年度編號：( ) (由本部填寫)

 **年度科技部國際培訓研習會成效評估統計表**

計畫名稱：()

執行機構：()

計畫主持人：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

執行日數：­­\_\_\_\_\_\_日(包括來、去前後兩日) 計畫聯絡人: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

執行日程：( 年 月 日至 月 日) (Tel: )

 (E-mail: )

**項目**：**(每場次活動辦理結束後2週內，先行回傳成效評估統計表電子檔給本部業務承辦人)**

1. 計畫中、英文簡介(各1頁)
2. 計畫日程表
3. 邀訪外國學員之國家及人數統計
4. 邀訪外國學員之區域、國家及人數分布統計
5. 列舉並簡介本計畫下邀訪來台之重要國際科技合作人士(包含講員及學員)及與本計畫合作相關之國際組織
6. 學員意見回饋
7. 執行本計畫遭遇之問題及建議事項
8. 計畫自行綜效評估(至多3頁)
9. 邀訪外國學員名單
10. 邀請外國講員名單
11. 邀請國內講員名單
12. 邀請其他國內產官、學研界參與名單
13. 歷年參與人員現況追蹤分析
14. **結合國際組織(如亞洲太平洋經濟合作會議,APEC)之訓練活動說明及邀約其重要人士名單**
15. 其他
16. **計畫中、英文簡介(各1頁)**
17. **計畫日程表**
18. **邀訪外國學員之國家及人數統計**─**實際來台 國 人**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 編號 | 報名國家 | 報名人數 | 錄取人數 | 實際來台人數 | (備註) |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  | (自費) |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| **(實際來台國家數)** | **(報名人數)** | **(錄取人數)** | **(實際來台學員人數)** |
|  |  |  |  |

1. **邀訪外國學員之區域、國家人數分布統計**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 來訪區域 | 東南亞(東協國家為邀訪主要考量) | 南亞 | 中東 | 中南美 | 其他地區 |
| 區域人數 |  |  |  |  | 0 |
| 國家數目 |  |  |  |  | 0 |
| 國家名稱(及該國來台人數) |  |  |  |  |  |

1. **列舉並簡介本計畫下邀訪來台之重要國際科技合作人士(包含講員及學員)及與本計畫合作相關之國際組織**
2. **學員意見回饋(問卷內容至少包含附件:參考問卷之內容，應附完整學員問卷內容及格式，並統計及分析)**
3. **執行本計畫遭遇之問題及建議事項**
4. **計畫自行綜效評估(至多3頁)**

 (請依申請書規劃內容列出重要工作項目，包含:計畫執行目標達成情形、國內外參加人數檢討、自費或自付機票食宿等費用之學員人數比例及其說明、相關主題討論數目、實地參訪成效、相關國際組織間合作情形、機關間簽約合作或人員交流訪問安排等)

1. **邀訪外國學員名單 (計 國 人)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 編號 | 姓名 | 國家(請用英文) | 職稱 | 機構 | 聯絡方式(e-mail) | **受補助項目(機票、食宿費用或自費)** | **備註** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. **邀請外國講員名單，合計 位、**本計畫經費項下邀請之外國講員\_\_\_\_位

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 編號 | 外國講員姓名 | 國家 | 職稱 | 機構名稱 | 經費出處 |
| 1 |  |  |  |  | 本計畫項下經費 |
| 2 |  |  |  |  |  “ |
| 3 |  |  |  |  |  “ |
| 4 |  |  |  |  | (非本計畫經費) |

1. **邀請國內講員名單，合計 位**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 編號 | 姓名 | 職稱 | 系所/部門 | 機構名稱 | 經費出處 |
| 1 |  |  |  |  | 本計畫項下經費 |
| 2 |  |  |  |  | (非本計畫經費) |

1. **邀請其他國內**A學研、B官、C產界**參與名單(合計 人)**

(含教授、講師、博士後、研究生等)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 編號 | 姓名 | 職稱 | 系所/部門 | 機構名稱 | 經費出處 |
| A1 |  |  |  |  | 本計畫項下經費 |
| B1 |  |  |  |  | (非本計畫經費) |

* 請各執行機構於活動前應先將本成效評估統計表，併邀請函分送擬邀請之本部與會人員。
* 於活動辦理結束後2週內，請先行回傳成效評估統計表電子檔給本部業務承辦人；並於計畫結束至遲3個月內，線上繳交結案報告(內含成效評估統計表)完成後，檢附結案報告2份正式以紙本函送本部檢據報銷。
1. 歷年參與人員現況追蹤分析

追蹤年份(西元):

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 編號 | 姓名 | 國家(英文) | 參與計畫年份 | 原職稱 | 原任職機構 | 原聯絡方式(e-mail) | 新職稱 | 新任職機構 | 新聯絡方式(e-mail) | 備註 |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

1. **結合國際組織(如亞洲太平洋經濟合作會議,APEC)之訓練活動說明及邀約其重要人士名單**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 編號 | 姓名 | 職稱 | 機構 | 聯絡方式(e-mail) | 國家 (請用英文) | 機構名稱(請用英文) | 備註 |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. 其他

**附件:參考問卷**

【WORKSHOP EVALUATION QUESTIONNAIRE】

Thank you for attending our workshop. In order to help us improve the quality and efficacy of the workshop, please take some time to fill out the following questions.

DATE (YYYY.MM.DD):\_\_\_\_\_\_\_\_\_\_\_\_

Part 1 basic information

Nationality:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current posisiton:\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How did you hear about this event?

□Invitation

□Employer

□Media

□Word of mouth

□Other, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. How much prior professional knowledge did you get before attending?

□I know nothing of it.

□I know just a little.

□I know some concepts but still learning.

□I am most of the time superior to superior to that of my expert's peers.

□I am always superior to superior to that of my expert's peers.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Part 2 Specific questions related to the topic  | Excellent | Good | Fair | Poor | Terrible |
| *《date》* | *《Topic name》* | □ | □ | □ | □ | □ |
| *《date》* | *《Topic name》* | □ | □ | □ | □ | □ |
| *《date》* | *《Topic name》* | □ | □ | □ | □ | □ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Part 3Overall event experience | Excellent | Good | Fair | Poor | Terrible  |
| 1 | Overall, how would you rate the event? | □ | □ | □ | □ | □ |
| 2 | How would you like the venue/facility of the event? | □ | □ | □ | □ | □ |
| 3 | How would you like the handouts provided in the workshop? | □ | □ | □ | □ | □ |
| 4 | Cost | □ | □ | □ | □ | □ |
| 5 | Schedule | □ | □ | □ | □ | □ |
| 6 | Registration process | □ | □ | □ | □ | □ |
| 7 | Visa application | □ | □ | □ | □ | □ |
| 8 | Transportation to/from the airport | □ | □ | □ | □ | □ |
| 9 | Transportation during the event | □ | □ | □ | □ | □ |
| 10 | Accommodation  | □ | □ | □ | □ | □ |
| 11 | Food | □ | □ | □ | □ | □ |

12. Overall, how satisfied are you with the event?

□Very satisfied

□Satisfied

□Neutral

□Dissatisfied

□Very dissatisfied

13. Would you recommend the event to friends or colleagues?

□Definitely

□Probably

□Not sure

□Probably not

□Definitely not

14. How likely are you to attend a similar event in the future?

□Definitely

□Probably

□Not sure

□Probably not

□Definitely not

Part 4

The best / worst thing about the event

|  |
| --- |
| 1. Which one was, to you, the most useful point in the presentations?  |
| 2. Which topic of the presentations would you like to recommend for next event? |
| 3. Would you like to recommend any speakers for next event? |
| 4. What did you like most about the event? |
| 5. What did you like least about the event? |
| 6. What other recommendations would you make to improve the next event? |

Part 5

Whatever the host/team would like to know……..