

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 2024 academic year, May 6, 2025

Modified and approved at the 2nd Teaching Survey Committee meeting during the 2025 academic year, March 31, 2026

- 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 questionnaires.
- Article 3 The questionnaire is classified into lectures, experiments, practicums, music, physical education, seminars, addresses, performances and Company intern . 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 8.
- 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 will be conducted or not. 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 an 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 during the survey, teachers can apply for make-up surveys before final exams.
- Article 5 The unit that gives the courses will return the questionnaires of all courses in the week of the final examination save that the questionnaires for delayed survey can be returned after the survey is completed.
- Article 6 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 selects 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. However, this exemption from survey does not apply to teachers who have no teaching feedback survey records for four consecutive semesters.
- Article 7 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 8 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.

英文法規翻譯內容若有疑義，以中文法規為主。

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.

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
114.5.6 113學年度第2次教學意見調查委員會修正通過
115.3.31 114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，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日，向教務處申請提前或延後調查。
- 施測期間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期間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 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。惟教師若連續四學期無教學意見調查紀錄者，不適用本款免施測規定。
- 第七條 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進行調整計分。
- 第八條 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。