**＊當要進修較高學位時**

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| 項目 | 相關規定 | 應備表件資料 | 辦理時間　 | 備註 |
| 報考前 | 報考前應填申請書並經校長核准。 | [在職進修報考同意書](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C%E5%90%84%E9%A0%85%E8%A1%A8%E6%A0%BC%5C%E5%9C%A8%E8%81%B7%E9%80%B2%E4%BF%AE%E5%A0%B1%E8%80%83%E5%90%8C%E6%84%8F%E6%9B%B81021122.doc)  |   | [國立花蓮女子高級中學教師在職進修審查優先順序作業規定](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C10%E6%B3%95%E4%BB%A4%E8%A6%8F%E7%AB%A0.files%5C%E9%80%B2%E4%BF%AE%E9%A0%86%E5%BA%8F%E5%AF%A9%E6%9F%A5%E8%A6%8F%E5%AE%9A%EF%BC%88970416%E4%BF%AE%E6%AD%A3%E9%80%9A%E9%81%8E%EF%BC%89%E6%A0%A1%E5%85%A7%E8%A6%8F%E7%AB%A0.doc) |
| 錄取後  | 部分辦公時間進修：為利課務安排，每學期就讀請填公假申請書。 | [在職進修學位公假申請書](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C%E5%90%84%E9%A0%85%E8%A1%A8%E6%A0%BC%5C%E5%9C%A8%E8%81%B7%E9%80%B2%E4%BF%AE%E5%AD%B8%E4%BD%8D%E5%85%AC%E5%81%87%E7%94%B3%E8%AB%8B%E6%9B%B81021122.doc) |   |   |
| 留職停薪進修：1.教育人員留職停薪辦法。2.請填留職停薪進修申請書。 | 1.[留職停薪進修申請書](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C%E5%90%84%E9%A0%85%E8%A1%A8%E6%A0%BC%5C%E7%95%99%E8%81%B7%E5%81%9C%E8%96%AA%E7%94%B3%E8%AB%8B%E6%9B%B8.doc)**2.**[公教人員保險被保險人非育嬰留職停薪選擇續(退)保同意書](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C%E5%90%84%E9%A0%85%E8%A1%A8%E6%A0%BC%5C%E5%85%AC%E6%95%99%E4%BA%BA%E5%93%A1%E4%BF%9D%E9%9A%AA%E8%A2%AB%E4%BF%9D%E9%9A%AA%E4%BA%BA%E9%9D%9E%E8%82%B2%E5%AC%B0%E7%95%99%E8%81%B7%E5%81%9C%E8%96%AA%E9%81%B8%E6%93%87%E7%BA%8C%28%E9%80%80%29%E4%BF%9D%E5%90%8C%E6%84%8F%E6%9B%B8.doc)**。**3.[全民健康保險保險對象退保(轉出)申報表](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C1%E6%AC%8A%E7%9B%8A%E5%B0%88%E5%8D%80.files%5C%E5%81%A5%E4%BF%9D%E9%80%80%E4%BF%9D%E8%A1%A8.doc)。 |   |   |
| 口試通過 | 1.口試通過後未領取學位證書前，請先備齊相關資料供人事室先行初審作業，以維當事人權益：（1）初任教師時之派令或聘書1份正本及影本。（2）教師時敘薪通知書1份正本及影本。（3）歷年考核通知書正本及影本。 （4）研究所進修歷年成績單(證明修業年限) 正本及影本。於七月底前改敘者，以改敘後薪級辦理成績考核。2.取得新資格申請改敘者，自審定改敘之日起改支。　 | 1.[取得較高學歷提敘申請書。](file:///E%3A%5CPemis2K%5CDb%5C%E8%A1%A8%E6%A0%BC%5C%E6%95%99%E5%B8%AB%E5%8F%96%E5%BE%97%E7%A2%A9%E5%8D%9A%E5%A3%AB%E6%94%B9%E6%95%98%E7%94%B3%E8%AB%8B%E6%9B%B81021122.doc)2.留職停薪進修人員請另填[復職申請書](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C4%E9%80%B2%E4%BF%AE%E7%A0%94%E7%BF%92.files%5C%E5%BE%A9%E8%81%B7%E7%94%B3%E8%AB%8B%E6%9B%B8.doc)。3.[全民健康保險保險對象 復保](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C1%E6%AC%8A%E7%9B%8A%E5%B0%88%E5%8D%80.files%5C11432_1_2-3%E5%81%A5%E4%BF%9D%E5%81%9C%E5%BE%A9%E4%BF%9DMN%E8%A1%A8.doc)[(轉 入)申報表](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C1%E6%AC%8A%E7%9B%8A%E5%B0%88%E5%8D%80.files%5C%E5%81%A5%E4%BF%9D%E9%80%80%E4%BF%9D%E8%A1%A8.doc)。 |   |   |
| 取得畢業證書 | 進修取得較高學歷申請改敘時，得改按新學歷起敘，並採計不含進修期間之服務成績優良年資，在本職最高薪範圍內按年提敘。 | 持證書正本、影本至人事室辦理提敘。  |   |   |

[](file:///C%3A%5CUsers%5Cuser%5CDesktop%5C%E6%88%91%E7%9A%84%E7%B6%B2%E7%AB%99103%5C1%E6%AC%8A%E7%9B%8A%E5%B0%88%E5%8D%80.htm#同仁相關權益提醒事項)