停修系統操作手冊-簽核端(授課老師、導師、助教、系主任) Course Withdrawal System Handbook—Signatory Version (Course Instructor, Academic Advisor, Departmental TA, Departmental Chair)

一、 簽核路徑：校務行政入口網 / 教務相關系統 / 停修課程簽核系統

   Approval Path: NTNU Administrative Portal / Academic Affairs System / Course Withdrawal Approval System

二、 停修單簽核流程 Course Withdrawal Application Form Approval Process

學生線上送出停修單	授課老師簽核	(導師)(學生停修超過3學分須導師簽核)	助教簽核	系主任簽核	課程轉入停修
Student submit withdrawal application online	approval from the course instructor	(approval from the Academic Advisor)	approval from the teaching assitant	approval from the departmental /program chair	Confirmation of Course Withdrawal

✧ 學生線上送出申請單後，隔日系統會自動寄發 e-mail 給授課老師，各關卡簽核後，均會自動寄 e-mail 通知下一位簽核人員。

   After students submit their application form, the system will automatically send an e-mail to the course instructor. Following the instructor's approval, the system will send an e-mail to the next party for their approval and signature.

✧ 合開課程任一授課老師簽核同意，停修單即往下一簽核流程

   Shared courses with more than one instructor shall only require an approval of one instructor after which the application will be sent to the next party for their signature.

✧ 學術導師資料介接學務資訊系統管理端/導師設定系統

   Information on academic advisors shall be found in the Office of Student Affairs Information System (Back-end user version) / Academic Advisor Selection System.

✧ 系主任資料介接學務處請假系統

   Information on departmental/program chairs shall be found in the Application for Leave of Absence System of the Office of Student Affairs.

三、 簽核圖例 Approval Outline

1. 勾選課程、點選同意或不同意 Check the box next to the course name and then choose either Approve or Reject

進入停修課程簽核系統後，即會預帶至「待簽核」畫面

停修單可批次同意，也可個別審核

可點選「下載」匯出停修單 excel 檔

After logging onto the Course Withdrawal Approval System, you will arrive at the **Pending Approval** screen.

You may approve of all pending applications at once, or review them individually.

You can select **Download** to export an Excel file of the course withdrawal form.

2. 檢視該單號的簽核流程 Viewing the approval process/history for a selected application form

勾選課程、點選「檢視該單號簽核歷程」即可看見該學生該停修課程的簽核流程

例如下圖，系主任可以查看授課老師、助教前已簽核同意

可點選「下載」匯出停修單 excel 檔

Check the box next to the course name, and then select View Approval History to see the approval status of the application.

In the example below, the departmental chair can see that the course instructor and departmental TA have already signed off on the form.

You can select Download to export an Excel file of the course withdrawal form.

3. 檢視該學生其他申請停修的課程 Viewing all course withdrawal applications submitted by a student

勾選課程、點選「檢視學生已申請的課程」即可看見該學生其他申請停課的課程。

例如下圖，學術導師可以此功能看學生已另申請其他停修課程(目前簽核英文(一)，該生另申請二門課停修)

可點選「下載」匯出停修單 excel 檔

學生如已修習超過 3 學分，會於該單號下方特別顯示「該學生已申請停修超過 3 學分」

Check the box next to the course name, and then select View Applications by Student to see all the courses for which the student has submitted a course

withdrawal application.

In the example below, the academic advisor uses this system function to see that the student has submitted course withdrawal applications for three other courses (English 101, which has been approved, and two other courses that are waiting for approval).

You can select Download to export an Excel file of the course withdrawal form.

If the student has already withdrawn from more than three (3) academic credits, a notification will appear stating Course Withdrawal Has Exceed Three Credits.

4. 校外課程的授課老師審核意見由學生上傳 Students are responsible for uploading the consent form of instructors for courses outside of NTNU

如果停修的課程是校外課程，授課老師的意見以附件表示。

停修課程為「校際課程」及「國訓課程」，學生應上傳外校授課老師同意停修的書面證明，例如 email 或外校的紙本停修申請單，學生端的停修申請系統也有提供校外老師同意書範本，由學生自行列印紙本由外校教師簽核同意停修後再上傳。

If a course is taught outside of NTNU, the approval/rejection of the course instructor should be stated in a separate form.

If the course is an **Inter-collegiate Course** or a **National Sports Training Course** the student is required to upload a consent form of the course instructor. This consent form can be an email, or a paper-based consent form used by the instructor's university.

The course withdrawal system (student version) also offers a non-NTNU course instructor consent form template. It is the student's responsibility to print out this form and give it to the course instructor to be signed, after which the student shall uploaded it into the system.

5. 變更簽核意見：不同意改為同意 Changing opinion: From Rejected to Approved

點選「已簽核/學生自行撤銷」，勾選課程，點選「變更為同意」，簽核結果即顯示為同意
如已點選為「同意」，該申請單即送下一關簽核流程，故無法更改為「不同意」
Select **Already Approved/Canceled by Student**. Check the box next to the course name then select **Change Opinion**. Approval results will then read **Approved**.
If you had already selected **Approved**, the application form will have been sent to the next party for their approval and it will not be possible to change your opinion to **Rejected**.

6. 助教端可以查詢所屬系所學生申請資料 Departmental TAs can check the application information for all students in the department

此介面下可以查詢所屬系所學生全部的申請單，包含未送出簽核、待簽核、已簽核完成、已自行撤銷。

可點選「下載」匯出停修單 excel 檔

可點選一筆單號，再點選「檢視該單號簽核歷程」

This interface allows departmental TAs to check on the applications of any student enrolled in the department, including: applications which have not been submitted, those pending approval, those approved, and those which have been cancelled by the student.

You can select Download to export an Excel file of the course withdrawal form.

After choosing an application, you may select View Approval History.

7. 系統自動寄給老師的通知信件—課程停修待簽核通知 The system will automatically generate emails to remind course instructors to act on an application

系統將每日早上判斷師長是否有待簽核的停修單，並自動寄發通知信件
合開教師均會收到通知email

If the course instructor has yet to sign off on a course withdrawal application, each morning the system will automatically send him/her a notification of the fact. All co-instructors of a shared course will also receive the email.

sys@ntnu.edu.tw

課程停修待簽核通知

收件者 ＿＿＿ @ntnu.edu.tw

您已於 2021/9/29 上午 09:45 回覆此訊息。

師長您好，

您有 1 筆課程停修申請單待簽核，煩請登入校務行政入口網/教務相關系統/停修課程簽核系統進行表單審核，謝謝。

此 E-Mail 由系統自動發出，請勿直接回復郵件。

Course withdrawal application form waiting instructor's review

Dear Sir/Madame,
You have one pending course withdrawal application form which requires your review. Please log onto the NTNU Administrative Portal/Academic Affairs System/Course Withdrawal Approval System to submit your review of the application. Thank you.

This is an automatically generated email. Please do not respond to this message.