**元智大學職技人員 申請表**

**□在職進修學位On-the-job Study**

**□學雜費優惠Discount of Tuition & Fee**

**(請勾選申請項目)**

**YZU Application Form for Staff Applying**

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| 姓名Applicant |  | 填表日期Application date |  |
| 單位Service Uni |  | 資位名稱Job Title |  |
| 到校(納編)日Date of Register |  | 近二年考績Performance evaluation of last two years | 　　學年度考列Academic Year rank:　　等 |
| 　　學年度考列Academic Year rank:　　等 |
| 進修系所Department (College) of study | □學士Bachelor Degree: Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_系 □碩士Master Degree: Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_系（所）請檢具入學許可等相關證明Please submit the admission issued by the school and relevant documents. |
| 進修時間Course period | Data: 起from 至to (每週each week) |
| 請假/補班方式Compensatory Selection | □以特休假抵補Deducted from compensatory time off.每週抵補小時數hours each week： ，共計小時數hours totally： □加班抵補Compensatory overtime working

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| 星期Data | 起From | 迄To |
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□利用非上班時間進修，故無須補班或請假。Taking courses during the time off so that the compensation is not necessary. |
| 備註Additional note | 1.加班抵補者，應以差勤系統簽到退時間為準。For those who select compensatory overtime working, the hours shall be calculated based on the E-attendance System.2.以上補班方式至少以「小時」為計算單位。All the compensatory selections shall be calculated based on hours. |
| 附註Note | 申請進修人員，須於進修開始前檢齊有關文件，填妥本表（以下由人事室填寫），經程序核准。Those who apply for on-the-job studies shall fill out the application forms(The following to be filled out by the Personnel Office)and submit relevant documents to go through the administrative verification process. |
| 項目Item | 說明Description | 審核結果Verification results |
| 申請人資格Application Qualification | 本校編制內職員服務屆滿二年，近二年未受申誡以上處分，且考績皆為甲等以上者。Official employees (1) who have worked here more than two years; (2) who did not suffer the punishment more serious than reprimand in the past two years; (3) whose performance ratings in the past two years were both A. | □符合Qualified□不符合Disqualified |
| 單位內在職進修人數及比例Number and percentage of the employees who are currently taking on-the-job study in the department | 目前進修人數(A) Number of the employees who are currently taking on-the-job study | （　　　　 　　） | □符合Qualified□不符合Disqualified |
| 單位人數(B) Number of employees in the department |  (A)/ (B)\*100%＝　 % |
| 同時進修人數不得超過單位人數之33％，單位人數不足3人得以1人為限。The rate of employees taking on-the-job study in the same department shall not exceed 33%; if there are less than three employees in the department, only one is allowed to taking on-the-job study simultaneously. |

| 需具備資格Eligibility | 審核結果Verification results | 備註Additional note |
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| 工作年資滿三年（含）以上Employees who have served three years or more than three years. | □符合Qualified□不符合Disqualified |  |
| 上學年度考績列為優或甲等Employees whose performance rating in the last academic year was A or A+ | □符合Qualified□不符合Disqualified |  |
| 各科修業成績需達八十分（含）以上The score of each course shall reach 80. | □符合Qualified□不符合Disqualified | 請檢具成績單Please submit the transcript. |
| 過去申請紀錄（補助以二年為限）Previous application record (The subsidy is limited to a two-year period) | □符合Qualified□不符合Disqualified | 1. 學年度Academic Year第 學期Semester2. 學年度Academic Year第 學期Semester3. 學年度Academic Year第 學期Semester4. 學年度Academic Year第 學期Semester |
| A學費Tuition |  | B雜費Fee |  | C=A+B學雜費總計Tuition & Fee |  | C\*30%應補助金額Amount of subsidy |  |
| 附註Note | 申請學雜費補助者，須填寫上聯並檢具**成績單**、**註冊繳費收據**及**收據。**Please submit the transcript, the receipt of enrollment and the payment of tuition & fee as well. |
| 申請人Applicant | 單位主管Office Director | 院長College Dean | 人事室Personnel Office | 秘書室Secretariat Office | 校長President |
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The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.