

臺北市立南門國民中學教職員參加在職進修申請表

Application Form for On-the-job Training for Staff
Taipei Municipal Nanmen Junior High School

科別 (處室) Office		職稱 Job Title		姓名 Name		到校服務時間 Date of Employment	年/Y 月/M 日/D
進修學校科系 Course/ Department							
進修期間 Study Duration	自 /FROM 年/Y 月/M 日/D 起 至 /TO 年/Y 月/M 日/D 止				申請時間 Application Date	年/Y 月/M 日/D	
進修班別 Training Courses	<input type="checkbox"/> 日間班（部分上班時間）Daytime Class (Part Time Hours) <input type="checkbox"/> 日間班（留職停薪）Daytime Class (Leave of Absence) <input type="checkbox"/> 夜間班 Evening Class <input type="checkbox"/> 暑期班 Summer Holiday Class <input type="checkbox"/> 假日班 Holiday Class <input type="checkbox"/> 空大選修、全修 National Open University - Elective or Full Course						
進修(研究)計畫 Proposed Study/Research Plan							
會辦單位 The Offices	服務單位主管：核與本職工作或專業發展有關 Supervisor: To audit if the proposed study/research plan is related to the job or professional development 教務處 Director of Educational Affairs Division： 學務處 Director of Student Affairs Division：						

人事單位：
Human Resource

校長核示：
Principal Verification

附註 Notes: :

1. 本校教師進修悉依「臺北市高級中等以下學校及幼兒園教師進修學位學分實施要點」及本校教師在職進修實施要點辦理。教師取得教師證書並在本校(正式教師)服務滿一年後，始得申請進修學位。但新進教師已在他校申請進修核准者，不受此限。

The teachers' training of the school shall be handled in accordance with the "Implementation Points for the Degree Credits of Advanced Secondary Schools and Kindergarten Teachers in Taipei City" and the implementation points for the in-service training of teachers in the school. Teachers may apply for a further study degree after obtaining certificate and having completed one year of service at the school (full teacher). However, new teachers who have applied for further study approval at other schools are not subject to this restriction.

2. 除由教育局或本校依任務需要主動荐送者外，同意進修者進修系所須與本職工作或專業發展有關，並由教師提出研究計畫陳報 校長核定後存校備查。

In addition to those who are voluntarily recommended by the Education Bureau or the School according to the needs of the task, it is agreed that the continuing education department of the trainees must be related to their own work or professional development, and the teachers shall submit the research plan to the principal for approval and then keep it for future reference.

3. 教師申請在職進修學位(全時進修、部分辦公時間)每學年度以不超過編制內教師數百分之五為限；但參加公餘進修暨新進教師任職前已參與進修者，在不影響教學或行政工作原則下，其名額不受限。教師於寒假、暑假、夜間、週末時段進修，係屬公餘時間進修。教師兼行政職務參加寒暑假期間進修，係屬部分辦公時間進修。

Teachers' application for in-service training (full-time training, part of the office) is limited to no more than 5% of the number of teachers in the establishment in each academic year; however, the number of places for those who have participated in the public continuing education and new teachers before taking up their posts is not limited to the principle of not affecting teaching or administrative work. Teachers study during winter vacation, summer vacation, night and weekend, and are in their free time. Teachers and administrative positions participate in further study during winter and summer vacations, and part of the office hours are further studied.

4. 本案經核准以部分辦公時間進修者，每週至多給予半天公假兩次，惟課務應自行調整或補課，並依相關法令規定辦理請假手續。報考前未經學校同意自行前往進修者，不得申請公假。

In this case, those who have been approved to study part of the office hours shall be given up to half a day of public leave twice a week, but the coursework shall be adjusted or supplemented by themselves, and the leave procedures shall be handled in accordance with the relevant laws and regulations. Those who go to study without the consent of the school before applying for the examination are not allowed to apply for public leave.