

**國立中興大學 臺灣學術倫理教育資源中心教研「副管理者」帳號申請表**  
**NCHU's Account Application form for AREE's " Deputy Manager"**

單位名稱 Department	管理者姓名 Manager's Name	電子郵件帳號 Email Address (used as the account)	異動情形 (請勾選) Account Status (please select)	權限 (請勾選) Permissions (please select)
			<input type="checkbox"/> 新申請New Application <input type="checkbox"/> 停用Deactivation <input type="checkbox"/> 變更Change	<input type="checkbox"/> 副管理者Deputy Manager A <input type="checkbox"/> 副管理者Deputy Manager B
			<input type="checkbox"/> 新申請New Application <input type="checkbox"/> 停用Deactivation <input type="checkbox"/> 變更Change	<input type="checkbox"/> 副管理者Deputy Manager A <input type="checkbox"/> 副管理者Deputy Manager B
			<input type="checkbox"/> 新申請New Application <input type="checkbox"/> 停用Deactivation <input type="checkbox"/> 變更Change	<input type="checkbox"/> 副管理者Deputy Manager A <input type="checkbox"/> 副管理者Deputy Manager B
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			<input type="checkbox"/> 新申請New Application <input type="checkbox"/> 停用Deactivation <input type="checkbox"/> 變更Change	<input type="checkbox"/> 副管理者Deputy Manager A <input type="checkbox"/> 副管理者Deputy Manager B

權限說明Permission Description :

1. 副管理者A (每單位限一人) : 可新增及編輯人員帳號、查詢成績和修課證明。

2. 副管理者B : 僅能編輯人員密碼、設定通知信、停用帳號, 及查詢成績和修課證明。

**※非臺灣學術倫理教育資源中心之課程由主辦單位核發研習證明, 並由參與研習人員主動提供證明文件經研發處認可者, 始採計研習時數。**

1. Assistant Administrator A (limited to one person per unit): Can create and edit personnel accounts, and has access to query grades and course completion certificates.

2. Assistant Administrator B: Can only edit personnel passwords, set up notification emails, deactivate accounts, and access query grades and course completion certificates.

**Note: For courses not provided by the Taiwan Academic Ethics Education Resource Center, the training certificates are issued by the organizing unit. Participants must provide the certificate documents, which will only be counted as training hours after approval by the R&D office.**

申請人： Applicant sign		連絡電話： Contact number	
單位主管核章： The unit supervisor sign			
申請日期： Date of Application			
備註： Note			
1. 申請表電子檔(excel格式)請傳送至vmlab@nchu.edu.tw, 信件主旨: ○○系-臺灣學術倫理教育資源中心「副管理者」帳號申請表。 2. 申請表紙本經單位主管核章後, 請傳遞袋送至研發處學術組盧錦惠小姐(校內分機550轉302) 存查。 1. Please send the electronic application form (Excel format) to vmlab@nchu.edu.tw with the subject line: "○○ Department - Account Application form for AREE's Deputy Manager." 2. After the application form has been signed and stamped by the unit supervisor, please deliver the hard copy to Ms. Lu at the Academic Development Division of the Research and Development Office (internal extension 550 ext. 302) for record-keeping.			