

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	☐ 實習尚未完成，預計_____年_____月_____日結束。 Internship not completed, expected date is yyyy/mm/dd		
	☐ 課程尚未完成，預計_____年_____月_____日結束。 Course not completed, expected date is yyyy/mm/dd		
	☐ 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)		
送出成績日期 Date of Submission	年(yyyy) 月(mm) 日(dd)		
(開課單位)主任 / 所長 Director of the Department (Institute of the Course Unit)		注意事項 Note	
☐ 同意 Agree ☐ 不同意 Disagree · 原因 Reason : 簽章(含日期): Signature(including Date)		未能於本校行事曆當學期公告期限內送出成績之授課教師，應於當學期公告之學期總成績輸入截止日前，提出緩繳成績申請，其延長期限至多二週，經開課單位主管同意後，送註冊組受理。→惟因實習安排，須於寒、暑假期間方能完成的實習課程，至遲應於次學期本校行事曆開學日前二週送出成績。 If score couldn't be submitted before the deadline in school calendar, instructor should have the permission from the director of department. The extension period may be up to two weeks, and submit "Delayed Grade Submission Application Form" to Registration Section before the deadline. However, for internship courses that must be completed during the winter or summer break due to internship arrangements, score should submit scores two weeks before the school begins.	

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

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