**文藻外語大學教師提前期末考試申請表**

Wenzao Ursuline University of Languages

Request to Hold Final Exam Earlier

申請日期： 年 月 日

Application Date: yyyy mm dd

|  |  |  |  |
| --- | --- | --- | --- |
| 教師所屬單位  Dept. of Instructor |  | 教師姓名  Name |  |
| 學年度  Academic Year |  | 學期  Semester |  |
| 提前考試科目  Course Title |  | 開課班級  Class |  |
| 申請原因  Reason |  | | |
| 所屬系所  （中心）主任  Sign by Chairperson of Department (Center) |  | | |

期末考試若需提前考試，應提出申請並經系（中心）主任同意後為之，且期末考週須照常上課；期末考當週因故調課者，須依校內相關請假辦法辦理，惟期末考試週不需上課。In the event that a teacher would like to hold the final exam earlier, the teacher should submit an application to be approved by the chairperson of the department (or center director); classes should take place during the final exam week. In the event that a teacher would like to reschedule classes during the final exam week, he or she should follow related regulations to apply for leave and no classes will take place during the final exam week.