

文藻外語大學教師調課申請表

Wenzao Ursuline University of Languages Application for Rescheduling Classes (for Instructors)

所屬單位 Dept. of Instructor		職稱 Position					申請人簽名 Signature								
班級 Class	組別 Group	科目 Course Titles	原上課時段 Original Course Time					擬調課時段 Rescheduling Course Time					互調老師 簽名 Signature of Instructor Exchanging Class	教室 需求 Requirement for Classroom	
			年 Year	月 Month	日 Day	星期 Week	節次 Period	年 Year	月 Month	日 Day	星期 Week	節次 Period			
調課原因 Reason	<input type="checkbox"/> 校內會議 On-Campus Meeting (請填寫會議名稱 Name of Meeting : _____) <input type="checkbox"/> 校內研討會 On-Campus Conference (請填寫研討會名稱 Name of Conference : _____) <input type="checkbox"/> 考試週提前考試 Exam Given Before Uniform Exam Week : (依據「文藻外語大學日間部教師期中、期末考試週課程處理原則」第三點規定，若需提前考試，應提出申請並經系(中心)主任同意後為之，且考試週須照常上課。According to article 3 of the Wenzao Ursuline University of Languages Regulations for Mid-term and Final Exam Weeks, instructors of classes that need to take exams earlier must request approval by submitting an application to the chairperson of the appropriate department (or center). Classes must still be conducted during exam week.) <input type="checkbox"/> 課程需要 Required by the Course (請務必詳述課程需要之原因 Please explain : _____)														
1 系科中心主任 Chairperson of Dept. of Instructor															
2 教師所屬院長 Dean of College of Instructor															
3 課務組承辦人 Curriculum Section Staff															
4 課務組組長 Head of Curriculum Section															
5 教務長 Dean of Academic Affairs															
備註 Notes	1. 此表純因校內公務、課程需要或考試週提前考試而調課者使用，調課所需教室須由調課申請人先行上網登記借用。This form should be used for rescheduling class times for official business on campus, because it is necessary for the course or for taking exams before exam week. The classroom needed for the rescheduled class must be requested online in advance. 2. 凡參加校外會議、研討會或處理其他校外事務者，須至校務資訊系統進行教師請假作業，不得使用本表。For meetings, conferences and other business off campus, instructors must use the University information system to request leave. This form should not be used. 3. 日間部課程調課請依 1 → 2 → 3 → 4 → 5 流程辦理。Steps 1- 5 must be followed for rescheduling Day Division classes.														