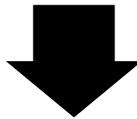


## 業界專業專題演講費申請作業流程圖

### Flowchart: Industry Professional Speech Fee Application and Review Process

函請各單位就當學期業師演講費補助提交申請表  
(約每年1月、7月)

**Submission Period:** Application forms for the current semester's speech fee subsidy are accepted in approximately January and July each year.



彙整並審查各單位業師演講費補助申請  
(約每年3月、9月)

**Application Review:** Applications are collected and reviewed in approximately March and September each year.



通知教學單位及申請教師審查結果  
(採隨到隨審)

**Notification of Results:** Review results will be communicated to the instructional unit and to the applicant faculty member.  
(Rolling admission)



獲核配業師演講費補助之單位進行後續報帳作業，請將報帳黏存單、演講相關資訊、領據等送教務處查驗

**For units that have been approved for the speech fee subsidy:**  
Send invoices, speaker information, and receipts to the Office of Academic Affairs for verification and checking.