

115 學年度第 1 學期【元智各類獎項】申請時程表及注意事項

115-1 Academic Year Yuan Ze University Awards Application Schedule and

Important Notices

日期 Date	流程說明 Process description	備註 Remarks
115/08/01	配合學年度時程公告申請相關作業時程及程序，發布於網站。 Announcement of application procedures and schedule in accordance with the first day of school, published on the website.	
115/09/07~09/24	學生向系所或相關單位提出申請： Students submit applications to departments or relevant units： 1、各類獎項推薦申請表 (1) 學術獎、多元技能獎，向系所申請推薦。 (2) 活動獎、服務獎、才藝獎，向課外活動組申請推薦。 (3) 體育獎向體育室申請推薦。 (4) 學業獎由系所直接向教務處推薦。 Various awards application forms (1) Academic Award and Multiple Skills Award：Apply for recommendation through the department. (2) Activity Award, Service Award, and Talent Award：Apply for recommendation through the Extracurricular Activities Section. (3) Sports Award：Apply for recommendation through the Sports Office. (4) Academic Achievement Award：The department directly recommends to the Office of Academic Affairs.	1、請依系所公告時程辦理。 Please follow the announcement schedule of the department. 2、「活動服務才藝獎」申請，依課外活動組公告時程。 For the "Activity, Service, and Talent Award" application, follow the schedule announced by the Extracurricular Activities Section. 3、各類獎項分別由教務處(學業)、各學院(學術、多元技能)、體育室(體育)及學務處(活動、服務、才藝)評選初審推薦。 Preliminary review and recommendations for various awards are respectively conducted by the Academic Affairs Office (Academic), different colleges (Academic, Versatility), Sports Office (Sports), and Student Affairs Office (Activities, Service, Talent).

	2、成績單證明相關資料（如學習或研究成果、活動紀錄、體育或才藝競賽成績等） Transcript and relevant documentation (e.g., learning or research outcomes, activity records, sports or talent competition results). 3、向各評審單位申請推薦 Apply for recommendations from judging units.	
115/09/29~10/08	各系所評選完畢後，交由各院初審 After departmental selection, submitted to the colleges for preliminary review.	申請人若資格有問題或資料不全，請通知其補充資料，或告知不符合原因 If there are any issues with the applicant's qualifications or if the documentation is incomplete, please notify them to provide additional materials or inform them of the reasons for ineligibility.
115/10/12~10/23	各院初審完畢後，交由生輔組彙整 After preliminary review by the colleges, submitted to the Life Guidance Section for consolidation.	10/23 生輔組收件截止 Applications are due by 10/17 to the Life Guidance Section.
115/10/27-11/13	生輔組承辦人彙整申請推薦資料 Life Guidance Section staff consolidates application and recommendation materials.	
115/11/18	生輔組組務會議審議 Life Guidance Section meeting deliberation.	
115/12/03	學務處處務會議審議 Student Affairs Office meeting deliberation.	
115/12/16	學生事務會議審議 Student Affairs Meeting deliberation.	
116/01/31 前	公告獲獎名單、領取獎狀，於生輔組領取(8203R) Announcement of award recipients. Award certificates collection at the Life Guidance Section (8203R).	

● 相關注意事項 Important Notices :

- 一、 金質、銀質獎以 114 學年度(114/08/01~115/07/31)之成果提出申請；**提前畢業學生得提具申請截止日前之成果**，依學生獎勵辦法辦理。

Gold and Silver awards are applied for based on achievements from the 114th academic year (114/08/01~115/07/31). Students who graduate early may submit their achievements before the application deadline in accordance with the Student Reward Regulations.

- 二、 同一成果僅能就金、銀質獎擇一申請不得重複，多項成果申請同一類獎，僅核予一獎項。

For the same achievement, applicants can only apply for either the Gold or Silver award, not both, and if multiple achievements are submitted for the same category of award, only one will be granted.

- 三、 成就獎：畢業當學年度即可申請，並佐以歷年之成果。

Achievement Award: Applications can be submitted during the academic year of graduation, accompanied by achievements from previous years.

- 四、 獎金分配依年度預算總額採固定比例分配，金質獎金佔 60%，成就獎金佔 40%，各類獎項獎金由「獎項」均分，惟受該獎項金額上限之限制，各獎項獎金分配餘額，得流用之。

The allocation of the prize money will be a fixed ratio of the annual budget, with 60% for the Gold award and 40% for the Achievement award. The prize money for each category of award will be evenly distributed among the 'awards,' subject to the maximum amount available for that award. Any remaining balance of the prize money may be reallocated.

- 五、 115-1 學期獲得之金質獎，合併 115-2 學期之金質獎及成就獎，於 115-2 學期末統一核發。

For the Gold award obtained in the 115-1 semester, it will be combined with the Gold award and Achievement award of the 115-2 semester and issued at the end of the 115-2 semester.

六、 獎項申請規則與獎勵發放說明(Award Application & Distribution Guidelines) :

- (1) 申請方式：一篇論文或一項競賽，僅限申請一次，如為共同發表著作或團體競賽，推派一名代表申請，須填寫貢獻度，並檢附同意書(表單名稱：「學術獎推薦申請學術共同發表著作/團體競賽同意書」)。**

Application Method: Each paper or competition is limited to one application. For co-authored works or team competitions, one representative should be designated to apply. The contribution levels must be specified, and a consent form must be submitted (form name: "Consent Form for Academic Award Recommendation for Co-authored Works/Team Competitions").

(2) 獎狀及獎金：核發一份正本獎狀，共同發表作者或團體競賽成員，名字皆列於獎狀中，如有多份獎狀之需求，可自行翻印；獎金將核予申請者，由其進行獎金分配，依貢獻度等參考，分配獎金。

Certificate and Prize Money: One original certificate will be issued, listing all co-authors or team members of the competition on the certificate. If additional copies are needed, they can be photocopied by the recipients. The prize money will be granted to the applicant, who will be responsible for distributing it based on factors such as contribution level.

115 學年度第 2 學期【元智獎】申請時程及注意事項

115-2 Academic Year Yuan Ze University Awards Application Schedule and Important Notices

時間 Date	流程說明 Process Instructions	備註 Remarks
116/02/01	配合學年度時程公告申請相關作業時程及程序，發布於網站。 Announcement of application procedures and schedule in accordance with the first day of school, published on the website.	
116/02/22~03/05	學生向系所或相關單位提出申請： Students submit applications to departments or relevant units: 1、各類獎項推薦申請表 (1) 學術獎、多元技能獎，向系所申請推薦。 (2) 活動獎、服務獎、才藝獎，向課外活動組申請推薦。 (3) 體育獎向體育室申請推薦。 (4) 學業獎由系所直接向教務處申請推薦。 Various awards application forms (1) Academic Award and Multiple Skills Award : Apply for recommendation through the department. (2) Activity Award, Service Award, and Talent Award : Apply for recommendation	1、請依系所公告時程辦理。 Please follow the announcement schedule of the department. 2、「活動服務才藝獎」申請，依課外活動組公告時程。 For the "Activity, Service, and Talent Award" application, follow the schedule announced by the Extracurricular Activities Section. 3、各類獎項推薦申請 (1)學術獎、多元技能獎，向系所申請推薦。 (2)活動獎、服務獎、才藝獎，向課外活動組申請推薦。 (3)體育獎向體育室申請推薦。 (4)學業獎由系所直接向教務處申請推薦。 Various awards application forms (1)Academic Award and Multiple Skills Award : Apply for

	through the Extracurricular Activities Section. (3)Sports Award : Apply for recommendation through the Sports Office. (4)Academic Achievement Award : The department directly recommends to the Office of Academic Affairs. 2、成績單證明相關資料（如學習或研究成果、活動紀錄、體育或才藝競賽成績等） Transcript and relevant documentation (e.g., learning or research outcomes, activity records, sports or talent competition results). 3、向各評審單位申請推薦 Apply for recommendations from judging units.	recommendation through the department. (2)Activity Award, Service Award, and Talent Award : Apply for recommendation through the Extracurricular Activities Section. (3)Sports Award : Apply for recommendation through the Sports Office. (4)Academic Achievement Award : The department directly recommends to the Office of Academic Affairs.
116/03/08~03/12	各系所評選完畢後，交由各院初審 After departmental selection, submitted to the colleges for preliminary review.	申請人若資格有問題或資料不全，請通知其補充資料，或告知不符合原因 If there are any issues with the applicant's qualifications or if the documentation is incomplete, please notify them to provide additional materials or inform them of the reasons for ineligibility.
116/03/15~03/19	各院初審完畢後交由生輔組彙整 After preliminary review by the colleges, submitted to the Life Guidance Section for consolidation	03/19 生輔組收件截止 Applications are due by 3/20 to the Life Guidance Section.
116/03/22~03/26	生輔組承辦人彙整申請推薦資料 Life Guidance Section staff consolidates application and recommendation materials.	
116/03/29	生輔組組務會議審議 Life Guidance Section meeting deliberation	
116/04/01	學務處處務會議審議	

	Student Affairs Office meeting deliberation	
116/04/21	學生事務會議審議 Student Affairs Meeting deliberation	
116/05/21	公告獲獎名單 Announcement of award recipients	
116/06/05	畢業典禮 Graduation Ceremony	
116/06/30 前	報支核發獎金 Disbursement of awarded prizes, Financial Management Section transfers funds to student accounts	財管組撥款至學生帳戶 The Finance Department will transfer funds to the student's account.
116/06/30 前	領取獎狀，於生輔組領取(8203R) Collect certificates at Student Affairs Office (8203R)	

● 相關注意事項 Important Notices：

七、 金、銀質獎：限應屆畢業生申請，當學年(115)度上學期之成果(115/08/01~116/01/31)提出申請，提前畢業學生得提具申請截止日前之成果。

Gold and Silver Awards: Only fresh graduates can apply. The results of the previous semester of the current academic year (115/08/01~116/01/31) are submitted. Students applying for early graduation must submit the results of the previous semester.

八、 成就獎：畢業當學年度即可申請，並佐以歷年之成果。

Achievement Award: Applications can be submitted during the academic year of graduation, accompanied by achievements from previous years.

九、 應屆畢業生申請之成果非於採計時程內，僅核予獎狀，不核予獎金。

If the achievements of recent graduates fall outside the calculation period, certificates will be granted but no monetary awards.

十、 同一成果僅能就金、銀質獎擇一申請，不得重複，多項成果申請同一類獎，僅核予一獎項。

For the same achievement, applicants can only apply for either the Gold or Silver award, not both, and if multiple achievements are submitted for the same category of award, only one will be granted.

十一、 獎金分配依年度預算總額採固定比例分配，金質獎金佔 60%，成就獎金佔 40%，各類獎項獎金由「獎項」均分，惟受該獎項金額上限之限制，各獎項獎金分配餘額，得流用之。

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