

靜宜大學校外教學申請表

Application for Field Trips

Descriptions:

- Please refer to *PU Regulations on Field Trips* before submitting the application. 『[Providence University Regulations on Field Trips](#)』
- Please complete the application procedures **7 days prior to departure**. The original copy of the application form, receipt for insurance coverage, information on the rental bus shall be forwarded to the Div. of Student Assistance.
- Notices on the rental vehicles for field trips: Vehicles no more than 5 years old (from the date of ex-work to date of rental).**
- Documents to be attached: vehicle registration license; driver's license; certificate of regular training for the driver; compulsory vehicle insurance; vehicle passenger insurance (only the photocopies of the above documentation would suffice; however, they must be within the validity period.)
- Please arrange the field trip in a manner which would not affect students' learning in other courses.

Dept./Class	Course Titles	Class Time		Signature of Instructor
		Date	Session	
Name of Visiting Org.	Address of Visiting Org.	Visiting Time		Signature of Leading Teacher
		Date	Time/Hours	
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Transportation

 Individually

*Please check if the following documents are complete and attached with this Form:

The photocopy of the receipt for Group Travel Insurance Policy. **(The list of insurers should be kept by the instructor for reference. The list is not required to be attached to the Application Form.)**

Signature of Trip Leading Teacher:

 Tourist bus

*Please check if the following documents are complete and attached with this Form:

Photocopy of Vehicle registration License (the vehicle must be less than 5 years old).

Photocopy of the receipt for Group Travel Insurance Policy. **(This list of insurers should be kept by the instructor for reference.)**

Signature of Trip Leading Teacher:

Procedures

① Course Offering Unit	② Div. of Student Assistance	③ Div. of R&C
Chair:	Case Officer:	Case Officer:
Dean:	Director:	Director:
④ Dean of Academic Affairs	⑤ Div. of R&C	⑥ Div. of Student Assistance
	Keep a copy of the application form for future reference	After compiling the original copy of the application form and other attachments, hand it over to the teacher for checking.