

國立中山大學高等教育深耕計畫
「教材或教案研發」經費支給基準

**Guidelines on Subsidizing the Development of Teaching
Materials or Lesson Plans under the Higher Education
SPROUT Project**

108.04.01 本校高教深耕教學創新委員會第 2 次會議通過
Approved at the 2nd Higher Education SPROUT Teaching Innovation Committee meeting on April 1, 2019

108.05.01 本校 107 學年度第 2 學期第 6 次行政會議通過
Approved at the 6th Executive Meeting on May 1, 2019

- 一、 為鼓勵國立中山大學（以下簡稱本校）教師參與高等教育深耕計畫創新課程教材或教案研發，依據「教育部大專校院高等教育深耕計畫經費使用原則」及本校「高等教育深耕計畫」經費使用及控管要點規定，訂定本支給基準。
- I. These guidelines are formulated in accordance with the MOE's *Principles for the Use of Funds for the Higher Education SPROUT Project* and the University's *Guidelines on the Use and Management of Funds for Higher Education SPROUT Project* to encourage the faculty to engage in the development of teaching materials or lesson plans for the Higher Education SPROUT Project (HESP).
- 二、 適用對象、經費來源及支給基準：
- II. Eligibility for application, source of funds, and subsidizing standards:
- (一) 適用對象：本校教師。
- (1) who may apply: faculty of the University
- (二) 經費來源：本校高等教育深耕計畫經費。
- (2) source of funds: the University's HESP
- (三) 支給基準：
- (3) subsidizing standards:
1. 教師因執行高教深耕計畫需要，進行文字類型教材或教案研發，得比照「中央政府各機關學校出席費及稿費支給要點」及「中央政府各機關學校稿費支給基準數額表」之撰稿費及圖片使用費規定，由本校各經費執行單位覈實辦理經費支給。
- i. Faculty developing written teaching materials or lesson plans for the HESP shall be subsidized for the writing fees and royalties on using photos or graphics after the verification by the University's responsible units in accordance with the provisions stipulated in *Guidelines on the Payment of*

Attendance and Writing Fee for Individual Agencies and Public Academic Institutions and Standards for the Payment of Writing Fee for Individual Agencies and Public Academic Institutions.

2. 教師進行影音類型之教材或教案研發或實體教具開發，得比照「講座鐘點費支給表」之內聘講座鐘點費規定，製作 1 門課程之影音類型教材教案或實體教具，至多製作時數 20 小時，每小時製作費 1,000 元，由本校各經費執行單位覈實認定辦理經費支給。教師錄製磨課師課程、翻轉教室課程、遠距教學課程等形式之數位課程，非屬本基準支用對象。
 - ii. Faculty developing digital teaching materials, lesson plans, or physical teaching apparatus shall be subsidized for the production fees, for NT\$ 1,000 per hour and a maximum of twenty hours, after the verification by the responsible units in accordance with *Standards for the Hourly Pay of Lecturing*. Those developed for the MOOCs, flipped classroom, or distance learning shall not be subsidized thereof.
3. 教師應搭配校內開設正式課程研發之教材、教案或教具始得支領，每門課程可支領上限為新臺幣 2 萬元。
 - iii. Only teaching materials, lesson plans, or teaching apparatus developed for regular courses offered at the University shall be subsidized for a maximum of NT\$ 20,000.
4. 多位教師開發一份教材、教案或教具以分配方式支給，分配比例由教師自行決定。
 - iv. For teaching materials, lesson plans, or teaching apparatus developed by multiple faculty members, the distribution of the subsidy shall be at their discretion.
5. 教師應配合高教深耕教學創新計畫事前提送教材教案研發經費申請表送教務處教學發展與資源中心審查。同一計畫至多以補助兩案為原則；辦理經費核銷時應檢附教師所研發之教材、教案或教具作為審核依據。
 - v. Faculty shall follow the schedule of the HESP's Teaching Innovation Project and submit the application for subsidies to the OAA's Teaching and Learning Development and Resources Center for review. A maximum of two courses shall be subsidized under the same project, in principle. The teaching materials, lesson plans, or teaching apparatus shall be provided for reimbursement.

6. 教師應以開發創新教學課程之教材、教案或教具研發為限（不含翻譯國外教科書或教材）。

vi. The development of teaching materials, lesson plans, or teaching apparatus shall be in line with the concept of teaching innovation and exclude the translation of foreign textbooks or teaching materials.

7. 同一份教材、教案或教具不得重覆支領。

vii. The same teaching material, lesson plan, or teaching apparatus shall be subsidized only once.

三、 本支給基準其他未盡事宜，悉依相關法令規定辦理。

III. Matters not covered herein shall be handled in accordance with other relevant regulations.

四、 本支給基準經行政會議通過，陳請校長核定後實施，修正時亦同。

IV. These guidelines are approved by the Executive Meeting and the President before implementation. Amendments to these guidelines shall follow the same procedure.