附件1

辽宁省普通高等学校函授教育辅导站

年度检查报告书

（ 2019 年度）

主办院校 （盖章）

函授站名称

设站单位 （盖章）

填表时间：2020 年 月 日

（辽宁省教育厅职成处制）

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| **填 表 说 明**  一、本表内容均须打印。  二、本表由主办院校负责填报、设站单位配合填报。  三、本表一式四份，省教育厅、市教育局、主办学校、设站单位各一份。 |

表1

**主 办 学 校 基 本 情 况**

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| **学 校 名 称** | | | |  | | | | | | | | | | | | | | | **校 长** | | | | |  | | |
| **地 址** | | | |  | | | | | | | | | | | | | | | **邮 编** | | | | |  | | |
| **成教负责人** | | | |  | | | | **办公电话** | | | | |  | | | | | | | | **手 机** | | |  | | |
| **成 教 地 址** | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| **主要联系人** | **职务** | | | **姓名** | | | **办公电话** | | | | | | | | **手 机** | | | | | | | | | | | |
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| **E-mail** | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **学校长期通讯地址** | | | | |  | | | | | | | | | **电话** | | |  | | | | | **邮编** | | |  | |
| **主办院校继（成）教职工情况（人）** | | |  | | | **小计** | **其 中** | | | | | | | | **其 中** | | | | | | | | **其 中**  **党 员** | | | **其 中**  **外 籍**  **教 师** |
| **专 职** | | | | **兼 职** | | | | **高级职称** | | | | | **中级职称** | | |
| **教 师** | | |  |  | | | |  | | | |  | | | | |  | | |  | | |  |
| **行政人员** | | |  |  | | | |  | | | |  | | | | |  | | |  | | |  |
| **后勤人员** | | |  |  | | | |  | | | |  | | | | |  | | |  | | |  |
| **合 计** | | |  |  | | | |  | | | |  | | | | |  | | |  | | |  |
| **继（成）教院校舍情况** | | | **占地面积（亩）** | | | **建筑面积（平方米）** | | | | | | | | | | | | **仪器设备（元）** | | | | | **图书（册）** | | | |
| **总计** | | | **自建** | | | **租用** | | | | | |
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| **在籍学生统计** | | **年级** | | | **18级** | | | | | **19级** | | | | | | **20级** | | | | | | | **合计** | | | |
| **学生数** | | |  | | | | |  | | | | | |  | | | | | | |  | | | |

注：在籍学生统计即指主办院校成人高等教育三年的在籍学生人数统计。

表2

**函授站设站单位基本情况**

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| **设站单位名称** | | | |  | | | | | | | | | | | **地址** | | | | | | |  | | | | |
| **法定代表人** | | | |  | | | | | | | | | | | **组织机构代码** | | | | | | |  | | | | |
| **联系人** | | | |  | | | | | | | **电话** | | | |  | | | | | | **邮编** | | |  | | |
| **函授站名称** | | | |  | | | | | | | | | | | **地 址** | | | |  | | | | | | | |
| **建站时间** | | | |  | | | **负责人** | | | |  | | | | **电 话** | | | |  | | | | | | | |
| **主要联系人** | **职务** | | | **姓名** | | | | | **办公电话** | | | | | | | **手 机** | | | | | | | | | | |
| **站长** | | |  | | | | |  | | | | | | |  | | | | | | | | | | |
| **副站长** | | |  | | | | |  | | | | | | |  | | | | | | | | | | |
| **联系人** | | |  | | | | |  | | | | | | |  | | | | | | | | | | |
| **教**  **职**  **工**  **情**  **况**  **(人)** | |  | | | | **小计** | | | **其 中** | | | | | | | **其 中** | | | | | | | **其 中**  **党 员** | | | **其 中**  **外 籍**  **教 师** |
| **专 职** | | | | **兼 职** | | | **高级职称** | | | | **中级职称** | | |
| **教 师** | | | |  | | |  | | | |  | | |  | | | |  | | |  | | |  |
| **行政人员** | | | |  | | |  | | | |  | | |  | | | |  | | |  | | |  |
| **后勤人员** | | | |  | | |  | | | |  | | |  | | | |  | | |  | | |  |
| **合 计** | | | |  | | |  | | | |  | | |  | | | |  | | |  | | |  |
| **校舍**  **情况** | | **单位占地面积（亩）** | | | | **建筑面积（平方米）** | | | | | | | | | | | | **仪器设备（元）** | | | | | **图书（册）** | | | |
| **总计** | | | | **自建** | | | | **租用** | | | |
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| **函授站在籍学生统计** | | | **年级** | | **18级** | | | | | | | **19级** | | | | | **20级** | | | | | | **合计** | | | |
| **学生数** | |  | | | | | | |  | | | | |  | | | | | |  | | | |
| **本年度学费收入总数（万元）** | | | | | | | |  | | | | | | | **交主办院校后余款（万元）** | | | | | | | | | |  | |

注：函授站三年的在籍学生人数统计。

表3

**2019年度主办学校主讲教师派出名单表**

主办学校（盖章） 函授站

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 序号 | 姓名 | 任教课程 | 任教年级 | 任教专业 | 上课时间 | 是否为专业课 |
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注：同一位教师承担多门课程授课任务，需连续填写。

表4

**函授站自检报告**

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| （内容应包括：函授站总体情况、管理制度建设情况、执行教学计划情况、教学情况、财务情况及存在的问题及有关说明） |

注：可续页

表5

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| 主办院校意见 | 盖章： 年 月 日 |
| 设站单位意见 | 盖章： 年 月 日 |
| 函授站所在地  市级教育行政部门意见 | 盖章： 年 月 日 |
| 省级教育行政部门意见 | 盖章： 年 月 日 |
| 备注 |  |

注：新设函授站填写表1、2、5。

表6

辽宁省成人高等教育2019年度教学检查表 （主办院校填写）

函授站： 办学形式 地址：

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 主办学校 | |  | | | | 成教负责人 | |  | | 电话 | |  | | |
| 设站单位 | |  | | | | 负责人 | |  | | 电话 | |  | | |
| 函授站站长 | |  | | | | 办公电话 | |  | | 手机 | |  | | |
| 开设专业 | 年 级 | 专 业 | | 层 次 | | 本年度授课门数 | | 计划总学时 | 完成学时 | 应到学生数 | | 年平均到课率 | | 主办院校检查时间 |
|  |  | |  | |  | |  |  |  | |  | |  |
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| 本年度承担教学任务教师人数 | | | 主办院校教师数 | | 外聘教师数 | | 高级职称数 | | 中级职称数 | | 初级职称数 | | 其它 | |
|  | | |  | |  | |  | |  | |  | |  | |
| 总体评价 | |  | | | | | | | | | | | | |

备注：1、本表由主办学校填写。2、开设专业应按年级分别填写，如果开设专业较多，可加附页。

站长签字： 主办院校成（继）教院长签字： 主办院校（盖章） 年 月 日