

National Sun Yat-Sen University

Teaching Survey Implementation Bylaws

Approved at the 3rd Teaching Survey Committee meeting during the 2007 academic year, July 10, 2008

Approved at the 2nd Teaching Survey Committee meeting during the 2008 academic year, March 20, 2009

Modified and approved at the 2nd Teaching Survey Committee meeting during the 2009 academic year, May 03, 2010

Modified and approved at the 1st Teaching Survey Committee meeting during the 2013 academic year, November 04, 2013

Modified and approved at the 1st Teaching Survey Committee meeting during the 2015 academic year, June 20, 2015

Modified and approved at the 2nd Teaching Survey Committee meeting during the 2018 academic year, April 22, 2019

Modified and approved at the 2nd Teaching Survey Committee meeting during the 2021 academic year, April 12, 2022

- Article 1 The Bylaws are established according to Article 5 of the “Teaching Survey Implementation Regulations”.
- Article 2 The teaching survey is basically carried out using paper or online questionnaires.
- Article 3 The questionnaire is classified into lectures, seminars, experimental, internship, music, physical education, speech, performances, service learning, Company internship, medicine, and clinical medicine. Each course is surveyed using the questionnaires of the type that it belongs to. The contents of the questionnaire are described in Table 1 to Table 12.
- Article 4 The survey is generally carried out two weeks before the final examination. The unit that gives the course will first discuss with the teacher to confirm the survey of the course, type of the questionnaire to be used, and time of the survey. Registration of the related information is carried out one month before the final examination and all relevant documented information is sent to the Office of Academic Affairs for reference. For the survey of summer courses, English courses or other courses that need to be advanced or delayed for special reasons, the teacher or the unit that gives the courses may apply for advanced or delayed survey to the Office of Academic Affairs at least five days before the intended surveying date.
- For students who have completed the procedure of asking for leave prior to the date of the survey, teachers can apply for make-up surveys before final exams.
- Article 5 The unit that gives the courses will finish the questionnaires of all courses in the week of the final examination save that the questionnaires for delayed survey can be finished after the survey is completed.
- Article 6 The survey is carried out by the interviewer that the course-giving unit dispatches. For a combined course, the course-giving units discuss with each other and select a unit to dispatch the interviewer for the survey. All courses of the current semester must be subject to a teaching survey except for the following:
1. Independent study;
 2. Thesis supervision;
 3. Only one student select the course;

4. For the joint teaching for which the actual teaching hours are less than three weeks, the teachers giving the course can determine whether it is required to undergo the survey.

Article 7 The course giving unit may arrange students as the interviewer. The interviewer shall carry out the survey according to the standard teaching survey implementation procedure and meet all of the following requirements:

1. Never giving lessons for the course to be surveyed;
2. Not surveying the course given by the advisor in case a student is dispatched as the interviewer;
3. Not employed to succeed the project of the teacher giving the course;
4. Holding an effective interview certificate;
5. Not the assistant professor or student of the course to be surveyed.

Article 8 The teacher and the teaching assistant (TA) needs to leave the classroom temporarily during the survey.

Article 9 The interviewer should follow the standard teaching survey implementation procedure listed as below:

1. The interviewer wears the interviewer's ID card, takes the questionnaire information sheets from the course-giving unit 3 minutes before the survey begins.
2. The interviewer is ready for the survey. If the teacher and the teaching assistant (TA) are in the classroom, ask him/her to leave the classroom for a while.
3. The interviewer writes down the course information and the name of the teacher on the blackboard.
4. The interviewer reads out the survey description and reminds students to fill out the questionnaire during the class time. Foreign students fill out English questionnaires.
5. The interviewer who needs to carry out more than one survey during a time section (e.g. correspondence course) shall not start the next survey before finishing the previous survey.
6. The interviewer needs to report the unit after finishing survey. The interviewer should remind the teacher and students if the survey cannot be carried out on time.

Article 10 The score of the survey is the average value of items in "Courses and Instruction," except the reversed items. The scoring method of Teaching Survey may be modified according to the types of courses instruction, deviation values, and necessary rewarding measures after the Teaching Survey Committee meeting.

Article 11 The Bylaws is approved at the Teaching Survey Committee meeting and implemented after approved by the dean. The same procedure is applicable to the amendment of the Bylaws.

中英文版本如有抵觸或不相符之處，應以中文版本為準。

The regulations in English are translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version prevails.

國立中山大學教學意見調查實施細則

97.7.10 96學年度第3次教學意見調查委員會通過
98.3.20 97學年度第2次教學意見調查委員會通過
99.5.3 98學年度第2次教學意見調查委員會修正通過
102.11.4 102學年度第1次教學意見調查委員會修正通過
104.6.20 104學年度第1次教學意見調查委員會修正通過
108.4.22 107學年度第2次教學意見調查委員會修正通過
111.4.12 110學年度第2次教學意見調查委員會修正通過

- 第一條 本細則依本校「教學意見調查實施辦法」第五條訂定之。
- 第二條 教學意見調查得採用紙本或線上調查。
- 第三條 教學意見調查表分為講授類、實驗類、實習類、音樂類、體育類、研討類、演講類、展演類、服務學習類、企業實習類、醫學類、臨床實習類等十二類；各課程依所屬類別進行教學意見調查，調查表內容如表一至表十二。
- 第四條 教學意見調查原則上於期末考前兩週實施調查。開課單位須事先與任課教師確認課程是否進行調查、教學意見調查表使用類別及排定調查的時間，且於期末考一個月前完成相關資料登錄，並以書面資料送教務處存查。但暑期、英語授課或其他因課程性質需要提前或延後調查者，得由教師或開課單位於擬進行調查日期至少前五天前，向教務處申請提前或延後調查。
- 施測當日學生依規定請假之課程，任課教師得於當學期之學期考試結束前，向教務處提出對施測日辦妥請假學生進行補施測申請。
- 第五條 開課單位須於當學期結束前完成所有課程之教學意見調查，申請延後調查課程可於學期結束後盡快完成調查。
- 第六條 教學意見調查由開課單位派訪員至課堂進行調查，併班課程由開課單位協商指派訪員進行調查。除下列情形免施測外，當學期所有課程都需進行教學意見調查。
- 一、獨立研究。
 - 二、論文指導。
 - 三、修課人數為1人。
 - 四、該課程屬合授課程且教師實際授課時數未達三週，由授課教師決定是否調查。
- 第七條 開課單位得安排學生擔任訪員，但須符合下列所有資格：
- 一、未曾對該課程進行實際授課。
 - 二、非授課教師之論文指導學生。
 - 三、非授課教師承接計畫之聘僱人員。
 - 四、持有效之訪員證。

五、不得為該課程助教或修課學生。

第八條 任課教師及課程助教於教學意見調查期間，需暫時離開教室。

第九條 訪員須按教學意見調查標準程序進行調查，教學意見調查標準程序如下：

一、訪員應配戴訪員證並攜帶施測物品於開始調查3分鐘前，至調查教室外等待。

二、訪員至課堂準備調查，若教師仍在教室內，請教師及課程助教於調查期間暫時離開教室。

三、訪員將課程資訊及授課教師姓名書寫於黑板上。

四、訪員宣讀調查說明，並提醒同學於課堂完成問卷填答，外籍生得切換填寫英文教學意見調查表，旁聽生不填表。

五、訪員於同一時段進行多份教學意見調查時（如合授課程），須待前一份教學意見調查施測完畢後，再繼續進行下一份教學意見調查。

六、訪員施測完成後需立即回報開課單位，倘於原排定時間無法施測，應提醒老師、或與老師重新約定施測時間，另行通知同學及向系所回報實際情形。

第十條 教學意見調查分數為「課程與教學」部分除反向題項外之所有題項之平均值。

教學意見調查分數之計算得依課程性質、偏差值及必要之獎勵措施，經教學意見調查委員會議決議進行調整計分。

第十一條 本細則經教學意見調查委員會會議通過後，陳請教務長核定後實施。