

徵求帶隊教師 1-2 名-

姐妹校上海外國語大學移地學習團

(報名截止日期為 11/2(日)前)

1-2 escort teachers wanted

(Apply by November 2nd, Sun.)

一、活動時間 Time：2025 年 11 月 17 日至 12 月 1 日(為期兩周) November

17th to December 1st, 2025 (Two weeks)

二、活動地點 Venue：上海外國語大學 Shanghai International Studies

University

三、主辦單位 Host：上海外國語大學 Shanghai International Studies

University

四、帶隊老師校內徵選條件：

1.本校專任教師(含專案)。

2.本校國際合作交流教師(系/所/院)為優先考量。

3.語言科系(英、法、德、西、日、應華系)教師為優先考量。

五、提供帶團老師：來回機票(須團進團出)、於上海研習期間之住宿、及團體

旅遊門票及交通、旅遊平安保險。

六、報名方式與時間：請[點我下載](#)報名表，填妥後於 11 月 2 日(日)前將報名表

回傳國合處國際交流組-李少涵專員之信箱(oc2003@mail.wzu.edu.tw)。

七、職責：

1. 本次營隊將預計招募 30 位同學經由本處挑選後推派參加，帶隊老師負責掌握學生每日上課及各項出遊活動情況及勤缺紀錄之責任，學生出國研習期間，視同在校上課，不得任意缺席任何活動及課程。
2. 須參加行前說明會，返國後，須繳交海外參訪/國際研討會返國報告。
3. 協助學生處理研習期間各項事宜(如費用繳交、事項宣佈、生活適應、生病就醫及各種突發事項之處理等等)。
4. 活動結束時，收集學生每日勤缺紀錄及參訪心得表；於返國後，繳交至本處，本處將依學校規定辦理缺曠課登記。

八、注意事項：

1. 帶隊老師不安排單獨行程，須根據實際情況而隨時配合、調整。
2. 上外將統一安排接送機與接駁車服務，帶隊教師必須與學生團進團出。
3. 此活動經由本處統一上簽，核准後，帶隊老師再依該簽呈作為公假依據，自行處理請假、代課與調課事宜。

承辦人：國合處 國際交流組 李少涵 Ext.2613

Requirements :

1. Wenzao Full-time teachers (Contract teachers included)
2. (department/ college) International coordinators preferred
3. Teachers from language departments (English, French, German, Spanish, Japanese, Applied Chinese) preferred

Program Offer :

Return Flight ticket (No individual itinerary), accommodation, day trips, insurance

To apply :

Application form should be [downloaded here](#), fulfilled and submitted to the Office of International and Cross-strait Cooperation at: oc2003@mail.wzu.edu.tw by November 2nd, 2025.

Responsibilities :

1. The escort teachers are responsible for ensuring the attendance of the 30 students who are expected to be recruited. The study program is considered as school class. Students should attend all the lessons and activities.

2. The escort teachers should attend pre-departure briefing and submit report upon returning.
3. The escort teachers should assist students' affair on-site during the program time.
4. The escort teachers should collect students' attendance and reports and submit to OICC office upon returning.

Reminders :

1. There will be no separate arrangement for the escort teachers during the program time. The escort teachers must be able to adjust according to the on-site situation.
2. Airport pick-up and shuttle bus service will be provided by the host university. The escort teachers must accompany the group at all times.
3. Upon approval, the escort teachers can ask for business leave at Wenzao and arrange classes accordingly.

Contact: Zoe Li (#2613), Section of International Exchange, OICC