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	_____ : _____	_____ : _____			_____ : _____	_____ : _____	

備註 (Notes) :

1. 本表經授課教師核定後，請教學助理與授課教師各自保存備相關單位查核。
(After confirming the information on this sheet, the instructor and TA shall keep it for relevant units' future reference in case needs for verification arise.)
2. 請依照實際工作時間確實辦理簽到(退)，如有不實依本校規定懲處，並與授課教師負一切法律責任。
(Please sign in and out according to actual working hours. In case of any dishonest conduct, the TA shall be penalized in accordance with NTU regulations and assume all legal responsibilities together with the instructor.)
3. 因請假未記錄簽到(退)部分，請填寫原約定工作日期及請假假別與原因。
(Should the TA fail to sign in or out, s/he shall fill in the date and type of as well as the reason for the leave of absence.)