

Date(YY/MM/DD)申請日期： 年 月 日

銘傳大學 教師校外教學及行文申請表

Application Form for Off-Campus Teaching (Written Report Required)

Ming Chuan University

Teacher's signature 教師：

班級名稱 Class Name	科目名稱 Course Name	教師姓名 Teacher's Name	原上課時間 Original Class Time		校外教學時間 Off-Campus Teaching Time	
			日期 Date	教室 Classroom	日期 Date	地點 Place
班級代號 Class Number	科目代號 Course Number	教師編號 Teacher's ID No.	節次 Period		節次 Period	
申請目的及理由 Reason						批示 Comments
教學單位 Department			學務處 Student Affairs Division			
學務組 Student Affairs Section			桃園 行政處 Taoyuan Administration			
教務組 Academic Affairs Section						
課務組 Curriculum Section			教務處 Academic Affairs Division			

備註 1：本表供需行文者填寫及使用。請於七天前由教師本人簽章提出申請，逾期申請不予受理。Note: This form is Off-Campus Teaching for which a written report is necessary. Applicants should sign and submit the application 7 days before the scheduled activity. Overdue applications will not be accepted. *Comments or reviews should be made by related sections. 備註 2：本表單蒐集之個人資料，僅限於教務管理及校務分析使用，非經當事人同意，不轉做其他用途，亦不會公佈任何資訊，並遵循本校資料保存與安全控管辦理。Note: The personal information collected on this form is used only for academic affairs data management and university affairs analysis. Without student's express agreement, this information will not be used for any other purpose, nor will it be publicized, in accordance with the university's data storage and security control management procedures.