

Advisor Application_ Instructions(038A)

Step 1

(1): Log in iCGU system

(2) : Click “Flow”

(3): Look at the left table. Choose 0600 “Office of Academic Affairs”

(4): Choose 038A”Guidance Professor Application”



038A Guidance Professor Application

Step 2

Click **#1** and find your professor's name with **Appendix 2 Chart**.

Copy and paste his/her name at **#2**, click **#3** and then **#4**.

The screenshot shows a web interface with a table and a modal window. The table has columns: Number, Advisor Category, Name, and Approval method. The modal window has buttons 'OK', 'Clear', and 'Exit' at the top, and input fields for 'Dept. Name' and '人員名稱' (labeled #2), and '職級代號' and '人員代號'. A 'Search' button (labeled #3) is at the bottom right of the modal. A red arrow points from the dropdown menu in the table (labeled #1) to the '人員名稱' field in the modal. A green box highlights the 'OK' button (labeled #4).

Appendix 2	
Advisor's name	Copy your Advisor's Chinese name and paste in
Heng-Yu Chang	張恆瑜
Li-Ting Huang	黃莉婷
Chen-li Kuo	郭珍利
Wen-Yih Lee	李文義
Chung-Hsing Huang	黃崇興
Gen-Yih Liao	廖耕億
Brian Kao	高銘鴻

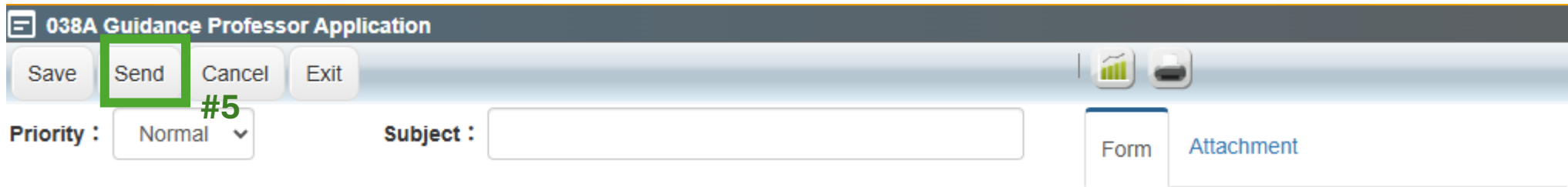
Step 2-1

If you have Co-advisor, please follow Step 2 and fill in the co-professor's name.

Add/Modify		
Number	Advisor Category	Name
01	指導教授 ▼	<input type="text"/> ...
02	共同指導 ▼	<input type="text"/> ...
03	共同指導 ▼	<input type="text"/> ...

Step 3

Confirm your information, and click #5 to send the application.



The screenshot shows a software window titled "038A Guidance Professor Application". At the top, there is a menu bar with a hamburger icon and the title. Below the menu bar is a toolbar with four buttons: "Save", "Send", "Cancel", and "Exit". The "Send" button is highlighted with a green rectangular box, and a green "#5" is written next to it. To the right of the buttons are two icons: a bar chart and a printer. Below the toolbar, there is a "Priority" dropdown menu set to "Normal", a "Subject" text input field, and a "Form" tab with an "Attachment" link. A light blue horizontal bar is visible at the bottom of the window.

Guidance Professor Application