**KMU Teacher’s Research and Study Leave on Vacation Application Form**

**□Winter**

**□Summer**

Submission date(mm-dd-yyyy)：

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicant | Employee ID: | | | Position  title |  | | | | Substitute’s seal | | |  |
| College/  Department |  | | | | Contact Info. | | Extension/GSM：  Email: | | | | | |
| Research and Study | Duration | | (from mm-dd-yyyy to mm-dd-yyyy) | | | | | | | | | |
| Destination | | □Domestic □Abroad：(Country) | | | | | | | | | |
| Institution | |  | | | | | Phone No. | | |  | |
| **Theme for Research and Study：(Brief description of your training plan or paper outline)** | | | | | | | | | | | | |
| Is this the first time you submit such application? (by applicant) check it by [T.3.1.03.個人進修研習查詢](https://wac.kmu.edu.tw/loginnew.php?PNO=team3017.php&usertype=per)  □ Yes.  □ No. Duration for the previous one: (mm-dd-yyyy) □ Submission date of the final report: (mm-dd-yyyy)  □ Not yet submitted. | | | | | | | | | | | | |
| As per KMU Guidelines for Teacher's Research and Study Leave on Winter/Summer:   1. When applying for Summer Research and Study Leave, a research & study plan and consent letter issued by the destination institution must be presented along with the application form. 2. All expenses incurred are to be paid solely by the teacher (which can be applied for from government agencies or academic organizations). 3. A Research and Study report must be submitted to HR Office within 3 months after the completion of Research and Study Leave. | | | | | | | | | | | | |
| 學科主管  Director | | 系(所、中心)主管Department Chair | | | | 學院(中心)主管  Dean | | | | 人力資源室主任  HR Director | | |
| 教務長  Academic Affairs Director | | 研發長  Research and Development Director | | | | 副校長  Vice President | | | | 校長  President | | |

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