Date(YY/MM/DD)申請日期：　　年　　月　　日

銘傳大學　　教師校外教學申請表 Application Form for Off-Campus Teaching

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：本表供一般不需行文校外教學申請。請於七天前由教師本人簽章提出申請，逾期申請不予受理。本表依分層負責、授權決行。

Note: This form is Off-Campus Teaching for which a written report is not 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.