**KMU Teacher’s In-Service Training on Vacation Application Form**

**□Winter**

**□Summer**

Submission date(mm-dd-yyyy)：

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant |  Employee ID: | Positiontitle |  | Substitute’s seal |  |
| College/Department |  | Contact Info. | Extension/GSM：Email: |
| Training | Duration | (from mm-dd-yyyy to mm-dd-yyyy) |
| Destination | □Domestic □Abroad：(Country) |
| Institution |  | Phone No. |  |
| **Theme for training：(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 Directions Regarding Teacher’s In-service Training on Winter/Summer Vacation:1. When applying for in-service training, a training plan and consent letter issued by the destination institution must be presented along with this application.
2. All expenses incurred are to be paid by the teacher, thus seeking funding from a Government Agency or Academic Institution is strongly suggested.
3. A final report must be handed in to HR office within three months after the training.
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| 學科主管Subject Director | 系(所、中心)主管Department Director | 學院(中心)主管Dean | 人力資源室主任HR Director |
| 教務長Dean of Academic Affairs | 研發長Dean of R&D | 副校長Vice President | 校長President |

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