

國立臺北大學國際事務處辦理歐盟獎助教師出國授課計畫

一、緣起與目的：

為強化本校與歐洲高等教育機構之合作關係，並提升本校教研人員參與國際學術活動之機會與能量，特訂定「歐盟計畫教師出國授課申請計畫」（以下簡稱本計畫）。本計畫旨在透過歐盟 Erasmus+ KA171 國際行動計畫，支持本校教研人員赴有參與該計畫之姊妹校進行短期教學交流，藉此促進國際學術合作之深度與廣度，並增進本校整體國際化發展與競爭力。

二、本計畫校內申請人(以下稱申請人)及合作機構資格：

1. 申請人須為本校教師或研究人員，並符合姊妹校授課條件，具備良好英文溝通與教學能力。
2. 國際事務處將召集審核小組，由國際長擔任審查主持人進行審查與排名。

三、申請程序

教師應於指定期限內提交歐盟獎助教師出國授課計畫（KA171）申請書，並提供下列佐證資料：

1. 最近兩年使用過的教學課綱三份
2. 個人履歷書一份（包含：研究領域、學術專長等資訊）
3. 其他佐證資料（選繳）

四、本案補助金額依據歐盟 Erasmus+計畫補助標準辦理，經費補助範圍說明：

1. 往返機票補助（固定額度，依姊妹校提供之標準計算）
2. 日支費（依姊妹校提供之標準計算）
3. 行前費用需先行墊付，至歐洲後依姊妹校安排辦理現場領款。

五、申請人義務與責任

1. 獲選教師應於返國後擔任本計畫（KA171）來訪學者之校內接待教師，協助規劃其教學行程，並安排至少一場由該外賓主講之全英文授課或學術講座。
2. 赴交流期間，應積極推廣本校特色並適時介紹本校，以促進後續實質合作。
3. 返國後，須配合國際處辦理訪談，並提供至少 3 至 5 張交流照片及心得說明文字，作為新聞稿及成果報告之用。

六、出國原則與授課內容

1. 出國授課時間應配合姊妹校安排。
2. 授課及行程時數以姊妹校要求為原則。
3. 教師出國前須配合填寫本校出國申請流程，並依據姊妹校要求提供教學內容、行程規劃等資料。
4. 獲選參與本計畫之教師，除完成授課任務外，應代表本校配合執行相關國際事務推動活動，以提升本校國際能見度並促進後續實質合作。

七、其他事項

1. 本獎補助計畫之審查結果，將依據評分標準及申請資料擇優錄取，惟實際錄取名單將綜合考量姊妹校需求、授課領域對應情況與國際合作發展策略進行評估。
2. 如教師需額外經費（如保險），請另行向校內其他經費來源（例如出國計畫、國科會）申請。
3. 申請人如因個人因素無法配合原定出國時間或行程安排，將視同放棄，國際事務處得依順位或實際需要重新安排遞補人選。
4. 實際出國時間與課程安排由姊妹校負責聯繫與安排，教師應配合完成相關行政作業與教學任務。
5. 為維持國際合作之彈性與品質，國際事務處保留最終審查、錄取及名額調整之權利，任何未盡事宜，得由國際事務處依實際狀況適時補充或修正。
6. 本辦法未盡事項，由國際事務處另行公告補充之。

Faculty Mobility for Teaching under the EU Erasmus+ KA171 Program

1. Background and Purpose

To strengthen National Taipei University's (NTPU) academic partnerships with European higher education institutions and to enhance opportunities for faculty members to participate in international academic activities, the Office of International Affairs(OIA) has established the Faculty Mobility for Teaching under the EU Erasmus+ KA171 Program (hereafter referred to as "the Program").

This Program aims to support NTPU faculty members in undertaking short-term teaching assignments at partner universities in Europe through the Erasmus+ KA171 International Credit Mobility scheme. Through participation in teaching mobility, the Program seeks to promote deeper academic collaboration, expand international academic engagement, and further enhance the internationalization and global competitiveness of NTPU.

2. Eligibility of Applicants and Partner Institutions

- I. Applicants must be full-time faculty members or research staff at NTPU and should meet the teaching requirements of the host institution. Applicants are expected to possess strong English communication skills and the ability to conduct courses or lectures in English.
- II. The Office of International Affairs will convene a review committee to evaluate applications. The committee will be chaired by the Dean of Office of International Affairs.

3. Application Procedures

Applicants are required to submit the application form within the specified deadline, together with the following supporting documents:

- Three course syllabi that have been used within the past two years
- A curriculum vitae (covering research interests and academic expertise)
- Other supporting documents (Optional)

4. Funding Support

- I. Funding will be provided in accordance with the Erasmus+ financial support scheme, including:

- Travel Grant: A fixed amount for round-trip air travel based on the distance band.
 - Individual Support: Daily allowance calculated according to the rates provided by the host institution.
- II. Travel-related expenses must initially be paid by the participating faculty member. Upon arrival in Europe, the subsistence allowance and other relevant funding will be provided on-site according to the arrangements of the host institution.

5. Obligations and Responsibilities

- I. Awardees must commit to hosting at least one visiting scholar from a European partner institution under the Erasmus+ KA171 program within a reasonable timeframe following their own mobility, and shall assist with arranging at least one English-taught session or academic lecture for NTPU students.
- II. During the mobility, awardees shall represent NTPU, carry promotional materials, and introduce the university to foster further collaboration.
- III. Awardees must participate in post-travel interviews and provide 3-5 high-resolution photos and a brief summary for news releases and reports.

6. Teaching Mobility Principles and Responsibilities

- I. The teaching mobility period must align with the schedule arranged by the host institution.
- II. The teaching hours and program schedule shall follow the requirements specified by the host institution.
- III. Prior to departure, selected faculty members must complete NTPU's official overseas travel application procedures and provide relevant materials required by the host institution, including teaching plans and mobility schedules.
- IV. Faculty members selected for this Program are expected not only to fulfill their teaching responsibilities but also to represent NTPU in promoting international engagement activities, thereby enhancing the university's global visibility and fostering further academic collaboration.

7. Additional Provisions

- I. The final selection of awardees will be based on evaluation results and the overall quality of the submitted materials. However, the final decision will also take into consideration the host institution's needs, alignment of teaching fields, and NTPU's international collaboration strategies.

- II. If additional expenses are required (e.g., insurance, or other travel-related costs), applicants may apply for supplementary funding from other sources within the university or from external funding agencies.
- III. If a selected applicant is unable to participate in the mobility program due to personal reasons or schedule conflicts, the opportunity will be considered forfeited. The Office of International Affairs reserves the right to nominate an alternate candidate.
- IV. The final mobility schedule and teaching arrangements will be coordinated and confirmed by the host institution. Selected faculty members must comply with all relevant administrative procedures and teaching requirements.
- V. To ensure flexibility and maintain the quality of international collaboration, the Office of International Affairs reserves the right to make the final decision regarding application review, selection, and allocation of mobility slots.
- VI. Any matters not specified in this document may be supplemented or revised by the Office of International Affairs as necessary.