

導師時間記錄手冊教學

Teaching mentor time schedule

1. 學期初，繳交導師時間計畫表(如下圖)，繳交時間以助理公告為

主。每學期至少須舉辦6次

At the beginning of the semester, submit the mentor time schedule (as shown below), and the payment time is mainly based on the assistant announcement. Must be held at least 6 times per semester

次別 NO.	日期/時間 Date/Time	地點 Location	主題 Subject
1			
2			
3			
4			
5			
6			

南華大學 108 學年度第 2 學期導師時間計畫表
Nanhua University Second Semester of 108
Mentor Time Schedule

學制：大學日間部 系別：國際企業學士學位學程 班級：3A;3B;3C 導師：賴丞坡

班級導師簽章 Mentor Signature : _____

系(所)主任簽章 Chair Signature :

導師時間記錄手冊教學

Teaching mentor time schedule

1. 學期末，繳交導師時間紀錄冊(如下圖)，繳回時間以助理公告為主。

內容與照片須完整填寫(照片可以至 H511 列印)

At the end of the semester, submit the mentor time register (as shown below), and the payment time is mainly based on the assistant announcement. **Contents and photos must be completed.** (Photos can be printed in H511.)



南華大學

南華大學108學年度第2學期導師
時間紀錄冊

Nanhua University First Semester of 108
Mentor Time Register



系 級：國際企業學士學位學程
班 別：3年A班、3年B班、3年C班
導 師：賴丞坡老師

Department : Bachelor Program of International
Business
Class : 3A;3B;3C
Mentor : Dr. Cheng-Po Lai

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Teaching mentor time schedule

3. 每位學生至少須出席 4 次班會，如未出席應事先向班代或班導師

請假，未出席 4 次者，學期末依據校規記小過乙次。

Each student must attend at least 4 class meetings. If you are not attend, you should ask the class assistant or class mentor for leave in advance. Those who have not attended 4 times will have a minor demerit at the end of the semester.

4. 導生活動費本國生 100 元/人，境外生 80 元/人。

The mentor time fee is NT 100 / person for domestic students and NT 80 / person for foreign students.

5. 核銷導生活動費需繳交：

(1) 收據或發票，需打統編 08628737

(2) 單獨簽到單及照片(請至 H511 領取表格)

(3) 繳回時間以助理公告為主

To audit the mentor time fee should hand in:

(1) **Receipt that need the tax ID number 08628737.**

(2) **Individual sign-in slip and photo. (Please go to H511 to receive the form.)**

(3) **The payment time is mainly based on the assistant announcement..**