

# 國立中山大學課程審查及其相關作業規範

## Regulations for the Implementation of Course Review

111.05.20 第172次教務會議修正通過

Approved by the 172nd Academic Affairs Council meeting on May 20, 2022

112.05.24 第176次教務會議修正通過

Approved by the 176<sup>rd</sup> Academic Affairs Meeting on May 24, 2023

- 一、 為建立本校課程開設及異動之審查制度，強化各系所課程架構與內容，特訂定本規範。
  - I. These regulations are formulated to establish a mechanism to review the course offering at the University, and further enhance the curriculum structure and course contents of individual departments/institutes (hereinafter referred to as “the unit”).
- 二、 本校課程教育架構區分為學士班通識教育課程及系所專業課程兩大類；通識教育課程由「西灣學院」依校基本素養與核心能力統籌規劃；專業課程由各系所依校、院基本素養與核心能力、系所教育目標及學生專業能力指標自行規劃。
  - II. The overall curriculum framework of the University is categorized into general education courses (for bachelor’s programs) and professional courses offered by the units. Si Wan College shall coordinate the general education curriculum based on the University’s fundamental literacy and core skills. Professional courses shall be discretely planned by the units based on the fundamental literacy and core skills of both the University and their affiliated colleges, units’ educational goals, and the indicators of students’ professional capabilities.

各系所教育目標及學生專業能力依校、院基本素養及核心能力與系所特質自訂，提報三級課程委員會審議後實施。

The educational goals and indicators of students’ professional capabilities shall be formulated by the units based on the units’ features as well as fundamental literacy and core skills of the University and their affiliated colleges, and shall be submitted to the curriculum committees at all three levels for deliberation before implementation.

各課程應依類別不同，分別提交系、院課程委員會研議，並經校課程委員會審議、教務會議核備後，方得開課。

Depending on the categories of courses, all courses shall be submitted to the department and college curriculum committees, in succession, for deliberation. The University Curriculum Committee (UCC) shall further deliberate and forward to the Academic Affairs Council for reference before the courses are offered.

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各研究學院所屬課程依所屬研究學院課程委員會設置要點進行審議，經其管理會通過後開課。

Courses offered in research colleges shall be deliberated in accordance with individual research colleges' *Guidelines on the Establishment of College Curriculum Committee* and approved in advance by the affiliated management committee.

- 三、院課程委員會議通過之議案，應有校課程委員代表之院委員出席，該議案始能送校課程委員會議審議。
- III. Courses approved by their corresponding college curriculum committee shall only be deliberated by the UCC when there is at least one member from the said college attending the UCC.
- 四、校課程委員會對新增設或更改之課程，基於全面性考量，若有不合適之課程，得議決刪除、修正或保留，並就課程相關爭議事項作成裁決後，提教務會議核備。
- IV. Regarding the application of offering new courses or revising existing courses, the UCC shall resolve to suspend or amend new courses, or retain existing courses after comprehensive consideration. Cases of relevant controversial matters shall be adjudicated and submitted to the Academic Affairs Council for reference.
- 五、除通識教育課程或經校課程委員會專案核可之科目外，各系所課程依本校學則規定，一學期上課 18 週，正課每週上課 1 小時為 1 學分，實習或實驗課程每週上課 2 小時或 3 小時核計 1 學分為原則。
- V. Except for general education courses or those specially approved by the UCC, individual units shall follow the University's *Academic Regulations* to implement the course taught for eighteen weeks per semester. For lecturing courses, one hour per week corresponds to one credit whereas two to three hours per week corresponds to one credit for practicum/internship, in principle.
- 六、本校研究生、學士班延修生及自費選讀生，修習學分數與上課時數不同課程時，比照校際選課、暑期班繳費方式，依學生或選修課程所屬學院(系)別及上課時數繳交學分費（繳交之學分數以修習課程時數計算之）。通識教育各類課程，依文學院學分費收費標準繳交。
- VI. For courses of which the number of credits and the number of class hours per week are different and taken by deferred graduate and undergraduate students or students paying the courses, the students shall pay the credit fees in accordance with the class hours and standards for the credit fees of inter-university and summer courses specified by the student's program or the affiliated unit of the courses. (Note: the number of credits shall be calculated based on the hours of courses). The credit fees for general

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education courses shall be calculated in accordance with the *Standard for Credit Fees of the College of Liberal Arts*.

七、課程結構外審及新增設課程作業原則：

VII. Principles for the external review on overall curriculum structure and new courses:

(一) 系所應定期（至少每5年）辦理課程結構外審，惟新成立系所第1次辦理課程結構外審以3年為原則，以通盤檢討系所教育目標、學生專業能力指標及校、院基本素養與核心能力與課程結構之合宜性及關聯性，並檢視教師專長與任教科目之一致性為目標。西灣學院各中心規劃之通識教育課程，為通盤檢討其是否能培育學生達成校基本素養與核心能力，應比照系所課程結構定期辦理外審。

(1) Individual units shall periodically (at least every five years) conduct the external review of the curriculum structure. New units shall do so after the first three years, in principle. The external review shall encompass the units' educational goals, indicators of the students' professional capabilities, the University and college's fundamental literacy and core skills, and the conformation and relevance to the curriculum structure, as well as the alignment of the faculty's expertise with the teaching subjects. Individual centers of Si Wan College shall also regularly conduct the external review for their general education courses accordingly to ensure that the courses can effectively nurture the students' fundamental literacy and core skills.

(二) 課程結構外審應聘請5位以上之校外專家學者（含1位以上之業界代表），就系所各學制之必、選修課程結構與系所教育目標、發展方向與願景、期待學生達到各項能力指標等方面進行審查。

(2) External review for curriculum structure shall be conducted by more than five external experts and scholars, including more than one industry representative. The review shall encompass individual unit's core and elective curriculum structure, educational goals, development directions, visions, and indicator of students' various capabilities.

(三) 系所辦理課程結構外審所衍生之新增課程，可於審定後一次送系級、院級及校級課程委員會完成程序。

(3) New courses advised by the external review committee may be

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submitted to the department, college, and the University curriculum committees, in succession, for approval.

- (四) 依外審委員意見需增列新課者，可填具外審意見回覆說明及檢附相關資料，提報三級課程委員會審議通過後，將欲新增課程逕納入原課程結構內。
- (4) For new courses advised by the external review committee, the concerned unit shall submit the response toward the review opinions and relevant documents to the curriculum committees at three levels for deliberation and approval, in succession, before incorporating the said courses into the existing curriculum structure.
- (五) 已完成外審之系所課程結構，原則上應依審定之必、選修課程開課，如因故（如配合教育部研究計畫等）需新增設課程者，應檢附擬修訂之課程結構圖及新增設課程大綱，提報系（所）級課程委員會及系務會議通過，並完成三級課程委員會審議後始得新增。
- (5) Core and elective courses shall be offered in accordance with the approved curriculum structure, in principle. If a new course shall be added due to reasons such as supporting the MOE's research project, the unit offering the new course shall submit the syllabus of the new course and the corresponding revised curriculum to the department curriculum committee and department council meeting for approval, and subsequently to the college and University curriculum committees, in succession, for approval.

各學院、系所新增課程除國外教師短期教學課程或特殊情況外，需於開學前之課程委員會審議通過，始可開設。

Except for the short-term courses conducted by foreign faculty or other special circumstances, new courses shall be offered after the approval from the curriculum committees at three levels before the new semester starts.

系所提報課程結構新增科目，除因配合教育部研究計畫等因素外，大學部及研究所(含碩、博、碩專)每學期至多各以新增3科為限，惟新進教師2年內之課程不在此限，超過前述科目數上限者，課程結構需再送外審後，始得提課程委員會審議。

A maximum of three (3) new courses per semester may be added into a program (undergraduate, master's, doctoral, or in-service master's program) except for courses in line with MOE's research projects. However, courses taught by new faculty in the first two years of

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employment shall be excluded from the said maximum. Units planning on adding more than three (3) new courses in a semester shall first submit the curriculum structure for another external review before the new courses are deliberated by the curriculum committees.

因系所更名或調整（分組或合併）後，應就相關課程進行盤點，原課程內容涉變動者，須重新提送三級課程委員會審議；課程內容未有變動者，則提送系、院級課程委員會審議通過後，送教務處備查後始可開設。

Existing courses shall be checked if a unit is renamed or reorganized (regrouped or merged). An existing course with revised content shall be resubmitted to the curriculum committees at three levels for deliberation; otherwise, it shall be submitted to only the department and college curriculum committees for deliberation and approval, and then to the Office of Academic Affairs for reference before the course is offered.

各學院、系所新增課程除國外教師短期教學課程或特殊情況外，需於開學前之課程委員會審議通過，始可開設。各學院(含研究學院)、系、所配合國外傑出(客座)教師短期(訪問)開設之課程得免修訂課程結構，逕提課程新增。

Except for the short-term courses taught by foreign faculty or other special circumstances, new courses shall be offered with the approval by the curriculum committees at three levels before the new semester starts. The short-term courses taught by the overseas outstanding/chair scholars and offered in individual academic units (including research colleges) may be submitted to the curriculum committees for deliberation without amending the curriculum structure first.

- (六) 院系所送交新增課程資料表前，應先查核所填任課教師是否為本校已聘任或擬新聘教師，並檢附院課程委員會之會議紀錄。
- (6) Individual units shall confirm whether the teaching faculty are newly employed or candidates for employment, before submitting the documents of new courses with the meeting minutes of college curriculum committees for further procedure.
- (七) 連續四年（八學期）未開設之課程，重新開課時，須送校課程委員會核備。
- (7) Reopening of a course that has not been offered for four consecutive academic years (eight semesters) shall be resubmitted to the UCC for reference..

- (八) 同一系所學士班與研究所碩、博士班課程名稱，應有區隔，不宜相同。
- (8) Courses in the bachelor's, master's, and doctoral programs of a unit shall avoid using the same title for the purpose of differentiation.
- (九) 系所專業課程以 3 學分為原則，如需開設 0 學分或 3 學分以上、或學分數與上課時數不同之課程，任課教師應檢附書面說明，一併提送課程委員會討論。
- (9) Professional courses shall bear three credits, in principle. If a course shall be offered with zero, above three credits, or the number of credits and weekly class hours are different, the teaching faculty shall provide the curriculum committees with a written explanation for deliberation.
- (十) 正規學制開設過之課程，擬於在職專班新增開設者，毋需辦理新增設課程提報；但在職專班開設過之課程擬在正規學制學士班或碩博士班開設者，需重新提報。
- (10) Existing courses of regular programs to be offered in in-service programs shall be exempted from the deliberation by the curriculum committees. Nevertheless, existing course of in-service programs shall be deliberated by the curriculum committees in order to be offered in regular programs.
- (十一) 「新增設課程資料表」內【主要教科書／參考書目】須按作者、書名、出版社、出版地次序繕打，書名下以橫線或斜體字標示。各欄填列方式應一致，不得留空白。
- (11) The entry of “primary textbooks or reference books” in the “Application Form for Adding New Courses” shall be filled in and not left blank in the order of author, title (underlined or italicized), publisher, and place of publication.
- (十二) 各課程授課方式，依課程性質不同，分為講授、醫學、研討、實習、企業實習、臨床實習、實作、實驗、音樂、展演、體育、演講/參訪、服務學習及獨立研究十四類。
- (12) According to their nature and teaching methods, courses are categorized into 14 types: lecturing, medicine, seminar, practicum, internship, clinical medicine, practical work, laboratory, music, performance, physical education, speech/visit, service learning, and independent study.

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除「講授及醫學」外，其他類別課程名稱與授課方式對應如下：

Except for lecturing and medicine courses, the corresponding course titles and teaching methods shall follow the table below:

課程名稱 course title in Chinese	英文對照名稱 course title in English	授課類別(主要授課方式) course category (primary teaching method)
XXX 講座、XXX 專題講座	Lecture on XXX	演講 lecturing
XXX 專題演講	Lecture on XXX	
XXX 書報討論	Seminar on Journal Papers regarding XXX	研討 seminar
XXX 個案研討	Case Seminar on XXX	
XXX 研討	Seminar on XXX	
XXX 議題研討	Seminar on XXX	
XXX 專題研討	Seminar on XXX	
XXX 專題討論	Seminar on XXX	
XXX 專題	Independent Study on XXX	獨立研究 independent study
XXX 專題研究	Independent Study on XXX	
XXX 獨立研究	Independent Study on XXX	
XXX 實作	Practical Work for XXX	
XXX 實驗(習)	Internship at XXX Laboratory Work—(on campus)	實驗(習) laboratory or internship/practicum
XXX 實務	Practical Work for XXX—(off campus)	
XXX 專案	Project on XXX	
XXX 臨床實習	Clinical Practicum-XXX	

八、 課程異動審查作業原則：

VIII. Principles for the external review on revising existing courses:

(一) 已提校課程委員會審議通過之課程，如需異動（如修改科目名稱、停開、調整學分數或開設年級等），經系、院課程委員會審議通過即可；但科目名稱異動後明顯不同者，仍應提請校課程委員會審議。各課程資料異動，不得追溯承認已開設之課程。

(1) Courses which are approved by the UCC and need to be revised (e.g., course title, suspension on offering, credit adjustment, or targeted class) may only be reviewed and approved by the department and college curriculum committees. However, revised course title obviously different from the original shall be submitted further to the UCC for deliberation. Any revision of courses shall not retroactively apply to the courses offered before.

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- (二) 「專題」(獨立研究)類課程授課方式修改為「研討」類：
- (2) For the category of “independent study” to be modified into “seminar”，
1. 依課表排定時間固定授課，有明確完整之教學大綱(含教學目標、課程內容、上課進度、教科書及參考書目等)，且有學生口頭報告及教師講授評論等實質上課之情形，得以課程異動方式提報。
    - i. the case shall be submitted as a course revision if the course has a regular schedule with a complete syllabus (including teaching objectives, course contents, class progress, and textbooks and references) and conducted in a classroom with students’ oral presentations which receive comments from teaching faculty.
    - ii.
  2. 課程名稱應修改為「xxx 專題研討」，並於課程資料異動表之「修改說明」欄，填明課程內容、課程大綱及參考書目，提報各級課程委員會審議。
    - ii. The course title shall be modified as “Seminar on XXX” and submitted to the curriculum committees at three levels for deliberation, with the explanatory information filled in the “Application Form for Revising Existing Courses”，including the course content, syllabus, and textbooks and references.
- (三) 「專題」(獨立研究)類課程授課方式修改為非專題類課程，如「講授」類，須依課程性質內容修改課程名稱，並以「新增設課程」方式辦理審議。
- (3) For “independent study” to be modified into other categories, such as “lecturing”，the course title shall be modified based on the nature of the course, and deliberated as a case of new course.
- (四) 科目新增或異動，應以本院、系(所)相關之實用科目為原則，與本院、系(所)性質是否相關由各院、系(所)主管予以認定，但應有整體之規劃，宜避免動輒變更。
- (4) In principle, new or modified courses shall be offered to be in line with the academic development of the department/institute/college. Their nature and the relevancy with the unit shall be determined by individual supervisors of the unit. A holistic plan shall be made to avoid frequent changes.

#### 九、 必修科目作業原則：



IX. Principles for offering mandatory courses:

- (一) 「新」學年度入學生適用之必修科目表及最低畢業學分數等修課規定，應於學生入學前三個月，提送三級課程委員會審議，但如與前一學年度入學學生相同，免再提校課程委員會審議。
- (1) The list of mandatory courses and minimum graduation credits applicable to students of the new admission year shall be submitted to the curriculum committees at three levels for deliberation three months before their enrollment. However, if the requirement remains the same as the previous admission year, the deliberation by the UCC may be exempted.
- (二) 各系所學士班必修課程學分（含通識教育科目及專業科目）比重以不超過 60% 為原則。（此通識教育科目係指計入最低畢業學分數之課程）
- (2) The number of credits of mandatory courses of individual bachelor's programs, including general education and professional courses, shall not exceed sixty percentage of the minimum graduation credits, in principle. (note: the general education courses herein refer to those counted into the minimum graduation credits).
- (三) 各系所各必修課程需依各入學年度必修科目表所訂之年級開課，以乙次為限；各選修課程之開設，每班在校期間亦以乙次為限。
- (3) The mandatory courses of individual units shall be offered only once for the study grade stipulated in the list of mandatory courses for each admissions years. Electives shall also be offered only once within the period of studies.
- (四) 學年度之必修科目表內科目與相關規定，應於學生入學前修訂完成，為維護學生權益，不得於入學後再行修改或增刪。
- (4) The list of mandatory courses and related regulations for the coming admission year shall be formulated before the new student's enrollment. To protect the rights of students, any change thereto shall not be allowed after the enrollment.
- (五) 因故需調整開課年級或學期時，應敘明理由，經適用該入學年度必修科目表學生簽名，經系所、院課程委員會核定後備案。但不得因配合教師個人授課規劃而進行修正。
- (5) If a course needs to be adjusted to a different study grade or semester, the unit offering the course shall collect all students' signatures of the applicable admission year and submit the case to the department and college curriculum committees for approval and reference. The said adjustment shall not be made for any faculty's personal teaching plan.

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- (六) 已通過但尚未開設之必修課程，科目名稱之修改，應述明理由，經系所、院課程委員會認定「課程內容確實未涉及實質變動」後，送校課程委員會備案，惟研究學院由院課程委員會留存。
- (6) If the title of a mandatory course needs revision before the course is offered, the reasons shall be specified and submitted to the department and college curriculum committee for verifying that the course content is not substantially different. The course shall be submitted to the UCC for reference. For courses offered in research colleges, they shall only be submitted to the college curriculum committee for reference.

十、 課程開課及選課相關原則：

X. Principles for offering and selecting courses:

- (一) 各學系各班每學期開設課程學分數，以學士班各年級學生應修學分數下限為原則。
- (1) The number of course credits per semester for individual classes of the departments shall be at least the lower limit required for the bachelor's students per study grade.
- (二) 各學系應規畫「名師領航」課程，依照教師專業特色，聘請校內或校外學有專精的名師，擔任大一學生引導課程的授課教師。
- (2) Individual departments shall offer “master courses” by inviting internal or external faculty to give lectures for the freshmen's introductory course.
- (三) 各學院得依其教育目標、學生核心能力指標之需求統籌規劃學院共通之必要課程如專業倫理課程（或講座）等，遴聘校內外專家學者授課。
- (3) Individual colleges may plan their own common mandatory courses aligning with their educational purposes and students' core skills, such as ethics courses/lectures by inviting the internal or external experts/scholars.
- (四) 各學院（系、所）開設課程時，所屬專任教師「實際授課總時數」與「各職級基本應授總時數」之比值（排課比）以 1：1 為原則。
- (4) The “actual teaching hours” and “basic teaching hours of individual professorship ranks” of all the full-time faculty in each unit shall be the same, in principle.
- (五) 配合英語教育之推動，各學院每學期至少應推薦七門以上英語授課課程，同系所同一課程開授二班以上時，其中一班請儘量採行英語授課。招收外國學生之系所(中國文學系除外)，每學期

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至少開設 1 門全英語課程為原則，而外國學生人數達 3 人以上，每學期至少開設 2 門全英語課程為原則。

- (5) In line with the promotion of bilingual education, individual colleges shall plan at least seven English-mediated courses per semester. If the same course is offered for two or more classes within the same department/institute, one of the classes is recommended to adopt English-mediated instruction. Departments/institutes recruiting foreign students (except the Department of Chinese Literature) shall, in principle, offer at least one (1) EMI course per semester and two (2) EMI courses per semester when more than three foreign students are in the departments/institutes.
- (六) 碩、博士班課程得不分年級開設。課程選課限修條件不得加註「須經授課教師同意」之字句。
- (6) Courses offered in master's and doctoral programs may be exempt from specifying the study grade. Selecting the course shall not be subject to the consent of the teaching faculty.
- (七) 各系所教師每人每學期開設「專題」（獨立研究）類課程時數上限，由各系所訂定之。
- (7) The maximum hours of independent study offered by each faculty per semester shall be formulated by individual units.
- (八) 碩士班研究生選修本系大學部四年級專業科目，該課程經系所認定為碩士班程度，並經校課程委員會專案核准者，可計入碩士班最低畢業學分內，並應依規定繳交學分費。但學士班學生選修該類課程，雖入學該系碩士班、博士班，仍不得辦理抵免為碩士班、博士班畢業學分。
- (8) Master's students taking the senior electives of bachelor's program within the affiliated department may have the course counted into the minimum graduation credits and pay the credit fees in accordance with the regulations if the said electives are deemed by the unit as equivalent to a course of master's program and the special approval from the UCC. Nonetheless, bachelor's students taking the said electives and later admitted to the master's or doctoral program within the same department shall not apply for the credit transfer as the graduation credits.
- (九) 大學部必修三學分課程，以不連續排課為原則，若因課程需求，經系課程委員會通過者，不在此限。
- (9) Mandatory courses with three credits of bachelor programs shall not be arranged for three consecutive hours on class schedule, in

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principle. Under special circumstances, the restriction may be lifted with the approval from the department curriculum committee.

- (十) 日間部學士班課程時間安排應為週一至週五白天，每日單一年級課程以不超過 10 節、同一門課以不連續授課 4 節(含)以上，並以不短期密集授課為原則；聘請國外專家學者及實務操作特殊性質者不在此限。
- (10) Courses of day division of bachelor's programs shall be scheduled in daytime during weekday. The maximum hours in a day shall be limited to ten, a single course shall last at most four consecutive hours, and courses shall avoid short-term and intensive teaching, in principle. Courses lectured by overseas experts/scholars or conducted with actual practical work may be exempt from these restrictions.

未符前述規定課程因性質特殊者，須經系、院級課程委員會審議通過後，送校課程委員會核備，始可開設。

Courses not meeting the preceding conditions due to particular reasons shall be offered after the deliberation and approval by the department and college curriculum committees, in succession, and the submission to the UCC for reference.

碩、博士班課程若規劃採密集授課，應比照前項審議程序，始可開設。Intensive master's and doctoral courses shall be subject to the same review procedures described in the preceding paragraph before they may be offered.

#### 十一、併班開課與上課原則：

##### XI. Principles for offerings merged courses:

- (一) 各學院院內系所開設科目名稱、上課時間、授課教師及學分數相同之課程，應合併開課，以減少開課數。
- (1) Courses with the same title, class schedule, teaching faculty, and credits offered by the units within the same college shall be merged to reduce the number of same courses.
- (二) 科目名稱、授課教授及學分數相同，但上課時間不同之課程，選課後，如擬調整為相同時間併班上課，應經全體修課學生簽字同意始可辦理。
- (2) Courses with the same title, teaching faculty, and credits but different class schedule may be merged after the course selection ends, with the consent and signature of all students taking the courses.
- (三) 上課時間、授課教師及學分數相同，但科目名稱不同之課程如

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需併班上課，除碩博士班之書報討論、專題（獨立研究）類課程外，請任課教師敘明理由，於學期開始上課前，提經系、院課程委員會審議通過，方可併班。

- (3) Courses with the same class schedule, teaching faculty and credit, but different titles may be merged after the department and college curriculum committees deliberate and approve, in succession, on the teaching faculty's specified reasons before a new semester. The seminar on journal papers and independent study of master's and doctoral programs shall be exempt from this restriction.
- (四) 學士班課程不得與博士班課程併班上課；學士班一、二年級課程不得與碩士班併班上課；二年制在職進修專班課程不得與其他學制課程併班上課；碩士在職進修專班課程不得與學士班、博士班課程併班上課。
- (4) Classes shall not be merged in any of the following ways: bachelor's program with doctoral program, freshmen/ sophomore of bachelor's program with master's program, two-year in-service master's program with other programs, and in-service master's with bachelor's or doctoral program.
- (五) 專班與一般學制併班之課程，專班學生計入開班有效人數部份，不得再支領專班課業輔導津貼。
- (5) To reach the threshold of offering the course, the number of students from in-service programs merged into the course of regular program shall not be counted for academic counseling fees.

十二、課程人數相關原則：

XII. Principles for the number of students taking a course:

- (一) 學士班課程限修人數以 50 人為原則，服務學習課程限修人數以 30 人為原則。如需因儀器設備或實務演練等原因調降限修人數，或因課程性質需分班或調降開班人數時，應敘明理由，經系所、院課程委員會審議通過，由系所主管列席校課程委員會說明經審議通過，提教務會議備案後，方得實施。
- (1) The number of students taking the bachelor's program course shall be limited to fifty (50), and thirty (30) for service-learning courses, in principle. Cases for reducing the said numbers because of the availability of instruments, feasibility of practical work, or splitting the class due to the nature of course shall be submitted with specified reasons for deliberation and approval by department and college curriculum committees, in succession. The case shall then be submitted to the UCC for approval through the deliberation on the explanations by the supervisor of department/institute as non-

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voting attendee, and to the Academic Affairs Councils for reference before implementation.

- (二) 各系所課程開班人數依校內相關規定辦理，在職專班以外學制課程，修課人數不足如確有續開必要者亦得開班，但專任教師不得支領超支鐘點費；兼任教師授課鐘點費，需由開課單位自行籌措支付。
- (2) Individual units shall offer courses in accordance with the University's relevant regulations regarding the minimum number of students. Except for in-service master's program, other programs may still offer a course even if the number of students taking the course does not reach the threshold. However, the full-time teaching faculty shall not receive the overtime pay. Hourly pay for the adjunct faculty shall be paid by the unit offering the course with the self-generated funds.
- (三) 兼任教師授課鐘點費，每學期依實際授課時數支給。開設之課程，如未達開班人數，應於加退選截止後即停開，其停開前已實際授課之鐘點費仍予支付。
- (3) Hourly pay for adjunct faculty shall be paid according to their actual teaching hours each semester. If the number of student does not reach the threshold after the period of add/drop ends, the course shall not be offered. The hourly pay for the actual teaching hours before that shall still be paid.
- (四) 各課程限修人數應依上課教室容量適當訂定。當學期總修課人數超過70人擬分班授課時，得於加退選結束一週內簽請教務長同意後分班授課。
- (4) The maximum number of students taking individual courses shall be regulated based on the capacity of the classrooms. A course with over seventy students in the current semester may be divided into more than one class with the approval from vice president of Academic Affairs within one week after the add/drop period ends.

### 十三、遠距教學相關規定：

#### XIII. Regulations for distance learning:

- (一) 遠距教學課程，係指師生透過通訊網路、電腦網路、視訊頻道等傳輸媒體，以互動方式進行之教學。且每一科目授課時數二分之一以上以遠距教學方式進行者。
- (1) Distance learning courses refer to teaching that is conducted interactively between faculty and students through communication networks, computer networks, video channels, and other transmission media. At least half of the total teaching hours of each

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course shall be delivered through distance learning.

前項遠距教學課程授課時數，包括課程講授、師生互動討論、測驗及其他學習活動之時數。

The teaching hours stipulated in the preceding Paragraph shall include lecturing, faculty-student discussions, quizzes, and other learning activities.

- (二) 本校教師擬新開授遠距教學課程，或曾採遠距教學方式授課擬修訂教學內容之課程，應於開課前一學期檢附課程教學計畫，提報系（所）課程委員會後，送交教務處辦理數位課程審查，教師依據審查結果修正課程教學計畫後，完成三級課程委員會審議，經教務會議通過後始得開設。教師應將課程公告於網路，並依教育部「專科以上學校遠距教學實施辦法」之規定辦理。
- (2) For the faculty who plan to offer a new distance learning course or revise the teaching contents of an existing distance learning course, the teaching plan shall be submitted to the department curriculum committee one semester before the course starts. The Office of Academic Affairs shall then handle the review for the digital course. The teaching faculty shall revise the teaching plan according to the review results, and conduct the course after the deliberation by the curriculum committees at three levels and the approval by the Academic Affairs Council. The faculty shall announce the course on the website and conduct in accordance with the MOE's *Implementation Regulations Regarding Distance Learning by Universities*.
- (三) 前述教學計畫，應載明教學目標、適合修讀對象、課程大綱、上課方式、師生互動討論、成績評量方式及上課注意事項。
- (3) The aforementioned teaching plan shall specify the teaching objectives, targeted learners, syllabus, teaching methods, interactive discussion, evaluation methods, and other matters regarding the course.
- (四) 教師開授遠距教學課程者，應將教學大綱、課程教材、師生互動、學習評量及作業報告等資料作成紀錄檔案，至少保存五年，供日後教學評鑑或接受訪視時之參考。
- (4) Faculty offering distance learning courses shall compile the syllabus, teaching materials, record of teacher-student interaction, learning evaluation, and assignment reports and archive for at least five years as a reference for faculty assessment or interview in the future.
- (五) 首次開設之遠距教學課程應於當學期結束後辦理數位課程評鑑，

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檢核遠距教學課程教學成效。之後每三年為一週期辦理數位課程評鑑，評鑑報告應送教務處審查，以做為課程是否續開之依據。若該課程通過教育部「數位學習課程認證審查」，則認證期間無須辦理本校數位課程評鑑。依前揭規定製作之評鑑報告，至少保存五年。

- (5) A new distance learning course shall be assessed after the current semester ends to review the teaching effectiveness. Afterwards, the digital course assessment shall be conducted every three years, and the assessment report shall be submitted to the Office of Academic Affairs for review. The review result shall be the basis regarding whether to continue offering the course. The mentioned course with the MOE's certification of e-learning courses shall be exempted from the University's digital course assessment during the validity of the mentioned certification. The assessment report stipulated in the preceding provisions shall be archived for at least five years.

- (六) 本校遠距教學課程，應於具備教學實施、紀錄學生學習情形及其他支援學習功能之學習管理系統為之。

- (6) The University's distance learning courses shall be conducted with a learning management system which embodies teaching support, students' learning record, and other supportive functions.

若為同步遠距教學課程，教師應將教材置於學習管理系統平台，開闢網路討論區，提供電子郵件帳號及其他聯絡管道，供修課學生進行教學上之雙向溝通。

For live-streamed distance learning courses, the faculty shall upload the teaching materials on the online learning platform, use online discussion board, and provide students with the email or other contact information to facilitate the teacher-student communication.

若為非同步遠距教學課程，教師應使用學習管理系統平台，完備課程內容、教學進度，並進行學習評量、師生交流等，俾供系統完整記錄師生全程上課、互動、繳交作業、學習評量及勤怠情形。

For recorded distance learning courses, the faculty shall use the online learning platform to update the course content and teaching progress, conduct the evaluation, and interact with the students, which helps the platform completely record the teaching progress, teacher-student interaction, and students' assignments, learning evaluation and attendance.

十四、教務處應擬定新學期各項課程新增/異動之作業時程。各學院「新增設課程」及「課程異動」等資料，應於規定期限內送教務處彙整。提



校課程委員會之「臨時動議」案，如受會議時間限制無法進行討論時，將不予審查。

XIV. The Office of Academic Affairs (OAA) shall set the schedule for handing the application for new courses and revising existing courses. Individual colleges shall submit the list of “new courses” and “revised courses” within the stipulated time to the OAA for compilation. The compiled documentation shall be submitted to the UCC as extempore motions for deliberation. Whether the preceding motions will proceed shall be subject to the meeting time.

十五、本規範經校課程委員會、教務會議通過，校長核定後實施，修正時亦同。

XV. These regulations are approved by the University Curriculum Committee, Academic Affairs Council and the President before implementation. Amendments to these regulations shall follow the same procedure.