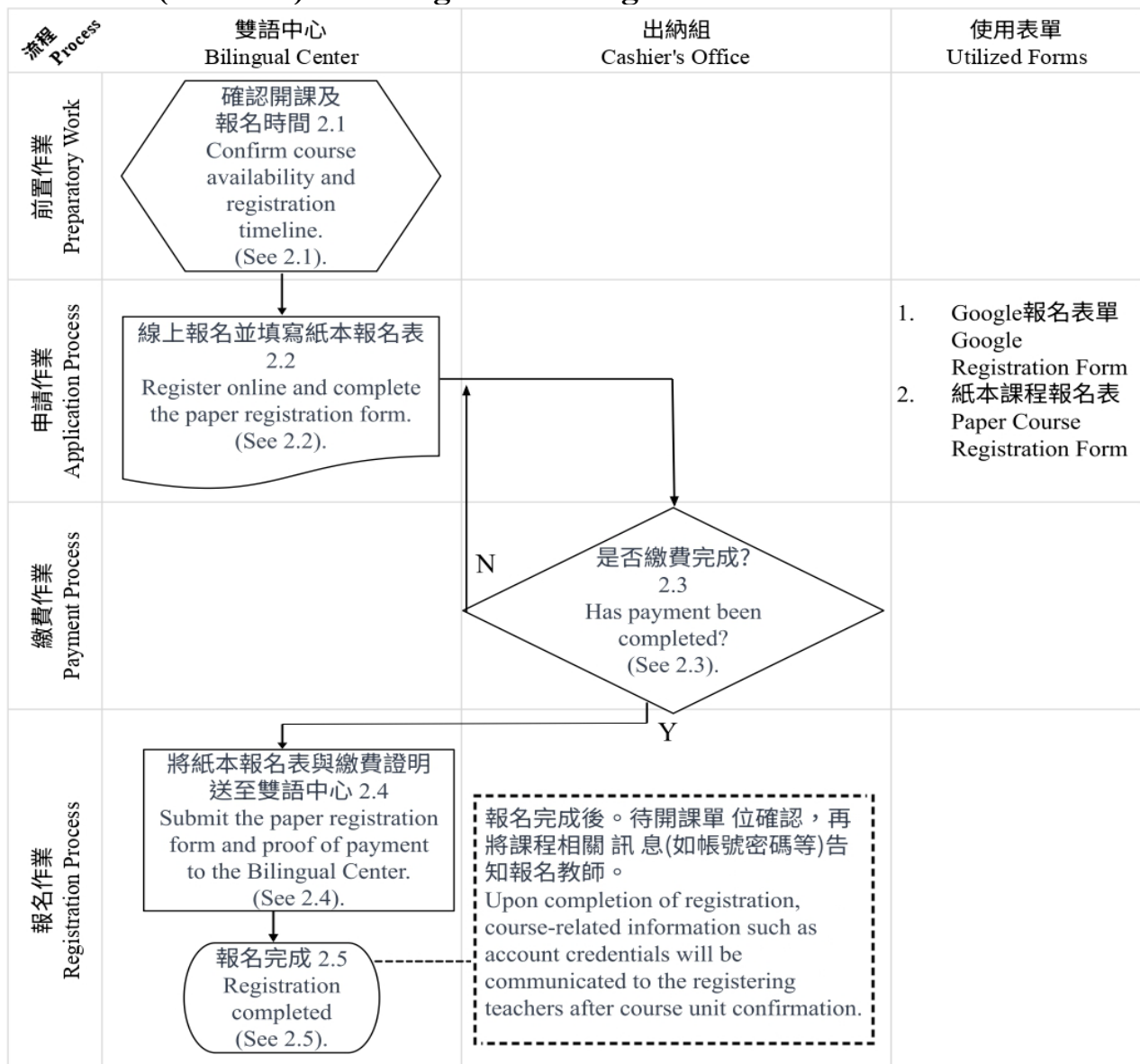

	文件名稱 Document Title:	EMI(或其他)研習課程報名作業流程圖 EMI (or other) Training Course Registration Process Flowchart		
	文件編號 Document Number:	BEP-001	版次 Version:	1
	提案單位 Proposing Department:	雙語教育推動中心 Bilingual Education Promotion Center		

1. 作業流程圖 Workflow Chart:

EMI(或其他)研習課程報名作業流程圖 EMI (or other) Training Course Registration Process Flowchart



本資料為開南大學專有之財產，非經書面許可不准透露或使用本資料，亦不准複印或複製或轉變任何其他形式使用。
The information contained herein is the exclusive property of Kainan University and shall not be distributed, reproduced, or disclosed in whole or in part without prior written permission of Kainan University.

	文件名稱 Document Title:	EMI(或其他)研習課程報名作業流程圖 EMI (or other) Training Course Registration Process Flowchart		
	文件編號 Document Number:	BEP-001	版次 Version:	1
	提案單位 Proposing Department:	雙語教育推動中心 Bilingual Education Promotion Center		

2. 作業程序 Operation Procedures:

(2.1) 確認開課及報名時間 Confirm course availability and registration timeline.

(2.2) 線上報名並填寫紙本報名表 Register online and complete the paper registration form.

- 欲報名參加 EMI 研習課程之教師須填寫 Google 表單登記，而後將以電子郵件寄送報名表，教師須列印出紙本並親簽。

Teachers intending to participate in EMI training courses must register via a Google form. Subsequently, the registration form will be sent via email. Teachers must print the paper form and provide a handwritten signature.

(2.3) 是否繳費完成 Is the payment completed?

- 報名之教師須至出納組先行繳納報名費，並取得收款收據。

Registered teachers must proceed to the Cashier's Office to submit the registration fee in advance and obtain a receipt.

(2.4) 將紙本報名表與繳費證明送至雙語中心

Submit the paper registration form and proof of payment to the Bilingual Center.


- 將紙本報名表與收款收據繳至雙語中心，並由中心確認資料無誤。

The paper registration form and the receipt are to be submitted to the Bilingual Center, which will verify the accuracy of the data.

(2.5) 報名完成 Registration completed.

- 報名完成後。待開課單位確認，再將課程相關訊息(如帳號密碼等)告知報名教師。

Upon registration completion, once the course unit confirms, course-related information, such as account credentials, will be communicated to the registering teachers.

	文件名稱 Document Title:	EMI(或其他)研習課程報名作業流程圖 EMI (or other) Training Course Registration Process Flowchart		
	文件編號 Document Number:	BEP-001	版次 Version:	1
	提案單位 Proposing Department:	雙語教育推動中心 Bilingual Education Promotion Center		

3. 控制重點 Key Controls:

- (3.1) 報名教師繳交報名資料是否正確。
Is the information provided by the registering teachers correct?
- (3.2) 報名教室是否有確實至出納組繳費。
Have the registering teachers indeed submitted payment to the Cashier's Office?
- (3.3) 報名教師之課程帳號密碼是否正確，能否登入課程。
Are the course account credentials of the registering teachers accurate, and can they log into the course?
- (3.4) 報名資料須完整建立電子檔。
Ensure that registration data is completely documented electronically.

4. 依據及相關文件 References and Related Documents:

- 教育部「大專院學生雙語化學習計畫」
Ministry of Education "Higher Education Student Bilingual Learning Program"
- 國家發展委員會「2030 雙語國家政策發展藍圖」
National Development Council "2030 National Bilingual Policy Development Blueprint"

5. 使用表單 Utilized Forms:

- (5.1) Google 表單
Google Forms
- (5.2) EMI 全英語授課技巧線上自學課程報名表
EMI Online Self-Study Course Registration Form for All-English Teaching Skills