

## 校外實習異動申請 sias 步驟-簡易版

# 學生校外實習中止/轉介申請流程

選這個功能，系統會直接帶入實習申請



The screenshot shows the '2906 實習異動申請單' (2906 Internship Change Application Form) in the Sias system. The interface includes a left sidebar with navigation options, a main form area, and a right-hand modal window for detailed application information. Red annotations and arrows highlight key steps:

- 1**: Points to the '實習機構' (Internship Institution) dropdown menu.
- 2**: Points to the '實習學生' (Internship Student) dropdown menu.
- 3**: Points to the '新增' (Add) button in the '實習中止及轉介管理' (Internship Termination and Transfer Management) section.
- 4**: Points to the '申請項目' (Application Item) section, specifically the '中止實習' (Terminate Internship) radio button.
- 5**: Points to the '實習狀況' (Internship Status) section, specifically the '轉介至其他機構繼續實習' (Transfer to other institution for continued internship) radio button.
- 6**: Points to the '中止或轉介實習原因/問題(請詳細)' (Reason/Problem for termination or transfer) text area.

按 [新增] 會出現右方畫面