

## 中國醫藥大學優良教材獎勵辦法

### China Medical University Guidelines for the Outstanding Teaching Materials Award

第一條 為提升本校教學品質，鼓勵專任教職員製作優良教材，增進教學成效，特訂定「中國醫藥大學優良教材獎勵辦法」（以下簡稱本辦法）。

To enhance the quality of teaching and encourage full-time faculty to develop outstanding teaching materials that improve teaching effectiveness, the "China Medical University Guidelines for the Outstanding Teaching Materials Award" (hereinafter referred to as "these Guidelines") are hereby established.

第二條 優良教材：

一、實體教材：含未出版與已出版之教科書、著作、翻譯書、參考工具書、學術性書籍。

二、數位教材：含影音串流、多媒體動畫、教學網頁、磨課師課程、電子書及 E 化教學平台之系統性數位教材。不含課堂錄製之簡報錄影檔。

三、教案教材：翻轉課程、PBL、TBL 教案等。

前項參賽教材皆須為整學期授課之教材，少於四分之一上課內容之教材不得競賽；但 TBL、PBL 課程、翻轉課程及群組教學課程不在此限。

Types of Outstanding Teaching Materials:

1. Physical Materials: Including unpublished and published textbooks, scholarly works, translated books, reference tools, and academic publications.
2. Digital Materials: Including streaming videos, multimedia animations, instructional websites, MOOCs, e-books, and systematic digital content on e-learning platforms. Classroom-recorded slideshow videos are excluded.
3. Lesson Plan Materials: Including flipped classroom plans, PBL (Problem-Based Learning), and TBL (Team-Based Learning) lesson plans.

All submitted materials must cover an entire semester's teaching content. Materials covering less than one-quarter of the course content are ineligible, except for TBL, PBL, flipped courses, and group-based courses.

第三條 申請：

一、限本校專任教職員申請。

二、申請人應填寫申請單，並檢附實際教材成果、授課課程期末教師教學意見調查分數及相關書面資料，於公告期限內向教務處提出申請。

三、獲獎之優良教材，三年後若有更新，於提列修訂前後版本之差異說明後，得重新提出申請。

Application:

1. Only full-time faculty are eligible to apply.

2. Applicants must complete the application form and submit the actual teaching materials, student feedback scores from the semester-end course evaluations, and relevant supporting documents to the Office of Academic Affairs within the announced application period.
3. Award-winning materials may be re-submitted for evaluation after three years if they have been updated. The differences between the original and updated versions must be clearly stated.

第四條 評審：

一、教材由下列人員評分：

(一)校長聘請本校 6~12 名專任教師擔任之，並依照當學年度申請件數決定聘請人數。

(二)「優良教材評選委員會」(以下簡稱評選委員會)之委員。評選委員會之組成由教務長及教師發展中心主任擔任當然委員，各學院院長、通識教育中心主任分別推薦一名所屬單位專任教師擔任委員。以上委員共計 12 名，並由教務長擔任召集人。

二、評選委員會應於當年度學校預算編列之額度內，依審核併計結果，審定當年度實體教材、數位教材及教案教材之獎勵名額、等第及金額，陳校長核定後公告。

Review Process:

1. Materials will be evaluated by the following personnel:
  - (1) 6 to 12 full-time faculty members appointed by the President, with the actual number depending on the number of applications in the academic year.
  - (2) Members of the “Outstanding Teaching Materials Review Committee” (hereinafter referred to as “the Committee”). The Committee is composed of the Dean of Academic Affairs and the Director of the Center for Faculty Development (ex officio members), as well as one full-time faculty member recommended by each college dean and the Director of the General Education Center. A total of 12 members serve, with the Dean of Academic Affairs as the convener.
2. The Committee shall determine the number of awards, award levels, and prize amount for physical, digital, and lesson plan materials for the current year based on the review results and within the annual budget. The results shall be submitted to the President for approval and announcement.

第五條 獎勵：

- 一、實體教材及數位教材獎勵等第分為含創意的傑出、優良、佳作，各等第頒發獎牌一面及獎金。
- 二、教案教材不分等第，獲獎者頒發獎牌一面及獎金。
- 三、每件優良教材不論個人或多人合著，僅限獲獎乙次。
- 四、獲獎之優良教案不得重複申請其他校內相關補助。

- 五、與校外聯名共同發表者，需檢附著作未向校外申請獎勵之切結書。
- 六、獲得優良教材各獎項之教職員，應提供優良教材編纂心得報告，公布於本校教學相關網頁中經驗分享，以及該教材對本校的持續貢獻。
- 七、獲獎之優良教材得送本校圖書資訊中心典藏。
- 八、本辦法之使用經費，由學校自籌或教育部補助經費下支付。

Awards:

1. Physical and digital materials will be awarded in three levels: Outstanding, Excellent, and Honorable Mention. Each award includes a plaque and prize money.
2. Lesson plan materials will be awarded without ranking levels. Recipients will receive a plaque and prize money.
3. Each set of teaching materials, whether authored individually or jointly, may only receive one award.
4. Award-winning lesson plans may not be submitted for other internal funding programs.
5. If co-authored with external institutions, the applicant must provide a declaration stating that the work has not been submitted for external awards.
6. Award recipients must submit a reflection report on the development of the materials for sharing on the university's teaching-related websites, and describe the continued contribution of the material to the university.
7. Award-winning teaching materials may be archived in the Library and Information Center.
8. The funding for these awards will come from university funds or subsidies from the Ministry of Education.

- 第六條 優良教材之製作及使用，若涉及違反學術倫理、著作權及智慧財產權之相關規定：
- 一、於評審過程中經查證屬實者，應經評選委員會審議後取消其參賽資格。
  - 二、於獲頒獎勵後經查證屬實者，應經評選委員會審議後註銷獎勵，並追回獎牌及獎金。

If the production or use of the awarded materials involves violations of academic ethics, copyright, or intellectual property rights:

1. If verified during the review process, the Committee shall revoke the eligibility.
2. If verified after the award is granted, the Committee shall cancel the award and recover the plaque and prize money.

- 第七條 獲獎人於獲頒獎勵之當學年度違約離職者，經評選委員會審議後，得註銷獎勵，已頒給之獎牌及獎金並予追回。

If an award recipient breaches their contract and resigns during the awarded academic year, the Committee may revoke the award and recover the plaque and prize money.

- 第八條 本辦法經行政會議通過，陳請校長公布後實施；修正時亦同。

These regulations shall take effect after approval by the Administrative Affairs Meeting and subsequent promulgation by the President of China Medical University. Amendments follow the same procedure.