

# 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)		
送出成績日期 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)		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，經開課單位主管同意後，送註冊組受理，惟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 and submit "Delayed Grade Submission Application Form" to Registration Section before the deadline. Please note that Instructor 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.