**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   |  |  |  | | --- | --- | --- | | 星期Data | 起From | 迄To | |  |  |  | |  |  |  |   □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Semester  2. 學年度Academic Year第 學期Semester  3. 學年度Academic Year第 學期Semester  4. 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.