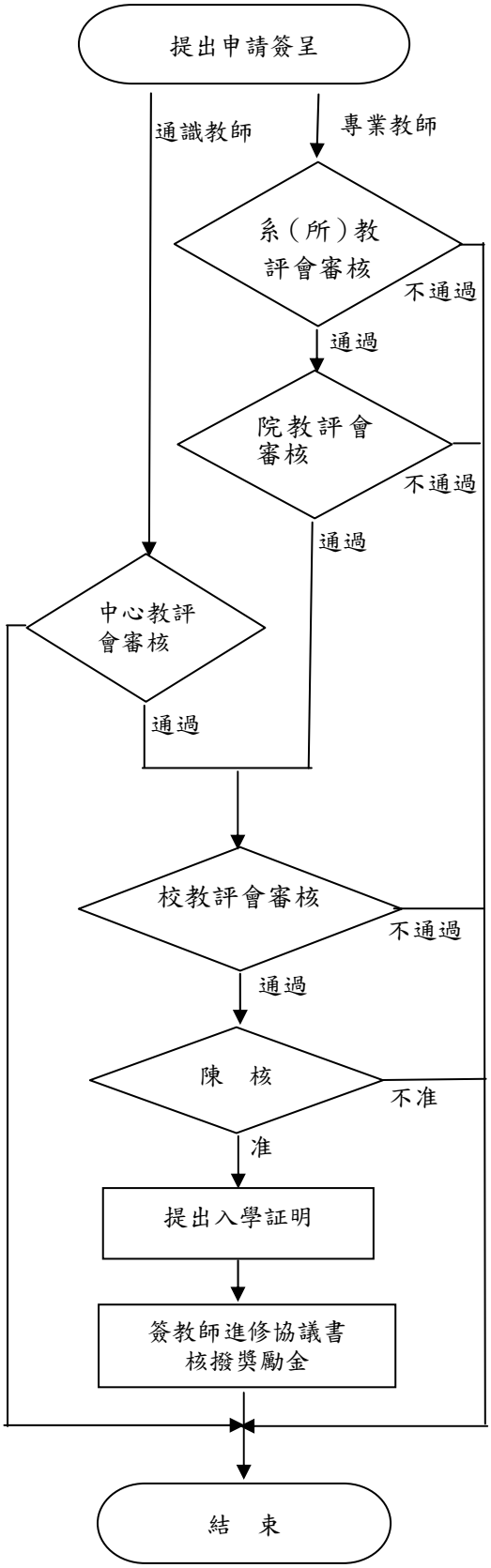中華科技大學 教師進修補助 作業流程