**元智大學職技人員選讀校內課程申請表**

**YZU Application Form for Staff Taking Courses in YZU**

申請日期Date： 年　　月　　日(yy-mm-dd)

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| **申請人資料Applicant’s Data** | | | | | | | | | | | |
| 姓名  Name |  | | | | 單位  Service Unit | |  | 職稱  Job Title | | |  |
| 到職日期  (需滿1年)  Date of Arrival/Date of Register (at least one year) |  | | | | 畢業學校  及科系  Major & School of graduation | | 選讀研究所課程者，需具報考研究所資格；選讀大學課程者，需具高中以上學歷  Applicants shall be qualified for taking courses of both graduate school and undergraduate school. | | | | |
| **選讀課程資料Course Information** | | | | | | | | | | | |
| 學年度Academic Year 第 學期Semester | | | | | | | | | | | |
| 學系(所)  Department  (College) |  | | | | 課程名稱  Course | | 每學期至多選讀一門課，並不得選讀實驗課  one course at most, the applicant shall not take any laboratory course. | | | | |
| 課號  Course No. |  | | | | 班別  Class | |  | 授課老師  Instructor | | |  |
| 上課時間  Course period | 星期Date: 起from 至to 每週共 小時  星期Date: 起from 至to Total hours each week | | | | | | | | | | |
| 授課老師簽名  Signature of Instructor |  | | | | | | 單位主管簽名  Signature of Department Chairman |  | | | |
| **補班方式Compensatory Selection** | | | | | | | | | | | |
| □以特休假抵補  Deducted from compensatory time off.  每週抵補小時數hours each week： ，共計小時數hours totally：  □加班抵補Compensatory overtime working   |  |  |  | | --- | --- | --- | | 星期Data | 起From | 迄To | |  |  |  | |  |  |  |   □利用非上班時間進修，故無須補班或請假。  Taking courses during the time off so that the compensation is not necessary. | | | | | | | | | | | |
| 備註  Additional note | | 1.加班抵補者，應以差勤系統簽到退時間為準。  For those who select compensatory overtime working, the hours shall be calculated based on the E-attendance System.  2.以上補班方式至少以「小時」為計算單位。  All the compensatory selections shall be calculated based on hours.  3.填妥本表後送人事室循行政程序核定。  This application form shall be filled out by the applicant and then sent to the Personnel Office to go through the administrative verification process. | | | | | | | | | |
| **以下由人事室填寫For Personnel Office Use Only** | | | | | | | | | | | |
| 申請人上學年度考績是否為甲等以上  The applicant’s efficiency scale of last school year (above scale A) | | | | * Yes * No. | | | 單位內目前職技  人員人數  Current staff numbers within the department | | | (to be calculated as the 1st rank department) | |
| 單位內已申請選課人員姓名及比例  Numbers and percentage of people in the Department applied for taking courses | | | | 人people（　 　）  　 　 ／　 　\*100％＝　 　 ％ | | | | | | | |
| 需不超過一級單位職技人數之30％  not more than 30% of the 1st rank department’s staffs | | | | | | | |
| **核准Verification** | | | | | | | | | | | |
| 人事室  Personnel Office | | | 教務處  Office of Academic Affairs | | | 秘書室  Secretariat Office | | | 校長  President | | |
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The English translation is for reference only. In case of any discrepancy between Chinese version and English version, the Chinese version shall prevail.