附件2

**华南农业大学本科交流生课程学分认定及成绩转换申请表**

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| 姓名 | |  | | 学号 | | | |  | | | | 学院 | |  | | | 专业 | | |  | | | | 专业（系）主任审核意见（是否同意） | |
| 派往学校 | |  | | 派往专业 | | | |  | | | | 交流时间 | |  | | | 电话 | | |  | | | |
| 所修**对方**学校课程（学生按对方学校出具的成绩单填写） | | | | | | | | | | | | 转换为**我校**相应课程 | | | | | | | | | | | |
| 课程名称 | | | 课程属性 | | 总学时 | | 学分 | | | 成绩 | | 课程名称 | | | 课程属性 | 总学时 | | | 学分 | | | 成绩 | |
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| 国际交流处（港澳台事务办公室）意见：(主要对国、境外大学成绩单的合法性、有效性提出意见) | | | | | | | | | | | | 专业（系）主任审核意见：(主要对课程替代方案是否合理、是否符合人才培养方案的要求提出意见) | | | | | | | | | | | | | |
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|  | 主管领导签名： | | | | |  | | | 单位盖章 | |  |  | | | | | |  | | | 签名 | | | |  |
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| 学院意见：(主要对专业（系）主任的意见进行审核) | | | | | | | | | | | | 本科生院意见：(主要对替换方案进行形式审查、核准、备案) | | | | | | | | | | | | | |
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| 主管领导签名： | | | | | |  | | | 单位盖章 | |  | 主管领导签名： | | | | | |  | | | 单位盖章 | | | |  |
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| 注：1、本表一式四份，经学生所修专业的专业主任审批，学生所在学院、国际交流处（港澳台事务办公室）、本科生院核准后，一份交学生所在学院教务员，由教务员在正方教务系统录入认定的学分和成绩，其余三份分别由本科生院、国际交流处（港澳台事务办公室）、学生本人留存。2、审核流程为：国际交流处(成绩单有效性审核)——专业（系）主任(替换方案的实质性审核)——学院领导（审核批准）——本科生院（形式审查、核准、备案）。 | | | | | | | | | | | | | | | | | | | | | | | | | |
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