

# 臺北醫學大學授課教師更改成績申請表

## Taipei Medical University Grade Correction Application Form

教師填寫欄 Filled out by the instructor

申請日期 Date of Application :

年(yyyy)

月(mm)

日(dd)

授課老師 (親簽或蓋章) Instructor's Signature		開課單位 Department	
科目名稱及班別 Course Title and Class		授課學期 Semester	學年度 Academic Year 第 學期 Semester
聯絡電話 Phone	(H) (C) (O)	學生所屬 系所/學位學程 Student's Dept.	(人數眾多請列清單) (Have a list if there's no enough space)
學生姓名 Student Name	(人數眾多請列清單) (Have a list if there's no enough space)	學號 Student ID	(人數眾多請列清單) (Have a list if there's no enough space)
更正分數 Correct Grade	(人數眾多請列清) (Have a list if there's no enough space)	原始分數 Original Grade	(人數眾多請列清) (Have a list if there's no enough space)
事由 Reasons for the Correction			
簽核意見 Permission Procedure			
(開課單位)主任 / 所長 Director of the Department (Institute of the Course Unit)	註冊組 Registration Section	副教務長 Associate Dean of Office of Academic Affairs	教務長 Dean of Office of Academic Affairs
<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意 Disagree · 原因 Reason :  簽章(含日期) : Signature (including Date):			
註冊組處理結果 Registration Section Final Result	承辦人 Officer	組長 Chief	

### 注意事項 Note :

1. 申請前請詳閱本校「申請複查及更改成績辦法」。

Please read "TMU Regulations on Grading Re-examination and Alteration" carefully before application.

2. 各科成績送註冊組後，除經複查確實計分錯誤，或有依據顯示成績登錄錯誤外，不予更改；與評分有關文件由授課教師保存兩年。

After submission, grades couldn't be altered except wrong calculation and recording after reviewing with proofs. All original documents regarding grades should be reserve for two years.

3. 提出時間：第一學期為 1 月 31 日前；第二學期為 7 月 31 日前。

In first semester, application should be proposed before January 31<sup>st</sup>. In Second semester, it should be proposed before July 31<sup>st</sup>.

\* The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.