

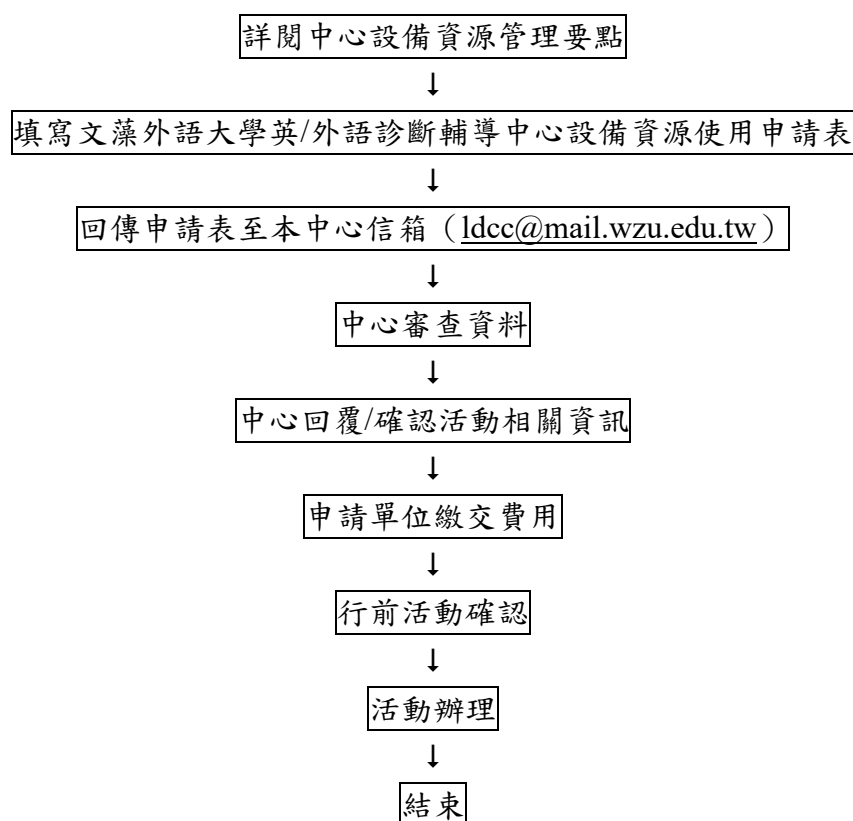
附件二

文藻外語大學英/外語診斷輔導中心設備資源使用申請

一、LDCC 設備資源使用申請說明

1. 將此份申請表詳細填妥後，回傳本申請表至：ldcc@mail.wzu.edu.tw，並於電子郵件主旨註明「年/月/日 XXX 學校/單位申請 LDCC 設備資源使用」，後續請務必來電確認本中心是否收到申請表（07-3426031#7402）。
2. 本中心將先於申請單位聯絡人確認申請內容與費用，待使用申請通過後，本中心會再連絡申請單位於規定期限內完成繳費。申請人/單位可親自至文藻外語大學總務處出納組或匯款方式進行繳費，後續請回傳繳費收據之掃描檔至本中心，才完成申請程序。

二、申請 LDCC 設備資源流程



三、設備資源使用申請表

1.申請人基本資料

姓名		學校/單位名稱	
聯絡方式(手機)		聯絡信箱	

2.使用對象基本資料

學校/單位名稱		使用人數	
使用日期		使用時間	
使用對象身分	☐ 大學，年級:_____		
	☐ 高中/職，年級:_____		
	☐ 國中，年級:_____		
	☐ 國小，年級:_____		
	☐ 其他:_____		

3.請簡述參與活動對象之語言程度:

4.請勾選/圈選欲申請資源/活動項目

A)英外語學習 E(移)動力 (活動地點:非文藻外語大學校內)

- ☐ 第二外語課程體驗 (客製化/現有活動)
- ☐ 第二外語遊戲體驗 (客製化/現有遊戲)
- ☐ 異國文化分享與交流
- ☐ 語言學習問卷填寫與解析
- ☐ 其他:_____

B)校園參訪暨語言學習諮商體驗 (活動地點:文藻外語大學校內)

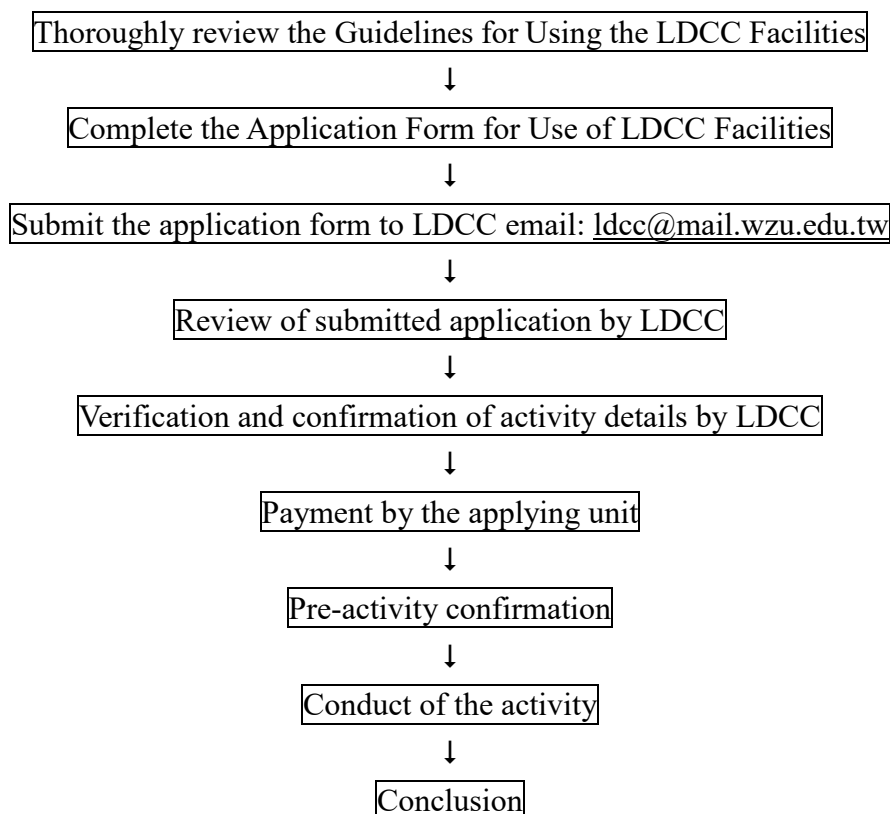
- ☐ 參訪文藻外語大學暨填寫語言學習問卷 (含解析)
- ☐ 參訪文藻外語大學暨自學軟體使用體驗

5. 請簡述欲申請活動目的與內容:

Attachment Two

Wenzao Ursuline University of Languages Application for Use of LDCC Facilities

- I. Guidelines for Application for Use of LDCC Facilities
 1. After completing this application form in detail, please return it to ldcc@mail.wzu.edu.tw. The subject line of the e-mail shall be marked as “YYYY/MM/DD [School/Unit] Application for Use of LDCC Facilities.” The applicant shall confirm receipt of the application by phone at 07-3426031 #7402.
 2. LDCC shall first confirm the application details and fees with the contact person of the applying unit. Once the application is approved, LDCC shall notify the applying unit to complete the payment within the prescribed period. Payment may be made in person at the Cashier Section of Wenzao Ursuline University of Languages or via bank transfer. The applicant shall then return a scanned copy of the payment receipt to LDCC to complete the application process.
- II. Application Process for Using LDCC Facilities



III. Application Form for Use of LDCC Facilities

1. Applicant Basic Information

Name		School / Unit Name	
Contact Number (Mobile)		Email Address	

2. Basic Information of Users

School / Unit Name		Number of Users	
Date of Use		Time of Use	
Identity of the User(s)	☐ College/University, Grade: _____		
	☐ Senior High School / Vocational High School, Grade: _____		
	☐ Junior High School, Grade: _____		
	☐ Elementary School, Grade: _____		
	☐ Others: _____		

3. Brief description of participants' language proficiency:

4. Selection of Requested Facilities / Activities

A) Wenzao E-Learning Mobility Program (Activity Location: Off-Campus)

- ☐ Second Language Course Experience (Customized / Existing Activity)
- ☐ Second Language Game Experience (Customized / Existing Game)
- ☐ Intercultural Sharing and Exchange
- ☐ Language Learning Questionnaire Completion and Analysis
- ☐ Others: _____

B) Campus Visit and Language Learning Consultation Experience (Activity Location: On-Campus, Wenzao Ursuline University of Languages)

- ☐ Campus Visit with Completion and Analysis of Language Learning Questionnaire
- ☐ Campus Visit with Self-Learning Software Experience

5. Brief Description of the Purpose and Content of the Requested Activity:

(申請表)附表一、各項設備資源/活動費用說明

1. 文藻外語學習 E(移)動力 活動體驗

項目	價格
學習 <u>E(移)動力</u>	每時段新台幣二千元
本中心人力支援	每時段每人新台幣二千元
本中心工讀生	依實際活動時數計價 (時薪暨勞健保費用)
客製化教學活動	一案新台幣一千元 (採用本中心現有之教學活動) 一案新台幣三千元 (為申請單位新開發教學活動)

2. 語言學習問卷(含分析)

項目	價格
語言學習問卷	一份問卷新台幣五十元
講師鐘點費 (隨班解析問卷)	鐘點費新台幣一千元
本中心人力支援	每時段每人新台幣一千元
本中心工讀生	依實際活動時數計價 (時薪暨勞健保費用)
問卷解析報告書	一案新台幣三千元

3. 自學軟體

項目	價格
自學軟體使用	一人使用一項自學軟體新台幣五十元
本中心人員	每時段每人新台幣一千元
本中心工讀生	依實際活動時數計價 (時薪暨勞健保費用)

(以下由本中心人員填寫)

費用計算

1. 文藻外語學習E(移)動力活動體驗

項目	預計價格	實際費用計算
學習 <u>E(移)動力</u>	每時段新台幣二千元	
本中心人力支援	每時段每人新台幣二千元	
本中心工讀生	依實際活動時數計價 (時薪計勞健保費用)	
客製化教學活動	☐ 一案新台幣一千元 (採用本中心現有之教學活動) ☐ 一案新台幣三千元 (為申請單位新開發教學活動)	
總計		

2. 語言學習問卷(含分析)

項目	價格	實際費用計算
語言學習問卷	一份問卷新台幣五十元	
講師鐘點費	鐘點費新台幣一千元	
本中心人力支援	每時段每人新台幣一千元	
本中心工讀生	依實際活動時數計價 (時薪暨勞健保費用)	
問卷解析報告書	一案新台幣三千元	
總計		

3. 自學軟體

項目	價格	實際費用計算
自學軟體使用	一人使用一項自學軟體 新台幣五十元	
本中心人力支援	每時段每人新台幣一千元	
本中心工讀生	依實際活動時數計價 (時薪暨勞健保費用)	
總計		

二、審核流程

承辦人員	
單位主管	
教務長	
核示	

申請程序:申請單位 LDCC 承辦人員 單位主管 教務長 LDCC(留存)。

製表日期:113.12.18

(Application) **Form One- The List of Fees and Charges**

1. Wenzao's **E-Mobility Program**

Items	Price
Wenzao's <u>E-Mobility Program</u>	NT\$ 2,000 / each session
LDCC Staff	NT\$ 2,000 / per person each session
Part-time Student Assistants	Pricing based on the actual working hours (hourly wage plus labor/health insurance fees)
Customized Teaching Activity	• NT\$ 1,000 / per application (using the existing activities provided by LDCC) • NT\$ 3,000 / per application (customizing activities for the applicant)

2. Language Learning Questionnaire(s) (Including a report of questionnaire results provided afterwards)

Items	Price
Language Learning Questionnaire(s)	NT\$50 / per questionnaire
Hourly Pay for the Lecturer (interpreting the questionnaire results)	NT\$1,000 / per lecturer per hour
LDCC staff	NT\$ 1,000 / per person each session
Part-time Student Assistants	Pricing based on the actual working hours (hourly wage plus labor/health insurance fees)
Report of questionnaire	NT\$ 3,000 / per application

3. Self-Learning Software

Items	Price
Use of Self-Learning Software	NT\$ 50/ each person per software
LDCC Staff	NT\$ 1,000 / per person each session
Part-time Student Assistants	Pricing based on the actual working hours (hourly wage plus labor/health insurance fees)

(Only for staff to fill out)

Calculation of Charges

1. Wenzao's E-Mobility Program

Items	Price	Actual Payment
Wenzao's <u>E-Mobility Program</u>	NT\$ 2,000 / each session	
LDCC Staff	NT\$ 2,000 / per person each session	
Part-time Student Assistants	Pricing based on the actual working hours (hourly wage plus labor/health insurance fees)	
Customized Teaching Activity	- NT\$ 1,000 / per application (using the existing activities provided by LDCC) - NT\$3,000/per application (customizing activities for the applicant)	
Total		

2. Language Learning Questionnaire(s) (Including a report of questionnaire results provided afterwards)

Items	Price	Actual Payment
Language Learning Questionnaire(s)	NT\$50 / per questionnaire	
Hourly Pay for the Lecturer (interpreting the questionnaire results)	NT\$1,000 / per lecturer per hour	
LDCC staff	NT\$ 1,000 / per person each session	
Part-time Student Assistants	Pricing based on the actual working hours (hourly wage plus labor/health insurance fees)	
Report of questionnaire	NT\$3,000/ per application	
Total		

3. Self-Learning Software

Items	Price	Actual Payment
Use of Self-Learning Software	NT\$ 50/ each person per software	
LDCC Staff	NT\$ 1,000 / per person each session	
Part-time Student Assistants	Pricing based on the actual working hours (hourly wage plus labor/health insurance fees)	
Total		

II. Process of Approval

LDCC Staff	
Director of LDCC	
Dean of Academic Affairs	
Remarks	

Process of Approval: Application→ LDCC Staff→ Director of LDCC→ Dean of Academic Affairs→ LDCC (Keep on file)

Tabulation date:113.12.18