

# 國立中山大學教師教學守則補充規定

## Regulations for Supplementing Faculty Code of Teaching

95 學年度第2 學期第6 次行政會議通過

Approved at the 6th Executive Meeting in Spring semester 2007

96 學年度第2 學期第3 次行政會議修正通過

Amended and approved at the 3rd Executive Meeting in Spring semester 2008

101 學年度第1 學期第5 次行政會議修正通過

Amended and approved at the 5th Executive Meeting in Fall semester 2012

106 學年度第2 學期第5 次行政會議修正通過

Amended and approved at the 5th Executive Meeting in Spring semester 2018

- 一、 為追求教學卓越、提升本校教師與學生之互動，特依本校教師聘約第四條及教師守則第二條之精神，補訂相關規範以供遵循。
  - I. These regulations are formulated in accordance with Article 4 of *Faculty Contract Agreement* and Article 2 of *Faculty Code of Conduct* to pursue the excellence of teaching and enhance the faculty's interaction with students.
- 二、 授課教師之課程大綱應明確訂定「評分標準及比例」、「每週課程內容及預計進度」等資料，於學生初選前完成登錄，以作為學生選課之參考。（初選時間請參見每年之學校行事曆）
  - II. The faculty shall design a course syllabus with clear information regarding grading criteria, the final grade breakdown into weightings for different assessment measures, and weekly lesson contents and schedules. The syllabus shall be registered in the course selection system before the preliminary course selection period starts. (Please refer to the annual academic calendar for the timing of the preliminary course selection.)
- 三、 授課教師應於開學第一次上課時發給學生課程大綱書面資料，並說明課程評分方式。
  - III. The faculty shall provide students with a printed syllabus in the first class and explain how the course will be graded.
- 四、 本校課程教學大綱登錄項目須逐項填寫，但「課程大綱」、「評分方式」及「課業討論時間（Office hours）」三項，其中任何一項未登錄者，即視同未完成登錄。
  - IV. All items listed in the course syllabus on the University course selection system shall be filled or checked. A course shall be deemed unregistered if any of the “outline”, “grading method”, or “office hours” is incomplete.
- 五、 課程大綱須由主授教師親自登錄，但外籍教師開授之課程、與外校合作開課之課程、暑期提前上課之課程或不諳電腦操作教師開授之課程，

經授課教師及開課單位主管書面同意後，得由系所助理協助登錄。

- V. The course syllabus shall be registered by the faculty in person, except for courses taught by foreign faculty, courses offered in cooperation with other universities, courses offered during the summer, or courses taught by the faculty who are not computer literate, which may be registered with the assistance of department/institute assistants after written approvals of the faculty and the head of the academic unit offering the course.
- 六、 華語中心課程、校際選課課程、音樂系所「音樂類」課程、研究所「獨立研究類」、「演講／參訪類」課程、碩專班「碩士論文」課程及國外學者短期課程等得免登錄課程大綱；但除華語中心課程及校際選課課程外，上列其餘課程仍須上網登錄「評分標準及比例」，並以書面向學生說明評分方式。
- VI. Courses offered by the Chinese Language Center, inter-university elective courses, music courses of the Department of Music, independent studies of institutes, courses featuring speeches and/or field trips, master's thesis courses of in-service master's program, and short-term courses offered by overseas scholars shall be exempt from registering the course syllabus. Nevertheless, both grading criteria and the final grade breakdown into weightings for different assessment measures still need to be registered with a printed version provided in class, except for the Chinese Language Center and inter-university elective courses.
- 七、 每位專任教師每週均應安排時間供學生請益；課程課業討論時間（Office hours）之安排，以每週二次（不得安排於同一天），每次二小時為原則（如因故每學期只授一門課者，每週得僅安排一次）。課業討論時間如有變更，除應告知學生外，並應通知教務處備查。
- VII. Full time faculty shall arrange office hours for students to visit twice per week, with two hours every time on two different days. The faculty may arrange office hours once per week if offering only one course each semester due to force majeure. If there is any change in the office hours, the students must be informed, and the Office of Academic Affairs notified for reference.
- 八、 本規定經教務會議及行政會議通過，校長核定後實施，修正時亦同。
- VIII. These regulations are approved by the Academic Affairs Council, Executive Meeting and the President before implementation. Amendment to these regulations shall follow the same procedures.