

國立中山大學教學意見調查實施細則

Detailed Implementation of Teaching Surveys

97.7.10 96學年度第3次教學意見調查委員會通過
Approved at the 3rd Teaching Assessment Committee meeting on July 10th, 2008
98.3.20 97學年度第2次教學意見調查委員會通過
Approved at the 2nd Teaching Assessment Committee meeting on March 20th, 2009
99.5.3 98 學年度第 2 次教學意見調查委員會修正通過
Amended and approved at the 2nd Teaching Assessment Committee meeting on May 3rd, 2010
102.11.4 102 學年度第 1 次教學意見調查委員會修正通過
Amended and approved at the 1st Teaching Assessment Committee meeting on November 4th, 2013
104.6.20 104 學年度第 1 次教學意見調查委員會修正通過
Amended and approved at the 1st Teaching Assessment Committee meeting on June 20th, 2015
108.4.22 107 學年度第 2 次教學意見調查委員會修正通過
Amended and approved at the 2nd Teaching Assessment Committee meeting on April 22nd, 2019
111.4.12 110 學年度第 2 次教學意見調查委員會修正通過
Amended and approved at the 2nd Teaching Assessment Committee meeting on April 12th, 2022
114.5.6 113 學年度第 2 次教學意見調查委員會修正通過
Amended and approved at the 2nd Teaching Assessment Committee meeting on May 6th, 2025
114.10.14 114 學年度第 1 次教學意見調查委員會修正通過
Amended and approved at the 1st Teaching Assessment Committee meeting on October 14th, 2025
115.3.31 114 學年度第 2 次教學意見調查委員會修正通過
Amended and approved at the 2nd Teaching Assessment Committee meeting on March 31th, 2026

- 一、 本細則依本校「教學意見調查實施辦法」第五條訂定之。
- I. These provisions are formulated in accordance with Article 5 of *Regulations for Conducting Teaching Survey*.
- 二、 教學意見調查得採用紙本或線上調查。
- II. Teaching surveys shall be conducted on paper or online.
- 三、 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。
- III. Questionnaires are classified into twelve categories: lectures, laboratories, practicum, music, physical education, seminars, speeches, performances, service learning, internship, medicine, and clinical medicine practicum. Teaching surveys shall be conducted based on the category of a course.
- 四、 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天，向教務處申請提前或延後調查。
- IV. Surveys shall be, in principle, conducted two weeks before the final exam. The unit offering the course shall confirm with the faculty to determine

whether to conduct the course survey, and the survey schedule with all these information collected one month before the final exam and submitted to the OAA in paper for reference. If rescheduling is necessary for summer courses, English-mediated courses, or other courses due to their nature, the faculty or the units shall apply to the OAA at least five days before the scheduled date.

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。

Students who are on leave during the period of the survey, the faculty shall apply to the OAA for individual make-up surveys before the final exam of the semester.

五、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。

V. The units offering courses shall complete all teaching surveys by the end of the semester. The course with the OAA's approval to postpone the survey shall carry it out as soon as the semester ends.

六、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。

VI. Every course shall carry out a survey except for the following:

(一) 獨立研究。

(1) independent study,

(二) 論文指導。

(2) thesis/dissertation supervision,

(三) 修課人數為1人。

(3) only one student taking the course, or

(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。

(4) For a jointly-lectured course in which the faculty teaches less than three weeks. The faculty may determine whether to conduct the teaching survey.

However, this exemption from survey does not apply to teachers who have no teaching feedback survey records for four consecutive semesters.

七、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。

- VII. The total score of a teaching survey shall be the average of scores from questions regarding “Courses and Teaching”, excluding the questions for testing the student status.
- 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議進行調整計分。
- The scoring method of teaching survey may be adjusted based on the nature of courses, standard deviation, and associated rewarding measures after the approval by the Teaching Assessment Committee.
- 前項有交換生選修之英語授課課程得依交換生人數扣除全班最低分份數，交換生人數低於（含）5人者依實際人數扣除；高於5人者以扣除修課總人數10%之份數為上限，調整其學期教學意見調查分數，作為教學意見調查課程滿意度獎勵及追蹤改善精進教學之參考依據。
- For English-taught courses attended by exchange students, the semester teaching evaluation scores may be adjusted by excluding the lowest scores from the class total—specifically, by excluding a number of scores equal to the number of exchange students (or the actual count if there are five or fewer), up to a maximum of 10% of the total number of students enrolled. These adjusted scores serve as a reference for awarding satisfaction-based incentives and for tracking, improving, and refining teaching practices.
- 八、 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。
- VIII. These provisions are approved by the Teaching Assessment Committee and the vice president for Academic Affairs before implementation. Amendments to these regulations shall follow the same procedure.