

臺北醫學大學授課教師緩繳成績申請表

Taipei Medical University Delayed Grade Submission 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 Instructor		授課學期 Semester	學年度 Academic Year 第 學期 Semester
開課單位 Department		科目名稱及班別 Course Title and Class	
科目課號 Course Code		聯絡電話 Phone	(H) (C) (O)
事由 Reasons for Delayed Grade Submission	<input type="checkbox"/> 實習尚未完成，預計_____年_____月_____日結束。 Internship not completed, expected date is yyyy/mm/dd		
	<input type="checkbox"/> 課程尚未完成，預計_____年_____月_____日結束。 Course not completed, expected date is yyyy/mm/dd		
	<input type="checkbox"/> 其他不可抗力因素(請於空白處述明)。 Other force majeure factors (please state in the blank below)		
繳送日期 Date of Submission	年 月 日前 Before Date(yyyy/mm/dd)		
(開課單位)主任 / 所長 Director of the Department (Institute of the Course Unit)		注意事項 Note	
<input type="checkbox"/> 同意 Agree <input type="checkbox"/> 不同意 Disagree · 原因 Reason : 簽章(含日期): Signature(including Date)		1. 寒暑假期間始能完成課程或實習，致無法於本校行事曆公告期限內繳送成績者，經開課單位主管同意，由授課教師限期內繳送。 Internship and courses would be completed until winter/summer vacation, so that grades couldn't be submitted before the deadline in school calendar. After having permission of the head of department, the instructor should submit grades in limited time. 2. 繳交時間：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 st . In Second semester, it should be proposed before July 31 st .	

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