

新纪元大学学院/New Era University College
户外教学申请表/Off-campus Teaching Application Form

Faculty/Department 院系: _____ Year 学年: _____ Semester 学期: _____

Programme 课程名称: _____

Details/详情:

| | | | |
|-----------------------------------------------|--|-------------------------|--|
| Subject Code 科目编号 | | | |
| Subject Title 科目名称 | | | |
| Content 内容 | | | |
| Objective 目的 | | | |
| Date 日期 | | Time 时间 | |
| Venue 地点 | | No. of Students 学生人数 | |
| Lecturer(s)/ Person(s) in-charge 讲师/负责人 | | Contact Number 联络电话 | |

Remark 备注:

All forms must be submitted to the Registrar's Office 10 days before the proposed date of teaching together with "Students' outgoing activities form". If the activity is cancelled, please inform the Registrar's Office in writing.

请于户外教学日，十天前提出申请并连同“学生活动外出报备名单”呈交予注册处。若是活动取消，请以书面通知注册处。

| | |
|-------------------------------|------------------------------------------|
| Signature of Lecturer 讲师签名 | Signature of Head of Department 系主任签名 |
| Name /姓名: | Name/姓名: |
| Date/日期 | Date/日期 |

| |
|---------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Approved/批准 <input type="checkbox"/> Disapproved, reason(s) /不批准, 原因: _____ _____ |
| Signature of Registrar: _____ 注册处主任签名 Name 正楷: _____ Date 日期: _____ |