

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)

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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 I Portal > Educational Administration Related System > Canceling Courses Authorization System

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



- ✧ 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.

The screenshot shows the 'Pending Approval' interface. At the top, there are tabs for '待簽核' (Pending Approval) and '已簽核/學生自行撤銷' (Approved/Student Self-Cancellation). Below the tabs are buttons for '同意' (Approve), '不同意' (Disagree), and 'Download'. A table lists pending applications with columns for '申請單號' (Application No.), '學生(聯絡電話)' (Student (Contact No.)), '停修課程' (Course), '停修原因' (Reason), '簽核階段' (Approval Stage), '簽核結果' (Approval Result), '申請時間' (Application Time), and '進單時間' (Entry Time). Two rows are visible, one for 'A學生姓名' and one for 'B學生姓名'. Red annotations include: 'Pending Approval' pointing to the tab; '2. 簽核同意 / 不同意 Agree / Disagree' pointing to the '同意' and '不同意' buttons; 'Download' pointing to the 'Download' button; and two arrows pointing to the checkboxes in the first two rows with the text '1. 勾選全部單號，可批次同意/不同意' and '1. 勾選個別單號，分別同意/不同意'. A dialog box titled '3 簽核' (3 Approval) with a question mark icon and '執行?' (Execute?) is shown at the bottom right, with 'Yes' and 'No' buttons.

申請單號	學生(聯絡電話)	停修課程	停修原因	簽核階段	簽核結果	申請時間	進單時間
101-41020109L-001	A學生姓名 □(0123456789)	共同科 英文 (一)	9/28test	授課教師	待簽核	2021/09/28 09:02:43	2021-09-28 09:30:03.0
1101-41020111L-001	B學生姓名 (0123456789)	共同科 英文 (一)	0928test	授課教師	待簽核	2021/09/28 09:57:31	2021-09-28 10:00:03.0

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.

The screenshot displays a web application interface for managing application forms. At the top, there is a navigation bar with tabs for '待審核' (Pending Review), '已審核/學生自行撤銷' (Reviewed/Student Self-Withdrawal), and 'View Approval History'. Below the navigation bar, there are buttons for '同意' (Approve), '不同意' (Disapprove), '檢視學生已申請的課程' (View Applied Courses), '檢視該單號簽核歷程' (View Approval History), '下載' (Download), and '說明文件' (Help). A table lists application forms with columns for '申請單號' (Application No.), '學生(聯絡電話)' (Student (Contact No.)), '停修課程' (Withdrawal Course), '停修原因' (Withdrawal Reason), '審核階段' (Approval Stage), '審核結果' (Approval Result), '申請時間' (Application Time), and '送單時間' (Submission Time). The first row is selected, and a pop-up window titled '1101-41020109L-001 簽核流程' (Approval Process) is displayed, showing the approval history for that specific application. The pop-up window has columns for '審核階段/審核結果' (Approval Stage/Result), '附件資料' (Attachment), and '審核時間' (Approval Time). The approval history shows three entries: '授課教師 同意 Course instructor approved' (2021-09-28 10:15:48.0), '助教 同意 Dept. TA approved' (2021-09-28 11:09:49.0), and '系主任 待審中 Dept. Chair awaiting Review'.

申請單號	學生(聯絡電話)	停修課程	停修原因	審核階段	審核結果	申請時間	送單時間
1101-000000000-001	□(0123456789)	共同科 英文(一)	9/28test	系主任	待審核	2021/09/28 09:02:43	2021-09-28 11:30:03.0

審核階段/審核結果	附件資料	審核時間
授課教師 同意 Course instructor approved		2021-09-28 10:15:48.0
助教 同意 Dept. TA approved		2021-09-28 11:09:49.0
系主任 待審中 Dept. Chair awaiting Review		

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.

The screenshot displays the 'View Applications by Student' interface. At the top, there are tabs for '待審核' (Pending Review) and '已審核/學生自行撤銷' (Reviewed/Student Self-Revoked). A red arrow points to the 'View Applications by Student' button. Below the tabs, there are buttons for '同意' (Agree), '不同意' (Disagree), '檢視學生已申請的課程' (View student's applied courses), '檢視該單號審核歷程' (View review history of this application), '下載' (Download), and '說明文件' (Help File). A table lists the applications with columns for '申請單號' (Application No.), '學生(聯絡電話)' (Student (Contact No.)), '停修課程' (Course Withdrawn), '停修原因' (Reason for Withdrawal), '簽核階段' (Approval Stage), '審核結果' (Approval Result), '申請時間' (Application Time), and '送單時間' (Submission Time). One row is highlighted with a red box, showing '1101-001' for '共同科 英文(一)' (Common Course English (I)) with a withdrawal reason of '0928test'. A blue box highlights the text '該學生已申請停修超過3學分' (This student has applied to withdraw more than 3 credits) under the application number. A blue arrow points to a notification message: '當學生申請停修課程超過3學分會出現該文字' (When a student applies to withdraw more than 3 credits, this text will appear) and 'Course Withdrawal Has Exceed Three Credits'. A red box labeled '3' highlights a dialog box titled '已填單/已停修課程' (Form Filled/Course Withdrawn) with the following text: '國文系 中文電腦資料處理 3.0學分 編修 待審核' (Chinese Department Chinese Computer Data Processing 3.0 credits, Second Semester, Pending Review) and '通識 大學入門 2.0學分 通識 待審核' (General Education University Introduction 2.0 credits, General Education, Pending Review). An 'OK' button is at the bottom of the dialog box.

申請單號	學生(聯絡電話)	停修課程	停修原因	簽核階段	審核結果	申請時間	送單時間
1101-001	(0123456789)	共同科 英文(一)	0928test	導師	待審核	2021/09/28 09:57:31	2021-09-28 11:00:00

當學生申請停修課程超過3學分會出現該文字
Course Withdrawal Has Exceed Three Credits

已填單/已停修課程

國文系 中文電腦資料處理 3.0學分 編修 待審核
通識 大學入門 2.0學分 通識 待審核

OK

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 upload it into the system.

The screenshot displays the NTNU course withdrawal system interface. It shows two application records in a table, with the second record selected. A detailed view of the approval process for the selected record is shown below.

申請單號	學生(聯絡電話)	停修課程	停修原因	審核階段	審核結果	申請時間	送單時間
1101-001	(00000)	國訓學士班 班級經營 (教)	test 國訓課程	授課教師	同意	2021-09-30 15:24:...	2021/09/30 15:24:16.186
101-003	(222)	校際學士班 (畜科大) 臺灣原民生活史	TEST 校際課	助教	待審核	2021/09/30 16:31:19	2021-09-30 16:45:03.0

審核階段/審核結果	附件資料	審核時間
同意書 已送出	附件	2021-09-30 16:31:37.596
助教 待審中		

3

國訓課程及校際課程，因授課老師為外校老師，故學生上傳同意書替代授課老師審核流程

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.

你好 登出

3 待審核 1 已審核/學生自行撤銷 **Already Approved/Canceled by Student**

變更為同意 檢視該單號簽核歷程

申請	學生(聯絡電話)	停修課程	停修原因	簽核階段	簽核結果
<input checked="" type="checkbox"/>	09-001 (1234567890)	校園學士班(嘉大) 小故事·大世界	3/10	助教	4 同意 Approved

Change opinion

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.

申請單號	學生(聯絡電話)	停修課程	停修原因	簽核階段	簽核結果	申請時間	送單時間
1101-004		(012... 國文系 中文電腦資料處理	test		尚未送出簽核		
1101-006		(012... 國文系 文字學 (一)	test		尚未送出簽核		
1101-001		(012... 共同科 英文 (一)	test	Course instructor	待簽核	Application under review	1-09-28 11:30:03.0
1101-001		(012... 共同科 英文 (一)	0928test	導師	待簽核		1-09-28 11:00:03.0
1101-003		(012... 通識 大學入門	test	academic advisor	待簽核		1-09-28 15:00:04.0
1101-002		(012... 國文系 體育	9/28test2	導師	待簽核		1-09-28 16:00:04.0
1101-005		(012... 國文系 經學通論 (一)	test	導師	待簽核		1-09-28 17:00:04.0
1101-001		(012... 共同科 英文 (一)	9/28test	Dept. Chair	同意	Review Complete	2021-09-28 11:30:03.0
1101-003		(012... 通識 大學入門	test	授課教師	不同意	Application Not Approved	21-09-28 14:30:03.0
1101-002	生已自行撤銷(2021/09/...	(012... 通識 文學與藝術	test		已自行撤銷	Canceled by Student	
1101-004	生已自行撤銷(2021/09/...	(012... 英語系 語言學概論 (一)	test		已自行撤銷		

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.



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 I Portal / Educational Administration Related System / Canceling Courses Authorization System to submit your review of the application. Thank you.

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