

東海大學教材、教具製作補助辦法

100 年 11 月 22 日教務會議通過

104 年 11 月 17 日教務會議修訂通過

106 年 04 月 11 日教務會議修訂通過

107 年 11 月 13 日教務會議修訂通過

108 年 11 月 12 日教務會議修訂通過

109 年 11 月 17 日教務會議修訂通過

112 年 09 月 12 日教務會議修訂通過

第一條 目的為鼓勵本校**專任、專案和約聘教師**開發教材、教具，以提升教學品質、建立教學特色，特訂定東海大學教材、教具製作補助辦法（下簡稱本辦法）。

第二條 本辦法所稱教材與教具內容定義如下：

- 一、一般教材：一般教材係指以教學使用為原則，且具備 ISBN 國際標準書號編碼之書籍，不包含翻譯或編譯書籍。
- 二、教具為搭配課程教學活動所研發設計之實體器材，須具創新特色，可實際運用於課程中，並能重複利用，獲補助後須檢附教具使用說明書。
- 三、教材之再版或更新，修正幅度須達到原內容三分之一以上。

第三條 申請方式

- 一、申請時間：每學年第一學期開學第一週起依公告受理申請。
- 二、申請人請於公告期限內檢送申請表、已完成 50%之教材或已完成 50%之教具運用在教學上之影片，各一份送教務處教學發展中心，彙整後轉送本校教學發展委員會審議。
- 三、若為協同製作或合著者，須繳交合著者同意書。
- 四、如已獲其他經費補助，不得重複提出申請。

第四條 審查方式

- 一、由教學發展委員會進行審查，必要時得邀請校內外學者專家參與審議。
- 二、教學發展委員會成員如為作者或共同著作者時應迴避審查。
- 三、審查內容包含：教材與教具的創新性、必要性與可操作性。

第五條 補助與核銷方式

- 一、補助項目以業務費為主，科目包含編稿費、材料費及印刷費為限。
- 二、補助金額由教學發展委員會核定後公告。
- 三、補助原則：
 - (一) 一般教材：一般教材總頁數 250 頁以下補助新台幣 1 萬元整、250 至 500 頁補助新台幣 2 萬元整、500 頁以上補助新

台幣 3 萬元整。

(二) 教具：為提升教學品質開發之新教具，其補助額度由教學發展委員會視教具成本補助 1 至 3 萬元整。

(三) 實際補助金額，由教學發展委員會依學校當年度預算核定之。

四、獲本補助之教材及教具，應先通過教學發展委員會成果審核後始得憑收據辦理核銷，並依會計室規定辦理。

第六條 權利與義務

一、獲補助之一般教材封面或封底，應註明「本教材獲東海大學補助」之字樣，並繳交三件教材至教務處教學發展中心，以供成果紀錄之用。

二、獲補助之教具，應標註「本教具獲東海大學補助」之字樣，並繳交三件教具之相片及運用在教學上之影片至教務處教學發展中心，以供成果紀錄之用。

第七條 凡接受本辦法補助者，須遵守智慧財產權相關法律之規範。

第八條 本辦法經教務會議通過後公告施行。

Tunghai University Regulations on Teaching Material and Teaching Aid Production Grants

Approved on the Academic Affairs Meeting on November 22, 2011
Amended and approved on the Academic Affairs Meeting on November 17, 2015
Amended and approved on the Academic Affairs Meeting on April 11, 2017
Amended and approved on the Academic Affairs Meeting on November 13, 2018
Amended and approved on the Academic Affairs Meeting on November 12, 2019
Amended and approved on the Academic Affairs Meeting on November 17, 2020
Amended and approved on the Academic Affairs Meeting on September 12, 2023

Article 1 To encourage **full-time, project-based, and contract faculty members** at Tunghai University to develop teaching materials and teaching aids that enhance instructional quality and establish distinctive teaching features, these regulations (hereinafter referred to as “the Regulations”) are hereby established.

Article 2 Definitions:

- I. General Teaching Materials: Refers to books intended for instructional use that have an ISBN. Translations or adapted works are not eligible.
- II. Teaching Aids: Refers to physical tools or equipment specifically designed to support course instruction. These must be innovative, reusable, and practically applicable in teaching. A user manual must be submitted upon receiving the grant.
- III. **Revised/Updated Editions: Updated teaching materials must have at least one-third of the content modified compared to the original edition.**

Article 3 Application Procedure

- I. **Application Period: Begins in the first week of the first semester each academic year, as announced.**
- II. Applicants must submit the application form along with a completed draft of at least 50% of the teaching material, or a video showing at least 50% of the teaching aid in use, and send both to the Center for Teaching and Learning, Office of Academic Affairs, which will forward materials to the Teaching Development Committee for review.
- III. If the project is co-authored or jointly developed, a co-author agreement must be submitted.
- IV. **Applicants who have already received funding from other sources for the same material or aid are not eligible.**

Article 4 Review Process

- I. The Teaching Development Committee will conduct the review, and may invite internal or external experts as needed.
- II. Committee members who are authors or co-authors must recuse themselves from the review.
- III. Review criteria include: innovation, necessity, and usability of the teaching material or aid.

Article 5 Grants and Reimbursement

- I. **Funding is primarily for general operating expenses, limited to manuscript preparation, materials, and printing costs.**
- II. Approved funding amounts will be announced by the Teaching Development Committee.
- III. Funding Principles:
 - A. General Teaching Materials: Under 250 pages: NT\$10,000; 250–500 pages: NT\$20,000; Over 500 pages: NT\$30,000
 - B. Teaching Aids: New teaching aids developed to enhance instructional quality may be funded between NT\$10,000 and NT\$30,000 depending on cost, as determined by the Committee.
 - C. Final funding amounts will be approved by the Committee based on the university's annual budget.
- IV. **After the Committee approves the submitted teaching outcomes, reimbursement may be processed with proper receipts, following Accounting Office regulations.**

Article 6 Rights and Obligations

- I. Teaching materials that receive funding **must include the statement: “This material was funded by Tunghai University”** on the front or back cover. Three copies must be submitted to the Center for Teaching and Learning for recordkeeping.
- II. Teaching aids that receive funding **must be labeled with the statement: “This teaching aid was funded by Tunghai University.”** In addition, three photographs of the teaching aid and a video demonstrating its instructional use must be submitted to the Center for Teaching and Learning for recordkeeping.

Article 7 Recipients of the grants must comply with all applicable intellectual property laws and regulations.

Article 8 The regulations shall be announced and promulgated upon approval by the

Academic Affairs Meeting.