附件1：

青海大学研究生注册情况统计表

学年第 学期

院（系）（章）： 填表日期：

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| 班 级 | 应注册人数 | 实际注册人数 | 注册率 | 备 注 |
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| 合计 |  |  |  |  |
| 平均注册率 |  | | | |

填表人： 单位负责人（签名）：

附件2：

青海大学研究生教学任务汇总表

学年第 学期

院（系）（章）： 填表日期：

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| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 教师姓名 | 职称 | 学历 | 所授课程名称 | 授课班级 | 合班情况 |
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填表人： 单位负责人（签名）：

附件3：

青海大学研究生期初教学情况检查表

学年第 学期

院（系）： 填表日期：

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| 班级 | 课程名称 | 教师到位情况 | 教材  情况 | 教室配  置情况 | 是否  有大纲 | 教学进程计划是否规范 | 是否有教案 |
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填表人： 单位负责人（签名）：

附件4：

青海大学开课第一天研究生到课情况统计表

学年第 学期

院（系）（章）： 填表日期：

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 班 级 | 应到  人数 | 实到人数 | | 旷课人数 | | 请假人数 | | 迟到人数 | | 备注 |
| 上午 | 下午 | 上午 | 下午 | 上午 | 下午 | 上午 | 下午 |
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| 合 计 |  |  |  |  |  |  |  |  |  |  |

填表人： 单位负责人（签名）：

附件5：

青海大学研究生期初教学检查总结简表

学年第 学期

院（系）（章）： 填表日期：

|  |  |
| --- | --- |
| 检查内容 |  |
| 检查工作的组织 |  |
| 取得的成效及  存在的主要问题 |  |
| 改进的措施 |  |
| 意见和建议 |  |

填表人： 单位负责人（签名）：