

# 大專教師資格審查履歷表填寫說明

## 一、環境設定：

步驟一：開啟瀏覽器，點選「工具」中的「網際網路選項」功能。

步驟二：點選「安全性」後，再點選「信任的網站」將大專教師送審通報系統 (<https://www.schprs.edu.tw>) 加入。

步驟三：點選「自訂層級」出現安全性設定畫面時，請將【ActiveX 控制項與插件】之選項皆點選為「啟用」。

(以上可參考大專教師送審通報系統。於首頁左下方點選「線上教學」，再點選「系統環境設定說明」即可。)

## 二、線上填寫履歷表：(長時間未操作使用，畫面會變成空白為系統設定，目的為防止資料被他人看到)

(一) 進入大專教師送審通報系統 (<https://www.schprs.edu.tw/>)，於首頁左方點選【教師申請作業】【線上填寫履歷表】即會出現填寫表單畫面。

(二) 於【請先選擇學校】中勾選：公立 大學 後  
在下拉式選單選取0009國立中山大學後點選【確認】。

(三) 履歷表填寫畫面共有五個頁籤(【基本資料】、【學經歷資料】、【歷次送審資料】、【代表著作】、【參考著作】)，請至各頁面填寫資料。

註：若任教科系代碼(如附件)、學術專長代碼找不到完全符合之項目，請以最接近之代碼填寫。

(四) 履歷表之暫存、儲存、預覽及列印

1.暫存(.tmp)：將履歷表資料暫時儲存，於下次可匯入(【教師申請作業】【匯入履歷表】)履歷表繼續輸入或修改。(此一功能於儲存時不會做檢核動作)

2.儲存(.xml)：將履歷表資料表單存成檔案，系統會檢核欄位資料是否輸入完整，以供送審用。

3.列印：點選【列印】列印審查履歷表。

## 三、填寫完成後，請將

(1)教師資格審查履歷表列印一份並於送審人簽章欄簽章；

(2)儲存之檔案(.tmp 或.xml) (可送磁片或 E-mail 至人事室 E-mail：[ope@mail.nsysu.edu.tw](mailto:ope@mail.nsysu.edu.tw))；

(3)三張照片；

送人事室(分機：2042)。

※下載或填寫若有問題，可詢問人事室，分機：2045。

# Instructions for completing the higher education faculty member CV form for qualification assessment purposes.

## 1. Environment setup:

Step 1: Open up the browser, click on "tool" under "internet options"

Step 2: Select "security" and then click "trusted sites", add the website address (<https://www.schprs.edu.tw>) of **The reporting system for assessment on higher education faculty member.**

Step 3: Select 「 Custom Level 」, make sure all items listed on **【 Active X controls and plug-ins 】** are set as "enabled"

(Please refer to **The reporting system for assessment on higher education faculty member.** Click on " On-line instructions" at the bottom on the left hand side corner of the first page and select "Instructions for system settings".

## 2. Create CV online: (For the purpose of privacy protection, the system will enable the screen to go blank when the computer has been idle for a lengthy period of time)

(1) Enter the website of **The reporting system for assessment on higher education faculty member** (<https://www.schprs.edu.tw>), select "Faculty member application process" located on the left hand side of the main page, then click on "Create CV online", an online form should appear on the screen.

(2) In **【 Please select university 】**, select  national  university; choose **0009 National Sun Yat-sen University** from the drop-down menu, click **【 Confirm 】**

(3) There are five categories to be filled in on the CV creation page: **【 Basic Information 】 【 Academic qualification 】 【 Applications made in the past 】 【 List of representative publications 】 【 List of reference publications 】**

Note: if unable to locate a suitable code for the teaching subject ( see the attached file) or specialized academic subject, please fill in codes that are closest to the intended subjects.

(4) Temporarily save, save, preview or print the CV

1. Temporarily save the CV (.tmp) : Save the CV temporarily. CV can be retrieved and imported into (**【 Faculty member application process 】 【 Import CV 】** ). CV can then be imported or modified. (Checking service will not be activated when operating the saving function)

2. Save (.xml) : Save the CV form as a file. **The system will check if all required fields are completely filled in** for the application process.

3. Print : Select **【 Print 】** to print out the CV.

### 3. After completing the form, please

(1) Print **one copy** of the qualification assessment form for CVs of higher education faculty members and sign at the required space for the applicant.

(2) Files (in .tmp or .xml) can be directly forwarded to HR in a floppy disk or sent via email address of HR: ope@mail.nsysu.edu.tw.

(3) 3 photos should be sent to HR (ext. 2042)

※Any questions regarding downloading or filling out the form, please contact HR Office, ext. 2045.