

# 教師教學獎勵系統操作說明 - 教師篇

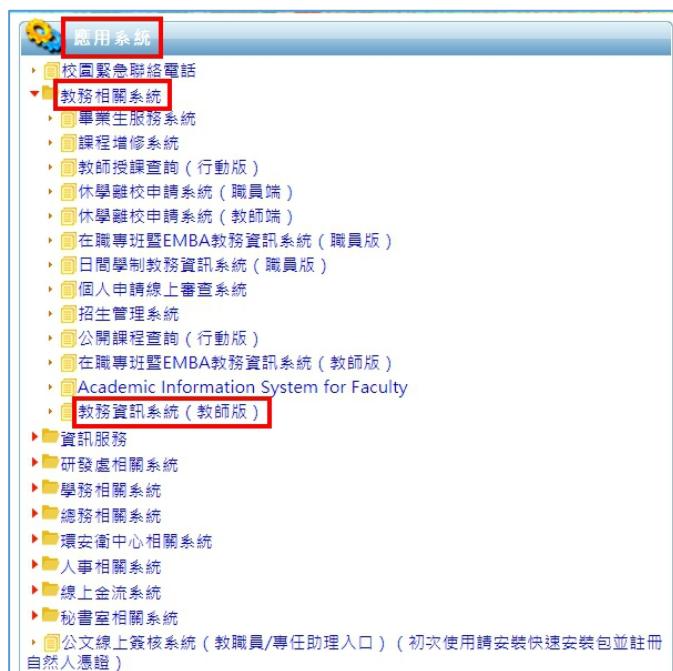
## Instructional Awards System User Manual - For Instructors

### 一、系統登入

請先從校務行政入口網進入，於應用系統 → 教務相關系統 → **教務資訊系統 (教師版)** → 開課相關 → **教學獎勵申請**

#### I. System Login

Please enter through the University Administrative iPortal. The path is as follows: Application System → Academic Affairs System → **Academic Information System (For Instructors)** → Course Related → Instructional Award Application



## 二、點選【我要申請推薦】，選擇教學傑出獎或教學優良獎，系統將會進行資格審查，符合資格者可繼續填寫。

申請資格：凡為本校專任（含合聘）教師（以下簡稱專任教師），符合下列基本資格與教學優異表現，無違反教學倫理事項之情事者，均得提出申請。

### （一）基本資格

1. 申請前三年累計四學期在本校皆有授課，並符合專任教師基本授課時數規定。
2. 配合執行學校教學相關規定事項，如準時完成課綱上網、送交成績等。
3. 申請前二學期學生課程意見調查結果每門課程皆達 4.1 級分以上。
4. 曾獲得本辦法教學優良獎或傑出獎，或其他全國性教學獎項者，始可申請教學傑出獎。

## II. Select 【Apply】 , then choose either “Outstanding Teaching” or “Excellence in Teaching”.

**The system will review your qualifications. Qualified applicants will be allowed to proceed.**

All full-time (including Joint Appointment) NTNU faculty members (hereinafter referred to as full-time faculty) are eligible, provided they meet the following basic qualifications, show exceptional teaching performance, and have not breached academic ethics regulations.

### 1. Basic Qualifications

- 1.1. In the three years prior to applying, the applicant has taught for at least four semesters at NTNU, and met the minimum teaching hour requirement for full-time faculty.
- 1.2. Having met all teaching related requirements set by NTNU, such as uploading course syllabi on time and submitting course grades on time.
- 1.3. All course evaluation survey results in the two semesters prior to applying for the awards are 4.1 or above.
- 1.4. Only applicants who had previously received OTA or ETA awards, or other national awards in teaching, are eligible to apply for OTA.

The screenshot shows the application interface for teaching awards. At the top, there are buttons for '我要申請推薦 (Apply)', '取消申請推薦 (Cancel)', '匯出 (Export)', '送件 (Submit)', and '更新申請清單 (Update)'. Below this, a yellow box displays the application period: '目前開放申請110年度時間，申請期限為2022-01-05 08:00:00 ~ 2022-04-30 23:59:00' and '2021 Application is now open. The application period is from 2022-01-05 08:00:00 to 2022-04-30 23:59:00'. A detailed description of basic qualifications follows, including points 1.1 through 1.4. At the bottom, there is a table with columns for '申請年度 / Year', '申請類型 / Application Type', '申請進度 / Progress (Incomplete, Sent, Additional Document Required)', and '申請資料瀏覽 / View'.

| 申請年度 / Year | 申請類型 / Application Type | 申請進度 / Progress (Incomplete, Sent, Additional Document Required) | 申請資料瀏覽 / View |
|-------------|-------------------------|--|---------------|
| 目前無任何獎勵申請資料 |                         |  |               |

教學獎勵申請

目前開放申請110年度時間，申請期限為2022-01-05  
2021 Application is now open. The application period is from 2022-01-05 to 2022-04-30 23:59:00

申請需符合以下資格(Basic Qualifications):

(一) 申請前三年累計四學期在本校皆有授課，並符合專任教師基本授課時數規定。  
(1.1. In the three years prior to applying, the applicant has taught for at least four semesters at NTNU, and met the minimum teaching hour requirement for full-time faculty.)

(二) 配合執行學校教學相關規定事項，如準時完成課業上課、提交成績等。  
(1.2. Having met all teaching related requirements set by NTNU, such as uploading course syllabi on time and submitting course grades on time.)

(三) 申請前二學期學生課程意見調查結果每門課程皆達4.1級分以上。  
(1.3. All course evaluation survey results in the two semesters prior to applying for the awards are 4.1 or above.)

(四) 曾獲得本辦法教學優良獎或傑出獎，或其他全國性教學獎項者，始可申請教學傑出獎。  
(1.4. Only applicants who had previously received DIT or EIT awards, or other national awards in teaching, are eligible to apply for DIT.)

請選擇您的推薦的項目

教學傑出(Distinction in Teaching)  教學優良(Excellence in Teaching)

確定(Sure) 取消報名(Cancel)

申請資料瀏覽 View

申請年度 Year 申請類型 Application Type 申請進度 Progress(Incomplete, Sent, Additional Document Required)

目前無任何獎勵申請資料

**2. 選擇獎項後，系統會自行進行資格審查，符合者可繼續填寫申請資料**

### 三、請點選【查詢】開始進行資料填寫

III. Click on 【Search】to complete the application.

教學獎勵申請

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(1.1. In the three years prior to applying, the applicant has taught for at least four semesters at NTNU, and met the minimum teaching hour requirement for full-time faculty.)

(二) 配合執行學校教學相關規定事項，如準時完成課業上課、提交成績等。  
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(四) 曾獲得本辦法教學優良獎或傑出獎，或其他全國性教學獎項者，始可申請教學傑出獎。  
(1.4. Only applicants who had previously received DIT or EIT awards, or other national awards in teaching, are eligible to apply for DIT.)

申請資料瀏覽 View

申請年度 Year 申請類型 Application Type 申請進度 Progress(Incomplete, Sent, Additional Document Required)

1 110學年 教學傑出 填寫中

**3. 點選【查詢】開始填寫資料**

## 四、填寫教學優異表現資料

「教學傑出獎」備申請前三年，「教學優良獎」備申請前一年之下列各項資料送審。

### (一) 教學表現

- 1、學生課程意見調查級分及質性意見。【系統將自行產生 A-1 檔案】
- 2、學系、學院或教務處教學發展中心提供之近三年同儕觀課紀錄。
- 3、教學投入：各學期總授課時數及總授課人次。【系統將自行產生 A-1 檔案】
- 4、數位教材及教學媒體運用。

### (二) 教學影響及貢獻

- 1、參與本校推動之創新教學課程或計畫。
- 2、組成或參加教師專業教學研習或社群。
- 3、推動系所、學院或跨院教師之教學法或課程改革。
- 4、曾申請校外教學計畫獲補助者。
- 5、對國內外教學社群或組織等具有實質性影響。
- 6、其他教學相關影響及貢獻。

## IV. To provide documentation on instructional excellence, click on 【Add】 and choose from the drop-down menu.

Applicants must prepare the following materials. For OTA applicants, this should include all materials from the three (3) years prior to applying for the award. For ETA applicants, this should include all materials from the year prior to applying for the award.

### 1. Teaching Performance

- 1.1. Course Evaluation Survey score and qualitative feedback.
- 1.2. Formative Peer Review of Teaching (FPRT) records from previous three (3) years provided by the department, college, or Center for Teaching and Learning Development (CTLD) of the Office of Academic Affairs (OAA).

- 1.3. Instructional Involvement: Total teaching hours and total number of students taught.
- 1.4. Use of digital materials and instructional media.

### 2. Instructional Impact and Contribution

- 2.1. Participation in NTNU-promoted innovative instructional courses or projects.
- 2.2. Organize or participate in teachers' professional instructional development or community.
- 2.3. Promotion of departmental, collegial, or cross-collegial teachers' instructional method or curriculum reforms.
- 2.4. Past awards of non-NTNU instructional project funding.
- 2.5. Substantive impact on domestic or international instructional community or organization.
- 2.6. Other instruction-related impact and contribution.



4.點選【新增表件】·下拉式選單選擇要填寫的項目

## 五、新增表件，針對每個項目填寫詳細的文字說明（純文字格式），並上傳佐證資料

範例：先選【A-3 數位教材及教學媒體運用】( 純文字格式 ) 說明該項目內容，若有相關佐證資料 ( 如課程教材、媒體資料等 )，可重複新增選擇表件後，再選擇《附件格式》進行上傳；上傳檔案可為壓縮檔、WORD、PDF、PPT 等。影音檔資料因檔案較大建議用連結方式上傳。

### V. Add Document. Provide detailed explanations (text) for every item and upload supporting evidence.

Example: Select 【A3 Digital Instructional Material and Applications of Instructional Media】(Text) and provide an explanation for the item. If there is supporting evidence, such as course materials, media information, etc., you may add the document again and choose “Format” for uploading. Uploaded files may be zipped files, Word documents, PDFs, PPTs, etc. For large files, such as audio-visual materials, we recommend providing links instead.



5. 選擇要填寫表件，再選擇格式：

【純文字】必須針對該項目進行詳細的文字說明。

【附 件】有填寫文字說明的項目要上傳佐證資料，每次僅能上傳一筆，可重複多次新增選擇相同表件後，再選擇《附件格式》進行上傳；上傳檔案可為壓縮檔、WORD、PDF、PPT等。

【連 結】針對該項目上傳佐證的影音連結，可重複新增選擇表件《連結》格式上傳。



| # | 選取                               | 表件  | 說明                           | 格式  | 內容         |
|---|----------------------------------|-----|------------------------------|-----|------------|
| 1 | <input checked="" type="radio"/> | A-1 | 教學投入：各學期授課實數及授課時人次           | 附件  | 下載         |
| 2 | <input type="radio"/>            | A-1 | 學生評量意見調查級分及質性意見              | 附件  | 下載         |
| 3 | <input type="radio"/>            | A-2 | 由學系、學院或教務處教學發展中心進行之近三年同儕評議紀錄 | 附件  | 下載         |
| 4 | <input type="radio"/>            | A-2 | 由學系、學院或教務處教學發展中心進行之近三年同儕評議紀錄 | 附件  | 下載         |
| 5 | <input type="radio"/>            | A-3 | 數位教材及教學媒體運用                  | 純文字 | TESTING~~~ |
| 6 | <input type="radio"/>            | A-3 | 數位教材及教學媒體運用                  | 附件  | 下載         |
| 7 | <input type="radio"/>            | A-3 | 數位教材及教學媒體運用                  | 附件  | 下載         |
| 8 | <input type="radio"/>            | A-3 | 數位教材及教學媒體運用                  | 連結  | 前往連結       |

同一表件項目，可有多筆資料填寫

## 六、修改表件，若需修改資料，請選取要修改的項目，點選【修改表件】

VII. Revise. To revise, please select the document you want, and click on 【Revise】.



提醒您：申請「教學傑出獎」需備申請前三年，「教學優良獎」備申請前一年資料送審。  
Distinction in Teaching Award: Please attach proof of excellent performance of previous 3 years.  
Excellence in Teaching Award: please attach proof of distinguished performance of previous year.

| # | 選取                               | 表件  | 說明  | 附件                                 |
|---|----------------------------------|-----|---|------------------------------------|
| 1 | <input type="radio"/>            | A-1 | 教學投入：各學期總授課實數及總授課人數<br>Instructional Involvement: Total teaching hours and total number of students taught                                    |                                    |
| 2 | <input type="radio"/>            | A-1 | 學生評量調查級分及質性意見<br>Course Evaluation Survey score and qualitative feedback  | 1072b1102_11904_20220106154224.zip |
| 3 | <input type="radio"/>            | A-2 | 由學系、學院或教務處教學發展中心進行之近三年同儕評課紀錄<br>Records of Peer Classroom Observation conducted by the department, college, or CTLD from the last three years | 純文字<br>110-1學期參與○○老師課堂評課.....      |
| 4 | <input type="radio"/>            | A-2 | 由學系、學院或教務處教學發展中心進行之近三年同儕評課紀錄<br>Records of Peer Classroom Observation conducted by the department, college, or CTLD from the last three years | 附件<br>110-1評課紀錄表.pdf               |
| 5 | <input checked="" type="radio"/> | A-3 | 數位教材及教學媒體運用<br>Use of digital materials and instructional media   | 純文字<br>TEST~~~~~                   |

6.A2-A10表件項目填寫純文字（說明）、上傳附件或連結後，若要修改資料，請在選取點選表件項目，點選【修改表件】。

## 七、刪除表件，若需刪除資料，請選取要修改的項目，點選【刪除表件】

VII. Delete. Select the document you wish to remove and click 【Delete】.



提醒您：申請「教學傑出獎」需備申請前三年，「教學優良獎」備申請前一年資料送審。  
Distinction in Teaching Award: Please attach proof of excellent performance of previous 3 years.  
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| # | 選取                               | 表件  | 說明  | 附件                            |
|---|----------------------------------|-----|---|-------------------------------|
| 1 | <input type="radio"/>            | A-1 | 教學投入：各學期總授課實數及總授課人數<br>Instructional Involvement: Total teaching hours and total number of students taught                                    |                               |
| 2 | <input type="radio"/>            | A-1 | 學生評量調查級分及質性意見<br>Course Evaluation Survey score and qualitative feedback  |                               |
| 3 | <input type="radio"/>            | A-2 | 由學系、學院或教務處教學發展中心進行之近三年同儕評課紀錄<br>Records of Peer Classroom Observation conducted by the department, college, or CTLD from the last three years | 純文字<br>110-1學期參與○○老師課堂評課..... |
| 4 | <input type="radio"/>            | A-2 | 由學系、學院或教務處教學發展中心進行之近三年同儕評課紀錄<br>Records of Peer Classroom Observation conducted by the department, college, or CTLD from the last three years | 附件<br>110-1評課紀錄表.pdf          |
| 5 | <input checked="" type="radio"/> | A-3 | 數位教材及教學媒體運用<br>Use of digital materials and instructional media   | 純文字<br>TEST~~~~~              |

7.A2-A10項目新增後，若有資料要刪除請點選【刪除表件】

## 八、送出資料，點選教學獎勵申請回到申請首頁，點選【送件】資料即送至下一關。

**★注意：**送件後不可修改資料，需由系所或學院開放補件後，才可補充新增資料，但原本已送出之資料無法更動修改。

**VIII. Submit.** Click on “Instructional Award Application” to return to the home page. Review your application and uploaded files before clicking 'Submit' to proceed to the next stage.

**★Attention:** Once submitted, the application cannot be revised. Supplementary documents may be submitted only with the approval of the department/institute or college; however, revisions to the original submission are not permitted.

8.點選後回到申請首頁 110學年 申請資料明細(Document Details)

提醒您：申請「教學傑出獎」需備申請前三年，「教學優良獎」備申請前一年資料送審。  
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| # | 選取                               | 表件  | 說明  | 格式  | 內容                                  |
|---|----------------------------------|-----|---|-----|-------------------------------------|
| 1 | <input type="radio"/>            | A-1 | 教學投入：各學期總授課貢獻及總授課人次<br>Instructional Involvement: Total teaching hours and total number of students taught                                    | 附件  | 110-11904-TeachingInput.pdf         |
| 2 | <input type="radio"/>            | A-1 | 學生評量意見調查級分及質性意見<br>Course Evaluation Survey score and qualitative feedback  | 附件  | 1072to1102_11904_20220106154224.zip |
| 3 | <input type="radio"/>            | A-2 | 由學系、學院或教務處教學發展中心進行之近三年間評鑑課紀錄<br>Records of Peer Classroom Observation conducted by the department, college, or CTLD from the last three years | 純文字 | 110-1學期參與xx教師課堂評鑑.....              |
| 4 | <input type="radio"/>            | A-2 | 由學系、學院或教務處教學發展中心進行之近三年間評鑑課紀錄<br>Records of Peer Classroom Observation conducted by the department, college, or CTLD from the last three years | 附件  | 110-1評鑑紀錄表.pdf                      |
| 5 | <input checked="" type="radio"/> | A-3 | 數位教材及教學媒體運用<br>Use of digital materials and instructional media   | 純文字 | TEST~~~~~                           |

## 九、送出資料

### IX. Submit Application

教學獎勵申請

目前開放申請110年度時間，申請期限為2022-01-05  
2021 Application is now open. The application period

確定要送件(110申請資料)？

申請區有

申請資料審覈 View

| 申請年度<br>Year | 申請類型<br>Application Type | 申請進度<br>Progress(Incomplete, Sent, Additional Document Required) | 申請資料審覈<br>View |
|--------------|--------------------------|--|----------------|
| 1 110學年      | 教學傑出                     | 審查中  | 查詢             |

9.確認填寫的內容與上傳的佐證資料無誤後，點選【送件】即進入下一關。

## 十、送件成功後，申請進度會顯示送出

X. Once the application has been successfully submitted, the progress of the application will be shown.

**教學獎勵申請**

**10. 送出後顯示送件成功**

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| # | 申請年度<br>Year | 申請類型<br>Application Type | 申請進度<br>Progress (Incomplete, Sent, Additional Document Required) | 申請資料瀏覽<br>View                    |
|---|--------------|--------------------------|---|-----------------------------------|
| 1 | 110學年        | 教學傑出                     | 送出中   | <input type="button" value="查詢"/> |

系統送件成功!!請將申請資料匯出，並送件至系所審核。

**教學獎勵申請**

**10. 送出後顯示送件成功**

目前開放申請110年度時間，申請期限為2022-01-05 08:00:00 ~ 2022-04-30 23:59:00  
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申請需符合以下資格(Basic Qualifications):

(一) 申請前三年累計四學期在本校皆有授課，並符合專任教師基本授課時數規定。  
(1.1. In the three years prior to applying, the applicant has taught for at least four semesters at NTNU, and met the minimum teaching hour requirement for full-time faculty.)

(二) 配合執行學校教學相關規定事項，如準時完成課業上繳、提交成績等。  
(1.2. Having met all teaching related requirements set by NTNU, such as uploading course syllabi on time and submitting course grades on time.)

(三) 申請前二學期學生課程意見調查結果每門課程皆達4.1級分以上。  
(1.3. All course evaluation survey results in the two semesters prior to applying for the awards are 4.1 or above.)

(四) 賴獲得本辦法教學優良獎或傑出獎，或其他全國性教學獎項者，始可申請教學傑出獎。  
(1.4. Only applicants who had previously received DIT or EIT awards, or other national awards in teaching, are eligible to apply for DIT.)

| # | 申請年度<br>Year | 申請類型<br>Application Type | 申請進度<br>Progress (Incomplete, Sent, Additional Document Required) | 申請資料瀏覽<br>View                    |
|---|--------------|--------------------------|---|-----------------------------------|
| 1 | 110學年        | 教學傑出                     | 送出  | <input type="button" value="查詢"/> |

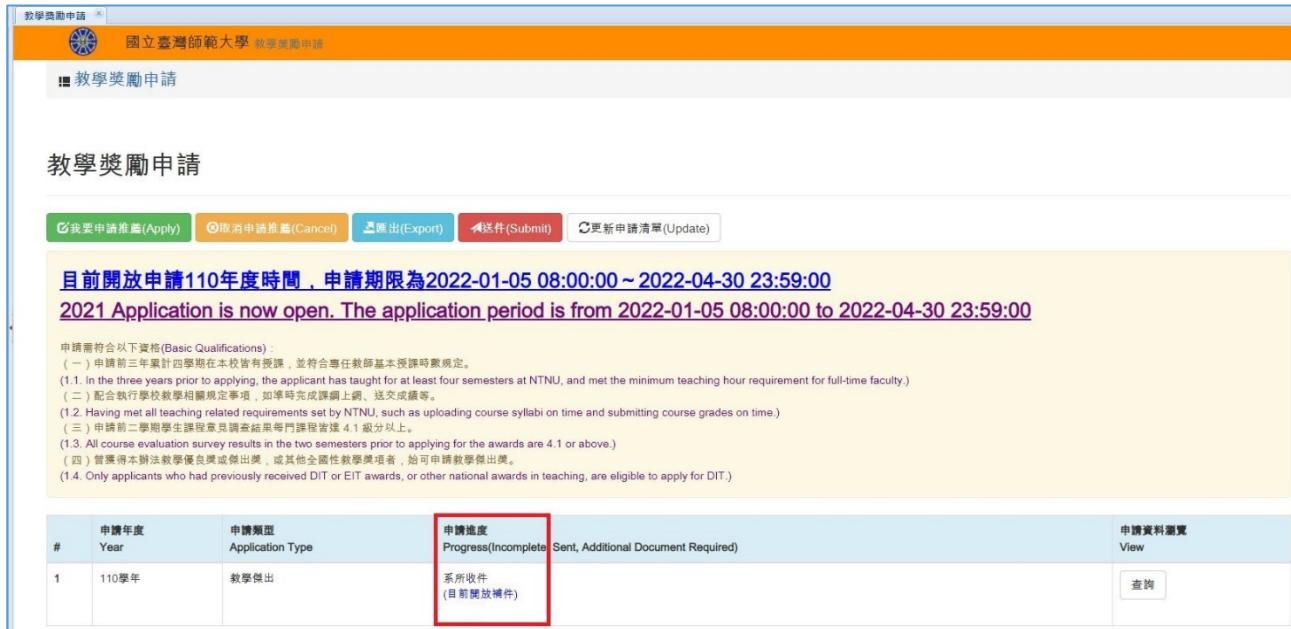
系統送件成功!!請將申請資料匯出，並送件至系所審核。

**送件成功後，申請進度會顯示送出**

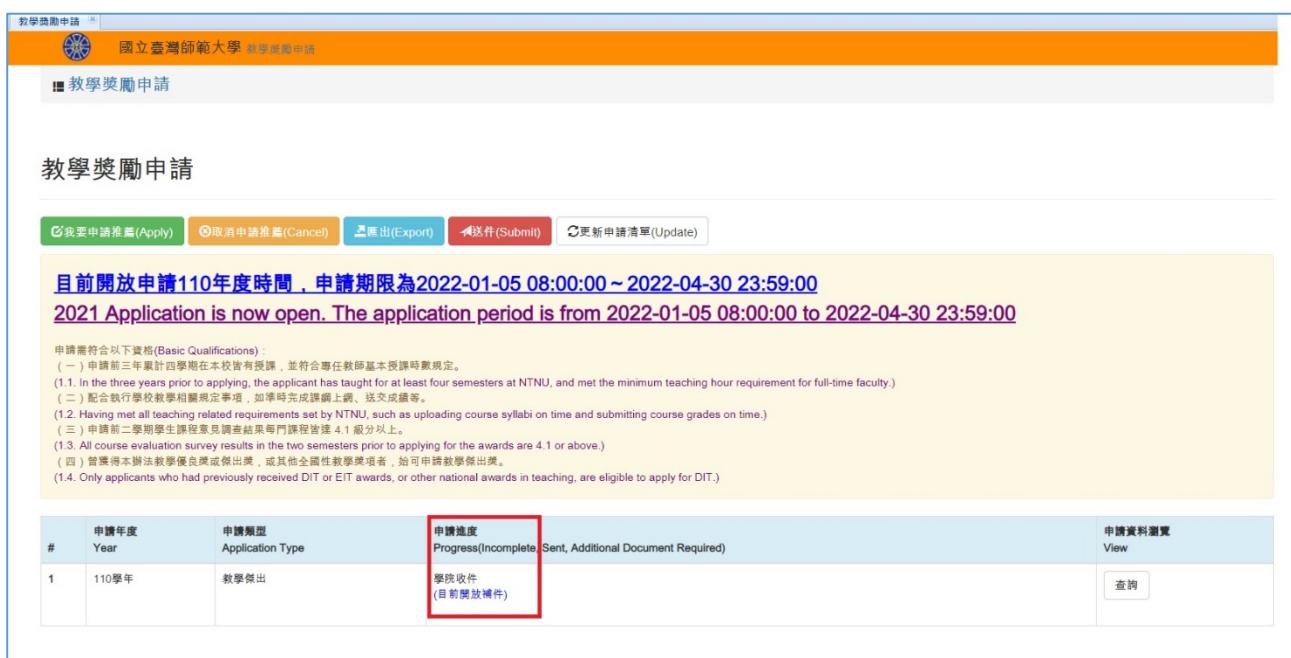
★送件後不可修改資料，需由系所或學院開放補件後，才可補充資料。

## 十一、補件方式，資料送出後無法更改，僅能補件，送出資料後申請進度會顯示收件者( 系所 / 學院 )，若要補件，需請系所 / 學院從系統開放教師補件。

**XI. Resubmission. Revision of documents submitted is not allowed. Changes are only possible through submission of additional materials. Once the application has been submitted, Progress will show where the application is at (Department/Institute/College). If the applicant wishes to submit additional materials, he or she must ask the Department/Institute/College to turn on the Resubmission function through the system.**



| # | 申請年度<br>Year | 申請類型<br>Application Type | 申請進度<br>Progress (Incomplete, Sent, Additional Document Required) | 申請資料瀏覽<br>View                    |
|---|--------------|--------------------------|---|-----------------------------------|
| 1 | 110學年        | 教學傑出                     | 系所收件<br>(目前開放補件)  | <input type="button" value="查詢"/> |



| # | 申請年度<br>Year | 申請類型<br>Application Type | 申請進度<br>Progress (Incomplete, Sent, Additional Document Required) | 申請資料瀏覽<br>View                    |
|---|--------------|--------------------------|---|-----------------------------------|
| 1 | 110學年        | 教學傑出                     | 學院收件<br>(目前開放補件)  | <input type="button" value="查詢"/> |