

# 國立中山大學辦理推廣教育學分班辦法

## Regulations for the Implementation of Continuing Education Credit-bearing Classes

中華民國 105 年 3 月 8 日本校 104 學年度第 2 學期第 1 次推廣教育會議通過  
中華民國 105 年 5 月 11 日本校 104 學年度第 2 學期第 2 次學術協調會修正通過  
中華民國 105 年 6 月 8 日本校 104 學年度第 2 學期第 7 次行政會議修正通過  
中華民國 107 年 9 月 12 日本校 107 學年度第 1 學期第 2 次行政會議修正通過  
Amended and approved at the 2nd Executive Meeting on September 12, 2018

第一條 國立中山大學為擴大社區服務、推展終生教育理念，提供大眾進修機會，特依據教育部「專科以上學校推廣教育實施辦法」訂定本辦法。

I. These regulations are formulated in accordance with *Regulations for the Implementation of Continuing Education at Junior Colleges and Institutions of Higher Education* to expand community services, promote the concept of lifelong education, and offer the public opportunities for further education.

第二條 凡具有下列資格者得修習推廣教育學分班：

II. Those meeting the following qualifications are eligible to enroll in continuing education credit-bearing classes:

一、學士程度學分班者，應具備下列要件之一：

1. Those intending to enroll in bachelor-level credit-bearing classes shall meet one of the following requirements:

(一) 十八歲以上。

(1) over 18 years old

(二) 未滿十八歲者，應具備報考大學之資格。

(2) under 18 years old, but meet the qualification to apply for a bachelor's program

二、修習碩士程度學分班者，應具備報考大學碩士班之資格。

2. Those intending to enroll in master-level credit-bearing classes shall meet the qualification to apply for a master's program.

第三條 本校辦理推廣教育學分班應考量師資、課程及教學品質，審慎規劃各班次招生人數，可分為專班、遠距教學和隨班附讀。推廣教育每一學分，至少應修讀十八小時，並不得以短期密集授課方式進行，但有特殊原因報經學校主管機關核定者，不在此限。

III. When organizing continuing education credit-bearing classes, the University

shall consider the qualification of instructors, curriculums, and teaching quality, and carefully plan the enrollment number for each class, including regular classes, distance learning, and sitting-in University courses. Every credit of continuing education shall require at least eighteen hours of teaching, and may not be conducted in an intensive short-term format, except for cases approved by the University's competent authority.

一、專班：以專班方式辦理者，每班不得超過六十人。

1. Regular classes: The class size shall not exceed sixty (60) students.

二、遠距教學：應透過電腦網路及視訊等傳輸媒體進行教學活動為原則，學分證明或修讀證明需加註「遠距教學」等字樣。

2. Distance learning: Teaching activities shall primarily be conducted through computer networks, video conferencing, and other transmission media. Certificates for credit or course completion shall indicate "Distance Learning."

三、隨班附讀：其隨班附讀人數，應符合下列規定。但有特殊原因報經學校主管機關核定者，不在此限：

3. Sitting-in University courses: The number of students in such courses shall comply with the following requirements; however, exceptions may be made for cases with specific reasons approved by the University's competent authority.

(一) 大學學士班隨班附讀人數，以六人為限。

(1) A maximum of six students shall be the limit in a sitting-in University course of a bachelor's program.

(2) 碩士班隨班附讀人數，以五人為限。

(3) A maximum of five students shall be the limit in a sitting-in University course of a master's program.

第四條 各系所得就該學期所開設之課程開放隨班附讀，並決定招收名額，由全球產學營運及推廣處彙整、統籌招生及報名事宜。於學期中若需辦理隨班附讀學分課程者，應須研擬推廣教育計畫草案，並提交「推廣教育會議」審議之。

IV. Courses offered by individual departments/institutes in the semester may be available to continuing education students, with enrollment quota determined by individual units. The OGIACA shall be responsible for compiling and coordinating enrollment matters. Units intending to offer sitting-in courses during the semester shall make a proposal for continuing education and submit it to the Continuing Education Committee for deliberation.

## 第五條 登記費及學分費

### V. Registration fees and credit fees

一、 登記費：隨班附讀之登記費百分五十由系、所統籌支配；百分五十由全球產學營運及推廣處統籌支配，且不予退費。

1. Registration fees: 50% of the registration fees from sitting-in University courses shall be allocated to the department/institute offering the courses, with the remaining 50% allocated to the OGIACA for management. No fees shall be refunded.

二、 學分費：課程總收入提撥管理費方式依「國立中山大學辦理推廣服務工作實施辦法」第五條辦理

2. Credit fees: The disbursement of management fees from the continuing education class revenue shall be handled in accordance with Article 5 of *Regulations for the Implementation of Continuing Education Services*.

第六條 修讀期滿經考試及格者，由學校發給學分證明，其經入學考試錄取，所修學分得依各校學則或相關規定酌予抵免。但抵免後其在校修業，不得少於該學制修業期限二分之一，且不得少於一年。

VI. A certificate will be issued by the University to students who complete the class and pass the exam. The earned credits may be transferred in accordance with the academic regulations or relevant policies of individual universities after students are admitted through their entrance examination. However, after the credit transfer, the students shall complete at least half of the program's required study period, with a minimum of one year.

第七條 本辦法未盡事宜，依據教育部「專科以上學校推廣教育實施辦法」及相關法令規定辦理。

VII. Matters not covered herein shall be handled in accordance with *Regulations for the Implementation of Continuing Education at Junior Colleges and Institutions of Higher Education*, as well as relevant laws and regulations.

第八條 本辦法經推廣教育會議及行政會議審核通過，奉校長核定後實施，修正時亦同。

VIII. These regulations are approved by the Continuing Education Committee, Executive Meeting, and the President before implementation. Amendments to these regulations shall follow the same procedure.