3.1.5) | 編制內外專任教師<br>Formal and contracted full-time faculty. |
| 六、保險與健檢<br>Insurance and Health Check (3.1.6) | 1. 編制內專任教師：公教人員保險<br>編制外專任教師：勞工保險 |

| | |
|---|---|
| | Formal full-time faculty: Civil Servants and Teachers Insurance (also known as "Government Employees and School Staff Insurance").<br>Contracted full-time faculty: Labor Insurance.<br>2. 全民健保 National Health Insurance<br>3. 團體保險 Group Insurance<br>4. 健康檢查補助 Health check allowances |
| 七、教師資格審查<br>Faculty Qualifications Review (3.1.7) | 1.教育部教師證書申請<br>Apply for a Teacher Certificate (to be issued by the MOE)<br>2.教師升等 Faculty Promotion |
| 八、進修研究<br>On-job Advancement and Research (limited to pension-track full-time faculty) (3.1.8) | 教師在本校連續任教三年以上方得申請，但已獲其它機關補助者不在此限<br>Application is eligible only for faculty who have been teaching at the University for more than three consecutive years. The three-year restriction does not bind faculty from grants or subsidies by other agencies. |
| 九、教授休假<br>Sabbatical Leave for Professors (3.1.9) | 本校任職教授滿六年，得申請帶職帶薪休假一學年<br>Professors are eligible to apply for a one academic year of sabbatical leave at full salary upon completion of six years of consecutive teaching practice. |
| 十、退撫儲金<br>Pension Funds (3.1.10) | 由私校退撫儲金管理委員會統籌作業<br>Organized by the Private School Pension Fund Management Committee. |
| 十一、借調<br>Secondment (3.1.11) | 副教授以上教師在本校連續實際教學滿四年以上者，得借調至他校或政府機關任職<br>Faculty above the associate professor rank may be temporarily transferred to another school or government agency upon completing four consecutive years of teaching at the University. |
| 十二、教師權益之維護<br>Guarding Faculty's Rights and Interests (3.1.12) | 本校設有「教師申訴評議委員會」<br>The University has established the "Faculty Grievance Appeal Committee." |
| 十三、教師請假規則<br>Faculty Leave Rules (3.1.13) | 依據教師請假規則、教育人員留職停薪辦法、本校教職員工育嬰期間留職停薪辦法 |

| | |
|---|---|
| | As specified in "Teachers Leave Rules," "Regulations Governing the Unpaid Leaves of Educators," and "THU Regulations Governing Unpaid Parental Leave of Faculty and Staff." |
| 十四、性別平等教育<br>Gender Equity Education (3.1.14) | 老師與學生之間的性別平等事件<br>Complaints Between faculty/staff and students under the "Gender Equity Education Act (GEEA)" |
| 十五、適用性別平等工作法之職場性騷擾事件<br>Sexual Harassment in the Workplace Under the "*Act of Gender Equality in Employment*" (3.1.15) | 教職員工間之性侵害、性騷擾或性霸凌事件(性別平等工作法) 之申訴<br>Complaints from faculty and staff regarding sexual assault, sexual harassment, or sexual bullying under the *"Act of Gender Equality in Employment".* |

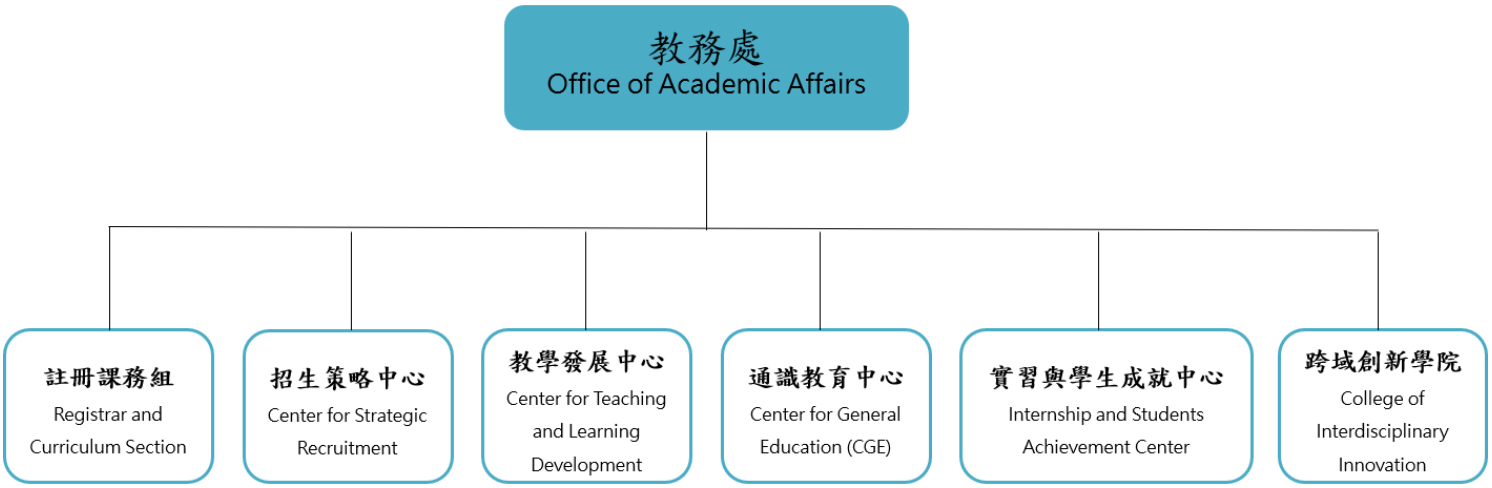
# 教務處
# Office of Academic Affairs

教務處負責統籌與綜理全校教務相關業務，轄下單位包括註冊課務組、招生策略中心、教學發展中心、通識教育中心、實習與學生成就中心及跨域創新學院。本處同仁秉持積極主動、認真負責與熱忱關懷的服務精神，致力於為全校師生提供更完善、更專業且更具效率的行政支援。

在教務推動上，本處未來將持續秉承東海大學之開創精神，積極革新與持續精進，掌握教育發展趨勢，凝聚各教學單位共識，擘劃未來教務發展藍圖，期望打造兼具國際視野與勞作服務特色的人文校園，以實踐「創新、活力、新東海」的長遠目標，為臺灣高等教育注入嶄新的動能。

The Office of Academic Affairs is responsible for the overall planning and coordination of all academic-related affairs across the university. Its affiliated units include the Division of Registration and Curriculum, the Center for Admissions Strategy, the Center for Teaching and Learning Development, the General Education Center, the Center for Internship and Student Achievement, and the College of Interdisciplinary Innovation. Guided by a spirit of proactiveness, responsibility, and sincere dedication, our team is committed to providing faculty and students with more comprehensive, professional, and efficient administrative support.

In promoting academic affairs, the Office will continue to uphold the pioneering spirit of Tunghai University by actively pursuing innovation and continuous improvement. By keeping pace with trends in educational development and fostering consensus among academic units, we aim to map out a future blueprint for academic advancement. Our vision is to build a humanistic campus that integrates global perspectives with the unique value of work and service learning, thereby realizing the long-term goal of "Innovation, Vitality, and a New Tunghai" and bringing renewed momentum to higher education in Taiwan.



## 一、註冊課務組 Curriculum and Registration Section

註冊課務組綜理協助全校教師及學生教與學的行政及程序項目。以**教師面**來說，包含每學期的開課資料、課程教室安排、教師授課計畫、授課鐘點費核計、課程預警作業、導師預警輔導及學期成績處理等；以**學生面**來說，則包含學生學籍（註冊、休退復學、轉系）、學分抵免、學生選課、跨領域學習、考試安排、課程預警提醒、成績通知處理、畢業資格審查及核補發畢業證書等；**一般事務面**則包含學校行事曆訂定、必修科目表維護、校課程委員會召開、暑期課程安排、課程評鑑及上課教室管理等。

The Curriculum and Registration Section oversees administrative procedures related to teaching and learning. The said work items **on the faculty aspect** include semester course information, classroom arrangement, course plan, calculation and approval of hourly teaching pay, course early warning and supervisions, as well as semester grades. **On the student aspect**, the work items include enrollment, leave of absence, drop-out, re-enrollment, switching majors, credits waiver and transference, course registration, interdisciplinary learning, test, examination arrangement, course early warning, grade submission, graduation qualification review, and issuance and re-issuance of graduation certificates. **For the general aspect**, the work items include creating the school calendar, maintenance of the compulsory subjects list, convening University Curricular Committee meetings, arranging summer courses, course evaluation, and classroom management.

## 二、招生策略中心 Center for Strategic Recruitment

本校為整合招生宣傳及入學招生試務，特於 108 年 2 月將招生組併入招生策略中心，隸屬教務處。

本中心承辦業務如下：

To integrate student recruitment promotion and admission test affairs, the University merged the Admission Section into the Center for Strategic Recruitment under the Office of Academic Affairs in February 2019.

The Center is in charge of the following:

**1. 招生策略 Student Recruitment Strategy：**

(1) 擬訂招生宣導計畫及策略。

Draw up a plan and strategy for student recruitment.

(2) 召開招生發展策略委員會議，提報年度各學制招生總量及各管道各系招生名額。

Conven Strategic Recruitment and Development Committee to propose the annual student recruitment caps on each level through different recruitment

channels.

(3) 蒐集各校招生資料及評析。

Collect student recruitment information, as well as evaluate and analyze incoming students from each school.

**2. 入學試務 Admission Test Affairs：**

(1) 召開招生委員會會議。

Convene Student Recruitment Committee meetings.

(2) 辦理學、碩、博士班各項入學考試試務（含境外生）。

Conduct bachelor, master, and Ph.D. admission test affairs (except international students).

(3) 執行教育部招生專業化計畫，協助學系發展與運用個人申請管道招生作業之審查評量尺規。

Implement Ministry of Education (MOE)'s student recruitment specialization plan, and assist departments and colleges in developing evaluation standards for recruitments through the individual application channel.

(4) 招生試務相關經費預算之編列與執行。

Plan and implement student recruitment budgets.

(5) 協辦全國高中英語聽力測驗及學科能力測驗之臺中四考區試務工作。

Co-organize test affairs of the Test of English Listening Comprehension (TELC) and the General Scholastic Ability Test (GSAT) at the 4th Taichung examination site.

**3. 招生活動 Student Recruitment Activity：**

(1) 辦理各項招生宣導活動（校系宣導、專題演講、模擬面試）。

Organize various student recruitment activities (university and department promotions, keynote speeches, and mock interviews).

(2) 與各高中合作課程。

Cooperative courses with senior high schools.

(3) 辦理高中生營隊。

Organize senior high school camps.

(4) 招生文宣、設計。

Design recruitment propaganda.

(5) 東海宣傳網站建置（招策中心網頁、各入學管道報名系統）。

Create Tunghai's promotional websites (ex. Official Website of the CSR, each degree's registration system).

## 三、教學發展中心 Center for Teaching and Learning Development

教學發展中心積極提升國際化、數位化與跨域化的教學能量。**針對老師**，我們推動教師專業社群、協助成立教師自主社群、辦理教師增能活動協助教學創新、辦理教師教學獎勵、提供教師教材教具製作補助及教學助理；**針對課程**，我們推動遠距教學課程、課程模組、院微學分課程等創新作法；**針對學生**，我們協助成立學生自主社群、提供課業交流管道、鼓勵老師指導學生參加校際及國際競賽、也鼓勵學生積極取得專業證照。我們期許自己能扮演教師教學之旅中的協助、支持、諮詢與服務的角色，共創優質的「教」與「學」環境。

The Center for Teaching and Learning Development are dedicated to enhancing international, digital, and interdisciplinary teaching capacity. **For teachers**, we have been promoting the teacher community in different professional groups for teaching innovation. We award teaching excellence and subsidize preparation for teaching materials and tools. We offer grants for hiring teaching assistants. We have carried out a series of innovative approaches **concerning courses**, including distance learning courses, modular courses, college micro-courses. As **for students**, we help them establish autonomous learning communities, offer them academic exchange channels, encourage faculty to guide students to join interschool and international competitions, and actively acquire professional certificates. We assist, support, advise, and offer faculty services during their teaching journey to create an excellent "teaching" and "learning" environment.

## 四、共同學科暨通識教育中心 Center for General Eduction

推動全校通識教育課程與共同課程之教學與規劃，通識教育中心負責全校學生必修至少 12 學分通識課程（分人文、社會、自然及永續實踐等四大領域），及多元學習課程之規劃開設。

To meet the need of campus-wide General Education courses (compulsory and elective), the General Education Center organizes courses in four fields (humanities, social science, natural science, and Sustainability Practice) among which each Tunghai student must take at least 12 credits.

**1. 開課規定 Rules for Offering a Course：**

(1) 各系教師至通識教育中心開課，不屬基本鐘點數，算支援外系課程，依「東海大學教師授課時數與鐘點核計辦法」規定。
Overtime hours due to supporting GEC follow the calculation of "THU Regulation for Teaching Hours and Hourly Rates."

(2) 課程的開設需送通識教育中心申請，經通識教育中心課程委員會審查通過，非屬系所院課程委員會核備後，始可開課。

The opening of courses should be submitted to the General Education Center for application, and the course can only be started after the examination and approval of the Curriculum Committee of the General Education Center.

(3) 通識教育中心開設課程停開標準，依教務處註課組規定。

The calculation of hourly pay difference due to over-caps than intended or under-caps leading to a cancellation follows the Office of Academic Affairs' Curriculum and Registration Section's regulations.

**2. 修課方式 Taking a Course：**

通識課程網路選課：學生自行上網填志願序亂數分發，教師不用幫個別學生加簽選課，全權由通識教育中心處理選課問題。

生成式 AI 思維由通識中心開課，相關問題請洽通識中心。

General Education Courses Online Course Registration System: Students shall fill in the course preference online for random distribution. Faculty does not need to add individual students to the course registration list. The Center for General Education is entirely in charge of course-registration issues.

The course " Generative AI Thinking " is offered by the Center for General Education. For related inquiries, please contact the Center for General Education.

**3. 備註 Remarks：**

通識教育中心課程，學生第一週未到課，教師有權可以將學生除名，刪除名單需在第一次上課後送回通識教育中心處理。不包含「生成式 AI 思維」課程。生成式 AI 思維(校必修)、通識課程（必修）與多元學習課程（選修），學生選課依教務處註課組規定時程辦理。

The instructor may eliminate the first-week absentees from the roster and notify the Center. The course " Generative AI Thinking " is not included. For Generative AI Thinking (compulsory), general education courses (compulsory) and multiple learning (elective) courses, students shall register according to the schedule announced by the Office of Academic Affairs' Curriculum and Registration Section.

## 五、實習與學生成就中心 Internship and Students Achievement Center

因應校務發展與產業環境的改變，促進學生實習參與，提供學習、實習與就業一條龍的完整輔導架構，於 2023 年 2 月起於教務處成立「實習與學生成就中心」，協助學生透過職場實務的連結，完備自我職能，未來能順利接軌職場。

本中心以實習發展為重心，透過學涯與職涯串接，發展學生對職涯規劃的重視，進而積極行動增進職涯軟實力，未來將輔助學生職涯定向並培育核心職能，

完備實習與輔導機制，匯集各界資源與產業合作，推動實習發展，以成就學生實習增能、銜接職場。

In response to the development of school affairs and changes in the industrial environment, we will promote student participation in internships and provide a complete counseling structure for study, internship, and employment. From February 2023, we will establish the "Internship and Student Achievement Center" in the Academic Affairs Office to assist students Through the connection of workplace practice, complete self-functions, and smoothly integrate into the workplace in the future.

The center focuses on the development of internships and emphasizes career planning through the connection between academic career and career. Furthermore, active actions are taken to enhance career soft power. In the future, it will assist students in career orientation and cultivate core functions, improve the internship and counseling mechanism, gather resources from all walks of life and cooperate with industries, and promote the development of internships, to achieve students' internships to increase their capabilities and connect them to the workplace.

## 六、跨域創新學院 College of Interdisciplinary Innovation

跨域創新學院為虛擬學院，其設立目的為促進各院系重視跨領域整合、加強科技與人文間的對話、深化教學內容，並培養學生統整多元知識及跨學科整合能力，強化學生就業競爭力。

跨域創新學院將致力於發展全校型跨領域新創課程模組，以科技前瞻議題為主軸，培養人文及社會科學領域學生體察未來趨勢變化，以具備知識創新、融通、整合及應用能力，使學生得以認知業界生態，並透過實習或實作獲取經驗。

跨域創新學院在不增加畢業學分的前提下，以課程模組方式開設「產業微學程」等課程，供學生進行選修。

跨域創新學院官網提供學院最新消息及學程相關資訊。欲了解更多詳細資訊，歡迎瀏覽本院官方網站 https://cii.thu.edu.tw/。

The College of Interdisciplinary Innovation is a virtual college established with the purpose of promoting interdisciplinary integration, enhancing dialogue between science and the humanities, deepening teaching content, and cultivating students' abilities to integrate diverse knowledge and interdisciplinary skills, thus strengthening their competitiveness in the job market.

The College of Interdisciplinary Innovation is committed to developing school-wide interdisciplinary innovation course modules with a focus on cutting-edge technological issues. It aims to cultivate students in the fields of humanities and social sciences to understand future trends and possess abilities in knowledge innovation, synthesis, integration, and application, enabling them to comprehend the industry ecosystem and gain practical experience through internships or hands-on projects.

The College of Interdisciplinary Innovation offers "Industry Credit Programs" as elective courses without increasing the graduation credits.

The official website of the College of Interdisciplinary Innovation provides the latest news and information about the college's programs. For more detailed information, please visit our website.( https://cii.thu.edu.tw/)

跨域創新學院官方網站
Official website of the College of Interdisciplinary Innovation

# 學生事務處
# Office of Student Affairs

學生事務處（以下簡稱本處）下設生活輔導組、住宿輔導組、課外活動暨學生發展組、健康暨諮商中心、原住民族學生資源中心等六個單位，負責生活輔導、住宿輔導、社群學習、獎助學金、身心健康及軟實力培育等相關事務的規劃與執行。

The Office of Student Affairs (hereinafter the Office) has six subordinate units, including the Student Assistance Division, the Division of Student Housing Affairs, the Extra-Curricular Activities and Student Development, the Health and Counseling Center, the Center for Student Leadership Development (CSLD), and Indigenous Student Resource Center. These six units are in charge of students' matters, including the planning and implementing of life counseling, housing counseling, community learning, scholarships, physical and mental health, and cultivation of soft power.

本處設置獎助學金委員會、學生申訴評議委員會、校園霸凌防制委員會、學生健康暨輔導委員會、學生獎懲委員會、膳食管理委員會、特殊教育委員會等相關委員會，藉由跨單位的溝通與協調，保障學生求學期間的權益，並有效推動各項學生事務工作。

To protect students' rights and interests through interdisciplinary coordination, the Office has established a Scholarship Committee, a Student Appeals Review Committee, a Campus Bullying Prevention Committee,a Student Health Commitee, Counselling Committee, a Student Reward and Punishment Committee, a Diet Management Committee, and a Special Education Committee.

此外，本處生活輔導組統籌全校導師業務，依據導師制實施辦法，協助導師進行學生輔導工作，並與軍訓室、健康暨諮商中心等單位合作，構築完善的學生輔導網絡。

In addition, Student Assistance Division coordinates the university-wide academic advisor affairs to assist academic advisors in guiding and counseling students according to the THU Regulations Governing Academic Advisor's Implementation System. The Division also collaborates with the Office of Military Instructors, Health and Counseling Center, and other units to build up a robust academic advising network.

本處提供重點服務項目如下：

The key services provided by the Office are as follows:

1. 導師服務及導師系統：生活輔導組

   Mentor services and system: Student Assistance Division.

2. 學生體檢、緊急傷病處理：健康暨諮商中心

   Student physical examination, emergency medical care: Health and counseling center.

3. 學生諮商輔導、心理諮詢、身心理健康促進活動：健康暨諮商中心

   Student counseling, Psychological counseling, Physical and mental health promotion program: Health and counseling center.

4. 經濟扶助相關措施：生活輔導組、原住民族學生資源中心

   Measures related to financial assistance : Student Assistance Division, Indigenous Student Resource Center.

   (1) 就學貸款 Student loans

   (2) 弱勢助學：私校定額減免、學雜費減免、弱勢學生助學金、勵學基金

   Financial aid to disadvantaged students: Tuition Reduction for Private Schools, Tuition and miscellaneous fees exemption/reduction, grants for disadvantaged students and "Lihsueh Funds" (which literally means "Learning Encouragement Funds")

   (3) 緊急紓困金、急難慰問金、好好吃飯生活津貼餐食補助

   Emergency relief grants and emergency consolation funds, and Tunghai University Meal Allowance Subsidy Plan.

   (4) 其他獎助學金 Other scholarships and grants

   (5) 原委會獎助學金、其他校內外原民相關獎助學金

   Scholarships from the Indigenous Peoples' Committee, and other scholarships related to indigenous peoples both within and outside the school.

5. 學生申訴 Acceptance of students' complaints：

   (1) 學生權益申訴案件受理：學務處處本部

   Receiving students' complaints: Office of Student Affairs.

   (2) 疑似校園霸凌事件檢舉申請：生活輔導組

   Application for report on suspected campus bully incidents: Student Assistance Division.

   (3) 疑似校園性別事件申請調查：秘書室

   Application for investigation on suspected campus gender-related incidents: Secretariat.

   (4) 疑似校園跟蹤騷擾事件防治處理：學務處處本部

Prevention and resolution of suspected campus stalking and harassment incidents: Office of Student Affairs.

6. 學生軟實力培育與課程規劃：課外活動暨學生發展組
   Students' soft power development and course planning: Extra-Curricular Activities and Student Development.
7. 學生社團活動及課外活動學習：課外活動暨學生發展組
   Student clubs and extracurricular (learning) activities: Extra-Curricular Activities and Student Development.
8. 學生宿舍管理與住宿輔導：住宿輔導組
   Student residence hall management and accommodation services: Division of Student Housing Affairs.
9. 學生照護：生活輔導組、原住民族學生資源中心、健康暨諮商中心、資源教室
   Student Care: Student Assistance Division, Indigenous Student Resource Center, Health and Counseling Center, Resource Classroom.
   (1) 學生團體保險理賠協助 Assist students in filing a student group insurance claim
   (2) 醫療諮詢服務 Medical consulting services
   (3) 身心障礙學生輔導 Counseling students with disabilities
   (4) 校外賃居安全與糾紛處理、學生兵役緩徵作業
   Off-campus housing safety, disputes handling, and suspended draft of students' military service.
   (5) 提供原住民族學生安心就學相關服務
   Offer service related to study to indigenous students.
10. 原住民族文化認同專題講座暨文化手作體驗課程：原住民族學生資源中心
    Indigenous Cultural Identity Lectures and Cultural Handicraft Experience Courses: Indigenous Student Resource Center.

# 總務處
# Office of General Affairs

總務處講求服務、專業與創新為導向，分設有事務、出納、採購暨資產管理及營繕四組，辦理支援教師教學工作、學生學習為主要目標，結合地方資源與現行科技，改善學生住宿、生活與學習的空間，以提升本校教育環境品質與整體競爭力，營造人文與科技融合的永續發展校園。

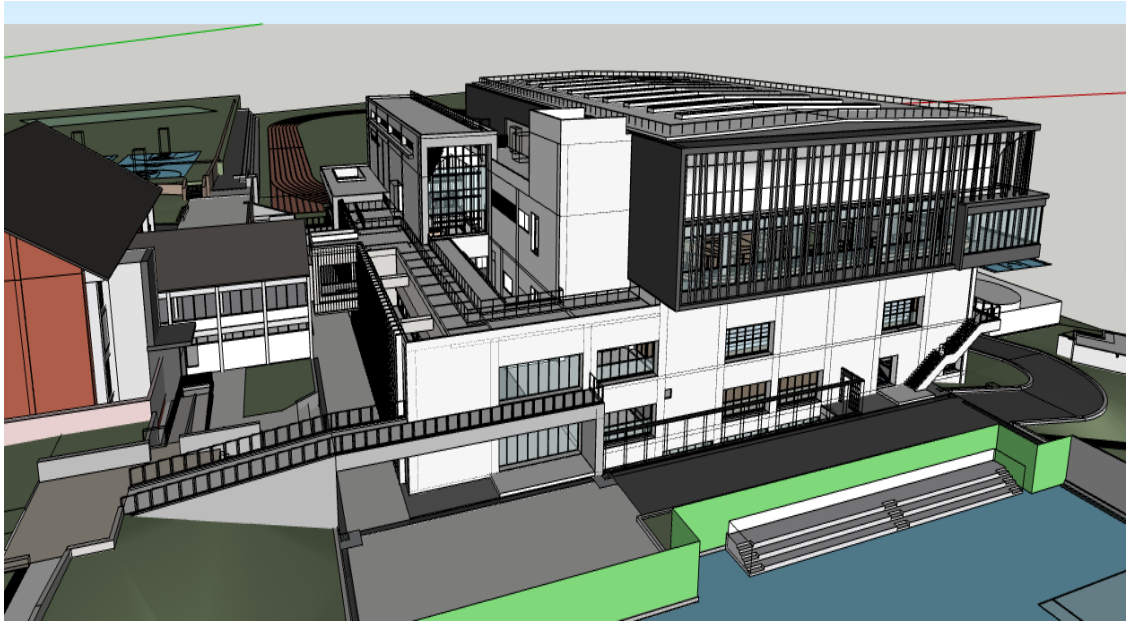
Oriented to services, professionalism, and innovation, the Office of General Affairs (hereinafter referred to as the Office) has four sections: the Business Section, the Cashier Section, the Procurement and Property Management Section, the Construction and Maintenance Section. Together these four sections primarily support our faculty's teaching and students' learning. By integrating local resources and current technology, the Office aims to optimize students' lodging, learning, and living spaces to enhance the University's educational environment and overall competitiveness, creating a sustainable campus that connects humanities and technology.

歡迎老師加入東海這個大家庭，有關宿舍、研究室、研究設備或實驗的採購及入校等等問題，我們願意一起來協助您，共同完成。本處也逐步進行業務 e 化，希望透過網路、手機等現代化設備，讓老師們瞭解總務工作的想法、作法、新的規範以及需要全校師生一起配合的措施。若您對總務工作有任何建議，也請回饋給我們，讓我們共同來維護這片園地，營造與維護優質、友善、節能、安全與永續生態的東海校園。

We welcome instructors to join the THU family. Concerning problems related to residence halls, research rooms, purchase of research or laboratory equipment, and staff registration, we are pleased to assist you in completing these relevant tasks. The Office is also undertaking e-operations step-by-step. With the internet and smartphones, we expect teachers to understand our ideas, approaches, and new rules related to general affairs; we believe that efficacy comes from the cooperation of all teachers and students at Tunghai University. If you have any feedback on the University's general affairs, please let us know. Let's work together to create a quality, friendly, energy-saving, safe, ecological, and sustainable campus environment.

本校重大工程設計圖：

**Design layouts of Tunghai University's major infrastructure:**



新建綜合活動大樓

**New stadium building**

# 研究發展處
# Office of Research and Development

教學與研究是大學的兩個主要活動。研究一直是本校教師的核心工作之一，每年本校從外界申請獲得數百件研究計畫，平均兩位專任教師就有一件計畫，教學與研究的配合，使得本校教師得以透過研究計畫案的執行來提升學術水準，並提高教學品質。

Teaching and research are the two main pillars of any university. At Tunghai University, research is one of our core missions, and we receive hundreds of research projects sponsored by external organizations each year. Statistics show that on average there is one project for every two THU full-time faculty. The coordination between teaching and research enables the University to heighten academic standards and enhance teaching quality.

## 一、學術研究方面 Academic Research

1. 協調、規劃及整合院際之間學術研究

   協助協調、整合各學院間有關學術之相關事宜，包括東海學報出版、新設系所、規劃及審核、強化校級研究中心之功能、建置東海特色的研究與教學中心。

   We integrate inter-college research projects :

   For example, we publish the Tunghai Journal, plan and review for establishing new departments and graduate institutes, enhance school-level research centers, establish research and teaching centers characteristic of THU features.

2. 規劃分配實驗、設備及研究經費

   每年彙整各單位儀器設備之需求後向教育部申請經費，並召開會議分配各項實驗及研究補助經費，以改善實驗儀器設備，增進教學品質，分配後並審核各單位之圖儀設備計畫變更。

   We plan and allocate funds for experiments, equipment, and research :

   Each year, upon examining each unit's equipment requirements, the Office applies to the MOE for funds and convenes grant-allocation meetings. The purpose is to upgrade equipment while enhancing teaching quality. The Office then monitors and adjusts the sum under specific budgets (for example, for books and equipment) if need be.

3. 辦理國科會及建教合作等專題研究計畫相關事宜

協助各教師辦理國科會研究計畫、國科會產學合作計畫、非國科會計畫及建教合作案簽約、撥款、結案等事宜。

We carry out research-related matters, including National Science and Technology Council (NSTC) projects and industry-education cooperation projects:

Assist faculty with signing contracts, fund allocation, case closures, and other matters related to the NSTC research projects, NSTC industry-academia collaboration projects, non- NSTC projects, and industry-academia cooperation projects.

4. 辦理國科會各類獎勵、補助之申請

項目包括 : 延攬各類人才、補助大專校院研究獎勵、邀請海外學人來華講學、舉辦學術研討會、研究成果申請專利等。

We apply for various rewards, awards, and grants offered by the NSTC :

The included items are recruiting talents, subsiding research awards of universities and colleges, inviting overseas scholars to give lectures, holding academic seminars, and applying for patents for research findings.

5. 辦理本校學術研究獎勵、補助

項目包括：新進教師研究計畫獎勵、主持研究計畫獎勵、主持國科會產學合作計畫及其他產學計畫管理費獎勵、學術著作獎勵、產學合作獎勵、學術研討會經費補助、出席國際學術會議申請資助、研發成果專利補助等。

We host THU academic research rewards, awards, grants, and subsidies :

This includes research project grants for new full-time faculty, rewards for hosting research projects, rewards for hosting NSTC and other industry-academia collaboration projects, academic publication rewards, industry-academia collaboration project awards, grants for hosting academic seminars, international academic conference grants, patent application grants for research results.

6. 彙整全校研究概況

學年度建檔整合全校教師研究計畫及著作。

We supervise the entire University's research status

We create a file that integrates all THU research projects and publications each academic year.

## 二、校務發展方面 School Development Planning

1. 研擬學校之發展計畫

依教育部規定彙整各單位資料，召開策劃小組會議，編寫校務發展計畫書及教學研究暨整體經費計畫書。此外並制定與學術研究相關的政策，規劃相關發展計畫，以朝向未來大學之目標而努力。

Plan for school development:

Abide by the MOE's regulations to put together all units' information, convene strategic planning group meetings, make a school development plan, and draw up the teaching, research, and overall budget plan. We stipulate the academic research policy and draft related development plans to make THU a university of the future.

2. 辦理全校自我評鑑計畫

依教育部規定，辦理系所評鑑及校務評鑑業務，彙整各單位評鑑報告及彙編校務評鑑報告。

Implement a school-wide self-evaluation plan:

Launch self-evaluations of the department, graduate institute, and school levels prescribed by the MOE and compile the school evaluation report.

# 公共事務暨校友服務處
# Office of Public Affairs and Alumni Service

公共事務暨校友服務處(簡稱：公事處)致力於建立和維護學校與媒體、校友及社會各界的聯繫。我們負責提昇學校整體形象、推動正面新聞議題的發布與宣傳、深化校友關係，並整合校友服務資源。公事處的使命與宣言是重塑東海大學品牌、提升品質價值與權益、創造嶄新榮耀，並加強校友服務與互動，強化全球校友與母校之連結，凝聚向心力。

我們誠摯期待新進教師能積極參與公事處的活動，透過提供系所新聞議題、與校友和社會各界的互動，不僅協助累積系所正面聲量，亦能擴展您的人際網絡，瞭解更多學校的歷史及未來發展，並與其他產官學界的校友進行交流和合作。

The Office of Public Affairs and Alumni Service is dedicated to establishing and maintaining connections among the university and the media, alumni, and various sectors of society. We are responsible for enhancing the overall brand image of the university, promoting positive news issues, cultivating alumni relations, and integrating alumni service resources. Our mission is to reshape the brand of Tunghai University, enhance its quality and value, and strengthen the global connection between alumni and their alma mater.

We cordially look forward to new faculty members participating in our activities. By providing departmental news topics and engaging with global alumni, you can help accumulate positive visibility of your department, expand your network and gain a better understanding of the university's history and future, and foster meaningful collaborations with alumni from various sectors outside the campus.

**公共事務及品牌策略 Public Affairs and Brand Strategy**

主要服務業務內容包含：新聞處理(新聞稿發布、記者會舉辦、回應媒體之需求)、媒體關係維繫、緊急應變(參與危機處理和新聞回應)、新聞及輿情彙整、官網頭條新聞管理、自媒體內容發布(官方 FB、YouTube)、支援校級活動之媒體公關、議題行銷等，另執行親善大使招募與管理。品牌策略業務著重：品牌形象企劃與執行、品牌資源管理與募集、網站建置與管理、學校檔案資料庫建置、東海校訊(包含東海 TIME、報紙、簡介)出版及編印等。

Our services and responsibilities include:

1. Media Relations & News Management: Distributing press releases, organizing press conferences, responding to media inquiries, and maintaining strong media relations.

2. Crisis Management: Handling emergency responses and managing public relations crises.
3. Digital Media Operations: Managing news and public opinion aggregation, official website headlines, and social media content (official Facebook and YouTube accounts).
4. Event Support & Marketing: Providing media support for university-level events and implementing strategic issue marketing.
5. Goodwill Ambassadors: Recruiting and managing the student Goodwill Ambassador team.
6. Brand Strategy: Planning and executing brand image initiatives, brand resource management and fundraising, constructing and maintaining official websites, establishing the university archive database, and editing and publishing official school publications (including Tunghai TIME, newspapers, and brochures).

**校友服務 Alumni Services**

「東海」這個全球東海人永遠的家，把所有校友的心繫在一起，校友對母校之熱愛及關切更是溢於言表，故校友服務的工作，即有著推波助瀾的功效，將母校及校友串聯起來，使東海在廣大校友支持下穩定成長。其業務包含：寄發東海 TIME 及不定期並即時發布本校重要校友活動訊息，校友證發行與校友活動辦理，積極促進校友聯誼及與各系所合作推廣各類校友聯誼活動 (如傑出校友遴選、校友斐陶斐榮譽會員推薦、校友卓越講座辦理，與協助見五逢十同學會、校友返校日餐會、校友回娘家及海內外校友訪問等)。

"Tunghai" is the eternal home for Tunghai people worldwide, binding the hearts of our alumni together. The deep affection and care alumni hold for their alma mater are beyond words. Therefore, Alumni Services serves as a vital bridge, connecting the university with its alumni to ensure Tunghai's steady growth with their enduring support.

Our services and responsibilities include:

1. Information Distribution: Publishing and distributing Tunghai TIME and promptly sharing important university updates and alumni event news.
2. Alumni Benefits: Issuing and managing the Alumni Card program to promote alumni benefits.
3. Alumni Engagement & Collaboration: Actively facilitating alumni networking and collaborating with various departments to organize diverse alumni activities. These include selecting outstanding alumni, recommending distinguished members for the Alumni Association, organizing the Alumni Distinguished Lecture Series, assisting with class reunions and Homecoming Day banquets, and coordinating domestic and international alumni visits.

# 國際暨兩岸合作處
# Office of International Relations

國際暨兩岸合作處，簡稱國際處 (Office of International Relations, OIR) 致力促進與提升東海大學學術與文化國際交流，以深化國際化。國際處積協助導教師及職員處理境外生事務及國際化相關的學術學務，同時促進與世界各地大學的學術交流與合作。落實東海大學國際化的理念「百城百校、提升國際移動力」，鼓勵研究合作，異地教學、出國交換學習，以及與全球優秀夥伴機構建立學術合作機制。歡迎與國際處聯繫，瞭解東海大學的國際化脈動。

The Office of International Relations (OIR) is dedicated to promoting and enhancing academic and cultural international exchanges at Tunghai University to deepen its internationalization. The OIR assists faculty and staff in handling affairs related to international students and academic affairs, while promoting academic exchanges and collaborations with universities worldwide. Implementing Tunghai University's internationalization concept of "Connecting with Hundreds of Cities and Schools, Enhancing International Mobility"," OIR promotes research cooperation, abroad field study, study abroad programs, and the establishment of academic collaboration with outstanding global partner institutions. Please contact OIR to learn more about Tunghai University's international endeavors.

東海大學 370 的國際合作夥伴來自 40 個國家，遍佈五大洲。

Tunghai University has **370** international partners in **40** countries on 5 continents.

2026.05 數據統計

2026.05 updated

以下段落將介紹促進國際移動性與提升國際經歷，國際處所提供的各種獎學金計畫和支援。請參考以下的機會：

Below are various scholarship programs and support services offered by OIR for your information:

## 一、教師交流管道 （Faculty Mobility Programs）

1. 美國學術交流基金會訪問學人計畫（傅爾布萊特計畫）（Fulbright Program, US）
2. 歐盟伊拉斯莫斯計畫（EU Erasmus+ Program）
3. 基督教聯董會訪問學者計畫（United Board Fellowship Program）
4. 基督教聯董會教師充實計畫（United Board Faculty Enrichment Program）
5. 姊妹校交換訪學計畫（Partner Faculty Exchange/Visiting Program）
6. 教育部學海築夢計畫（Overseas Internship Subsidy）
7. 教育部新南向學海築夢計畫 （New Southbound Overseas Internship Subsidy）
8. 職員交換計畫（ACUCA Faculty Mobility Scheme (FMS)）

## 二、學生交流管道（Student Mobility Programs）

1. 教育部「全球優秀青年學子來臺蹲點計畫」(Taiwan Experience Education Programs, MOE)
2. 接軌國際學習活動 (The Engagement of International Learning Activities, THU)

## 三、其他國際化相關推動方案（Other International and Promotion Plans）

1. 高等教育深耕計畫-國際移動力 Higher Education Sprout Project (HESP)—International Mobility Grant Program
2. 獎勵系所招收境外生獎勵機制（Incentive Mechanism for Rewarding Departments Enrolling Overseas Students）

## 四、教師交流管道介紹 Introduction to Faculty Mobility Programs

### 1. 美國學術交流基金會訪問學人計畫（傅爾布萊特計畫）（U.S. Scholarly Exchange Foundation Visiting Scholars Program, Fulbright Program, US）

傅爾布萊特計畫為美國與台灣的學者、研究人員、專業人和博士班學生提供獎助學金，以利其進行學習、研究與教學活動。

The Fulbright Program provides grants for scholars, researchers, professionals and Ph.D. students from Taiwan and United States to pursue study, conduct research and teach. https://www.ait.org.tw/zhtw/fulbright-program-zh/

請掃描右方的 QR Code 已獲得最新的資訊。

Further updates will be available through the QR code provided on the right.

### 2. 歐盟伊拉斯莫斯計畫 EU Erasmus+ Program

Erasmus+ 是歐盟 (EU) 支持歐洲教育、培訓、青年和體育運動的計劃。其 147 億歐元的預算將為超過 400 萬歐洲人提供在國外學習、培訓和提升海外經驗的機會。

Erasmus+ is the European Union's (EU) program to support education, training, youth and sport in Europe. With a budget of €14.7 billion, it offers opportunities for over 4 million Europeans to study, train, and gain experience abroad.

該計畫支持歐洲教育領域、數位教育行動計畫和歐洲技能議程中所設定的優先事務和活動。同時，也支持 (1) 歐洲社會權利基礎，(2)實施 2019-2027 年歐盟青年策略，以及(3)推動運動在歐洲的發展。

It supports priorities and activities set out in the European Education Area, Digital Education Action Plan and the European Skills Agenda. The program also (1) supports the European Pillar of Social Rights, (2) implements the EU Youth Strategy 2019-2027, and (3) develops the European dimension in sport.

Erasmus+計劃結構包含三個關鍵行動和 Jean Monnet 行動：

關鍵行動 1- 個人移動學習：支持學習者、教育工作者、青年工作者和體育教練在國外進行學習和職業體驗。

關鍵行動 2- 組織和機構之間的合作：鼓勵各個領域的合作、卓越和創新的夥伴關係，包括歐洲大學、職業卓越中心和前瞻性計畫。

關鍵行動 3- 政策發展和合作支持：旨在通過政策實驗、證據收集、技能透明化和認證以及促進政策對話來支持歐盟在教育、培訓、青年和體育領域的政策對話。

Jean Monnet 行動：促進有關歐洲融合的教學和研究，推動政策辯論和學術界與政策制定者之間的交流。其中包括高等教育領域、其他教育和培訓領域、

政策辯論和支持具有歐洲利益的機構的行動。

The Erasmus+ program is structured into three key actions and Jean Monnet Actions:

Key Action 1 – Learning Mobility of Individuals: Supports learners, educators, youth workers, and sport coaches in undertaking learning and professional experiences abroad.

Key Action 2 - Cooperation among Organizations and Institutions: Encourages partnerships for cooperation, excellence, and innovation in various fields, including European Universities, Centres of Vocational Excellence, and Forward-looking projects.

Key Action 3 - Support to Policy Development and Cooperation: Aims to support the EU policy agenda on education, training, youth, and sport through policy experiments, evidence gathering, transparency and recognition of skills, and fostering policy dialogue.

Jean Monnet Action: Promotes teaching and research related to European integration, stimulate policy debates, and foster exchanges between higher education institutions and policy makers. This includes actions in higher education, other fields of education and training, policy debates and support for actions serving European interests.

EU Erasmus+ Program 官網：https://erasmus-plus.ec.europa.eu/

EU Erasmus+ Program Web site: https://erasmus-plus.ec.europa.eu/

請掃描右方的 QR Code 已獲得最新的資訊。

Further updates will be available through the QR code provided on the right.

除了關鍵行動 3 與大學教育交流無關，其他三項分別介紹如下。

Except for Key Action 3, which is unrelated to university education exchanges, the other three actions are briefly described as follows.

| 關鍵行動<br>Key Actions | 內容說明<br>Descriptions of Program |
|---|---|
| 個人移動學習<br>Learning Mobility of Individuals | 1. 補助對象：學生與學者<br>Subsidy Targets: Students and scholars<br>2. 申請者 Applicants：<br>歐盟成員國或與計畫相關的第三國的機構或是高教團體，由這些機構與團體代表所有參與國家遞交申請。<br>Any eligible participating organization or group established in an EU Member State or third country associated to the Program can be the applicant. This organization applies on behalf of all participating organizations involved in the project.<br>3. 參與國家 Participating Countries：<br>大專校院可作為非與計畫相關的第三方國家參與此子方案。<br>University from Taiwan are eligible to be involved as third countries not associated to the Program.<br>4. 子計畫細項 Sub-Program Details：<br>(1) 高等教育學生與教職員交流計畫。<br>Mobility projects for higher education students and staff.<br>(2) 學生和教職員職業教育和訓練交流活動。<br>Mobility for learners and staff in vocational education and training.<br>(3) 虛擬交流：<br>Virtual Exchanges in higher education and youth<br>(4) 透過在第三國家（未加入計畫）、歐盟成員國或參與計畫的第三國家之間，進行在線交流活動。<br>Through online exchange activities conducted between third countries (not part of the program), EU member states, or participating third countries within the program. |
| 創新與典範實務交流合作<br>Cooperation among organizations and institutions | 1. 補助對象：學生、研究機構<br>Subsidy Targets: students and research institutions<br>2. 參與成員：Participants<br>符合申請資格的學生都能申請。對東海大學，子方案對我機構開放參與（非主要申請人）。<br>All students who fit the application criteria are eligible to apply.<br>For Tunghai University, among all bellowed mentioned sub-programs are open to our institute (not the primary applicant.) |

| 關鍵行動<br>Key Actions | 內容說明<br>Descriptions of Program |
|---|---|
| | 3. 子計畫細項 Sub-Program Details：<br>(1) Erasmus Mundus 行動 Erasmus Mundus Action<br>Erasmus Mundus 行動包含兩個部分：Lot 1 為歐盟聯合碩士學程（EMJM），Lot 2 為歐盟聯合設課程計措施(EMDM)。這些行動旨在通過聯合提供並認可的碩士學程，在全球各地提供高等教育機構的卓越和國際化。歐盟聯合碩士學程和歐盟聯合設計措施是獨立的部分，不必在開始歐盟聯合碩士學程之前先執行歐盟聯合課程設計措施。<br>The Erasmus Mundus actions consist of two lots: Lot 1 for Erasmus Mundus Joint Masters (EMJM) and Lot 2 for Erasmus Mundus Design Measures (EMDM). These actions aim to promote excellence and internationalization of higher education institutions through jointly delivered and recognized Master's level study programs, accessible to institutions worldwide. The Erasmus Mundus Joint Masters and Erasmus Mundus Design Measures are separate lots, and the implementation of EMDM is not obligatory before EMJM.<br><u>歐盟聯合碩士學程 Erasmus Mundus Joint Masters (EMJM)</u><br>歐盟聯合碩士學程 (Erasmus Mundus Joint Master Degree, EMJMD) 是歐盟教育、青年及運動補助架構 Erasmus+ 底下的子計畫。EMJMD 學程由三個以上不同歐洲國家的大學組成學程聯盟，經過歐盟執委會審核通過後，一同開授聯合碩士學程並提供學程獎學金。學程期間可為 12、18 或 24 個月，申請上的學生必須至少在學程聯盟中的兩所大學學習。<br>The Erasmus Mundus Joint Master Degree (EMJMD) is a subprogram under the European Union's Erasmus+ framework for education, youth, and sports. EMJMD programs consist of consortia of universities from at least three different European countries. After approval by the European Commission, they jointly offer Master's degree programs and provide scholarships. These programs can last for 12, 18, or 24 months, and applicants must study at least in two universities within the consortium.<br>此計劃旨在通過碩士課程的聯合授課和共同認證，促進歐洲建立的高等教育機構的教育的卓越化和全球國際化，並向全球各地的高教機構與學生開放申請。<br>The main goal of this action is to enhance excellence and promote global internationalization of higher education institutions through jointly delivered and recognized Master's level study programs established in Europe and accessible to institutions worldwide.<br><u>歐盟聯合課程設計措施 Erasmus Mundus Design Measures (EMDM)</u><br>歐盟聯合課程設計措施 (EMDM)旨在增強大學現代化和國際化課 |

| 關鍵行動<br>Key Actions | 內容說明<br>Descriptions of Program |
|---|---|
| | 程的能力，建立品質保證和認證的共同機制，促進歐洲高等教育領域的整合和國際化。其目標是鼓勵開發創新、高水準、跨國整合的碩士學程。<br>Erasmus Mundus Design Measures (EMDM) aim to enhance universities' capacities to modernize and internationalize their curricula, establish common mechanisms for quality assurance and accreditation, and promote integration and internationalization of the European Higher Education Area (EHEA). The objective is to encourage the development of innovative, high-level integrated transnational Master's study programs.<br>(2) 前瞻性計畫 Forward-looking Projects<br>支持與創新實踐相關的機構、地方、地區和跨國發展，知識轉移，施行與其他與創新時間相關的合作活動。來自不隸屬於歐盟的第三國的組織可以作為相關夥伴參與( 不能擔任協調機構或申請機構 )。<br>Support institutional, local, regional, national, and transnational development, knowledge transfer, implementation, and other cooperation activities related to the practice of innovation.<br>Organisations from third countries not associated to the Programme can be involved as associated partners (not as coordinator or full partners). |
| 莫內計畫<br>Jean Monnet Activities | 1. 補助對象:高等教育機構學者<br>Subsidy Targets: scholars of higher education institution (HEI)<br>2. 參與國家：開放予世界各國。<br>Participating Countries：The program is open to countries worldwide.<br>3. 子計畫細項 Sub-Program Details：<br>(1) 莫內行動之教學與研究：<br>Jean Monnet 之「教學與研究」計劃旨在全球推動歐盟研究的卓越品質，促進學術界與社會之間的對話，為歐盟政策制定產生知識，並增強歐盟的可見度。這些計劃的進行可以採取模組、講座或卓越中心等形式，各自在向多元受眾，包括未參與計劃的第三國，發揮傳播歐盟知識和價值。<br>The Jean Monnet "Teaching and Research" actions aim to promote excellence in European Union studies globally, foster dialogue between academia and society, generate knowledge for EU policy-making, and enhance EU visibility. They can take the form of Modules, Chairs, or Centers of Excellence, each serving specific roles in disseminating EU knowledge and values to diverse audiences, including those in non-associated third countries.<br>(2) 高等教育政策辯論的議題網：<br>Thematic networks in higher education for Policy debate: |

| 關鍵行動<br>Key Actions | 內容說明<br>Descriptions of Program |
|---|---|
| | 大型高等教育議題網的目標是在合作夥伴間收集、分享和討論研究成果、課程內容和經驗。他們將使用工具來分享學術作品、進行同行評審，並向委員會提供創新成果。這些網絡專注於內部政策、歐洲的數字轉型、外部政策、價值觀與民主以及歐盟與非洲。它們旨在定期提供反饋，並支持在教授歐洲議題方面的良好實踐交流。<br>The large thematic networks in Higher Education aim to collect, share, and discuss research findings, course content, and experiences among partners. They will use a tool for sharing academic works, conducting peer reviews, and providing innovative results to the Commission. These networks focus on internal policy, digital transformation in Europe, external policy, values and democracy, and EU-Africa. They aim to provide regular feedback and support the exchange of good practices in teaching European issues. |

### 3. 基督教聯董會訪問學者計畫 United Board Fellows Program

基督教聯董會訪問學者計畫 旨在呼應亞洲大學及學院職涯期間教師和管理人員的領導力發展的需求。透過該計劃，聯合董事會培養充滿活力的領導者，促進全人教育在其所屬機構的發展。

The United Board Fellows Program is designed to meet the needs of faculty and administrators from Asian colleges and universities seeking mid-career positions. Through this program, the United Board develops dynamic leaders who will advance holistic education at their home institutions.

傳統上，這一年的經驗涵蓋獨特的高等教育領導力發展，主要由三個組成部分組成 - 兩週的密集夏季學院；持續一至四個月的實習或亞洲兩週的研學之旅；以及最後的研討會。

Traditionally, this year-long program provides a unique leadership development experience in higher education with three major components: an intensive two-week summer institute, a one- to four-month internship or two-week study tour in Asia, and a culminating seminar.

由於疫情和持續的旅行限制，基督教聯董會在計劃設計中導入改變。首先，為期兩週的密集夏季學院將以虛擬方式分開進行，每兩週的星期四和星期五舉行半天的課程，持續八個月。其次，新計劃中不強制要求實習或研習之旅。然而，學者若有興趣，仍可選擇進行為期兩週的亞洲地區研學之旅（不包括澳洲和紐西蘭）。聯合董事會還將繼續根據疫情發展重新評估未來的計劃設計。

Due to the pandemic and the continuous travel restriction, the United Board has introduced some changes to the program design. The two-week intensive summer institute will now be conducted virtually over eight months, with half-day sessions take place over every second Thursday and Friday. Additionally, the new program does not mandate a compulsory placement or trip. However, scholars who are interested have the option to participate in a two-week study trip within or outside of their home country in Asia (excluding Australia and New Zealand). The United Board will also continue to re-evaluate our future program design as the pandemic evolves.

資訊網址：https://unitedboard.org/programs/leadership-development/fellows-program/

詳請請掃描下方的 QR code.

More information please check: https://unitedboard.org/programs/leadership-development/fellows-program/ or

Further updates will be available through the QR code provided on the right.

**4. 基督教聯董會教師充實計畫 United Board Faculty Enrichment Program**

基督教聯董會教師充實計劃為來自亞洲特定機構的年輕教師提供獎學金，讓他們在亞太地區以英文攻讀進階學位課程。這些獎學金旨在豐富教職員的知識，尤其針對需要提升教職人員能力且致力於全人教育的機構。

聯董網址：https://unitedboard.org/programs/faculty-development/faculty-scholarship-program/

The United Board Faculty Scholarship Program awards scholarships to young faculty from selected Asian institutions who wish to pursue advanced study in English in the Asia-Pacific region. The scholarships are aimed at faculty enrichment, particularly for institutions in need of faculty upgrading and committed to holistic education. United Board Website: https://unitedboard.org/programs/faculty-development/faculty-scholarship-program/

符合資格的申請者需為全職教師，擁有至少 15 年剩餘服務年限，且計劃在取得學位後返回本校。優先考慮具備 2-3 年教學經驗的申請者。入選者每年可獲得最高 17,000 美元的獎學金，其持續期限與學術課程相符。此外，計劃還提供密集英語語言學程以提升語言能力，以及全人教育專業發展計劃，旨在增強培訓師資和課程設計師在全人教育方面的知識。更多最新資訊請見右側 QR 碼。

Eligible applicants must be full-time faculty with at least 15 years of service remaining and plan to return to their home institution after the degree program. Preference is given to candidates with 2-3 years of teaching experience. Selected candidates may receive scholarships of up to US$17,000 per year, and the scholarship duration aligns with the academic program. Additionally, the program offers an intensive English language program to improve language proficiency and continuing professional development in holistic Education to enhance trainers' and curriculum designers' knowledge in holistic education. Further updates will be available through the QR code provided on the right.

5. **姊妹校交換訪學計畫 Partner University Faculty Exchange/Visiting Program**

此計畫旨在促進東海大學教師和合作大學教師之間的學術交流。若申請人欲申請教師交流/訪問計畫，您必須獲得大學部門和國際處辦的批准。申請者需要在交流/訪問學期前一學期聯繫合作大學和國際處以便了解詳情。

This program aims to promote academic exchanges between faculty members of Tunghai University and those of partner universities. Applicants who wish to apply for the faculty exchange/visit program must obtain approval from their respective university departments and the Office of International Relations. Applicants must contact the partner university and the International Relations Office at least one semester before the exchange/visit period for detailed information.

6. **教育部學海築夢計畫 Pilot Overseas Internship Subsidy**

學海築夢為鼓勵國內公私立大專校院選送在校成績優異學生赴國外企業、機構實習之補助。每年年初固定開放實習計畫申請補助（以校為單位），二次徵件則視教育部公告為準。每年年底國際處也會舉辦學海計畫說明會提供每年補助要點的修正並說明申請方法及申請所需文件，歡迎有興趣的師長們前來申請。

The Overseas Internship Subsidy encourages universities to select outstanding students for internships in overseas companies or professional institutes by providing subsidies sponsored by Taiwan's Ministry of Education (MOE). At the beginning of each year, the MOE opens the application process for internship programs to apply for the subsidies (applications should be sent through the University's contact person), and a second round of applications is announced by the MOE. Towards the end of each year, the OIR conducts an information session about the study abroad program, providing updates on the annual subsidy points and explaining the application method and required documents. Interested teachers are welcome to apply.

For further updates, please refer to the QR code found on the right.

| 項目<br>Item | 說明<br>Descriptions |
|---|---|
| 申請條件<br>Application Requirements | 學海築夢：實習機構為全球非新南向國家<br>Overseas Internship: Internship opportunitiess are available in Non-New Southbound countries worldwide. Program requirements:<br>1. 實習期間不得低於 28 天 （赴印尼不得少於 25 天）<br>The internship period should not be less than 28 days, except for internships in Indonesia, which should not be less than 25 days.<br>2. 計畫主持人須為本校專任教師<br>The program manager must be a full-time faculty member at THU.<br>3. 申請人須具中華民國國籍，且在臺灣地區設有戶籍者<br>Applicants must be citizens of the Republic of China (Taiwan) and have registered household residency in Taiwan. |
| 補助範圍<br>Subsidy Coverage | 1. 國外專業實習團員之來回經濟艙機票、部分生活費<br>For students taking part in international internships, subsidies will be provided, covering a round-trip economy class plane ticket and partial living expenses.<br>2. 計畫主持人或共同主持人，以一人為限，可補助最多 14 日之生活費及來回經濟艙機票<br>The project director or co-director, limited to one person per internship program, will be eligible for subsidies that include living expenses for up to 14 days and a round-trip economy class plane ticket.<br>3. 如選送學生未達三名，不予補助計畫主持人機票及生活費<br>If the number of participants for the internship program is fewer than three, the project director will not be eligible for subsidies for airfare and living expenses. |

## 7. 教育部新南向學海築夢計畫 New Southbound Pilot Overseas Internship Subsidy (MOE of Taiwan)

新南向學海築夢為鼓勵國內公私立大專校院選送在校成績優異學生赴國外企業、機構實習之補助。

The New Southbound Overseas Internship program aims to encourage universities domestic public and private universities and colleges to select exceptional students for internship at overseas enterprise or professional institute by providing subsidies sponsored by Taiwan's Ministry of Education (MOE).

每年年初固定開放實習計畫申請補助（以校為單位），第二次徵件則視教育部公告為準。

At the beginning of each year, the MOE will invite internship programs to apply for the subsidies. Applications should be submitted through the university's designated contact person. A second round of applications will be announced by the MOE, and interested universities can submit additional applications during this period.

每年年底國際處也會舉辦學海計畫說明會提供每年補助要點的修正並說明申請方法及申請所需文件，歡迎有興趣的師長們前來參加。

Towards the end of each year, the OIR office will host an explanatory session on the Overseas Internship Subsidy. During this session, participants will receive updated information on the subsidy measures for the upcoming year and learn about the application procedure and required documents. All faculty members interested in organizing an internship program are welcome to attend and gather relevant details. Further updates will be available through the QR code provided on the right.

| 項目<br>Item | 說明<br>Descriptions |
|---|---|
| 申請條件<br>Application Requirements | 新南向築夢：實習機構為新南向國家<br>New Southbound Overseas Internship: For internship programs located outside of Taiwan that is a non New Southbound country<br>1. 實習期間不得低 28 天 （赴印尼不得少於 25 天）<br>The internship period should not be less than 28 days, except for internships in Indonesia, which should not be less than 25 days.<br>2. 計畫主持人須為本校專任教師<br>The program manager must be a full-time faculty member at THU.<br>3. 申請人須具中華民國國籍，且在臺灣地區設有戶籍者<br>Applicants must be citizens of the Republic of China (Taiwan) and have registered household residency in Taiwan. |
| 補助範圍<br>Subsidy Coverage | 相關補助範圍同上教育部學海築夢計畫<br>The Subsidy Coverage is the same as the Overseas Internship Subsidy. |
| 備註<br>Remark | 新南向國家為印尼、越南、寮國、汶萊、泰國、緬甸、菲律賓、柬埔寨、新加坡、馬來西亞、印度、巴基斯坦、孟加拉、尼泊爾、不丹、斯里蘭卡、紐西蘭及澳洲等 18 國。<br>New Southbound countries include Indonesia, Vietnam, Laos, Brunei, Thailand, Myanmar, Philippines, Cambodia, Singapore, Malaysia, India, Pakistan, Bengal, Nepal, Bhutan, Sri Lanka, New Zealand, and Australia; a total of 18 countries. |

**8. ACUCA 職員交換計畫 ACUCA Faculty Mobility Scheme (FMS)**

亞洲基督宗教大學聯盟(ACUCA)推行職員交換計畫 ACUCA Faculty Mobility Scheme (FMS)，以增加聯盟學校之間文化、學術等專業領域之合作與交流。ACUCA 將提供獲選教師交流期間部分補助。補助辦法、計畫內容與申請期程敬請參閱每年度該計畫申請資訊。

聯盟網址：https://acuca.net/newacuca/

詳細資訊在此：https://acuca.net/newacuca/wp-content/uploads/2022/11/2020_FMS_Guidelines.pdf

The ACUCA FMS is intended to promote and facilitate the exchange and placement of faculty among ACUCA member institutions. It aims to foster a better understanding of Asian communities and cultures among ACUCA faculty, and to increase academic and professional interactions among ACUCA institutions for the benefit of both the faculty and students. The details and application information about the FMS is updated on the OIR website upon the notification from ACUCA.

ACUCA website: https://acuca.net/newacuca/

You may check out the full FMS Guidelines, https://acuca.net/newacuca/wp-content/uploads/2022/11/2020_FMS_Guidelines.pdf

**9.** 前往大陸地區進行(參加)學術交流活動，請隨時留意大陸委員會最新規定，並依據教育部規定於出發前往大陸參加活動前，登入「赴陸教育交流活動登錄平台」，登錄相關訊息；有關教育部函告相關赴陸規定，請參考國際處官網。

大陸委員會官網 https://www.mac.gov.tw/Default.aspx

國際處官網/國際交流/赴陸交流事項專區

Faculty members participating in academic exchange activities in Mainland China are advised to review the latest regulations issued by the Mainland Affairs Council (MAC) and complete the required registration on the MOE platform prior to departure. Please refer to the Office of International Relations website for related information.

Mainland Affairs Council Website https://www.mac.gov.tw/Default.aspx

## 五、學生交流管道與其他促進國際交流相關方案介紹

## Introduction to Student Mobility Programs and Other Internationalization-related Promotion Schemes

### 1. 教育部「全球優秀青年學子來臺蹲點計畫」（簡稱 TEEP Program）

**MOE Taiwan Experience Education Program**

計畫主持人可申請經費邀請全球（美國及中東歐國家為主，但不侷限）具發展潛力之優秀青年學子來臺短期實習，進而瞭解我國教育學術資源優勢，以期未來選擇來臺留學或學成為我所用，來臺蹲點時間最長以 6 個月為原則。

TEEP offers project directors the opportunity to apply for funding to invite outstanding young scholars from around the world (with a focus on the United States and Central and Eastern European countries, but not limited to these regions) for short-term internships in Taiwan. This experience allows the scholars to gain insights into Taiwan's advantages in education and academia, encouraging them to consider Taiwan for future studies or contribute their expertise here. The maximum duration of the scholars' stay in Taiwan is set at 6 months.

每年 11-12 月，申請者可於蹲點計畫網站提交計畫構想。每年 11 月國際處國合組於收到徵件通知後會轉發各院系，敬請密切注意與參與。

From November to December each year, project proposals can be submitted on the TEEP official website. In November, the OIR will share the application information to the departments. OIR encourages everyone to stay tuned and actively participate in this session.

計畫網站：https://teep.studyintaiwan.org/project_portal

### 2. 接軌國際學習活動 (The Engagement of International Learning Activities)

東海大學所提供的國際學習活動包括：姊妹校交換學生計畫、雙聯學位計畫，以及海外研習和短期交流計畫。

The Engagement of International Learning Activities offered by Tunghai University include：Partner Student Exchange Program, Dual Degree Program, and Study Abroad & Short-Term Program.

(1) 姊妹校交換學生（Partner Student Exchange Program）

這個計畫讓學生有機會前往東海大學的姊妹校進行海外交換學習，體驗不同的學術環境。

Partner Student Exchange Program: This program allows students to study abroad at Tunghai's partner universities and experience a different academic environment.

(2) 雙聯學位（Dual Degree Program）

學生有機會同時就讀東海大學和姊妹校，取得雙重學位，並獲得兩所學府的寶貴學術經驗。

Dual Degree Program: Students have the opportunity to pursue a dual degree, where they can study at both Tunghai University and a partner university, gaining valuable insights from two institutions.

(3) 海外研習 & 短期交流（Study Abroad & Short-Term Program）

短期交流和海外研習：東海大學提供多樣的短期交流和海外研習計畫，讓學生有機會豐富學習經驗，拓展文化視野。

Short-Term Program & Study Abroad: Tunghai offers various short-term study abroad and exchange programs that provide students with opportunities to enrich their learning experience and broaden their cultural horizons.

相關細節請參考高等教育深耕計畫國際移動力活動獎補助實施要點。最新訊息定期公布於國際合作處網頁：https://oir.thu.edu.tw/

For more details and information, please refer to the Higher Education Sprout Project International Mobility Grant Program Implementation Guidelines. The latest updates are regularly announced on the website of the OIR at https://oir.thu.edu.tw/

## 六、學生交流管道與其他促進國際交流相關方案介紹

## Introduction to Student Mobility Programs and Other Internationalization-related Promotion Schemes

### 1. 高等教育深耕計畫-國際移動力

### Higher Education Sprout Project (HESP)—International Mobility Grant Program

The Ministry of Education has launched a new project to spur the enhancement of higher education in Taiwan. The project is code named “Sprout”, which is the acronym of “Sustained Progress and Rise of Universities in Taiwan”

Tunghai university received grant for improving its International Mobility that encompasses both physical and online opportunities for academic exploration.

補助活動包含海外異地教學、長期交換、短期研習，以及清寒學生薦外補助。

The grant covers various activities, including field study aboard, long-term exchange, short-term intensives, and financial assistance for underprivileged students.

- 海外異地教學：各系所開設相關課程，教師課程設計有實施海外異地教學之必要，並由授課老師規劃辦理。同一課程參與海外異地教學學生人數超

過 5 人以上，可申請補助 1 位授課教師帶領學生至海外異地教學，若參與學生人數超過 10 人以上，則可多申請 1 位有相關經驗教師或教職員協助。

Overseas Field Study: Various departments offer related courses, and teachers designing courses with the required element of implementing field study teaching abroad. If more than five students participate in an overseas off-campus teaching program for the same course, funding may be requested for one course instructor to accompany and lead the students. If the number of participating students exceeds ten, funding may also be requested for one additional experienced faculty member or staff member to provide assistance.

- 長期交換：經國際處或各院系遴選推薦赴海外姊妹校進行交換、研習或就讀雙聯學位為期一學期以上學生。

  Long-Term Exchange：Students recommended by the OIR or their respective college/department have the opportunity to participate in international exchange, seminars, or pursue dual-degree programs at a partnered (sister) universities for a minimum of one semester or longer.

- 短期研習：經國際處或系所主管認定，研習內容為院系主辦或協辦，並由教師統籌規劃有助提昇教學成效之短期海外研習；及經國際處主辦之海外研究與實習計畫。

  Short-term Study Aboard：Seminars or workshops that foster educational or technical exchanges to enhance learning outcomes, subject to approval by the OIR or department directors.

- 清寒學生薦外補助：學生應具有各直轄市、縣(市)主管機關認定之低收入戶相關補助資格，經國際處或各院系推薦赴海外進行上述相關活動項目。

  Financial Assistance for Underprivileged Students：Low-income students with eligible grant qualifications from district, city, and/or state authorities can participate in the specified overseas activities upon recommendation by the OIR, their respective colleges, or departments.

  相關細節請參考高等教育深耕計畫國際移動力活動獎補助實施要點。

  For more details and information, please refer to the Higher Education Sprout Project International Mobility Grant Program Implementation Guidelines.

**2. 獎勵系所招收境外生獎勵機制 Incentive mechanism for recruiting students from abroad**

為配合國家擴大招收境外生政策，鼓勵本校各系所單位招收境外生，本校設立「獎勵系所招收境外生回饋辦法」，以提高錄取率及報到率。相關細節及獎勵機制請參考完整辦法。

To align with the national policy of expanding the recruitment of international

students, the University has established an incentive mechanism to encourage all departments to admit more international students. This mechanism aims to boost admission and enrollment rates. For more details and information about the specific rewards, please refer to the full guidelines.

# 勞作教育暨社會實踐處
# Office of Experiential Learning and Social Practice (also known as the Student Labor Program)

勞作制度是本校創校時，即實施的獨特教育方式之一，更是國內各大學中率先倡導，最具開創性的教育制度。第一任校長曾約農教授曾表示，勞作與課程在教育制度中有相輔相成的效果，做人與治學在教育精神上雙翼並重。因此，勞作教育處自詡是「態度重建的工程師」，透過有計畫的勞作行動，引導學生對自我、人我與物我關係進行反思與重建，促使他們有機會改變回應世界的方式，進而成為一個對事用心、對人關心、對環境有情的現代公民。

The Office of Experiential Learning (also known as the Student Labor Program, hereinafter referred to as the Office) is a unique facet of the University's educational methodology that has been in practice since the founding of the school. It is yet another example of a pioneering educational system in comparison to the other universities in Taiwan. The University's first president, Dr. Yue-Nong Zeng, said that the Student Labor Program and curriculum would complement each other in the education system as students' character and pursuit of studies are of equal importance for education. The Office is therefore praised as "an engineer that reconstructs attitude." Through a series of strategically planned labor and community service actions, the Office guides students to reflect on the self, interpersonal relationships with others, and the environment. This offers them the opportunity to respond to the world differently and become a modern citizen who does things with their best, cares for the others, and is responsible for the environment.

勞作教育暨社會實踐處下設三組：基本勞作組、助學勞作組及社會實踐組，主要任務如下：The Office has three sections: Section of Sustainability Practice, the Work-Study Section, and Section of Social Practice. Their primary missions are as follows：

## 一、 基本勞作 Sustainability Practice

基本勞作為必修一學分，大一新生及轉學生建議在入學第一年時修習一學年的基本勞作。一年的勞作教育分兩學期，每一學期18小時學生自主選填時段以及課程內容。我們開設有五大永續領域：環境永續、社會永續、文化永續、生活永續、生態永續，透過勞作行動與SDGs永續發展目標做結合，藉此了解減碳、生活節電與生態保育的知識；增進對校園景物以及文化的瞭解；以大學社會責任為基礎加深為社會能做出貢獻的機會；也同時學習如何與不同系別、個性的同學共事，擴大人際適應彈性。

The Sustainability Practice is now a mandatory course worth one credit. It is recommended that all first-year students and transfer students complete this one-year course during their first year of enrollment. The year-long Sustainability Practice is divided into two semesters, with each semester consisting of 18 hours. Students are free to choose their own time slots and course content. We offer five major sustainability fields: Environmental Sustainability, Social Sustainability, Cultural Sustainability, Life Sustainability, and Ecological Sustainability. By combining practice actions with the Sustainable Development Goals (SDGs), students can gain knowledge about carbon reduction, energy-saving lifestyles, and ecological conservation. This also enhances their understanding of campus scenery and culture, deepens opportunities to contribute to society based on university social responsibility, and simultaneously allows them to learn how to work with students from different departments and with different personalities, thereby expanding their interpersonal adaptability.

## 二、 助學勞作 Work-Study

東海大學生活服務學習則循大專院校弱勢學生助學計畫辦理，凡符合申請資格經審查錄取者，每月可獲得6,200元的生活助學金，服務單位為秘書室、學務處、總務處、圖資處、勞教處等等，服務內容重視公共性、發展性與公益性，辦理教育訓練，以建構學生敘事能力與培養正向思維，儲值與提升未來進入職涯的優勢能力。

Tunghai University's Living Assistance Service-Learning Program is implemented in accordance with the Ministry of Education's Financial Aid Program

for Disadvantaged Students. Students who meet the eligibility requirements and are approved through the review process receive a monthly living allowance of NT$6,200. Service placements are available in units such as the Secretariat Office, the Office of Student Affairs, the Office of General Affairs, the Office of Library and Information Services, and the Office of Student Labor Experiential Learning and Social Practice. The program emphasizes public service, personal development, and social welfare. Through service participation and educational training, students are encouraged to develop narrative and communication skills, cultivate positive thinking, and strengthen the competencies needed for their future careers.

## 三、 社會實踐 Social Practice

社會實踐組負責全校社會實踐有關計畫及課程的整合，推動大學社會責任(University Social Responsibility, USR)實踐計畫、專業服務學習課程、海外服務等業務，同時透過「全校社會實踐資訊整合平台」(https://se.thu.edu.tw )，呈現本校豐富多元的社會實踐成果，以及在聯合國永續發展目標(SDGs)上的努力與貢獻。

The Section of Social Practice is responsible for integrating all university-wide social practice-related projects and courses. It promotes University Social Responsibility (USR) projects, professional service-learning courses, and overseas service programs. Additionally, the "Social Practice Information Integration Platform" (https://se.thu.edu.tw) showcases Tunghai University's achievements in social practice and its contributions to the United Nations Sustainable Development Goals (SDGs).

# 圖書暨資訊處
# Office of Library and Information Services

112 年 2 月 1 日起圖書館與電算中心合併為圖書暨資訊處(簡稱圖資處)。圖書館由總館、管院分館及部分系館組成，近年來以「釋放空間、優化服務」理念，持續轉型為符合數位時代的學術空間。圖書館總館建於民國 74 年，坐落於文理大道頂端，近年來透過大規模空間改造，將實體藏書移往罕用書庫，改造及增設資訊檢索區、iMac 多媒體區、閱讀共享區、團體討論室、研究小間、集思區(中型會議室)、寧靜閱讀區、休閒閱讀區及特展區等多元學習空間。同時大幅擴充電子資源典藏，打造虛實整合的知識生態，滿足師生學習、研究的大學生活。管院分館位於二教學區管院大樓二樓，館藏以商管類書籍為主，另設置創思坊(多功能討論室)，提供管院師生一個共學、共創、共融的環境，為教學研究的重要基地。

From February 1, 2023, the Library and the Computer Center were combined as the Office of Library and Information Services(LIS)。

The Library system in Tunghai Univ. consists of the Main Library, the MC Branch, and some of the departmental expertise libraries. In recent years, the Library has been transformed into an academic usage space that meets the requirement of the digital-aged college students under the concept of “freeing up space and optimizing services”. The Main Library building, built in 1974, is located at the end of Wenli Avenue. In recent years, through large-scale space renovation, the physical collection has been moved to a depository, and several multi-purposed learning spaces have been renovated and added, such as an information retrieval area , an iMac multimedia area, a reading and sharing area, a group discussion room, a study room, a brainstorming area (a medium-sized meeting room), a quiet reading area, a leisure reading area, and a special exhibition area. At the same time, the collection of electronic resources has been greatly expanded to create a virtual and real knowledge ecosystem that satisfies the learning and research life of teachers and students. The School of Management Branch Library is located on the second floor of the School of Management Building in the Second Teaching Area, with a collection of business and management books, and a Creative Workshop (a multi-functional discussion room), which provides an environment for teachers and students of the School of Management to learn, create, and integrate together, and serves as an

important base for teaching and research.

圖資處除提供圖書資源與自學空間外，也肩負全校資訊化樞紐，扮演著支援整合行政資源，服務全校師生的 e 化中堅角色，持續以資訊安全暨網路服務、校園資訊系統發展與數位服務來充分供應教師及學生教與學所需的各項資訊基礎設備與網路資訊應用服務。建構優質的數位學習環境，是我們團隊的服務宗旨。

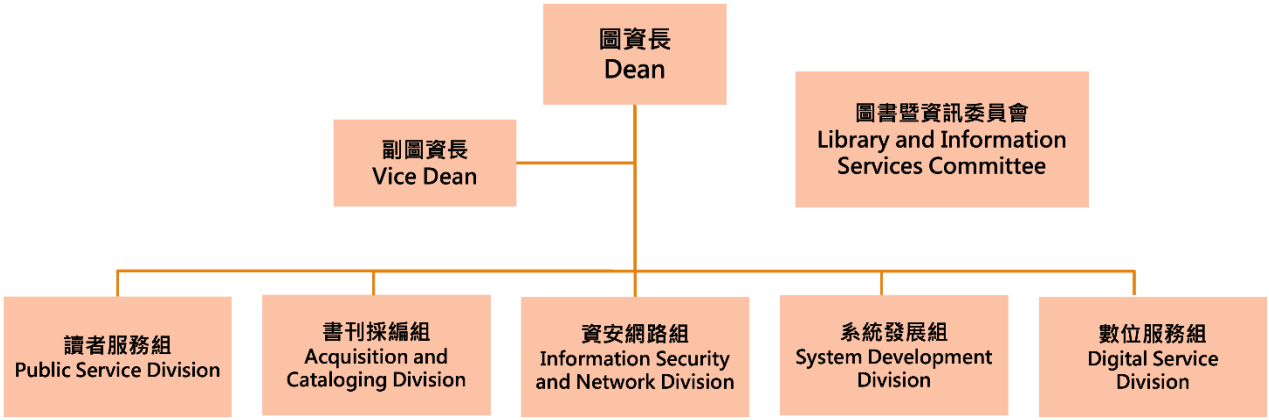
The Office of Library and Information Services not only provides the collection of books and digital data, but also plays the role of integrating all information systems and cyberspace security in the University. Known as the backbone of the entire schools digital academic systems, the Office of Library and Information Services provides all information infrastructures and information services that meet our faculty and students' teaching and learning needs. Building a quality digital learning environment is the service tenet of our team.

我們期望以高效率的資訊科技，舒適的閱覽空間暨豐富的圖書資源來服務東海所有教職員、同學、校友以及相關人員，並用人性化的系統平台連結所有資訊軟硬體設備，充分提供學校各項教學與行政 e 資源與應用。

We aspire to serve all faculty, staff, students, alumni, and related Tunghai University personnel with expert and highly efficient information technology. We also connect all information software and hardware devices with a humanized computing platform to facilitate the use and applications of various teaching and administrative e-resources on campus.

## 圖資處組織概況

**Organizational Chart of Office of Library and Information Services**



## 圖書館 Library

Library Service Contact:

週一至週五 8:00-21:30（各系圖另訂）

Monday to Friday from 8:00 to 21:30

(Department library hours set by each department respectively)

週六、週日 9:00-18:00（管院分館週六、日不開放）

Saturday and Sunday from 9:00 to 18:00

(Management College Library is closed on Saturdays and Sundays)

流通櫃台 Circulation 28720

參考諮詢台 Reference 28710

管院分館櫃台 Management College Library 28780

特殊閉館日及寒暑假開放時間，將公告於圖資處首頁服務時間

Special closing days and opening hours during winter and summer break will be announced on the Library website at

https://lis.thu.edu.tw/web/page/page.php?lang=zh_tw&scid=23&sid=39

## 資訊服務 IT Services

**大智慧科技大樓 ST005 資訊服務台**

諮詢服務：8：00~12：00、13：00～17：00

電腦教室：學期間週一～週五 8：00~21：00 開放

報表服務：8：00~12：00、13：00~21：00

聯絡電話：（04）23590121 分機 30220、30218

**IT Service Contact:**

**General Information Service Desk of ST005,**

**Science and Technology Building**

Consulting services: from 8:00 to 12:00 and 13:00 to 17:00

Computer Room: Monday to Friday from 8:00 to 21:00

(during the semester only)

Reporting Services: from 8:00 to 12:00 and 13:00 to 21:00

Contact No.: (04)23590121 Ext. 30220 and 30218

**第二教學區管理學院 M021**

| |
|---|
| 電腦教室：學期間週一~週五 8：00~18：00 開放<br>報表服務：8：00~12：00、13：00~18：00<br>聯絡電話：（04）23590121 分機 30210<br>**College of Management (M021), The Second Teaching Area**<br>Computer Room: Monday to Friday from 8:00 to 18:00 (during the semester only) |

# 校牧室
# Chaplain’s Office

**東海大學校訓：求真、篤信、力行**

**東海大學教師幫助學生找到天賦與呼召，建造學生的專業知識與生命，**

**「以信心獲得真理，以行為彰顯所信」，榮神益人。**

**The motto of Tunghai University: Truth, Faith, and Deeds**

**The faculty of Tunghai University help students find their talent and calling, build up their professional knowledge and life, and "glorify Him by deeds with the truth obtained through faith."**

本校是一所基督教大學，但並不是以傳教為目的的宣教團體，而是將信仰與知識連結於生命的教育機構。1955 東海創校時即揭示三大辦學方針：品格養成與專業能力並重；建立非唯物思想的世界觀；以及基於基督教信仰的實踐力。其教育理念根植於對上帝深刻的信靠，對生命無比的熱愛，對人性深入的體認，對知識創新的追求。我們的教育是以全人的取向來進行的，培養學生專業的智能，更幫助學生有能力解決人生的各種問題，提出理解的方法，學習從哲學、科學、歷史、社會、文化、信仰和宗教等角度來思考探索，以建立安身立命的基礎，能以面對與時俱進的人生問題。

Tunghai University is a Christian university. Instead of being a missionary group that preaches to the converted, Tunghai University is an educational institution that links faith and knowledge to life. Upon establishment in 1955, Tunghai University established three significant school policies: regarding character cultivation and professional competence as equally important, establishing an immaterial world view, and cultivating the power of practice based on the Christian faith. Tunghai University’s educational philosophy is rooted in God’s full faith, genuine love for life, the highest realization of humanity, and pursuit of knowledge innovation. Our education is based on a holistic approach, where we aim to cultivate students’ professional intelligence. We also help students solve various problems in life, propose a way of understanding these problems, and learn to think and explore philosophy, science, history, society, culture, faith, and religion. These help our students build a firm foundation on which their life and spirit can depend, helping them confront problems at different life stages.

全人統整及關照多元發展的教育取向是東海大學教育理想的特出之處，使學生的智性、德行、靈性、社會、生涯和文化的各發展層面關聯起來。而基督信仰的底蘊、博雅教育的精神、服務勞作的素養、優美人文的情懷，正是東海獨特的氣質。校牧室致力於與全校共同發揚「人格統整，真理為體、信行為用」的教育理念。

The educational approach based on holistic integration and multiple developments makes Tunghai University's educational ideas unique. It also helps students relate all levels of their growth in intelligence, virtues, spirituality, social connections, career, and culture. The connotation of Christianity, the spirit of general education, the mastery of labor education, and a touch of fine arts together form Tunghai University's unique temperament. The Chaplain's Office is devoted to carrying forward the educational ideals of "Truth, Faith, Deeds—Truth attained through Faith expressed by Deeds" together with the entire school.

校牧室掌理全校基督教相關事務，及師生靈性培育活動，以豐富但不強迫的信仰生活型態，使全校師生在東海擁有充實的生活和豐盛的生命。

The Chaplain's Office (hereinafter the Office) is in charge of the entire school's Christian affairs and spiritual cultivation activities. With abundant but not enforced beliefs and lifestyle, the Office succeeds in enriching the living and life of all faculty and students of the University.

校牧室位於本校路思義教堂的軸線上，與教堂在造型與方位上互相呼應，連結教學區與生活區（女生宿舍、餐廳、郵局、社團）。舉凡有興趣探索信仰，或是生活中有莫名壓力煩惱的師生，都竭誠歡迎。

Located in between the teaching area and living area (Women's Residence Hall, dining areas, and university clubs), the Office is located at the University's Luce Chapel axis. It echoes the chapel's design and position. Faculty or students who are interested in exploring faith or who have indescribable pressures or worries are welcome to visit us.

開放時間：學期間上課日週一～週五 08：00~22：00

Opening Hours: Monday to Friday from 08:00 to 22:00 (during the semester only)

## 我們的服務 Our Services：

**更多相關資訊**
**歡迎連結校牧室網站**
http://chaplain.thu.edu.tw
校內分機 Contact No：21100
專線 Direct Line：04-23590226

**歡迎您參加以下聚會：**

**主日崇拜** **每主日上午 (星期日)**
**第一堂 09:00-10:15 (現代詩歌敬拜)**
**第二堂 11:00-12:15 (傳統聖樂崇拜；同步英文翻譯)**
一起來認識並敬拜上帝。詳細資訊可參考校牧室網頁

**路思義教堂慕光時刻**
週一至週五 16:00-18:00、週日 14:30-18:00

# 博雅書院
# Po-Ya School

東海大學自創校迄今，一直是個文理平衡社會當責的全人高教場域，而博雅是東海大學教育的底蘊，書院是東海創校傳統的承襲。東海大學的博雅底蘊是呈現在以下七項核心能力：Critical Thinking 批判性思維；Communication 表達溝通；Collaboration 團隊合作；Creativity and Innovation 創意與創新；Cross-Cultural Understanding 跨文化理解；Characters/Ethics 品格/倫理；和 Community Engagement 社區參與。書院承襲東海早期的學習場域，運用核心知識、體驗實踐、自主學習和家族生活教養四個培育架構，跨域書院生本科系的專業課程、交叉連結相輔相成。創院 19 年來初衷未變，擴展視野，教室外體驗，社區服務，培育堂正的品格與價值觀，建立積極實踐、慎思明辨的態度與人生。

Since our establishment, the University has been an institution of higher education with a strong commitment towards social accountability with holistic and balanced development in the arts and sciences. Po-Ya meaning "liberal arts education," embodies the educational implications of the University and is considered the inheritance of its founding traditions. The impact of Tunghai University's liberal arts education is presented in the following seven core competencies: critical thinking, communication, collaboration, creativity and innovation, cross-cultural understanding, character and ethics, and community engagement. Inheriting the University's early focus, the Po-Ya School has developed a cultivation structure based on "core knowledge," "experience and practice," "proactive learning," and "life-long learning" (through the Po-Ya family). These four blocks can facilitate the interdisciplinary cultivation of talents, fortify students' competencies in major-related courses, and support multidisciplinary interactions. Over the last 19 years since its establishment, the Po-Ya School has never changed its original intention. Apart from expanding its visions, holding outdoor experiences, promoting community services, and cultivating upright character and values, it also helps students build a proactive and discerning attitude toward life.

書院有一群熱心教育關心學生的生活導師，以小家族的模式陪伴書院生四年，養成正向樂觀進取的生活態度，領悟人際關係互助合作，提升面對人生各層面各階段的成熟度。書院獨特的自主學習方式，廣泛接觸，主動探索，從小型提案到團隊合作的 APL，系統性培養發現並定義對社會人類有價值的問題與創新解決方案的領導能力。自 2008 年來參與博雅書院的家族導師及功能性導師先後總計約 30 餘位，每年依書院生人數比例調整輪休。目前書院由 15 位家族導師帶領各自的家族助手協調家庭聚會及各項活動，並組成 3 個 House，各有 1 位 House Master 負責統籌，增進書院家族之間的凝聚力，分擔導師之間合作聯誼，並提倡 House

之間的競爭性育樂活動。

The Po-Ya School has a group of life mentors who are enthusiastic about education and caring for students. In addition to creating a family-like mentorship to accompany students in their four-year university life, these family mentors also help students to develop a positive, optimistic, and enterprising attitude towards life; to understand the interpersonal relationship, mutual assistance, and cooperation; and to further enhance their maturity to confront challenges at different stages of life. This proactive learning model uniquely developed by the Po-Ya School enables students to have extensive contacts and explore the world actively. From small proposals to a teamwork-based Active Project Learning (APL) approach, the School systematically cultivates students' ability to define questions that are valuable to human society and shapes their leadership role in finding innovative solutions. From 2008 until now, around 30 family mentors and functional mentors have joined the Po-Ya School; and, each year, the mentors have their holiday roster adjusted according to the number of the Po-Ya School's students. Currently, the Po-Ya School has 15 family mentors who lead their family assistants to coordinate family gatherings and various activities. These mentors also established three houses led by one housemaster. The housemaster is in charge of overall planning, enhancing the cohesion among family members, supporting cooperation and friendship among mentors, and promoting competitive and entertainment activities among the houses.

除了週五例行的導師沙龍共學聚會、跨領域專業分享、讀書會、以及執行書院教育的經驗交換外，每學期亦舉辦博雅導師退思會 - 提升博雅素養及視野的體驗活動：「教育無他,愛與榜樣而已」。同時，博雅書院鼓勵師生以共學方式參與各項提升博雅素養的自我突破活動，一方面擴展教師自身的生命深度與視野，一方面經由實地的體驗及投入讓自己成為典範，並實踐在教學、研究與學生輔導中。書院每學期皆舉辦兩天的教師研習會，對書院的運作、學生的學習、課程活動的設計、以及大學教師在面對教學、研究、輔導及家庭壓力時該如何面對等議題進行反思，檢討與修整方針以展望未來。

In addition to the "Mentors' Salon" every Friday for interdisciplinary exchanges on liberal arts education, the Po-Ya School also holds a Po-Ya Mentors' Reflection Meeting every semester to enhance liberal arts literacy and vision. We believe that "education is nothing but a concern for love and role model." In the meantime, faculty and students are encouraged to join various self-breakthrough activities through playgroups to ameliorate their liberal arts literacy. This will help the faculty expand the depth and vision of life and become a model while practicing teaching, research, and student counseling services through virtual experience and involvement. Each semester, the Po-

Ya School holds a two-day faculty seminar to reflect on the School's operations, students' learning performance, curriculum design, and how the university faculty can deal with pressure from teaching, research, counseling, and family. The reflection meeting enables the School to review and adjust the policy and to look into the future.

博雅導師培育 ： 鼓勵有意願加入書院的教師參加各項教師共學、主題研習、體驗教育及海內外服務學習活動，並先不安排其執行第一線博雅教學及學生輔導工作，而以儲備訓練作為種子教師為首要。同時，在書院教師社群成員間設立師徒制，由研究、教學、學生輔導及博雅素養等皆有卓著表現之教授擔任 mentor，幫助新進教師在各專業層面有所成長。竭誠歡迎您加入博雅導師團隊。

Cultivation of Po-Ya mentors: Faculty who desire to join the Po-Ya School are encouraged to join various teachers' playgroups, thematic seminars, experiential education, and service-learning activities inside and outside the country. Instead of being appointed to teach liberal arts and giving counseling to students on the front line, the faculty will be trained as a "seed mentor." Moreover, mentorship is established among members of the School's faculty community, where professors with extraordinary performance in research, teaching, student counseling, and liberal arts literacy are appointed as mentors to assist new faculty in growing in all professional prospects. The Po-Ya School sincerely invites you to join the mentor team.

# 2.我要做什麼

# Job Description Overview

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# 2.1 教學 Teaching

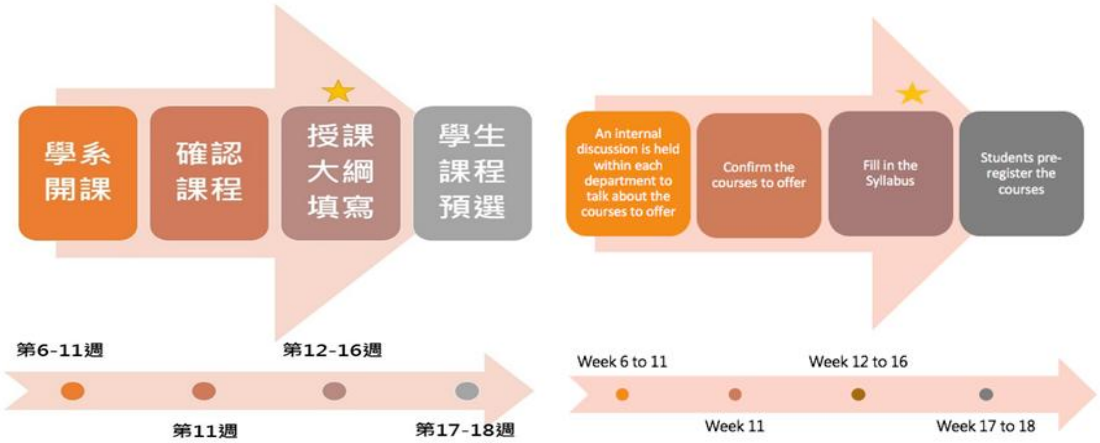
## 2.1.1 開課作業 Course Offering Procedures

作業期程：每學期開課作業，皆於前一學期開始辦理

Schedule: The course offering process for each semester begins during the preceding semester.

作業流程：經由系/院課程委員會討論決議，並送院長簽核同意後送交教務處註課組

Operating procedures: The course offering application shall be reviewed by the Department/College Curriculum Committee, approved by the college dean, and then submitted to the Curriculum and Registration Section of the Office of Academic Affairs




## 2.1.2 授課大綱填寫 Syllabus Submission

填寫時間：約第 13-16 週（學系開課完成~學生課程預選前），新聘教師第一學期則請於開學第 2 週前完成

**Submission Period**: Approximately during Weeks 13–16 (after course offerings are confirmed and before students' course pre-registration). New faculty in their first semester should complete the syllabus online by the end of the second week of the semester.

填寫說明：請於規定時間內，登入「教師資訊系統」填寫（http://ithu.tw/teacher）

Instructions: Faculty must log in to the Teacher Information System (http://ithu.tw/teacher) and submit the required information within the designated period.

※小提醒：授課大綱的準時填寫與否，與教師們升等、評鑑參考項目有關，還請多加留意完成狀況喔！

※Reminders: Timely completion of the course syllabus is included as a reference item

for faculty promotion and evaluation. Please make sure to complete it before the deadline!

### 2.1.3 授課鐘點 Teaching Hours

基本授課時數 Basic Teaching Hours：

1. 專任教師每週基本授課時數 9 小時，得於一學年內上、下學期合計 18 小時彈性調整；如仍有授課時數不足者，得於當學年度開授暑修課程或次學年補足。

   The essential teaching hours for a full-time faculty is 9 hours per week each semester or 18 hours per week throughout the academic year (i.e., the total teaching hours of the first and second semesters shall not be less than 18 hours). Those who fail to achieve the said standards may make up the missing hours in the current academic year either by opening a summer course or in the following academic year.

2. 教學單位之教學型教師、專案教師與英語中心、體育室約聘講師等，每週授課時數依其聘任辦法規定辦理。

   Concerning teaching-oriented and project-based faculty members who serve in the teaching unit and lecturers employed by The English Language Center and the Office of Physical Education, the weekly teaching hours thereof shall refer to their respective employment regulations.

超授鐘點規定 Rules governing overtime teaching hours：

1. 超授鐘點數以 2 小時為上限（含行政主管減授與學術減授），逾上限者不得支領超支鐘點費，且上學期逾上限之時數不得移用併入下學期總授課時數計算。

   The overtime teaching hours shall be limited to 2 hours at maximum (including the teaching hour reduction for administrative directors and academic reduction). Those who exceed the four-hour overtime limit will not receive overtime pay beyond the aforesaid upper limit. The hours exceeding the upper limit hours of the first semester may not be transferred to the next semester's total teaching hours.

2. 若有下列課程之情況，其超授鐘點不受超授 4 小時限制，但超授以 6 小時為上限：

   (1) 進修學士班課程

   (2) 音樂系個別指導課程

   (3) 支援全校性、專班(院級在職專班除外)或校內其他單位授課

   (4) 獲校外教學補助配合開課

(5) 遠距教學課程

The aforesaid four-hour overtime limit does not apply to those who instruct any of the following courses. Instead, the upper limit of overtime teaching hours is extended to 6 hours:

(1) Continuing education (bachelor's degree) courses,
(2) Independent study courses provided by Department of Music,
(3) Support school-wide , special class(Except for the Master's program for working professionals at the school level) or other internal units,
(4) The course paid by the teaching grants offered by the University or other organizations outside the school, and
(5) Distance learning courses.

減授鐘點說明 Descriptions of teaching hour reduction：

1. 依本校教師授課時數與鐘點核計辦法規定辦理。

聯絡窗口：註課組 林美華小姐 分機：22110

Reduction in teaching hours will be carried out under "THU Regulation for Calculations of Faculty Teaching Hours and Hourly Rates."

Contact: Curriculum and Registration Section –
Ms. Mei-Hua Lin, Ext. 22110

2. 學術減授獎勵：依本校教師授課時數與鐘點核計辦法第七條規定辦理。教師所獲得減授時數得保留於一年期限內執行，但需於每學期開學三週內提出申請，經校長核定後執行。如因退休、離職、借調、教授休假，則未執行完畢之學術減授時數將自動註銷。至 110 學年度前獲得之減授時數，經校長核定得保留後累計執行。

聯絡窗口：研發處 林淑梅小姐 分機：30009

Reduction of teaching hours as a reward: Subject to Article 7 of the THU Regulations on Teaching Hours and Hours Accounting for Teachers. Teachers can retain their reduced teaching hours, if any, for an entire one year, but they must submit an application within three weeks of the start of each semester and be approved by THU President. If it is due to retirement, resignation, secondment, or leave, the unfinished academic hours will be canceled automatically. As for the reduced number of teaching hours obtained before the academic year of 2021, as long as approved by THU President, they can be retained and implemented cumulatively.

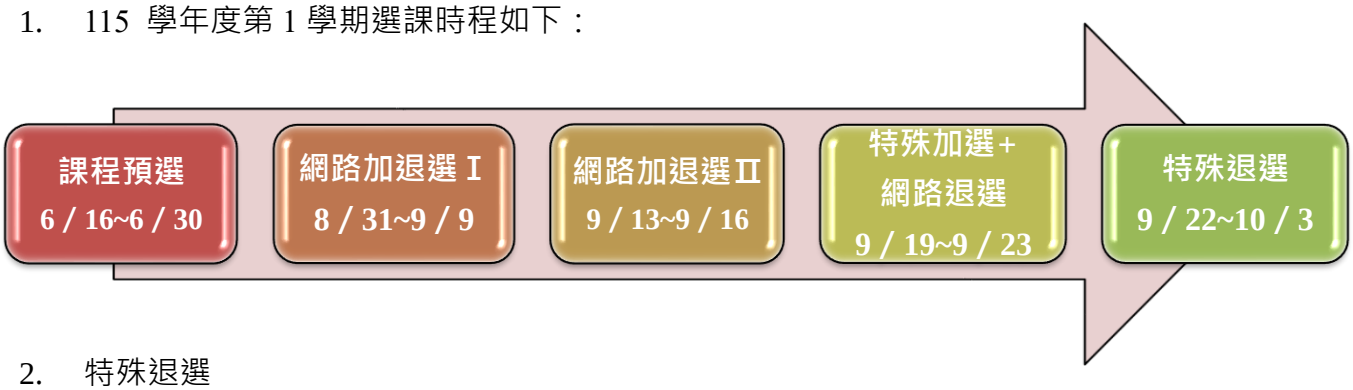
Contact: Office of Research and Development,
Ms. Shu-Mei Lin, Ext. 30009

## 2.1.4 選課名單查詢 Check the Course Registration List

依據學生各階段網路、人工加退選作業時程，各課程之選課名單亦會隨之調整。課程加選名單原則上至第 2 週完成，退選申請則至「特殊退選作業」（第 4 週）截止。

In principle, the course registration list is finalized no later than the second week; special applications for a course drop-out may continue up to the 4th week (please refer to Course Drop-Out Regulation due to Special Reasons).

1. 115 學年度第 1 學期選課時程如下：




2. 特殊退選
   (1) 開學第三週到四週
   (2) 於規定期間內至線上填寫申請單：1.儲存送出視同核可。2.需印出紙本經授課教師、系主任簽核同意後送至註冊課務組。

聯絡窗口：註課組 張宇君小姐 分機：22111

1. The course registration period for the first semester of 2026 was as follows:

2. Special course drop-out
   (1) From the third to the fourth week (W3 to W4) after the semester starts.
   (2) Please fill out the application form online within the specified period: 1. Saving and submitting the form online will be considered as approved. 2. Print out the form, obtain signatures from the instructing faculty and department chair for approval, and then submit it to the Registration and Curriculum Office.

Contact: Curriculum and Registration Section –

Ms. Jhang,Yu-Jyun, Ext. 22111

## 2.1.5 修習及抵免學分 Credit Requirements and Waivers

各級學生修習及抵免學分規定請參照本校學則及學生抵免學分辦法。

學生每一學期中，累積請假之日數達該學期實際授課總日數三分之一者，視為未達學習基本要求，應令休學，但其已休學期滿者應令退學。學生因懷孕、分娩或撫育三歲以下子女之需要或教育部認定為突遭重大災害影響無法正常學習經請假獲准者，其請假日數不予累計。

聯絡窗口：註課組 分機：22101-22108

For credit requirements and waiver rules at different levels, please refer to "THU Academic Regulations" and "THU Regulations Governing Credit Waiver".

Students whose accumulated semester leave exceeds one-third of the semester's teaching days will be deemed as failing the necessary learning requirements and will be placed on suspension. If the said suspension already exceeds the maximum suspension days, the student will be withdrawn from the University. The leave days do not add up accumulatively for those who cannot satisfy the necessary learning requirements due to pregnancy, giving birth, the need to raise a child under the age of three, or sudden major disasters recognized by the MOE.

Contact: Curriculum and Registration Section, Ext. 22101-22108

## 2.1.6 考試調查作業 Exam Specifications Survey (setting time & date)

考試方式：本校考試採「隨堂考」，亦即於考試週間，原上課時間、地點自行安排考試。115 學年期中考試依照本校行事曆於每學期第八週舉行，學期考試於第十六週舉行（第十六週考試期間，若適逢本校行事曆之休假日，請任課教師於前、後一週調整考試日期）。若上課空間不適合考試者，教師可向本處註冊課務組借用其他空教室考試，或可於「考試調查作業」上申請變更考試地點，再由註冊課務組安排至中正堂考試。

同一主試教師開授二門以上相同科目名稱者，可於「考試調查作業」系統選擇「隨堂考試」或「統一排考」。

「會考」或「統一排考」之課程，由註冊課務組安排考試時間及地點。

Examination: The University's midterm and final exams are by default "in-class exams." All of them will be held during the original class time and location during

the exam weeks. The midterm exams for the 115th academic year will be held during the eighth week of each semester according to the school's calendar, while the final exams will be held during the sixteenth week. If the sixteenth week coincides with a holiday according to the school calendar, teachers should adjust the exam dates to the week before or after. If the classroom cannot meet examinees' need, the teacher may borrow another empty classroom from the Registrar and Curriculum Office for the examination, or apply for a change in the examination location on the "Examination Survey Operation," and have the Registrar and Curriculum Office make arrangements to hold the exam at the CKS Memorial Auditorium.

Teachers who teach two or more sections of the same course can choose "in-class exams" or "unified scheduled exams" through the "Exam Survey System". Courses that have "joint exams" or "unified scheduled exams" will have their exam times and locations arranged by the Registrar's Office.

填寫時間：每學期由註冊課務組通知各學系開放填寫時間。

When: The Curriculum and Registration Section will notify all departments of the time when faculty should fill-in the information about the exams online.

填寫說明：由授課教師登入「教師資訊系統-功能選單-教學-考試調查作業」（https://teacher.thu.edu.tw/）進行填寫。教師完成填寫後，學生方能在考試前於學生資訊系統中查詢考試資訊。

What: The instructor should log in to the Teacher Information System –Function Menu –Teaching- Exam Survey (https://teacher.thu.edu.tw/) to fill in the relevant information. Only after teachers have completed the form can students check exam-related information in the Student Information System before the exam.

聯絡窗口：註課組莊姿鈴小姐 分機：22107

Contact: Curriculum and Registration Section –

Ms. Tzu-Ling Chuang, Ext. 22107

## 2.1.7 成績評定 Scoring and Evaluation

1. 自 112 學年度起入學各學制一年級新生學期成績實施百分制與等第制併列紀錄於成績單，學生各項成績排名均以百分制計算。學生學業成績處理及各科目學期成績（含跨校或國外修課）百分制與等第制轉換依本校「學生成績作業要點」辦理。

   The semester grade percentage and GPA of freshmen admitted to each academic system as of the academic year of 2023 shall be recorded on the report card at the same time. The ranking of students' grades is determined subject to the percentile

system.Concerning the reporting of students' academic performance and the conversion of semester subject grades (including those earned from inter-school courses and exchange programs) between letter grades and grades in percentage, please refer to "THU Guidelines for Student Grade Reporting."

2. 學士班各科（含體育、全民國防教育）之學期成績達六十分（等第制 C-）為及格，研究生各科之學期成績達七十分（等第制 B-）為及格，及格者始得給予學分。

   Bachelor program students are deemed qualified if their semester grades for each subject (including physical education and national defense education) attain 60 points (GPA C-). Master's program students are deemed qualified if their semester grades for each subject attain 70 points (GPA B-). Credits will be awarded only when they are deemed qualified.

3. 性質特殊之科目，提經教務會議通過後，得採「通過」、「不通過」之考評方式。經本校核准赴境外修課交換生（不含雙聯學制），其學分採認由所屬學系或權責單位審核認定，且成績一律採「通過」、「不通過」方式，並送教務處核定登錄。

   For particular subjects in the curriculum, a request may be filed at the academic affairs meeting, and, upon approval, these subjects may adopt "pass" or "fail" as the evaluation criteria. As for exchange students who the University has approved to take a course overseas (excluding those who take a dual degree program), the credit recognition and transfer standards shall be formulated by the department to which they belong or the unit responsible. Upon approval, the Office of Academic Affairs will document these transferred courses as "pass" or "fail."

4. 採「通過」、「不通過」考評方式之科目，計入其畢業學分，不計入學業平均。

   For subjects adopting "pass" or "fail" as the evaluation criteria, the credits thereof will be counted as graduation credits, although not calculated into the grade point average (GPA).

5. 研究生補修學士班基礎科目以六十分（等第制 C-）為及格，不列入學期學業平均成績，亦不計入畢業學分。未補修及格前，不得參加學位考試。研究生學位考試成績以七十分（等第制 B-）為及格。

   聯絡窗口：註冊課務組 分機：22101-22108

   Graduate students taking undergraduate subjects to catch up with the credit requirements need to reach 60 (Letter Grade C-) to pass. However, the undergraduate scores will not be calculated into the GPA, nor will the credits be regarded as graduation credits. Before completing the subject with a passing grade, graduate students must not join the degree (graduation) examination. For the

graduate degree examination, 70 (Letter Grade B-) is the passing grade.

Contact: Curriculum and Registration Section, Ext. 22101-22108

### 2.1.8 複查成績程序 Grade Review Process

1. 學期成績公佈後，學生如對成績有疑義時，至遲應於本校行事曆次學期上課開始日前，檢具「學期成績複查申請表」及學期成績通知單，向開課單位(系、所、學位學程、室或中心）提請複查。

   Students may question their grade by submiting a "Semester Grade(s) Review Application Form" and "Semester Grade Report" to the course opening unit (department, college, degree program, office, or center) to apply for a re-check. The re-check application has to be before the following semester's first day of class as specified in the University's calendar.

2. 開課單位受理後轉授課教師查核，授課教師應於更正成績截止日前回覆複查結果並通知學生。

   聯絡窗口：註冊課務組 分機：22101-22108

   Upon receiving the said application, the unit offering the course will transfer the case to the instructor for verification. The instructor needs to reply with the review results and notify the student thereof accordingly before the grade correction deadline.

   Contact: Curriculum and Registration Section, Ext. 22101-22108

### 2.1.9 成績更正程序 Grade Correction Process

1. 授課教師如於成績提交期限內發現錯誤者，得逕請教務處註冊課務組退回修正。但在提交成績截止日後始發現錯誤者，得由授課教師填妥「更正成績申請表」，並檢附足資證明資料，向所屬開課單位提案更正。

   If spotting any error or mistake after grades have been submitted but before the submission deadline, the instructor may request the Curriculum and Registration Section (Office of Academic Affairs) to withdraw the grades submission for amendments and then resubmit the grades. However, after the grade submission deadline, the instructor will need to fill in the "Grade Correction Application Form" and submit it to the course opening unit (along with other supporting evidence and documents) to request an amendment.

2. 更正成績案，須經系、所、學位學程會議議決，通過者須依序送經院長、教務長核定後，成績始得更正，事後應提報教務會議報備。

   Grade correction proposals must pass the Department (graduate institute or degree program) Council before submitting to the dean of the college and dean of academic affairs for approval and report at the Academic Affairs Meeting.

3. 前項更正成績案至遲應於次一學期上課開始日一週內完成更正程序。
All correction procedures described in the previous paragraph shall be completed no later than the following semester's second week after the first day of class (that is, within a week after the first day of class in the following semester).
4. 學業成績排名於每學期開學後第二週起進行成績排名作業，事後因補交成績或成績更正案之程序完成時，如已逾排名作業時間，為保障學生權益，得重新計算其補交或更正成績學生之個人排名。
Students' rank in class will be computed starting from the second week after the semester begins. In case of an overdue (delayed) grade submission or grade correction, a students' rank in class may be computed again based on the submitted or corrected grade to protect students' rights and interests.

聯絡窗口：註冊課務組 分機：22101-22108
Contact: Curriculum and Registration Section, Ext. 22101-22108

## 2.1.10 學生停修申請 Apply for a Course Withdrawal

申請期間：依照每學期行事曆公告期間辦理。

Application Period: Shall be completed within the period specified in the University's semester calendar.

申請流程：線上填寫「停修申請單」1.儲存送出視同核可。2.需印出紙本並完成簽核(授課教師、系主任) 後送至註冊課務組審核處理。

Application Procedures: Fill out the Course Withdrawal Application Form online.
(Step 1) Saving and submitting the form online will be considered as approved.
(Step 2) Print out the form, obtain signatures from the instructing faculty and department chair for approval, and then submit it to the Registration and Curriculum Office.

申請限制：每學期以 2 門科目為限，且停修後之學分數，非畢業年級不得低於該學期應修最低 12 學分，畢業年級不得低於該學期應修最低 9 學分，而延長修業年限及研究所之學生停修後至少應修習一門科目。

Application Restrictions: Students may only withdraw from two subjects per semester. After the withdrawal, the semester credits shall not be lower than the minimum credit requirement (12 credits if not in the graduation year and 9 credits for seniors). Undergraduate deferrals and graduate students must keep at least one subject.

後續處理：申請停修完成之學生，於該課程之修課名單中，其備註及成績欄位會註記為「停修」，無須送交該生成績。

聯絡窗口：註課組 張宇君小姐 分機：22111

Following Procedures: For students who successfully withdraw from a course, "withdrawal" will be marked on the enrolment list in the columns of "Remarks" and "GPA."

Contact: Curriculum and Registration Section –
Ms. Jhang,Yu-Jyun, Ext. 22111

## 2.1.11 iLearn 數位教學平台

iLearn 數位教學平台提供線上虛擬學習和線下實體課堂的混合式學習，並具有雲端服務、行動學習、翻轉課堂與數據分析的四大功能特色，同時整合各種學習工具，讓學生有更多元的學習體驗，可即時掌握所修課程與學習活動進度。課堂中老師可設計互動的課程內容，包括隨堂回饋、教學問卷，學生可透過手機完成課堂互動活動，有效提升參與度。最後，透過數據分析，可瞭解學生在線上課程中的停留時間、教材與影片觀看的活躍程度，讓老師可即時掌握學生學習情況。

iLearn 數位教學平台 http://ilearn.thu.edu.tw

聯絡窗口：教發中心 胡心蘋小姐 分機：22505

The iLearn digital learning platform supports blended learning by integrating online virtual instruction with in-person classroom experiences. It features four key functions: cloud-based services, mobile learning, flipped classroom support, and learning analytics. By incorporating a variety of learning tools, iLearn provides students with a more diverse and engaging learning experience, while enabling them to track their course progress and learning activities in real time. Instructors can design interactive classroom content—such as real-time feedback or instructional surveys—that students can respond to directly through their mobile devices, effectively enhancing class participation. Furthermore, through learning analytics, instructors can access data on students' online engagement, including time spent on the platform and levels of interaction with instructional materials and videos. This allows teachers to monitor student learning progress and adjust their teaching strategies accordingly.

iLearn http://ilearn.thu.edu.tw

Contact: Center for Teaching and Learning Development –
Ms. Xin-Ping Hu, Ext. 22505

## 2.1.12 Moodle 數位教學平台

採用開放的線上學習系統，全世界有 150 餘國家使用，並提供 70 種語系。教師可透過平台進行課程管理與教學活動，包括上傳或分享教學資源、繳交作業、線上測驗、討論區、問卷等功能。然而，由於 107 學年導入之 iLearn 教學平台對各種裝置的支援更加完善，也更易於使用，Moodle 教學平台已自 114 學年起停止同步課程、停止更新及結束客服，並將自 116 年 1 月 1 日起關閉。

聯絡窗口：教發中心 胡心蘋小姐 分機：22505

The University's Moodle digital teaching platform utilizes an open-source online learning system used in over 150 countries worldwide and supports more than 70 languages. Through the Moodle platform, faculty members can manage courses and conduct teaching activities, including uploading or sharing teaching resources, submitting assignments online, taking online quizzes, participating in discussion forums, and completing surveys. However, since the iLearn teaching platform introduced in the 2018 academic year (107 ROC year) offers improved support for various devices and is more user-friendly, the Moodle has stopped course synchronization, updates, and customer support starting since the 2025 academic year (114 ROC year), and will be officially shut down starting from January 1, 2027..

Contact: Center for Teaching and Learning Development – Ms. Xin-Ping Hu, Ext. 22505

## 2.1.13 教師資訊系統 Teacher Information System

本系統提供教師授課相關功能，教師可進行學生點名、考試資訊發佈、成績、預警、教學意見查詢...等操作，進而瞭解學生學習狀況；教師並可透過授課大綱的編輯，介紹課程內容，作為學生選修課程之參考，本系統整合提供教師常用教學、研究、輔導、報表及評量五大模組功能。

網站路徑：【東海首頁】→【教師專區】→【常用連結】→【教師資訊系統】

The Teaching Information System provides faculty with teaching-related functions. The faculty can use the System call the roll, release exam-related information, submit grades online, deduct grades, conduct a teaching evaluation survey, and understand students' learning status. The faculty can also introduce the course contents by editing the syllabus to help students select elective courses. This System has integrated five primary module functions that faculty members often use, including teaching, research, student guidance, reports, report sand evaluation.

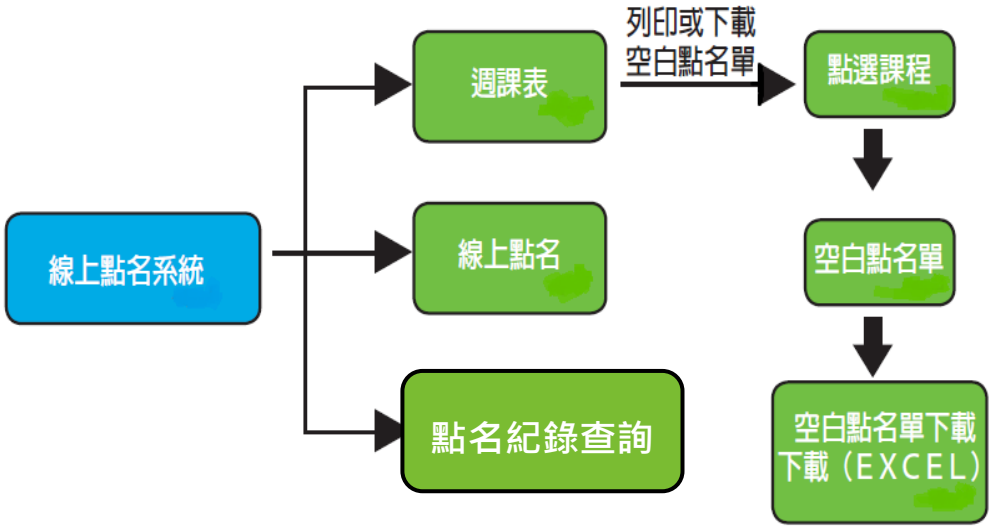
Site path: 【THU Home Page】→【Teacher Portal】→【Useful Links】→【Teacher Information System】

## 1. 線上點名系統與空白點名單列印

**Online roll call system and printing out a blank roll call list**

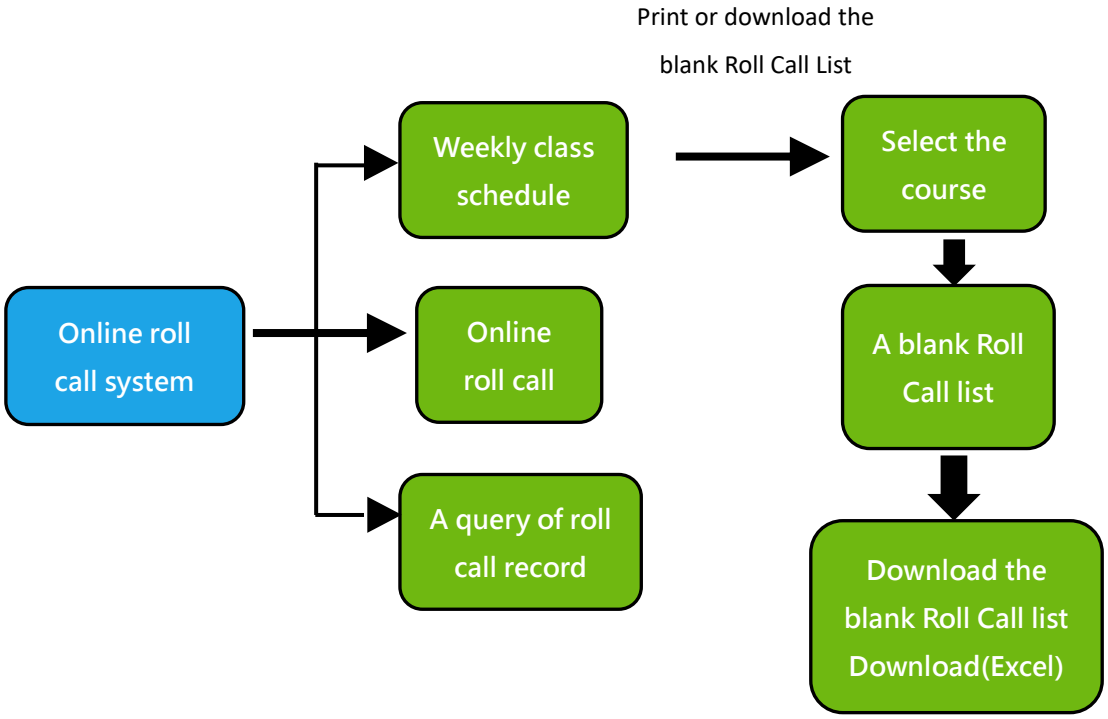
為因應教學 e 化，並方便教師課堂點名使用，本校已建置有學生照片之「線上點名系統」。

操作步驟：

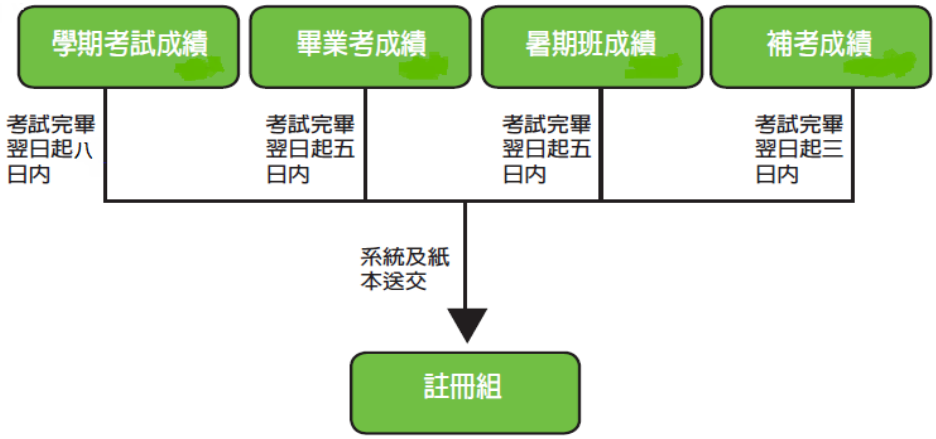



In response to e-teaching and to facilitate faculty to call the roll, the University has established the "Online Roll Call System" with students' pictures.

Operating Procedures:



## 2. 網路成績輸入 Logging grades online



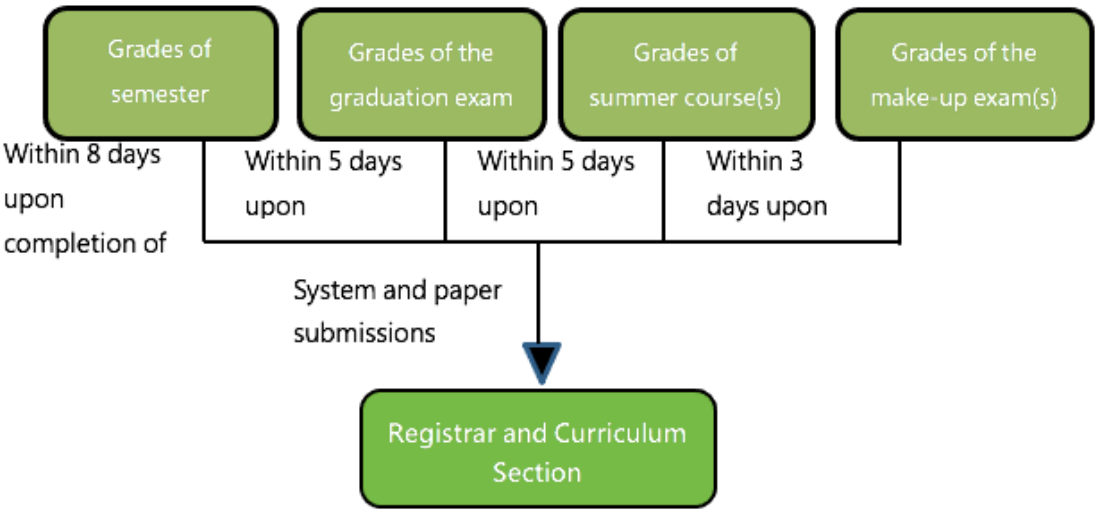

時間軸：

※ 碩、博士班學期成績繳交期限比照學士班，至遲於次學期註冊日前。

※ 授課教師未依規定期限上交成績與未申准延期繳交，經通知授課教師至次學期上課開始之一週內仍未處理者，視為授課教師評定該科目為零分，該科成績以零分計算。

操作步驟：

※ 詳細操作流程請參閱該系統網頁之「教師成績輸入作業手冊」。



Timeline:

※The submission deadline of graduate students (MSc and Ph.D. degrees) semester grades follows that of the undergraduate students (due before the last registration day in the following semester).

※Instructors failing to submit the grades within the due date and did not apply for an extension of the deadline—and upon notification within the first week of the next semester with no corrective action, the grade(s) of the taught course(s) will be marked as zero.

Operating Procedures:

※For detailed operating procedures, please refer to "Grade Submission Handbook for Faculty" on the System's website.

### 3. 學生學業預警系統 Academic Early Warning System

為能落實對學業成績低落及學習成效不佳學生之輔導，強化學生學習，本校設置有「期中預警」系統，整合於「教師資訊系統」，期能藉由授課老師預警實施，幫助學生本人、學生家長、導師及其所屬學系辦公室瞭解學生學習情況，以適時提供協助與輔導。

操作步驟：

教師資訊系統： http://ithu.tw/teacher

聯絡窗口：註課組 分機：22101-22108

To guide students with low grades and poor learning performance, the University has integrated the "Midterm Academic Early Warning System" within the "Teacher Information System." Through Midterm warnings, students, parents, advisors, and respective department offices will be able to provide assistance and guidance.

Operating Procedures:

Teacher Information System: http://ithu.tw/teacher

Contact: Curriculum and Registration Section, Ext. 22101-22108

# 2.2 研究 Research

## 研究計畫申請 Applying for a Research Project

係指與政府機關、事業機構、民間團體、學術研究機構等合作辦理之事項；依合作對象不同，本校研究計畫可概略分為兩大類：

A research project could be under the cooperation or collaboration with government agencies, business entities, private groups, or academic research institutes. The University's research projects can be of two types, depending on the collaborating targets:

### 2.2.1 國科會補助研究計畫 The NSTC Research Project Grants

依「國科會補助專題研究計畫作業要點」辦理，分為一般型研究計畫【申請時程約每年 11-12 月】、新進人員研究計畫、國家型科技計畫、跨領域研究計畫、貴重儀器中心計畫等；另尚有產學合作研究計畫【申請時程約每年 5、11 月，如申請案基於市場商機時效性，需於公告受理期間外提出申請必要者，得敘明具體事由向國科會提出申請】、人文社會科學研究圖書計畫等任務導向之研究計畫。

Under "Operation Guidelines for NSTC Research Project Grants," projects are categorized into the following: a general research project (the application period is each year around November to December), research project for junior research fellows, national science and technology program, interdisciplinary research program, precision instrument center program and so on. Besides, there are also projects for humanities and social science research, mission-oriented research, and academia-industry collaboration research. The application period is around each May and November; however, if a late (or early) submission occurs due to market timeliness, the applicant must specify the reasons to the NSTC accordingly.

1. **首次申請國科會計畫之主持人，需檢附學術倫理課程 6 小時證明**

   **First-time NSTC Grant Applicants must submit proof of 6 hours of Academic Ethics training：**

   首次申請國科會計畫之主持人，應於申請日前三年內，完成至少 6 小時的學術倫理教育課程。

   First-time applicants must complete at least 6 hours of academic ethics training within three years prior to the application date.

   👉時數取得方式 (How to Earn Hours)

   您可透過以下兩種方式累積 6 小時時數（可合併計算）：

   You can obtain the 6 hours through either method (or combined):

   (1)至臺灣學術倫理教育資源中心 (AREE) 註冊「個人帳號」，修課並通過測

驗後，下載 6 小時證明。

Register for an "Individual Account" at AREE, complete courses, and pass the exam for a 6-hour certificate.

(2)實體或線上講座 (Seminars/Workshops)：

參加任何學校或機構舉辦之學術倫理課程（不限領域），累計時數。

Attend academic ethics lectures/webinars hosted by any institution to accumulate hours.

👉如何上傳證明？ (How to Upload Your Certificate?)

*請師長直接上傳本校學術研究成果資訊系統「輸入作業>>學術著作(評鑑)>>學術倫理資料」備查。

Please upload your certificate to ARMS via this path: **輸入作業**>>**學術著作(評鑑)**>>**學術倫理資料**。

2. **新進人員研究計畫 Research project for junior research fellows:**

具有計畫主持人資格，且於國內外擔任教學、研究專任職務在五年以內或獲博士學位後五年以內之專任教學、研究人員，得申請本項計畫。

新聘任人員或現職人員，從未申請國科會研究計畫者，得於起聘之日或獲博士學位之日起三年內以隨到隨審方式提出，並以申請一件為限；曾申請國科會研究計畫之計畫主持人，於外國任教或從事研究服務滿一年以上，受延聘歸國服務且返國服務後未申請國科會研究計畫者，亦得於起聘日起一年內，以隨到隨審方式提出，並以申請一件為限。

Qualifying applicants of this category include (1) faculty and research fellows teaching or engaged in research (full-time) in institutions domestic or foreign in the past five years; (2) teaching or involved in research (full-time) within five years after obtaining their doctoral degree.

New or current employees who never applied for NSTC research projects may submit their proposal on the date of their employment or within three years after they obtained their doctoral degree. The said candidates are restricted to one proposal only. Their applications will be reviewed upon submission. Faculty returning for domestic employment (who had been teaching or engaged in research work abroad for more than a year) and have not yet submitted a NSTC project proposal since returning may apply within a year after domestic employment. The said candidates are restricted to one proposal only, with applications reviewed upon submission.

3. **專題研究計畫線上申請 Online applications for themed research projects:**：

(1) 請申請人先至國科會網站首頁（http://www.nstc.gov.tw/）申請帳號（ID）及密碼（Password），自首頁「學術研發服務網登入」處，點選「新人註冊」，輸入申請人基本資料後按「確認」鈕，由國科會核發帳密。

Applicants should go to the NSTC website (http://www.nstc.gov.tw/) to apply for an ID account and password. Go to "Academic Research Service Portal" on the front page of the NSTC website, click "Create Account," enter the applicant's necessary data and then click "confirm." The NSTC will review your application and issue a system ID and password to you upon approval.

(2) 由國科會網站登入帳號及密碼，進入「學術研發服務網」，在「學術獎補助申辦及查詢」項下選取「專題計畫」類別，點選「專題研究計畫」，在新視窗中點選「新增申請案」選擇要申請之專題計畫類別後，進入個人基本資料畫面，確認後即可新增一筆申請計畫。

Go to the NSTC website and enter your ID and password to access the "Academic Research Service Portal." Go to "Application and Inquiries of Academic Grants" and select "Themed Research Projects." After a new window pops up, click "New Application" to choose the type of your thematic research project. Then enter the page of necessary personal information. By confirming all the data, you will be able to create a new application profile.

(3) 申請書製作完畢後，按「繳交送出」會列出所有已完成登錄及上傳的表格及相關附件，經申請人確認無誤後按「繳交確認」。後續由研發處審核無誤後將相關資料傳送至國科會。

Upon completing your application form, click "Submit the Application" to print out all uploaded documents and attachments. The applicant shall confirm all of the details thereof and click "Confirm to Submit." Upon review and approval of your application, the Office of Research and Development will submit your application to the NSTC.

**4. 產學合作研究計畫線上申請 Online applications for industry-academia collaboration projects：**

109 年 5 月 25 日科部產字第 1090029785 號函已整併現行計畫類型，申請時間、申請條件、經費補助及出資方式等細節請至國科會網站 (http://www.nstc.gov.tw/)下載參考：國科會補助產學合作研究計畫作業要點。

An Official issued by the NSTC on May 25, 2020 (Ko-Pu-Chan-Tzu No. 1090029785) has already integrated all types of current projects (programs). Concerning details regarding the application time, amount of grant, and payment methods, please download the following file at the NSTC website (http://www.nstc.gov.tw/): Operation Directions for NSTC Industry-Academia Collaboration Project Grants.

(1) 請申請人先至國科會網站首頁(http://www.nstc.gov.tw/)申請帳號（ID）及密碼（Password），自首頁「學術研發服務網登入」處，點選「新人註冊」，輸入申請人基本資料後按「確認」鈕，由國科會核發帳密。
Applicants should go to the NSTC website (http://www.nstc.gov.tw/) to apply for an ID account and password. Go to "Academic Research Service Portal" on the front page of the NSTC's website, click "Create Account," enter the applicant's necessary data and then click the "confirm." The NSTC will review your application and issue a system ID and password to you upon approval.

(2) 由國科會網站登入帳號及密碼（身份別：研究人員及學生），進入「學術研發服務網」，在「學術獎補助申辦及查詢」項下選取「產學合作(2)」類別，點選「產學合作研究計畫」，在新視窗中點選要申請之產學合作計畫類別後，進入個人基本資料畫面，確認後即進入本系統之「主畫面」，從主畫面視窗上點選「新增」，即可新增一筆申請計畫。
Go to the NSTC website and enter your ID and password (Identity: Research fellows and students) to access the "Academic Research Service Portal." Go to "Application and Inquiries of Academic Grants" and select "Industry-Academia Collaboration Projects." After a new window pops out, choose the type of your industry-academia collaboration project, and enter your personal information.
After filling in all the necessary data, click "confirm" to add a new application profile. By confirming all the data, you will enter the system's "home screen." Select "Create" in the home screen window to create a new application profile.

(3) 申請書製作完畢後，按「繳交送出」會列出所有已完成登錄及上傳的表格及相關附件，經申請人確認無誤後按「繳交確認」。後續由產學與育成中心審核無誤後將相關資料傳送至國科會。
Upon completing your application form, click "Submit the Application" to print out all uploaded forms and attachments. The applicant should confirm all of the details and click "Confirm to Submit." Upon review and approval of your application, Industry Collaboration and Incubation Center will submit your application to the NSTC.

(4) 國科會補助產學合作相關文件，請於國科會網站之「最新消息」或「學術研究/補助獎勵辦法及表格/補助專題研究計畫/產學合作研究計畫」下載利用。(國科會網頁操作如有問題，請洽該會資訊系統服務專線 0800-212058、02-27377590、02-27377591、02-27377592。)

Concerning details related to the NSTC's industry-academia collaboration project grants, please go to the NSTC's website to download relevant documents ("News & Events" < "News"; or "Funding & Awards" > "Funding"> "Research Project Grant"). If you have any questions or problems about the NSTC website, please contact the NSTC's IT system service hotline by dialing 0800-212058, 02-27377590, 02-27377591, or 02-27377592.

**5. 專題研究計畫(含產學合作研究計畫)經費處理原則 Principles for Handling Research Project Grants (including those of Industry-Academia Collaboration Projects):**

計畫執行期間，計畫主持人基於研究計畫需要，必須新增補助項目、支出用途變更及經費流用，其屬本校權限範圍部分者，依下列行政程序辦理：

Within the University's responsibility coverage, wherever a new subsidized item arises or the fund under a particular item needs transferring to another, the project proposer needs to follow the below procedures:

(1) 增列研究設備費項目，其經費額度在新臺幣五萬元以下者，依本校行政程序上簽，敘明理由及需求金額，會辦會計室、研發處後，陳請校長核准。所需經費由其他補助項目流用。

For additional research equipment fee below NTD 50,000, the project proposer needs to submit a Request for Approval (RFA) according to the University's administrative procedures. The RFA will specify the reasons for the additional equipment which will need to be approved by the University's Accounting Office, Office of Research and Development, and President. The amount will then be transferred from other items of the same project.

(2) 同一補助項目內之支出用途變更，依本校行政程序上簽，具體說明申請變更理由並檢附佐證資料，會辦會計室、研發處後，陳請校長核准。

For changing the purpose under an item without changing the category, the project proposer needs to submit a Request for Approval (RFA) according to the University's administrative procedures. The RFA will need to specify the reasons and attach supporting documentation for approval by the Accounting Office, Office of Research and Development, and President.

(3) 任一補助項目經費，因研究需要須與其他補助項目相互流用時，累積流

出及流入金額均未超過計畫全程該項目原核定金額 50%者，填報經費流用申請表並敘明理由，經相關單位主管簽核、會計室會辦後，陳請校長核准。

If the Principal Invesitgator (PI) needs to transfer the funds under an item (under 50% of the original subsidized item) to another, they will need to fill in the Fund Transfer Application Form and specify the reasons for approvals from the heads of related offices at the University, the Accounting Office, and the President.

上述情形以外之變更，如屬國科會權限範圍，請至國科會系統進行變更申請。詳細辦法請參見「國科會補助專題研究計畫經費處理原則」及「東海大學執行國科會專題研究計畫經費處理作業要點」。

聯絡窗口：馮康華小姐 分機 30011 （國科會專題研究計畫）

吳美誼小姐 分機 30014 （國科會產學合作計畫）

If the said changes are within the NSTC's scope of authority, the PI shall go to the NSTC's system to apply for it. Please refer to "NSTC Principles for Handling Research Project Grants" and "THU Guidelines for the Implementation of NSTC Principles for Handling Research Project Grants" for detailed information.

Contact: Mr. Ms. Kang-Hua Feng, Ext. 30011 (NSTC research projects)

Ms. Mei-Yi Wu, Ext. 30014 (NSTC industry-academia collaboration projects)

### 2.2.2 非國科會補助研究計畫 Non- NSTC Research Project Grants

依本校「產學合作計畫實施暨獎勵辦法」及雙方簽訂之合（契）約書辦理，分為教育部研究計畫、其他政府部會研究計畫、民間企業計畫以及非營利組織研究計畫。相關簽約作業程序如下：

MOE research projects, other governmental research projects, private research projects, and non-profit organization (NPO) research projects follow "THU Regulations Governing the Implementation of and Rewards for Industry-Academic Collaboration Projects." The process of signing the agreements or contracts is as follows：

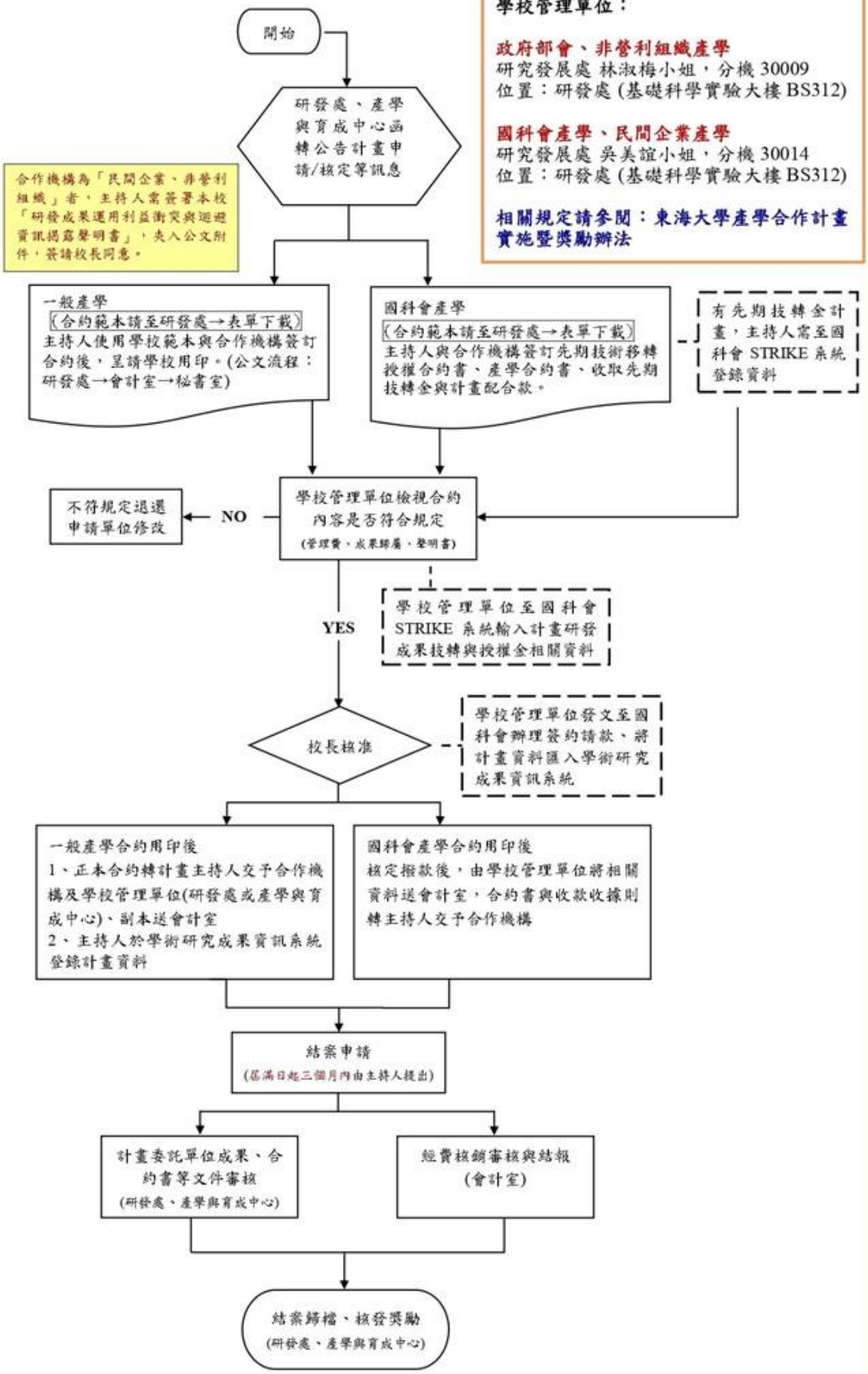
# 東海大學產學合作計畫流程及作業程序說明

**學校管理單位：**

**政府部會、非營利組織產學**
研究發展處 林淑梅小姐，分機 30009
位置：研發處 (基礎科學實驗大樓 BS312)

**國科會產學、民間企業產學**
研究發展處 吳美誼小姐，分機 30014
位置：研發處 (基礎科學實驗大樓 BS312)

**相關規定請參閱：東海大學產學合作計畫實施暨獎勵辦法**



詳細辦法請至研發處網站(http://research.thu.edu.tw/)下載參考：規章表單→相關規章→產學專利推廣→東海大學產學合作計畫實施暨獎勵辦法；合約書範本下載：規章表單→表單下載→東海大學產學合作計畫合約書範本(含計畫書)_智財歸學校所有/智財歸企業所有/智財歸雙方平均共有。

Please download detailed information from the website of the Office (http://research.thu.edu.tw/). Regulations are available under "Regulatory Form" > "Related Regulations" > "Industry-Academia Patent Promotion" > "THU Regulations Governing the Implementation of and Rewards for Industry-Academic Collaboration Projects."A sample contract can be located under "Regulatory Form" > "Form Download" > "THU Industry-Academia Collaboration Project Agreement Sample (including the Project Plan)_Intellectual Property Rights by the University or private enterprises/ Shared by Both Parties.

**1. 總管理費之編列：包括設備管理費、行政管理費之加總。編列原則如下：**
**The compilation of total administrative fee: The total administrative fee consists of administrative charges arising from equipment and project execution. The budgeting guidelines are as follows:**

(1) 設備管理費：專案計畫中購買儀器設備費(含代購儀器設備費)之管理費至少以其設備費的 10%編列。
Equipment purchase fee: The administrative fee for purchasing instruments and equipment (including the service fee) needs to be 10% of the amount in purchasing equipment.

(2) 行政管理費：計畫總簽約金額扣除設備費後餘額之 15%；計畫若有特殊需要與正當理由需委外者，得簽請校長同意後調整之。
Administrative fee: The administrative fee should be 15% of the amount remaining after deducting the equipment purchase fee from the contracted project amount; projects requiring outsourcing due to special or justifiable reasons may deduct related fees upon approval from the president.

(3) 以下計畫之「行政管理費」不受前述限制，編列原則說明如下：
The following "administrative fees" are not bounded by the restrictions above, and the budgeting principles are as follows:

A. 諮詢顧問計畫：主持人、共同主持人及協同主持人之人事費合計達計畫總簽約金額之 70%以上，且非由一般專案計畫分案者，得經本校研究發展處認定後，行政管理費之編列為計畫總簽約金額之 3%。
Consulting services project:The University administration fee should be 3% of the contacted project amount under these three conditions: First, the

consulting plan is not a divisional plan of the general project; second, the University′ s Office of Research and Development approves; and, third, the salaries of the project principal investigator, co-investigator, and sub-investigator reach at least 70% of the contracted project amount.

B. 人才培育計畫：至少應以計畫總簽約金額扣除人才培育助學金後餘額之 15%編列。人才培育助學金係指合作機構提供本校在校學生之助學金，學生在學期間無相對應之義務，執行單位對助學金之發放應訂有審核機制。

Talent cultivation project: After deducting the talent cultivation grant, at least 15% of the contracted project amount should remain. The said talent cultivation grant refers to the cooperative body's amount of money to the University's in-school students. Although the students do not have corresponding obligations, the implementation units must establish a review mechanism governing the said grants' issuance.

C. 研討會：各單位辦理研討會借用本校各項設備或場地需依照管理單位之各項規定辦理外，收費性質之研討會應依其報名費編列 15%之行政管理費，未收費之研討會得免編列。

Seminar(s): Units that borrow the University's equipment or venue for seminars must abide by the management unit's regulations. Free conferences are exempt from administrative fees, but conferences requiring a paid entry are subject to administrative fees of 15% of the total registration fees collected.

(4) 已明訂總管理費編列者依其規定辦理，不受前三款之限制，但以其規定管理費上限為編列標準（若其規定超過 15% 者，總管理費編列不得低於學校規定）。

The previous three specifications do not overrule an established budget item for the administrative fee, and the University prefers to be paid by the upper limit under that budget item. If the administrative fee exceeds 15% of the total project budget, the University expects to be paid at least 15.

(5) 工作坊、營隊、活動及參訪等之管理費編列，另依本校「推廣部預算編審要點」辦理。

Administrative fees for workshops, camps, activities, visits, etc., shall observe the University's Institute of Continuing Education Budget Directions.

**2. 計畫配合款之編列方式及補助原則：**

**Budget compilation methods and subsidizing principles for research project matching funds:**

為協助本校教師及研究人員爭取政府機構、民營企業及非營利組織補助經費，從事學術性計畫或活動，計畫配合款之編列方式及補助原則為：

To assist the University's faculty and research fellows in obtaining grants from government agencies, private enterprises, and non-profit organizations for academic research projects, the University has established budget compilation methods and subsidizing principles for matching funds:

(1) 編列方式：本校計畫配合款編列上限以校外補助單位規定最低比例或金額為原則。

Budget compilation methods: The upper limit of the University's research project matching fund shall, in principle, be the minimum proportion or amount set by the external sponsor.

(2) 補助原則：計畫所需配合款，校方補助上限以校外補助單位規定計畫總經費或補助款百分二十之配合款為原則，其餘由計畫執行單位相關經費支應，原則上以整合型研究計畫優先補助。

Subsidizing principles:

Concerning the matching fund required by the project, the University's upper limit is, in principle, restricted to 20% of the external sponsor's total research project budget or grants, whereas the project implementation unit shall cover the remaining amount under its related budgets. Generally, the University matching prioritizes integrated research projects.

**3. 計畫結餘款處理原則：**

**Principles for handling project remaining funds:**

係指計畫主持人執行產學合作計畫已依規定辦理結案（至遲應於屆滿日起三個月內完成）並完成經費核銷程序，且不需繳回政府機關、事業機關、民間團體、學術研究機構等之結餘款。

The project's remaining fund refers to money unspent after an industry-academia collaboration project is duly closed with all receipts for reimbursement. Usually, the closure must be within three months of the expiry date. The remaining sum does not need to be returned to the government agency, private enterprise, private group, or academic research institute.

(1) 結餘款使用範圍應與研究發展項目有關，不得用於教師及研究人員之兼任酬勞費之支給。

The use of remaining funds shall be for research and development items, not for remuneration to the faculty and research fellows.

(2) 各計畫之結餘款金額未逾一萬元者，全數歸學校統籌運用。

Project remaining funds less than NTD 10,000 go to the University for

coordinated spending.

(3) 各計畫之結餘款金額一萬元以上者，其 15% 歸學校統籌運用，另 85% 保留由該計畫主持人統籌循環使用至其離職或退休止。如尚有餘款，悉數歸學校統籌運用。前款所稱離職或退休之結餘歸學校統籌運用，惟本校「產學合作計畫實施暨獎勵辦法」適用對象之間身份轉換且聘期連續者不在此限，並溯及適用身份轉任前之計畫。

聯絡窗口：林淑梅小姐 分機：30009（其他政府部會與非營利組織）
吳美誼小姐 分機：30014（民間企業）

If the project remaining fund is more than NTD 10,000, 15% of it goes to the University for coordinated spending; the remaining 85% shall be used or rolled over to the following year under the PI's discretion until he or she resigns or retires and the unspent money is to be given back to the University. This does not bind those changing to a different position with continuous employment and to whom "THU Regulations Governing the Implementation of and Rewards for Industry-Academic Collaboration Projects" is applicable. The use of the remaining funds may trace back to before they changed positions.

Contact: Ms. Shu-Mei Lin, Ext. 30009
(Othergovernment agencies and non-profit organizations)
Ms. Mei-Yi Wu, Ext. 30014 (Private enterprises)

### 2.2.3 研究倫理審查 Research Ethic Review

**本校無設立專責的研究倫理審查單位。凡涉及倫理審查之研究計畫，計畫主持人（PI）須自行洽詢並委託教育部或衛福部核可之外部機構進行審查。**

**There is no internal ethics review board at our university. For research projects requiring ethical approval, the Principal Investigator (PI) is responsible for identifying and commissioning an external review board accredited by the MOE or MOHW.**

**【研究倫理送審校內程序】: 3 Internal Submission Steps**

Step 1. 請計畫主持人參考教育部或衛福部查核通過之名單：
Please refer to the list of review boards approved by the Ministry of Education (MOE) or the Ministry of Health and Welfare (MOHW)

Step 2. 與委託的審查單位確認後，請下載公文範本，修改完成後 Email 至研發處承辦同仁。

After confirming with your chosen review board, please download and fill out the official document template, then email it to the contact person at the R&D Office.

Step 3. 研發處協助完成校內發文及用印後，會將正式紙本函文交還給您。請將此公文連同所有審查資料，一併寄送至委託的審查機構。
The R&D Office will assist with the official document processing and stamping, then return the formal hard-copy letter to you. Please send this official university letter along with all your review materials to the commissioned institution.

👉 更多詳細資訊，可參考：研發處網頁 (http://research.thu.edu.tw/) → 學術倫理 → 研究倫理
👉 For more details, please visit: R&D Office Website (https://reurl.cc/j6m7x1)

聯絡窗口：馮康華小姐 分機：30011

Contact: Ms. Kang-Hua Feng, Ext. 30011

## 2.2.4 研究計畫獎勵 Encouragement for Research Projects

**1. 新進教師研究計畫獎勵【申請時程約每年 12 月】**

**Research Project Grants for New Full-Time Faculty (The application period is each year around May and December)**

依本校「補助新進教師研究計畫辦法」，凡本校新進且初次擔任專任教師者在到校二年內，首次申請國科會研究計畫或其他中央級部會研究計畫未獲核准時，得向研究發展處提出申請經費，核可後給予其研究計畫部分經費補助。
According to "THU Regulations Governing Academic Research Grants for Full-Time Faculty," new full-time faculty submitting a research project proposal to the NSTC or other central agencies for the first time within two years upon report for duty but without success may apply to the Office of Research and Development for a partial grant.

聯絡窗口：林淑梅小姐 分機：30009

Contact: Ms. Shu-Mei Lin, Ext. 30009

**2. 主持研究計畫獎勵【申請時程約每年 10 月】**

**Rewards for Hosting a Research Project (The application period is each year around October)**

依本校「主持研究計畫獎勵辦法」凡本校計畫主持人執行國家科學及技術委員會（不含國家科學及技術委員會產學）、教育部研究計畫結案後，應給予獎勵，包含本辦法適用對象之退休人員（非上述之計畫獎勵，請依本校「產學合作計畫實施暨獎勵辦法」辦理）。但具下列情形之者不適用：

(1) 計畫非本校簽約，計畫經費非於本校核銷。
(2) 行政單位執行之計畫、擔任共同主持人。
(3) 學校已編列配合款之計畫。

According to “THU Regulations Governing Research Projects Rewards,” the PI shall be given a reward upon closure of the NSTC (excluding NSTC industry-academia collaboration projects) and MOE research project (for the project rewards other than said rewards, THU “Regulations Governing Industry-Academia Collaboration Projects and Rewards” shall apply), including retired personnel eligible under the Regulations. The following circumstances are not applicable:

(1) The research project contract is not executed by THU, or the project funds are not written off by THU.
(2) The project is run by the administrative unit, or teachers act as the co-investigators.
(3) THU has already prepared grants for the research project.

本專款之獎勵金計算方式以教師該研究計畫管理費之 25%計算，惟性別平等議題相關計畫以 50%計算，教育部教學實踐研究計畫以 35%計算。

The reward amount for the special fund is equivalent to 25% of the overhead for the PI's research project, provided that in the case of a project related to gender equality, it shall be equivalent to 50%. Further, in the case of the Teaching Practice Research Project of MOE, it shall be 35%.

指導學生申請「國家科學及技術委員會大專學生研究計畫」，且獲核定執行之指導教師，每案給予獎勵金新台幣 5,000 元整；未獲核定者，每案給予指導獎勵金新台幣 2,500 元整。本獎勵金統一於每年 6 月核撥（獲核定執行計畫者，須於期限內完成報告繳交）。轉調至本校之教師將計畫轉至本校執行者，比照辦理。

Instructors who instruct students to apply for the "NSTC Undergraduate Research Project" will be rewarded NT$5,000 per project, once the project is approved, or NT$2,500 per project, if the project is not approved.

The reward will be allocated uniformly in June each year (those whose projects have been approved shall submit the closure report within the specified time limit). The same may apply to teachers who are transferred to THU, if they transfer the projects to THU.

計畫主持人申請國家科學及技術委員會「雙邊協議擴充加值（add-on）國際合作研究計畫或其他類型國際合作研究計畫」且獲核定執行者，每案給予獎助金新台幣 20,000 元；完成國科會國際合作計畫申請程序但未獲核定者，每案

給予提案獎助金新台幣 10,000 元。本獎助金統一於每年 6 月核撥。轉調至本校之教師將計畫轉至本校執行者，比照辦理。(本項獎助金之核發依當年度預算編列狀況辦理；研究發展處得視經費支用情形，調整獎助內容或公告暫停辦理。)

Principal Investigators who apply for the National Science and Technology Council's (NSTC) "Bilateral Add-on International Cooperation Research Projects" or other types of international cooperation research projects and are approved for execution shall receive a grant of NT$20,000 per case. Those who complete the NSTC international cooperation project application process but are not approved shall receive a proposal grant of NT$10,000 per case. This grant shall be uniformly disbursed in June each year. For teachers who transfer to this university and continue the execution of a project, the same procedure will be followed. (The disbursement of this grant is subject to the current year's budget; the Office of Research and Development may adjust the grant content or announce a suspension depending on funding usage.)

聯絡窗口：林淑梅小姐 分機：30009

Contact: Ms. Shu-Mei Lin, Ext. 30009

**3. 申請產學合作獎項【申請時程約每年 2-3 月】**

**Applying for Industry-Academia Collaboration Awards (The application period is each year around February to March)**

依本校「產學合作暨技術移轉獎遴選辦法」，在本校任教專任教師、專案教師、客座教師及研究人員，熱心參與政府機構（含財團法人）及民間企業之產學合作，前一個年度以東海大學為簽約單位所主持產學合作計畫，且已結案之件數達 3 件，或產學合作總金額達 120 萬元以上者，得向產學與育成中心提出產學合作績優獎、特優獎以及傑出獎之申請。

Industry-Academia Collaboration Awards (Merit, Excellence, or Outstanding) are open for application as regulated in “THU Regulations Governing Industry-Academia Collaboration Awards.”Enthusiastic full-time faculty, visiting faculty, project-based faculty, and research fellows are eligible under the following conditions: 1) having completed at least three industry-academia collaboration projects, or 2) the total sum of projects reaches NTD 1,200,000 in the two previous fiscal years.

(1) 績優獎：獎勵名額原則四名，每名獲獎人頒給獎牌乙面及獎金新台幣一萬元。

Merit Award: In principle, four people. Each winner will receive a medal and NTD 10,000.

(2) 特優獎：獎勵名額原則二名，每名獲獎人頒給獎牌乙面及獎金新台幣三

萬元。

Excellence Award: In principle, two people. Each winner will receive a medal and NTD 30,000.

(3) 傑出獎：特優獎累計達三次或經由產學合作獎勵審查小組核定為特殊貢獻教師，每名獲獎人頒給獎牌乙面及獎金新台幣十萬元。

Outstanding Award: Granted to those who have received the Excellence Award for the third time or recognized by the industry-academia collaboration project award committee for special contributions. Each winner will receive a medal and NTD 100,000.

聯絡窗口：吳美誼小姐 分機：30014

Contact: Ms. Mei-Yi Wu, Ext. 30014

**4. 主持國科會產學合作計畫及其他產學計畫管理費獎勵【申請時程約每年 10 月】**

**Rewards for Hosting NSTC and other Industry-Academia Collaboration Projects (The application period is each year around October)**

依本校「產學合作計畫實施暨獎勵辦法」，專任教師(不含兼任)、專案教師及研究人員，執行國科會產學計畫及其他產學計畫結案後給予獎勵，但教育部及國科會非產學之計畫、非本校簽約、學校編列配合款、獎勵作業期間主持人非辦法適用對象，或適用對象之間身份轉換但聘期未連續者，不得申請本項獎勵金。

As prescribed in “THU Regulations Governing the Implementation of and Rewards for Industry-Academic Collaboration Projects” (hereinafter referred to as the Regulations), full-time faculty, and research fellows will be given a reward upon completion of a NSTC or other industry-academia collaboration project. Nevertheless, the reward is not applicable for those who are in any of the following circumstances: engaging in a non-industry-academia collaboration project conducted by the MOE or NSTC, the University is not the signatory, the University already set up matching grants, or the Regulations do not apply to the PI during the rewarding period or the applicable target’s identity has changed and the employment period has been interrupted.

本專款獎勵以提撥至學校之總管理費計算，並依下列方式辦理分配，作為各單位、教師及研究人員之產學合作計畫管理費獎勵金

This reward, which the University establishes with a special fund, will be calculated according to the total administrative fee allocated to the University and will be distributed to the respective units, faculty members, and research fellows according to the following：

【計畫單位：行政單位（不含推廣部）、校級中心、專案中心、院級中心】
Project Unit: Administrative units (excl. the Institute of Continuing Education), university-level centers, project centers, and college-level centers.

| 總管理費提列比例<br>The provision percentage of the total administrative fee | 學校分配比例<br>The percentage allocated to THU | 計畫單位、教師及研究人員分配比例<br>The percentage allocated to project units and faculty and researchers |
|---|---|---|
| 3%（含）以下<br>No more than 3% (included) | 研發專戶 8%<br>學校統籌運用 70%<br>R&D special account: 8%<br>THU coordination operations: 70% | 計畫單位 7%、<br>教師及研究人員 15%<br>Project Units: 7%;<br>Faculty and researchers: 15% |
| 3%以上，15%以下<br>No less than 3%, no more than 15% | 研發專戶 6%<br>學校統籌運用 60%<br>R&D special account: 6%<br>THU coordination operations: 60% | 計畫單位 15%、<br>教師及研究人員 19%<br>Project Units: 15%;<br>Faculty and researchers: 19% |
| 15%（含）以上<br>No less than 15% (included) | 研發專戶 4%<br>學校統籌運用 50%<br>R&D special account: 4%<br>THU coordination operations: 50% | 計畫單位 23%、<br>教師及研究人員 23%<br>Project Units: 23%;<br>Faculty and researchers: 23% |

【計畫單位：教學單位、非屬系所（體育室、通識中心）】
Project Unit: Academic units and independent departments or institutes (e.g. Department of Physical Education, Center for General Education)

| 總管理費提列比例<br>The provision percentage of the total administrative fee | 學校分配比例<br>The percentage allocated to THU | 院系所（或研究發展處）註 1、教師及研究人員分配比例<br>The percentage allocated to colleges, departments, institutes (or the Office of Research and Development)Note 1, and faculty and researchers |
|---|---|---|
| 3%（含）以下 | 研發專戶 8% | 院 0%系 7%（或研發專戶 |

| | | |
|---|---|---|
| No more than 3% (included) | 學校統籌運用 70%<br>R&D special account: 8%<br>THU coordination operations: 70% | 7%）、教師及研究人員 15%<br>Colleges: 0%;<br>Departments: 7% (R&D special accounts: 7%);<br>Faculty and researchers: 15% |
| 3%以上，15%以下<br>No less than 3%, no more than 15% | 研發專戶 6%<br>學校統籌運用 60%<br>R&D special account: 6%<br>THU coordination operations: 60% | 院 4%系 11%（或研發專戶 15%）、教師及研究人員 19%<br>Colleges: 4%;<br>Departments: 11% (R&D special accounts: 15%);<br>Faculty and researchers: 19% |
| 15%（含）以上<br>No less than 15% (included) | 研發專戶 4%<br>學校統籌運用 50%<br>R&D special account: 4%<br>THU coordination operations: 50% | 院 8%系 15%（或研發專戶 23%）、教師及研究人員 23%<br>Colleges: 8%;<br>Departments: 15% (R&D special accounts: 23%);<br>Faculty and researchers: 23% |

註 1：原分配至院系所比例依計畫主持人所選擇行政事務服務單位（院系所或研究發展處），進行獎勵分配。
行政事務服務單位需依本校「產學合作計畫流程及作業程序」協助支援教師及研究人員計畫簽約、經費報銷及結案等行政事務，計畫主持人得於計畫簽約時（最遲須為首筆經費動支前）向院系所或研究發展處提出服務申請。

Note 1:
Incentives shall be rewarded according to the ratio assigned to the college, department, or institute as chosen by the project principal investigator for administrative services (college, department, or Office of Research and Development).
The administrative service unit must assist and support teachers and researchers in project contract signing, reimbursement, and project closure in accordance with the University's "Industry-University Cooperation Project Procedures and Operational Guidelines." The principal investigator may apply for services from the college, department, or Office of Research and Development at the time of project contract signing (no later than the initial disbursement of funds).

前述各單位、教師及研究人員、研發專戶所分配到之產學計畫管理費獎勵金將由會計室依計畫合約書(含經費支用預算表)、核閱後公文(含會辦意見)、辦理分配、撥款。分配至單位之獎勵金，將核撥至該單位統籌運用，分配予

研發專戶則撥入本校研發成果專帳專戶，作為推廣全校產學合作、研發成果申請維護及技轉授權等用途。

The reward, as mentioned earlier, comes from the administration fee of the industry-academia collaboration project. After the Gongwen passed all units, the Accounting Office allocates the sum to the faculty/ research fellows, their respective unit(s), and each unit's Development Fund. The money to each unit's R&D account goes under the University's R&D account to promote school-wide industry-academia collaboration, maintenance, technology transfer, and patent authorization.

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## 2.2.5 減授鐘點獎勵 Teaching Hour Reduction as a Reward

**減授鐘點獎勵【申請時程約每年 4 月】**

**Teaching Hour Reduction as a Reward** (The application period is each year around April)

依本校「教師授課時數與鐘點核計辦法」，凡符合下列資格者，經本校學術發展小組核定後，於次學年度減授鐘點：

According to "THU Regulations Governing Academic Research Grants for Full-Time Faculty," those who meet the following qualifications may have their teaching hours reduced in the second academic year upon approval of the University's academic development team:

1. 上一學年度獲得國科會傑出研究獎或教育部學術獎者，得於每學期減授鐘點三小時，共兩學年。

   Those who receive the Outstanding Research Award from the NSTC or an Academic Award from the MOE in the previous academic year may have their teaching hours reduced by 3 hours per semester for two academic years.

2. 最近十二學年度曾執行國科會專題研究計畫十件以上且結案者，或最近六學年度曾執行非國科會產學研究計畫總金額 800 萬以上且結案者，得於每學期減授鐘點三小時，共一學年。

   Those who have executed more than 10 NSTC research projects over the last 12 academic years and all said projects have been closed and those whose non- NSTC industry-academia collaboration project(s) executed in the previous 6 academic years amounted to more than NTD 8,000,000, and all said projects have been closed may have their teaching hours reduced by 3 hours each semester for one academic year.

3. 最近八學年度曾執行國科會專題研究計畫六件以上且結案者，或最近四學年度曾執行非國科會產學研究計畫總金額 400 萬以上且結案者，得於每學期減授鐘點二小時，共一學年。

   Those who have executed more than six NSTC research projects over the last eight academic years and all said projects have been closed and those whose non- NSTC industry-academia collaboration project(s) executed in the previous four academic years amounted to more than NTD 4,000,000 and all said projects have been closed may have their teaching hours reduced by two hours each semester for one academic year..

4. 於本校主持國科會專題研究計畫、教育部教學實踐研究計畫，或其他計畫總金額 50 萬以上，且執行期限達一年以上者，得於每學期減授鐘點一小時，共

一學年。

Teaching hours may be reduced by one hour per semester, for a total of one academic year, if they investigate NSTC projects, the Teaching Practice Research Project of MOE, or any other projects amounting to NT$500,000 in total at THU.

前項第二款及第三款所列之國科會專題研究計畫，若教師有生產或請育嬰留職停薪且無執行國科會研究計畫者，可檢附證明，經本校學術發展小組審核同意，得將適用期限再延長 2 個學年度。

符合第一項之教師其所獲得減授時數得保留於一年期限內執行，但需於每學期開學三週內提出申請，經校長核定後執行。如因退休、離職、借調、教授休假，則未執行完畢之學術減授時數將自動註銷。

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## 2.2.6 學術著作獎勵【申請時程約每年 2-3 月】

## Academic Publication Awards (The application period is each year around February to March)

依本校「專任教師學術著作獎勵辦法」，獎勵對象為本校專任教師，所稱學術著作為以本校名義出版或是發表學術著作（含作品）或因此著作而獲獎者，其種類如下：

According to “THU Regulations Governing Academic Publication Rewards for Full-Time Faculty,” the University’s full-time faculty are eligible to apply. Journal articles and works awarded or published under the name of the University are considered “academic publications.” Academic publications are broken into the following catergories:

1. 期刊論文：係指發表於國內外學術期刊，具審查機制之學術研究論文。
   Journal papers: domestic and foreign journals with a review mechanism
2. 專書：係指由國內外出版社正式出版之學術性專書。
   Books: academic books officially published by a domestic or foreign publishing house
3. 藝術、設計創作及策展：係指發表或策劃公開參展之藝術或設計作品、公開之藝術表演活動、音樂演出之影音資料（附節目書單）、由國內外出版社正式出版之藝術或設計及文學作品之專輯等作品。

Art and design exhibition: publicly exhibited art or design works, public art performances, audiovisual materials of music performance (with a program list), art or designs that a domestic or foreign publishing house has officially published, and literature on a particular issue

4. 獲獎：係指由國內外學術性機構就上述著作所頒發之獎項。
   Awards: awards issued by a domestic or foreign academic institution
5. 專利：係指取得國內外具實質審查機制之專利。
   Patents: officially recognized domestic and foreign patents

對於申請人提出以上所列之學術著作，給予頂尖著作、A 級著作、B 級著作、C 級著作以及 D 級著作審查與獎勵核發。

Academic publications are categorized as Level A, Level B, Level C, and Level D and awarded accordingly

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## 2.2.7 彈性薪資 Conditional Pay Raise

**1. 新進教師研究獎勵補助【申請時程約每年 3、10 月】**

**Newly Appointed Teacher Research Incentive (The application period is each year around March and October)**

依本校「新進教師研究獎勵補助要點」，獎勵對象為本校正式納編三年內新進教師，且符合下列資格之一者：

According to "THU Subsidizing Guidelines for Newly Appointed Teacher Research Incentive", The target of the incentive is newly appointed faculty members within three years of formal appointment at our university, and comply with any of the following requirements:

(1) 非曾任或非現任國內學術機構編制內之專任教學、研究人員。
   Not currently (and has never been) a full-time faculty member or researcher in a domestic academic research institute
(2) 於本校正式納編前五年間均任職於國外學術研究機構。
   Woking in a foreign academic research institute for previous 5 years before official THU recruitment

新進教師之研究獎勵補助資格標準為符合下列之一者：

The eligibility criteria for research incentives and subsidies for new faculty members are as follows:

(1) 曾獲國內外重要學術獎項者。
   Individuals who have received significant academic awards both domestically and internationally.

(2) 納編前三年內主持政府機關研究計畫至少一件者(不限於本校或前服務機構)。

Those who have led at least one research project for a government agency within three years prior to their enrollment (not limited to Tunghai University or previous organizations).

(3) 納編前三年內發表依本校「專任教師學術著作獎勵分級原則」B 級以上著作至少兩件者(不限以本校或前屬機構名義發表)。

Those who have at least two publications rated B or higher according to Tunghai University's Principles Governing Rewards to Full-time Teachers for Academic Publications within three years prior to their enrollment (not limited to publications under the name of Tunghai University or previous organizations).

正式納入編制內按月支給待遇之專任教師，始得支給該獎勵金，但不包括以「客座」名稱延聘者。

Newly appointed teacher is eligible to receive a conditional pay raise only after becoming a formal full-time teacher who is paid on a monthly salary. This rule is not applicable to visiting teachers.

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**2. 申請國科會補助大專校院研究獎勵【申請時程約每年 8-9 月】**

**Application for the NSTC College and University Research Reward Grants (The application period is each year around August to September)**

依本校「申請國科會補助大專校院研究獎勵作業要點」，獎勵對象為現職之特殊優秀專任教學研究人員，且於獎勵起始日前一年內曾擔任國科會補助研究計畫之計畫主持人。

According to “THU Guidelines for the Application of NSTC College and University Research Grants Reward,” the recipient should be a THU full-time faculty member or researcher in service. Before the conditional pay raise, the recipient must be the PI of a NSTC subsidized research project in the previous year.

特殊優秀專任教學研究人員之選定，係以本校「專任教師學術著作獎勵辦法」出版學術論著，以及執行國科會補助研究計畫或產學合作計畫等成果為依據；對於新聘延攬之特殊優秀教學研究人員之選定，亦以其學術研究、產學研究、跨領域研究或其他學術榮譽等面向之績效綜合考量，再由副校長召集審查委員會審議、評估績效卓著者，向國科會推薦申請獎勵。

Outstanding faculty in service is defined by top-notch publications described in “THU Regulations Governing Academic Publication Rewards for Full-Time

Faculty" and performance of NSTC or industry-academia collaboration project(s). "Outstanding newly recruited" is defined by comprehensive academic research, industry-academia research or interdisciplinary research, and other academic honors. The Vice President will summon a review committee meeting to review and recommend to the NSTC.

本校申請國科會補助研究獎勵分為四級，各級獎勵級距以單元數呈現，單元金額由審查委員會視當年度獎勵總金額調整之。

The NSTC research grant rewards are of 4 levels, and the sum in each level is set in proportion to the yearly sum in total.

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### 2.2.8 出席國際學術會議申請

### Application for International Academic Conference Grants

依本校「專任教師出席國際學術會議申請資助辦法」，凡本校專任教師擬出席國際學術會議，具備下列各款之一者，得依本辦法向學校提出申請資助：

According to "THU Regulations Governing International Academic Conference Grants for Full-Time Faculty:

1. 未獲會議主辦單位之補助，並依規定已先向教育部或國科會申請補助者。
   If the conference organizers did not subsidize and the attendee did not obtain a subsidy from the MOE or NSTC after application.
2. 同一會計年度，已獲教育部、國科會補助而不能再申請者。
   The attendee already received grants from the MOE or NSTC in the same fiscal year and is therefore not eligible to apply.
3. 奉派代表本校出席國際學術會議者。
   教師申請本校資助，應於國際學術會議舉行日期之四星期前提出申請。
   The attendee is appointed to represent the University.
   The application must be at least four weeks before the conference day.
   教師申請出席國際學術會議，為不影響教學，在同一學年度上課期間以不超過二次為原則。在同一學年度內則以資助一次為限。
   Faculty members are restricted to attending two international academic conferences in one academic year lest teaching should be interrupted—only one approval for each academic year is likely.

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## 2.2.9 專利申請、技術授權程序 Application for International Academic Conference Grants

**1. 專利申請 Patent Applications**

依本校「研究發展成果管理辦法」，本校人員職務上產生之研發成果具可專利性者，得向研究發展處提出申請，經審查通過者，所需申請及維護費用由本校與發明人按比例負擔；審查未通過者，得自費由研究發展處協助申請，於取得專利權後，轉由研究發展處管理、維護。

According to "THU Regulations Governing the Management of Research and Development Results," THU personnel whose research results are potentially patentable may apply for a patent application through the Office of Research and Development. Upon the patent application being approved, the University and inventor will share the application and maintenance costs. If it does not go through, the inventor shall pay the application fee; the Office of Research and Development will nevertheless assist with the application process. Once the patent application goes through, the Office of Research and Development will oversee patent management and maintenance.

本校發明人或創作人以本校名義申請專利，並經研發成果管理委員會審議者，其專利申請之申請費(包含但不限於申請、審查、再審查、答辯等程序費用)、證書費、專利年費、事務所手續費及其他依法令應繳納之專利規費等(以下簡稱「專利費用」)，依下列原則辦理：

If an inventor or creator from the University applies for a patent in the name of the University and it is reviewed by the Research Outcome Management Committee, the patent application fees (including but not limited to application, examination, re-examination, response procedures), certificate fees, annual patent fees, office handling fees, and other legally required patent fees (hereinafter referred to as "patent fees") shall be handled according to the following principles:

專利費用扣除資助機關補助金額後，其餘費用之負擔比率得由本校人員之發明人或創作人依下列方案自行選擇其中之一，並經研發成果管理委員會決議之；本款之分攤方案將影響研發成果收益之分配比率：

After deducting the subsidy amount from the funding agency, the remaining patent fees shall be borne by the inventors or creators among the University personnel according to one of the following options, which shall be decided by the Research Outcome Management Committee. The selected cost-sharing option will affect the

distribution ratio of the benefits from research and development outcomes:

(1) 本校分攤比率：100%，發明人或創作人分攤比率：0%。
The University 100%; the inventor 0%.

(2) 本校分攤比率：50%，發明人或創作人分攤比率：50%。
The University 50%; the inventor 50%.

(3) 本校分攤比率：0%，發明人或創作人分攤比率：100%。
The University 0%; the inventor 100%.

上述分攤比率，本校部份得以本校行政預算、研發成果專帳專戶、國科會專利費用補助金或捐款（含單位發展基金）等相關經費支應。

發明人或創作人部份得以個人計畫經費、計畫結餘款或個人自有款項支應，且應由發明人或創作人自行協調支應方式。

For the above cost-sharing ratio, the University's portion may be covered by relevant funds such as the University's administrative budget, the "R&D Outcomes Special Account," NSTC patent fee subsidies, or donations (including unit development funds).

The portion borne by the inventor or creator may be covered by their individual project funds, project surplus funds, or personal funds, and the method of covering these expenses shall be coordinated by the inventor or creator.

發明人應依上述規定繳付應負擔之專利費用後，本校方得進行專利申請及維護程序。

After the inventors have paid the patent fees they are responsible for according to the above regulations, the University will proceed with the patent application and maintenance procedures.

本校專利費用以分階段收取繳付為原則，發明人應依研究發展處通知之申請、領證及維護階段款項一次繳付，並依照實際發生金額由發明人預付款項扣除後，不足時將通知發明人補繳；階段款項若有賸餘則納為下一階段之預付款，待專利終止維護或完成最後階段繳費，賸餘金額即歸還發明人。

The patent fees of the University shall be collected and paid in stages. Inventors should pay the fees for the application, certification, and maintenance stages in one lump sum as notified by the Office of Research and Development. These fees will be deducted from the prepayments made by the inventors based on the actual incurred amounts. If there is a shortfall, the inventors will be notified to make up the difference. Any surplus in the stage payments will be carried over as prepayments for the next stage. When the patent maintenance is terminated or the final stage payment is completed, the remaining surplus will be refunded to the inventors.

發明人應分攤之專利費用，經催繳三次仍拒絕或延遲不繳納時，研究發展處即停止發明人申請中之專利案件程序，並得拒絕發明人未來之專利申請提案。
Suppose the inventor refuses or delays to pay the patent fees after three reminders. In that case, the R & D office will stop the patent application process and may reject the patent application proposal in the future.

專利獲准後，屬本校所有者，其維護年限以三年（第一期）為原則，第一年至第三年（第一期）之專利維護費用，依前條規定分攤；第四年起每隔三年（或每一期）由研發成果管理委員會審議檢討該專利繼續維護之必要性。
Once a patent is granted, which is owned by THU, the general maintenance period is three years (the first term). The maintenance fees for the first to the third year (the first term) will be shared according to the provisions of the previous article. Starting from the fourth year, every three years (or every term), the necessity of continuing the maintenance of the patent will be reviewed and assessed by the Research and Development Results Management Committee.

另發明人或創作人將其職務上完成之研發成果，以個人名義申請中之專利或申請而已取證之專利（職務專利），應無償讓與本校。
Meanwhile, for the R&D results generated by inventors or creators while employed by THU, the pending patent applications filed in their own names or patents issued upon the application (employee patent) shall be assigned to THU without consideration.

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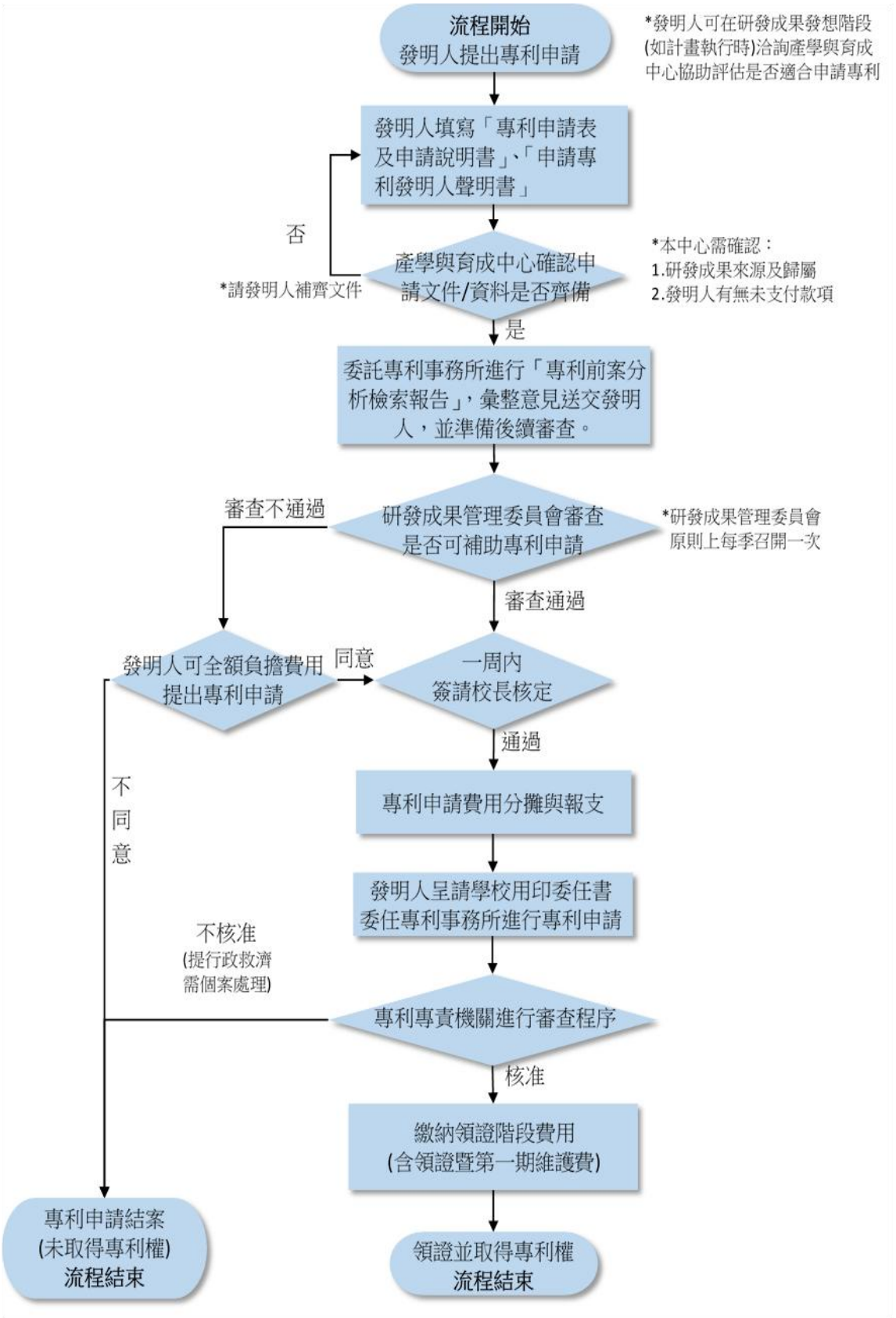
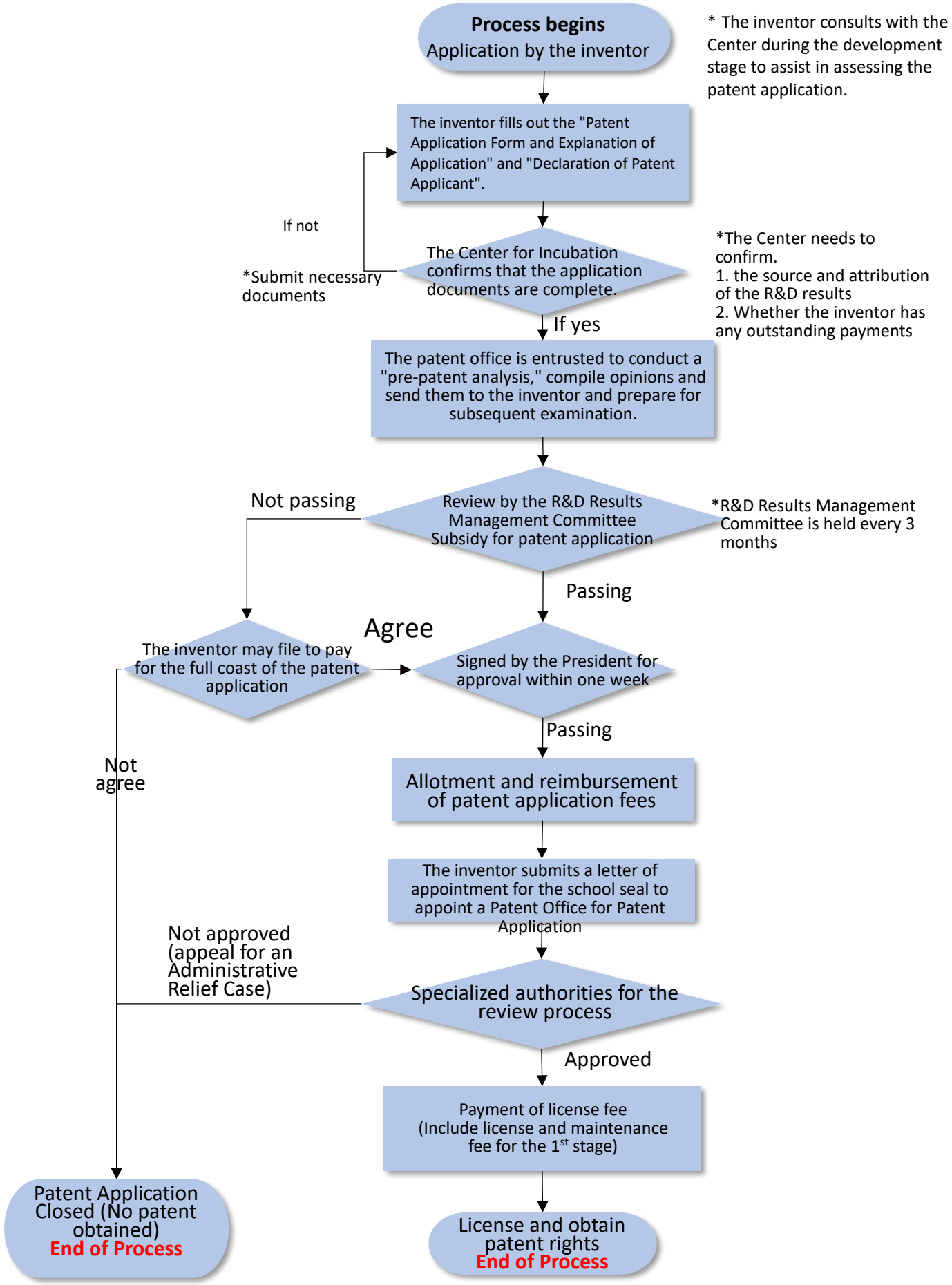
Contact: Ms. Chia-Chia Chuang, Ext. 30010

## 專利申請流程圖 Flow Chart for Patent Application：




Process begins
Application by the inventor
* The inventor consults with the Center during the development stage to assist in assessing the patent application.
The inventor fills out the "Patent Application Form and Explanation of Application" and "Declaration of Patent Applicant".
If not
*Submit necessary documents
The Center for Incubation confirms that the application documents are complete.
*The Center needs to confirm.
1. the source and attribution of the R&D results
2. Whether the inventor has any outstanding payments
If yes
The patent office is entrusted to conduct a "pre-patent analysis," compile opinions and send them to the inventor and prepare for subsequent examination.
Not passing
Review by the R&D Results Management Committee Subsidy for patent application
*R&D Results Management Committee is held every 3 months
Passing
Agree
The inventor may file to pay for the full coast of the patent application
Signed by the President for approval within one week
Passing
Not agree
Allotment and reimbursement of patent application fees
The inventor submits a letter of appointment for the school seal to appoint a Patent Office for Patent Application
Not approved (appeal for an Administrative Relief Case)
Specialized authorities for the review process
Approved
Payment of license fee (Include license and maintenance fee for the 1st stage)
Patent Application Closed (No patent obtained)
End of Process
License and obtain patent rights
End of Process

## 2. 技術授權程序 Technology Authorization Process

依本校「研究發展成果管理辦法」，權利歸屬本校所有之研發成果，研究發展處應採取適當且必要之授權規劃及推廣，並不定期於校內外各媒體管道公告周知，同時採取保護措施，並適時尋求技術移轉商品化之機會。技術授權程序如下：

Intellectual property rights for all research and development outcomes belong to THU, and the Office of Research and Development is responsible for appropriate and necessary licensing planning and promotion. Periodically, these outcomes are publicly announced through various media channels, both within and outside the university. Additionally, protective measures are put in place, and opportunities for commercializing these technologies are actively sought. The authorization process is as follows:

(1) 發明人需填具「東海大學研發成果技術移轉發明人技術自評表」、「東海大學研發成果技術授權發明人資料表」向研究發展處提出申請。

The inventor shall complete the following forms:"THU Research and Development Results and Technology Transfer Self-Evaluation Form for Inventors" and "THU Datasheet of the Licensed Technology by the Inventor(s)," for Applications of Research and Development Results."

(2) 研究發展處公開本校所屬之研發成果資料，其公告方式除刊登於網頁外，得兼採登報、刊登技術交易網站、刊登國內刊物、尋求同業公會推薦、舉辦說明會等方式為之。

The Office of Research and Development will publicize the University's research results on the University website, newspapers, technology trading websites, domestic periodicals, or explanatory sessions via related associations.

(3) 公私營廠商及法人機構，以書面向研究發展處提出申請。申請單位請填具「東海大學研發成果技術移轉廠商意願書」及「東海大學研發成果技術移轉廠商申請表」。

Public and private companies or legal entities may apply to the Office of Research and Development by completing the "THU Letter of Intent for Technology Transfer" and "THU Application Form for Technology Transfer."

(4) 發明人填具「東海大學研發成果運用利益衝突與迴避資訊揭露聲明書」進行利益揭露。

Inventors shall complete the "THU Statement of Disclosure of Conflict of Interest and Recusal for Utilization of R&D Results" to disclose any conflict of interest.

(5) 研究發展處應於二週內決定是否受理申請。

Within two weeks, the Office of Research and Development will decide whether to accept the application.

(6) 申請案視個案情形得召開研發成果管理委員會進行廠商評選與技術作價。委員會得由召集人視個案性質邀請校內外專家學者列席。審查結論由委員多數議決。

On a case-by-case basis, a R&D Results Management Committee meeting may be convened for applications, in order to select contractors and complete technology investment. The Committee convener may invite internal or external experts and scholars to attend the meeting as observers, subject to the nature of the case.The review shall be concluded subject to the votes by a majority of members.

(7) 技轉廠商確認後，由研究發展處與廠商協商合約內容，並完成簽署東海大學技術移轉授權合約書。

Upon confirmation of the technology transfer, the Office of Research and Development will discuss the contract terms and sign the "THU Technology Transfer and License Agreement."

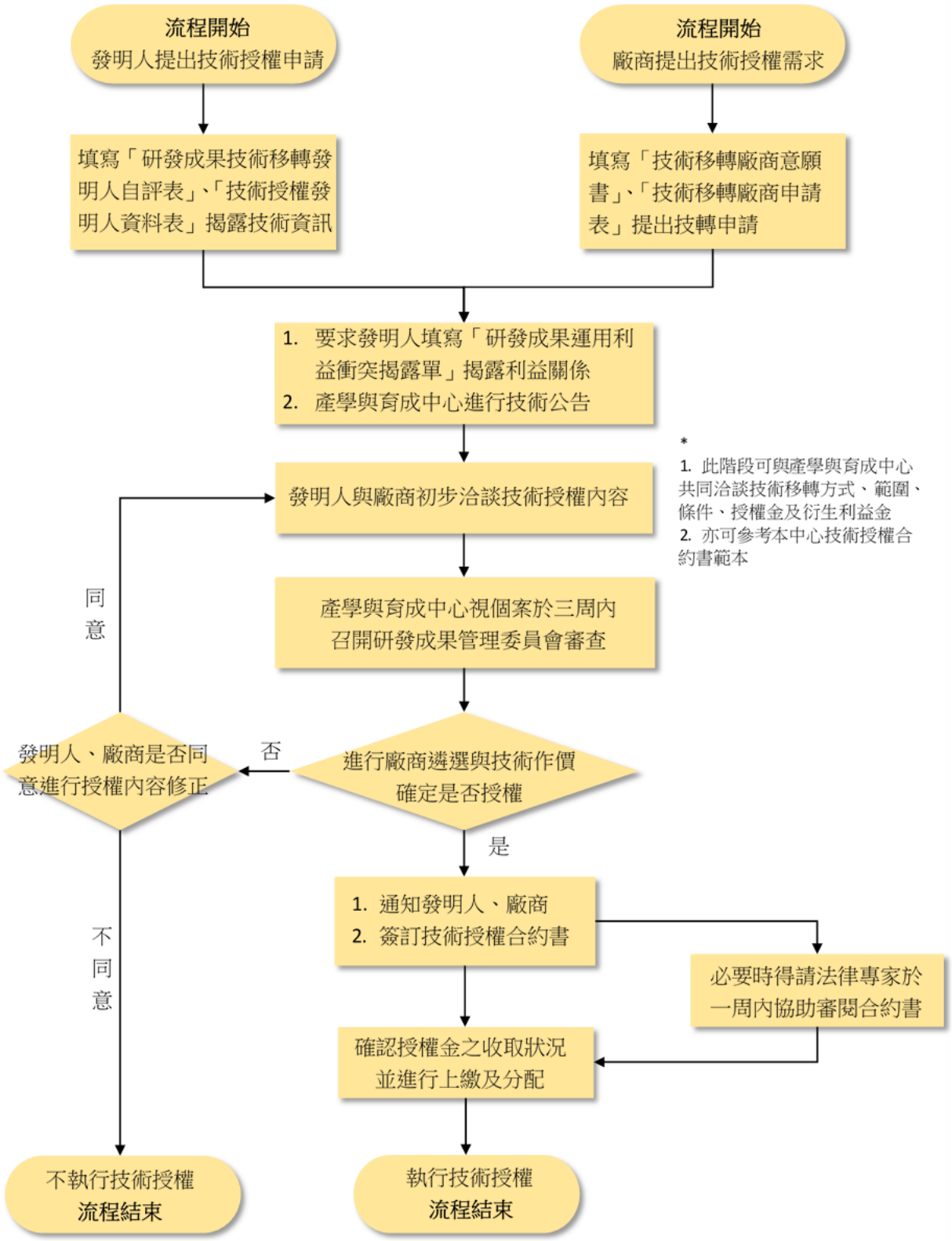
詳細辦法請至研發處網站 ( http://research.thu.edu.tw/ ) 下載參考：各項辦法→東海大學研究發展成果管理辦法。

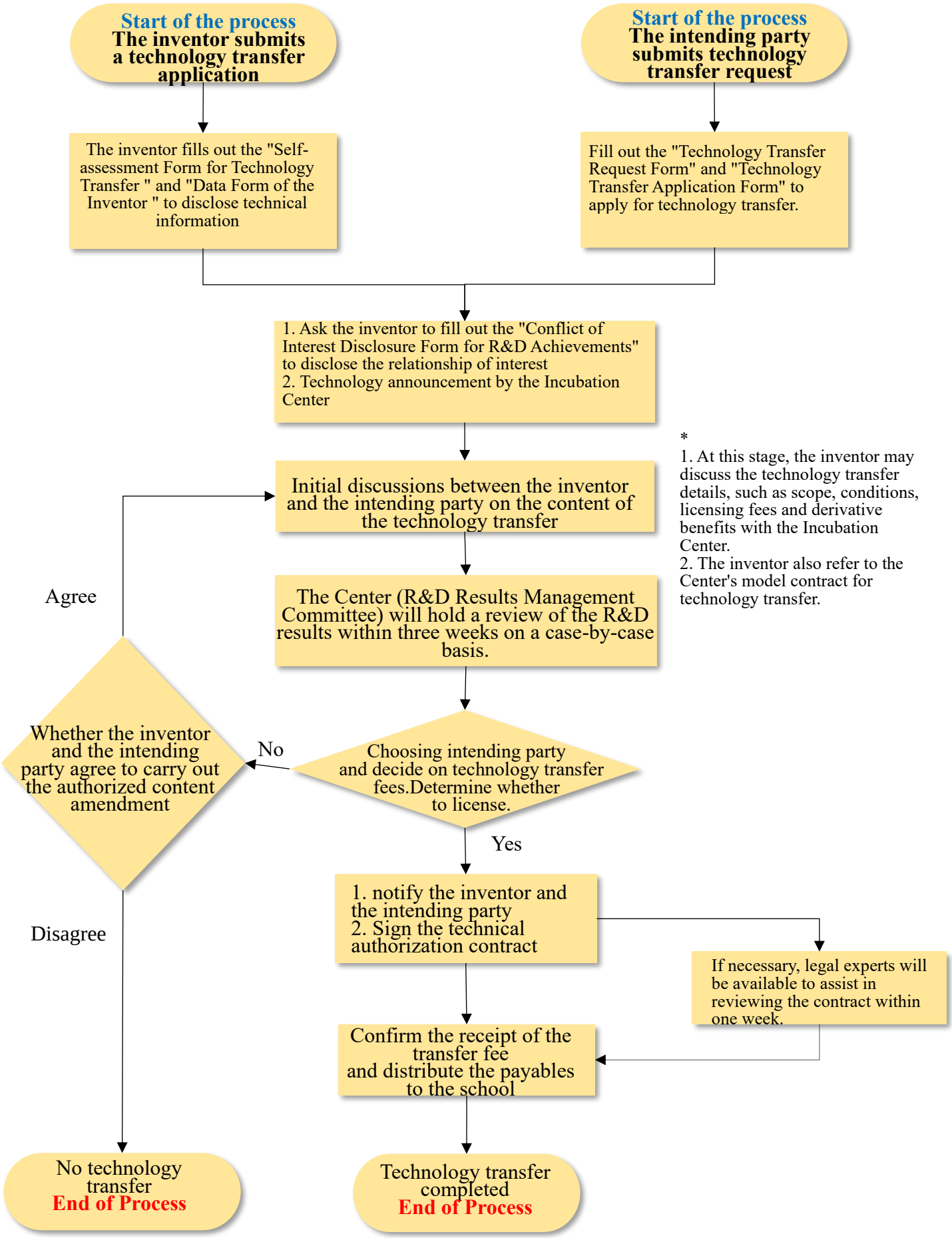
For detailed information, please go to the Office of Research and Development Website (http://research.thu.edu.tw/) to download related files: Regulations→THU Regulations Governing the Management of Research and Development Results.

聯絡窗口：莊佳嘉小姐 分機：30010

Contact: Ms. Chia-Chia Chuang, Ext. 30010

## 技術移轉流程圖 Flow Chart for Technology Transfer：






*
1. At this stage, the inventor may discuss the technology transfer details, such as scope, conditions, licensing fees and derivative benefits with the Incubation Center.
2. The inventor also refer to the Center's model contract for technology transfer.

**3. 申請技術移轉獎【申請時程約每年 2-3 月】**

**Apply for the reward of technology transfer【Applied schedule is from each February to March 】**

依本校「產學合作暨技術移轉獎遴選辦法」，在本校任教專任教師、專案教師、客座教師及研究人員，至前年度止，以東海大學為簽約單位者，須檢附合約(含技術名稱、技術移轉金額及對象)、收款證明等文件向研發處提出申請。

According to the university「the selection regulations of the industry-academy cooperation and technology transfer award」, the full-time professors, project professors, visiting professor, and researchers, until the previous year, the person who use Tunghai University as the unit to contract, must attach with a contract (includes the technical name, the amount and the target of technology transfer) and the proof of payment etc to apply to the research and development office.

依累計技術移轉總金額(含授權金及衍生利益金實收金額)分別頒予以下獎勵，每名獲獎人頒給獎牌乙面，以資表揚；惟本項之獎勵，符合資格者以每年度獲獎乙次為限：

According to the total amount of accumulated technology transfer fee (including authorization fee and royalty fee), each prizewinners will be specially issued as an encouragement and have the following awards and medals; Notwithstanding, any person who is held eligible for the reward herein may be granted the reward no more than once per year:

(1) 技術移轉績優獎：獎勵技術移轉績優之教師及研究人員，累計技術移轉總金額達新台幣 30 萬元或 60 萬元或 90 萬元，未達 100 萬元者。本款之累計金額分別各達一次為限。

Merit award of technology transfer: The professors and researchers who win the merit award of technology transfer. More than NT$300,000 or NT$600,000 or NT$900,000, but less than NT$1 million. The cumulative amount referred to in the subparagraph may be reached no more than once, respectively.

(2) 技術移轉特優獎：獎勵技術移轉特優之教師及研究人員，累計技術移轉達新台幣 100 萬元或 200 萬元或 300 萬元或 400 萬元，未達 500 萬元者。本款之累計金額分別各達一次為限。

Distinction award of technology transfer: The professors and researchers who win the distinction award of technology transfer. More than NT$1 million or NT$2 million or NT$3 million or NT$4 million, but less than NT$5 million.

The cumulative amount referred to in the subparagraph may be reached no more than once, respectively.

(3) 技術移轉特優獎：獎勵技術移轉傑出之教師及研究人員，累計技術移轉達新台幣 500 萬元或達其整數倍以上者。

Outstanding award of technology transfer: The professors and researchers who win the outstanding award of technology transfer. More than NT$5 million or a multiple thereof.

聯絡窗口：莊佳嘉小姐 分機：30010

Contact: Ms. Chia-Chia Chuang, Ext. 30010

## 2.2.10 資訊系統 Information System

**1. 學術研究成果資訊系統 Academic Research Management System (ARMS)**

「學術研究成果資訊系統」為校內專任教師學術研究管理與整合之單一窗口。本系統以「校庫填報」、「輸入作業」、「查詢作業」、「獎勵設定」、「獎勵審核」以及「報表查詢」六大作業程式為主軸，區分專任教師、系助理、院秘書以及總管理端四個身分，進行全校性的研究計畫、學術著作以及學術活動之輸入、匯出與查詢。另針對上述研究成果衍生出各項獎勵措施與功能報表之配套作業程式。

學術研究成果資訊系統持續維護與更新功能中，教師可自 https://arms.thu.edu.tw/登入使用。

Academic Research Management System (ARMS) is the sole window for managing and integrating THU full-time faculty's academic and research affairs. ARMS contains four access entrees for full-time faculty, department assistants, dean's secretaries, and administrators under six categories: "Higher Education Database" "Entries," "Queries," "Reward Setting," "Reward Review," and "Report Query" for input and output of research projects, academic publications, and scholarly activity statement formats.

ARMS'functions have been continuously updated. Faculty members can sign in through this link https://arms.thu.edu.tw/.

學術研究成果資訊系統
校庫填報
研究計畫人員
輸入作業
查詢作業
報表查詢
減授鐘點獎勵
研究計畫管理費獎勵
產學計畫管理費獎勵
學術著作獎勵
權限管理
常見問題Q&A
有關計畫助理聘用、評量等相關問題請洽人事室：
林芸平 分機：28300
譚琪 分機：28308
Home
◎獎勵申請作業日期查詢
目前尚未開放獎勵申請作業
◎您目前待送出文件
系統目錄 件數 作業名稱
研究計畫(評鑑) 0
學術著作(評鑑) 1 期刊論文(1)
學術活動及獲獎 0
學術服務與產業互動 1 獲報章雜誌報導事項(1)
獎勵作業 0
◎系統公告
2026-06-05
【未參與統一發薪，由帳務系統走紙本付款申請單之注意事項】
關於專任、兼任計畫人員未參與統一發薪，由帳務暨請採購系統走紙本付款申請單之注意事項：
(1)因涉及計畫人員個人負擔保費資料以及需確認是否有重複發薪狀況產生，
敬請計畫主持人或帳務承辦人收到系統未參加統一發薪通知信件後，再做紙本付款申請。

## 2. 評鑑專區 Evaluation Website

本校研究發展處設置「評鑑專區」，並於學校網頁首頁下方設置「評鑑專區」網頁連結(http://eval.thu.edu.tw/)，「評鑑專區」主要功能為整合評鑑資料（如評鑑實施計畫、評鑑作業期程、評鑑法規、評鑑組織與會議紀錄等相關資料），並隨時更新上傳高等教育評鑑中心相關訊息，供受評單位上網參閱。

Research and Development Office updated its "Evaluation Website" (http://eval.thu.edu.tw/) at the bottom of the University's Frontpage. The Evaluation Website's primary function is to integrate all evaluation data (such as the evaluation implementation plan, evaluation schedule, evaluation regulations, evaluation organization, and meeting minutes). We timely update related information by the Taiwan Higher Education Evaluation and Accreditation Center for reference.

聯絡窗口：黃詣淳小姐 分機：30007

黃筱鈞小姐 分機：30005

Contact: Ms. Yi-Chun Huang, Ext. 30007

Ms. Hsiao-Jyun Huang, Ext. 30005

# 2.3 學生輔導 Student Guidance

## 2.3.1 擔任導師 Academic Advisors

依本校「導師制實施辦法」每班設有導師，依學系屬性採行班級導師制或家族導師制，輔導學生專業學習與選課規劃、生涯發展及生活適應等與學務處各單位整合運用校內外資源輔導學生身心、學業或生活上之危急狀況。

According to “THU Implementation Regulations for the Mentor System” each class would have a mentor, and according to the attributes of departments, the systems would be adopted by either class mentor or department mentor. They would give guidance in their professional learning, course choosing, career development, and life adaption and etc. They also collaborate with each units of Student Affair Office to use the internal and external resources to guide and counsel students in emergent conditions which are related to physical/mental health, academy, or life-living.

導師專區
Academic Advisors Zone

【Facebook】
東海導師 Online
THU Advisors Online

【Instagram】
thu_advisorlife

## 2.3.2 導師資訊系統 Advisor Information System

**1. 教師資訊系統-輔導 Teacher Information System – Counseling**

本系統提供導師從事學生輔導工作相關功能，包含：導生總覽、班級訊息發送【輔導班級】、互動紀錄表、預警輔導作業、擔任導師證明書等。

網站路徑：【東海首頁】→【分眾導覽】→【教師專區】→【常用連結】→【新版教師資訊系統】→【功能選單】→【輔導】

聯絡窗口：生輔組 分機：23109

This system has the following functions to support academic advisors for advising students: students overview, sending a class message, interaction records, academic early warning advising, and retrieving an academic advisor certificate.

Site path:【THU Home Page】→【Access Entries for Different Groups】→【Teacher Portal】→【Useful Links】→【New Teacher Information System】→【Functions Menu】→【Advisor Information System】

Contact: Student Assistance Division, Ext. 23109

**2. 導師相關會議及研習活動 Advisor-related conferences and meetings**

(1) 導師工作知能研習會(導師會議)：於每學期初辦理，推動全體導師參與學生輔導工作，加強導師輔導學生之知能，以強化學生之生活教育。

Advisor competency conferences (advisor meetings): To be organized at the beginning of each semester to urge all advisors to participate in the counseling services for students, improve the advisors' competency in providing counseling services to students and strengthen students' life education.

(2) 輔導知能研習活動：學期間辦理因應學生樣態與特質日趨多元，輔導議題複雜程度逐年增加，導師在校園中擔任校園輔導工作初級預防的角色，以提升導師輔導概念及知能。

Counseling competency conferences: The counseling issues are becoming more and more complicated year by year during the semester, in response to the increasingly diversified patterns and characteristics of students. Advisors are responsible for preliminary prevention in the counseling work on campus to improve the advisors' concept and competency of counseling services.

(3) 導師輔導增能研習活動：每學年辦理，藉由知識與知性的旅程，在不同的場域氛圍，紓解導師身心壓力，增加各學系間導師交流，提升導師在學生輔導之知能。

Advisors' counseling empowerment conferences: To be organized per academic year to help relieve advisors from physical and mental pressure through the journey of knowledge and understanding, enhance the communications of advisors among various departments and improve advisors' competency in providing counseling services to students.

聯絡窗口：生輔組 分機：23109

Contact: Student Assistance, Ext. 23109

**3. 導師費及輔導費 Instructor fees and counseling service fees**

(1) 為貫徹實施導師制度，宏揚導師制之精神及發揮導師功能，各學系每班（每家族）均各設導師一人為原則，其導師費依其該班（該家族）實際學生人數，在預算範圍內每一學生發放導師費 250 元，但以發放不超過 60 人為上限。

In order to practice the mentorship thoroughly, promote the spirit of the mentorship and exercise the function as advisors, one advisor shall be assigned to each class (family) of each department. The advisor fees vary depending on the actual number of students for the class, specifically, NT$250 per student for no more than 60 advisors, insofar as it is within the budget.

(2) 為便利導師籌辦集體活動，由學校按照學生人數，每人每學期發給輔導

費 150 元。

In order to help advisors organize group activities, THU shall pay the counseling service fees, NT$150 per person/per semester, subject to the number of students.

聯絡窗口：生輔組 分機：23109

Contact: Student Assistance Division, Ext. 23109

**4. 優良導師甄選 Selection of excellent advisors**

為落實導師制度的實施與執行效能，鼓勵導師服務精神，表彰服務績優、貢獻卓越之導師，於每學年辦理優良導師甄選，評選 4 至 9 名優良導師。

In order to practice the implementation and execution of the mentorship, encourage the advisors' service spirit, and acknowledge advisors with an outstanding service performance and contribution, selection of excellent advisors is carried out per academic year, in order to select 4-9 excellent advisors.

聯絡窗口：生輔組 分機：23109

Contact: Student Assistance Division, Ext. 23109

## 2.3.3 健康暨諮商中心個案轉介 Referral to Health and Counseling Center

健康暨諮商中心提供學生個別心理諮商輔導、心理測驗、諮詢等服務。若您發現學生可能需要前述相關服務，可進行轉介。

※爲尊重學生之感受及權益，請您在填寫轉介單前務必徵詢學生的同意。

健康暨諮商中心專線電話：04-2359-0231(第一辦公室)

04-2350-2778(第二辦公室)

校內分機：23900(第一辦公室)、23904(第二辦公室)

Email：helpline@thu.edu.tw

The Health and Counseling Center offers students individual psychological counseling, psychological tests, and other services. If you find any students in need of these services, please refer them to the Health and Counseling Center.

※ To respect students' feelings, rights and interests, please inform the student of your desire to make a referral before filling in the Referral Application Form.

Direct line of the Health and Counseling Center: 04-2359-0231(first office)

04-2350-2778(second office)

Campus Ext. : 23900 (first office)、23904(second office)

E-mail: helpline@thu.edu.tw

告知學生將轉介他（她）接受心理諮商
Inform the student that you will make a referral to the Health and Counseling Center to provide him/her with psychological counseling services.

↓

填寫「個案轉介單」，轉介單請以電子檔傳送，並「加密」寄至 helpline@thu.edu.tw；若以紙本，請以信封彌封後送至健康暨諮商中心(東海文化廣場樓上)
Fill in the "Student Referral Application Form" and send the form by an e-mail. Please encrypt it and send it to helpline@thu.edu.tw. Or you may seal it in an envelope and send the referral application form (in writing) to the Health and Counseling Center.

↓

健康暨諮商中心聯絡學生，安排初談
The Health and Counseling Center contacts the student to arrange the initial meeting.

↓

健康暨諮商中心將「個案轉介回覆單」以 e-mail 寄轉介者
The Health and Counseling Center will send the "Student Referral Reply Form" to the referrer by e-mail.

## 2.3.4 經濟扶助措施 Financial Assistance

**1. 學雜費協助 Tuition and miscellaneous fees**

(1) 就學貸款：為政府提供之貸款項目，幫助在學學生求學期間，毋須顧慮學費，專心向學所提供的一項優惠貸款；但就學貸款並非社會福利，亦非就學補助，畢業後，借款者應即擔負起攤還本息的還款責任。

聯絡窗口：生輔組 侯坤輝先生 分機：23107

Student loan: A concessional loan by the government. Students need to repay the principal and interest after graduation.

Contact: Student Assistance Division - Mr. Kun-Hui Hou Ext. 23107

(2) 學雜費分期緩繳：為照顧因經濟困難不克如期繳清學雜費之學生，使其能安心就學。申請緩繳學雜費項目及額度，以當學期應繳學費、雜費及學分費或學分學雜費之百分之七十五為限。

Installment: The amount of the said installment is limited to 75% of the tuition fee, miscellaneous fee, and credit fee in total. For Extension students, miscellaneous fees and credit fees are combined in one heading: Miscellaneous & Credit Fees.

**2. 學雜費減免 Exemption/reduction of tuition and miscellaneous fees**

為讓學生能順利就學，進而減輕就學負擔，只要符合教育部所規定之身分(包含：軍公教遺族、現役軍人子女、特殊境遇家庭子女、身心障礙學生及身心障礙人士子女、中低收入戶、低收入戶、原住民學生)，就可以申請學雜費部分減免或全額減免。

聯絡窗口：生輔組 蔡連裕先生 分機：23103

Students in the following categories delineated by the MOE may apply for an exemption or partial reduction: offspring of military active duty death and civil servants, children of servicemen, children of families in hardship, physically or mentally challenged students, children of those with a psychical or mental disability, medium low-income households, low-income households, and indigenous students.

Contact: Student Assistance Division - Mr. Lien-Yu Tsai, Ext. 23103

**3. 大專校院弱勢學生助學計畫 Government Grants for Disadvantaged College and University Students**

為擴大協助弱勢學生順利就學，讓家庭年收入約在後 40%的大專校院學生均能獲得政府或學校之就學補助，分別針對學生之學雜費、生活費、緊急紓困金及住宿費等費用提供補助。

To help prospective college students whose family's annual income falls in the last 40%, the government offers support with tuition and miscellaneous fees, living expenses, accommodation fees, and expenses due to emergencies.

(1) 私校定額減免：為拉近公私立學校學雜費之差距，補助私立大學本國籍日間學士班學生及進修學士班學生學雜費每學年 3.5 萬元，每學期 1.75 萬元。

聯絡窗口：生輔組 蔡連裕先生 分機：23103

Tuition Reduction for Private Schools: To narrow the gap in tuition and fees between public and private schools, a subsidy of NT$35,000 per academic year (NT$17,500 per semester) is provided to domestic students enrolled in daytime bachelor's programs and evening bachelor's programs at private universities.

Contact: Student Assistance Division - Mr. Lien-Yu Tsai, Ext. 23103

(2) 弱勢學生助學金：針對家庭年所得 90 萬元以下(碩博生 70 萬元以下)之學生，依據其家庭年所得，提供新臺幣 12,000 元至 35,000 元不等之助學金，以減輕學生學雜費之負擔。

聯絡窗口：生輔組 蔡連裕先生 分機：23103

Grants for disadvantaged students: NTD 12,000 to NTD 35,000 (for tuition and miscellaneous fees) to those with a family income lower than NTD 900,000(for master's and doctoral students, families with an annual income of less than NTD 700,000).

Contact: Student Assistance Division - Mr. Lien-Yu Tsai, Ext. 23103

(3) 生活助學金：提供經濟弱勢學生每月生活所需費用，參酌全額獎學金之精神，配合學校安排生活服務學習，核發每生每月 6,000 元生活助學金。

聯絡窗口：勞教處 王啟桐先生 分機：28613

Living grants: NTD 6,000 each month by engaging in Campus/Community Service Education and learning activities.

Contact: Office of Student Labor Mr. Chi-Tung Wang, Ext. 28613

(4) 緊急紓困助學金：在學學生於在學期間突然遭遇意外傷害或因家庭遭遇變故等急難事件導致經濟頓時陷入困境或亟需救助與關懷者，補助金額視狀況而定，介於 5,000~25,000 元。

聯絡窗口：生輔組 分機：23101

Emergency relief grants: To students suffering from an economic difficulty due to accidental injury or sudden family disaster. The granted amount is from NTD 5,000 to NTD 25,000.

Contact: Student Assistance Division, Ext. 23101

(5) 學生宿舍優惠：優先保障低收入戶學生及中低收入戶學生校內住宿。低收入戶學生申請校內住宿經學校核准後得減免住宿費。

聯絡窗口：住輔組 張婉蓉小姐 分機：23300

Student dormitory preferential treatment: To protect the accommodation for students from low-income families and low-and-middle-income families on campus. Students from low-income families may be entitled to credit against accommodation expenses after their applications for accommodation on campus are approved by THU.

Contact: Division of Student Housing Affairs –
Ms. Wan-Jung Chang, Ext.23300

**4. 教育部學產急難慰問金 MOE Emergency Financial Aid**

學生本人（含父母）因天災或意外事故（含重病）而致受傷、損害或死亡等急難事件之撫卹補助，補助金額視申請項目及情況而定，介於 10,000~20,000 元。

聯絡窗口：生輔組 分機：23101

NTD 10,000 to 20,000 to students suffering (or whose parents suffer) from an emergency-induced injury or death due to a natural disaster or accident (including severe disease).

Contact: Student Assistance Division, Ext. 23101

**5. 勵學基金 Lihsueh Funds (“Learning Encouragement Funds”)**

為落實扶助經濟不利的學生，配合教育部「深耕計畫」訂定「東海大學扶助經濟不利學生勵學基金設置辦法」；「以學習取代工讀」為宗旨，依據實際學習行動核予補助，協助學生強化專業知識及軟實力。其主要內容包含七大面向：

To assist economically disadvantaged students, the University has stipulated “THU Regulations Governing the Establishment of Lisueh Funds (Learning Encouragement Fund) for Disadvantaged Students” in response to the MOE’s “Higher Education SPROUT Project.”The purpose is to “replace part-time jobs with learning” and subsidize according to participating hours to enhance professional knowledge and soft power in the following seven categories

| 扶助對象<br>Students to whom the assistance is offered |
|---|
| **具學雜費減免資格**<br>**Qualified for tuition and miscellaneous fees exemption/reduction** |
| (1) 低收入戶學生<br>From low-income households<br>(2) 中低收入戶學生<br>From medium low-income households<br>(3) 特殊境遇家庭子女、孫子女學生<br>Children and grandchildren from families in hardship<br>(4) 身心障礙學生及身心障礙人士子女<br>Mentally or physically challenged students or students whose parents are mentally or physically challenged<br>(5) 原住民學生<br>Indigenous students. |
| **其他 Else** |
| (6) 獲教育部弱勢助學金補助學生<br>Disadvantaged students who receive MOE grants<br>(7) 懷孕學生、扶養未滿 3 歲子女之學生。<br>Students who are pregnant or are raising children less than 3 years old.<br>(8) 未符上述資格但有實質需要並獲本校師長推薦之學生<br>Students who do not qualify for the above but have recommendation from any teacher in Thunghai. |

| 扶助輔導機制<br>Financial Aid and Advisory Mechanism | |
|---|---|
| 課業輔導<br>Tutoring (School Work Guidance) | 符合資格並擔任協助之輔導者與受輔者皆可獲得補助，將所學所想有效地傳達，藉教學相長，有尊嚴有榮耀的獲得應得收入；透過最佳捷徑來增強自己的專業能力，建立學習的自信心，教學互動間，可傳遞知識，又可學習人際交流互動，可謂一舉數得。<br>Both the tutoring and the tutored students are funded. This grant helps build confidence, enhance human bonding, and convey knowledge. |
| 領袖培力 | 參與課外活動與培育課程，結合校內博雅學習平台軟 |

| | |
|---|---|
| Leadership Development | 實力與內在力的多元學習課程，學習自我探索與實現團體價值。<br>Participation in extracurricular activities combined with the Po-Ya Learning Platform enhances soft power and inner force for the greater good. |
| 職涯輔導<br>Career Guidance | 經由職涯輔導制度，完備自我職涯能力；針對有就業需求之同學，提供職涯輔導、職場培力課程。<br>The career guidance system enables students to get better prepared for their future careers. |
| 服務實踐<br>Service Practice | 參與服務實踐培養社會責任感，並於實踐後反思所學，意識化自我成長軌跡。<br>Participation in service practice cultivates a sense of social responsibility to reflect on what they have learned. |
| 學習型實習<br>Learning Internship | 鼓勵學生參與實習以培養職場實務能力並減輕實習期間之生活負擔。<br>Encourage students to participate in internships to develop their skills in the workplace and mitigate their burden during the internship. |
| 各系專業服務實踐<br>Departmental Professional Services Practice | 邀請各系教師一對一的帶領，協助學生積極參與學系專業學習與服務。<br>One-on-one guidance by teachers for departmental professional learning and service. |
| 餐食補助<br>Meal allowance | 運用勵學基金輔導說明及填答單，引導經濟不利同學進入勵學基金助學系統，宣傳及協助說明、輔導學生規劃自身學習計畫，藉由搭配機制提供經濟不利學生餐食補助。<br>Apply the Economic Minority Support instructions and FAQ, guide the economically disadvantaged students to enter the Economic Minority Support system, promote and assist the explanation, guide students to plan their own study plans, and provide these students with a meal allowance through the supporting mechanism. |

聯絡窗口：學務處 紀雯淇小姐　分機：23004

Contact: Office of Student Affairs - Ms. Wen-Chi Chi, Ext. 23004

6. **好好吃飯生活津貼 Tunghai University Meal Allowance Subsidy Plan**

依據本校「校園餐飲禮券發放作業要點」設置，提供全體導師運用，每次發給面額 1,500 元校園餐飲禮券,期能抒解學生因遭遇緊急狀況之經濟困頓，即時關顧其日常餐食所需，以能安心學習。

聯絡窗口：生輔組 分機：23105

According to THU's "Directions for Distribution of Campus Dining Coupons," the allowance is made available to all advisors. The dining coupons bearing the amount, NT$1,500, are distributed in order to help students solve their financial difficulty in the case of emergency and provide them with the daily meals needed by them, hoping to help them study without worry.

Contact : Student Assistance Division, Ext.: 23105

7. **其他獎助學金與工讀金 Other scholarships, grants, and part-time student earnings**

學校提供許多獎助學金項目，並公告校外及政府機關之獎助學金訊息，提供符合資格條件的學生申請。另外，為提供良好的工讀環境，並能兼顧課業與安全，本校勞教處亦提供校內工讀資訊，讓學生自行投遞履歷申請工讀。

Other than the above, the University also announces scholarships and grants from off-campus government agencies. There are also on-campus part-time job opportunities to which interested students may apply.

獎助學金查詢系統

Scholarship and Grant Inquiry System

助學勞作資訊系統

Student Aid and Labor Education Information System

## 2.3.5 懷孕學生協助與輔導 Assistance to and counseling for pregnant students

為落實性別平等教育法第十四條之一規定，本校性別平等教育委員會通過「東海大學學生懷孕受教權維護及輔導協助流程」，教師若知悉學生本人或配偶或伴侶因懷孕、曾懷孕、育有子女，而有受教權維護及輔導協助需求者，得請學生填寫「懷孕現況與需求調查表」，並將調查表送至健康暨諮商中心，健康暨諮商中心將與學生協談及提供相關協助。

聯絡窗口：黃馨慧小姐 分機：23908

Under Article 14-1 of the Gender Equity Education Act, the University Gender Equality Education Committee passed "THU Procedures for Protecting Pregnant Students' Rights in Education and Providing Necessary Assistance." If a member of the faculty knows that a student or his/her spouse or partner is pregnant, was pregnant, or has children, and they are in need for defending the right to education and counseling help. The member of faculty can help students to fill in the 「Pregnancy Condition and Needs Questionnaire」and send it to the Health and Counseling Center, which will contact to the students and offer relevant help.

Contact: Ms. Hsin-Hui Huang, Ext. 23908

## 2.3.6 校園性別事件法定通報義務 Statutory Obligations for Campus Gender Incident Reporting

依「性別平等教育法」第 22 條學校校長、教師、職員或工友知悉服務學校發生疑似校園性別事件者，應立即通報學校防治規定所定學校權責人員，並由學校權責人員依下列規定辦理，至遲不得超過二十四小時：一、向學校主管機關通報。二、依性侵害犯罪防治法、兒童及少年福利與權益保障法、身心障礙者權益保障法及其他相關法律規定向當地直轄市、縣（市）社政主管機關通報。

According to Article 22 of the Gender Equity Education Act, if the President, a teacher, a staff member, or a custodian at an educational institution is aware of a suspected gender-related incident on campus, they shall immediately report it to related units in charge with the next 24 hours.

本校校長、教師、職員或工友知悉發生疑似校園性侵害、性騷擾或性霸凌事件時，應立即以書面或其他通訊方式向本校權責人員通報（上班時間：秘書室性平專責人員或校安中心、下班時間：校安中心），並由權責人員依相關法律規定向臺中市社政機關及教育部通報，至遲不得超過二十四小時。

For Univeristy faculty and staff, please contact the gender equality contact at the Secretariat Office or the Campus Security Cente during working hours or the Campus Security Center during off-hours. Upon receiving the alert, the contacted THU person shall immediately report the incident to Taichung City's social affairs agencies and the MOE within 24 hours.

性平窗口： 分機：21005

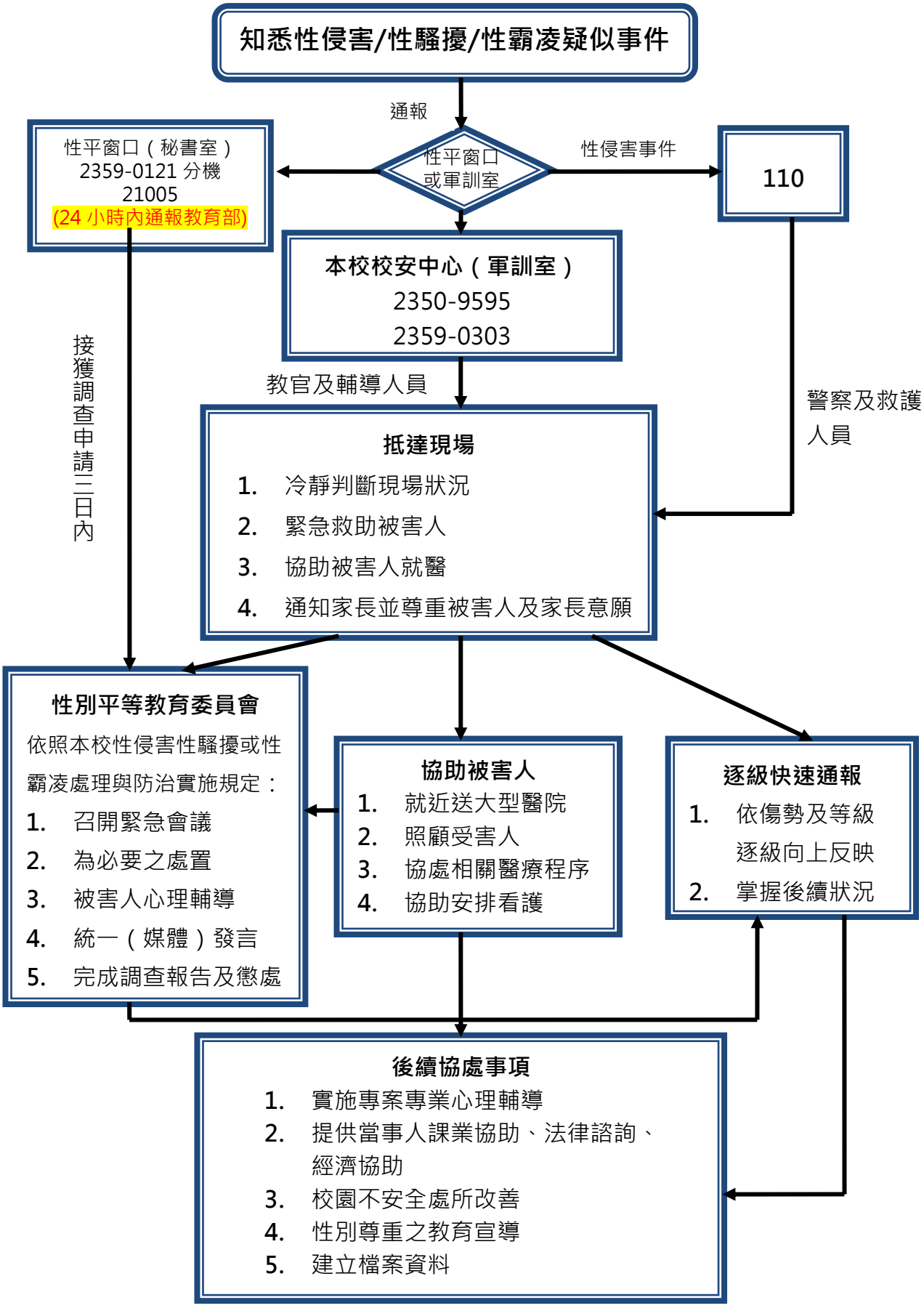
24 小時校安中心（軍訓室） 分機：9595、專線：04-23509595

Gender Equality Contact: Ext. 21005

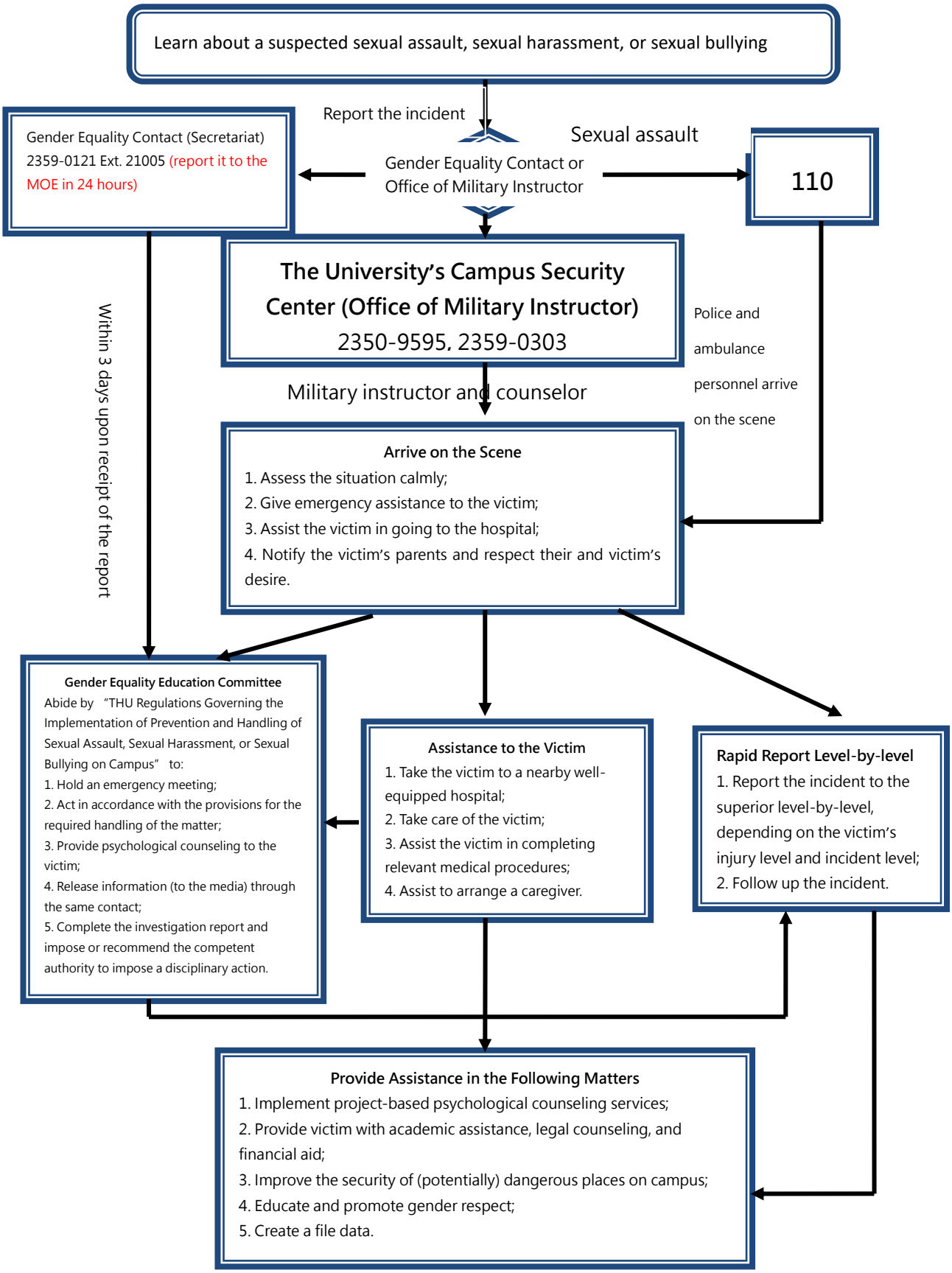
The 24-hour Campus Security Center (Office of Military Instructors)

Ext. 9595 or Direct Line: 04-23509595

# 東海大學性侵害、性騷擾或性霸凌事件處理流程圖



# THU Flowchart of Handling Suspected Sexual Assault, Sexual Harassment or Sexual Bullying Incidents



### 2.3.7 校園自殺防治守門人 Gatekeeper for Campus Suicide

據教育部「校園事件通報管理系統實施要點」，凡學生自傷自殺事件發生，應立即通報校安中心。

通報窗口：校安中心（軍訓） 分機：9595 專線電話：04-23509595

According to the MOE"Implementation Guidelines for Campus Incident Reporting and Management System," self-mutilation and suicide incidents must be immediately reported.

Report to: Campus Security Center (Office of Military Instructors)
Ext. 9595 Direct Line: 04-23509595

## 守門人 123 步驟 Gatekeeper 123

**1. 問（To ask）：主動關懷與積極傾聽 To ask: Proactive care and active listening**

- 可以選擇一個安靜隱密的地方，主動關心當事人的近況，讓他/她能安心自在地談論個人的煩惱或困擾。
  You can choose a quiet and private place and take the initiative to care about the person's situation so that he/she can talk about his/her worries or troubles.
- 善用工具幫助對方釐清情緒困擾的程度，並依據得分結果作適當的處理。
  You can use the App below to help the person determine the level of emotional distress and make appropriate treatment according to the score.

**心情溫度計 APP**
Mood Thermometer App

**2. 應(To response)：適當回應與支持陪伴 To respond: appropriate response and supportive company**

- 可以這麼做：接納不批判的態度有助於溝通、積極專心地了解當事人的問題並嘗試理解他們的感受、一起找出更多方法來面對困境、鼓勵當事人尋求協助
  You can do this: adopt a non-judgmental attitude to help communication, actively focus on understanding the person's problems and their feelings, find more ways to face the dilemma together, and encourage the person to seek help
- 避免這麼做：打斷對方說話、顯露震驚或情緒激動、太快做出評論、急著提供問題的解決方法、爭論對錯
  Avoid: interrupting, showing shock or emotion, making comments too quickly, rushing to offer solutions to problems, arguing about what is right or wrong

**3. 轉介（To refer）：資源轉介與持續關懷**

當對方的問題已經超過你能處理的程度時，可以幫忙找尋求助資源，讓更多人一起來幫助他。

When the other person's problem is more than you can handle, you can help find resources to help him or her and get more people to come together for help.

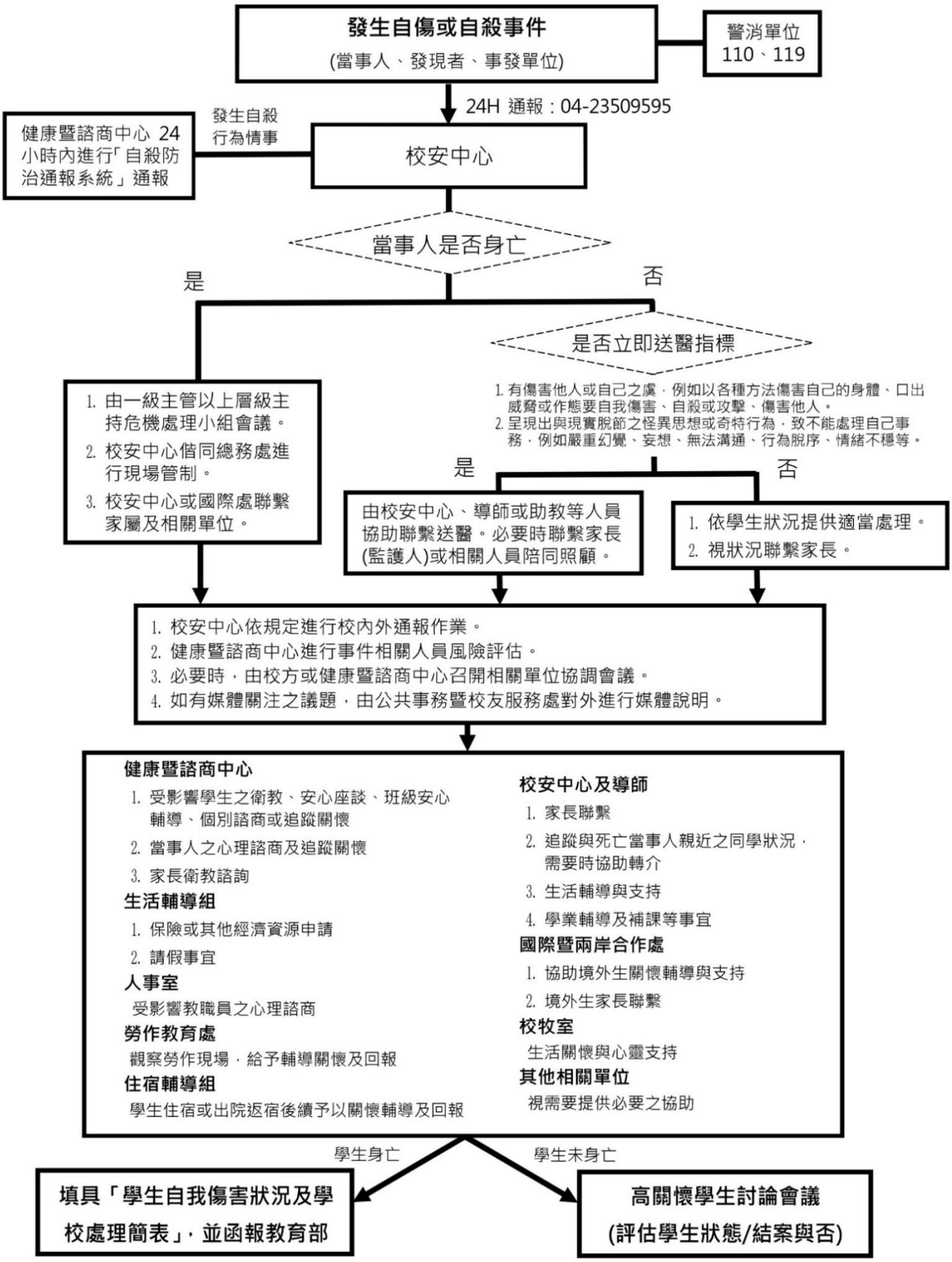
- 健康暨諮商中心（04）2359-0231
- 校安中心（04）2350-9595　衛福部安心專線 1925
  生命線 1995　　張老師 1980
- Health and Counseling Center (04)2359-0231
- Campus Security（04）2350-9595
  Ministry of Health and Welfare (Peace of Mind Hotline) 1925
  Lifeline 1995　Mr. Chang 1980

通報窗口：校安中心（軍訓室）分機：9595 專線電話：04-23509595

Notification window：Campus Security (Military Training Office)

Ext. 9595　Direct：04-23509595

# 東海大學學生自傷（殺）事件處理流程



# Handling Procedures for Student Self-harm (Suicide) Incidents of Tunghai University

**Self-harm or suicide incident occurred**
(Involved parties, reporter, and incident location)

Police and fire departments
110、119

24-hour reporting：04-23509595

Campus Security Center

suicide incident occurred

The Health and Counseling Center report to "Suicide Prevention System" within 24 hours.

**Whether the individual has deceased or not.**

**Y**

1. A senior administrator (or someone at higher level) holds a crisis management meeting.
2. Campus Security Center, together with the Office of General Affairs, manages the theme.
3. The Campus Security Center or Office of International Relations contacts the student's family members and relevant offices.

**N**

**Indicators of Immediate Medical Assistance**

1. The student threatens or tries to harm himself/herself or another person.
2. The student is out of touch with reality and act strangely. For example, hallucination, delusion, or emotional instability.

**Y**

Military instructor, mentor, or teaching assistant assist with transporting the student to a hospital. When necessary, contact parents, guardians, or relevant individuals to accompany and take care of the student.

**N**

1. Provide appropriate handling according to the student's condition.
2. Contact parents as necessary based on the situation.

1. The Campus Security Center conducts internal and external notification operations according to regulations.
2. The Health and Counseling Center conducts risk assessments for individuals involved in the incident.
3. When necessary, the university or Health and Counseling Center convenes coordination meetings with relevant units.
4. If there are media concerns, the Office of Public Affairs and Alumni Services handles external media communications.

**Health and Counseling Center:**

1. Provide health education, psychological debriefing, individual counseling, or follow-up care for affected students.
2. Provide counseling and follow-up care for individuals who are involved.
3. Parental health education consultations.

**Student Assistance Division:**

1. Assistance with insurance or other financial resource applications.
2. Assist the student with leave of absence.

**Office of Personnel:**

Provide counseling for faculty and staff who was affected.

**Office of Experiential Learning and Social Practice:**

Observe the student at work sites. Provide caring support and report.

**Division of Student Housing Affairs:**

After the student return to dormitories or discharge from the hospital, provide caring support and report.

**Campus Security Center and Mentors:**

1. Contact the student's parents.
2. Track classmates who are close to the deceased student and provide referrals when necessary.
3. Provide behavior section and support.
4. Provide academic counseling and arrangements for makeup classes if needed.

**Office of International Relations:**

1. Assist the international student with caring support.
2. Contact the international student's parents.

**Chaplain's Office:**

Provide life care and spiritual support.

**Other relevant offices:**

Give assistance when necessary.

**Student deceased**

Fill out the "學生自我傷害後之狀況及學校處理表" and report to the Ministry of Education.

**Student survived**

Hold a high-risk student discussion meeting (assessing the student's situation /close the case or not).

## 2.3.8 學生照護資源 Student Care Resources

當學生發生意外、家中重大變故或在校外租屋有所疑慮時，學務處相關單位能提供相對應的服務與協助，讓學生在學期間能獲得充分的照護與保障。

The Office of Student Affairs assists students suffering from an accident, drastic changes in the family, or issues arising from off-campus housing.

1. 學生團體保險理賠，申請保障內容有疾病（手術及住院）、意外、殘廢、身故理賠等權益。--**生輔組**

   Student group insurance claims, including students' rights and benefits related to the disease (surgery and hospitalization), accident, disability, and death thereof. - **Student Assistance Division**

2. 學生受傷後、就醫後的諮商輔導或學生受傷、死亡，週遭相關同學的心理輔導與心理減壓活動。--**健康暨諮商中心**

   Post-injury counseling services for injured students and psychological counseling and stress reduction activities for students around the wounded or deceased. **- Health and Counseling Center**

3. 提供一般傷害、扭傷等處理，醫療諮詢服務，重大疾病或法定傳染病防治工作。--**健康暨諮商中心**

   Assist with general injuries and sprains, provide medical counseling services, and prevent major or notifiable infectious diseases. - **Health and Counseling Center**

4. 若學生因重大意外導致身體或功能嚴重損傷，可能有申請身心障礙證明或特殊教育需求者，資源教室可提供諮詢服務及協助。--**健康暨諮商中心資源教室**

   Provide counseling services and assistance to students suffering from severe physical or functional damage due to an accident, such as applying for disability certificates or tailoring special accommodations for learning. **- Resource Classroom (Health and Counseling Center)**

5. 校外賃居服務與教育宣導：提供校外租屋資訊、辦理學生校外賃居安全教育、協助處理學生租屋事宜，配合系教官進行校外賃居學生訪視。--**軍訓室、生輔組**

   Off-campus rental service and educational propaganda: Offering the information of off-campus house renting, handling the safety education for students to rent a house outside of the campus, and helping students for the renting arrangement. Cooperated with the department instructors to conduct the visits for off-campus rental students - Office of Military Instructors , Student Assistance Division

6. 提供原住民族學生課業學習、生活助學及職涯發展等相關服務，協助原民生安心就學並推動全民原教相關計劃與系列活動。--**原住民族學生資源中心**

Offering aboriginal students the relevant service of academy learning, life supporting, career development, and etc. Helping aboriginal students to study at ease and promoting the educational relevant programs for all and series of activities.- Indigenous Student Resource Center.

## 2.3.9 學生權益申訴 Students' complaints

為保障學生學習、生活及受教權益，增進校園和諧，針對本校學生、學生會及其他相關學生自治組織對於學校之懲處、其他措施或決議，認為違法或不當，致損害其權利或利益者，依法得提起申訴。

學生申訴制度屬學生權益救濟性質，應以學生權益受損為前題，不同於意見反應，為暢通學生意見反應，就學生陳情、建議、檢舉及其他方式所表示之意見，依相關程序處理。

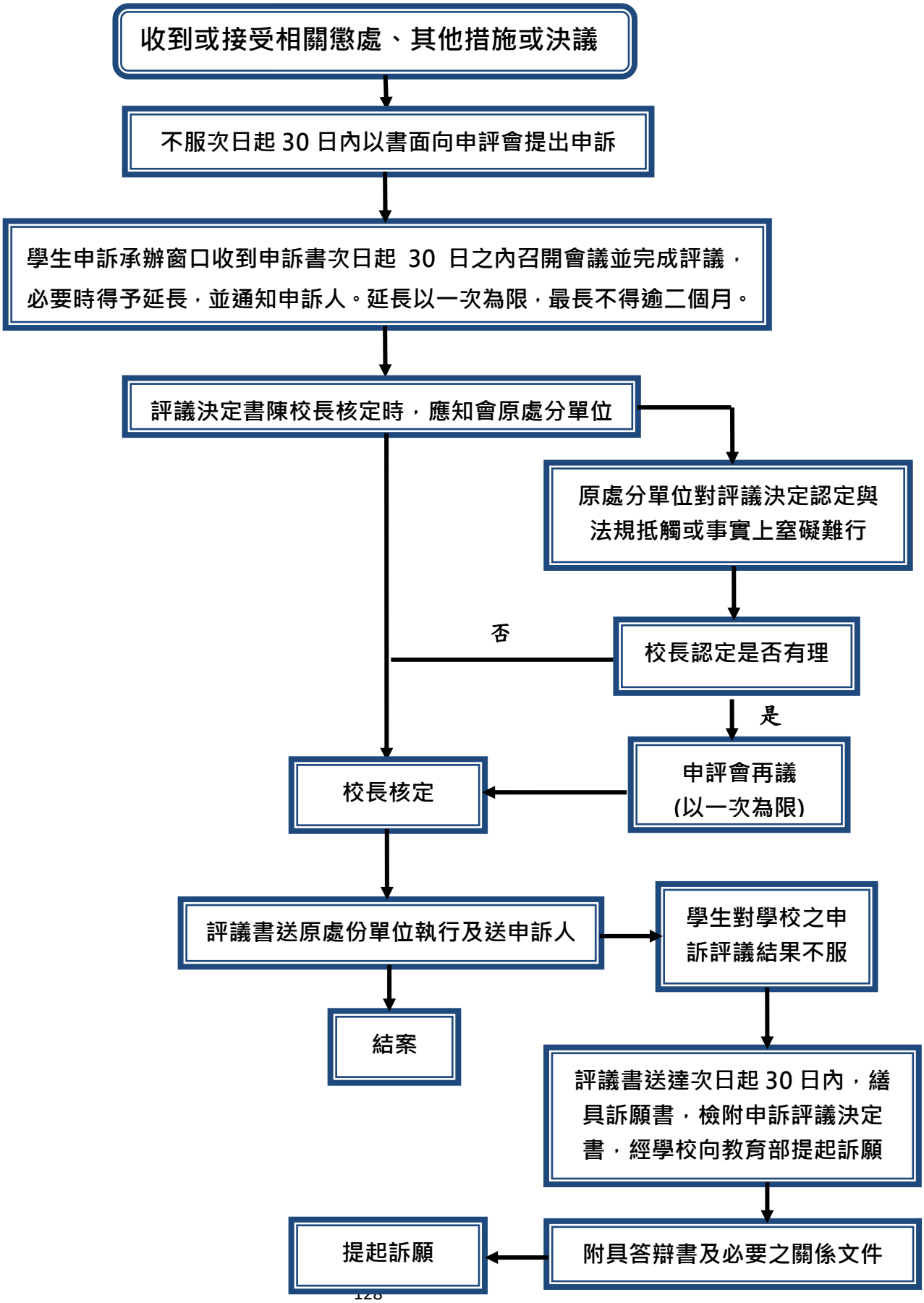
學生權益申訴窗口：學務處 分機 23002

In order to protect the student's interests and rights in learning and in life and to improve the harmony on campus, the students, student union and other related student autonomous organizations of THU are allowed to file complaints against any of penalties, measures or resolutions rendered by THU which they consider illegal or inadequate and thereby impairs their interests or rights, pursuant to laws.

The student complaint system is intended to provide remedies against the students' natural interests and rights and, therefore, the response to the damage caused to students' interests and rights shall be considered as the first priority, instead of feedback from students. Notwithstanding, in order to help students have their their opinions heard, the complaints, suggestions or whistle-blowing or opinions stated in other manners by the students shall be resolved pursuant to related procedures.

Contact person for students' complaints:
Office of Student Affairs, Ext.: 23002

# 東海大學學生申訴案件處理流程



## 2.3.10 校園霸凌事件法定通報義務 Statutory obligation to report campus bully incidents

依「校園霸凌防制準則」第 17 條規定：校長及教職員工知悉疑似校園霸凌事件時，均應立即向學校權責人員通報(上班時間：生輔組；下班時間：校安中心)，並由學校權責人員向學校主管機關通報，至遲不得超過二十四小時，並應視事件情節，另依兒童及少年福利與權益保障法等相關規定，向直轄市、縣（市）社政主管機關進行通報。

通報窗口：生輔組 孫郁翔先生 分機：23105

24 小時校安中心（軍訓室） 分機：9595、專線：04-23509595

According to Article 17 of the “Regulations Governing Prevention and Control of Campus Bully,” upon awareness of any campus bully incidents, the school President and faculty shall report to the responsible personnel immediately (during working hours: Student Assistance Division; after work: Campus Security Report Center). Meanwhile, the school’s responsible personnel shall report to the competent authority in charge of the school within 24 hours. Meanwhile, subject to the circumstances, they shall also report to the competent authority in charge of social affairs of municipal/county (city) governments, in accordance with the Protection of Children and Youths Welfare and Rights Act.

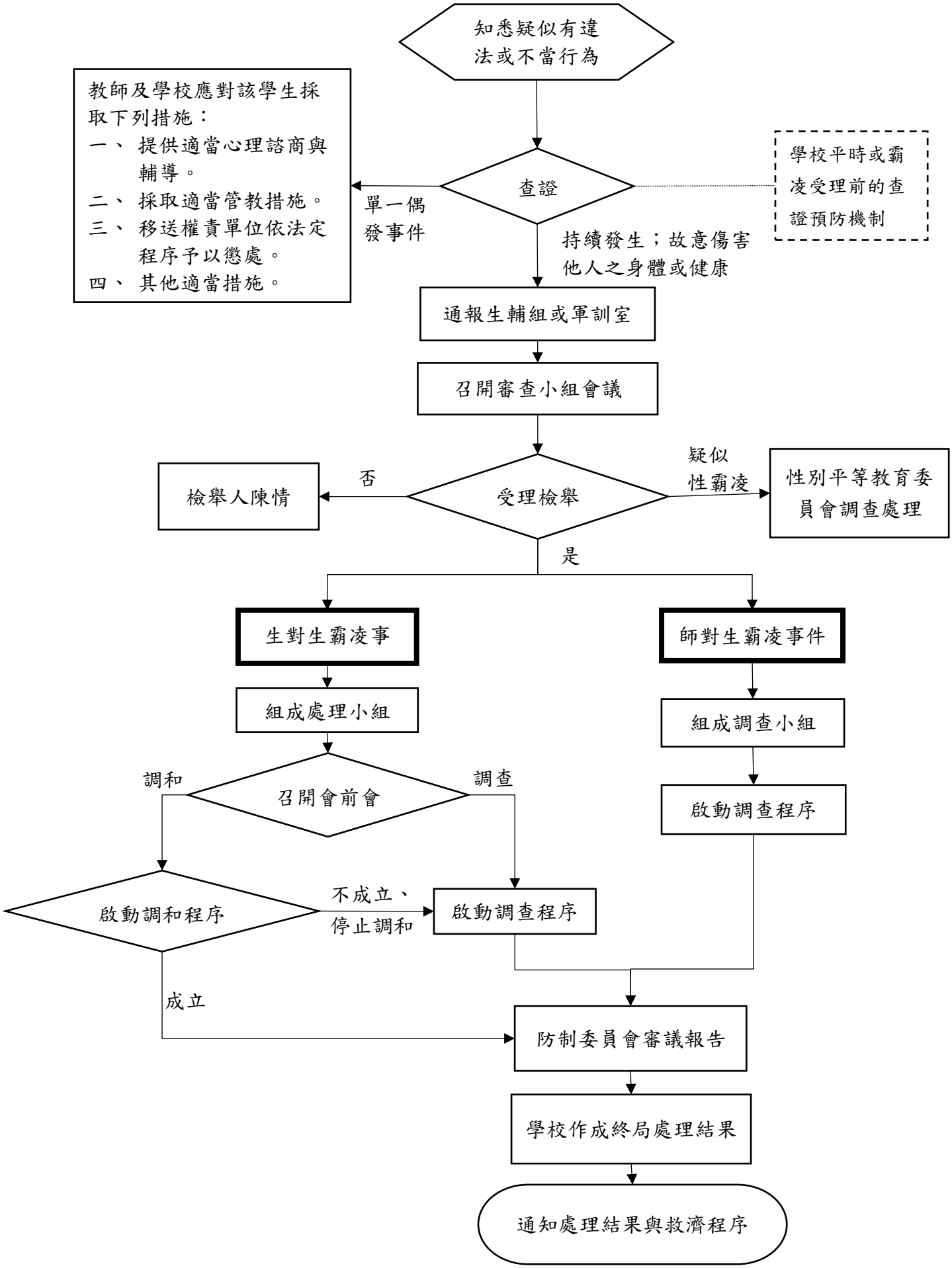
Contact : Student Assistance Division - Mr. Yu-Hsiang Sun, Ext.: 23105

24H School Security Report Center (Military Training Office),

Ext: 9595,hotline: 04-23509595

| 校園霸凌之要件 Elements of Campus Bullying | |
|---|---|
| 行為主體<br>Subjects | 校長及教師、職員、工友、學生個人或集體。<br>The president and teachers, officers, janitors, students individually or collectively |
| 侵害樣態<br>Pattern of infringement | 以言語、文字、圖畫、符號、肢體動作、電子通訊、網際網路或其他方式，直接或間接對他人為貶抑、排擠、欺負、騷擾或戲弄等行為。<br>Disparage, exclude, bully, harass or tease others, directly or indirectly, by means of speech, text, drawings, symbols, gestures, electronic communication, internet or any other means. |
| 動機 Motive | 故意之行為。 Intention |
| 行為頻率<br>Frequency of behaviors | 行為持續(反覆)發生，非單一偶發事件。<br>Continuous Behavior (repeatedly), not a single incident. |
| 行為地 Place of the act | 校園內或校園外。 Inside/outside THU |
| 行為/損害結果<br>(符合任一結果即可)<br>Act/damages<br>(either one) | 1.使他人產生畏懼。Make another person feel fear.<br>2.身心痛苦。Physical and mental distress<br>3.財產損害。Damage to property<br>4.影響正常學習活動之進行。<br>Affect the normal learning activities |

# 東海大學疑似校園霸凌事件處理流程圖



# 3.我需要知道什麼
# What Do I Need to Know?


133 新進教師【人事業務】須知
Notice from Personnel Office upon Reporting to Job

163 圖書資源 Library Resources

170 全英授課 English-Taught Courses

171 遠距教學課程 Distance Learning Courses

174 創新課程 Innovative Curriculum

186 東海大學實習專區 THU Interns

190 資訊服務 IT Services

204 教學、研究獎勵與補助
Teaching and Research Rewards, Awards and Grants

223 教學意見調查 Teaching Evaluation Survey

225 教學助理 TA Teaching Assistant (TA)

228 影印服務 Photocopying Services

229 宿舍資源 Faculty Residence

231 總務服務 General Affairs Services

# 3.1 新進教師【人事業務】須知 Notice from Personnel Office upon Reporting to Work

## 3.1.1 報到 Reporting to Work

1. 依報到單至人事室指定之會議室，辦理本校 E-mail 帳號申請、薪津轉帳帳戶開戶等事項。

   Follow the Report to Duty Notification and go to the Office of Personnel's meeting room to apply for a University E-mail account and open a payroll transfer account.

2. **編制內專任教師：**填繳人事資料表、薪資所得扣繳方式選擇單、參加公教人員保險聲明書等多項表單並附相關學經歷證明，以便辦理敘薪、公教人員保險、全民健康保險及本校特為全體同仁辦理之團體保險等業務。**編制外專任教師：**填繳人事資料表、薪資所得扣繳方式選擇單等多項表單並附相關學經歷證明，以便辦理敘薪、勞工保險、全民健康保險及本校特為全體同仁辦理之團體保險等業務。

   Formal full-time faculty: Fill in the Personnel Information Form, Form for Withholding Tax on Salaries, Declaration of Civil Servants, and Teachers Insurance. Submit proof of academic and professional experience for placement of rank and salary range and University group insurance.

   Contracted full-time faculty: Fill in the Personnel Information Form, Form for Withholding Tax on Salaries. Submit proof of academic and professional experience for placement of rank and salary range, labor insurance, national health insurance, and University group insurance.

3. 日後如有任何人事資料之異動，請隨時通知人事室辦理變更。

   In case of future changes in personnel information, please notify the Office of Personnel for amendments.

4. 新進教師辦妥報到手續，請於繳回報告手續單前，mail 個人照片電子檔至人事室 tse1914@thu.edu.tw，以便製發服務證，憑服務證可至圖書館辦理借書等業務。

   Send an electronic photo (as for passport) to (tse1914@thu.edu.tw) before returning the Report Form; it is for the University I.D. Card used to access Library services and other systems.

聯絡窗口：　　報到 黃泓鈞先生 分機：28302

勞健保 林芸平小姐 分機：28300

公、健保 羅惠芹小姐 分機：28304
人事資料表 黃泓鈞先生 分機：28302
服務證 田善薾小姐 分機：28301
法源依據：「東海大學教師聘任及服務規程」
Contacts: Registration- Mr. Hung-Chun Huang Ext. 28302
Labor and National Health Insurance - Ms. Yun-Ping Lin Ext. 28300
Civil Servant and National Health Insurance - Ms. Huei-Cin Luo Ext. 28304
Personnel Information Form - Mr. Hung-Chun Huang Ext. 28302
Service ID card - Ms. Shan-Er Tien Ext. 28301
Legal Basis: "THU Faculty Employment and Service Rules"

### 3.1.2 聘任 Employment

1. 聘期 Employment Period

   教師聘任經三級教評會審議通過後由人事室發聘，編制內專任教師初聘為 1 年（2 月起聘者其初聘為半年），續聘第 1 次為 1 年，以後續聘每次均為 2 年。編制外專任教師以一年一聘為原則，聘期最長為五年。

   The Personnel Office will proceed with the hiring for faculty passing the Faculty Affairs Committee at three levels. Formal full-time faculty's initial employment contract is valid for one year (or a half year if employed in February). The first contract renewal is one year and two years for future renewals. Contracted (project-based) full-time faculty is re-employed each year for up to five years in maximum.

2. 教師評鑑（限編制內專任教師）Faculty Evaluation (Limited to Formal Full-time Faculty)

   (1) 專任教師在校服務每滿 4 年之次一學期，應接受評鑑。

   Upon completing the fourth year of teaching, full-time faculty must take an evaluation in the following semester..

   (2) 評鑑範圍包括教學、研究、服務、輔導四項目。

   The scope of the evaluation includes teaching, research, service, and counseling.

   (3) 受評鑑當學期年滿六十歲且通過最近一次評鑑者，免接受評鑑。

   Faculty above 60 years old and have passed the most recent assessment are exempted from the evaluation.

   (4) 免評鑑一次：

   Meeting any of the following allows the faculty member to be exempted from one evaluation:

   A. 受評期間獲全國性或國際性教學研究獎項者。

   Awarded for teaching or research domestically or internationally.

B. 受評期間擔任校內一級單位主管滿兩年以上者。
Serving for more than two years as a first-level administrator during the evaluation period

C. 受評期間獲本校「教學傑出獎」者。
Awarded for the University's "Teaching Excellence" award during the evaluation period.

D. 受評期間獲本校「教學優良獎」兩次者。
Awarded twice for the University's "Outstanding Teaching" award during the evaluation period.

E. 受評期間獲「特聘教授」者。
Awarded as a "Distinguished Professor" during the evaluation period.

F. 受評期間獲「產學合作特優獎」或「產學合作傑出獎」者。
Awarded "Outstanding in Industry-Academia Collaboration" or "Excellence in Industry-Academia Collaboration" during the evaluation period.

G. 受評期間指導本校學生參加校認可之國際性競賽獲獎者。
Awarded for guiding students to win in internationally recognized competitions approved by the University during the evaluation period.

(5) 通過升等教師，視為通過一次評鑑，並依其升等後職稱，自該學期起計算其應接受評鑑年數。
Faculty who advance to the next rank will be deemed as passing the evaluation; the subsequent evaluation is recalculated four years after rank advancement.

(6) 教師因重大傷病請假及女性教師於準備評鑑之四年期間，如因懷孕或生產得延長其評鑑年限二年。
Faculty who take leave due to critical illness or labor and delivery during the four evaluated years may have the evaluation extended two years.

3. 新聘教師評估（限編制內專任教師）New Faculty Evaluation (Limited to Formal Full-time Faculty)

(1) 新聘講師、助理教授到職後 6 年內、新聘副教授到職後 8 年內如未能升等者，應接受評估。

New lecturers and assistant professors who fail to pass the promotion within six years upon reporting for duty, and new associate professors who fail to pass the promotion within eight years upon reporting for duty must take an evaluation.

(2) 女性教師如因懷孕或生產得延長其升等年限 2 年。

Female faculty may have the evaluation extended for two years in case of pregnancy or delivery.

(3) 擔任學術或行政主管者得簽請校長同意後至多延長其升等年限 2 年。

Faculty who serve as an academic or administrative head may apply to the President for a grace period of two years.

聯絡窗口：張雁捷小姐 分機：28303

法源依據：聘期 「教育人員任用條例」

教師評鑑 本校「教師評鑑準則」、「教師評鑑施行細則」

新聘教師評估 本校「新聘教師評估辦法」

Contact: Ms. Yen-Jie Chang, Ext. 28303

Legal Basis: Employment period - “Act Governing the Appointment of Educators.”

Faculty Evaluation - “THU Faculty Evaluation Guidelines ” and “THU Enforcement Rules of Faculty Evaluation”

New Faculty Evaluation - “THU Regulations Governing New Faculty Evaluation

### 3.1.3 待遇與福利 Benefits and Welfare

1. 薪資（月支數額 + 學術研究費 + 房租津貼 = 每月薪資）Pay (Salary + Payment for Academic Research + Housing Allowance = Monthly Pay)

   (1) 月支數額 Salary

   A. 依教師職級及年資敘薪。曾任公私立專科以上學校教師與現職職務相近、等級相當且服務成績優良者得每滿 1 年提敘一級。如有其他職前專職工作年資，得參照「私立專科以上學校教職員工敘薪原則」及「教師職前年資採計提敘辦法」提請校教評會審議是否採計年資提敘。提敘相關規定請參考人事室網站。

   Pay is determined based on the teacher's rank and years of service. Teachers who have previously worked at public or private colleges or universities in positions similar to their current roles, with equivalent grades and outstanding performance, may receive a salary increase of one level for every year of service. If there is other pre-employment full-time work experience, it can be considered according to the "Principles for Salary Determination for Faculty and Staff of Private Colleges and Universities" and the "Regulations for the Calculation of Pre-Employment Experience for Teachers" and submitted to the school faculty evaluation committee for review to determine whether the experience will be recognized for a salary increase. For detailed regulations on salary increases, please refer to the Personnel Office website.

   B. 各職等教師最低之月支數額如下

   The minimum faculty salary by academic rank is as following：

| 職 稱<br>Job Title | | 薪 級<br>Salary Grade | 金 額<br>Amount |
|---|---|---|---|
| 教授<br>Professor | | 475 | 44,970 |
| 副教授<br>Associate Professor | 助理教授升等<br>Promoted from assistant professor rank | 390 | 38,460 |
| | 舊制由講師升等<br>Promoted from lecturer rank (by the old system) | 350 | 36,160 |
| 助理教授<br>Assistant | 具博士學位<br>With a Ph.D. degree | 330 | 35,010 |

| | | | |
|---|---|---|---|
| Professor | 不具博士學位<br>Without a Ph.D. degree | 310 | 33,860 |
| 講師 Lecturer | | 245 | 29,270 |

(2) 學術研究費 Payment for Academic Research

| 職 稱<br>Job Title | 金 額<br>Amount | 職稱<br>Job Title | 金 額<br>Amount |
|---|---|---|---|
| 教授<br>Professor | 73,800 | 助理教授<br>Assistant Professor | 49,860 |
| 副教授<br>Associate Professor | 56,960 | 講 師<br>Lecturer | 35,580 |

(3) 房租津貼 Housing Allowance

| 職 稱<br>Job Title | 有 眷<br>With family dependents | 無 眷<br>Without family dependents |
|---|---|---|
| 教授<br>Professor | 1,940 | 1,060 |
| 副教授<br>Associate Professor | 1,500 | 840 |
| 助理教授<br>Assistant Professor | 1,300 | 730 |
| 講師<br>Lecturer | 1,170 | 620 |

(4) 薪資所得稅有兩種扣繳方式

There are two methods of withholding salary income tax:

A. 依薪資所得扣繳稅額表之規定扣繳( 須另填報東海大學年員工薪資所得受領人免稅額申報表 ) 。

According to the Income Withholding Tax Table (must fill in the "THU Employee Tax Exemption Declaration Form for Salary Recipient")

B. 按全月給付總額扣取百分之五。Five percent of the monthly pay

報到時須繳交薪資所得扣繳方式選擇單，以利本室依個人選擇之扣繳方式配合薪資發放預扣所得稅。

When reporting for duty, faculty must hand in the"Form for Selecting Tax Withholding on Salaries and Wages," so the Office may process accordingly.

聯絡窗口：黃泓鈞先生＃28302 / 羅惠芹小姐＃28304

法源依據：「教職員工敘薪辦法」、「校長、教師暨助教職務等級表」

Contact: Mr. Hung-Chun Huang, Ext. 28302 / Ms. Huei-Cin Luo, Ext. 28304

Legal Basis: “THU Regulations Governing the Salary Grade of Faculty and Staff” and “Academic Ranks of President, Faculty and Teaching Assistants

2. 年終獎金 Year-End Bonus

(1) 專任教師當年度 12 月 31 日在職者，依實際在職月數計算年終獎金，每年公告日期發放。

Full-time faculty are in employment on December 31 will have the year-end bonus calculated according to the months in service that year. The issuing date will be date announced yearly.

(2) 計算公式：$\left(\text{月支數額}+\text{學術研究費}\right)\times 1.5$ 倍×實際在職月數/12

Bonus calculation:

(Salary + Payment for Academic Research)×1.5 × months in service/12

聯絡窗口：羅惠芹小姐 分機：28304

法源依據：「年終工作獎金發放辦法」

Contact: Ms. Huei-Cin Luo Ext. 28304

Legal Basis: “Regulations Governing the Payment of Year-End Bonus

3. 鐘點費 Hourly Pay

(1) 發放方式（法源依據：教師授課時數與鐘點核計辦法）

Payment Methods (Legal Basis: “THU Regulation for Calculations of Faculty Teaching Hours and Hourly Rates”)

A. 專任教師 Full-time faculty

a. 專任教師總授課時數於每學年下學期加退選結束時核計，若有超授學年基本授課時數，始發放超支鐘點費（一次支領 18 週超支鐘點費）。

During the second semester of each academic year, the overtime pay for both semesters will be calculated and issued after the course add-and-drop period.

b. 每學期或因人數、或因英語授課加發鐘點費者，則分別於上、下學期加退選後發放「加發鐘點費」。

The difference in hourly pay due to English-taught courses or large class size is calculated and issued in the second academic semester for both semesters after the course add-and-drop period.

B. 兼任教師 Part-time faculty

上、下學期各發放 4.5 個月（2、9 月份各發放 0.5 個月，7、8 月份不發放，其餘月份各發放 1 個月）。

4.5 months per semester (hourly pay multiplied by actual hours); 0.5 month in February and September; none in July and August).

(2) 計算方式 Calculation

A. 專任教師 Full-time Faculty

超支鐘點費 = ( 上、下學期上課總時數-學年基本授課時數 ) ×依各職級每小時鐘點費標準×18 週 ( 下學期發放一次 )

Overtime Pay = (total teaching hours of the first and second semester – basic teaching hours of the academic year) × standard hourly pay depending on the faculty member's rank x 18 weeks (will be distributed in the second semester in one lump sum)

B. 兼任教師 Part-time Faculty

每月鐘點費 = 鐘點數×依各職級每一小時鐘點費標準×4 週

Monthly pay = hours × standard hourly pay depending on the faculty member's rank × 4 weeks.

(3) 每小時鐘點費標準 Standard Hourly Pay

| | 日間 Day Class | 夜間 Night Class | 專班 Special Class |
|---|---|---|---|
| 教授 Professor | 1070 | 1115 | 按本校專兼任教師日間標準支給，如需發給 2 倍以上，請依「東海大學碩士在職專班經費收支管理要點」另簽辦理。 |
| 副教授 Associate Professor | 920 | 955 | |
| 助理教授 Assistant Professor | 855 | 900 | |
| 講師 Lecturer | 780 | 830 | |

聯絡窗口：羅惠芹小姐 分機：28304

法源依據：「待遇小組會議及董事會議決議調整」

Contact: Ms. Huei-Cin Luo, Ext. 28304

Legal Basis: "Decision by Benefits and Welfare Committee and Board Meeting.

### 3.1.4 子女教育補助費（限編制內專任教師）

### Dependent Child Tuition Assistance (Limited to Formal Full-time Faculty)

1. 本校教職員工子女除享有附幼、附小、附中國中部之優先入學權外（相關資訊請洽各校），亦得申請教育補助費，其支給標準比照「公教人員子女教育補助費支給標準表」辦理。

   Children of Univeristy faculty and staff are granted priority for the affiliated kindergarten, elementary school, and junior high school. They are also eligible for education subsidies as regulated in "Education Subsidizing Standards for Civil Servants and Teachers' Children."

2. 申請時間：第 1 學期於 11 月 30 日前；第 2 學期於 4 月 30 日前，逾期視為放棄。

   Application Time: Before November 30 for the 1st semester; before April 30 for the second semester. Late applications will not be processed.

3. 申請方式：填妥本校「教職員工子女教育補助費申請表」並檢附收據正本送交人事室。另配偶一方在公立機關服務者，應向公立機關申請補助。

   Application Methods: Fill in the "Faculty and Staff Application Form for Dependent Children's Education Subsidies" and submit it to the Personnel Office with the original tuition payment receipt (for reimbursement). If the faculty member's spouse works in a governmental agency, the application shall be made to the public organization where the spouse holds a full-time job.

4. 補助金額 Grant Amount：

| 學 制<br>Degrees / Academic Level | 公 立<br>Public | 私 立<br>Private | 夜 間 部<br>Night School | 備 註<br>Remarks |
|---|---|---|---|---|
| 大學<br>University | 13,600 | 35,800 | 14,300 | |
| 二、三專<br>2 Year and 3 Year Junior Colleges | 10,000 | 28,000 | 14,300 | |
| 五專後 2 年<br>The Last 2 Years of a 5 Year Junior College | | | | |
| 五專前 3 年<br>The First 3 Years of a 5 Year Junior College | 7,700 | 20,800 | | |
| 高中<br>Senior High School | 3,800 | 13,500 | | |
| 高職<br>Vocational High School | 3,200 | 18,900 | 自給自足班<br>Class of Self-Sustenance<br>7,300<br>實用技能班<br>Class of Hands-on Skills<br>1,500 | |
| 國中<br>Junior High School | 500 | 500 | | |
| 國小<br>Elementary School | 500 | 500 | 東大附小<br>THU Affiliated Elementary School<br>11,765 | |

聯絡窗口：張騰瑋先生 分機：28309

法源依據：「教職員工子女教育費補助辦法」

Contact: Mr. Teng-Wei Chang, Ext. 28309

Legal Basis: “THU Regulations Governing Education Subsidies for Dependent Children of Faculty and Staff”

5. 本校提供特約托嬰中心
本校與「知愛家」等簽訂特約托嬰中心，其收費、優惠請洽人事室承辦窗口。

聯絡窗口：陳思蕙小姐 分機：28306

Pre-school: The University has contracted with several childcare centers, such as "Little Bear" and "Home for Delightful Learning." For detailed discount information, please go to the Personnel Office Website (Announcement → Latest News).

Contact: Ms. Szu-Hui Chen, Ext. 28306

## 3.1.5 教師學年度晉級 Faculty Yearly Promotion within the Same Rank

1. 晉級對象：編制內外專任教師。
Applicable to formal and contracted full-time faculty.
2. 晉級條件：教師任職本校至學年度終了屆滿一學年且服務成績優良者，得提晉本薪或年功薪一級；曾任職其他公私立學校轉任本校未曾中斷之年資，合併滿一年且服務成績優良者，亦可提晉本薪或年功薪一級。但均以至本職最高年功薪（餉）為限。
Conditions: At the end of each academic year, faculty with excellent performance for a whole year can apply for a salary raise (or advancement to the next salary level). If a faculty member's University service time is less than a year but directly connects to his/her service at a previous institute (private or public) as a full year, s/he is also eligible. This advancement stops at the roof of the respective rank to which the applicant belongs.

聯絡窗口：黃泓鈞 分機：28302

法源依據：「教師晉級暨職工成績考核辦法」

Contact: Mr. Hung-Chun Huang, Ext. 28302

Legal Basis: "Regulations Governing Faculty Promotion and Staff Performance Assessment

## 3.1.6 保險與健檢 Insurance and Health Check

1. **公教人員保險（限編制內專任教師）Civil Servants and Teachers Insurance (Limited to Formal Full-time Faculty)**

   (1) 保險對象 Eligible to--
   本校編制內有給之專任教師。
   THU Full-time faculty with a monthly salary

   (2) 保險給付 Insurance claim

   A. 失能給付、養老給付、死亡給付、眷屬喪葬津貼、生育給付（限女性被保險人請領）及育嬰留職停薪津貼。
   Disability, retirement, death, funeral subsidy, delivery (females only), and subsidy during unpaid parental leave.

   B. 退休時公保養老給付得選擇一次支領或年金給與。
   The retirement pension from Civil Servant and School Staff Insurance is payable in a lump sum or annual payments.

   C. 公保年金給與計算式（未曾於軍教退休者）：
   退休前 10 年之平均投保數額 × 投保年資 × 1.3%
   The retirement pension of Civil Servant and School Staff Insurance (for those who have not previously retired from a military or teaching position) comes from this formula:
   $The\ average\ insured\ amount\ of\ the\ decade\ before\ retirement \times$ years of insurance × 1.3%

   (3) 保險費 Premium

   A. 以被保險人薪額（月之數額）依保險費率核計。
   The premium rate is based on the insured's salary (monthly pay).

   B. （現行保險費率為 8.89%~10.32%，被保險人自付比例 35% ）
   The current premium rate is 8.89%~10.32%; the insured's self-payment ratio is 35% ).

聯絡窗口：羅惠芹小姐 分機：28304
法源依據：「公教人員保險法」
Contact: Ms. Huei-Cin Luo, Ext. 28304
Legal Basis: "Civil Servants and Teachers Insurance Act

2. **勞工保險 Labor Insurance**

(1) 保險對象 Eligible to--

客座教師、約聘教師。

Visiting faculty and contracted faculty.

(2) 保險效力 Term of coverage

均於報到當日至本室填報勞工保險加保申請表，辦理勞、健保加保手續。勞、健保非於到職日申請者，其保險效力自送件並上網申報之日起算，不得追溯；離職當日辦理勞、健保退保。

Fill in the Labor Insurance Application Form at the Office upon report for duty in order to process the Labor Insurance and National Health Insurance enrollment. For those who fail to apply on the report date, the coverage will start from the actual application date in hard copy (and online) and is non-retroactive. Upon resignation, the coverage ends with a compulsory withdrawal.

(3) 勞保給付 Labor Insurance Coverage

A. 普通事故保險：生育、傷病、失能、老年及死亡五種給付。

Standard package: maternity, injury (sickness), disability, old age, and death

B. 職業災害保險：傷病、醫療、失能及死亡四種給付。

Occupational Accident: injury and sickness, medical-care, disability, and death

(4) 保險費 Premium

被保險人當月全薪對照投保薪資級距為投保薪資。依投保薪資及保險費費率計算保費。投保薪資級距表及保費分擔表請至人事室網頁下載。

In proportion to the insured's monthly (full) pay on the premium grade table, available on the Personnel Office Website (Table of Salary Grades and Matching Premium).

(5) 保險給付請求權時效 Time limit to File a Claim

領取保險給付之請求權，自得請領之日起 5 年內行使，老年給付除外。

Except for senility welfare, any claim must be filed within five years after the claimable date.

聯絡窗口：林芸平小姐 分機：28300

法源依據：「勞工保險條例」

Contact: Ms. Yun-Ping Lin, Ext. 28300

Legal Basis: "Labor Insurance Act"

3. **全民健保 National Health Insurance**

(1) 保險對象：參加公勞保之教師（含眷屬）。

Eligible to: Faculty joining Civil Servants and Teachers Insurance as well as those under Labor Insurance (including dependents).

(2) 保險項目：發生疾病傷害或生育時，給予門診或住院診療服務。無關疾病治療或易致濫用的醫療項目及器材不予給付。

Coverage: Outpatients or inpatients due to disease, injury, or delivery, not including non-disease-related medical treatments.

(3) 保險費：以被保險人全薪為保額，依保險費率核計。（現行保險費率為 5.17%，被保險人自付比例 30%。）

Premium: in proportion to the insured's salary (monthly pay) (the current premium rate is 5.17%, out of which the self-contribution amounts to 30%).

聯絡窗口：編制內專任教師 羅惠芹小姐 分機：28304
編制外專任教師 林芸平小姐 分機：28300
法源依據：「全民健康保險法」
Contact: Formal full-time faculty - Ms. Huei-Cin Luo, Ext. 28304
Contracted full-time faculty - Ms. Yun-Ping Lin, Ext. 28300
Legal Basis: "National Health Insurance Act"

4. **團體保險 Group Insurance**

(1) 保險對象：本校教師（含客座、講座、傑出校友講座）、退休後延長服務之教師。

Eligible to: THU faculty (including Visiting professors, Chair professors, Distinguished Alumni Lecture) and faculty extending service after the retirement date.

(2) 保險項目：定期壽險、團體傷害險、傷害醫療險。

Coverage: Term life insurance, group injuries, medical for injuries.

(3) 保險費：保費每年由學校編列預算支付。

Premium: from the yearly University budget.

聯絡窗口：陳思蕙小姐 分機：28306
法源依據：行政會議通過；請參閱人事室網頁
Contact: Ms. Szu-Hui Chen, Ext. 28306
Legal Basis: Approved by Administrative Meeting.
Please refer to the Personnel Office Webpage.

5. **健康檢查補助 Health Check Subsidies**

(1) 補助對象：全校專任教師（含客座、講座、傑出校友講座）及本校退休教師。

Eligible to: THU full-time faculty (including Visiting professors, Chair professors, distinguished alumni returning to give talks ) and retired faculty.

(2) 補助金額：未滿 50 歲同仁補助金額以每兩學年 1,500 元為上限；滿 50 歲同仁補助金額以每學年 1,500 元為上限。

Amount: Maximum NTD 1,500 per academic year for those below 50 years old and maximum NTD 1,500 per academic year for those over 50 years old.

聯絡窗口：羅惠芹小姐 分機：28304
法源依據：行政會議通過；請參閱人事室網頁
Contact: Ms. Huei-Cin Luo, Ext. 28304
Legal Basis: Approved by Administrative Meeting.
Please refer to the Personnel Office Webpage.

## 3.1.7 教師資格審查 Faculty Qualifications Review

1. 教育部教師證書申請 Application for a Teacher Certificate issued by the MOE

法源依據：專科以上學校教師資格審定辦法（新進教師未具教師證書者，由人事室通知辦理送審）。

Legal Basis: Regulations Governing Accreditation of Teacher Qualifications at Higher Education (The Personnel Office will help apply for a Teacher Certificate if a new faculty member does not already have one).

2. 教師升等 Faculty Promotion

(1) 任現職滿 3 年且在本校連續任教 1 年以上得申請升等。

Faculty in the current position for three years and serving for one full year at the University may apply.

(2) 升等年資之計算係以教育部所頒現職證書之起資年月推算至提請升等之前一學期止；前在其他大學院校暨研究機構之年資得併予採計。

The seniority in the current rank counts from the issuance month dated on the Teacher Certificate to the semester previous to a promotion application, including service in previous institutes of higher education.

(3) 提請升等著作應為取得前職級教師資格後之著作。

Publications submitted for the promotion must be works completed after the previous academic rank.

(4) 有關「學術倫理」案，人事室已彙整近十年來「違反學術理論態樣」，可至網頁【人事室-教師升等專區】下載。

The Personnel Office has compiled examples of “research ethics” breaches from the last ten years as precautions. Please refer to the website【Personnel Office – Teacher Promotion】.

聯絡窗口：李誌中先生 分機：28305

法源依據：「專科以上學校教師資格審定辦法」

本校「教師升等實施辦法」

本校「教師升等辦法暨著作審查注意事項」

Contact: Mr. Chih-Chung Lee, Ext. 28305

Legal Basis: “Regulations Governing Accreditation of Teacher Qualifications at Higher Education”

“THU Regulations Governing the Implementation of Faculty Promotion”

“THU Important Notices for Faculty Promotion and Publication Review”

### 3.1.8 進修研究（限編制內專任教師）On-job Advancement and Research (Limited to Pension-track Full-time Faculty)

1. 教師在本校連任教三年以上方得申請，但已獲得其他機關補助者不在此限。
   Application is eligible only for faculty teaching at the University for more than three consecutive years. However, if subsidized by other agencies, the three-year limit is not binding.
2. 教師在本校連續實際教學三年以上者，得申請帶職帶薪或留職停薪從事研究、進修。
   Faculty who have completed actual teaching practice for more than three consecutive years at the University are eligible to apply for professional development and research with or without pay during this period.
3. 教師得於每學期開學第一周內，辦理申請隨班附讀校內課程一門（免繳學分費或學雜費）。
   Faculty may apply for provisional admission to one on-campus course (without credit fee or tuition fee) within the first week after each semester begins.

聯絡窗口：張騰瑋先生 分機：28309

法源依據：「國科會補助科學與技術人員國外短期研究作業要點」

本校「專任教師進修研究辦法」

本校「教職員工隨班附讀校內課程辦法」

本校「專任教師進修研究辦法」

本校「教職員工隨班附讀校內課程辦法」

Contact: Mr. Teng-Wei Chang, Ext. 28309

Legal Basis: “Operation Guidelines for NSTC Short-Term Research Abroad Grants for Scientists and Technologists”

"THU Regulations Governing the Professional Development and Research of Full-Time Faculty"

"THU Regulations Governing Faculty and Staffs' Provisional Admission to On-Campus Courses"

### 3.1.9 教授休假（限編制內專任教師）Sabbatical Leave for Professors (Limited to Formal Full-time Faculty)

1. 教授在本校連續任教每滿六年（含）以上，得申請帶職帶薪休假一學年。
   Professors are eligible to apply for a one academic-year sabbatical leave at full salary upon each completion of a six years of teaching (at least six consecutive years).
2. 前項規定，如教授基於需要，在任教滿三年（含）以上時得申請分段休假一學期，另一學期則於分段休假前後年資合計滿六年（含）以上得申請。新任教授或前次休假教授，若至屆齡退休時適屆滿六年者，得申請第二項之分段休假一學期。
   The sabbatical leave as described in the previous paragraph may be divided into two semester-based sections. Upon completing three consecutive years, professors can take a one-semester sabbatical leave. They would then be eligible for the other one-semester sabbatical after completing another three consecutive years of teaching. New professors and professors who have already taken a sabbatical leave may, if it is foreseen, that they will complete six years of teaching upon retirement, take a one-semester sabbatical as prescribed in Paragraph 2.

聯絡窗口：陳思蕙小姐＃28306

法源依據：本校「教授休假辦法」

Contact: Ms. Szu-Hui Chen, Ext. 28306

Legal Basis: "THU Regulations Governing the Leaves of Professors"

### 3.1.10 退撫儲金（限編制內專任教師）Pension Funds (Limited to Formal Full-time Faculty)

1. 私立學校教職員退撫制度，由政府訂定之。該項制度統一由「財團法人中華民國私立學校教職員工退休撫卹基金管理委員會」統籌作業，並委由中國信託銀行依個人分立專戶，分法定提撥及增額提撥：
   The government draws up the retirement system of private school faculty and staff. This system is entirely operated and managed by the Private School Pension Fund Management Committee. CTBC Bank is authorized to create pension fund accounts

for individuals. The system is divided into mandatory contribution and additional contribution:

(1) (1) 法定提撥:每人依法必須參加,法定退撫儲金由個人提撥本薪 8.4%、學校提撥 7.4%及政府提撥 7.4%，每月共提撥本薪 24%退撫儲金存入個人專帳。

Mandatory contribution: Jointly contributed by the individual (8.4% from the basic salary), the University (7.4%) and the government (7.4%) every month.

(2) (2) 增額提撥：自願選擇參加，個人可額外每月提撥做為儲備退休金，於本薪 8.4%額度內可免稅，上限為每月薪資淨額。

Additional contribution: Participation is voluntary. Individuals may choose to make additional monthly contributions as a reserve for their retirement fund. Contributions up to 8.4% of the base salary are tax-exempt, with the maximum contribution being the net monthly salary.

私校退撫會網址：https://www1.t-service.org.tw/

聯絡窗口：黃泓鈞先生 分機：28302

法源依據：學校法人及其所屬私立學校教職員退休撫卹離職資遣條

Website of Private School Pension Fund Management Committee: https://www1.t-service.org.tw/

Contact: Mr. Hung-Chun Huang, Ext. 28302

Legal Basis: Act Governing the Retirement, Bereavement Compensation, Discharge with Severance Pay Benefits for Private School Faculty and Staff.

2. 教師曾任其他公、私立學校教師之年資得併計退休年資，退休時私校年資部份由該基金管理委員會支付，公立部份由政府支付，惟服役期間不併入年資計算。

The faculty's service years accrued at other public and private schools may add up to the seniority count upon retirement. The Pension Fund Management Committee would pay the private school pension part; and the government will be in charge of the public-school pension part. The army service period does not count into the seniority for retirement.

聯絡窗口：黃泓鈞先生 分機：28302

法源依據：本校「教職員工退休（職）撫卹資遣及辭職年基金給予辦法」

Contact: Mr. Hung-Chun Huang, Ext. 28302

Legal Basis: "THU Regulations Governing the Payment of Faculty and Staffs' Retirement (Resignation) Benefits, Bereavement Compensation, Severance Pay and Retirement Annual Fund"

### 3.1.11 借調（限編制內專任教師）Secondment (Limited to Formal Full-time Faculty)

副教授以上教師在本校連續實際教學滿 4 年以上者，得借調至他校或政府機關任職。

Faculty above the associate professor level may be temporarily transferred to another school or government agency upon completing teaching at the University for four consecutive years.

聯絡窗口：張雁捷小姐 分機：28303

法源依據：本校「專任教師借調辦法」

Contact: Ms. Yen-Jie Chang, Ext. 28303

Legal Basis: "THU Regulations Governing Secondment of Full-Time Faculty"

### 3.1.12 教師權益之維護 Maintenance of Faculty's Rights and Interests

本校設有「教師申訴評議委員會」，專任教師對學校有關其個人之措施，認為損害其權益者，可向該會提出申訴。

The University has established the "Faculty Appeal of Grievance Review Committee." Full-time faculty who think that any of the University's measures damages personal rights and interests is eligible to file a complaint to the Committee.

聯絡窗口：陳思蕙小姐 分機：28306

法源依據：本校「教師申訴評議委員會組織及評議要點」

Contact: Ms. Szu-Hui Chen, Ext. 28306

Legal Basis: "THU Faculty Ethics Review Committee Establishment and Review Guidelines"

### 3.1.13 教師請假規則 Faculty Leave Rules

1. 病假 Sick leave

   每學年准給二十八日，其超過者，以剩餘之事假抵銷。女性教師每月得請生理假一日，全年請假日數未逾三日，不併入病假計算，其餘請假日數併入病假計算。

   Twenty-eight days are granted for sick leave each academic year. The exceeding days shall be covered by the remaining days of personal leave. Female faculty are eligible to apply for one day of menstruation leave each month. If the total of menstruation leave is less than three days throughout the year, it will not be counted as sick leave; beyond three days will be counted as sick leave days.

2. 事假 Personal leave

事假分普通事假及家庭照顧假，因事得請事假，每學年准給7日；其家庭成員預防接種、發生嚴重之疾病或其他重大事故須親自照顧時，得請家庭照顧假，每學年准給7日。每學年累計14日為限，超過規定日數者，應按日扣減薪金。

Personal leave (14 days each academic year) is divided into regular personal leave and family care leave. Personal leave can be taken for personal reasons, with up to 7 days granted per academic year. Family care leave can be taken for taking care of family members during vaccinations, serious illnesses, or other major incidents, with up to 7 days granted per academic year. The total leave for both types of personal leave is limited to 14 days per academic year. If the leave exceeds the specified number of days, the salary will be deducted on a daily basis.

3. 婚假 Marriage leave

因結婚者，給婚假十四日，應自結婚登記之日前十日起三個月內請畢。但因特殊事由經學校核准者，得於一年內請畢。

For marriage, an employee is granted 14 days of marriage leave. This leave must be taken within three months from ten days before the marriage registration date. However, if there are special circumstances and approval is obtained from the school, the leave can be taken within one year.

4. 娩假 Childbirth leave

分娩前給產前假八日，得分次申請，不得保留至分娩後。分娩後給娩假四十二日。懷孕滿五個月(二十週)以上流產者，給流產假四十二日；懷孕三個月(十二週)以上未滿五個月(二十週)流產者，給流產假二十一日；懷孕未滿三個月(十二週)流產者，給流產假十四日。娩假及流產假應一次請畢。分娩前已請畢產前假者，必要時得於分娩前先申請部分娩假，並以二十一日為限，不限一次請畢。流產者，其流產假應扣除先請之娩假日數。

Female faculty are granted eight days of pre-maternity leave (not necessarily taken together) and 42 days of maternity leave after giving birth. Forty-two days for a person who has spontaneous abortion after over five-month pregnancy; twenty-one days for a person who has spontaneous loss after over three-to-five-month pregnancy; fourteen days for a miscarriage under three months. Those female faculty who have applied for the maternity leave can, if necessary, have partial pre-maternity leave, the maximum number is 21 days and can’t use it in one time. The days of miscarriage leave for those people who have spontaneous abortion shall be deducted by the maternity leave that requested in advance.

5. 給陪產假及陪產假 Paternity leave

因陪伴配偶懷孕產前檢查、分娩或懷孕滿二十週以上流產者，給陪產檢及陪

產假七日，得分次申請。陪產檢之請假，應於配偶懷孕期間為之；陪產之請假，應於配偶分娩日或流產日前後合計十五日（包括例假日）內為之。

For accompanying a spouse during prenatal checkups, childbirth, or in the case of a miscarriage after 20 weeks of pregnancy, an employee is granted 7 days of leave for prenatal checkups and childbirth. This leave can be taken in separate instances. Leave for prenatal checkups must be taken during the spouse's pregnancy, and leave for childbirth must be taken within a total of 15 days (including weekends) before and after the spouse's delivery or miscarriage date.

6. 喪假 Bereavement leave

得分次申請，但應於死亡之日起百日內請畢。

Bereavement leave may be taken separately within 100 days after the death.

(1) 因父母、配偶死亡者，給喪假十五日。

Fifteen days for those whose parents or spouse pass away.

(2) 養父母、繼父母、配偶之父母、子女、配偶之養父母或繼父母死亡者，給喪假十日。

Ten days for those whose adoptive parents, stepparents, parents-in-law, children or spouse’s adoptive parents or stepparents pass away.

(3) 曾祖父母、祖父母、配偶之祖父母、配偶之繼父母、兄弟姐妹死亡者，給喪假六日。

Six days for those whose great-grandparents, grandparents, spouse’s grandparents, spouse’s stepparents, brothers, or sisters pass away.

7. 育嬰留停 Parental leave

依本校教職員工育嬰期間留職停薪辦法辦理之。

As regulated in “THU Regulations Governing Unpaid Parental Leave of Faculty and Staff.”

8. 請假流程 Leave-taking procedures

(1) 請於差勤管理系統填寫請假單( 請點選假單/出差單申請→填寫→儲存→檢附證明→完成並送出）。

Please fill in the leave application form in the Attendance Management System (click “Leave/Business Trip Application Form” → Fill in the details→ Save all data → Attach relevant certificate(s) → Complete and send out the application form).

(2) 請假單填寫完成，送出表單後，經由職務代理人（有管理職務教師）、註課組及各級主管進行線上簽核。

After sending the application form, the substitute for faculty with a management position and heads of the Curriculum and Registration Section will proceed with online approval.

(3) 請假應填具假單，經核准後始得離開。但有急病或緊急事故，得由其同事或家屬親友代辦或補辦請假手續。教師事後請假至遲需在 3 個月內補辦完成。

Only upon approval can faculty take leave. However, family members or friends may help with the application afterward (must be within 3 months) in the case of an acute disease or emergency.

聯絡窗口：黃泓鈞先生 分機：28302

法源依據：「教師請假規則」

「教育人員留職停薪辦法」

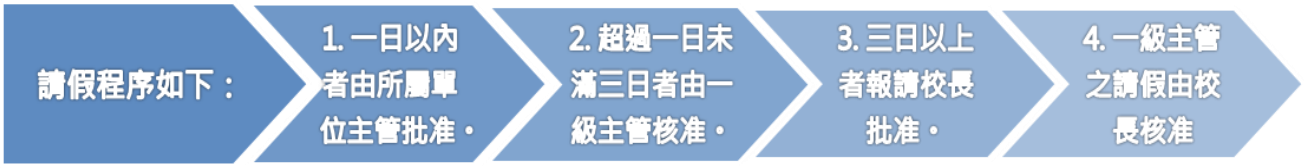
本校「教職員工育嬰期間留職停薪辦法」

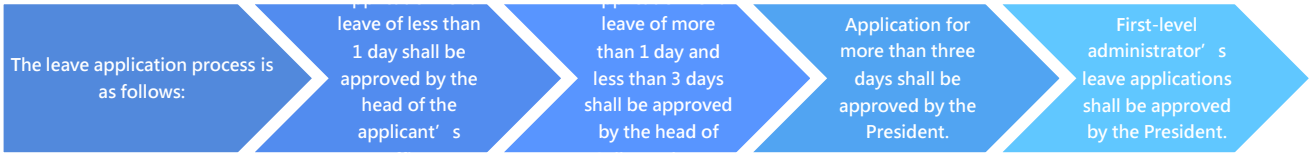
Contact: Mr. Hung-Chun Huang, Ext. 28302

Legal Basis: “Teachers Leave Rules”

“Regulations Governing the Unpaid Leaves of Educators”

“THU Regulations Governing Unpaid Parental Leave of Faculty and Staff”




## 3.1.14 性別平等教育 Gender Equity Education

1. 校內外教學與人際互動注意事項

Important notice for faculty and staff on- and off-campus

(1) 本校教職員工生於進行校內外教學活動、執行職務及人際互動時，應尊重多元性別差異，消除性別歧視。

Respect gender diversity and eliminate gender discrimination in interactions when teaching or when fulfilling duties.

(2) 校長或教職員工與未成年學生，在與性或性別有關之人際互動上，不得

發展以性行為或情感為基礎等有違專業倫理之關係。

The principal or staff members shall not engage in relationships with minor students that are based on sexual behavior or emotions, or otherwise violate professional ethics in interactions related to sex or gender.

(3) 校長或教職員工於執行教學、指導、訓練、評鑑、管理、輔導學生或提供學生工作機會而有地位、知識、年齡、體力、身分、族群、或資源之不對等權勢關係時，與成年學生在與性或性別有關之人際互動上，不得發展以性行為或情感為基礎等有違專業倫理之關係。

The principal and staff shall not develop intimate relationships that violate professional ethic codes with the student under their instruction, guidance, training, evaluation, management, consultation, or providing students employment opportunities when an unequal power dynamic due to their position, knowledge, age, physical strength, status, ethnicity, or resources.

(4) 校長或教職員工發現其與學生之關係有違反前二項專業倫理之虞，應主動迴避及陳報學校或學校主管機關處理。

Should the principal and staff find that his or her relationship with a student violates the code of professional ethics referenced in the previous two paragraph, they shall take the initiative to avoid further interaction with the student or report the matter to the school for handling.

(5) 校長或教職員工生應尊重他人與自己之性或身體之自主，避免不受歡迎之追求行為，並不得以強制或暴力手段處理與性或性別有關之衝突。

Principal, faculty, staff, and students shall respect others' and their own autonomy over their sexuality and body, avoid unwanted sexual advances or requests for dates, and must not use forcible or violent means to handle conflicts related to sex or gender.

聯絡窗口：秘書室 王瑞鋒先生 分機：21005

法源依據：「校園性別事件防治準則第 6、8、9 條」

「東海大學校園性別事件處理與防治實施規定第 8、10、11 條」

Contact: Secretariat - Mr. Jui-feng Wang, Secretariat's Office, Ext. 21005

Legal Basis: “Articles 6, 8and 9of Regulations on Preventing and Handling Sexual Assault, Harassment, or Bullying on Campus”

“Articles 8, 10 and 11 of THU Implementation Rules for Handling and Preventing Gender-related Incidents on Campus”

2. 校園性別事件的法定通報義務

Legal obligations of reporting gender-based bullying events on campus

(1) 學校校長、教師、職員或工友知悉服務學校發生疑似校園性別事件者，

應立即通報學校防治規定所定學校權責人員，並由學校權責人員依下列規定辦理，至遲不得超過二十四小時：一、向學校主管機關通報。二、依性侵害犯罪防治法、兒童及少年福利與權益保障法、身心障礙者權益保障法及其他相關法律規定向當地直轄市、縣( 市 )社政主管機關通報。

Should a principal, teacher, staff member, or worker become aware of a suspected gender-related incident occurring at the school where they are employed, they shall report the incident to the school authorities designated in the school's prevention and control regulations. The school authorities shall handle the matter in accordance with the following provisions no later than twenty-four hours after receiving the report:1. Report the incident to the school's competent authority.2. Report the incident to the competent social welfare authority of the municipality or county (city) where the school is located in accordance with the Sexual Assault Crime Prevention Act, The Protection of Children and Youths Welfare and Rights Act, the People with Disabilities Rights Protection Act, and other pertinent laws and regulations.

(2) 學校校長、教師、職員或工友不得偽造、變造、湮滅或隱匿他人所犯校校園性別事件之證據。

The President, faculty, and staff must not forge, alter, destroy or conceal the evidence of any campus sexual assault, harassment, or bullying incidents committed by others.

(3) 學校或主管機關處理校園性別事件，應將該事件交由所設之性別平等教育委員會調查處理，任何人不得另設調查機制，違反者其調查無效。

In handling a gender-related incident on campus, the school or competent authority shall turn over the case to its Gender Equity Education Committee for investigation and handling. No person shall establish any other means of investigation, and the results of investigations conducted by violators shall be null and void.

(4) 學校校長、教師、職員或工友有下列情形之一者，處新臺幣三萬元以上十五萬元以下罰鍰：

The President, faculty, and staff will be fined NTD 30,000 to NTD 150,000 with any of the following offenses:

A. 無正當理由，違反性別平等教育法第二十二條第一項規定，未於二十四小時內，向學校權責人員或學校主管機關通報。

Failure to report the event to the concerned authority within 24 hours as prescribed in Article 22, Paragraph 1 of the Gender Equity Education Act. The person has violated, without reasonable grounds, the provisions of Paragraph 1 of Article 22 by failing to report the incident to personnel with

administrative authority at the school or to the school's competent authority within 24 hours.

B. 違反性別平等教育法第二十二條第二項規定。

Violation of Article 22, Paragraph 2 of the Gender Equity Education Act.

(5) 學校校長、教師、職員或工友違反性別平等教育法第二十二條第一項所定疑似校園性侵害事件之通報規定，致再度發生校園性侵害事件；或偽造、變造、湮滅或隱匿他人所犯校園性侵害事件之證據，經學校或有關機關查證屬實者，應依法予以解聘、免職、終止契約關係或終止運用關係。

A principal, teacher, staff member, or worker of a school who violates the regulations on reporting suspected incidents of sexual assault on campus described in Paragraph 1 of Article 22 when such a violation results in a further incident of sexual assault on campus, or who falsifies, alters, destroys, or conceals evidence of sexual assault on campus committed by others shall, if the evidence has been verified by the school or relevant authorities to be accurate, be subject to dismissal, discharge from employment, termination of contractual relationship, or termination of service relationship in accordance with the law.

聯絡窗口：秘書室 王瑞鋒先生＃21005
24 小時校安中心（軍訓室）＃30800、9595
法源依據：「性別平等教育法第 22、43、44 條」
Contact: Secretariat – Mr. Jui-feng Wang, Secretariat's Office, Ext. 21005
The 24-hour Campus Security Center (Office of Military Instructors)
Ext. 30800 or 9595
Legal Basis: “Article 22, 43 and 44 of Gender Equity Education Act ”

3. 教師違反性別平等教育法之本校相關懲處規定

The School may exert disciplinary measures for teachers who violate the Gender Equality Education Act.

(1) 學校為執行性別平等教育法第二十六條第一項規定其他適當之懲處，得由性別平等教育委員會建議懲處措施，送請人事室處理。

In order to enforce other appropriate sanctions as provided in Article 26, Paragraph 1 of the Gender Equality Education Act, the School may have the Gender Equality Education Committee recommend sanctions to the Office of Personnel for action.

(2) 行為人為專任教師者，得視情節輕重，由性別平等教育委員會會議決以下之懲處措施，並同時議決其年限或次數：

If the perpetrator is a full-time teacher, the Committee on Gender Equality Education may, depending on the severity of the case, recommend the following disciplinary measures (length and times).

A. 停發年終獎金。Suspension of year-end bonuses.

B. 停止晉級晉敘。Suspension of promotion and advancement.

C. 停止兼任導師或主管職務。
Cease to a student advisor (Daoshi) or supervisor.

D. 不得超支鐘點。No overtime teaching hours.

聯絡窗口：秘書室 王瑞鋒先生 分機：21005
法源依據：「東海大學校園性別事件處理與防治實施規定第 31 條」
Contact: Secretariat –Mr. Jui-feng Wang, Secretariat's Office, ext. 21005
Source of Law: "Article 31, THU Implementation Rules for Handling and Preventing Gender-related Incidents on Campus"

4. 教師法違反校園性別事件相關解聘、停聘或不續聘相關規定
The Teacher's Act and other related the school regulations regarding gender equality offenses that may lead to dismissal, suspension, or non-renewal of employment.

(1) 經學校性別平等教育委員會或依法組成之相關委員會調查確認有性侵害行為屬實。
An investigation by the School's Gender Equity Education Committee or a legally constituted committee confirms that sexual assault has occurred.

(2) 經學校性別平等教育委員會或依法組成之相關委員會調查確認有性騷擾或性霸凌行為，有解聘及終身不得聘任為教師之必要；或有解聘之必要。
If so, the school may dismiss the perpetrator or exert a lifetime ban against employment as a teacher.

(3) 受兒童及少年性剝削防制條例規定處罰，或受性騷擾防治法第二十條或第二十五條規定處罰，經學校性別平等教育委員會確認，有解聘及終身不得聘任為教師之必要；或有解聘之必要。
Verified offenses in Child and Adolescent Sexual Exploitation Prevention Ordinance or the Sexual Harassment Prevention and Control Act (Article 20 or 25) may warrant the dismissal of the teacher and the termination of the teacher's employment for life by the School's Gender Equity Education Committee.

(4) 知悉服務學校發生疑似校園性侵害事件，未依性別平等教育法規定通報，

致再度發生校園性侵害事件；或偽造、變造、湮滅或隱匿他人所犯校園性侵害事件之證據，經有關機關查證屬實。

Found by authorities to have been aware of a suspected incident of sexual assault on campus and failed to report it following the provisions of the Gender Equality Education Act, thus resulting in a recurrence on campus. Or if s/he has forged, falsified, destroyed, or concealed the evidence of sexual assault on campus committed by another person.

(5) 行為違反相關法規，經學校或有關機關查證屬實，有解聘及終身不得聘任為教師之必要。

Inappropriate behaviors that violate the relevant laws and regulations (verified by the School or relevant authorities) may lead to dismissal and lifetime ineligibility for employment as a teacher.

(6) 教師涉有性侵害、性騷擾或性霸凌行為，服務學校應於知悉(指學校接獲通報教師疑似涉有性平事件)之日起一個月內經教師評審委員會審議通過後，免報主管機關核准，暫時予以停聘六個月以下，並靜候調查；必要時，得經教師評審委員會審議通過後，延長停聘期間二次，每次不得逾三個月。經調查屬實者，於報主管機關後，至主管機關核准及學校解聘前，應予停聘，免經教師評審委員會審議。

If a teacher is involved in sexual assault, sexual harassment, or sexual bullying, the School shall, (which means that THU receives a report suggesting a teacher of being involved in a gender inequality case) within one month upon knowing, suspend the teacher's employment for up to six months upon the Teacher Evaluation Committee's approval (no need to report to the other competent authority for permission). Pending on investigation, the suspension may be extended for two additional periods of no more than three months each. If the investigation is substantiated, the suspension shall be enforced and reported to the supervisory authority. A dismissal would occur when the supervisory authority officially verifies the offenses.

聯絡窗口：秘書室 王瑞鋒先生 分機：21005

法源依據：「教師法第 14 、15、22 條」

Contact: Secretariat - Mr. Jui-feng Wang, Secretariat's Office, Ext. 21005

Source of Law: Article 14, 15, 22 of the Teachers Act

5. 本校通報窗口 THU reporting window

(1) 學校校長、教師、職員或工友知悉發生疑似校園性別事件時，應立即以書面或其他通訊方式向本校權責人員通報（上班時間：秘書室性平專責人員、校安中心；下班時間：校安中心），並由權責人員依相關法律規

定向臺中市社政機關及教育部通報，至遲不得超過二十四小時。

Where the president, faculty, staff, or workers of THU become aware of a suspected on-campus gender-related incident, they shall immediately report the matter in writing or through other means of communication to the personnel with designated authority at THU (during office hours: the Gender Equity Education designated personnel of the Secretariat and the Campus Safety Center; outside office hours: the Campus Safety Center). The designated personnel shall, in accordance with applicable laws and regulations, report the matter to the Taichung City social affairs authority and the Ministry of Education no later than 24 hours after becoming aware of the incident.

聯絡窗口：24 小時校安中心（軍訓室）分機：30800、9595

秘書室 王瑞鋒先生 分機：21005

法源依據：「東海大學校園性別事件處理與防治實施規定第 16 條第 1 項」

The 24-hour Campus Security Center (Office of Military Instructors) Ext. 30800 or 9595

Contact: Secretariat - Mr. Jui-feng Wang, Secretariat's Office, Ext. 21005

Legal Basis: “Article 16, Paragraph 1 of “THU Implementation Rules for Handling and Preventing Gender-related Incidents on Campus”

(2) 本校接獲校園性別事件申請調查或檢舉（含媒體報導事件）時，由秘書室（電話：04-2359012 分機：21005、電子信箱：mwedu@thu.edu.tw）負責收件。

The Secretariat (phone: 04-23590121 ext. 21005; email: mwedu@thu.edu.tw) shall be responsible for receiving investigation applications or reports (including media reports).

聯絡窗口：秘書室 王瑞鋒先生 分機：21005

法源依據：「東海大學校園性別事件處理與防治實施規定第 13 條第 1 項」

Contact: Secretariat - Mr. Jui-feng Wang, Secretariat's Office, Ext. 21005

Legal Basis: “A Article 13, Paragraph 1 of “THU Implementation Rules for Handling and Preventing Gender-related Incidents on Campus”

6. 性別平等教育委員會貼心小叮嚀 Friendly Reminders from the Gender Equality Education Committee

(1) 於研究室指導、輔導學生養成「開門」習慣，避免二人單獨共處一室或一車內。

When instructing or counseling an individual student, leave the door open.

(2) 於家人不在家情況避免邀約學生至家中。

Avoid inviting students to your home when no other family members are at home.

(3) 除課業指導必要外，避免接觸學生身體（即使握手、拍肩仍宜視場合斟酌），於課業指導如有需要接觸學生身體時，請先徵詢學生同意再指導，並避免接觸時間太長。

Avoid touching students (shaking hands or patting on the shoulder even with appropriate timing where etiquette allows. If unavoidable, please request permission first and make it brief).

(4) 使用通訊軟體與學生聯繫，請謹守教師身分用語，避免使用過度親暱或不恰當用語，或傳不適宜圖片、貼圖等。

When using communication software to communicate with students, please abide by teacher status and avoid using overly affectionate words or inappropriate terms, pictures, stickers, etc.

(5) 進行課程或指導時，請尊重性別及個別差異，避免性別偏見之語。

Respect gender and individual differences. Avoid using terms with discrimination.

### 3.1.15 適用性別平等工作法之職場性騷擾事件 Sexual Harassment in the Workplace Under the "Act of Gender Equality in Employment"

教職員工涉性侵害、性騷擾或性霸凌事件(性別工作平等法)之申訴案窗口為人事室陳思蕙小姐#28306 Email：gendegui@thu.edu.tw 負責收件。

A sexual assault, harassment, or bullying event under the “Act of Gender Equality in Employment” involving THU faculty or staff should be reported to Ms. Szu-Hui Chen of the Personnel Office (Ext. 28306; E-mail: gendegui@thu.edu.tw).

聯絡窗口：人事室 陳思蕙小姐 分機：28306

Office of Personnel - Ms. Szu-Hui Chen Ext. 28306

# 3.2 圖書資源
# Library Resources

教師的主要職責是教學、研究、輔導、服務，圖書館能成為您教學與研究的助力。圖書館擁有豐富的書刊、電子資源，以配合全校師生教學、研究需要為主，並兼顧休閒活動所需，亦庋藏珍貴的善本、古籍。

館藏地點包含：總館、二校區管院分館、系所圖書室。亦可透過跨校資源共享，打破空間藩籬，進行館際互借。此外，更網羅多元的電子資源，提供教師們無遠弗屆地汲取知識。

The University Library helps faculty in teaching, research, counseling, and service. The library has a large holding of periodicals and electronic resources to meet the needs for teaching, research, and recreation. The library also collects precious classic editions and old books.

Our collections are stored in the Main Library, in the Management College Library on the second campus, and in departmental libraries. With inter-library loans and electronic resources, knowledge is at your fingertips.

## 3.2.1 持證刷卡或手機掃描 QR Code 入館，借還書快易通

## Swipe your campus ID card or scan the QR code for entry into the library and to check out or return books—fast and convenient!

入館須持服務證。兼任教師可持聘函及 1 吋相片 1 張向本館申請核辦借書證。借書冊數及期限如表列（寒暑假另訂）

A staff ID card is required for entry to the library. Part-time faculty members may apply for a library card at the library by presenting their letter of appointment and one 1-inch photo. The maximum number of books checked out each time (and days of holding). For summer and winter vacations, regulations might vary and will be announced.

| 身份別<br>Borrower Status | 圖書<br>Books | 多媒體資料<br>Multimedia Resources |
|---|---|---|
| 專任教師<br>Full-time faculty | 六十冊、六週、不限續借次數<br>60 items, 6 weeks, and no maximum renewals | 十片（含在圖書借書冊數內）二週、得續借一次<br>（因教學需要，得專案申請外借） |

| | | |
|---|---|---|
| **兼任教師** Part-time faculty | 三十冊、六週、得續借三次 30 items, 6 weeks, and 3 maximum renewals | 10 discs (included in the number of maximum items), 2 week and 1 maximum renewal (a special loan-out is applicable if it is for teaching) |

### 3.2.2 圖書、期刊、多媒體資源 Books, Periodicals, and Multimedia Resources

1. 參考書區：典藏中、西文紙本參考資源。一樓中文參考書區、B1 西文參考書區（需調閱）提供館內閱覽，不可外借。
   Collection of reference books: Chinese reference books on the first floor and western language books in the basement are for use in the library only. A retrieval request is required.
2. 二樓期刊區：陳列雜誌、報紙、學術期刊和學報，提供讀者於館內閱覽。近 6 個月報紙、中西文期刊合訂本、待裝訂期刊及罕用書庫期刊，請至書刊採編組二樓辦公室查詢調閱。
   Periodical area on the second floor: Magazines, newspapers, academic journals and journals are available for readers to read in the library. Newspapers in the last six months, bound periodicals, periodicals to be bound and periodicals in rare stack room, please go to the second floor Office of Acquisition and Cataloging Division for help.

3. 三樓西文書庫：典藏英、德、法、西等西方語言圖書。另設有多媒體資料室。
   Western stacks on the third floor: A collection of books in English, German, French, Spanish, and other western languages. A multimedia data room is also on this floor.
4. 四樓中文書庫：典藏中、日、韓、東方語言圖書。另設有學位論文室及特藏室，典藏本校學位論文、善本線裝書、大陸出版品。
   Chinese stacks on the fourth floor: A collection of books in Chinese, Japanese, Korean, and other Eastern languages. A particular room for dissertations, classic thread-bound books, and publications from mainland China is also on this floor.

### 3.2.3 電子資源 Electronic Resources

電子期刊及電子資料庫使用途徑：【圖資處首頁】→【資源查詢】→【電子資源整合查詢系統】→【輸入本校 THU-NID 帳號密碼】→【登入】。

Path to access electronic periodicals and electronic database: 【Office of Library and Information Service Home Page】→【Resources】→【E-Resources Federated Search

System】→ input THU-NID (tMail username and password) → Login.

### 3.2.4 薦購圖書 Book Recommendation

歡迎推薦您喜好的優質圖書、學科專書或新版工具書，讓圖書館聽到您的心聲，使館藏更符合您的需求，推薦方式如下：

請由【圖資處首頁】→【資源查詢】→下拉選單【圖書館館藏查詢】→【館藏查詢系統】→點選查詢框下方【圖書推薦】進入圖書推薦頁面 開始薦購。

（教學急用書：為爭取時間，請向系所推薦）

Recommend books by the following steps.

LIS website ：https://lis.thu.edu.tw/index.php?lang=en Please click 【Resource】→【Library Catalog System】→【Purchase Request】→start to recommend books (Books for urgent teaching need, please specify your department for fastest acquisition).

### 3.2.5 輔助工具 Auxiliary Tools

1. EndNote 書目管理軟體：提供多樣書目格式和彈性管理 PDF 檔案。請登入電子資源整合查詢系統（請參考 3.2.3 電子資源）下載安裝。
   EndNote: Formating your bibliography and managing PDF files. Please access the E-Resources Federated Search system (refer to 3.2.3 electronic resources) to download and install.
2. Turnitin 論文比對系統：可協助教師及學生運用系統檢核該學期報告或學術論文的原創性。申請使用請參見【圖資處首頁】→【學術研究】→【文獻相似度比對】→【Turnitin 論文原創性比對系統】→點擊【帳號申請與啟用】頁籤→【填寫表單】申請帳號進行比對。
   Turnitin (The system of thesis comparison): It can help students and professors to check the originality of semester reports and academic papers.
   How to apply to use, please see 【Office of Library and Information Service Home Page】→【Research】→【Paper Similarity Check】→【Fill out the form】to apply for the user ID for comparison.
   .

### 3.2.6 館舍教學空間延伸推薦 Recommended Space for Teaching in the Library Building

1. 團體討論室：提供 3-10 人學術性研討空間，凡本校教職員生可於線上登記使用【討論室借閱管理系統：https://space.lib.thu.edu.tw/RBS/】。
   Group Discussion Rooms: 【Reservation System: https://space.lib.thu.edu.tw/RBS/】
2. 研究小間：圖書館提供月借型研究小間供本校專任教職員登記使用，兼任教師可登記使用日借型研究小間。
   【研究小間借閱管理系統：https://space.lib.thu.edu.tw/RBS/】
   Private Study Rooms (Carrels): The Main Library offers private study rooms (by month) to full-time faculty and staff. Part-time faculties can reserve daily private study rooms. Please reserve.
   【Reservation System: https://space.lib.thu.edu.tw/RBS/】
3. Apple 電腦專區：一樓共享區設置多台 iMac。
   Apple Zone: iMac computers in the C-Sharing (Common) Area on the first floor.
4. 閱讀共享區：地下一樓閱讀共享區具備舒適多元的閱覽席位。可低聲談話與討論，亦可攜帶輕食入內，提供師生交流的好空間。

Public Reading Area: This space in the basement has reading seats in various arrangements. Light food and discussion in a low voice are allowed.

5. 資訊檢索區 E-Resources Retrieval Area:

一樓資訊檢索區提供多台 Windows 作業系統的桌上型電腦，讓讀者檢索單機版及網路版電子資料庫、上網查找資料，在此完成個人作業或論文。提供 1 台影印機及 1 台掃描器即時列印及掃描文件。資訊檢索區內有參考諮詢服務鈴，可即時呼叫館員，提供讀者問題諮詢、資料庫利用、館際合作（文獻傳遞服務）以及 Turnitin 論文比對等各項服務。

On the first floor. Desktop computers in the Windows system are available. These computers enable readers to retrieve stand-alone and online electronic databases, browse information online, and do their work or dissertation. This area is also equipped with 1 copy machine and 1 scanner, enabling users to efficiently print and scan documents. There is a reference service bell in this area, which can be used to call a librarian immediately. Reference service include consulting, database utilization, interlibrary loans (document delivery services), and Turnitin originality comparison services.

## 3.2.7 圖書館利用教育 Library Instruction

本館每學期皆針對特定資料庫開設利用教育訓練課程，另外也提供包含：認識圖書館之旅、圖書館資源利用、電子資料庫檢索利用等課程供申請，教師可以「班」為單位向圖書館預約課程，帶領學生一探圖書資源的奧秘。

Each semester, the Main Library provides library instruction courses and electronic databases education promotion for all library units. We also offer library tours to help students get to know the library resources better. Interested teachers, please schedule with the library for a group tour (per class).

## 3.2.8 教師指定參考書申請 Reserving Books for Class Use

任課教師得就圖書館館藏向本館申請列為指定參考書，以利學生研讀課程有

關之圖書資料。申請方式請查閱：【圖資處首頁】→【學術研究】→【教師指定參考書】，另至【圖書服務】→【表單下載專區】下載【教師指定參考書申請單】，申請表格填妥後，請印出並送至總圖借還書櫃台，或傳送至承辦人信箱。

Instructors may reserve books for class use at the Main Library to make course-related books and documents readily accessible for students. Application Method: 【Office of Library and Information Service Home Page】→【Services】→【Forms】→【Course Reserves Circulation Policies】→Download 【Faculty Request for Course Reserves】. Fill the application form, send it to the contact person's email ( or print out, and submit it to the circulation desk).

### 3.2.9 研究計畫用書列產 Cataloging Books Purchased through Research Project as THU Property

1. 計畫用書以業務費或其他經常門購置，不列產。但金額 1 萬元以上者且使用年限在 2 年以上者，應列產。需列產之「研究用書」，請於書籍經費核銷前將圖書及清單送交圖書館書刊採編組。

   Books used in the project purchased with business expenses or other regular expenses are not listed as assets. However, if the amount is more than NT$10,000 and the service life is more than 2 years, it should be listed as assets. Books that need to be listed as assets, the department organizer should send the books and book lists to the Acquisition and Cataloging Division before the book funds are written off.
2. 書刊採編組於付款申請單上核章後，始得向會計室進行報銷經費。

   After the Acquisition and Cataloging Division has stamped the payment application forms the department organizer may reimburse the expenses to the accounting office.
3. 圖書館處理完成後，會以 Email 或電話通知系所辦理計畫用書借閱。

   After the library completes the procedures, the department will be notified by email or phone to process the books loan.
4. 列產說明網頁路徑：【圖資處首頁】→【關於本處】→【法令規章】→【各院系單位經費及研究計畫經費自購圖書列產說明】

   Acquisition materials should be listed as assets, please visit LIS wetsite 【https://lis.thu.edu.tw/index.php?lang=en】→【About】→【Policies】→【Instructions on self-purchased books by each department and research project funds】

## 3.2.10 跨校資源共享-館際合作 Sharing Resources Across Schools– Interlibrary Loans

當您在本館無法取得所需的資料時，多元跨校借書、文獻傳遞服務，讓您飽覽東海大學圖書館外的延伸資源，支援您教學與研究所需。

Interlibrary loans allow you to access holdings not in THU Library through interschool circulation and document delivery services.

| 類型<br>Types | 說明<br>Description | 費用<br>Expenses |
|---|---|---|
| 跨校借閱證<br>Interschool loan card | 向本校總館申請，親自到他館借書。<br>中部大學圖書館聯盟（2 所）、館對館圖書互借（14 所）、優久聯盟圖書借閱證（3 所）。<br>Apply for the card at the THU Main Library to loan books in person from off-campus libraries.<br>The interlibrary loan card allows access to Central Taiwan University Library Alliance (2 universities); a library to a library (14 libraries), Excellent Long-Established University Consortium of Taiwan (13 libraries) | 免費申辦<br>Free |
| 全國文獻傳遞服務<br>National document delivery services | 不用親自到對方館，即可透過全國文獻傳遞服務系統（NDDS），申請圖書借閱、文獻複印。<br>The National Document Delivery Service (NDDS) system allows faculty to borrow books and duplicate documents without going to other libraries. | 使用者付費<br>To be paid by the user |
| 國外文獻複印<br>Photocopies of foreign documents | 透過全國文獻傳遞服務系統（NDDS），申請複印期刊/會議論文/圖書等（完整篇章）。<br>The National Document Delivery Service (NDDS) system allows the faculty to apply for the duplication of periodicals, conference papers, and books (full chapters). | 使用者付費<br>To be paid by the user |

# 3.3 全英授課
# All English lessons

為提昇學生英文程度，增加學生就業競爭力，除開設英語語文課程外，並訂定「東海大學鼓勵教師以英語授課辦法」（以下簡稱本辦法）鼓勵教師以英語講授一般課程。鼓勵範圍以選修課程、研究所課程及通識課程為原則，但不含規定以英語授課之課程、非講授類課程（實驗、實習、設計、專題討論、演說等性質之課程）及教師以英語為母語授課之課程。採「英語授課」之課程內容須以全程英語教學方式授課，其方式包括教材採用英語書籍，授課、研討及作業皆採用英語方式為之。本校專兼任教師除歸屬系所限定以全英語授課者外，教師擬以英語授課者，請於前一學期配合開課作業，經系（中心）、院課程委員會審議通過，教務長核准後每一授課時數加發 0.5 個鐘點費計算。外籍兼任教師如有特殊卓越學術貢獻者，得依行政程序由教務長核准鐘點費另計。核准以英語授課之課程由授課教師於開學前在本校校園網路教務系統公告教學內容大綱，以便學生選課。

To enhance student's English proficiency and increase employment competitiveness, Tunghai University, besides offering English language courses, also stipulated "THU Regulations to Encourage Courses Taught in English" (hereinafter the Regulations). In principle, the range under the said encouragement includes elective courses, graduate courses, and general education courses. It, however, excludes courses required to be taught in English by nature, such as non-lecture courses (i.e., experiment, internship, design, seminar, and speech-related courses) and courses taught by faculty whose mother tongue is English. The "English-taught courses" must be conducted in English throughout the course, including the teaching materials, lectures, seminars, and assignments. Each of these elements must be completed in English. Apart from those whose respective department restricts teaching in English only, the University's full-time and part-time faculty who plan to pursue teaching in English should propose it in the previous semester and comply with the course offering process. Once approved by the Department (Center) and College Curricular Committee and Dean of Academic Affairs, the faculty will receive an additional 0.5 hourly pay. Upon approval of the Dean of Academic Affairs, part-time foreign faculty with exceptional academic contributions may have an honorary difference in hourly pay calculation after administration procedure. Approved English-taught courses will be posted online before the semester begins to facilitate course registration/sign-up.

# 3.4 遠距教學課程
# Distance Learning Courses

隨著網路虛擬世界和社群平台的發展，全球化和地球村的時代來臨，人類的思維與知識的發展早已不受地域限制，教育也不再限縮於教室或學校內，使得線上課程蔚為風潮，各大學爭相開設課程，已形塑新的教學氛圍，而如何開設遠距教學課程、運用科技工具來輔助教學，成為新進教師的一大挑戰。

With the development of the internet, virtual worlds, and social media platforms, the era of globalization and the global village has arrived. Human thinking and knowledge are no longer constrained by geographical boundaries, and education is no longer confined to classrooms or schools. As a result, online courses have become increasingly popular, with universities worldwide competing to offer them, shaping a new teaching environment. In this context, designing and delivering distance learning courses and effectively utilizing technological tools have become significant challenges for new faculty members.

東海大學教學發展中心致力於協助老師開設遠距教學課程，透過教學設計將影音教材碎片化，明確標示各單元教學節點，再配合教學活動及合作學習策略等，讓學習者在遠距教學中保有實質參與的特性，並且不受時間、空間的限制，自由調配學習時間，靈活規劃學習進度，用更高的效率完成課程與精進自我，充分結合自主學習模式，完善網路大學的核心概念。

The Center for Teaching and Learning Development of THU is dedicated to assisting teachers in delivering distance learning courses. Through instructional design, audiovisual materials are segmented into manageable parts with clearly marked teaching points for each unit. Combined with teaching activities and cooperative learning strategies, this approach ensures that learners remain actively engaged in distance learning without being constrained by time or location. Students are empowered to manage their own study schedules flexibly, plan their learning progress independently, complete courses more efficiently, and enhance their skills. By fully integrating independent learning models, the center aims to strengthen the core concept of an effective online university.

對遠距教學課程有興趣的新進教師，可以參考教育部「專科以上學校遠距教學實施辦法 」瞭解遠距教學課程的定義，若想進一步瞭解教育部遠距教學課程的課程設計重點，也可以至「教育部遠距教學交流暨認證網」的數位課程認證專區瀏覽相關資訊，以上資訊皆歡迎與教學發展中心諮詢，謝謝!

Newly appointed faculty members who are interested in developing distance learning courses may refer to the Ministry of Education's *Regulations Governing Distance Learning for Institutions of Higher Education* to better understand the official definition of such courses. For further information on the key principles of course design as outlined by the Ministry of Education, please visit the Digital Course Certification section on the *MOE Distance Learning Exchange and Certification Platform*. For any questions or guidance, feel free to contact the Center for Teaching and Learning Development. Thank you!

聯絡窗口： 教發中心 胡心蘋小姐 分機：22505

Contact: Center for Teaching and Learning Development –
Ms. Xin-Ping Hu, Ext. 22505

- 教學相關軟硬體設施 Teaching software and hardware

  借用項目 Borrowing items：

  (1) Ever Cam 錄播軟體 EverCam recording and editing software

  (2) USB 外接麥克風 USB external microphone

  (3) HD 網路攝影機（HD Webcam）HD Webcam

  借用方式：請至教學發展中心（社科院北側一樓 SS103） 申請安裝使用

  Please go to the Center for Teaching and Learning Development (SS103 on the first floor and north side of the College of Social Sciences) to apply for the installation and use.

  聯絡窗口：教發中心 張國強先生 分機：22503

  Contact: Center for Teaching and Learning Development –
  Mr. Guo-Qiang Zhang, Ext. 22503

- 教室相關硬體設施（教室教學使用之視聽設備）

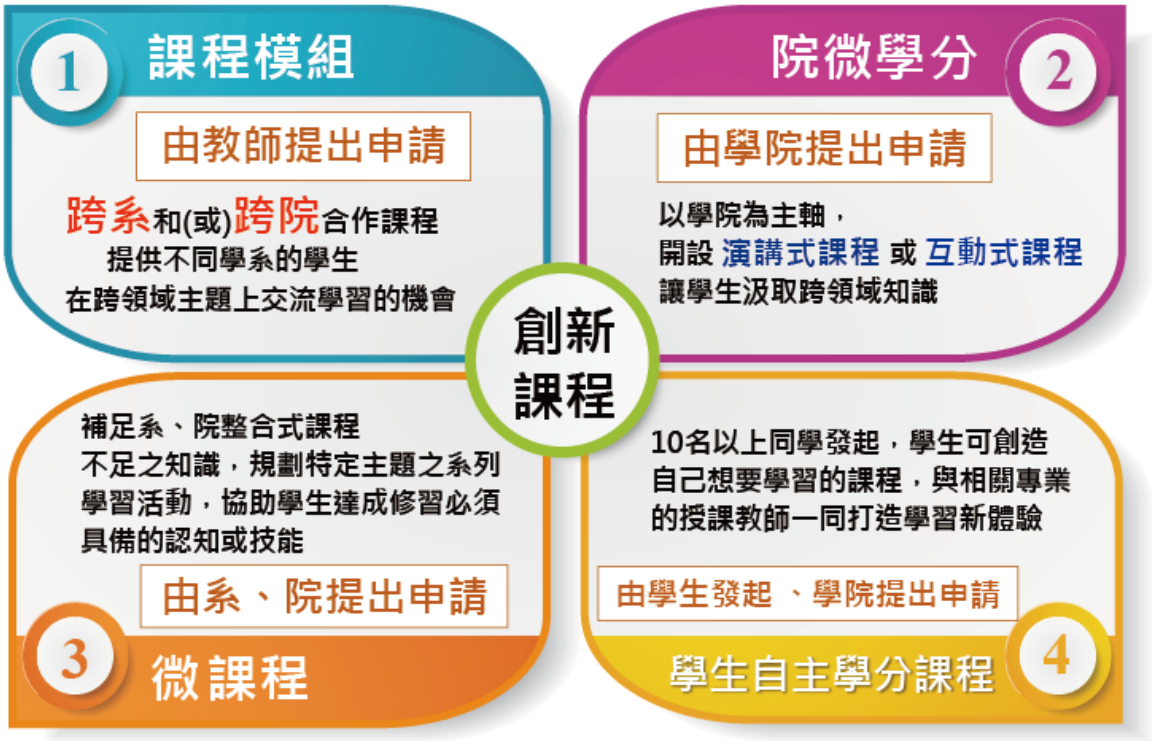
  Classroom hardware facilities (audio and visual equipment for classroom teaching)

| 固定提供設備項目<br>（攜帶教室專用卡，就可以使用）<br>Fixed equipment and items<br>(needs a classroom power card to activate) | | 臨時可借用設備項目<br>Checking out equipment and items | |
|---|---|---|---|
| 1 | 數位講桌系統<br>Digital Desk system | 1 | 筆記型電腦<br>Notebook |
| 2 | 桌上型電腦<br>Desktop computer | 2 | 大型教室無線麥克風<br>Wireless microphone for large classrooms |
| 3 | 固定鵝頸式麥克風<br>Fixed gooseneck microphone | 3 | 有線麥克風<br>Wired microphone |
| 4 | 單槍投影機<br>Fixed gooseneck microphone | 4 | 攝錄影機<br>Camcorder |
| 5 | 電動銀幕<br>(Descending/ascending)Projection screen | | |
| 6 | 活動式有線麥克風線<br>Wire for a portable microphone | | |

聯絡窗口：教發中心 詹鎮能先生 分機：22500

Contact: Center for Teaching and Learning Development – Mr. Zhen-Neng Zhan, Ext. 22500

# 3.5 創新課程
# Innovative Curriculum




創新課程四大類別

## 一、課程模組 Modular Courses

1. 課程目的 Purpose：

   (1) 為鼓勵教師跨系、院合作課程，提供不同學系的學生在跨領域主題上交流學習的機會。由不同院、系教師，開設二至三門主題相似的獨立課程，組成一個跨院、系課程模組。

   To encourage faculty members to collaborate across departments and colleges in course offerings, and to provide students from different departments opportunities to engage in cross-discipline learning and exchange. A modular course shall consist of two to three independent courses on similar themes, jointly offered by faculty members from different departments or colleges.

   (2) 教師仍保留原有課程教學方式，提供學生跨域學習與跨系院教師互相交流機會。

   Each instructor retains their original teaching method, while offering students the chance to engage in cross-disciple learning and interaction with faculty from other departments or colleges.

2. 課程規範 Course Specifications：

   (1) 若因課程所需，可邀請校外講者至課堂演講，一學期以兩次為限。若演講安排於課外時間，則次數不限。

   If necessary for the course, guest speakers from outside the university may be invited for up to two class sessions per semester. If lectures are held outside

regular class hours, the number of sessions is not limited.

(2) 課程以日間學士班為主。

These courses are primarily designed for the undergraduate day program.

3. 實施方式 Implementation：

(1) 開課 Course Offering：

A. 由教師提出申請，需檢附課程模組申請表，並經系、院課程委員會及教學發展委員會審核通過，若教學發展委員會審核未通過，該課程將調整為一般課程。

Instructors must submit a modular courses application form. The proposal must be reviewed and approved by the Department and College Courses Committees, as well as the Teaching Development Committee. If not approved by the latter, the courses will be offered as regular (non-modular) courses.

B. 經教學發展委員會審核通過，註冊課務組將協助於該課程之開課資料備註寫明「本課程為課程模組」。

Once approved, the Registration and Curriculum Office will annotate the course information with the note: “This course is part of modular courses.”

(2) 授課模式 Course formats：

A. 模式一：課程模組開課時間相同，可針對課程共同主題，至多於三至五週併班上課。

Model 1: Courses within the module are scheduled at the same time and may be combined for joint sessions for up to three to five weeks.

B. 模式二：課程模組開課時間不同，教師至多於三至五週至另一門模組課程進行交換教學。

Model 2: Courses within the module are scheduled at different times. Instructors may visit and teach in other classes within the module for up to three to five weeks.

C. 模式三：課程模組開課時間不同，另尋課程外時間共同上課，進行相同課程主題的合作教學，至多三至五週。

Model 3: Courses within the module are scheduled at different times. Instructors may arrange joint sessions outside regular course hours on shared topics for up to three to five weeks.

4. 補助 Subsidy：

如經審核通過，將視該年度編列之專款或計畫經費酌予補助課程支出，並於當學期期末繳交一份課程成果報告，並於次一學期參與教學發展中心舉辦之

工作坊及發表教學成果。

Upon approval, courses may receive financial support from designated funds or project budgets based on availability for the given academic year. A course outcome report must be submitted at the end of the semester. Instructors are also required to participate in a workshop organized by the Center for Teaching and Learning and present teaching outcomes in the following semester.

## 二、院微學分課程 Collegiate Micro-credit Courses

1. 課程目的 Purpose：

   為鼓勵學生透過演講式課程汲取跨領域知識，自我規劃學習主題。以學院為主軸，匯集所屬學系或跨院系各類型態講座，依社會、生態、經濟及文化永續四大類型整合，並給予選修學分。

   To encourage students to gain interdisciplinary knowledge and design their own learning paths through lecture-based or interactive courses. Micro-credit courses are organized by colleges, integrating courses from affiliated departments or across colleges. They should be categorized into four sustainable dimensions: social, ecological, economic, and cultural, and count as elective credits.

2. 課程規範 Course Specifications：

   (1) 課程以日間學、碩士班為主，由院開設。

   Courses are primarily offered for undergraduate and master' s day programs and are initiated by colleges.

   (2) 課程以演講或互動式課程為主要形式，需具明確主題的系列，且須符合四大永續主軸。

   Courses shall be mainly lecture-based or interactive in nature, organized as a themed series that aligns with the four sustainability dimensions.

   (3) 其演講場次不得與通識中心微學分課程重複認列。

   Lecture sessions cannot be double-counted with micro-credit courses offered by the Center for General Education.

3. 實施方式 Implementation Method：

(1) 開課 Course Offering：

A. 開課單位需檢附院微學分課程申請表，並經院課程委員會及教學發展委員會審核通過，若教學發展委員會審核未通過，該課程將調整為一般課程。

Colleges must submit a College-Based Micro-Credit Course Application Form, which must be reviewed and approved by the College Courses Committee and the Teaching Development Committee. If not approved by the latter, the course will be offered as a regular course.

B. 每學期至多可安排 3 學分之活動場次( 場次安排時間為第 1 至 16 週 )。

A maximum of 3 credits' worth of sessions may be scheduled per semester (sessions can be held during Weeks 1–16).

C. 如經教學發展委員會審核通過，開課單位需於開課資料備註寫明「本課程為院微學分課程」與「場次學分標準(參與 5 場次即獲得 1 學分，參與 10 場次即獲得 2 學分，參與 15 場次即獲得 3 學分) 」。

Once approved by the Teaching Development Committee, course documentation must clearly state: "This course is a college-based micro-credit course" and specify the "credit conversion standard" (1 credit for participation in 5 sessions; 2 credits for 10 sessions; 3 credits for 15 sessions).

D. 課程教師須於開學第一週向學生說明修課規定，課程以 3 學分開授，待課程教師於期末檢核參與場次完成後，於第 17 週前提供學生名單及對應的學分數給註冊課務組進行選課資料輸入。

In the first week, instructors must explain the course rules to students. Although listed as a 3-credit course, credit will be granted based on actual session attendance. By Week 17, instructors must submit a list of students along with corresponding credit information to the Registration and Curriculum Office for enrollment recording.

(2) 鐘點 Teaching Hours：課程教師之鐘點數統一以 1 小時授課時數計算。

Instructor hours are uniformly calculated as 1 hour per session of instruction.

(3) 選課 Course Enrollment：學生於規定之選課時程登記加選，微學分演講時段不得與其他課程衝堂。

Students must enroll during the designated registration period. Micro-credit courses must not conflict in schedule with other registered courses.

(4) 成績 Grading：微學分課程之成績採計為通過及不通過，不列入平均成

績計算。

Micro-credit courses are graded on a Pass/Fail basis and are not included in GPA calculations.

4. 補助 Subsidy：

如經審核通過，將視該年度編列之專款或計畫經費酌予補助課程支出，並於當學期期末繳交一份課程成果報告，並於次一學期參與教學發展中心舉辦之工作坊及發表教學成果。

Upon approval, courses may receive financial support from designated funds or project budgets based on availability for the given academic year. A course outcome report must be submitted by the end of the semester. Instructors are also required to participate in a workshop organized by the Center for Teaching and Learning and present teaching outcomes in the following semester.

## 三、微課程 Micro Courses

1. 課程目的 Purpose：

為補足院、系整合式課程不足之知識，規劃特定主題之系列學習活動，協助學生達成修習院、系整合式課程必須具備的認知或技能。

To supplement knowledge gaps in college or department capstone courses by offering a series of learning activities on specific topics, and to help students acquire the cognitive skills or competencies required for such capstone courses.

2. 課程規範 Course Specifications：

(1) 微課程以日間學士班為主，由院、系開設。

Micro-courses are primarily intended for the undergraduate day program and are offered by colleges or departments.

(2) 微課程須與院、系整合式課程開設於同一學期。

Micro-courses must be conducted in the same semester as the corresponding college or department capstone courses.

(3) 微課程須於開課前一學期配合院、系整合式課程提出申請，不得於當學期補開。

Applications must be submitted in the semester prior to the course offering in conjunction with the related capstone course. Micro-courses may not be added mid-semester.

(4) 一門院、系整合式課程至多可配合開設 2 至 4 門微課程。

Each capstone course may be supported by 2 to 4 micro-courses at most.

(5) 微課程進行方式以工作坊和(或)實作研習為主。

Micro-courses shall mainly be conducted as workshops and/or hands-on sessions.

(6) 若此微課程採密集方式進行，需經系、院課程委員會通過後送教務處備查，原則上課程週次應安排至少 9 週。

If offered in an intensive format, micro-courses must be approved by the Department and College Courses Committees and filed with the Office of Academic Affairs. In principle, they should span at least 9 weeks.

(7) 若因微課程所需，可邀請校外講者至課堂演講，一學期以兩次為限。若演講安排於課外時間，則次數不限。

If necessary, guest speakers from outside the university may be invited, limited to two class sessions per semester. If sessions are held outside regular class hours, the number of sessions is not limited.

(8) 每系列學習活動負責教師規劃該系列學習活動之課程形式、師資專長、課程大綱、授課進度與內容，並使用本校愛學網 ( iLearn ) 數位平台即時融入教學互動模式，記錄學生出缺席、考核學習成效等相關事務。

The instructor responsible for each series of learning activities shall plan the course format, teaching faculty, syllabus, schedule, and content. They must also utilize the university's iLearn platform to integrate interactive teaching, record attendance, and assess learning outcomes.

3. 實施方式 Implementation Method：

(1) 開課 Course Offering：

A. 開課單位需檢附微課程申請表，並經系、院課程委員會及教學發展委員會審核通過，若教學發展委員會審核未通過，該課程將調整為一般課程。

The offering unit must submit a Micro-Course Application Form, which shall be reviewed and approved by the Department and College Courses Committees as well as the Teaching Development Committee. If not approved by the latter, the course will be offered as a regular course.

B. 如經教發會審核通過，依開課單位規劃及公告選課時程登記加選，註冊課務組將協助於該課程之開課資料備註寫明「本課程為微課程」。

Once approved by the Teaching Development Committee, students may register according to the course offering unit's schedule and announcements. The Registration and Curriculum Office will annotate the course as a "micro-course" in the registration system.

(2) 選課 Enrollment：學生修習微課程時段不得與其他課程衝堂。

Students must ensure that micro-course sessions do not conflict in schedule with other registered courses.

(3) 學分採計 Credit Calculation：

A. 相同主題系列課程之每一單元以 18 小時為單位設計，依規定修習每一單元課程（18 小時），可獲 1 學分認證。

Each unit within a course series of the same theme shall be designed on an 18 -hour basis. One credit will be awarded for every completed 18-hour unit.

B. 課程教師於期末登錄成績，成績納入學期、學年、畢業成績平均計算。

Instructors will submit grades at the end of the semester. These grades will be included in semester, academic year, and graduation GPA calculations.

C. 學生不得修習與正式課程名稱相同或課程內涵相似之微課程。

Students may not take a micro-course with the same title or similar content as a regular course.

(4) 鐘點 Teaching Hours：課程教師授課鐘點數，以 1 小時授課時數計算。

Instructor teaching hours are calculated at 1 hour per session.

4. 補助 Subsidy：如經審核通過，將視該年度編列之專款或計畫經費酌予補助課程支出，並於當學期期末繳交一份課程成果報告，並配合參與教發中心舉辦之創新課程成果分享會。

Upon approval, courses may receive financial support from designated budgets or

project funds for the academic year. A course outcome report must be submitted by the end of the semester, and faculty must participate in the Innovative Course Result Sharing Session organized by the Center for Teaching and Learning.

## 四、學生自主學分課程 Courses of Student's Design

1. 課程目的 Purpose：

   為鼓勵學生創造自己想要學習的課程，學生可尋找相關專業的授課教師一起規劃課綱內容，設計專屬的主題課程，也讓更多對此課程有興趣的同儕們一起加入其中，創造更完整的學習經驗。

   To encourage students to create their own learning experiences, this regulation allows students to collaborate with faculty to design a custom course syllabus on a selected theme. It also invites like-minded peers to join in, fostering a more complete and engaging learning experience.

2. 課程規範 Course Specifications：

   (1) 課程以日間學士班為主，由院開設，每院每學期以兩門為原則，全校共計至多 18 門，每門課至多兩學分。

   These courses are primarily for undergraduate day program and are offered by colleges. Each college may offer up to two courses per semester, with a university-wide cap of 18 such courses per semester. Each course may carry a maximum of 2 credits.

   (2) 課程教師需為本校專任或兼任師資，一名為限；若因課程所需，可邀請校外講者至課堂演講，一學期以兩次為限。若演講安排於課外時間，則

次數不限。

The instructor must be a full-time or contract faculty member of Tunghai University, limited to one instructor per course. If necessary, guest speakers from outside the university may be invited, limited to two class sessions per semester. If sessions are held outside regular class hours, the number of sessions is not limited.

(3) 自主學習課程主題不得與本校既有正式課程重疊或取代之。

The topic of a student-initiated credit course must not duplicate or substitute for any existing official course at the university.

3. 實施方式 Implementation Method：

(1) 開課 Course Offering：

A. 由十名 ( 含 ) 以上學生共同發起，學生須主動提出課程名稱/主題，包含課程大綱、課程內容、評量方式，並尋找合適的課程教師，由教師從旁協助課程進行。

A group of at least ten students may initiate the proposal. Students must submit the course title/theme, including syllabus, content outline, and assessment methods, and find a faculty member to advise and support the course.

B. 開課需檢附學生自主學分課程申請表，課程需經院課程委員會及教學發展委員會審核通過，並於每學期規定開課期間辦理開課，若教學發展委員會審核未通過，該課程將調整為一般課程。

The application form for a student-initiated credit course must be submitted and approved by the College Courses Committee and the Teaching Development Committee. The course must be proposed during the designated period each semester. If not approved by the Teaching Development Committee, the course will be treated as a regular course.

C. 如經教學發展委員會審核通過，註冊課務組將協助於該課程之開課資料備註寫明「本課程為學生自主學分課程」。

Once approved, the Registration and Curriculum Office will will annotate the course information with the note: “This course is a student-initiated credit course.”

(2) 選課 Enrollment：

A. 該學期修習課程總學分數，仍需依學則第 16 條之學分上、下限規定選課。

The total credits for the semester must comply with Article 16 of the Academic Regulations regarding minimum and maximum credit loads.

B. 課程需開放予全校學生選修。

The course must be open for enrollment to all university students.

C. 選課人數依開課辦法規定辦理。

Enrollment numbers shall comply with the university's course offering regulations.

4. 補助 Subsidy：

如經審核通過，將視該年度編列之專款或計畫經費酌予補助課程支出，並於當學期期末繳交一份課程成果報告，並於次一學期參與教學發展中心舉辦之工作坊及發表教學成果。

Upon approval, courses may receive financial support from designated budgets or project funds for the academic year. A course outcome report must be submitted by the end of the semester, and faculty must participate in the Innovative Course Result Sharing Session organized by the Center for Teaching and Learning.

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# 3.6 東海大學 實習專區
# THU Interns

**理念與特色 Concepts and Characteristics：**

為鼓勵學生妥善規劃學習的時光，於大學期間完整建構其專業力與就業力，並協助其建構未來藍圖，實習與學生成就中心結合及統籌多方領域的團隊，建置實習專區，以「one-stop service」一站式服務，提供學生入學起，即啟動與職涯之連結，實習專區整合「課程領航」、「THU 人才網」平台，協助學生於求學期間，即能應用校園專屬資源，引導學生思考及規劃學習，同時在平台協助中連結職涯，讓未來藍圖更加清晰。

To encourage students to plan their study time reasonably, give full play to their professional quality and employability during university, and help students build a blueprint for the future, the Internship and Students Achievement Center integrates and coordinates teams in various fields and provides a "One-stop service, providing students with career connections from the moment they enter the school. The internship area integrates the platforms of "Curriculum Guidance System" and "THU Talent Network" to help students use campus-specific resources, to guide students to think and plan their studies during their studies, and at the same time use the platform to connect their careers and make the future blueprint more straightforward.

1. 課程領航 Curriculum Guidance System

**「只有自己能決定想前往的方向」，課程領航系統以「學生為本位」設計，期作為學生選修課程背後的最強支柱。」**

**The THU Curriculum Guidance System supports students by enhancing self-awareness for the future path.**

研創團隊跳脫傳統官網形象，設計人性化系統，主動且與時俱進地即時更新大環境現況與趨勢，協助學生瞭解選課目的，並看見更多豐富的選修課程，同時以下列特色功能來實踐系統整體價值：

The development team jumps out of the traditional frame of a school website and instantly updates the big environment's current status. The purpose is to help students clearly understand the course objectives and discover interesting elective courses they might be interested in. The system has three primary characteristic functions：

(1) 「修課紀錄」"Course Records"

作為修課時的參考依據，除了方便計算學分數外，能清楚一覽已修課程，方便規劃未來修課方向。

As a reference for taking future courses, the records count accumulated credits and point to future career possibilities of what other courses should best be added course list when deciding on a course.

(2) 「就業發展資訊」 "Employment Development Information"

提供資訊的整合，以「從課程找職業」或是「職業找課程」雙向檢索，滿足使用者對職業與課程之間的相異需求，精確掌握選課與實習方向。

Provide information integration and bidirectional search by "finding a job from a course" or "finding a course by a job" to meet users' different needs between careers and courses, and accurately grasp the direction of course selection and practice.

(3) 「職能累積量表」"Cumulative Competence Scale"

多一種方式認識自己為本系統核心價值所在，「職能計算功能系統」除能藉由數據分析之資訊彙整，讓同學面對繁多選項時之參考外，對於尚未找到方向的學生，也能運用以終為始的概念進行探索、建立學習與能力培養的學習藍圖。

The scale is the core value of this system for students to know themselves. The "Competence Calculation System" gives students a reference point for deciding on numerous courses and jobs through data analysis. Besides, for students who have not yet found a future direction, the Cumulative

Competence Scale can inspire students to reflect and target their learning to get ready for the future.

2. THU 人才網 THU Talent Recruitment Website

**「掌握業界人才需求，THU 人才網匯集多元產業之實習/就業職缺，與實習資訊平台串聯，協助學生銜接職涯!」**

**"Mastering the industry's talent needs, the THU Talent Network brings together internship/employment vacancies in multiple industries and connects with the internship information platform to help students connect their careers!"**

為優化學生接軌產業之管道，「THU 人才網」匯集不同產業別之人才需求與職缺，作為廠商提供求才訊息之管道，學生可於此平台進行篩選、檢索及投遞履歷等功能，促進實習就業之職缺媒合、資訊流通與求職安全。

To optimize the channels for students to connect with industries, "THU Talent Network" gathers talent needs and job vacancies in different industries and serves as a channel for manufacturers to provide talent information. Students can filter, search, and submit resumes on this platform to promote internships: job matching, information circulation, and job search security for employment.

(1) 線上媒合更即時

Online matchmaking is more on-time.

學生於履歷完備後，直接於平台投遞履歷，透過線上媒合之即時性，增加學生實習與就業機會。

After students have completed their electronic resumes on campus, they can post their resumes directly on the platform. Students can increase their internship and employment opportunities through the immediacy of online matchmaking.

(2) 東海人才招募平台，實習求職更便利

THU talent recruitment platform, more convenient for internship and job hunting

資訊整合銜接企業招募，學生可應用 THU 人才網，了解企業端之人才需求，進一步透過電子履歷檢視自我適配程度外，亦可掌握不同產業職缺資訊，從中找到實習/就業的方向投遞履歷，開展職涯發展的第一步。Information integration connects to corporate recruitment. Students can use the THU Talent Network to understand the talent needs of companies. In addition to checking the degree of self-adaptation through electronic resumes, they can also grasp information on job vacancies in different industries and find the direction of internship/employment to submit their resumes. Take the first step in career development.

聯絡窗口：實習與學生成就中心

陳宣云 hsuanyun@thu.edu.tw 分機 22521

Contact: Internship and Students Achievement Canter

Mrs. Hsuan-Yun Chen at hsuanyun@thu.edu.tw, Ext. 22521

# 3.7 資訊服務
# IT Services

## 3.7.1 帳號中心 User Center

東海大學帳號中心採用單一帳號整合機制，使用者只要完成「帳號啟用」程序，就可以使用專屬個人的 THU-NID 帳號、THU-PW 密碼，依您的身份經適當授權登入使用本校提供的資訊服務。如 iLearn 教學平台、教師資訊、tMail 電子郵件、tDrive 東海儲存雲、ARMS 學術研究成果、Wi-Fi Login 校園無線網路認證等資訊服務。

帳號中心提供您帳號啟用、忘記帳號、忘記密碼、變更密碼、薪資/所得扣繳憑單密碼設定等功能。

The University's User Center adopts a Single Sign On(SSO) account integration mechanism. After activating your THU-NID, you can login to the system with your THU-NID account and THU-PW to access services entitled to your THU identity, such as iLearn, Faculty Information, tMail (e-mail service system), tDrive (Tunghai Cloud Storage), ARMS (academic research management system), Wi-Fi Login (campus wireless network certification).

The University's User Center allows you to activate an account, retrieve an account (when forgotten), retrieve and reset the password (when forgotten), and set a password for payroll slip/withheld tax statement.

帳號中心 https://user.thu.edu.tw/

聯絡人：圖資處 ST005 資訊服務台 分機：30220

User Center: https://user.thu.edu.tw/

Contact: Information Technology (IT) Service Desk, Office ST005, Office of Library and Information Services, Ext. 30220

### 3.7.2 校園無線網路連線說明

## THU Campus Wireless Network Connections

使用方法 Instructions：

1. 請使用支援 802.11 a/g/n/ac/ax、Wi-Fi 6/5/4 之行動上網設備。
   Please use mobile network equipment that supports 802.11 a/g/n/ac/ax、Wi-Fi 6/5/4.
2. 請搜尋無線網路熱點 SSID「thu_5G」、「thu」或「TANetRoaming」。
   Please search for the Wi-Fi HotSpot network SSID “thu_5G”、“thu” or “TANetRoaming.”
3. 請在登入頁面跳出後，於「帳號」、「密碼」欄位輸入東海 THU-NID 帳號及密碼，接著按「Login」，通過認證即可使用東海校內之無線網路。
   After the sign-in page appears, enter your THU-NID account and THU-PW, then click “Sign-in.”
4. 若是沒有自動帶出登入頁面，請開啟瀏覽器連線任一網址即可自動跳轉至登入頁面。
   If the sign-in page does not appear automatically, please open the browser and try to connect to any website. The sign-in page should then automatically appear.

校園無線網路 https://wifi.thu.edu.tw
聯絡人：圖資處資安網路組 分機：30238
Campus Wireless Networks: https://wifi.thu.edu.tw
Contact: Cybersecurity and Network Division,
Office of Library and Information Services, Ext. 30238

### 3.7.3 東海大學校園無線網路 Wi-Fi 設備自助註冊服務 Auto-Login to Campus Wireless Network with a Mobile Wi-Fi Device

為改善使用體驗與登入認證效率，圖資處推出本服務。擁有本校 THU-NID 之教職員生，只需事先登入此服務，登錄註冊您所使用行動設備的 MAC Address( 無線網卡位址 )，登錄完成後，該行動設備日後進入本校校園無線網路 Wi-Fi 環境，熱點 SSID 選擇「thu_5G」、「thu」或「TANetRoaming」，即可上線使用，不會再出現認證網頁。

The Office of Library and Information Service has launched this service for efficiency. THU faculty, staff, and students with a THU-NID account can sign up for auto-login by specifying the MAC Address (IP address of Wi-Fi card) on your mobile

device. Then, once inside THU Wi-Fi coverage, choose HotSpot SSID “thu_5G”、“thu” or “TANetRoaming,” and you will be connected.

Wi-Fi 設備自助註冊服務 https://macreg.thu.edu.tw
聯絡人：圖資處資安網路組 分機：30238
Auto-Login to Campus Wireless Network Service:
https://macreg.thu.edu.tw
Contact: Cybersecurity and Network Division,
Office of Library and Information Services, Ext. 30238

### 3.7.4 tMail 電子郵件服務系統 tMail System

為因應雲端（Cloud）、巨量資料（Big Data）及多元化行動裝置（Mobile）時代的來臨，電子郵件系統提供教職員及學生信箱配額：教職員 15GB、學生 5GB。支援各種行動裝置平台，全時無休的郵件隨傳隨到（Push Mail），亦支援多種瀏覽器 Google Chrome、Firefox、Internet Explorer、Safari 等，使用介面更貼近於本機收信軟體 Microsoft Outlook 的網頁電子郵件服務，更易於管理及同步的聯絡人資訊，更方便的個人行事曆管理，及彈性、簡化到極致的郵件帳號設定等。

The tMail offers faculty 15GB and students 5 GB in storage capacity. It supports mobile devices with a Push Mail function that allows immediate email delivery and reception. It also supports various browsers, such as Google Chrome, Firefox, Internet Explorer, and Safari. We use Microsoft Outlook for better contact management, succinct personal calendars, and flexible e-mail account settings.

tMail 電子郵件服務系統 https://tmail.thu.edu.tw
操作手冊： https://tmail.thu.edu.tw
聯絡人：圖資處資安網路組 分機：30221
The tMail E-mail Service System: https://tmail.thu.edu.tw
Instruction Manual: https://tmail.thu.edu.tw
Contact: Cybersecurity and Network Division,
Office of Library and Information Services, Ext. 30221

### 3.7.5 教師資訊系統 Teacher Information System

本系統提供教師授課相關功能，教師可進行學生點名、考試資訊發佈、成績、預警等資料的輸入，可同時發送訊息與透過即時回饋進而與學生互動，瞭解學生學習狀況；教師並可透過授課大綱和個人檔案的編輯，介紹課程與個人簡歷，作為學生選課參考。本系統整合個人資料、研究、輔導、報表與評鑑五大模組功能，導師並可即時掌握班級導生的求學狀況，與輔導互動紀錄。

This Teacher Information System provides faculty with teaching-related functions. The faculty can call the roll, release exam-related information, submit grades online, send early warning alerts, and so on. The System also allows faculty to interact with the students and supervise their learning status by sending them messages or using the instant feedback mechanism. Moreover, by editing the syllabus and personal profile, the faculty can introduce the course contents and their background to the students as a reference for course registration. This System has integrated five modules, including teaching, research, student guidance, reports, and evaluation. Academic advisors can trace students' learning status, and the system will save the interaction records.

教師資訊系統 https://teacher.thu.edu.tw
聯絡人：教務處註課組、教發中心、學務處
Teacher Information System: https://teacher.thu.edu.tw
Contact: Curriculum and Registration Section & Center for Teaching and Learning Development, Office of Academic Affairs, and Office of Student Affairs

### 3.7.6 ARMS 學術研究成果系統 Academic Research Management System (ARMS)

本系統（ARMS, Academic Research Management System）彙整教師歷年來的研究計畫、期刊論文、研討會論文、專書、藝術設計創作及展演、策劃工作、專利、技術轉移、技術報告、國內外講學研究演講、參與國際學術活動、獲獎紀錄、獎補助、擔任產官學相關職位、參與國際性組織、參訪活動、獲報章雜誌報導事項等學術研究成果，使教師能完善管理個人學術履歷資料。

透過資料庫的建構收集，除了呈現教師自我研究成果查詢統計分析外，研發處、各院系助理亦能隨時上網取得教師研究資訊，有效地製作各種報表與分析資料，進一步提供校務評鑑、減授鐘點、計畫管理費與學術著作等獎勵申請依據。

除了上述個人學術成果外，本系統也提供研究計畫助理相關作業，包含助理約用填寫、送出簽核平台、學習型助理評量、約用期間助理出勤確認、助理薪資、

雇主保費等查詢功能。

The Academic Research Management System (ARMS) allows faculty to input academic achievements and activities and update resumes. These achievements include research projects; journal papers; conference papers; book publications; art and design creation, exhibition and performance; curation records; patents; technology transfer; technical reports; domestic and international lecturers, research and speech; participation of international academic activities; awards received; grants and subsidies; the position of serving at an industrial, governmental and/or educational organization; participation in an international organization; visits and observation tours; and newspaper or journal reports.

The System enables faculty to query, gather statistics, and analyze their academic achievement. The Office of Research and Development and assistants (department/college) can also collect information on faculty research to evaluate or reward, such as reducing teaching hours, allocating project administrative fees, and rewarding academic publications.

Apart from the aforementioned academic achievements, the System also provides functions related to managing project research assistants, for example, hiring, checking on-duty status, and queries on assistants' salary and insurance fees to be covered by the employer.

ARMS 學術研究成果系統 https://arms.thu.edu.tw
聯絡人：研發處 分機：30011
Academic Research Management System (ARMS):
https://arms.thu.edu.tw
Contact: Office of Research and Development, Ext. 30011

### 3.7.7 差勤管理系統 Attendance Management System

提供教師請假（含公假、事假、病假、家庭照顧假…）、出差申請及差旅費結報表列印、請假情形查詢等。

The System provides faculty with the function of applying for leave (including official leave, personal leave, sick leave, family caring leave, and so on) and for a business trip, and of printing out the form for business travel expenses, checking the leave status, and so on.

差勤管理系統 https://ithu.tw/psacs
聯絡人：人事室　分機：28302
Attendance Management System: https://ithu.tw/psacs
Contact: Personnel Office, Ext. 28302

### 3.7.8 公文系統 Request for Approval (RFA/Official Documents) System

提供電子公文辦理，藉由系統直接檢視電子來文內容與附件，並進行收文及分派與辦文，取代傳統紙本來文的繁瑣人工作業流程。登入權限請洽貴單位公文系統登記桌。

The system provides electronic document processing, through which the system directly checks the content and attachments of electronic documents, and performs receipt, distribution and processing of documents, replacing the cumbersome manual work process of traditional paper documents. Concerning the sign-in authority, please contact the person in charge at your unit.

公文系統 https://edoc.thu.edu.tw
聯絡人：秘書室　分機：21008
Request for Approval (RFA) System: https://edoc.thu.edu.tw
Contact: Secretariat, Ext. 21008

### 3.7.9 電子簽核平台 e-Approval Platform

本系統已整合包含請採購系統的各項表單、學術系統的研究計畫人員約用申請表，以及各單位可自行上傳的表單。

The system has integrated all forms and reports of purchase requests in the original purchasing system and research fellow employment forms in the academic system. All units can upload forms to the Platform.

電子簽核平台 https://signflow.thu.edu.tw
聯絡人：圖資處系統組　分機：30225
E-Approval Platform: https://signflow.thu.edu.tw
Contact: System Development Division,
Office of Library and Information Services, Ext. 30225

### 3.7.10 帳務暨請採購系統 Accounting, Purchase Requisition, and Purchasing System

教師如有專案計畫需先在「學術研究成果資訊系統」登錄，並從會計室網頁下載「專案計畫帳務承辦人員申請表」，填寫後送回會計室開設本系統使用權限，計畫主持人或帳務人員即可登入本系統，進行計畫的帳務核銷相關作業。

本系統功能包含採購組的請採購相關作業、會計室的付款申請單、出納組的領據單、繳款書通知。

Faculty conducting a research project should register it in the Academic Research Management System (ARMS) first. Those who want to use this system should download the "Application Form for Person(s) in Charge of Project Accounting Affairs" from the Accounting Office website, fill in the form and submit it to the Accounting Office to access the System. The project PI or person(s) in charge of project-related accounting affairs will then be able to sign into the system to conduct operations for the granted budget.

The System provides purchase requisition and payment requests (Accounting Office) and payment notices and receipts (the Cashier).

帳務暨請採購系統 https://ithu.tw/accpur
請採購問題請洽：採購組　分機：25601~5
帳務、權限問題請洽：會計室　分機：28000~11
Accounting, Purchase Requisition and Purchasing System:
https://ithu.tw/accpur
For purchase-related problems, please contact Purchasing Section, Ext. 25601-5

For accounting-related problems, please contact Accounting Office, Ext. 28000-11

### 3.7.11 iLearn 教學平台

iLearn 數位平台提供線上虛擬學習和線下實體課堂的混合式學習，並具有雲端服務、行動學習、翻轉課堂與數據分析的四大功能特色，同時整合各種學習工具，讓學生有更多元的學習體驗，可即時掌握所修課程與學習活動進度。課堂中老師可設計互動的課程內容，包括隨堂回饋、教學問卷，學生可透過手機完成課堂互動活動，有效提升參與度。最後，透過數據分析，可瞭解學生在線上課程中的停留時間、教材與影片觀看的活躍程度，讓老師可即時掌握學生學習情況。

iLearn blends online virtual learning and offline hands-on classes. It has four functional characteristics: cloud services, mobile learning, flipped classroom, and data analysis to monitor learning progress. Instructors can design learning activities, such as pop quizzes and teaching , feedback, via their mobile devices to enhance in-class participation. Moreover, through data analysis, faculty can receive information about how long the students stay online accessing class materials. All of these let faculty to know about their students' learning status and progress in a timely manner.

iLearn 教學平台 https://ilearn.thu.edu.tw
聯絡人：教學發展中心 分機：22505
圖資處數服組 分機：30211
iLearn: https://ilearn.thu.edu.tw
Contact: Teaching & Learning Department, Ext. 22505
Digital Service Section, Office of Library and Information Services, Ext. 30211

### 3.7.12 電子表單 E-Form System

東海電子表單提供全校教職員生將傳統紙本問卷調查方式改為線上電子化處理，節省紙本相關作業成本，同時線上問卷紀錄統一置放校內儲存空間作妥善保管，收集到的資料可匯出為 Excel 檔方便統計。

The University E-Form System provides all faculty, staff, and students with an option of transforming conventional paper questionnaires into online electronic forms to save paper. All questionnaires collected online are stored in the same campus storage space and, whenever necessary, can be exported to an excel file for statistics.

電子表單 https://ithu.tw/form
聯絡人：圖資處 ST005 資訊服務台 分機： 30220
E-Form System: https://ithu.tw/form
Contact: System Development Division,
Office of Library and Information Services, Ext. 30220

### 3.7.13 3D 軟體雲 3D Software Cloud (VACS)

東海「3D VACS（Virtual Application Cloud Service）虛擬應用軟體」簡稱「3D 軟體雲」，將全校各系師生常用軟體，結合既有校園軟體授權，在有限資源下做最大、最有效的運用。只要東海教職員生，無論在校內或校外，只需一台具備網際網路連線的裝置，透過瀏覽器 24 小時皆可遠端連上本校「3D 軟體雲」，以 THU-NID 及 THU-PW 認證身份登入之後，即點即用不須安裝應用程式。目前此系統包含校園授權軟體如繪聲繪影 10、3DMax、AutoCAD、ASPEN、SPSS、Microsoft Office、Matlab…等逾一百多項應用軟體。使用 3D 軟體雲，處處都是您專屬的電腦教室。

THU “3D Virtual Application Cloud Services” (shortened to 3D VACS) has integrated all licensed software that are commonly used by faculty and students to be accessible anytime and anywhere with a device connected to the Internet. After signing into the system with a THU-NID account and THU-PW password, all users can immediately “click and use” all applications in the software cloud without installing any program. The system now provides over 100 authorized software programs, including Corel VideoStudio X10, 3DMax, AutoCAD, ASPEN, SPSS, Microsoft Office, MATLAB, and so on.

3D 軟體雲 https://vacs.thu.edu.tw
聯絡人：圖資處數服組 分機：30211
3D Software Cloud (VACS): https://vacs.thu.edu.tw
Contact: Digital Service Section,
Office of Library and Information Services, Ext. 30211

### 3.7.14 tDrive 東海儲存雲 tDrive (Tunghai Cloud Storage)

為提供全校教職員生線上雲端儲存空間，本校與微軟公司合作以專屬東海之網域 tdrive.thu.edu.tw，構建微軟 Office 365「商務用 OneDrive」之儲存雲服務。tDrive 提供全校師生及職員擁有 100GB 的雲端儲存空間，可將所有的檔案存放於雲端儲存庫，且可同步於各類行動裝置間，只要有網路就可以隨時隨地存取檔案。

另有 OneDrive APP 可從手機、平板或電腦進行存取與分享，亦可在瀏覽器中免下載，即時線上開啟預覽或編輯作業，提升工作與學習效率。

To provide faculty, staff, and students with online cloud storage services, the Computer Center construct the cloud storage platform in the University's official domain (tdrive.thu.edu.tw) via Microsoft "OneDrive for Business." Known as tDrive or the Tunghai Cloud, this platform gives all faculty, staff, and students 100GB of cloud storage. Users may put new files and synchronize files with their mobile devices. In addition, the OneDrive APP that allows mobile access and sharing through a mobile device, tablet, or computer, can also be downloaded from the browser. Remote files may be previewed or edited online, and this mechanism helps users to enhance their efficiency.

tDrive 東海儲存雲 http://tdrive.thu.edu.tw
操作手冊 http://tdrive.thu.edu.tw
聯絡人：圖資處資安網路組 分機：30221
tDrive (Tunghai Cloud Storage): https://tdrive.thu.edu.tw
Instruction Manual: https://tdrive.thu.edu.tw
Contact: Office of Library and Information Services, Ext. 30221

### 3.7.15 Google Workspace for Education Plus

Google Workspace for Education Plus 提供了專屬的自訂電子郵件，以及 Gmail、日曆、Meet、Chat、雲端硬碟、文件、試算表、簡報、表單和協作平台等多種協作工具。

Google Workspace for Education Plus offers a dedicated custom email, as well as various collaboration tools such as Gmail, Calendar, Meet, Chat, Drive, Docs, Sheets, Slides, Forms, and collaboration platforms.

Google Workspace for Education Plus https://gsuite.thu.edu.tw/
聯絡人：圖資處資安網路組 分機：30232
Contact: Cybersecurity and Network Division,
Office of Library and Information Services, Ext. 30232

### 3.7.16 東海大學 Line 官方帳號 Tunghai University's Official LINE Account

使用您的 Line 透過 ID「東海大學」加入東海大學官方帳號，即可快速取得東海校園資訊，並依個人身份使用校務系統查詢服務。官方帳號功能包含校園新聞、校園公告、校園接駁公車時刻表、校內單位電話簿，以及查詢差勤、公文、電子簽核、領款資訊等。

Search for the LINE ID "東海大學" within the LINE app. Then add the official

account of Tunghai University to obtain campus-related information quickly. Also, by entering your credentials, you may access the School Administrative System's query service. The primary functions of the University's official account include "Campus News," "Campus Bulletin," "School Shuttle Bus Schedule," "Directory of Campus Offices," and checking your request approval status (purchase requisition/purchase progress/payment information), and so on.

東海大學 Line 官方帳號 https://ithu.tw/line
聯絡人：圖資處系統組 分機：30240
Official Line Account of Tunghai University: https://ithu.tw/line
Contact: System Development Division,
Office of Library and Information Services, Ext. 30240

### 3.7.17 電腦教室管理網站 Computer Room Management Web

提供圖資處所管理的電腦教室( 科技大樓 4 間、管理學院 5 間、圖書館 1 間 ) 課表查詢、借用登記、軟硬體配置等資訊，在電腦教室外亦裝設數位看板，呈現即時的教室課表。

The Computer Room Management Web provides information related to the Office of Library and Information Services' computer rooms (four in the Science and Technology Building; and five in the College of Management; one in the Library Building). This system provides information for class schedule query, computer room reservation, software and hardware configuration, etc. Digital signages are also installed outside the classrooms to display real-time class schedules.

電腦教室管理網站 https://classroom.thu.edu.tw
聯絡人：圖資處數服組 分機：30211
Computer Room Management Web: https://classroom.thu.edu.tw
Contact: Digital Service Section,
Office of Library and Information Services, Ext. 30211

### 3.7.18 校園授權軟體下載網站 Campus Authorized Software Download Site

校園授權軟體下載網站提供合法授權軟體供全校師生下載使用。可下載之軟體包括微軟全校教職員暨學生授權軟體、SAS、MATLAB、自然輸入法等。其中微軟全校教職員暨學生授權軟體提供全校教職員教學研究與行政業務用電腦使用（包含各教學教室、電腦教室、行政辦公室、教師研究室及實驗室），微軟全校

教職員暨學生授權軟體包括下列幾項：Windows 作業系統升級版（正體中文、英文、日文）、Office 專業增強版（正體中文、英文、日文）。前述各合法授權軟體之取得方式及諮詢服務請連上此網站閱讀詳細說明。

The Campus Authorized Software Download Site allows all faculty and students to download and use licensed software of their choice. The legal accessible software includes Microsoft's Enrollment for Education Solution software, SAS, MATLAB, Natural Input Method (a Chinese charatcer input method for computer), and so on. Among them, Microsoft's Enrollment for Education Solution software is for teaching, research, and administrative purposes (including those installed in classrooms, computer labs, offices, faculty offices, and laboratories). Microsoft's Enrollment for Education Solution software includes the Microsoft Windows Upgrade Version (in traditional Chinese, English, and Japanese), Microsoft Office Professional Plus Edition (in traditional Chinese, English and Japanese), and so on. Please refer to the Site to read detailed information including the acquisition method and counseling services related to the aforementioned licensed software.

校園授權軟體下載網站 https://software.thu.edu.tw
聯絡人：圖資處數服組 分機：30239
Licensed Software Download Site: https://software.thu.edu.tw
Contact: Digital Service Section,
Office of Library and Information Services, Ext. 30239

### 3.7.19 短網址服務 Short URL Services

透過短網址服務，全校師生可以經鬆的將長長的網址轉換為短網址，此外，系統並可產生 QRcode，方便宣傳使用。

Through the short URL service, faculty and students can quickly transform a long URL into a short-URL. Additionally, the System can also generate QRcode, which is convenient for publicity and use.

短網址服務 https://ithu.tw/
聯絡人：圖資處 ST005 資訊服務台 分機： 30220
Short URL Services: https://ithu.tw/
Contact: System Development Division,
Office of Library and Information Services, Ext. 30220

### 3.7.20 東海空間網 Tunghai Space Web

您若需要在課餘時間為學生上課、補課，或由助教進行強化教學，歡迎老師上網至本系統搜尋場地與借用，東海空間網目前提供全校 6 種類型、6 個負責單

位、15 棟建築物，164 個可借用場地。

Faculty members are welcome to search for and borrow a venue during non-teaching hours. Assistants may book venues or locations when they need to give extra help or offer a make-up class. The Tunghai Space Web now has six types of venues reservation (164 in total). These venues are located in fifteen buildings under six respective units.

東海空間網 https://space.thu.edu.tw
聯絡人：秘書室 分機：21800
Tunghai Space Web: https://space.thu.edu.tw
Contact: Secretariat, Ext. 21800

### 3.7.21 東海大學 GenAI 資源網 Tunghai GenAI Resource Web

生成式 AI 已成為近年來的顯學，您若需要了解目前適用於教學上的各種生成式 AI 工具，歡迎老師上網至本網站，包括最新 AI 工具介紹、各種文本、繪圖、影音、簡報、研究等生成式 AI 工具的入門使用導引，同時介紹圖資處已辦理之各場生成式 AI 教育訓練。

Generative AI has become one of the most significant developments in recent years. If you would like to learn about the various generative AI tools currently available for teaching and learning purposes, you are welcome to explore this website.

The website provides introductions to the latest AI tools, along with practical guides for beginners on using generative AI applications in areas such as text generation, image creation, audio and video production, presentation design, and academic research. In addition, it features information on the various generative AI training workshops and educational programs organized by the Library and Information Services Office.

東海大學生成式 AI 資源網 https://genai.thu.edu.tw/
聯絡人：圖資處數服組 分機：30239
Tunghai Space Web: https://genai.thu.edu.tw/
Contact: Digital Service Section,
Office of Library and Information Services, Ext. 30239

### 3.7.22 教師相關資訊服務網址
### Faculty Relevant Information Services Sites

| 網站名稱及網址<br>Website Name and Address | QRcode | 網站名稱及網址<br>Website Name and Address | QRcode |
|---|---|---|---|
| 帳號中心<br>User Center<br>https://user.thu.edu.tw | | Google Workspace for Education Plus<br>https://gsuite.thu.edu.tw/ | |
| 校園無線網路<br>Campus Wireless Networks<br>https://wifi.thu.edu.tw | | iLearn<br>https://ilearn.thu.edu.tw | |
| 無線網路 Wi-Fi 設備自助註冊<br>Auto-Login to Campus Wireless Network Service<br>https://macreg.thu.edu.tw | | 電子表單<br>E-Form System<br>http://ithu.tw/form | |
| tMail 電子郵件<br>The tMail E-mail Service System<br>https://tmail.thu.edu.tw | | 3D 軟體雲<br>3D Software Cloud (VACS)<br>https://vacs.thu.edu.tw | |
| gMail 電子郵件<br>The gMail E-mail Service System<br>http://mail.go.thu.edu.tw | | tDrive 東海儲存雲<br>tDrive (Tunghai Cloud Storage)<br>http://tdrive.thu.edu.tw | |
| 教師資訊系統<br>Teacher Information System<br>https://teacher.thu.edu.tw | | ARMS 學術研究成果系統<br>Academic Research Management System (ARMS)<br>https://arms.thu.edu.tw | |
| 差勤系統<br>Attendance System<br>https://ithu.tw/psacs | | 東海大學 Line 官方帳號<br>Tunghai University's Official Line Account<br>https://ithu.tw/line | |
| 公文系統<br>Request for Approval (RFA) System<br>https://edoc.thu.edu.tw | | 電腦教室管理網站<br>Computer Room Management Web<br>https://classroom.thu.edu.tw | |
| 電子簽核平台<br>E-Approval Platform<br>https://signflow.thu.edu.tw | | 校園授權軟體下載網<br>Licensed Software Download Site<br>https://software.thu.edu.tw | |
| 帳務暨請採購系統<br>Accounting, Purchase Requisition, and Purchasing System<br>http://ithu.tw/accpur | | 東海空間網<br>Tunghai Space Web<br>https://space.thu.edu.tw | |
| 圖書暨資訊處網站<br>Office of Library and Information Services Website<br>https://lis.thu.edu.tw/ | | 東海大學生成式 AI 資源網<br>Tunghai GenAI Resource Web<br>https://genai.thu.edu.tw/ | |

# 3.8 教學、研究獎勵與補助
# Teaching and Research Rewards, Awards, and Grants

## 3.8.1 教學、研究獎勵

## Teaching and Research Rewards and Awards

| 項　目<br>Item | 內　　容<br>Description | 申請時程<br>Application Schedule |
|---|---|---|
| **新進教師研究計畫獎勵**<br>**Research Project Grants for New Full-Time Faculty** | 依本校「補助新進教師研究計畫辦法」，凡本校新進且初次擔任專任教師者在到校二年內，首次申請國家科學及技術委員會研究計畫或其他中央級部會研究計畫未獲核准時，得向研究發展處提出申請經費，核可後給予其研究計畫部分經費補助。<br>According to "THU Regulations Governing Academic Research Grants for Full-Time Faculty," new full-time faculty may apply for a research grant if they have submitted a research project proposal to the NSTC or other central agencies for the first time within two years upon report for duty but is rejected. Upon approval of the internal research grant, the PI's research project will be partially funded by the Office. | 約每年 12 月<br>林淑梅小姐<br>分機：30009<br>Around each December<br>Ms. Shu-Mei Lin<br>Ext. 30009 |
| **主持研究計畫獎勵**<br>**Rewards for Hosting Research Projects** | 依本校「主持研究計畫獎勵辦法」凡本校計畫主持人執行國家科學及技術委員會( 不含國家科學及技術委員會產學 )、教育部研究計畫結案後，應給予獎勵，包含本辦法適用對象之退休人員 ( 非上述之計畫獎勵，請依本校「產學合作計畫實施暨獎勵辦法」辦理 ) 。但具下列情形之者不適用：<br>一、計畫非本校簽約，計畫經費非於本校核銷。<br>二、行政單位執行之計畫、擔任共同主持人。<br>三、學校已編列配合款之計畫。<br>According to "THU Regulations Governing Research Projects Rewards," the PI shall be given a reward upon closure of the NSTC (exclusive of NSTC | 約每年 10 月<br>林淑梅小姐<br>分機：30009<br>Around each October<br>Ms. Shu-Mei Lin<br>Ext. 30009 |

| 項　目<br>Item | 內　　容<br>Description | 申請時程<br>Application Schedule |
|---|---|---|
| | industry-academia collaboration projects) and MOE research project (for the project rewards other than said rewards, THU "Regulations Governing Industry-Academia Collaboration Projects and Rewards" shall apply), including retired personnel eligible under the Regulations. The following circumstances are not applicable:<br>I. The research project contract is not executed by THU, or the project funds are not written off by THU.<br>II. The project is run by the administrative unit, or teachers act as co-investigators.<br>III. THU has already prepared grants for the research project.<br>本專款之獎勵金計算方式，以教師該研究計畫管理費之 25%計算，惟性別平等議題相關計畫以 50%計算，教育部教學實踐研究計畫以 35%計算。<br>The calculation method of special incentive funds is 25% of expense of administration of the professors' research projects, only the projects that are related to gender equality are counted at 50%. In the case of the Teaching Practice Research Project of MOE, it shall be 35%.<br>指導學生申請「國家科學及技術委員會大專學生研究計畫」，且獲核定執行之指導教師，每案給予獎勵金新台幣 5,000 元整；未獲核定者，每案給予指導獎勵金新台幣 2,500 元整。本獎勵金統一於每年 6 月核撥(獲核定執行計畫者，須於期限內完成報告繳交)。轉調至本校之教師將計畫轉至本校執行者，比照辦理。<br>Instructors who instruct students to apply for the "NSTC Undergraduate Research Project" will be rewarded NT$5,000 per project, once the project is approved, or NT$2,500 per project, if the project is not approved. The reward will be allocated uniformly in June each year (those whose projects have been | 約每年 6 月<br>Around each June |

| 項　目<br>Item | 內　　容<br>Description | 申請時程<br>Application Schedule |
|---|---|---|
| | approved shall submit the closure report within specific time limit). The same may apply to teachers who are transferred to THU, if they transfer the projects to THU.<br>計畫主持人申請國家科學及技術委員會「雙邊協議擴充加值（add-on）國際合作研究計畫或其他類型國際合作研究計畫」且獲核定執行者，每案給予獎助金新台幣 20,000 元；完成國科會國際合作計畫申請程序但未獲核定者，每案給予提案獎助金新台幣 10,000 元。本獎助金統一於每年 6 月核撥。轉調至本校之教師將計畫轉至本校執行者，比照辦理。(本項獎助金之核發依當年度預算編列狀況辦理；研究發展處得視經費支用情形，調整獎助內容或公告暫停辦理。)<br>Principal Investigators who apply for the National Science and Technology Council's (NSTC) "Bilateral Add-on International Cooperation Research Projects" or other types of international cooperation research projects and are approved for execution shall receive a grant of NT$20,000 per case. Those who complete the NSTC international cooperation project application process but are not approved shall receive a proposal grant of NT$10,000 per case. This grant shall be uniformly disbursed in June each year. For teachers who transfer to this university and continue the execution of a project, the same procedure will be followed. (The disbursement of this grant is subject to the current year's budget; the Office of Research and Development may adjust the grant content or announce a suspension depending on funding usage.) | 約每年 6 月<br>Around each June |
| **主持國科會產學合作計畫及其他產學計畫管理費獎勵**<br>**Rewards for** | 依本校「產學合作計畫實施暨獎勵辦法」，其適用對象包括本校教師(不含兼任)及研究人員，執行國科會產學計畫及其他產學計畫結案後給予獎勵，但教育部及國科會非產學之計畫、非本校簽約、學校編列配合款、獎勵作業期間主持人非辦法適用 | 約每年 10 月<br>研究發展處<br>吳美誼小姐<br>分機：30014 |

<table>
<tr><th>項　目<br>Item</th><th>內　　容<br>Description</th><th>申請時程<br>Application Schedule</th></tr>
<tr><td>Hosting NSTC and other Industry-Academia Collaboration Projects</td><td>對象，或適用對象之間身份轉換但聘期未連續者，不得申請本項獎勵金。<br>As prescribed in “THU Regulations Governing the Implementation of and Rewards for Industry-Academic Collaboration Projects” (hereinafter referred to as the Regulations), full-time faculty, and research fellows will be given a reward upon completion of a NSTC or other industry-academia collaboration project. Nevertheless, the reward is not applicable for those who are in any of the following circumstances: engaging in a non-industry-academia collaboration project conducted by the MOE or NSTC, the University is not the signatory, the University already set up matching grants, or the Regulations do not apply to the PI during the rewarding period or the applicable target’s identity has changed and the employment period has been interrupted.<br>本專款獎勵以提撥至學校之總管理費計算，並依下列方式辦理分配，作為各單位、教師及研究人員之產學合作計畫管理費獎勵金：<br>This reward, which the University establishes with a special fund, will be calculated according to the total administrative fee allocated to the University and will be distributed to the respective units, faculty members, and research fellows according to the following：<br>【計畫單位：行政單位(不含推廣部)、校級中心、專案中心、院級中心】<br>Project Unit: Administrative units (excl. the Institute of Continuing Education), university-level centers, project centers, and college-level centers<br><table><tr><th>總管理費提列比例<br>The provision percentage of the total administrative</th><th>學校分配比例<br>The percentage allocated to THU</th><th>計畫單位、教師及研究人員分配比例<br>The percentage allocated to project units</th></tr></table></td><td>Around each October<br><br>Office of Research and Development<br>Ms. Mei-Yi Wu<br>Ext. 30014</td></tr>
</table>

| 項　目<br>Item | 內　　容<br>Description | 申請時程<br>Application Schedule |
|---|---|---|

| fee | | and faculty and researchers |
|---|---|---|
| 3%（含）以下<br>No more than 3% (included) | 研發專戶 8%<br>學校統籌運用 70%<br>R&D special account: 8%<br>THU coordination operations: 70% | 計畫單位 7%、教師及研究人員 15%<br>Project Units: 7%;<br>Faculty and researchers: 15% |
| 3%以上，15%以下<br>No less than 3%, no more than 15% | 研發專戶 6%<br>學校統籌運用 60%<br>R&D special account: 6%<br>THU coordination operations: 60% | 計畫單位 15%、教師及研究人員 19%<br>Project Units: 15%;<br>Faculty and researchers: 19% |
| 15%（含）以上<br>No less than 15% (included) | 研發專戶 4%<br>學校統籌運用 50%<br>R&D special account: 4%<br>THU coordination operations: 50% | 計畫單位 23%、教師及研究人員 23%<br>Project Units: 23%;<br>Faculty and researchers: 23% |

【計畫單位：教學單位、非屬系所（體育室、通識中心）】

Project Unit: Academic units and independent departments or institutes (e.g. Department of Physical Education, Center for General Education)

| 總管理費提列比例<br>The provision percentage of the total administrative fee | 學校分配比例<br>The percentage allocated to THU | 院系所（或研究發展處）註 1、教師及研究人員分配比例<br>The percentage allocated to colleges, departments, institutes (or the Office of Research and |
|---|---|---|

| 項　目<br>Item | 內　　容<br>Description | 申請時程<br>Application Schedule |
|---|---|---|

| | | |
|---|---|---|
| | | Development)Note 1, and faculty and researchers |
| 3%（含）以下<br>No more than 3% (included) | 研發專戶 8%<br>學校統籌運用 70%<br>R&D special account: 8%<br>THU coordination operations: 70% | 院 0%系 7%（或研發專戶 7%）、教師及研究人員 15%<br>Colleges: 0%; Departments: 7% (R&D special accounts: 7%); Faculty and researchers: 15% |
| 3%以上，15%以下<br>No less than 3%, no more than 15% | 研發專戶 6%<br>學校統籌運用 60%<br>R&D special account: 6%<br>THU coordination operations: 60% | 院 4%系 11%（或研發專戶 15%）、教師及研究人員 19%<br>Colleges: 4%; Departments: 11% (R&D special accounts: 15%); Faculty and researchers: 19% |
| 15%（含）以上<br>No less than 15% (included) | 研發專戶 4%<br>學校統籌運用 50%<br>R&D special account: 4%<br>THU coordination operations: 50% | 院 8%系 15%（或研發專戶 23%）、教師及研究人員 23%<br>Colleges: 8%; Departments: 15% (R&D special accounts: 23%); Faculty and researchers: 23% |

註 1：原分配至院系所比例依計畫主持人所選擇行政事務服務單位（院系所或研究發展處），進行獎勵分配。

行政事務服務單位需依本校「產學合作計畫流程及作業程序」協助支援教師及研究人員計畫簽約、經費報銷及結案等行政事務，計畫主持人得於計畫簽約時（最遲須為首筆經費動支前）向院系所或研究發展處提出服務申請。

Note 1:
Incentives shall be rewarded according to the ratio

| 項　目<br>Item | 內　　容<br>Description | 申請時程<br>Application Schedule |
|---|---|---|
| | assigned to the college, department, or institute as chosen by the project principal investigator for administrative services (college, department, or Office of Research and Development).<br>The administrative service unit must assist and support teachers and researchers in project contract signing, reimbursement, and project closure in accordance with the University's "Industry-University Cooperation Project Procedures and Operational Guidelines." The principal investigator may apply for services from the college, department, or Office of Research and Development at the time of project contract signing (no later than the initial disbursement of funds).<br><br>前述各單位、教師及研究人員、研發專戶所分配到之產學計畫管理費獎勵金將由會計室依計畫合約書（含經費支用預算表）、核閱後公文（含會辦意見）、辦理分配、撥款。分配至單位之獎勵金，將核撥至該單位統籌運用，分配予研發專戶則撥入本校研發成果專帳專戶，作為推廣全校產學合作、研發成果申請維護及技轉授權等用途。<br>The reward, as mentioned earlier, comes from the administration fee of the industry-academia collaboration project. After the Gongwen passed all units, the Accounting Office allocates the sum to the faculty/ research fellows, their respective unit(s), and each unit's Development Fund. The money to each unit's R&D account goes under the University's R&D account to promote school-wide industry-academia collaboration, maintenance, technology transfer, and patent authorization. | |
| **教師教學獎勵**<br>**Faculty Teaching Reward** | 本校訂定「東海大學獎勵教師教學辦法」，獎勵從事創新教學之教師，其中包含教學優良獎及教學傑出獎。凡為本校專任、約聘與專案教師並連續服務三年，其教學表現優良，前六學期教學評量填答率平均值須達全校六學期平均值（含），且其前 | 每學年第一學期 |

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| | 六學期教學評量平均成績之院排名須達前 50%（含），皆能申請。<br>Tunghai University has stipulated "THU Regulations Governing Faculty Teaching Rewards" to present awards to faculty members who engage in innovative teaching. The said awards include the Outstanding Teaching Award and the Teaching Excellence Award. Application is open to all full-time, contract, and project-based faculty members who have served at the University for three consecutive years with demonstrated excellence in teaching. To be eligible, applicants must meet the following criteria: their average response rate for teaching evaluations over the preceding six semesters must meet or exceed the university-wide average for the same period, and the ranking within their respective colleges of their average teaching evaluation scores during the same period must be within the top 50% (inclusive).<br>1. 教學優良獎：每名獲獎人頒給獎狀乙紙及獎金新台幣參萬元整。<br>Outstanding Teaching Awards: Each winner will receive a certificate of merit and a cash prize of NTD 30,000.<br>2. 教學傑出獎：每名獲獎人頒給獎牌一面及獎金新台幣捌萬元整，並免除教師評鑑乙次。<br>Teaching Excellence Awards: Each winner will receive medal and a cash prize of NTD 80,000. Additionally, they may be exempted from the four-year faculty evaluation one time.<br>3. 特優教學傑出獎：教學傑出獎獲獎累計三次之教師，每名獲獎人頒給獎牌及獎金新台幣壹拾萬元。<br>Top Teaching Excellence Award: Faculty members who have received the Teaching Excellence Award | 教務處教學發展中心<br>林碧茵小姐<br>分機 22534<br><br>The first semester of each academic year<br><br>Center for Teaching and Learning Development<br>Ms. Be-Ing Lin<br>Ext. 22534 |

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| | three times will receive a medal and a cash prize of NTD 100,000. | |
| **產學合作獎<br>Industry-Academia Collaboration Project Awards** | 依本校「產學合作獎暨技術移轉獎遴選獎辦法」，在本校任教之專任教師、專案教師、客座教師及研究人員，熱心參與政府機構（含財團法人）及民間企業之產學合作，前一個年度以東海大學為簽約單位所主持產學合作計畫，且已結案之件數達3件，或產學合作總金額達120萬元以上者，得向研究發展處提出產學合作績優獎、特優獎以及傑出獎之申請。<br>According to the "THU Regulations of Industry-Academic Collaboration Project Award and Technology Transfer Selection Award", full-time faculty, specialist faculty, visiting faculty, and researchers may apply. Qualified applicants have demonstrated enthusiastic participation in collaboration projects organized by government agencies (including foundations) or private enterprises. There are three categories under the Award: Merit Award, High Distinction, and Outstanding. In the previous years, applicants must complete at least three industry-academia collaboration projects or the accumulative budget is over NTD 1,200,000, and the projects need to be held by THU, which is also the name of contracting unit.<br>1. 績優獎：獎勵名額原則四名，每名獲獎人頒給獎牌乙面及獎金新台幣一萬元。<br>Merit Award: In principle, this award is granted to four people. Each will receive a medal and NTD 10,000.<br>2. 特優獎：獎勵名原則二名，每名獲獎人頒給獎牌乙面及獎金新台幣三萬元。<br>High Distinction Award: In principle, this award is granted to two people. Each will receive a medal and NTD 30,000 | 約每年 2-3 月<br><br>研究發展處<br>吳美誼小姐<br>分機 30014<br><br>Around each February and March<br><br>Office of Research and Development<br>Ms. Mei-Yi Wu<br>Ext. 30014 |

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| | 3. 傑出獎：特優獎累計達三次或經由產學合作獎勵審查小組核定為特殊貢獻教師，每名獲獎人頒給獎牌乙面及獎金新台幣十萬元。<br>Outstanding Award: This award is granted to three-time winners of the High Distinction Award or those recognized by the Award Panel for exceptional contributions. Each winner will receive a medal and NTD100,000 as a reward. | |
| **減授鐘點獎勵**<br>**Reduction of Teaching Hours as a Reward** | 1. 減授鐘點獎勵 Reduction of Teaching Hours as a Reward<br>依本校「教師授課時數與鐘點核計辦法第七條」，凡符合下列資格者(行政單位執行計畫、共同主持研究計畫、學校編列配合款之計畫，不可列入計算)，經本校學術發展小組核定後，於次學年度減授每週授課時數，每學期合計至多以 3 小時為限：<br>According to "THU Regulations on Teaching Hours and Hours Accounting for Teachers stipulated by the Office of Academic Affairs, those who meet the following qualifications may have the teaching hours reduced(Up to 3 hours per semester) in the following academic year upon approval of the University's Academic Development Team. However, projects implemented by administrative units, co-sponsored research projects, or projects with school-funded projects are not included in the calculation:<br>2. 上一學年度獲得國科會傑出研究獎或教育部學術獎者，得於每學期減授鐘點三小時，共兩學年。<br>Those who receive the Outstanding Research Award from the NSTC or the Academic Award from the MOE in the previous academic year may have their teaching hours reduced by three hours | 約每年4月<br><br>林淑梅小姐<br>分機 30009<br><br>Around each April<br><br>Ms. Shu-Mei Lin<br>Ext. 30009 |

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| | per semester for two academic years.<br>3. 最近十二學年度曾執行國科會專題研究計畫十件以上且結案者，或最近六學年度曾執行非國科會產學研究計畫總金額 800 萬以上且結案者，得於每學期減授鐘點三小時，共一學年。<br>Those who have executed more than ten NSTC research projects over the last twelve academic years and all of the said projects have been closed; or those whose non-NSTC industry-academia collaboration project(s) executed over the previous six academic years amounted to more than NTD 8,000,000, and all of the said projects have been closed may have their teaching hours reduced by three hours each semester for one academic year.<br>4. 最近八學年度曾執行國科會專題研究計畫六件以上且結案者，或最近四學年度曾執行非國科會產學研究計畫總金額 400 萬以上且結案者，得於每學期減授鐘點二小時，共一學年。<br>Those who have executed more than six NSTC research projects over the last eight academic years and all of the said projects have been closed or those whose non-NSTC industry-academia collaboration project(s) executed over the previous four academic years amounted to more than NTD 4,000,000 and all of the said projects have been closed may have their teaching hours reduced by two hours each semester for one academic year.<br>5. 於本校主持國科會專題研究計畫、教育部教學實踐研究計畫，或其他計畫總金額 50 萬以上，且執行期限達一年以上者，得於每學期減授 1 小時，共一學年。<br>Teaching hours may be reduced by one hour per semester, for a total of one academic year, if they investigate NSTC projects, the Teaching Practice Research Project of MOE, or any other projects | |

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| | amounting to NT$500,000 in total at THU.<br>第 3、第 4 所列之國科會專題研究計畫，若教師有生產或請育嬰留職停薪且無執行國科會研究計畫者，可檢附證明，經本校學術發展小組審核同意，得將適用期限再延長 2 個學年度。<br>符合前項之教師其所獲得減授時數得保留於一年期限內執行，但需於每學期開學三週內提出申請，經校長核定後執行。如因退休、離職、借調、教授休假，則未執行完畢之學術減授時數將自動註銷。<br>至 110 學年度前獲得之減授時數，經校長核定得保留後累計執行。<br>Teachers who meet the conditions referred to in the preceding paragraph can retain their reduced teaching hours, if any, for an entire one year, but they must submit an application within three weeks of the start of each semester and be approved by THU President.<br>If it is due to retirement, resignation, secondment, or leave, the unfinished academic hours will be canceled automatically.<br>As for the reduced number of teaching hours obtained before the academic year of 2021, as long as approved by THU President, they can be retained and implemented cumulatively. | |
| **學術著作獎勵**<br>**Academic Publication Rewards** | 依本校「專任教師學術著作獎勵辦法」，獎勵對象為本校專任教師，所稱學術著作為以本校名義出版或是發表學術著作(含作品)或因此著作而獲獎者，其種類如下：<br>According to "THU Regulations Governing Academic Publication Rewards for Full-Time Faculty," awardees should be THU full-time faculty. "Academic publication" refers to academic journals (including the works) published or issued with the name of the University (either honored by an outside award or not). | 約每年2-3月<br>汪孟慶先生<br>分機 30015<br><br>Around each February and March<br>Mr. Meng-Ching Wang<br>Ext. 30015 |

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| | 1. 期刊論文係指發表於國內外學術期刊，具審查機制之學術研究論文。<br>Journal papers：Refers to reviewed academic research papers in domestic and foreign journals.<br>2. 專書係指由國內外出版社正式出版之學術性專書。<br>Book publications：Refers to academic books officially published by a domestic or foreign publishing house.<br>3. 藝術、設計創作及策展：係指發表或策劃公開參展之藝術或設計作品、公開之藝術表演活動、音樂演出之影音資料（附節目書單）、由國內外出版社正式出版之藝術或設計及文學作品之專輯等作品。<br>Art, design creation, and curation: Refers to announced or publicly exhibited art or design works; public art performance or activity; audiovisual materials of music performance (with a program list); arts or designs that a domestic or foreign publishing house has officially published; and a literature anthology.<br>4. 獲獎係指由國內外學術性機構就上述著作所頒發之獎項。<br>Awards：Refers to awards issued by a domestic or foreign academic institution.<br>5. 專利 Patents：係指取得國內外具實質審查機制之專利。<br>Refers to domestic and foreign patents that have a due diligence mechanism.<br>對於申請人提出以上所列之學術著作，給予頂尖著作、A級著作、B級著作、C級著作以及D級著作審查與獎勵核發。<br>Academic publications proposed by the application entries shall be reviewed and evaluated as | |

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| | Topnotch, Level A, Level B, Level C, or Level D and rewarded accordingly. | |
| **彈性薪資**<br>**Merit Pay Raise** | 1. 新進教師研究獎勵補助 Newly Appointed Teacher Research Incentive<br>依本校「新進教師研究獎勵補助要點」，獎勵對象為本校正式納編三年內新進教師，且符合下列資格之一者：<br>According to "THU Guidelines for Newly Appointed Teacher Research Incentive", The target of the incentive is newly appointed faculty members within three years of formal appointment at our university, and comply with any of the following requirements:<br>(1).非曾任或非現任國內學術機構編制內之專任教學、研究人員。<br>Never been or not currently a formal full-time faculty member or researcher at any domestic academic research institute<br>(2).於本校正式納編前五年間均任職於國外學術研究機構。<br>Has been working in a foreign academic research institute within the previous five years before official THU recruitment.<br>正式納入編制內按月支給待遇之專任教師，始得支給該獎勵金，但不包括以「客座」名稱延聘者。<br>Newly appointed teachers is eligible to receive a conditional pay raise only after becoming a formal full-time teacher who is paid on a monthly salary. This rule is not applicable to visiting teachers.<br>新進教師之研究獎勵補助資格標準為符合下列之一者：<br>The eligibility criteria for research incentives and subsidies for new faculty members are as follows:<br>(1).曾獲國內外重要學術獎項者。<br>Individuals who have received significant | 約每年3、10月<br>汪孟慶先生<br>分機 30015<br><br>Around each March and October<br>Mr. Meng-Ching Wang<br>Ext. 30015 |

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| | academic awards both domestically and internationally.<br>(2).納編前三年內主持政府機關研究計畫至少一件者(不限於本校或前服務機構)。<br>Those who have led at least one research project for a government agency within three years prior to their enrollment (not limited to Tunghai University or previous organizations).<br>(3).納編前三年內發表依本校「專任教師學術著作獎勵分級原則」B級以上著作至少兩件者(不限以本校或前屬機構名義發表)。<br>Those who have at least two publications rated B or higher according to Tunghai University's Principles Governing Rewards to Full-time Teachers for Academic Publications within three years prior to their enrollment (not limited to publications under the name of Tunghai University or previous organizations).<br>2. 申請國科會補助大專校院研究獎勵<br>Application for the NSTC College and University Research Reward Grants<br>依本校「申請國科會補助大專校院研究作業要點」，獎勵對象為現職之特殊優秀專任教學研究人員，且於獎勵起始日前一年內曾擔任國科會補助研究計畫之計畫主持人。<br>According to "THU Guidelines for the Application of NSTC College and University Research Grants Reward," the recipient should be a THU full-time faculty member or researcher in service. Before the conditional pay raise, the recipient must be the PI of a NSTC subsidized research project in the previous year.<br>特殊優秀專任教學研究人員之選定，係以本校「專任教師學術著作獎勵辦法」出版學術論著，以及執行國科會補助研究計畫或產學合作計畫等成果為依據，對於新聘延攬之特殊優秀人才之選定， | 約每年8-9月<br>汪孟慶先生<br>分機 30008<br><br>Around each August to September<br>Mr. Meng-Ching Wang<br>Ext. 30015 |

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| | 亦以其學術研究、產學研究、跨領域研究或其他學術榮譽等面向之績效綜合考量，再由副校長召集審查委員會審議，評估績效卓著者，向國科會推薦申請獎勵。<br>The selection of outstanding full-time faculty members and research fellows is based on their publications and academic theses described in "THU Regulations Governing Academic Publication Rewards for Full-Time Faculty" and performance of NSTC or industry-academia collaboration project(s). The candidates are selected based on their all-around academic research performance, industry-academia research or interdisciplinary research, and other academic honors. The Vice President will summon a review committee meeting to review and evaluate the candidate's performance and recommend to the NSTC.<br>本校申請國科會補助研究獎勵分為四級獎勵，各級獎勵級距以單元數呈現，單元金額由審查委員會視當年度獎勵總金額調整之。<br>The NSTC research grant rewards are of 4 levels, and the sum in each level is set in proportion to the yearly sum in total. | |
| **出席國際學術會議申請**<br>**Application for International Academic Conference Grants** | 依本校「專任教師出席國際學術會議申請資助辦法」，凡本校專任教師擬出席國際學術會議，具備下列各款之一者，得依本辦法向學校提出申請資助：<br>According to "THU Regulations Governing International Academic Conference Grants for Full-Time Faculty," qualified University full-time faculty members attending an international academic conference are eligible:<br>1. 未獲會議主辦單位之補助，並依規定已先向教育部或國科會申請補助者。<br>Not subsidized by the organizer or getting a | 汪孟慶先生<br>分機 30015<br><br>Mr. Meng-Ching Wang<br>Ext. 30015 |

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| | rejection in application to the MOE or NSTC.<br>2. 同一會計年度，已獲教育部、國科會補助而不能再申請者。<br>Already received grants from the MOE and/or NSTC in the same academic year and is therefore not eligible for a second application.<br>3. 奉派代表本校出席國際學術會議者。<br>Appointed to attend the international academic conference by the University.<br>教師申請本校資助，應於國際學術會議舉行日期之四星期前提出申請。<br>教師申請出席國際學術會議，為不影響教學，在同一學年度上課期間以不超過二次為原則。在同一學年度內則以資助一次為限。<br>Faculty interested in this travel grant shall apply at least four weeks before the international academic conference day.<br>Faculty members are restricted to attending two conferences during the study period each academic year to avoid affecting their teaching quality. The grant offered to the said participation is also limited to one time per academic year. | |

## 3.8.2 教學補助 Teaching Grants

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| 教材教具製作補助<br>Grants for Teaching Material and Tools | 為鼓勵本校**專任、專案和約聘教師**開發教材、教具，以提升教學品質、建立教學特色，特訂定東海大學教材、教具製作補助辦法。<br>To encourage **full-time, project-based, and contract faculty members** at Tunghai University to develop teaching materials and teaching aids that enhance instructional quality and establish distinctive teaching features, "Tunghai University Regulations on Teaching Material and Teaching Aid Production Grants "are hereby established.<br><br>本辦法所稱教材與教具內容定義如下：<br>一、一般教材：一般教材係指以教學使用為原則，且具備 ISBN 國際標準書號編碼之書籍，不包含翻譯或編譯書籍。<br>二、教具為搭配課程教學活動所研發設計之實體器材，須具創新特色，可實際運用於課程中，並能重複利用，獲補助後須檢附教具使用說明書。<br>Definitions:<br>I. General Teaching Materials: Refers to books intended for instructional use that have an ISBN. Translations or adapted works are not eligible.<br>II. Teaching Aids: Refers to physical tools or equipment specifically designed to support course instruction. These must be innovative, reusable, and practically applicable in teaching. A user manual must be submitted upon receiving the grant. | 申請時間：每學年第一學期開學第一週起依公告受理申請。<br><br>Application Period: Begins in the first week of the first semester each academic year, as announced.<br><br>教發中心<br>陳欣慧小姐<br>分機：22528<br><br>Contact:<br>Center for Teaching and Learning Development<br>Ms. Hsin-Hui Chen<br>Ext. 22528 |

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| 教師專業成長自主社群<br>Autonomous Communities for the Faculty's Professional Growth | 為增進教師開放思考及多元跨領域教學知能，教發中心協助推動教師跨域合作並與學生共學共創，精進教學與創新。<br>To encourage open-minded thinking and enhance diverse teaching competence in various fields, the Center for Teaching and Learning Development promotes interdisciplinary collaboration among faculty members and students to optimize teaching performance and innovation.<br>2025年起推動之六大創新議題為：「共學共創」、「自主學習教學」、「教學實踐研究」、「數位與雙語教學」、「教學跨域創新永續」及「校務發展研究」，教師得選擇任一跨域創新主題為核心，共同組織教師社群。藉由教師社群活動可發展出跨域教材、跨域課程模組、跨院系整合式課程、學習服務團隊以及各種類型創新課程等成果，並形成發想、連結、創新與傳承的學習氛圍。每年將依校務發展方向調整教師社群發展類別，詳情可定期參閱本校教學發展中心網站。<br>The six major innovation topics promoted since 2025 were: "Co-learning and Co-creation", "Self-directed Learning and Teaching", " Teaching Practice Research", "Digital and Bilingual Teaching", "Teaching cross-domain innovation and sustainability " and " Institutional Development Research". Faculty members are free to choose one cross-sector innovative theme to form a faculty community. Hopefully, they will develop interdisciplinary teaching materials, interdisciplinary modular courses, inter-college integrative courses, learning service groups, and other various innovative courses. We hope they can form a learning atmosphere which are developed, bonded inspirational, and inheritable. Each year, the development category of professor community would be adjusted according to the direction of administration affairs. For detail, please refer regularly to the website of professors developing center. | 每年年初申請<br><br>教發中心<br>林士弘先生<br>分機：22531<br><br>The application starts at the beginning of each year.<br><br>Center for Teaching and Learning Development<br>Mr.Shih-Hung Lin<br>Ext. 22531 |

# 3.9 教學意見調查
# Teaching Evaluation Survey

藉由教學意見調查之實施，用以激發教學回饋、評估教學成效及提升本校教學品質。各學制專、兼任教師所授之課程，除部分非講授課程由各系自行斟酌辦理外，均須參與意見調查，如有特殊情形可於開學第五週前申請不列入意見調查。為減輕新進教師意見調查壓力，第一學年只採計意見調查成績最高分之一科。

Implement the teaching opinion survey to stimulate teaching feedback, evaluate teaching results and improve THU's teaching quality. In some rare cases, the faculty may apply for an exemption within five weeks after the semester starts.Only the subject with the highest score counts for 1st-year new faculty to avoid giving too much pressure from the evaluation.

| 項 目<br>Item | 說　　明<br>Descriptions | 實施時程<br>Implementation Schedule |
|---|---|---|
| 教學意見即時回饋<br>Instant Teaching Feedback | 為使學生可隨時表達對課程教學的看法及感受，並讓老師瞭解學生的需求和期望，給予及時的回覆，本校設有教學即時回饋平台，作為教師與學生即時溝通管道。<br>路徑：進入教師系統→功能選單→教學→點選即時回饋。<br>In order to enable students to express their opinions and feelings toward the course and teaching at any time, and help teachers understand the students' needs and expectations, THU has set up the instant teaching feedback platform to act as the instant communication channel between teachers and students.<br>Path: Enter the Teacher Information System → Function Menu → Teaching → Click "Instant feedback." | 每學期<br>第 1 至 18 週實施<br>To be implemented from the 1st to the 18th week every semester |

| | | |
|---|---|---|
| 期末教學意見調查<br>Teaching Evaluation Survey at the end of each semester | 於期末考前，學生對即將結束的課程提供回饋意見，可使授課教師了解學生學習情形並將學生提供的意見作為參考，融入到教學實踐中，藉以調整教學方式或內容等。評量結果可作為教師升等、教師評鑑、進修、改聘、續聘、延長服務及教學獎勵之參考。<br>Before the final exam week, students can provide their feedback about the course to help improve teaching. By so doing, instructors may verify the students' learning status, take into consideration the opinions provided by students, and integrate them into the course, if helpful or necessary. The evaluation results will be used as a reference for faculty promotions, faculty evaluations, in-service training, rehiring, employment renewals, extending service, and application for teaching awards. | 每學期<br>第 13 至 15 週實施<br><br>To be implemented from the 13th to the 15th week every semester |

專任教師（含專案及約聘教師）：

1. 教學意見調查單科成績介於 60 至 70 分者，須接受系主任教學輔導，並出席教學發展中心舉辦的教學專業成長相關活動。
2. 教學意見調查單科成績未達 60 分者或單科成績介於 60 至 70 分間，三年內累計三次者，次學年相同學期不得超授，亦不得教授相同課程。授課教師檢視學生意見後提出課程改善計畫，且須接受系主任、院長教學輔導，並出席教學發展中心舉辦的教學專業成長相關活動。

Full-time teachers (including project teachers and teachers by contract):

1. Those whose teaching opinion survey form contains a single subject result less than 60 points are not allowed to have teaching overload or teach the same course any longer in the same semester of the next academic year. The instructors shall review the student's opinions and then propose the curriculum improvement plan. Meanwhile, they shall accept the counseling service on teaching from the chair and also attend the teaching professional growth activities organized by the Center.
2. The instructors whose teaching opinion survey form contains a single subject result ranging from 60 points to 70 points shall accept the counseling service on teaching from the chair and also attend the teaching professional growth activities organized by the Center.

兼任教師：

教學意見調查單科成績未達 60 分者，次學期起 3 年內不續聘。

Part-time faculty:

Any subject below 60 will not be employed for the following three years.

聯絡窗口：教務處教學發展中心 林碧茵小姐 分機：22534

Contact: Center for Teaching and Learning Development – Ms. Be-Ing Lin, Ext. 22534

# 3.10 教學助理
# Teaching Assistant (TA)

為協助教師提升教學品質，並體現及深化學生專業與教學知能，教務處教學發展中心提供教學助理補助加以協助。

The Office of Academic Affairs (Teaching and Learning Development Center) provides grants for teaching assistants to enhance faculty's teaching quality and deepen students' competence.

1. 教學助理依教學活動需求之不同，概分為以下七類：

   Teaching assistants are of the seven types as follows:

   (1). 大班課程係為配合大班課程需要，在授課教師指導下，協助進行教學相關事務。

   Large class：The assistant assists in teaching-related works under the guidance of the instructor.

   (2). 實驗課程：限系所專業課程，且係為配合實驗課之需要，在授課教師指導下，協助修課學生進行分組實驗。

   Laboratory: The assistant assists students in group experiments under the guidance of the instructor. Limited to departmental major subjects.

   (3). 全英課程限系所專業課程（不含大一、大二英文、選修英文、第二外國語課程），課程備註欄需註明英文授課或英語授課，且係為配合以英文（語）授課之專業課程需要，在授課教師指導下，協助進行教學相關事務。

   English-taught course：Limited to departmental major subjects conducted all in English. Freshman English, Sophomore English, English electives, and second foreign language courses are not in included under this umbrella. The TA will assist in teaching-related works under the guidance of the instructor.

   (4). 創新課程限經教務處審核通過之課程模組，且係為配合課程模組需要，在授課教師指導下，協助進行教學相關事務。

   Innovative course：Refers to teaching assistants employed to fulfill the demand for modular courses approved by Academic Affairs Office. The TA shall, under the guidance of the instructor, assist in teaching-related works.

   (5). 數位課程 Digital courses：

   A. 遠距課程限經系、院、校課程委員會及教務處審核通過之遠距課程，且係為配合課程之需要，在授課教師指導下，協助進行教學相關事務。

   Distance learning courses：Refers to teaching assistants employed for

distance learning courses approved by the Curricular Committees of the Departments/College and Academic Affairs Office. The said assistant shall, under the guidance of the instructor, assist in teaching-related works.

B. 程式設計課程係為配合程式設計課程之需要，在授課教師指導下，帶領修課學生進行程式設計操作。

Program design courses：Under the instructor's guidance, the TA shall assist students enrolled in carrying out program design activities.

(6). 大學先修課程限系所基礎課程，其授課對象為高中學生，且係為配合課程之需要，在授課教師指導下，協助進行教學相關事務。

Pre-university course：Basic courses for senior high school students. The TA shall, under the guidance of the instructor, assist in teaching-related works.

(7). 優培教學助理 Tutor：

A. 系所：配合系所需要，在授課教師或助教指導下，於課外固定時間進行系所基礎及專業課程課業輔導，但部分時間亦可協助系所行政相關事務。

Undergraduate & Graduate Programs: The tutor shall, under the guidance of the instructor, offer schoolwork guidance in introductory and professional courses after class. They might also need to assist the department (graduate institute) in administrative affairs.

B. 其他教學單位：配合非系所之教學單位( 限共同學科暨通識教育中心、跨域創新學院、英語中心及體育室 )需要，在授課教師或助教指導下，進行課業諮詢，但部分時間亦可協助行政相關事務。

Other teaching units: Limited to General Education Center, College of Interdisciplinary Innovation, The English Language Center, and Office of Physical Education. Under the guidance of the instructor, the tutor shall offer schoolwork guidance after class. They might also need to assist in administrative affairs

****以上各類別教學助理之申請及配置標準視當年度經費編列而定****

****The numbers of assistants and tutors are subject to THU yearly budgets ****

2. 執行流程圖 Application flowchart：

註：確切實施日程依當學期公告辦理 。

Note: The actual dates refer to the University's announcement in the current semester.

聯絡窗口：教學發展中心 廖苡媃小姐 分機：22533

Contact: Center for Teaching and Learning Development – Ms. Yi-Jou Liao, Ext. 22533

# 3.11 影印服務
# Photocopying Services

- **印考種類 Printing exam papers：**

1. 考卷：期中考、期末考、畢業考（由考卷及行政教學影印費支付）。
   Mid-term exams, final exams, and graduation exams (expenses covered by administrative and teaching budget).
2. 小量印刷（200 張以下）請自行列印。
   A small number of copies (under 200 copies) should not be sent to the Center for Teaching and Learning Development, please submit it directly to the department office for printing.

- **期中、期末及畢業考卷送印注意事項（請詳閱考前發送各系之印考說明）**
  **Important notices for printing requests (please read "Descriptions of Printing Requests" distributed weeks before exam time)：**

1. 網路或紙本送印均可，網路送件務請以 PDF 檔傳送，以免格式錯誤。
   For printing services, the originals could be in hard copies or electronic file format (PDF to avoid format errors).
2. 收件：學校考試週之考前 3 天（不含假日），逢假日，送件時間需再提前計算。
   Deadline: Three working days before the University's exam week (not including holidays).
3. 印考期間事項聯絡請以電話聯繫，以免延誤考程。
   Please contact by telephone to avoid any possible delay.

聯絡窗口：教發中心 陳明鈺小姐 分機：22529
Contact: Center for Teaching and Learning Development –
Ms. Ming-Yu Chen, Ext. 22529

# 3.12 宿舍資源
# Faculty Residence

| 新進教師宿舍 | 現職宿舍/單房間宿舍 | 法源依據 |
| --- | --- | --- |
| • **資格**：任職本校大學部專任教師年資未滿三年，本人及配偶於台中市或臨近縣市皆未配住公家或其他機構之眷舍。<br>• **配借期限**：4學期（免收宿舍使用費）。<br>• **配借方式**：每年約6、12月公告申請。<br>• **其他**：擔任該宿舍管理委員會委員職務以上者，可依規定按職申請一至三學期之展期乙次（優待宿舍使用費）。 | • **資格**：現職之教職員。<br>• **配借方式**：<br>  • 現職宿舍：總務處公告宿舍屋號、巫數，申請人依職級、年資計算積分排序。<br>  • 單房間宿舍：衛理樓(雅房)及校友會館(套房)，申請人依規定填寫申請表送至總務處資產組，依「東海大學單房間宿舍配借作業要點配借」。 | • 「東海大學新進教師宿舍配借作業要點」<br>• 「東海大學東海路136號宿舍管理辦法」<br>• 「東海大學現職宿舍配借作業要點」<br>• 「東海大學教職員工宿舍配借暨管理辦法」<br>• 東海大學單房間宿舍配借作業要點 |

1. 宿舍配借申請：本校專任教職員工及附屬實驗高級中學專任教員、約聘教職員、專案教師及兼任教師，分別依其身份及相關宿舍配借作業要點，配借各相關宿舍。
2. 教職員離職或退休時，應將空間清掃乾淨。

聯絡窗口：採資組 分機 25500

| Residence for New Faculty | Residence for In-service Faculty and Staff | Regulated in |
|---|---|---|
| • **Qualifications**: New THU full-time faculty whose seniority is less than three years and who (and whose spouse) has not been assigned a residence by the government or other agencies in Taichung City or nearby county/ city.<br>• **Length:** 4 semesters (free)<br>• **Assignment Rules**: Application details will be announced around each June **and December**.<br>• **Others:** Those serving as a management committee member are eligible to apply for a one-time extension of 2 to 4 semesters (with discounted housing fee charge). | • **Qualifications:** In-service faculty and staff.<br>• **Assignment Rules:** Office of General Affairs will announce the available residence; the applicants will be prioritized according to their scores based respective rank level and seniority. | • THU Guidelines for the Assignment of New Faculty Residence<br>• THU Rules for the Management of Residence Hall at No. 136, Tunghai Road<br>• THU Guidelines for the Assignment of Residence for In-service Faculty and Staff<br>• THU Regulations Governing the Assignment and Management of Residence for Faculty and Staff |

1. THU full-time faculty and staff (including Affiliated Experimental High School) may apply according to their respective identity and relevant guidelines.
2. Faculty and staff shall clean the space when resign or retire.

Contact: Ext.25500

# 3.13 總務服務
# General Affairs Services

## 車輛通行證申請

聯絡窗口：事務組 黃若臻小姐 分機 25200

- 凡欲申辦本校汽機車通行證之新進同仁，請於「車輛通行證申請系統」申請（**路徑 ： 東海大學首頁→行政服務→行政單位→總務處→事務組→車輛通行證申請系統**），並上傳本人駕照、本人或配偶或父母行車執照等證明文件。審核通過後以薪資扣款者即可通行，若為臨櫃繳費則至出納組繳費後，始可通行（未繳費者依車辨標準收費）。

- 專任通行證每二年換發，費用未達二年以二年計。
- 請詳閱本校「車輛通行證申請暨使用辦法」及「校區車輛管理辦法」，並依規定使用。

# Apply for a Vehicle Pass

Contact: Business Service–
Ms. Jo-Chen Huang, Ext. 25200

- New employees wishing to apply for a vehicle pass at Tunghai University should apply through the "Vehicle Pass Application System" (Path: Tunghai University Homepage → Administrative Services → Administrative Units → General Affairs Office → General Affairs Section → Vehicle Pass Application System) and upload supporting documents such as your driver's license, your spouse's license, or your parents' license. Passes will be issued after approval, with payroll deductions. Those paying at the counter must pay at the Cashier's Office before they can be issued (unpaid fees will be charged according to vehicle identification standards).
- Full-time passes are renewed every two years; fees for less than two years will be counted as two years.
- Please carefully review the "Vehicle Pass Application and Use Guidelines" and "Campus Vehicle Management Guidelines" and use them accordingly.

### 3.13.1 研究室之家具及空調設備如不堪使用，需要汰換，請向院系提出申請。

研究室之家具及空調設備如不堪使用，需要汰換，請向院系提出申請。

Please submit your application to the department/college for replacing worn-out furniture and air-conditioners in the research room

### 3.13.2 庭園管理事項 Gardening

1. 校園公共區域樹木修剪，請至營繕組網頁「修繕暨工程管理系統」填寫修繕單申請。

   Please fill in the “Repair and Maintenance Application Form” in the “Repair and Engineering Management System”for pruning trees in public areas on the Construction and Management Section Website.

2. 進住教職員宿舍，請自行維護居所庭園植栽及周遭環境。

   Self-maintenance of your on-campus residence and adjacent areas is required.

聯絡窗口：事務組 江昌廣先生 分機 25204

Contact: Business Service- Mr. Chang-kuang Chiang, Ext. 25204

**修繕業務**

- 校區修繕（教室、教學行政、公共區域及學生宿舍區）
  報修電話（總機）：23590121 轉分機 9
- 修繕申請（網路）：https://fix-build.thu.edu.tw
  (1)夜間時間或緊急修繕服務：冷氣、漏水、停電…等。
  (2)假日報修服務：請洽事務組（分機 25911、專線 2359-0221）

**Repair and Maintenance**

- Campus repair and maintenance (class room, teaching and administrative areas, public areas and student residence halls).

Reporting a repair (to the switchboard): 23590121 Ext. 9

- Apply for a repair online: https://fix-build.thu.edu.tw

1. Night time or emergency repair services: air-conditioner failure, water leakage, power failure and so on.
2. Holiday repair services: Please contact the Business Service Section (Ext. 25911 or Direct Line 2359-0221)

### 3.13.3 各項修繕及教室電源管控系統說明 Classroom Power Control

1. 冷氣機使用期間：每年 4 月 1 日至 12 月 15 日。
   Air-conditioner use period: From April 1 to December 15 each year.
2. 教師 IC 卡請領 Faculty IC Card：
   (1). 請系助教至事務組領取，發放給任課老師，學年末請繳回重新作業。
   Please check out from the department assistant on a semester basis. Must return it at the end of academic year.
   (2). 授課老師如需臨時使用，請至附近系辦借用，使用後務必歸還。
   You may also check one out for temporary use at a nearby office if your card is misplaced or forgotten at home.
3. IC 卡操作方式 IC cards operation

| 使用方式<br>Use Methods | 供電內容（v 表供電）<br>Power Supply Content (v Table Power Supply) | | | | 其他說明<br>Remarks |
|---|---|---|---|---|---|
| | 插座<br>Socket | 電扇<br>Fan | 照明<br>Lighting | 冷氣<br>Air- conditioner | |
| 教師 IC 卡<br>（插卡供電後，再依需求開啟供電內容之設備開關）<br>Faculty IC Card for Classroom--Plugging in the IC card for power and switch on the equipment | v | v | v | v | 1. 拔卡後--自動關閉所有電源<br>With equipment, all power is off within 5 minutes after the IC Card is not in place.<br>2. 照明及插座供電，延遲於拔卡 5 分鐘後關閉<br>With lighting and sockets, power will be off 5 minutes after the IC Card is out. |
| 冷氣 IC 卡<br>（插卡供電後，再依需求開啟供電內容之設備開關） | v<br>不扣款<br>No | v<br>不扣款<br>No | v<br>不扣款<br>No | 按『綠色鍵』後開始供電扣款<br>Press the “green button” for power to run on the | 1. 如無需使用冷氣，請勿按「綠色鍵」，以免扣款。<br>If the air-conditioning is not needed, please do not press the “green button” to avoid |

| | | | | | |
|---|---|---|---|---|---|
| IC Card for Some Offices—Plugging in the IC card for power and switch on the equipment | charge | charge | charge | deposit value in the card | value taken from the card.<br>2. 拔卡後--自動關閉所有電源<br>3. After removing the card, all power will be automatically shut off<br>4. 照明及插座（延遲 5 分鐘後關閉） With lighting and sockets, power will be off 5 minutes after the Card is out. |
| 無持 IC 卡（按『綠色鍵』可供電 15 分鐘，再依需求開啟供電內容之設備開關）<br>With no IC card, pressing the "green button" would allow power for 15 minutes | v | v | v | （恕不提供）<br>(no air-conditioning) | 15 分鐘後，關閉所有電源<br>All power will be off in 15 minutes. |

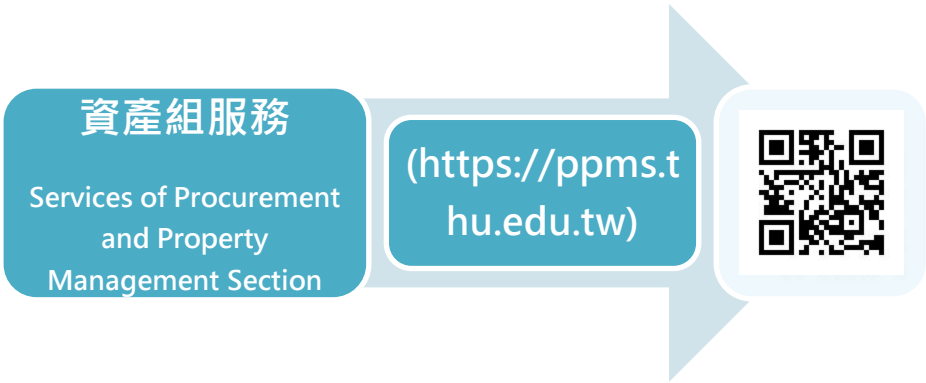
4. 研究室空調安裝，請通知事務組配合電源配置及管線路徑現勘，並依本校申請裝設冷氣機及電費收費辦法申請。
   Please submit your application according to "Tunghai University Air-Conditioners Installation and Electricity Charge Rules" and inform the Business Service section (for a survey on the power configuration and pipeline path) when installing the air-conditioning system in the research room.

聯絡窗口：事務組 分機 25415
Contact: Business Service Section, Ext. 25415

## 3.13.4 財產使用及保管 Property Use and Management

1. 「財產保管人」應對所使用之財產負驗收、保管、養護、報廢之責；若遇調、離職時，應逕向資產組申請「財產移交清冊」辦理財產移交，憑以辦理離職手續。

“Property Safekeeper” should be liable for the acceptance, safekeeping, maintenance, and scrapping of used property. Upon transferring to another position or resigning, the property safe keeper shall apply for a“Property Transfer List” from the Property Management Section to facilitate the property transfer before resigning.




2. 「財產保管人」對所經管或使用之財產未盡善良管理人應有之注意或未經核准，擅將校產移出校外，致財產發生損失者，應負賠償責任；賠償之標準以恢復原狀為原則，使用未達 6 個月者依原價計之，使用時間達 6 個月以上者，採折舊後帳面價值或財產購入原價之百分之十取價高者計，若已屆耐用年限時賠償標準應依財產購入原價之百分之十計之或按財產毀損或滅失當時相同財產之市價賠償之，並得自薪資中扣除。

   If damages occurred due to the safe keeper’s negligence (for example, taken to an unauthorized relocation outside the campus), the keeper should be liable for compensation. The compensation standard is to restore the property to its original state. If the property has been in use for less than 6 months, the carrying amount after depreciation or 10% of the initial purchase price of the property, whichever is higher. If the property has been in use for more than 6 months, the payment will be a discounted sum depending on depreciation. If the property is beyond its service span, the compensation will be 10% of its original price or according to the same property’s market price at the time of damage or loss. The said compensation will be deducted from the safe keeper’s salary.

3. 「財產保管人」辦理財產移轉時，儲存個人資料之媒體於移轉與他人前，應確實刪除媒體中所儲存之資料，以避免資料不當外洩。

   When transferring property, the “property safe keeper” should delete all stored personal data to prevent any data leaks.

4. 「財產保管人」辦理經核准報廢之財產，應確實刪除媒體中所儲存之資料，或以物理方式破壞之，以避免資料不當外洩。

   When scrapping property, the “property safe keeper” should delete all stored personal data to prevent any data leaks.

5. 財產盤點以每三學年輪流盤點一次方式進行，但新增財產次年應全面盤點，檢視財產保管狀況是否良好。財產因教學、研究、執行計畫或其他因素借出校外時，應取得經管單位主管核准之借用單。單價 10 萬元（含）以上之儀器設備應備使用手冊、使用紀錄（或課表）及維修紀錄等。使用紀錄應詳實記載使用時間及課程（或實驗）名稱，維修紀錄應詳實記載維修時間及維修內容。

   The inventory of property shall be carried out in a rotational manner every three academic years, but the new property should be fully inventoried in the following year to check whether the property is in good condition. When the property is loaned out for external (outside the University) use due to teaching, research, project implementation, or other factors, a“Loan Out Application Form” undersigned by the head of the property management unit is required. Instruments and equipment with a unit price of NTD 100,000 above must have a user manual, use records (or curriculum), and repair records. The use records shall be specified with the actual use time and the name of the curriculum (or experiment), and the repair records should specify the actual repair time and details.

6. 務請遵守本校「財產管理辦法」，愛惜使用財產設備。

   Please cherish all property and equipment according to “THU Property Management Rules.”

7. 辦理財產新增、增值、報廢、移轉交作業。請至總務處採資組財產管理系統辦理。網址：http://asset.thu.edu.tw（請用 Google chrome 瀏覽器進入）

   Concerning operations related to the addition, value addition, scrapping, and transfer of property, please go to the Property Management System, Office of General Affairs.

   Website: http://asset.thu.edu.tw (please use Google Chrome)

法源依據 Source of Laws

「東海大學財產管理辦法」

“THU Property Management Rules”

「東海大學財產盤點細則」

“THU Property Inventory Enforcement Rules.”

聯絡窗口：採資組 梁育禎小姐 25503

Contact: Property Management Section – Ms. Yu-Jhen Linag, Ext. 25503

## 3.13.5 保全系統設施 Security System Facilities

1. 辦公室裝設保全系統者，請依規定申請保全卡或下載手機 APP，下班離校按規定完成保全系統設定，以維護單位財產安全。逾時未設定者，將罰款

NT$1,000 元（申請表請至事務組網頁下載）。

An office with a security system should apply for Security Cards or download the mobile application. The last person to leave the office after off-hours should lock up everything and swipe on the sensor for leaving. Failure to do so will lead to a penalty of NTD 1,000 (please download the application form at the Business Section).

2. 請注意門窗是否關閉及話機（含分機）是否掛妥，操作保全設定時，請確認讀卡機之傳訊燈號轉為綠燈，始為設定完成。

   Please make sure all windows and doors are closed, the telephone handset is on-hook (including the extensions). Please confirm that the green light the card reader (sensor) is on as it indicates the security system has been launched ).

### 3.13.6 車輛管理及停車場使用 Vehicle and Parking Lot Management

1. 經申請核准之車輛，得駕(騎)車進入校園。未經申請核准之汽車進入校園，需依校園「臨時停車」收費標準繳費：停車費每小時 40 元，入校前 20 分鐘離校者免收費；繳完費用後 20 分鐘內須離校。機車未經申請核可不得入校；超過核可時間仍滯留校園之機車，於校內遭查獲時依「校區車輛管理辦法」第七條規定辦理。

   Approved vehicles may drive (or ride) onto campus. Unauthorized cars entering campus must pay the campus "temporary parking" fee: NT$40 per hour. Free parking is available for those leaving campus 20 minutes before entering campus. Must leave campus within 20 minutes of payment. Motorcycles are not permitted on campus without approval. Motorcycles found on campus after the approved time limit will be handled according to Article 7 of the "Campus Vehicle Management Regulations."

2. 總務處於校園另闢二處車輛出口開放時間如下，請多加利用：

   (1)福林路出口：可跨越台灣大道由其他道路前往市區，或直接彎繞往海線與沙鹿；

   (2)工業一路出口：校園東側銜接工業一路導引部分車流往南屯與海線。

   The two new vehicle exits opened by the General Affairs Office on the campus are as follows, please take advantage：

   (1) Fulin Road exit；Can cross Taiwan Avenue and go to the urban area via other roads, or go directly to the coastal area and Shalu.

(2) Industry 1st Road exit：Connecting Industry 1st Road on the east side of the campus to guide some traffic to Nantun and Haixian.

### 3.13.7 人身安全維護 Maintenance of Personal Safety

1. 請注意人身安全，勿於入夜後進入偏僻陰暗角落。春夏時節注意眼鏡蛇、虎頭蜂出沒。校園內勿餵食野犬，以避免野犬群聚追逐路人。
   Please stay safe and do not go to dark corners at night. During the spring and summer, please watch out for cobras and hornets. Do not feed stray dogs lest they become a pack and chase people.
2. 發現校園異常情況人、事、物，可聯繫相關單位，尋求諮詢、支援與救助。
   Please call for assistance if you spot weird people or odd occurrences on campus.

聯絡窗口：事務組 分機 25911 或 23590221
校安中心 分機 30800 或 23590303
協和派出所：04-23599520、23593736 或 23595018
中興保全：0800-221195
Contact: Business Service Section, Ext. 25911 or 23590221
Campus Security Center, Ext. 30800 or 23590303
Siehe Police Station: 04-23599520、23593736 or 23595018
SECOM Security: 0800-221195

### 3.13.8 採購流程說明 Purchasing Process

1. 單位得自辦所屬經費 10 萬元以下採購，但辦理各項採購，其金額在壹萬元以上，未達壹拾萬元者，仍需取得至少 1 家廠商之書面報價單。
   All units can conduct bidding when purchasing an item under NTD 100,000. For items above NTD 10,000 but below NTD 100,000, at least one written quotation from a supplier is required.
2. 單位申請非單位所屬經費辦理財物及勞務之採購，無論金額大小，均須填具請購單，且須事先取得經費控管單位之同意，始可填寫請購單。
   Any unit purchasing an item with another unit's budget must obtain that said unit's consent before filling out a purchase requisition form.
3. 單位辦理 10 萬元以上，未達 50 萬元之財物、勞務採購，須事先辦理請購，除符合政府採購法第 22 條第 1 項各款情形之一或經行政程序簽請核准得採限制性招標者外，須於請購奉核後檢具 3 家以上廠商估價單，由申請單位主管召集相關人員 3 至 5 人召開單位比、議價會議後做成書面紀錄，並填具採購單檢具會議紀錄、廠商估價單辦理申請。
   Any purchasing item (property or service) above NTD 100,000 but below NTD

500,000 must first file a purchase request. A restricted procurement is feasible if it complies with Article 22, Paragraph 1 of the Government Procurement Act or approved by an administrative procedure. Otherwise, any approved purchase item needs to have the quotes of at least three providers. The head of the applying unit must convene 3 to 5 personnel with the relevant specialty for bidding. Once a conclusion is made, the minutes and the quotes need to be attached to the official purchase acquisition form to launch the purchase.

4. 單位辦理 50 萬元以上之財物、勞務採購，須事先辦理請購，除符合政府採購法第二十二條第一項各款情形之一或經行政程序簽請核准者，得僅邀請一家廠商議價外，應公開招標。

   Any purchasing item (property or service) above NTD 500,000 must first file a purchase request. A restricted procurement is feasible if it complies with Article 22, Paragraph 1 of the Government Procurement Act or approved by an administrative procedure. Otherwise, any approved purchase item needs to have an open bid.

5. 採資組網頁不定期公布辦理採購研討活動訊息，歡迎新進老師或新任主管參加。帳務暨請採購管理系統操作步驟，則可進入系統中點選「相關連結」下載「系統操作手冊」，按圖索驥，若有任何操作疑問歡迎來電洽詢。

   Purchasing training activities are announced on the Website of the Purchasing Section from time to time. New faculty or new unit heads are welcome to participate. Please sign into the System and click “Related Links” to download the manual for Accounting, Purchase Requisition, and Purchasing System. You are welcome to contact us by phone for questions.

6. 科研採購不受政府採購法規範，請參考本校「科學技術研究發展採購作業要點」辦理。

   Provisions of the Government Procurement Act do not bind science and research-related purchases. Please refer to “THU Purchase Guidelines for Scientific Technology and Research Development Projects.”

   相關法規、流程及業務承辦資訊，敬請參閱採資組網頁「法令規章」、「標準作業程序」、「業務職掌」：https://purchasing.thu.edu.tw/

   Concerning relevant regulations, process, and duties, please refer to “Legal Regulations,” “Standard Operating Procedures” and “Duties” at the Website of Purchasing Section: https://purchasing.thu.edu.tw/

## 3.13.9 採購作業 Q&A Purchasing FAQs

### Q1： 採買哪些東西適用本校採購辦法？

- 工程—地面上下新建、增建、改建、修建、維護、拆除構造。
  財物—各種機具、設備、圖書、物品（生鮮農漁產品除外）與其他動產、不動產權利之取得。
  勞務—專業服務、技術服務、資訊服務、訓練、維修、勞力之委託。

### Q2： 哪些情況需要辦理請採購作業？

- 會計室之預算科目，包含校內外各項經費（凡需以會計程序核銷之帳務），如捐款、政府補助款、各類計畫案等，應依本校採購辦法遵循請購、採購程序，並於採購作業核准後，進行訂約、施工或交貨、驗收等事宜。

### Q3： 如何解決會計帳務系統之「單價」欄位，無法接受輸入非整數（有小數點）之金額？

- 可將實際數量與單價附記至「詳細名稱及規格」欄位，「單價」欄位則輸入總金額，「數量」欄位可填1式，「總價」將自動帶出。如「詳細名稱及規格」欄位輸入採購流程會議手冊共150份*25.5元，「單價」輸入3825元，「數量」輸入1式，「總價」將自動帶入3825元。

### Q4：印刷物品採購案可否提前辦理請採購？

- 10萬元以上之印刷物品採購案，請註明會議或展覽名稱、舉辦日期，並於校稿時同時進行請採購作業，以免耽誤交付時程。

## Q5：契約書簽訂日期應如何填寫？

- 有關契約書簽訂日期請填寫承辦人上簽呈當天之日期為宜，如因特殊原因無法辦理，則請填寫請購核准後日期，同時加註補簽訂契約。

## Q6：採買哪些物品需要檢附型錄？

- 如傢俱、冷氣、攝影機、電視、儀器等，需檢附型錄影本。 如傢俱為訂製品需檢附材質說明。

## Q7：「限制性招標申請」需注意哪些要項？

- 各項佐參之證明文件應為正本，如為影本應有影本與正本相符等字樣。
- 擇政府採購法第22條第1項第2款之常見情形：
  （1）需同時符合「無其他合適之替代標的者」，務請於申請時敘明。
  （2）代理權可能涉及商業行為等，故證明文件應有代理之有效廠商暨期間。
- 擇政府採購法第22條第1項第4款之常見情形：
  （1）需同時符合「因相容或互通性之需要，必須向原供應廠商採購者」，務請於申請時敘明。
  （2）證明文件常見為財產保管紀錄資料及申請案件相關之契約書等，務請於申請時敘明。

## Q8：廠商報價單應注意哪些事項？

- 新台幣10萬元以上，50萬元以下財物、勞務採購案，請單位主管召集相關人員召開比議價會議時，需事先取得3家以上廠商報價單，各家廠商報價內容之項目、規格、數量務必符合單位需求且各家內容盡量一致，以達比價基準。

## Q9：「需求規格單」或「需求規格審查表」應於何時使用？

- 如遇性質特殊之採購（無型號規格、需訂做製造或其他因素），請單位提列「需求規格單」，轉交廠商作為報價依循或單位辦理規格審查之基礎，「需求規格審查表」用於比議價會議辦理時，以確認3家(以上)報價廠商之比價基準一致。相關表格請至帳務暨請採購管理系統點選「綜合查詢」/「採購文件範本下載」中下載所需表格使用。

## Q10：單位辦理採購案，物品交貨或施工完成時如何驗收，由誰來驗？

- 單位辦理驗收，不論初驗 (150 萬元以上案件) 或正式驗收 (150 萬元以下案件），需由單位主管召集相關使用者、採購承辦人勘驗項目、規格、數量並經測試運作正常，且單位主管應為主驗人員。

聯絡窗口：採資組 勞務及圖書期刊 陳怡玲小姐 分機：25601
工程及一般財物 陳玉萍小姐 分機：25605
儀器設備 潘淑珍小姐 分機：25603

### Q1: What do THU Purchasing Regulations apply to?

- Construction work – New construction, extension, reconstruction, repair, maintenance, or tearing down-- above or under the ground.
- Property – All types of machinery, equipment, books, articles (except raw and fresh agricultural or fishery products), acquisition of real estate, and rights of use for non-real estate.
- Service – The contracts for professional services, technical services, information services, training, maintenance works, and labor.

### Q2: What budget items need to go through purchasing procedures?

- Budgetary accounts under the Accounting Office's supervision, such as donations, government grants, subsidies, and various projects. Upon approval of the purchase, the contracting process, construction (or delivery), and acceptance process should then be carried out accordingly.

### Q3: What to do if the "Unit Price" field in the accounting system does not accept a non-integer figure?

- You can specify the actual quantity and unit price in the field of "Full Name and Specifications," then fill the total amount in the area of "Unit Price" and 1 in the field of "Quantity." The system will automatically calculate the "Total Amount." For example, fill in the "150 copies of purchasing process handbook * NTD 25.5" in the field of "Full Name and Specifications," NTD 3825 in the field of "Unit Price," and 1 in the field of "Quantity." Then the system will automatically calculate the total amount (NTD 3825).

### Q4: For the purchase of printing materials, is it possible to advance the date of submitting the purchase requisition and purchase requests?

- When printing matter more than NTD 100,000, please specify the meeting's name and date (or exhibition). Also, process requisition and proofreading concurrently to avoid delay.

### Q5: What is the date to put on the contract?

- Preferably the date of submitting the request for approval (RFA). Or else put the date of an approved request with a note indicating "a postponed contract-signing."

## Q6: Which purchase items need to attach catalogs?

- Furniture, air-conditioner, camera, television, and instruments. For customized furniture, a description of the material is necessary.

## Q7: Notices regarding "limited bidding."

- All supportive documentation should be original. A copy needs the marking of "Identical to the original."
- As in Subparagraph 2 in Paragraph 1 of Article 22 of Government Procurement Act:
- (1) Please explain when applying that "no reasonable alternative or substitute exists."
- (2) The agent should provide proof of dealership and valid length because the dealership might be transferable.
- As in Subparagraph 4 in Paragraph 1 of Article 22 of Government Procurement Act:
- (1) Please explain when applying that a change of supplier "would affect compatibility or interchangeability with already existing supplies, services, or installations."
- (2) The documentation usually refers to property management records and application-related contracts; these should be specified when applying.

## Q8: Notes regarding the supplier's quotation

- With property or service(s) above NTD 100,000 and below NTD 500,000, the head of the office should summon relevant personnel to hold a bidding. The unit intending to purchase should obtain at least three suppliers' quotations beforehand, study, and compare the differences carefully.

### Q9: When to use “Demand Specification Form” and “Demand Specification Evaluation Form”?

- The office should prepare a “Demand Specification Form” when purchasing items with special requirements (i.e., no model specifications, must be customized, or any other factors). This form should be given to the supplier to prepare for the quotation for review afterwards. “Demand Specification Evaluation Form,” on the other hand, is used at the price comparison meeting to confirm that all three (or more) suppliers’ quotations are on the same basis. Please go to THU’s Accounting, Purchase Requisition and Purchasing Management System to download by clicking “Comprehensive Query” and then “Download Samples of Purchasing Documents.”

### Q10: When the purchased item is delivered, or construction work is completed, who should carry out acceptance procedures?

- Initial acceptance check (more than NTD 1,500,000) or official acceptance check (less than NTD 1,500,000), the head of the office must summon related users and the person in charge of the purchase to check the specifications and quantity of the purchased item. The head of the office must be the PI to ensure quality and functions.

Contact: Purchasing Section

Labor, Books, and Periodicals - Ms. I-Ling Chen, Ext. 25601

Engineering and General Belongings - Ms. Yu-Ping Chen, Ext. 25605

Instruments and Equipment- Ms. Shu-Chen Pan, Ext. 25603

## 3.13.10 郵政代辦所 Postal Service

1. 於本校書局(位於學生活動中心 1 樓/分機 23213)設置郵政代辦所，提供教職員生郵寄信件、包裹(國外郵件除外)，及販售郵票服務。營業時間為上午 9 時至下午 4 時。

   The post Agency is located in the Bookstore (on the first floor of Student Activity Center/ EXT. 23213), which offers staff and student to mail letters, packages (excluding foreign mails), and also sell stamps. The business hour is from 9 to 16.

2. 郵局自動提款機及補摺機設於學生福音中心(空間代號：SGC102)，位於女生宿舍大門口正前方 80 公尺處。

   The automatic ATM and the passbook entry machine of the post office are located in the Student Gospel Center (Space Code: SGC102), which is 80 meters in front of the main entrance of the female dormitory.

聯絡窗口：資產組 侯碧珍小姐 分機 25500

Contact: Property Management Section Ms. Pi-Chen,Hou EXT. 25500

**信件收發 Mail Sending and Receiving**

1. 為快速並有效收到郵政系統信件及包裹，收件地址為「東海大學」時，請務必加註載明「單位名稱、就讀系所或宿舍房號」(例如：407224 臺中市西屯區臺灣大道四段 1727 號文學院中文系，或男生宿舍 54107 室)。

   In order to receive the mails and packages from the postal system efficiently and quickly, when sending the mail to the school "Tunghai University", please make sure to indicate “ the department of study or the dormitory number” (EX: No. 1727, Sec. 4, Taiwan Blvd., Xitun Dist., Taichung City 407224 , Taiwan (R.O.C.) Department of Chinese, College of Liberal Arts, or Room 54107, Male Dormitory )

2. 總務處事務組(位於行政中心 1 樓)，提供行政單位及系所領取郵政系統國內外平信、掛號、包裹郵件服務。

   The Business Service of General Affairs Department (Located on the first floor of The Administration Center) offers administrative units and all departments to receive domestic and foreign snail mails, registered mails , and parcel mail service.

聯絡窗口：事務組 丁胤甫先生 分機 25207

Contact: Business Service Mr. Yin-Fu Ding, EXT. 25207

## 3.13.11 出納作業 Cashier Work

**校內金融服務說明 Instruction of On-campus Financial Service**

1. 本校往來銀行以「永豐商業銀行」為主，銀行提供來本校收件服務，服務據點位於學生福音中心後方，時間為：週二、四，上午 11 時至下午 1 時(限學校上班日)。

   The main bank that the school contacts with is “Bank SinoPac”, which provides the service of receiving mails in school. The service point is behind of the Student Gospel Cendter. Opening hour is every Tuesday, Thursday from 11:00 to 13:00 (only for school working days)

2. 本校薪資及各項補助款均採銀行轉帳方式入帳，新進教職員工請先辦妥永豐商業銀行帳戶以利日後各項款項之發放。

   The salaries and various subsidies would be entered in to the accounts by bank transfer. New faculty needs to open a Bank Sinopac account first to receive the various payments easily in the future.

**收款收據(捐贈證明)開立、修改說明 Instruction of Opening and Modifying of Receipts(donation certification)**

1. 收款收據開立流程:至「帳務暨請採購系統」→「出納作業」→「繳款單登錄」→持現金或支票等至出納組繳費→開立收款收據。

   The issuance process of receipt invoice: go to「Account and Procurement System」→「Cashier Work」→「Payment Slip Log in」→Pay cash or check to the cashier section→ Issue an receipt.

2. 捐贈證明開立流程:至本校"社會資源發展委員會"網頁→登錄"捐款意願單"→持現金或支票等至出納組繳費→開立捐贈證明。

   The issuance process of donation certification: Go to the website of “Tunghai University Resources Development Committee” → Log in"Donation Willing Form"→ Pay cash or check to the cashier section→ Issue an donation certification.

3. 修改或重開收款收據(捐贈證明)程序請詳見出納組網頁公告事項。

   Please refer to the announcements on the Cashier Division’s website for the procedures regarding the amendment or reissuance of official receipts (donation certificates).

**請款領據說明 Payment Receipt Instruction**

1. 用途:向校外機構預先請領款項時使用。並視同正式收據。

   Purpose: Using when requesting upfront funds from off-campus institution.

2. 開立步驟: Procedure of Issuing:

(1). 先至研發處"學術研究成果管理系統"網頁登錄計畫名稱。
First, go to the “ Academic research outcome administrative system”, which is on R&D website, and log in the project name.

(2). 持「大學校院教師執行計畫提醒事項自我檢核表」至會計室辦理開帳手續。
Hold 「the self-checklist of notes for professors′ implementation projects in college or university」to accounting office to go through the procedures of making out a bill.

(3). 「帳務暨請採購系統」→「出納作業」→「領據單登錄」→列印紙本領據→連同公文系統流程完成用印。(會辦總務處、會計室及秘書室)
「Account and Procurement System」→「Cashier Work」→「Log in receipt slip」→ Print paper receipt→ Completing printing with the procedures of official document system. (Forwarded for joint review by the Office of General Affairs, the Accounting Office, and the Secretariat Office.)

3. 請款領據一經用印即視同應收未收款項，若有變動，應退還領據正本，由出納組辦理註銷手續。
Hold「the self-checklist of notes for professors’ implementation projects in college or university」to accounting office to go through the procedures of making out a bill.

4. 請款領據相關規定詳見出納組網頁公告事項。
For the detail relevant regulations of payment invoice, please refer the announcements on Cashier section website.

5. 各單位同仁及各系所教師收到教育部補助款撥付公函時，請即時告知出納組（校內分機 25301），並寄送撥付公文影本至 co2530@thu.edu.tw ，以利計畫補助款帳務核對。若無開立「請款領據」，請各單位及系所發函請款時，公文設定會辦總務處。
When faculty and staff members of all departments and institutes receive official letters regarding the disbursement of subsidy funds from the Ministry of Education, please promptly notify the Cashier Division ( campus extension 25301 ) and send a copy of the official disbursement letter to co2530@thu.edu.tw for the purpose of verifying the accounting records of project subsidy funds.

If no “Payment Request Receipt” has been issued, please ensure that when departments and institutes submit official requests for payment, the official document is circulated to the Office of General Affairs for co-review.

**廠商匯款作業說明 Instruction of remittance work for firms**

1. 學校支付廠商款項一律採用銀行匯款。
   All payments from school to firms are made by remittance.
2. 首次交易廠商先填寫「廠商匯款作業確認書」(可至出納組網頁下載)，並附存摺封面影本，經出納組登錄建檔，才能開立付款申請單。
   Firms that are the first time to have the transaction with school need to fill in the "Confirmation Form for firm's remittance work" (can be downloaded on Cashier's section website). Please also attach a photocopy of the bankbook cover page. The application form will only be issued after Cashier Section finishing to set up the file.
3. 建檔後的廠商資料如有異動，如公司名稱、匯款帳號改變，應即時請廠商提供佐證資料至出納組申請修正，以免造成退匯。
   If there is any change after setting up the file, for example, the firm's name or the remittance account, it should ask the firm to offer the supporting information immediately for the Cashier Section to apply for modification to avoid refunding.

聯絡窗口：出納組 分機 25300
Contact Cashier Section EXT. 25300

# 4. 我想要問

## Other Useful Tips


252 特約商店 Contracted Stores

253 醫 Medical Institutions

254 育 Sports

256 子女教育 Children’s Education

259 行 Transportation

261 附錄 Annex

# 4.1 特約商店
# Contracted Stores

| 公司<br>Company | 網址<br>Website link | 地址<br>Address |
|---|---|---|
| Kapah 卡帕咖啡廳＆餐酒館<br>Kapah Cafe | https://ithu.tw/sCodv | 臺中市西屯區安和路 121-15 號 1 樓 |
| 王品原燒台中東海店 | https://ithu.tw/1wX1c | 台中市西屯區台灣大道四段 1086 號 1 樓 |
| 義美食品（台中國安門市）<br>(Coming soon……) | | 臺中市西屯區永安里國安一路 80 號 |

**特約商店持續更新，欲知詳情請至東海職員會網站**

**New entries continuously being updated. For more detailed information, please go to the website of the Tunghai University Staff Association.**

# 4.2 醫
# Medical Institutions

| 醫院 Hosptial | |
|---|---|
| 1. 特約診所 Contracted Clinics | |
| 2. 鄰近健保診所 National Health Insurance Clinics | |
| 3. 台中榮民總醫院 Taichung Veterans General Hospital | |
| 4. 澄清醫院（中港院區）Cheng Ching Hospital (Zhonggang Campus) | |

# 4.3 育
# Sports

（體育室專線號碼：04-2359-0222）

(Department of Physical Education – Office Line: 04-2359-0222)

| 場地 (Facility) | 規模(Scale / Capacity) |
|---|---|
| 田徑場<br>Athletics Stadium | 1 座，標準 400 公尺跑道、足球場<br>1 stadium (400-meter standard track, football pitch) |
| 游泳池<br>Swimming Pool | 1 座，室外 50 公尺、兒童池<br>1 pool (outdoor 50-meter pool, children's pool) |
| 健身房<br>Gym / Fitness Center | 1 間，設於游泳池內<br>1 rooms, located inside the swimming pool complex. |
| 體育館<br>Gymnasium | 1 座，上層 4 面羽球場、下層 1 面籃排共用球場<br>1 gymnasium (upper level: 4 badminton courts; lower level: 1 multi-purpose court shared for basketball and volleyball) |
| 風雨球場<br>Covered Courts | 籃、排球共用 3 面全場<br>3 full-sized multi-purpose courts shared for basketball and volleyball. |
| 光電球場<br>Solar Sports Courts | 二校區網球 8 面、二校區籃球 4 面、二校區排球 4 面<br>Campus II: 8 tennis courts, 4 basketball courts, and 4 volleyball courts. |
| 室外籃球場<br>Outdoor Basketball Courts | 一校區 4 面全場、中正堂旁 2 面全場+4 面半場<br>Campus I: 4 full courts; Next to CKS Memorial Auditorium: 2 full courts + 4 half courts. |
| 室外排球場<br>Outdoor Volleyball Courts | 中正堂旁 3 面<br>3 courts located next to CKS Memorial Auditorium. |
| 桌球室<br>Table Tennis Rooms | 2 間，田徑場看台下方 1 間 12 面球桌、中正堂地下室 1 間 12 面球桌(限上課使用，課餘不開放)<br>2 rooms total: 1 room under the Athletics Stadium grandstand (12 tables); 1 room in the basement of CKS Memorial Auditorium (12 tables; restricted to class use only, closed after hours). |

| | |
|---|---|
| 棒壘球場<br>Baseball & Softball Fields | 2 座，一校區壘球場 1 座、二校區棒球場 1 座<br>2 fields total: 1 softball field on Campus I; 1 baseball field on Campus II. |
| 攀岩場<br>Rock Climbing Field | 1 座<br>1 Field |
| 溜冰場<br>Skating Rinks | 2 面<br>2 Rinks |

**東海大學各項教職員工俱樂部活動相關訊息一覽表**

List of information related to various faculty and staff club activities of Tunghai University

| 項目 Project | 相關訊息 Information |
|---|---|
| 網球俱樂部<br>Tennis Club | 活動時間：星期一至星期五 6:00-8:00 / 星期六、日 6:00-9:30<br>Time: Monday to Friday 6:00-8:00 / Saturday and Sunday 6:00-9:30<br>活動地點：二校網球場<br>Location: Tennis court of the second Teaching Area |
| 羽球俱樂部<br>Badminton Club | 活動時間：星期一至星期五 12:00-13:00 / 星期三 19:00-22:00<br>Time: Monday to Friday 12:00-13:00 / Wednesday 19:00-22:00<br>活動地點：本校體育館上館<br>Location: Stadium |
| 籃球俱樂部<br>Basketball Club | 活動時間：星期五 17:00-18:30<br>Time: Friday 17:00-18:30<br>活動地點：本校體育館下館<br>Location: Stadium |
| 桌球俱樂部<br>Snooker Club | 活動時間：星期一、三、五 19:00-21:00<br>Time: Monday, Wednesday, Friday 19:00-21:00<br>活動地點：教職員休閒中心桌球室<br>Location: Staff Recreation Center Billiards Room |

歡迎有意加入各項俱樂部之教職員來電詢問相關事宜

請電 23590222 或校內分機 30700 洽吳季容小姐

Faculty and staff who are interested in joining various clubs are welcome to call and inquire about related matters.

Please contact Ms. Chi-Jung Wu, at 23590222 or school extension 30700.

# 4.4 子女教育
# Children’s Education

## 4.4.1 東大附幼

## Kindergarten Division of THU Affiliated Experimental High School

入學人數：180 人，大中小各兩班
入學年齡：3 歲至 6 歲
申請方法：直接至單位機構詢問
登記日期：任何時間
報到時間：9/1
連絡電話：（04）2359-0268
Enrollment: 180 children; 2 K6 classes, 2 K5 classes, and 2 K4 classes
Enrollment Age: Children 3 to 6 years old
Application Method: Go to the institute for more detailed information
Registration Date: At any time
First Day of School: September 1.
Contact No.: (04)2359-0268

(東大附幼)

## 4.4.2 小學部

## Elementary Division of THU Affiliated Experimental High School

申請入學：屆齡小一新生請於入學前至東大附小官網左方資訊欄「入學登記說明(填表)」處查詢當年登記相關事宜，轉學生亦同上。時程皆以東大附小官網公告之行事曆為準。
學區設籍：無學區限制。
入學年齡：適齡學童（超齡、未達適齡不在招收範圍）
配合事宜：家長須配合學校教育理念及措施、重視家庭教育。
報名時間：歡迎上本校網站填寫入學申請表。

連絡電話：（04）2359-3431、（04）-2359-0404 轉 2702、2712
教職員（專任公保）附證明，才可減免學費

(東大附小)

Application Method: For children at the age of the first year of elementary school, please go to the institute's website ("Enrollment Registration (Form)" on the left) to check that year's registration details. Transferring students likewise. Concerning relevant schedules, please refer to the calendar announced on the school's official website.
School District: No restriction
Enrollment Age: School-age children (those who exceed or below the prescribed range will not be accepted)
Other Requisite Criteria: The parents must agree with the institute's education concepts and pay great attention to family education
Registration Period: Welcome to fill in the "Enrollment Application Form" at the University's website
Contact No.: (04)2359-3431 and (04)-2359-0404 Ext. 2702 or 2712
A reduction in tuition applies only after full-time faculty and staff obtain their THU contract.

### 4.4.3 國中部 Junior High Division

(東大附中)

入學人數：7 班，每班 50 人（男女皆收）
入學資格：公私立國小應屆畢業生
報名方式：相關辦法及表格申請，請至官網
連絡電話：（04）2359-0269 轉 1280
Enrollment: 7 classes, 50 students per class (co-ed)
Enrollment Qualifications: graduate of public or private elementary schools
Application Method: Please go to the official website for more information and the application form
Contact No.: (04)2359-0269 Ext. 1280

### 4.4.4 高中部 Senior High Division

入學人數：6 班，共 270 人（公私立國中畢業生，男女皆收）
入學資格：招收公私立國中畢業生
免試入學：140 人。
直升入學：130 人。
連絡電話：（04）2359-0269 轉 1220
Enrollment: 6 classes, 270 students in total (co-ed)
Enrollment Qualifications: graduates of public or private junior high schools
Entry without a test: 140 people
Entry via the Joint Tests: 130 people
Contact No.: (04)2359-0269 Ext. 1220

## 4.4.5 本校高中部開設 Featured Classes

**1. 菁英班 Elite Class**

與大學合作，高一至高二上學期開設每週 3 節專題研究課程，依學生興趣選擇大學實驗室，由大學教授及研究生指導，進行小組專題研究課程並發表成果。

From the first year to the first semester of the second year, students are offered three special project-oriented classes each week in collaboration with the University (the "Elite Class"). Students are free to select a laboratory under a professor and graduate students' guidance based on their interests.

**2. 英語優勢課程 English Plus Class**

開設中外師英文課程，強化英語聽說讀寫能力。

English classes taught by domestic and foreign English teachers are offered to students to enhance their English listening, speaking, reading, and writing skills.

**3. 多元選修課程 Diverse Electives**

高一至高二上學期，每學期每週安排 2 節多元選修課程，包括國文、英文、模擬聯合國、第二外語（日語、法語、西語）、數學、自然、社會、美術、運動、大學 AP 課程（程式設計、莎士比亞及創意與行銷）及「微大學」課程等多種跨領域課程供學生選擇。詳細課程網頁：http://www.hn.thu.edu.tw/quality/

From the first year to the first semester of the second year, students are offered 2 hours of diverse elective classes each week. The elective courses include Chinese, English, UN simulation, second foreign language (Japanese, French and Spanish), Mathematics, Nature, Society, Arts, Sports, University AP (programming, Shakespeare, and Creativity & Marketing), as well as "Micro-University" classes. Students are free to select these interdisciplinary classes based on their interests. For detailed information, please go to http://www.hn.thu.edu.tw/quality/

**4. 英檢輔導課程 English Proficiency Guidance Class**

利用課後時間指導學生參加英檢，以通過中級或中高級全民英檢為目標，並訂定通過英檢獎勵要點，鼓勵學生提升英文學習成果。

English guidance classes are offered to students during non-class time, aiming to help them pass the intermediate or advanced level of the GEPT. Besides, GEPT Reward Guidelines are also stipulated to encourage students to enhance motivation.

# 4.5 行
# Directions

## 4.5.1 自行開車 Driving by Car

1. 行經國道一號（中山高），請於 178km 下中港交流道，往沙鹿方向行駛，直行約4公里即可到達本校。欲至第二教學區可於捐血中心路口迴轉至慢車道，由第二教學區校門入校。

   Those taking Freeway No.1 (Sun Yet-sen Freeway), please exit at Zhonggang Interchange (178 K), take the lane heading to Shalu. Continue driving for 4 km, and you will reach the University. If you want to go to the University's Second Teaching Area, you can make a U-turn at the Blood Donation Center's intersection.

2. 行經國道三號(中二高)，請於 183km 下龍井交流道，往台中市區方向行駛，直行約 4 公里即可到達本校。

   Those taking Freeway No. 3 (Formosa Freeway), please exit at Longjing Interchange (183 k). Continue driving for 4 km in the direction of Taichung City, and you will reach the University.

## 4.5.2 搭乘公共交通工具 Taking Public Transportation

1. 公車 Bus：台中火車站距離本校約 12 公里，可搭乘台中市公車行經本校之班車至「台中榮總/東海大學」站下車。欲至本校第二教學區請於「澄清醫院」站下車步行約十分鐘可抵達第二教學區管理學院及美術系、音樂系館。詳細情形可至官網查詢：台中市公車到站時間查詢系統 http://citybus.taichung.gov.tw/iTravel/

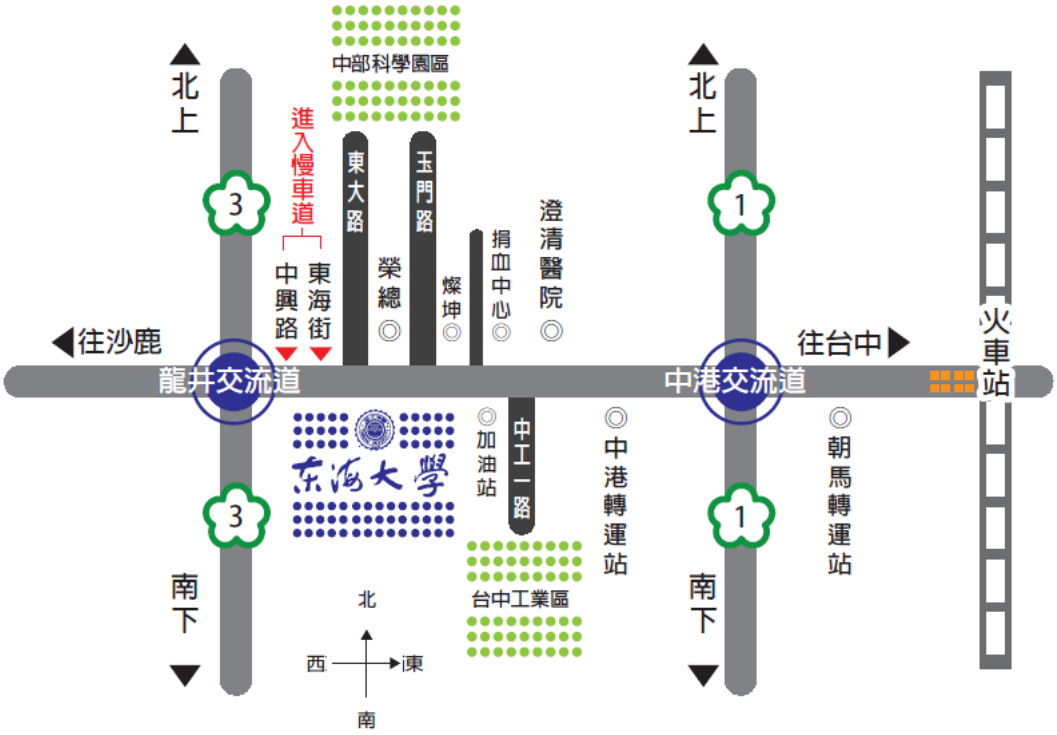
   The Taichung Train Station is about 12 km away from the University. You can take any city bus that passes through the "Taichung Veterans General Hospital/Tunghai University" station and get off at this station. If you want to go to the University's Second Teaching Area, please get off at the "Cheng Ching Hospital" station and walk for around 10 minutes to reach the College of Management, Department of Fine Arts Building, and Department of Music Building in the Second Teaching Area. For detailed information, please go to the official website of Taichung Bus Information System: http://citybus.taichung.gov.tw/iTravel/

2. 巴士（客運）Intercity Bus (Coach)：搭乘國光號或統聯等巴士者，可選經台灣大道朝馬站下車，再轉乘上列之公車或計程車到達本校。

   Those who take an intercity bus (ex. Kuo-Kuang or United Bus) can exit at Chaoma and then take the above bus or taxi to the University.

3. 高鐵 THSR：於烏日高鐵站下車後，轉搭 161 接駁公車至榮總站下車。欲至本校第二教學區請於澄清醫院站下車。憑當日票根可享有免費接駁服務，若無則依照里程計費。詳細班次及乘車資訊可至台灣高鐵官網查詢。

After getting off at the Taichung (Wuri) THSR station, please take shuttle bus No. 161 and get off at the "Taichung Veterans General Hospital/Tunghai University" station. If you want to go to the University's Second Teaching Area, please get off at the "Cheng Ching Hospital" station. By presenting your THSR ticket (of the same day), you will ride for free. If not, you will be charged according to the traveling distance. For detailed information about the shuttle bus and traveling information, please go to the official website of THSR.



# 4.6 附錄 Appendices

## 4.6.1 校園地圖 Campus Map

## 4.6.2 行事曆 Calendar

### 東海大學 115 學年度第 1 學期行事曆

東海大學 115 年 3 月 11 日第 115-02 次行政會議修正通過

| 年 | 週次 | 月曆 日 | 一 | 二 | 三 | 四 | 五 | 六 | 日期 月 | 日 | 星期 | 辦理事項 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 一一五年 | | | | | | | | 1 | 八月 | 1 | 六 | 115 學年度第 1 學期開始 |
| | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | | | 境外新生註冊及繳費開始 |
| | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 3~12 | 一~三 | 雙主修、輔系、學分學程申請（本學年度第 1 次申請） |
| | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 10 | 一 | 高階經營管理專班(EMBA)新生註冊繳費截止日 |
| | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 15 | 六 | 研究生繳交論文截止日（114 學年度第 2 學期） |
| | | 30 | 31 | | | | | | | 16 | 日 | 研究生學位考試申請開始 |
| | | | | | | | | | | 31 | 一 | 暑假結束<br>加退選課程開始（大二以上及研究生） |
| | | | | 1 | 2 | 3 | 4 | 5 | 九月 | 1 | 二 | 教職員恢復正常辦公(上午 8:00～10:00 單位清潔日) |
| | | | | | | | | | | 4 | 五 | 秋季班境外新生接機、入住宿舍 |
| | | | | | | | | | | 5-6 | 六~日 | 日間部學士班新生入住宿舍 |
| | | | | | | | | | | 7 | 一 | 加退選課程開始（大一新生）<br>秋季班境外新生入學輔導講習 |
| | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 8 | 二 | 職業安全衛生教育訓練 |
| | | | | | | | | | | 8~9 | 二~三 | 日間部大一新生大學入門課程 |
| | 1 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 10 | 四 | 導師會議 |
| | | | | | | | | | | 11 | 五 | 註冊繳費截止日（緩繳申請截止日）<br>學生申請休退學學雜費全額退費（總補制新生及轉學生除外）截止日<br>行政同仁講習 |
| | 2 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 14 | 一 | 第 1 學期上課開始 |
| | | | | | | | | | | 23 | 三 | 加退選課程結束（特殊加選及網路退選截止）<br>慶祝教師節暨表揚大會 |
| | 3 | 27 | 28 | 29 | 30 | | | | | 25 | 五 | 中秋節（放假一天） |
| | | | | | | | | | | 28 | 一 | 孔子誕辰紀念日、教師節（放假一天） |
| | | | | | | | | | | 29 | 二 | 學生上網確認本學期所選課程開始<br>特殊退選課程申請開始 |
| | | | | | | 1 | 2 | 3 | 十月 | 5 | 一 | 學生上網確認本學期所選課程結束<br>特殊退選課程申請截止 |
| | 4 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 9 | 五 | 國慶日（補假一天） |
| | | | | | | | | | | 10 | 六 | 國慶日（放假一天） |
| | 5 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 20 | 二 | 本學期第 1 次系所主管會議 |
| | | | | | | | | | | 23 | 五 | 學生申請休退學退費三分之二截止日 |
| | 6 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 25 | 日 | 臺灣光復暨金門古寧頭大捷紀念日（放假一天） |
| | | | | | | | | | | 26 | 一 | 臺灣光復暨金門古寧頭大捷紀念日（補假一天） |
| | | | | | | | | | | 27 | 二 | 本學期第 1 次校務會議 |
| | 7 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | 29 | 四 | 全校運動大會（停課、照常上班） |
| | | | | | | | | | | 31 | 六 | 全球校友返校日 |
| | 8 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 十一月 | 2 | 一 | 校慶紀念日（停課、照常上班） |
| | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 3~9 | 二~一 | 期中考試週 |
| | 10 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 10 | 二 | 本學期教務會議 |
| | | | | | | | | | | 14~15 | 六~日 | 東海牛奶節 |
| | 11 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 25 | 三 | 本學期研究發展委員會議 |
| | | | | | | | | | | 28 | 六 | 115 年地方公職人員選舉投票（放假一天） |
| | 12 | 29 | 30 | | | | | | | 30 | 一 | 本學期申請停修課程開始 |
| | | | | 1 | 2 | 3 | 4 | 5 | 十二月 | 4 | 五 | 學生申請休退學退費三分之一截止日 |
| | | | | | | | | | | 7 | 一 | 即日起學生申請休退學不退費 |
| | 13 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 11 | 五 | 本學期申請停修課程結束 |
| | | | | | | | | | | 15 | 二 | 本學期第 2 次系所主管會議 |
| | 14 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 16 | 三 | 學生學雜費緩繳清償截止日 |
| | | | | | | | | | | 22 | 二 | 本學期第 2 次校務會議 |
| | 15 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 24 | 四 | 本學期申請休學截止日<br>下午停課、照常上班 |
| | 16 | 27 | 28 | 29 | 30 | 31 | | | | 25 | 五 | 行憲紀念日、聖誕節（放假一天） |
| | | | | | | | | | | 26~31 | 六~四 | 學期考試週 |
| 一一六年 | | | | | | | 1 | 2 | 一月 | 1 | 五 | 開國紀念日（放假一天） |
| | 17 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 4~16 | 一~六 | 彈性學習週 |
| | | | | | | | | | | 5~19 | 二~二 | 第 2 學期課程預選 |
| | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 11~19 | 一~二 | 雙主修、輔系、學分學程申請（本學年度第 2 次申請） |
| | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 15 | 五 | 研究生學位考試申請截止 |
| | | | | | | | | | | 18 | 一 | 寒假開始 |
| | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 30 | 六 | 全校分區停電進行高壓設備保養開始 |
| | | | | | | | | | | 31 | 日 | 研究生學位考試結束 |
| | | 31 | | | | | | | | | | 115 學年度第 1 學期終了 |

星期六、日　紀念日及節日　調整放假日　補行上班上課　考試週　本校特殊紀念日　畢業典禮　高壓設備保養

# Tunghai University Calendar—Fall 2026

| Year | Week | Calendar S | M | Tu | W | Th | F | Sa | Date M | D | Days of Week | Major Business Items |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2026 | | | | | | | | 1 | AUG | 1 | Sa | • Start of the Fall Semester<br>First Day of Overseas Freshman Students Registration |
| | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 3-12 | M-W | • Application for Double-Majors/Minors/Credits Programs (Fall) |
| | | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 10 | M | • Last Day for EMBA Freshman Students Registration |
| | | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 15 | Sa | • Last Day for Graduate Students to Turn in Theses (114-2) |
| | | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 16 | S | • First Day of Thesis Defense Application |
| | | 30 | 31 | | | | | | | 31 | M | • End of Summer Vacation<br>First Day of Course Add & Drop for Sophomore or above & Graduate Students |
| | | | | 1 | 2 | 3 | 4 | 5 | SEP | 1 | Tu | • Resumption of Normal Office Hours (8:00-10:00 Housekeeping) |
| | | | | | | | | | | 4 | F | • Overseas Freshman Students Move into the Dormitory |
| | | | | | | | | | | 5-6 | Sa-S | • Freshman Students Move into the Dormitory |
| | | | | | | | | | | 7 | M | • First Day of Course Add & Drop for Freshman Students<br>Overseas Freshman Students Orientation |
| | | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 8 | Tu | • Safety and Health Education and Training |
| | | | | | | | | | | 8-9 | Tu-W | • Freshman Students Entrance Program |
| | | | | | | | | | | 10 | Th | • University Advisors Meeting |
| | 1 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 11 | F | • Last Day for Registration<br>Deadline for Full Refund of Tuition and Fees for Withdrawal or Leave of Absence (Not applicable to waitlisted newly admitted students and transfer students)<br>Workshop for Administrative Staff |
| | 2 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 14 | M | • First Day of Class |
| | | | | | | | | | | 23 | W | • Last Day of Course Online Drop & Exceptional Add<br>Teacher's Day Tea Party |
| | 3 | 27 | 28 | 29 | 30 | | | | | 25 | F | • Mid-Autumn Festival (Holiday) |
| | | | | | | | | | | 28 | M | • Teacher's Day (Holiday) |
| | | | | | | | | | | 29 | Tu | • First Day of Student Course Enrollment Online Check<br>First Day of Course Exceptional Drop Application |
| | 3 | | | | | 1 | 2 | 3 | OCT | 5 | M | • Last Day of Student Course Enrollment Online Check<br>Last Day of Exceptional Drop Application |
| | 4 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 9 | F | • Adjusted Holiday |
| | | | | | | | | | | 10 | Sa | • Double Tenth Day (Holiday) |
| | | | | | | | | | | 20 | Tu | • 1st Chairs' Meeting |
| | 5 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 23 | F | • Deadline for Two-thirds (2/3) Refund of Tuition and Fees for Withdrawal or Leave of Absence |
| | | | | | | | | | | 25 | S | • Taiwan Restoration Day (Holiday) |
| | 6 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 26 | M | • Adjusted Holiday |
| | | | | | | | | | | 27 | Tu | • 1st University Council Meeting |
| | 7 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | 29 | Th | • Sports Day (No Class) (Regular Office Hours for Staff) |
| | | | | | | | | | | 31 | Sa | • Alumni Reunion Day |
| | 8 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | NOV | 2 | M | • THU Anniversary (No Class) (Regular Office Hours for Staff) |
| | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | 3-9 | Tu-M | • Midterm Exam Week |
| | | | | | | | | | | 10 | Tu | • Academic Council Meeting |
| | 10 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | | 14-15 | Sa-S | • Tunghai Dairy Festival |
| | 11 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | 25 | W | • Research and Development Committee Meeting |
| | | | | | | | | | | 28 | Sa | • 2026 Local Public Office Elections (Holiday) |
| | 12 | 29 | 30 | | | | | | | 30 | M | • First Day of Course Withdraw Application |
| | 12 | | | 1 | 2 | 3 | 4 | 5 | DEC | 4 | F | • Deadline for One-third (1/3) Refund of Tuition and Fees for Withdrawal or Leave of Absence |
| | 13 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 7 | M | • No Refund for Withdrawal or Leave of Absence from This Date Onward |
| | 14 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 11 | F | • Last Day of Course Withdraw Application |
| | | | | | | | | | | 15 | T | • 2nd Chairs' Meeting |
| | 15 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 16 | W | • Deadline for Payment of Deferred Tuition and Fees |
| | | | | | | 24 | | | | 22 | Tu | • 2nd University Council Meeting |
| | | | | | | | | | | 24 | Th | • Last Day of Leave of Absence Application<br>No Afternoon Class (Regular Office Hours for Staff) |
| | 16 | 27 | 28 | 29 | 30 | 31 | | | | 25 | F | • Christmas (Holiday) |
| | | | | | | | | | | 26-31 | Sa-Th | • Final Exam Week |
| 2027 | 16 | | | | | | 1 | 2 | JAN | | | • New Year's Day (Holiday)<br>• Alternative Learning Week |
| | 17 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 1 | F | • Course Pre-Registration for Next Semester |
| | | | | | | | | | | 4-16 | M-Sa | • Application for Double-Majors/Minors/Credits Programs (Spring) |
| | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | 5-19 | Tu-Tu | • Last Day of Thesis Defense Application |
| | | | | | | | | | | 11-19 | M-Tu | • First Day of Winter Vacation |
| | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | 15 | F | • First Day of Power Outage and High-Voltage System Maintenance |
| | | | | | | | | | | 18 | M | • Last Day of Thesis Defense |
| | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | 30 | Sa | Last Day of Fall Semester |
| | | | | | | | | | | 31 | S | |
| | | 31 | | | | | | | | | | |

(Updated by the English Language Center, June 3, 2026)

# 東海大學 115 學年度第 2 學期行事曆

東海大學 115 年 3 月 11 日第 115-02 次行政會議修正通過

| 年 | 週次 | 月曆 日 | 一 | 二 | 三 | 四 | 五 | 六 | 日期 月 | 日 | 星期 | 辦理事項 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 一一六年 | | | 1 | 2 | 3 | 4 | 5 | 6 | 二月 | 1 | 一 | 115 學年度第 2 學期開始 |
| | | | | | | | | | | | | 境外新生註冊及繳費開始 |
| | | | | | | | | | | 1-4 | 一~四 | 春節輪值 |
| | | | | | | | | | | 1~12 | 一~五 | 春節年假 |
| | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 2 | 二 | 全校分區停電進行高壓設備保養結束 |
| | | | | | | | | | | 12 | 五 | 寒假結束 |
| | | | | | | | | | | 15 | 一 | 教職員恢復正常辦公(上午 8:00～10:00 單位清潔日) |
| | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | 研究生繳交論文截止日（115 學年度第 1 學期） |
| | | | | | | | | | | | | 第 2 學期加退選課程開始 |
| | | | | | | | | | | 16 | 二 | 研究生學位考試申請開始 |
| | 1 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 18 | 四 | 春季班境外新生接機、入住宿舍 |
| | | | | | | | | | | 19 | 五 | 註冊繳費截止日（緩繳申請截止日） |
| | | | | | | | | | | | | 學生申請休退學學雜費全額退費（遞補制新生及轉學生除外）截止日 |
| | | | | | | | | | | | | 春季班境外新生入學輔導講習 |
| | 2 | 28 | | | | | | | | | | 導師會議 |
| | | | | | | | | | | | | 全校同仁春節聯誼茶會 |
| | | | | | | | | | | 22 | 一 | 第 2 學期上課開始 |
| | | | | | | | | | | 28 | 日 | 和平紀念日（放假一天） |
| | | | 1 | 2 | 3 | 4 | 5 | 6 | 三月 | 1 | 一 | 和平紀念日（補假一天） |
| | | | | | | | | | | 4 | 四 | 加退選課程結束（特殊加選及網路退選截止） |
| | 3 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 6~13 | 六~六 | 植樹週 |
| | | | | | | | | | | 8~12 | 一~五 | 學生上網確認本學期所選課程 |
| | 4 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | | | 特殊退選課程申請 |
| | | | | | | | | | | 15~19 | 一~五 | 本學期學生申請轉系、所 |
| | 5 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 16 | 二 | 本學期第 1 次系所主管會議 |
| | | | | | | | | | | 23 | 二 | 本學期第 1 次校務會議 |
| | 6 | 28 | 29 | 30 | 31 | | | | | 31 | 三 | 學生申請休退學退費三分之二截止日 |
| | | | | | | 1 | 2 | 3 | 四月 | 2 | 五 | 調整放假一天（116 年 5 月 29 日畢業典禮補假） |
| | | | | | | | | | | 4 | 日 | 兒童節（放假一天） |
| | 7 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 5 | 一 | 民族掃墓節（放假一天） |
| | | | | | | | | | | 6 | 二 | 兒童節（補假一天） |
| | 8 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 7 | 三 | 溫書假 |
| | | | | | | | | | | 10~17 | 六~六 | 期中考試週 |
| | 9 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 20 | 二 | 本學期教務會議 |
| | | | | | | | | | | 21 | 三 | 本學期研究發展委員會議 |
| | 10 | 25 | 26 | 27 | 28 | 29 | 30 | | | 30 | 五 | 勞動節（補假一天） |
| | | | | | | | | 1 | 五月 | 1 | 六 | 勞動節（放假一天） |
| | | | | | | | | | | 10~21 | 一~五 | 本學期申請停修課程 |
| | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 14 | 五 | 學生申請休退學退費三分之一截止日 |
| | 12 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | 日 | 學生學雜費緩繳清償截止日 |
| | 13 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 17 | 一 | 即日起學生申請休退學不退費 |
| | | | | | | | | | | 18 | 二 | 本學期第 2 次系所主管會議 |
| | 14 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 25 | 二 | 本學期第 2 次校務會議 |
| | | | | | | | | | | 28 | 五 | 上午：畢業典禮預演 |
| | 15 | 30 | 31 | | | | | | | 29 | 六 | 畢業典禮（停課、照常上班） |
| | | | | 1 | 2 | 3 | 4 | 5 | 六月 | 4 | 五 | 本學期申請休學截止日 |
| | 16 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 5~12 | 六~六 | 學期考試週 |
| | 17 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 9 | 三 | 端午節（放假一天） |
| | | | | | | | | | | 14~26 | 一~六 | 彈性學習週 |
| | 18 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 15~29 | 二~二 | 116 學年度第 1 學期課程預選 |
| | | 27 | 28 | 29 | 30 | | | | | 28 | 一 | 暑假開始 |
| | | | | | | 1 | 2 | 3 | 七月 | | | |
| | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 15 | 四 | 研究生學位考試申請截止 |
| | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 31 | 六 | 研究生學位考試結束 |
| | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | 115 學年度終了 |
| | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | |

星期六、日　紀念日及節日　調整放假日　補行上班上課　考試週　本校特殊紀念日　畢業典禮　高壓設備保養

# Tunghai University Calendar—Spring 2027

| Year | Week | Calendar S | M | Tu | W | Th | F | Sa | Day M | D | Days of Week | Major Business Items |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2027 | | | 1 | 2 | 3 | 4 | 5 | 6 | FEB | 1 | M | • First Day of Spring Semester<br>First Day of Overseas Freshman Students Registration |
| | | | | | | | | | | 1-4 | M-Th | • Staff Chinese New Year Shift |
| | | | | | | | | | | 1-12 | M-F | • Chinese New Year Holiday |
| | | | | | | | | | | 2 | Tu | • Last Day of Power Outage and High-Voltage System Maintenance |
| | | | | | | | | | | 12 | F | • Last Day of Winter Vacation |
| | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 15 | M | • Resumption of Normal Office Hours (8:00-10:00 Housekeeping)<br>Last Day for Graduate Students to Turn in Theses (115-1)<br>First Day of Course Add & Drop |
| | | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 16 | Tu | • First Day of Thesis Defense Application |
| | | | | | | | | | | 18 | Th | • Overseas Freshman Students Move into the Dormitory |
| | | | | | | | | | | 19 | F | Last Day for Registration |
| | 1 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | | | Deadline for Full Refund of Tuition and Fees for Withdrawal or Leave of Absence (Not applicable to waitlisted newly admitted students and transfer students)<br>Overseas Freshman Students Orientation<br>University Advisors Meeting<br>Chinese New Year Tea Party (a.m.) |
| | 2 | 28 | | | | | | | | 22 | M | • First Day of Class |
| | | | | | | | | | | 28 | S | • Peace Memorial Day (Holiday) |
| | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | MAR | 1 | M | • Adjusted Holiday |
| | | | | | | | | | | 4 | Th | • Last Day of Course Online Drop & Exceptional Add |
| | 3 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | 6-13 | Sa-Sa | • Tree Planting Week |
| | | | | | | | | | | 8-12 | M-F | • Student Course Enrollment Online Check Period<br>Course Exceptional Drop Application Period |
| | 4 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | 15-19 | M-F | • Application for Inter-Department Transfer |
| | | | | | | | | | | 16 | Tu | • 1st Chairs' Meeting |
| | 5 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | 23 | Tu | • 1st University Council Meeting |
| | | | | | | | | | | 31 | W | • Deadline for Two-thirds (2/3) Refund of Tuition and Fees for Withdrawal or Leave of Absence |
| | 6 | 28 | 29 | 30 | 31 | | | | | | | |
| | 6 | | | | | 1 | 2 | 3 | APR | 2 | F | • Adjusted Holiday (Make up on May 29, 2027) |
| | | | | | | | | | | 4 | S | • Children's Day (Holiday) |
| | 7 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 5 | M | • Tomb-Sweeping Day (Holiday) |
| | | | | | | | | | | 6 | Tu | • Adjusted Holiday |
| | 8 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 7 | W | • Self-Study Day (Holiday) |
| | | | | | | | | | | 10-17 | Sa-Sa | • Midterm Exam Week |
| | 9 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | 20 | Tu | • Academic Council Meeting |
| | | | | | | | | | | 21 | W | • Research and Development Committee Meeting |
| | 10 | 25 | 26 | 27 | 28 | 29 | 30 | | | 30 | F | • Adjusted Holiday |
| | 10 | | | | | | | 1 | MAY | 1 | Sa | • Labor's Day (Holiday) |
| | | | | | | | | | | 10-21 | M-F | • Courses Withdraw Application Period |
| | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | | 14 | F | • Deadline for One-third (1/3) Refund of Tuition and Fees for Withdrawal or Leave of Absence |
| | 12 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | 16 | S | • Deadline for Payment of Deferred Tuition and Fees |
| | | | | | | | | | | 17 | M | • No Refund for Withdrawal or Leave of Absence from This Date Onward |
| | 13 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | 18 | Tu | • 2nd Chairs' Meeting |
| | | | | | | | | | | 25 | Tu | • 2nd University Council Meeting |
| | 14 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | 28 | F | • Commencement Rehearsal (a.m.) |
| | | | | | | | | | | 29 | Sa | • Commencement Ceremony (No Class) (Regular Office Hours for Staff) (Make-up Workday for April 2, 2027) |
| | 15 | 30 | 31 | | | | | | | | | |
| | 15 | | | 1 | 2 | 3 | 4 | 5 | JUN | | | |
| | | | | | | | | | | 4 | F | • Last Day of Leave of Absence Application |
| | 16 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 5-12 | Sa-Sa | • Final Exam Week |
| | | | | | | | | | | 9 | W | • Dragon Boat Festival (Holiday) |
| | 17 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | 14-26 | M-Sa | • Alternative Learning Week |
| | | | | | | | | | | 15-29 | Tu-Tu | • Course Pre-Registration Period for Next Semester |
| | 18 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | 28 | M | • First Day of Summer Vacation |
| | | 27 | 28 | 29 | 30 | | | | | | | |
| | | | | | | 1 | 2 | 3 | JUL | | | |
| | | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | 15 | Th | • Last Day of Thesis Defense Application |
| | | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | 31 | Sa | • Last Day of Thesis Defense<br>Last Day of School Year |
| | | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | | | |
| | | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | |

(Updated by the English Language Center, June 3, 2026)

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