

國立中山大學課程委員會設置要點

Guidelines on the Establishment of Curriculum Committee

87.10.28 第 77 次教務會議修正通過

Amended and approved at the 77th Academic Affairs Council meeting on October 28, 1998

93.01.07 第 98 次教務會議通過

Approved at the 98th Academic Affairs Council meeting on January 7, 2004

96.03.16 第 111 次教務會議通過

Approved at the 111th Academic Affairs Council meeting on March 16, 2007

97.03.20 第 115 次教務會議修正通過

Amended and approved at the 115th Academic Affairs Council meeting on March 20, 2008

97.12.11 第 118 次教務會議修正通過

Amended and approved at the 118th Academic Affairs Council meeting on December 11, 2008

98.10.12 第 121 次教務會議通過

Approved at the 121st Academic Affairs Council meeting on October 12, 2009

98.12.14 第 122 次教務會議通過

Approved at the 122nd Academic Affairs Council meeting on December 14, 2009

105.10.12 第 149 次教務會議通過

Approved at the 149th Academic Affairs Council meeting on October 12, 2016

105.12.12 第 150 次教務會議通過

Approved at the 150th Academic Affairs Council meeting on December 12, 2016

108.10.14 第 161 次教務會議修正通過

Amendment approved by the 161st Academic Affairs Council meeting on October 14, 2019

111.05.20 第 173 次教務會議修正通過

Amendment approved by the 173rd Academic Affairs Council meeting on May 20, 2022

一、 為提昇課程品質、強化課程架構與內容，依大學法施行細則相關規定，設置國立中山大學課程委員會。

I. The Curriculum Committee is established in accordance with the *Enforcement Rules of the University Act* to enhance the quality, structure, and contents of the University's curricula.

二、 課程委員會分設下列三級：

II. The curriculum committees are established at three levels:

(一) 系、所、學程及西灣學院各中心課程委員會。(以下簡稱系級)

(1) Department level curriculum committee refers to the committee within a department, institute, degree program, or center of Si Wan College,

(二) 院課程委員會。(以下簡稱院級)

(2) College curriculum committee, and

(三) 校課程委員會。

(3) University curriculum committee.

系級課程審議須經三級三審、院級課程審議須經二級二審之機制為原則，提教務會議通過後實施。

Curricula at department level and college shall be reviewed and

deliberated through the committees at three and two levels respectively, in principle, and shall be submitted to the Academic Affair Council for approval before implementation.

三、校課程委員會由教務長、副教務長、各院代表 2 人(須為現任或曾任非屬同一系所、學程、組之主管)、學生代表 1 至 2 人、教務長遴聘之校外專家學者(含業界代表)1 至 2 人組成，教務長兼任召集人。

III. The University curriculum committee consists of the vice president and associate vice president for Academic Affairs, two representatives from each college who are incumbent or previous heads of departments/institutes/degree programs/divisions, one to two student representatives, and one to two external scholars or experts (including industrial experts) selected by the vice president for Academic Affairs. The vice president for Academic Affairs shall be the convener of the committee.

院級課程委員會由單位主管、所屬專任教師代表若干人、學生代表 1 至 2 人、校外專家學者(含業界代表)1 至 2 人組成，單位主管兼任召集人；系級課程委員會由單位主管、所屬專任教師代表若干人，並得增列學生代表 1 至 2 人、校外專家學者(含業界代表)1 至 2 人組成，單位主管兼任召集人；其課程委員會設置要點由各院、系所自訂，並送校課程委員會核備。

A college curriculum committee consists of the dean as the convener, a number of representatives from full time faculty of affiliated units, one to two student representatives, and one to two external scholars or experts (including industrial experts). A department level curriculum committee consists of the chair or head of the unit as the convener, a number of representatives from full time faculty of the unit, one to two student representatives, and one to two external scholars or experts (including industrial experts). The guidelines on the establishment of the department level and college committees may be formulated by individual units at different levels, and submitted to the University curriculum committee for approval.

四、院、校級課程委員會代表任期為二年。

IV. Committee members at both University and college levels serve a term of two years.

校級課程委員會委員連選得連任，每年以改選一半為原則。每學期召開會議二次，必要時得召開臨時會議。

Half of the members of the University curriculum committee shall be re-elected every year and those who are elected again may continue to serve. The committee meeting shall be convened twice every semester, with ad hoc meetings held when necessary.

五、校課程委員會之職責：

V. Duties of the University curriculum committee are as follows:

- (一) 核備院級課程委員會規劃之課程結構與發展方向。
 - (1) to approve the curriculum roadmap planned by the college curriculum committees
- (二) 核備院級課程委員會所提之新開設課程。
 - (2) to approve the curricula of new courses proposed by the college curriculum committees
- (三) 核備入學生必修科目表相關之事宜。
 - (3) to approve matters related to mandatory course lists for incoming students
- (四) 研訂校課程相關規章，就課程相關爭議事項作裁決。
 - (4) to deliberate and establish regulations for curricula for the University, and make decisions on controversial issues related to curricula
- (五) 審議其他課程相關之事宜。
 - (5) to review and deliberate other curriculum related matters

六、院級課程委員會之職責：

VI. Duties of the college curriculum committee are as follows:

- (一) 覆審系級課程委員會規劃之課程結構與發展方向。
 - (1) to review the curriculum roadmap planned by the department level committees
- (二) 整合並協調院內系所課程之開設，避免重複與資源之浪費。
 - (2) to coordinate and integrate new courses offered by affiliated units to avoid redundancy and waste of resources
- (三) 覆審並查核各系所新開設課程。
 - (3) to review and approve new courses proposed by affiliated units
- (四) 覆審院內入學生必修科目表相關之事宜。
 - (4) to review matters related to mandatory course lists for incoming students
- (五) 課程相關問題之審議。
 - (5) to review and deliberate curriculum related issues

七、系級課程委員會之職責：

VII. Duties of the department level curriculum committees are as follows:

- (一) 定期檢討修正系所課程、課程結構與發展方向（納入業界、畢業校友及學生(或家長)之意見）。
- (1) to regularly review and revise the departmental curricula, roadmap (taking into account feedback from industry experts, alumni, and students or their parents)
- (二) 初審入學新生必修科目表相關之事宜。
- (2) to review matters related to the list of mandatory courses for incoming students
- (三) 初審新開設課程下列項目：
- (3) to review the following items related to a new course:
 - 1. 課程名稱（中、英文）、課程內容、課程大綱。
 - i. course title (in Chinese and English), contents, and syllabus
 - 2. 考量其他相關因素，如新開設課程與教師專長之配合、與系所發展方向之配合、與現有課程之關連等。
 - ii. other related factors to be considered such as the alignment of a new course with the teacher's specialty and with the direction of the department/institute's development, and the connection with existing courses
- 屬專業實習課程者，應有計畫書(含合作企業產學合作契約書或實習合作契約書)。
- contracts of industry-academe or internship cooperation for professional internship courses
- (四) 課程相關問題之審議。
- (4) to review and deliberate curriculum related issues
- (五) 考量教師專長及平衡研究、教學之負擔，規劃及安排每學年度課程授課教師。
- (5) to take into consideration the expertise of faculty in offering courses and ensure a balanced workload between research and teaching for each academic year
- (六) 研議系所課程相關改善機制，作成議案提系所務會議討論。
- (6) to deliberate a mechanism for the improvement of course related matters within the department/institute and draft a proposal to the

department/institute council for discussion

相關決議須經系所務會議通過後方可送院課程委員會審議。

- (7) Related decisions must be approved by the department/institute council before being submitted to the college curriculum committee for review.

八、 本要點未盡事宜，參照有關法令規定辦理。

VIII. Any matters not covered in these guidelines shall be handled in accordance with relevant laws and regulations.

九、 本要點經校課程委員會、教務會議通過，陳請校長核定後實施，修正時亦同。

IX. These guidelines shall be approved by the University curriculum committee and the Academic Affairs Council, and shall be submitted to the President for final approval before implementation. Any amendment to these guidelines shall also follow the same procedure.