

新纪元大学学院调课通知
New Era University College: Cancellation of Lecture/Tutorial

<p>兹通知以下课程取消/ Please note that the following lecture/tutorial is cancelled</p> <p>科系/Course: _____ 日期/Date: _____</p> <p>科目/Subject: _____</p> <p>时间/Time: _____ 课室/Classroom: _____</p> <p>讲师/Lecturer: _____</p> <p>原因/Reasons: _____</p>	<p style="text-align: center;">指示</p> <ol style="list-style-type: none"> 1. 讲师在调课前请填写此表格。 2. 未克通知学生者请致电注册处（课务组）职员。 3. 需调课的讲师请于一周内进行补课。 <p style="text-align: center;">Instruction</p> <ol style="list-style-type: none"> 1. Lecturers are required to fill up the Cancellation of Lecture/Tutorial Form to the Registrar's Office (Academic Unit) before the cancellation of lectures/tutorials. 2. Please inform the Registrar's Office (Academic Unit) if you are unable to contact students the cancellation of lectures/tutorials. 3. The replacement of lectures/tutorials should be carried out within one week after the form is submitted.
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新纪元大学学院补课通知
New Era University College: Replacement Lecture/ Tutorial

<p>请讲师填写补课时间和地点/ The details for the replacement lecture/tutorial are as follows:</p> <p>科系/ Course: _____</p> <p>科目/ Subject: _____</p> <p>补课日期/Date of replacement: _____</p> <p>补课时间/Time: _____</p> <p>补课课室/Classroom: _____</p>	<p style="text-align: center;">作业程序</p> <ol style="list-style-type: none"> 1. 讲师与班上同学协调后，填写此表格。 2. 请将表格交予各系主任以便核准。 3. 经核准的表格，请交予注册处（课务组）以便存录。 4. 额外之补课申请，须获得注册处主任的批准。 <p style="text-align: center;">Procedure</p> <ol style="list-style-type: none"> 1. Discuss the details of replacement with students before filling in this form. 2. Pass the forms to the Head of Department for approval. 3. Pass the approved forms to the Registrar's Office (Academic Unit). 4. Solicit approval from the Registrar for any extra replacement class.
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讲师/Lecturer:	签名/Signature:	系主任/ Head of Department:	签名/Signature:
	正楷/Name:		正楷/Name:
	日期/Date:		日期/Date:
注册处（课务组） 批准/Approval by Registrar's Office (Academic Unit)	签名/Signature:	日期/Date:	
	正楷/Name:		