附件

浙江越秀外国语学院教学计划（课程）调整申请表

Application Form for Adjustment of Course Teaching Plan of Zhejiang Yuexiu University

学院Faculty ： 专业Major： 年级Grade：

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 序号 | 课程名称Name of the Course | 调整措施Adjustment(s) | 修改后总学分Total creditsAfter Adjustment | 修改后开课学期Curriculum Duration (semester)After Adjustment  | 修改后周学时Credit Hour Per Week After Adjustment |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 课程调整原因Reason（s） for Course Adjustment |   系主任签字 Signature of the Dean： |
| 学院初审意见Opinion from the College | 学院主管院长签字Signature of the Dean for Teaching and Learning： （学院公章） (College Official Seal) Date: 年 月 日 |
| 教务处审批Opinion from Academic Affairs Office | 教务处主管领导签字： （教务处公章） 年 月 日Signature of the Academic Affairs Office Leader:(Official Seal of the Academic Affairs Office) Date: |
| 学校审批Opinion from the University |  主管校领导签字：Signature of university leader：  年 月 日 Date: |

填写说明：1.“调整措施”一栏写“新增、删除、开课时间调整、学时学分调整、课程名称调整”等；2.“课程调整原因”应写清调整理由，理由要充分；“学院初审意见”一栏应写明审核情况，不能只有签名没有意见。“教务处审核”一栏应写明“同意或不同意，不同意需写明理由”。3.涉及人才培养方案重大调整，应附论证报告，并报请主管校领导批准。

Note: 1. The column of "Adjustment（s）" should be filled with information such as "Course Addition/Cancel/ Adjustment of Class Time/Adjustment of Class Hour and Credit/ change of Course Name ";

1. In the column of "Reason(s) for Curriculum Adjustment", the applicant should provide sufficient reasons; Besides,the column of "Opinion of the College" should contain statement of audit. In addition, the column of "Opinion of Academic Affairs Office " should state "Agree” or “disagree”, and reasons should be listed if disagreed "

3. If there is any major adjustment in the application form involving the University's Talent Training Program, the applicant shall attach a demonstration report to the university leader for approval.