

國立交通大學

暑期課程 列計至次學年 第一學期或第二學期 申請表

National Chiao Tung University

Application Form for Summer Course Hours Carryover to the 1st or 2nd Semester for the Next School Year

申請日期： 年 月 日

Application Date: Year Month Date

一、說明：

I. Information:

1. 依據本校「暑期開班授課辦理要點」第 5 點規定：「暑期課程每班最低開課人數為十六人（但在職專班不在此限），並得依本校英語授課獎勵辦法申請獎勵。暑期課程確定開班時，專任教師可選擇支領授課鐘點費或列計次學年之教學負荷。惟專班暑期課程開班人數未達十六人者，專任教師不得選擇列計次學年之教學負荷與申請英語授課獎勵。」
1. In accordance with the University's "Processing Guidelines for Summer School Organization Regulations" Article 5: "The minimum number of students for summer courses is 16 students per class (Continuing Education Program courses do not apply), and the course is eligible for applying to the University's English Course Instruction Incentive Provisions. When the summer course is confirmed as being held, the full-time instructor can opt to receive hourly fees or have the hours carried over to the following school year's teaching load. However, if less than 16 students register for the Summer Continuing Education Course, the full-time instructor may not opt to have the hours carried over to the following school year's teaching load and may not apply for the English Course Instruction Incentives.
2. 依據本校「教師授課鐘點核計原則」第 12 條第 3 點規定：「每位教師每學期至少須教授一門課程（參小時）。若教師經系所課程委員會及院課程委員會推薦，於暑期開設課程，且依本校「暑期開班授課辦理要點」或「霹靂優學園實施辦法」選擇列計次學年之教學負荷者，於次學年開學前，得申請該學年可有一學期授課不受此規定限制。……」
2. In accordance with the University's "Teaching Hours Accounting Principle" Article 12 Item 3, "Each instructor should teach at least one course per semester (3 hours). If the instructor has been recommended by the Department and College Course Committee to hold a summer course, then he/she must follow the University's "Processing Guidelines for Summer School Organization Regulations", or "Exceptional Campus Implementation Measures" and opt for carrying over the hours to the following school year's course load. Prior to the start of the following school year, he/she may apply for being exempt from teaching for one semester for the said school year and is not limited by this regulation..."
3. 本申請表適用對象：當年度開授暑期課程且確定開班，專任教師依本校「暑期開班授課辦理要點」或「霹靂優學園實施辦法」選擇列計次學年之教學負荷，並經教師所屬系所及學院課程委員會推薦（有會議紀錄）者。
3. This application form is an application to: Those instructors that will be teaching a confirmed summer course for the current school year, and the full-time instructor must follow the "Processing Guidelines for Summer School Organization Regulations", or "Exceptional Campus Implementation Measures" to opt for having the hours carried over to the following school year's teaching load and also have recommendations (stated in the meeting minutes) by the instructor's Department and College Course Committee.

二、申請人資料：

II. Application Information:

系所名稱： Department:	教師姓名： Instructor's Full Name:	人事代碼： Personnel Code:	職級： Job Grade:
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三、暑期課程資料：

III. Summer Course Information:

開課 學年度 School Year of the Course	永久課號 Permanent Course Code	課程名稱 Course Name	學分數 Credits	時數 Hours	選別 Course Type	課程列計至(次學年) __學年度之教學負荷(請勾填) Course Hours Carry over to (following school year) __School Year's Teaching Load (Please tick and fill in the space)	
						第一學期 First Semester	第二學期 Second Semester

四、請檢附資料：系所課程委員會會議記錄、學院課程委員會會議記錄

IV. Please attach the following information: Department and Course Committee Meeting Minutes and College Course Committee Meeting Minutes

申請人簽章 Applicant Signature and Stamp	單位主管簽章 Division Head Signature and Stamp	院長簽章 Dean of College Signature and Stamp	教務處 Office of Academic Affairs	
			課務組擬辦 Proposed by Course Affairs Section	教務長簽章 Vice President of Academic Affairs Signature and Stamp