生物学院出国人员工作交接表

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| 姓 名 | |  | | | 系 别 | |  | | | | | 工资号 | | |  |
| 出国时间 | | 年 月 日至 年 月 日 | | | | | | | | | | | | | |
| 出国地点 | |  | | | | | | | | | | | | | |
| 国外联系方式 | | 电话： | | | | | E-mail： | | | | | | | | |
| 国内联系人 | | 姓名： | | | 手机： | | | | | | E-mail： | | | | |
| 1.教学工作（接收人需负责完成至少一个学期教学任务） | | | | | | | | | | | | | | | |
| 课程名称 | | | | 上课学期及课时 | | | | | | | 受委托任课教师签名 | | | | |
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| 2.科研工作（接收人需负责实施、完成的项目） | | | | | | | | | | | | | | | |
| 项目编号 | 项目名称 | | | | | 使用账号 | | | 项目执行时间 | | | | | 受委托管理人签字 | |
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| 3.研究生培养（接收人需负责所接收研究生的培养工作） | | | | | | | | | | | | | | | |
| 研究生姓名 | | 入学时间 | | | | | | | | 受委托管理人签字 | | | | | |
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| 4.其他工作（接收人需负责完成的其他工作） | | | | | | | | | | | | | | | |
| 工作内容 | | | | | | | | | | 受委托管理人签字 | | | | | |
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| **本人已阅知《中国农业大学生物学院关于出国人员管理规定》，同意执行规定中所有条款。**  申请人签名：  年 月 日 | | | | | | | | | | | | | | | |
| 系主任审批签名 | | |  | | | | | 院领导审批签名 | | | | |  | | |

注：本表格需相应人员亲笔签名后交学院人事秘书。