

國立中央大學工學院學生自主雙語社群申請成立與補助說明

National Central University College of Engineering Guidelines for the Establishment and Subsidy of Self-directed Bilingual Student Social Groups

111年11月16日工學院雙語化推動委員會議通過

Passed by the College of Engineering Bilingual Education Promotion Committee on November 16, 2022

113年05月09日院務會議修正後通過

Amended by the College Affairs Committee on May 9, 2024

114年06月12日雙語化推動委員會議修正通過

Passed by the College of Engineering Bilingual Education Promotion Committee on June 12, 2025

一、為培育工程領域的雙語專業人才，鼓勵學生成立雙語社群並積極舉辦各項雙語活動，打造雙語自主跨域學習風氣，提升學生語言學習成效、多元視野及國際競爭力。

I. To cultivate bilingual professionals in the engineering discipline, students are encouraged to establish bilingual social groups and actively host bilingual activities in order to foster an atmosphere of bilingual self-directed cross-disciplinary learning, as well as enhance students' language learning performance, broaden their horizons, and boost their international competitiveness.

二、申請資格：

II. Eligibility:

(一) 凡本院在學學生成立之雙語自主社群，召集人為工學院在學生。

(I) All bilingual student social groups established by students currently enrolled in the College whose convener is a student currently enrolled with the College of Engineering.

(二) 每組社群基本成員至少三位，可跨院、系、所組成。

(II) Each social group should have at least three basic members, and they may come from different colleges, departments, and institutes.

三、實施規則：

III. Implementation rules:

(一) 每組社群於每學期至多申請補助一次。

(I) Each social group may apply for subsidies at most once per semester.

(二) 每組社群於每學期之聚會次數，不得少於5次，每次時間至少1小時。

(II) Each social group must meet for no less than 5 times each semester, and for at least 1 hour each time.

(三) 凡計畫申請經審核通過，每組每學期總補助經費至多(聚會次數*人數*150)元，且以不超過15,000元為原則，憑據實報實銷，並依教育部「大專校院推動雙語化計畫補助暨經費使用原則」報支：

(III) Social groups with approved applications will in principle receive up to \$(no. of meetings * no. of people * 150) and no more than \$15,000 in subsidies each

semester on an reimbursement of actual expenses basis. Claims must adhere to the Ministry of Education “Principles for the Budgeting and Use of Funds of the Program on Bilingual Education for Students in College”:

1. 材料費：影印、文具等費用，用途明細須與執行學習社群相關。
1. Material allowance: Cost of photocopying and stationery. The itemized expenses must be related to the conduct of social groups.
2. 誤餐費：最高120元/人。
2. Meal allowance: Up to \$120/person.

每人參與之社群數不限，但每人之補助經費僅可認列於至多兩個社群。

There is no limit on the number of social groups that each person may take part in but the subsidies for each person may be listed for at most two social groups.

(四) 以下情形不核予學生雙語自主社群補助：

(IV) Subsidies for bilingual student social groups will not be granted in the following situations:

1. 每學期實際社群活動聚會次數少於5次者。
1. The social group did not actually meet for at least 5 times during the semester.
2. 未於活動結束後三週內繳交活動簽到單(附件2)、成果報告(附件3)、成果分享影片者。
2. Failed to submit the event sign-in form (Attachment 2), progress report (Attachment 3) and progress video within three weeks of event.

四、成果發表：

IV. Progress report:

(一) 雙語學習社群須於活動結束後三週內繳交活動簽到單(附件2)、成果報告(附件3)、成果分享影片，並提供相關單據以進行核銷結案。成果分享影片片長3分鐘至5分鐘，格式1080P，內容應包含：1. 主題介紹 2. 歷程記錄 3. 所有成員心得與反思。

(I) The bilingual study social group must submit the event sign-in form (Attachment 2), progress report (Attachment 3) and progress video within three weeks of the event. The relevant receipts must also be provided for reimbursement and closing of accounts. The progress video must be at least 3 to 5 minutes in duration and in 1080p format. Content should include: 1. Topic Introduction, 2. Activity Record, 3. Insights and Reflections from all Members.

(二) 凡完整執行計畫之學習社群，每位成員得申請證書一紙。

(II) Members of study social groups that execute their plan in full may apply for one certificate.

(三) 本院得舉辦雙語社群成果展，表現優秀者於成果發表會頒發獎狀或其他獎勵表揚。

(III) The College may organize an exhibition of bilingual social groups. Award certificates or other rewards will be presented during the exhibition to

outstanding performers.

五、申請須知：

V. Application requirements:

(一) 申請文件：學生自主雙語社群企劃書申請表(附件1)。

(I) Application documentation: Student bilingual social group proposal application form (Attachment 1).

(二) 申請期限：活動辦理前一個月提出申請。

(II) Application deadline: Application must be submitted one month before the event.

(三) 申請流程：欲申請補助之社群，請先至工院EMI網站，學生專區→雙語社群→填妥學生自主雙語社群企劃書申請表→繳交至工學院辦公室。

(III) Application process: Social groups that wish apply for the subsidy must first go the College of Engineering EMI website - Students Section → Bilingual Social Group → Fill out the Student Self-directed Bilingual Social Group Proposal Application Form → Submit to the College of Engineering Office.

六、本活動之經費來源為教育部核定之大專校院學生雙語化學習計畫經費及自籌經費；經費來源不足時，本活動之補助與獎勵，將視當年度經費額度調整。

VI. The source of funding for this event is the Ministry of Education's Program for Bilingual Education for Students in College and self-financing; if there is inadequate funding then the subsidies and incentives for these events shall be adjusted base on the amount of funding available for the year.

七、本說明經本院雙語化推動委員會通過後實施，修正時亦同。

VII. These Guidelines were approved by the Bilingual Education Promotion Committee of this College before implementation. Revisions shall follow the same procedure.

國立中央大學工學院「學生自主雙語社群」申請書

National Central University College of Engineering “Self-directed Bilingual Student Social Group” Application Form

一、社群基本資料

I. Social Group Profile

執行時間 Period of Execution	年 月 日 ~ 年 月 日 Year Month Day ~ Year Month Day				
社群名稱 Social Group Name					
社群編號 Social Group ID <small>(由審核單位填寫) (to be provided by Reviewer unit)</small>					
活動地點 Event Location					
學習目標 Learning Objective					
媒體社群 Social Media	(Line、Facebook、Instagram、Google Site 等) (Line, Facebook, Instagram, Google Site etc.)				
項目 Item 職稱 Job Title	姓名 Name	系級 Department/ Year	學號 Student ID	常用電子信箱 Usual E-mail	手機號碼 Mobile Number
社長 President					
(以上表格可自行增加) (the form can be extended if necessary)					

二、社群計畫書內容(格式可自行延伸)

II. Contents of Social Group Proposal (format can be extended)

附件 1
Attachment 1

一、社群主題簡介

I. Introduction to Theme of Social Group

(說明社群成立目的、主題發想的原因等.....)

(Explain purpose for forming social group, reason for the theme etc.)

二、活動內容：

II. Event description:

(說明計畫內容及重點項目等.....)

(Explanation of the proposal's contents and key items etc.)

三、預定執行之具體作法與時程規劃：

III. Planned Methodology and Schedule:

(請具體說明社群預定進行方式、分工與時程規劃，以及如何透過小組間互動達到成立目的與預期成果，格式不限，表格可自行增加。)

(Please give specifics on how the social group will be conducted, the division of labor, schedule, how interactions between teams will be used to achieve the original mission, and the anticipated outcomes. A custom format can be used and the form can be extended if necessary.)

場次	日期及時間	地點	活動主題	學習目標、活動簡述
Sessions	Date and time	Location	Event Topic	Learning Objective, Brief description of activities
1				
2				
3				
4				
5				

四、預期成效、成果佐證方式與未來展望：

IV. Anticipated outcomes, supporting evidence, and future outlook:

(請說明預計如何呈現社群的執行成果、檢視學習成效之方式與未來展望等。)

(Please explain how the implementation outcomes of the social group will be presented, the method for examining learning performance, and future outlook.)

【審核結果】

[Review Outcome]

審核結果 Review Outcome	通過 <input type="checkbox"/> Pass	有條件通過 Conditional Pass	未通過 <input type="checkbox"/> Rejected
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審核意見

Review Opinion

收件日期：

Date Received:

經辦人簽章：

Clerk's Signature:

院長簽章：

Dean's Signature:

國立中央大學工學院「學生自主雙語社群」活動簽到單
National Central University College of Engineering “Self-directed Bilingual Student Social Group” Event Sign-in Form

國立中央大學工學院「學生自主雙語社群」成果報告
National Central University College of Engineering “Self-directed Bilingual Student Social Group” Progress Report

成員 Members	學習心得 Study Insights
化材系111123456 陳小明 CME 111123456 Chen, Xiaoming	

二、社群計畫書內容(格式可自行延伸)

II. Contents of Social Group Proposal (format can be extended)

一、社群宗旨

I. Social group Purpose

二、實際執行活動內容描述：

II. Description of the actual event execution:

三、活動成效及檢討：

III. Event outcomes and review:

四、學習心得：

IV. Study Insights:

(※請每位成員說明透過此計畫之學習是否有提升或改變，每人至少200字，表格可自行增加。)
(Please have each member explain whether their learning through this program has improved or changed, with a minimum of 200 words per person. You may add rows to the table as needed.)

五、結論與展望：

V. Conclusion and Outlook

活動照片紀錄 Event Photo Album

(請提供清晰之照片原檔，至少 6 張，表格可自行增加。) (Please provide the raw files for at least 6 clear photos. The form can be expanded if necessary.)

照片] Photos]	
照片描述] Photo Caption]	