

國立中山大學教師授課暨評分參考指引

Reference Guidelines on Teaching and Evaluation

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- 一、 教師授課前應擬訂教學大綱，包含課程之教學目標、課程範圍、授課方式、課程進度及綱要、參考書目、評分方式、課程欲培養之核心能力與基本素養及相關教學活動與評量方式等相關資訊，於上課第一週分發學生作為教學活動與成績評核之依據，加選同學應予以補發。
 - I. Faculty shall design a course syllabus with relevant information such as learning objectives, course scope, teaching methods, class schedule and outline, reference books, evaluation methods, targeted core skills and fundamental literacy, class activities, and measures of assessment. The syllabus shall be distributed to the students in the first week of class as the basis of teaching activities and grade evaluation. Additional copies shall be provided to students adding the course after the first week of the class.
- 二、 學業成績採多元方式評量，教師得依學生日常表現、報告、展演及平時、期中、期末考試等評量學生學習成效；學期學業成績之評量方式應明訂於課程大綱。（學則第卅七條）
 - II. Academic evaluation shall adopt diverse measures of assessment. Faculty shall assess student learning outcome based on their performance in class, written reports, presentations as well as regular quizzes, mid-term, and final exams. Assessment measures of a course shall be clearly specified in the course syllabus. (Article 37 of the *Academic Regulations*)
- 三、 各科目學期學業成績（不含操行成績）由任課教師根據各種考核成績計算，以等第或百分（計算至整數）成績呈現。（學則第卅九條）
 - III. The final semester score of a course (conduct score excluded) is given by the instructor based on a variety of assessment measures, and indicated in the form of letter grade or percentage (to the nearest integer). (Article 39 of the *Academic Regulations*)
- 四、 遇有不及格之成績，教師應檢查是否有報告遺漏、登分錯誤等情況；以維護學生權益及減少疏失。
 - IV. In any case of failing grades, the faculty shall double check whether there are any misplaced reports or incorrect recorded grades in order to protect the rights and interests of students and reduce negligence.

註：大學部每一科目成績未達 C- 等第（百分制六十分），研究所每一科目成績未達 B- 等第（百分制七十分）者為不及格，不給學分。

Note: Students shall not be granted academic credits if they fail to achieve C-

(equivalent to sixty percent) in undergraduate courses, and B- (equivalent to seventy percent) in graduate courses.

(學則第卅六條及第五十九條)

(Articles 36 and 59 of the *Academic Regulations*)

五、 若時間許可，成績在送教務處之前宜先行公告，供學生核對，以便減少錯誤。

V. To minimize errors, grades shall be announced in advance for students' verification if time allows before being submitted to the Office of Academic Affairs.

六、 考試試卷及學生報告若未發還給同學，請授課教師妥善保存一年（學則第七十五條），以利同學查閱其個人成績；若遇成績爭議，宜妥善與學生溝通。

VI. The faculty shall keep unreturned exam papers and reports for one year (Article 75 of the *Academic Regulations*) so that students can check their grades if needed; any disputes over results shall be handled with care through open communication.

七、 其他注意事項：

VII. Other matters:

(一) 學期成績如有塗改，請授課教師於塗改處簽章，學生各種考試成績，經任課教師交入註冊組後，不得請求更改。（學則第四十一條）

(1) On the grade reports, any correction shall be corroborated by the faculty's signature. Once the grade reports are submitted to the Registration Division in the Office of Academic Affairs (OAA) by the faculty, any request for modification shall not be accepted. (Article 41 of the *Academic Regulations*)

(二) 授課教師應使用網路輸入成績系統，列印成績單簽章後以正本（影印本無效）依照本校行事曆規定截止日期前送（或掛號寄）交教務處註冊組；未能如期繳交者，本處將依「教師繳交及更正學期成績辦法」第七條進行催繳，催繳流程如下：

(2) The faculty shall key in grades through the online grade-entering system, print and sign the original grade reports (photo copies are invalid) before submitting (or sending by registered mail) to the Registration Division in the OAA by the deadline stipulated on the University calendar. The OAA shall handle any late submission in accordance with Article 7 of *Regulations for Submission and Correction of Semester Grades by the faculty*.

1. 成績繳交截止（依本校行事曆為準）尚未繳交成績時，由教務處發文通知授課教師。
 - i. The OAA shall notify the faculty in writing when they fail to submit grade reports by the deadline.
 2. 截止日後滿一星期未繳交時，發文授課教師，副本知會相關系（所、學位學程、西灣學院各組）。
 - ii. Notify the faculty in writing as well as their affiliated departments/institutes/degree programs/centers of Si Wan College if the faculty fail to submit grade reports one week after the deadline.
 3. 截止日後滿二星期未繳交時，再發文授課教師，副本知會相關各院、系（所、學位學程、西灣學院各組）。
 - iii. Notify the faculty in writing again and their affiliated colleges and departments/institutes/degree programs/centers of Si Wan College if the faculty fail to submit grade reports two weeks after the deadline.
 4. 催繳三次後仍未依限繳交成績者，教師成績催繳紀錄納入教師評鑑與升等參酌。
 - iv. When faculty members fail to submit grade reports after three notices, their notification records of late submission shall be kept as references for faculty performance assessment and promotion evaluation.
- (三) 成績更正需於次學期註冊日後一週內，依「本校教師繳交及更正學期成績辦法」申請辦理。
- (3) Any request for grade correction shall be submitted within one week after the enrollment date of the next semester and handled in accordance with the *Regulations for Submission and Correction of Semester Grades by the Faculty*.