

國立臺灣大學文學院語文中心中國語文組

學生申請換班流程表

Chinese Language Division, Language Center, College of Liberal Arts, NTU

Application Form for Class Adjustment

(Please Follow the Following STEPS to Complete ALL the Procedures)

**Step 1 :** 填寫個人與原分入班級之基本資料 Leave your Personal and Original Class information

請原教師務必將意見填寫清楚，方可交給學生

|   |   |   |  |
|---|---|---|--|
| 學生姓名 Name                                   |   | 原班級<br>The Original Class                     |  |
| 教材 Textbook                                 |   | 原分入班級教師簽名<br>The Original Teacher's Signature |  |
| 申請換班理由<br>The Reason for Class Adjustment   |   | 申請日期<br>Date of Application                   |  |
| 原分入班級教師意見<br>The Original Teacher's Opinion | 聽 | 讀   |  |
|   | 說 | 寫   |  |

**Step 2 :** 申請旁聽班級 The Class You Want to Sit In (\*Or You may ask the Original Teacher for Suggestion)

請接受旁聽的教師務必逐項填寫清楚，方可交還學生

|  |   |                             |            |
|--|---|-----------------------------|------------|
| 申請旁聽班級 (1)<br>The Class You Want to Sit In (1) |   | 上課時間<br>The Class Time      |            |
| 教材 Textbook                                    |   | 教師簽名<br>Teacher's Signature | 日期<br>Date |
| 旁聽班級教師意見<br>The New Class Teacher's Opinion    | 聽 | 讀                           |            |
|  | 說 | 寫                           |            |

|  |   |                             |            |
|--|---|-----------------------------|------------|
| 申請旁聽班級 (2)<br>The Class You Want to Sit In (2) |   | 上課時間<br>The Class Time      |            |
| 教材 Textbook                                    |   | 教師簽名<br>Teacher's Signature | 日期<br>Date |
| 旁聽班級教師意見<br>The New Class Teacher's Opinion    | 聽 | 讀                           |            |
|  | 說 | 寫                           |            |

**Step 3 :** 最後請原分班級教師與新進班級教師於下方簽名，並在截止日前將此表交回中語組辦公室，以完成申請程序！

To complete procedures, please Have **BOTH** the **Original Teacher** and the **New Teacher Sign in** the following blanks and submit this form back to the CLD Office by deadline.

|                            |  |   |  |
|----------------------------|--|---|--|
| 旁聽後進入班級<br>The Final Class |  | 新進入班級教師簽名<br>The New Class Teacher's Signature      |  |
| 教材 Textbook                |  | 原分入班級教師簽名<br>The Original Class Teacher's Signature |  |
| 日期 Date                    |  | CLD 辦公室確認核章<br>CLD completion confirmation          |  |

● 換班規定詳背面 Class Adjustment Regulation is attached behind

## 班級調整

**時間**：每學期開課第一週〔自第 2 個上課日起，至開課第一週星期五下午 5:00 止〕。

\*第一個上課日請至原班上課，不開放旁聽。

\*第二個上課日起開放旁聽。

**步驟**：

1. 請先至辦公室領「申請換班流程表」。
2. 請取得原班教師及新班教師同意並於流程表上簽名，只能到班表上未滿 8 人的班級旁聽，且一個班只能旁聽 1 個小時。
3. 如欲換班，換班與否，由原班教師及新班教師決定，並需取得兩位教師同意與簽名，且該班未滿 8 人才可換班。
4. 於期限內將流程表繳回辦公室。

※若有多人欲進入相同班級，由新班教師全權決定進入該班人選。

※申請表須簽章完整並於期限內（截止日下午 5:00 前）交回語文中心中語組 222 辦公室；逾期恕不受理。

※換班僅限一次，繳回換班單後，不得再換。

## Class Adjustment

**Period** : Starting from the second day of class, ending by 17:00, Friday in the first week of each term

- First day of class is not opened for class adjustment/auditing in other classes, please stay in original class.
- The class adjustment is only opened from the second day of class.

**Steps** :

- i. Get "Class Adjustment Form" from the office.
- ii. Obtain the approval and signature from the instructors of the original class and of the class you're going to sit in. You can only sit in classes of less than 8 students (which shall subject to the class announcement posted in front of CLD office, NOT how many students really sitting in the classroom), and you can sit in **ONE** single class for **ONE** hour only.
- iii. Whether you can change classes is decided by the instructors of both the original and the new classes; once your request of class changing is granted, please have both teachers sign again in the form. Please note that the number of students in that class shall be less than 8, or you are not allowed to change into that class.
- iv. Return the form to the office before deadline.

※The priority is completely decided by the teacher of the new class when there are more applicants than available vacancies.

※The application is completed only when the application form is completed (including the signatures from both teachers) and returned to the CLD Office Room 222 by 17:00 before deadline. No class-changing is permitted after the first week of the term.

※You can only change your class once. Once you submit the form back to the office, you cannot change again.

我已經詳細閱畢國立臺灣大學語文中心中國語文組華語班之換班規定，並同意遵守。

I have completely read all the information indicated above, and agree that I will follow the class adjustment regulations without transgression.

申請人親筆簽名 Applicant's Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_