**上海电力大学坐班答疑、自习辅导调整申请表**

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  | 年 月 日 | |  |  |  |  |  | | 申请教师 |  | 所属专业 |  | | | 调整类型 | □坐班答疑 □自习辅导 | | | | | 调整理由 | □本人生病（附医院证明）  □因公出差、开会（写清楚会议名称或出差事由） □其他特殊原因 | | | | | 调整方案 | 类型 | □一次性调整 □长期性调整 | | | | 时间 | 原时间 |  | | | 新时间 |  | | | 地点 | 原地点 |  | | | 新地点 |  | | | 审核意见 | 院部负责人 |  | | | | 备注 |  | | | | | 注：1.调整理由勾选以后，请在备注栏中注明详细情况。 | | | | | | 2.时间和地点请严格按照当时上报坐班答疑和自习辅导表格中的格式填写。 | | | | | | 3.申请表须经部门主管领导审批同意，否则无效。申请表一式三份，其中一份张贴坐班答疑、自习辅导处，一份部门留档，一份送教务处备案。二级院部同步将调整情况公布于信息发布处。 | | | | | |  | | | | | |  | | | | | |