

國立中山大學課程審查及其相關作業規範

NATIONAL SUN YAT-SEN UNIVERSITY

Regulations for Course Review

111.05.20 第 172 次教務會議修正通過

Approved by the 172rd Academic Affairs Meeting on May 20, 2022

一、為建立本校課程開設及異動之審查制度，強化各系所課程架構與內容，特訂定本規範。

I. These regulations have been formulated to establish a mechanism for the review of newly created or modified courses at National Sun Yat-sen University, and to strengthen the structure and content of courses in each department.

二、本校課程教育架構區分為學士班通識教育課程及系所專業課程兩大類；通識教育課程由「西灣學院」依校基本素養與核心能力統籌規劃；專業課程由各系所依校、院基本素養與核心能力、系所教育目標及學生專業能力指標自行規劃。

II. The curricular and educational framework at the University shall be divided into two categories: general education courses for bachelor's degree programs and professional department courses. The general education curriculum shall be coordinated by Si Wan College in accordance with the University's proficiency and core competency requirements; professional courses shall be organized by each department in accordance with the department, college, or University's proficiency and competency requirements, educational goals, and students' professional skills development needs.

各系所教育目標及學生專業能力依校、院基本素養及核心能力與系所特質自訂，提報三級課程委員會審議後實施。

The educational goals and students' professional competency requirements of each department shall be based on the basic proficiencies and core competencies required by the affiliated college or the University as well as the specific characteristics of the department. These shall be submitted to the curriculum committees at all 3 levels for deliberation prior to implementation.

各課程應依類別不同，分別提交系、院課程委員會研議，並經校課程委員會審議、教務會議核備後，方得開課。

Each course shall be submitted to its department and college curriculum

committees for deliberation, and no course may be offered until it has been reviewed by the University level curriculum committee and approved by the academic affairs meeting.

各研究學院所屬課程依所屬研究學院課程委員會設置要點進行審議，經其管理會通過後開課。

The courses of each college of research shall be reviewed pursuant to the directives established by the curriculum committee of the college, and the courses may be offered once approved by its management council.

- 三、院課程委員會議通過之議案，應有校課程委員代表之院委員出席，該議案始能送校課程委員會議審議。
- III. Proposals passed by college curriculum committees shall require the attendance of a representative of the university curriculum committee prior to being submitted to the university curriculum committee for deliberation.
- 四、校課程委員會對新增設或更改之課程，基於全面性考量，若有不合適之課程，得議決刪除、修正或保留，並就課程相關爭議事項作成裁決後，提教務會議核備。
- IV. After thorough deliberation, the university curriculum committee may decide to delete, revise, or retain any newly created or modified courses if they are found to contain unsuitable elements, and after making rulings on disputed matters involving courses, submit them to the Academic Affairs meeting for approval.
- 五、除通識教育課程或經校課程委員會專案核可之科目外，各系所課程依本校學則規定，一學期上課 18 週，正課每週上課 1 小時為 1 學分，實習或實驗課程每週上課 2 小時或 3 小時核計 1 學分為原則。
- V. With the exception of general education courses and subjects approved by the university curriculum committee, department courses shall abide by the University's hour and credit requirements, with 18 weeks in a semester, 1 credit for every 1 hour per week in mainstream courses, and 1 credit for every 2 to 3 hours per week of practicum or experimental courses.
- 六、本校研究生、學士班延修生及自費選讀生，修習學分數與上課時數不同課程時，比照校際選課、暑期班繳費方式，依學生或選修課程所屬學院(系)別及上課時數繳交學分費（繳交之學分數以修習課程時數計算之）。通識教育各類課程，依文學院學分費收費標準繳交。
- VI. Graduate students, undergraduates extending their period of study, and self-funded elective students taking courses with differing credits and class hours shall pay according to the college (department) in which the student is enrolled and to the class hours of the elective courses, as with the payment method of

intercollegiate elective courses and summer classes (the number of credits paid shall be calculated based on the number of hours taken). For general education courses, payment shall be made in accordance with the standards of the College of Liberal .

七、課程結構外審及新增設課程作業原則：

VII. The principles for the external review of curriculum structure and new courses are as follows:

(一)系所應定期（至少每 5 年）辦理課程結構外審，惟新成立系所第 1 次辦理課程結構外審以 3 年為原則，以通盤檢討系所教育目標、學生專業能力指標及校、院基本素養與核心能力與課程結構之合宜性及關聯性，並檢視教師專長與任教科目之一致性為目標。西灣學院各中心規劃之通識教育課程，為通盤檢討其是否能培育學生達成校基本素養與核心能力，應比照系所課程結構定期辦理外審。

(1) Departments shall regularly (at least every 5 years) conduct an external review of the curriculum structure; however, newly established departments shall conduct the initial external review 3 years after the establishment of the department. The goal shall be a comprehensive review of the educational objectives of the department, indicators of students' professional competencies, the suitability and relevance of the basic proficiency and core competency requirements of the college and its curriculum structure, and an examination of the consistency of faculty members' expertise and the subjects taught. The centers of Si Wan College shall regularly conduct external audits of the curriculum structure of the department in order to comprehensively review whether their general education courses are effectively facilitating the students in achieving the basic proficiency and core competency requirements of the University.

(二)課程結構外審應聘請 5 位以上之校外專家學者（含 1 位以上之業界代表），就系所各學制之必、選修課程結構與系所教育目標、發展方向與願景、期待學生達到各項能力指標等方面進行審查。

(2) For external reviews of curriculum structure, more than 5 external experts and scholars (including more than 1 industry representative) shall be hired to review the requirements of each academic system within the department, the structure of the department's elective courses and its educational goals, the department's developmental direction and vision, and the various skills benchmarks students are expected to achieve, among others.

(三)系所辦理課程結構外審所衍生之新增課程，可於審定後一次送系級、院級及校級課程委員會完成程序。

(3) Courses added as a result of external reviews of departmental curriculum structure may be submitted to the department-level, college-level, and university-level curriculum committees to complete the required procedures upon approval.

(四)依外審委員意見需增列新課者，可填具外審意見回覆說明及檢附相關資料，提報三級課程委員會審議通過後，將欲新增課程逕納入原課程結構內。

(4) Those who need to add new courses as advised by the external review committee may fill out the external review feedback form with the relevant information attached and submit it to the curriculum committees at all 3 levels for deliberation and approval, after which the new courses may be incorporated into the existing curriculum.

(五)已完成外審之系所課程結構，原則上應依審定之必、選修課程開課，如因故（如配合教育部研究計畫等）需新增設課程者，應檢附擬修訂之課程結構圖及新增設課程大綱，提報系（所）級課程委員會及系務會議通過，並完成三級課程委員會審議後始得新增。

(5) Departmental curricula that have undergone external audits shall offer compulsory and elective courses based on the review. If for any reason (such as to cooperate with a research plan of the Ministry of Education) new courses need to be added, the revised curriculum map and new course syllabus shall be submitted to the department/collegiate level curriculum committee and the department affairs meeting for approval. New courses may only be added after deliberation by the curriculum committees at all 3 levels.

各學院、系所新增課程除國外教師短期教學課程或特殊情況外，需於開學前之課程委員會審議通過，始可開設。

With the exception of short-term teaching courses for foreign lecturers or other special circumstances, newly created courses in each college and department must be reviewed and approved by the curriculum committee prior to the start of the semester before being added.

系所提報課程結構新增科目，除因配合教育部研究計畫等因素外，大學部及研究所(含碩、博、碩專)每學期至多各以新增 3 科為限，惟新進教師 2 年內之課程不在此限，超過前述科目數上限者，課程結構需再送外審後，始得提課程委員會審議。

Undergraduate and graduate departments (including master's, doctoral, and in-service master's degree programs) may each add up to 3 new courses per semester, with exceptions for departments cooperating with a research plan of the Ministry of Education or other special circumstances. However, courses developed by new faculty members shall be exempted from this restriction for the first 2 years of their employment. Departments whose new course number exceeds the above limit shall submit their curriculum for another external review before submitting it to the curriculum committee for deliberation.

因系所更名或調整（分組或合併）後，應就相關課程進行盤點，原課程內容涉變動者，須重新提送三級課程委員會審議；課程內容未有變動者，則提送系、院級課程委員會審議通過後，送教務處備查後始可開設。

If a department is renamed or modified (regrouped or merged), an inventory of its courses shall be conducted. If the original course content is altered, it must be resubmitted to the curriculum committees at all 3 levels for deliberation; if the course content does not undergo any changes, it shall be submitted to the department and college level curriculum committees for deliberation and approval, and then to the Office of Academic Affairs to be filed for reference, after which the courses may be offered.

各學院、系所新增課程除國外教師短期教學課程或特殊情況外，需於開學前之課程委員會審議通過，始可開設。各學院(含研究學院)、系、所配合國外傑出(客座)教師短期(訪問)開設之課程得免修訂課程結構，逕提課程新增。

With the exception of short-term teaching courses for foreign lecturers or other special circumstances, newly created courses in each college and department must be reviewed and approved by the curriculum committee prior to the start of the semester before being added. Short-term (visiting) courses offered by colleges (including colleges of research), departments, and institutes in cooperation with outstanding (visiting) foreign lecturers shall be exempt from curriculum structure reviews and new course restrictions.

- (六)院系所送交新增課程資料表前，應先查核所填任課教師是否為本校已聘任或擬新聘教師，並檢附院課程委員會之會議紀錄。
- (6) Prior to submitting a new course information form, departments shall check whether the named faculty members are already hired or to be newly hired by the University, and attach the minutes of the college curriculum committee meeting.

- (七)連續四年（八學期）未開設之課程，重新開課時，須送校課程委員會核備。
- (7) Courses that are not offered for four consecutive years (eight semesters) must be sent to the university curriculum committee for approval to be re-opened.
- (八)同一系所學士班與研究所碩、博士班課程名稱，應有區隔，不宜相同。
- (8) Courses in the bachelor's, master's and doctoral programs of the same department may not be given the same course title.
- (九)系所專業課程以 3 學分為原則，如需開設 0 學分或 3 學分以上、或學分數與上課時數不同之課程，任課教師應檢附書面說明，一併提送課程委員會討論。
- (9) In principle, departmental professional courses are 3 credits. If it is necessary to offer courses with 0 credits or more than 3 credits, or the number of credits is different from the number of class hours, the faculty member shall attach a written explanation and submit it to the curriculum committee for discussion.
- (一〇) 正規學制開設過之課程，擬於在職專班新增開設者，毋需辦理新增設課程提報；但在職專班開設過之課程擬在正規學制學士班或碩博士班開設者，需重新提報。
- (10) Courses that have previously been offered in the regular academic system and are intended to be offered in in-service programs need not be resubmitted as newly-added courses. However, courses offered by an in-service program that will be offered as a bachelor's, master's, or doctoral course under the regular academic system must be resubmitted.
- (一一) 「新增設課程資料表」內【主要教科書／參考書目】須按作者、書名、出版社、出版地次序繕打，書名下以橫線或斜體字標示。各欄填列方式應一致，不得留空白。
- (11) The *Primary Textbooks/References* field in the Newly Added Course Information Form must be filled in in the order of author, title, publisher, and place of publication. Titles shall be underlined or italicized. Each column shall be filled in the same format and not be left blank.
- (一二) 各課程授課方式，依課程性質不同，分為講授、醫學、研討、實習、企業實習、臨床實習、實作、實驗、音樂、展演、體育、演講/參訪、服務學習及獨立研究十四類。
- (12) Course teaching methods are divided into fourteen categories according

to the nature of the course: lectures, medical studies, seminars, internships, corporate internships, clerkships, independent studies, experimental courses, music studies, exhibitions, sports, lectures/visits, service learning, and independent research.

除「講授及醫學」外，其他類別課程名稱與授課方式對應如下：

With the exception of “Lectures and Medical Studies”, the titles and teaching methods of other course types are as follows:

課程名稱 Course Title	英文對照名稱 Course Title in English	授課類別 Course Type (主要授課方式) (Primary Teaching Method)
XXX 講座、XXX 專題講座	Special Lectures on XXX	演講 Lecture
XXX 專題演講	Colloquium on XXX Seminar in XXX	
XXX 書報討論	Paper Readings in XXX Seminar in XXX	研討 Seminar
XXX 個案研討	Case Studies in XXX	
XXX 研討	Seminar in XXX	
XXX 議題研討	Special Topics in XXX	
XXX 專題研討	Seminar in XXX	
XXX 專題討論	Seminar in XXX	獨立研究 Independent Research
XXX 專題	Independent Studies in XXX	
XXX 專題研究	Independent Studies in XXX	
XXX 獨立研究	Independent Studies in XXX	
XXX 實作	Independent Studies in XXX	實驗(習) Experimental/Internship
XXX 實驗(習)	XXX Practice Internship in XXX Laboratory—校內	
XXX 實務	Field Project in XXX—校外	
XXX 專案	XXX Project	
XXX 臨床實習	Clerkship-XXX	

八、課程異動審查作業原則：

VIII. Regulations for external reviews of curriculum structures and new courses:

- (一) 已提校課程委員會審議通過之課程，如需異動（如修改科目名稱、停開、調整學分數或開設年級等），經系、院課程委員會審議通過即可；但科目名稱異動後明顯不同者，仍應提請校課程委員會審議。各課程資料異動，不得追溯承認已開設之課程。

- (1) If courses that have been submitted and approved by the university curriculum committee need to be changed (e.g., modifying course titles, suspending courses, adjusting credits, or offering to different grade levels), the changes only need to be reviewed and approved by the department and college curriculum committees. However, courses that undergo a title change and whose content is significantly altered shall nonetheless be submitted to the university curriculum committee for deliberation. Changes in course materials shall not retroactively affect courses that are already being offered.
- (二) 「專題」(獨立研究)類課程授課方式修改為「研討」類：
- (2) Independent studies (independent research) courses being changed to seminar courses:
1. 依課表排定時間固定授課，有明確完整之教學大綱(含教學目標、課程內容、上課進度、教科書及參考書目等)，且有學生口頭報告及教師講授評論等實質上課之情形，得以課程異動方式提報。
 - i. Classes that are taught at fixed times according to the schedule, have a clear and complete syllabus (including teaching objectives, course content, class progress, and textbooks and reference lists), and include actual class activities such as student presentations with feedback from an instructor may be submitted in the form of a course change.
 2. 課程名稱應修改為「xxx 專題研討」，並於課程資料異動表之「修改說明」欄，填明課程內容、課程大綱及參考書目，提報各級課程委員會審議。
 - ii. The course title shall be changed to “Seminar in XXX”, and the *Modifications* field of the course change form shall include course content, syllabus, and textbooks and references for submission to the curriculum committees at all levels for deliberation.
- (三) 「專題」(獨立研究)類課程授課方式修改為非專題類課程，如「講授」類，須依課程性質內容修改課程名稱，並以「新增設課程」方式辦理審議。
- (3) If an independent studies (independent research) course is changed to a non-independent studies course such as a lecture course, the course title shall be modified to suit the nature of the course content and the course shall be re-submitted as a newly added course.
- (四) 科目新增或異動，應以本院、系(所)相關之實用科目為原則，與本

院、系（所）性質是否相關由各院、系（所）主管予以認定，但應有整體之規劃，宜避免動輒變更。

- (4) In principle, course additions or changes shall be based on the relevancy of the course to the college and department and practical needs. The course's relevance to the college and department shall be determined by the respective director of each college and department, but an overall plan shall be made to prevent over-frequent changes.

九、必修科目作業原則：

IX. Regulations for compulsory courses:

- (一)「新」學年度入學生適用之必修科目表及最低畢業學分數等修課規定，應於學生入學前三個月，提送三級課程委員會審議，但如與前一學年度入學學生相同，免再提校課程委員會審議。
 - (1) A compulsory course list and the minimum number of graduation credits applicable to students admitted in each new academic year shall be submitted to the curriculum committees at all 3 levels for consideration three months before student enrollment each year. However, if they remain the same as in the previous academic year, they may be exempt from review by the university curriculum committee.
- (二)各系所學士班必修課程學分（含通識教育科目及專業科目）比重以不超過 60%為原則。（此通識教育科目係指計入最低畢業學分數之課程）
 - (2) No more than 60% of bachelor's degree course credits (including general education subjects and professional subjects) in each department can be for compulsory courses (general education subjects refer to courses that count towards the minimum graduation credits).
- (三)各系所各必修課程需依各入學年度必修科目表所訂之年級開課，以乙次為限；各選修課程之開設，每班在校期間亦以乙次為限。
 - (3) Each department's compulsory courses shall be offered only once to students in the grade specified in the compulsory course list for each admissions year. Elective courses shall also be offered only once within the period in which each class is enrolled at the University.
- (四)學年度之必修科目表內科目與相關規定，應於學生入學前修訂完成，為維護學生權益，不得於入學後再行修改或增刪。
 - (4) The subjects and related regulations in the compulsory course list for the academic year shall be revised before students enroll in university. To protect the rights of students, the table shall not be edited, added to, or deleted from after course enrollment commences.

(五)因故需調整開課年級或學期時，應敘明理由，經適用該入學年度必修科目表學生簽名，經系所、院課程委員會核定後備案。但不得因配合教師個人授課規劃而進行修正。

(5) If it is necessary to adjust the grade or semester in which a course is offered, the reason shall be stated, the students shall sign on the compulsory course list for their admitted year, and the record shall be approved by the department and college curriculum committees. However, the table shall not be amended to meet a faculty member's personal teaching plan.

(六)已通過但尚未開設之必修課程，科目名稱之修改，應述明理由，經系所、院課程委員會認定「課程內容確實未涉及實質變動」後，送校課程委員會備案，惟研究學院由院課程委員會留存。

(6) If a compulsory course that has been approved but not yet offered undergoes a name change, the reasons for the modification shall be stated and a determination made by the department and college curriculum committees that the course content has not undergone substantial changes, after which the course shall be sent to the university curriculum committee for reference. Only submissions by colleges of research may be filed by the college curriculum committee.

十、課程開課及選課相關原則：

X. Regulations for course offerings and selection:

(一)各學系各班每學期開設課程學分數，以學士班各年級學生應修學分數下限為原則。

(1) The number of course credits offered by each department and class in each semester shall be based on the minimum number of credits to be taken by students in each grade of the bachelor's program.

(二)各學系應規畫「名師領航」課程，依照教師專業特色，聘請校內或校外學有專精的名師，擔任大一學生引導課程的授課教師。

(2) Each department shall invite a University or external faculty to offer a pilot teacher course based on their specialized knowledge to first-year students.

(三)各學院得依其教育目標、學生核心能力指標之需求統籌規劃學院共通之必要課程如專業倫理課程（或講座）等，遴聘校內外專家學者授課。

- (3) Each college may plan its own required courses that align with its educational objectives and core competencies requirements, such as ethics courses (or lectures), and select expert scholars from within or outside of the University to teach them.
- (四)各學院(系、所)開設課程時，所屬專任教師「實際授課總時數」與「各職級基本應授總時數」之比值(排課比)以1:1為原則。
- (4) In principle, when each college (department/institute) offers courses, the ratio of the appointed instructors' actual total teaching hours in the course schedule to the basic total teaching hours for all ranks shall be 1:1.
- (五)配合英語教育之推動，各學院每學期至少應推薦七門以上英語授課課程，同系所同一課程開授二班以上時，其中一班請儘量採行英語授課。招收外國學生之系所(中國文學系除外)，每學期至少開設1門全英語課程為原則，而外國學生人數達3人以上，每學期至少開設2門全英語課程為原則。
- (5) In line with the promotion of English education, each college shall recommend at least seven English-taught courses per semester. If two or more classes of the same course are offered in the same department, one of the classes shall be taught in English as much as possible. Departments that recruit foreign students (except the Department of Chinese Literature) shall offer at least 1 all-English course per semester, and if there are more than 3 foreign students, at least 2 all-English courses shall be offered each semester, in principle.
- (六)碩、博士班課程得不分年級開設。課程選課限修條件不得加註「須經授課教師同意」之字句。
- (6) Master's and Doctoral courses shall be offered to graduate students regardless of grade level. Course requirements may not include terms such as "subject to the consent of the instructor."
- (七)各系所教師每人每學期開設「專題」(獨立研究)類課程時數上限，由各系所訂定之。
- (7) The maximum number of independent studies (independent research) course hours faculty members are allowed to offer per semester shall be determined separately by each department.
- (八)碩士班研究生選修本系大學部四年級專業科目，該課程經系所認定為碩士班程度，並經校課程委員會專案核准者，可計入碩士班最低畢業學分內，並應依規定繳交學分費。但學士班學生選修該類課程，雖

入學該系碩士班、博士班，仍不得辦理抵免為碩士班、博士班畢業學分。

(8) For Master's students who elect to take senior-level undergraduate professional courses within their department, if the course has been recognized by the department as a master's level course and approved by the university curriculum committee, it may be counted toward the minimum graduation credits for the master's degree, and the credits shall be paid in accordance with regulations. However, undergraduate students who take this type of course are not allowed to apply the course to graduate credits even if they enroll in a master's or doctoral program within the department.

(九)大學部必修三學分課程，以不連續排課為原則，若因課程需求，經系課程委員會通過者，不在此限。

(9) In principle, compulsory 3-credit undergraduate courses shall not be offered consecutively. Under special circumstances, this rule may be waived for a course if approved by the department curriculum committee.

(一〇) 日間部學士班課程時間安排應為週一至週五白天，每日單一年級課程以不超過 10 節、同一門課以不連續授課 4 節(含)以上，並以不短期密集授課為原則；聘請國外專家學者及實務操作特殊性質者不在此限。

(10) Course schedules of the regular undergraduate program shall run from Monday to Friday during the day, with no more than 10 class hours for a single grade per day, no more than 4 continuous class hours of the same course, and no short-term intensive teaching, in principle. Foreign experts and scholars and courses that have special time needs due to their practical operations shall be exempt from this rule.

未符前述規定課程因性質特殊者，須經系、院級課程委員會審議通過後，送校課程委員會核備，始可開設。

Courses that do not meet the above requirements due to their special time needs must be reviewed and approved by the department and college-level curriculum committees and then submitted to the university curriculum committee for approval before they can be offered.

十一、 併班開課與上課原則：

XI. Regulations for combined course offerings and classes:

(一)各學院院內系所開設科目名稱、上課時間、授課教師及學分數相同之課程，應合併開課，以減少開課數。

- (1) Courses with the same course title, class time, instructor, and credits offered by departments within each college shall be combined to reduce the number of courses offered.
- (二)科目名稱、授課教授及學分數相同，但上課時間不同之課程，選課後，如擬調整為相同時間併班上課，應經全體修課學生簽字同意始可辦理。
- (2) Courses with the same subject name, instructor, and credits but different class times may only be moved to the same time after course selection, with the signed approval of all of the students taking the course.
- (三)上課時間、授課教師及學分數相同，但科目名稱不同之課程如需併班上課，除碩博士班之書報討論、專題（獨立研究）類課程外，請任課教師敘明理由，於學期開始上課前，提經系、院課程委員會審議通過，方可併班。
- (3) If courses that actually have the same class time, instructor, and number of credits but are listed under different course titles need to be combined, the instructor shall provide an explanation of the reasons and submit it for approval by the curriculum committees of the department and college before the classes may be combined, with the exception of master's and doctoral discussion and independent studies (independent research) courses.
- (四)學士班課程不得與博士班課程併班上課；學士班一、二年級課程不得與碩士班併班上課；二年制在職進修專班課程不得與其他學制課程併班上課；碩士在職進修專班課程不得與學士班、博士班課程併班上課。
- (4) Undergraduate courses may not be combined with doctoral courses; first and second-year undergraduate courses may not be combined with master's courses; two-year in-service professional courses may not be combined with other academic courses; master's in-service courses may not be combined with bachelor's or doctoral courses.
- (五)專班與一般學制併班之課程，專班學生計入開班有效人數部份，不得再支領專班課業輔導津貼。
- (5) For courses in which a professional class and the regular academic class are combined, the students in the professional class who are included as formal students in the class are not allowed to receive the professional class counseling stipend.

十二、課程人數相關原則：

XII. Regulations for number of students in a course:

- (一) 學士班課程限修人數以 50 人為原則，服務學習課程限修人數以 30 人為原則。如需因儀器設備或實務演練等原因調降限修人數，或因課程性質需分班或調降開班人數時，應敘明理由，經系所、院課程委員會審議通過，由系所主管列席校課程委員會說明經審議通過，提教務會議備案後，方得實施。
- (1) In principle, undergraduate courses shall have a maximum of 50 people per course, and service-learning courses shall have a maximum of 30 people per course. If the maximum number needs to be lowered due to limited equipment or facilities or for other practical reasons, or if the nature of the course calls for dividing the class or decreasing the minimum number of students allowed to enroll, then the reason shall be stated and submitted to the department and college curriculum committee for deliberation and approval. After approval by the university curriculum committee with the departmental supervisors in attendance, the changes may be submitted to the Academic Affairs Meeting for filing and then be implemented.
- (二) 各系所課程開班人數依校內相關規定辦理，在職專班以外學制課程，修課人數不足如確有續開必要者亦得開班，但專任教師不得支領超支鐘點費；兼任教師授課鐘點費，需由開課單位自行籌措支付。
- (2) The number of classes in each department shall be handled in accordance with the relevant NSYSU regulations. Except for in-service special courses, a course may be offered even if the number of students is insufficient, if it is necessary to hold the course, but the instructor may not receive hourly overtime compensation. Hourly wage for teaching hours for part-time instructors shall be paid by the course-offering institution.
- (三) 兼任教師授課鐘點費，每學期依實際授課時數支給。開設之課程，如未達開班人數，應於加退選截止後即停開，其停開前已實際授課之鐘點費仍予支付。
- (3) Hourly wage for teaching hours for part-time instructors shall be paid according to their actual teaching hours each semester. If a course does not reach the minimum required number of students, the course shall be canceled after the deadline for additions and withdrawals passes. Wages from hours taught before the cancellation will still be paid.
- (四) 各課程限修人數應依上課教室容量適當訂定。當學期總修課人數超

過 70 人擬分班授課時，得於加退選結束一週內簽請教務長同意後分班授課。

- (4) The maximum number of students allowed to enroll in each course shall be determined in an appropriate manner according to the capacity of the classroom. If more than 70 students enroll in a course in a single semester and it is necessary to divide the class, department can sign for the approval of the Dean within one week after the deadline for addition and withdrawal, after which the class may be divided.

十三、遠距教學相關規定：

XIII. Regulations for distance learning:

- (一)遠距教學課程，係指師生透過通訊網路、電腦網路、視訊頻道等傳輸媒體，以互動方式進行之教學。且每一科目授課時數二分之一以上以遠距教學方式進行者。

前項遠距教學課程授課時數，包括課程講授、師生互動討論、測驗及其他學習活動之時數。

- (1) “Distance learning courses” refers to courses in which instructors and students interact through communication networks, computer networks, video channels, or other transmission media, and where more than half of the teaching hours are conducted remotely.

The above-mentioned teaching hours include hours dedicated to lectures, discussion between instructor and students, testing, and other learning activities.

- (二)本校教師擬新開授遠距教學課程，或曾採遠距教學方式授課擬修訂教學內容之課程，應於開課前一學期檢附課程教學計畫，提報系（所）課程委員會後，送交教務處辦理數位課程審查，教師依據審查結果修正課程教學計畫後，完成三級課程委員會審議，經教務會議通過後始得開設。教師應將課程公告於網路，並依教育部「專科以上學校遠距教學實施辦法」之規定辦理。

- (2) School faculty members who plan to offer new distance learning courses or adopt distance learning methods when revising course content shall attach the course teaching plan one semester prior to the start of the course and submit it to the department curriculum committee and then to the Academic Affairs Office. After a course review is conducted, the instructor shall revise the teaching plan pursuant to the review results. Only after the deliberation of the curriculum committees at all 3 levels and

the approval of the Academic Affairs Meeting may the course be offered. The instructor shall announce the course on the Internet and follow the Ministry of Education's *Implementation Regulations Regarding Distance Learning by Universities*.

- (三) 前述教學計畫，應載明教學目標、適合修讀對象、課程大綱、上課方式、師生互動討論、成績評量方式及上課注意事項。
- (3) The aforementioned teaching plan shall state the teaching objectives, suitable topics, syllabus, teaching methods, topics for interactive discussion between instructors and students, performance evaluation methods and matters needing attention in class.
- (四) 教師開授遠距教學課程者，應將教學大綱、課程教材、師生互動、學習評量及作業報告等資料作成紀錄檔案，至少保存五年，供日後教學評鑑或接受訪視時之參考。
- (4) Instructors who offer distance learning courses shall record the syllabus, course materials, instructor-student interactions, learning assessments, homework reports, and other documents and keep them for at least five years for future teaching evaluations or reference during interviews.
- (五) 首次開設之遠距教學課程應於當學期結束後辦理數位課程評鑑，檢核遠距教學課程教學成效。之後每三年為一週期辦理數位課程評鑑，評鑑報告應送教務處審查，以做為課程是否續開之依據。若該課程通過教育部「數位學習課程認證審查」，則認證期間無須辦理本校數位課程評鑑。依前揭規定製作之評鑑報告，至少保存五年。
- (5) Distance learning courses offered for the first time shall undergo a digital course evaluation after the end of the semester in which they are offered to ensure their teaching effectiveness. Afterwards, digital course evaluations shall be conducted every three years. Evaluation reports shall be sent to the Office of Academic Affairs for review, and will be used as a basis for determining whether to continue the course. If a course has already passed the Ministry of Education's *Digital Learning Course Accreditation Review*, the University's digital course evaluation is not required during the accreditation period. Evaluation reports prepared in accordance with earlier versions of the Regulations shall be kept for at least five years.
- (六) 本校遠距教學課程，應於具備教學實施、紀錄學生學習情形及其他支援學習功能之學習管理系統為之。
- (6) The school's distance learning courses shall be conducted in a learning

management system with learning support, recording of students' learning outcomes and other supported learning functions.

若為同步遠距教學課程，教師應將教材置於學習管理系統平台，開闢網路討論區，提供電子郵件帳號及其他聯絡管道，供修課學生進行教學上之雙向溝通。

For synchronous distance learning courses, instructors shall upload the teaching materials on the learning management system platform, open up an online discussion area, and provide email accounts and other communication channels for students to communicate throughout the course.

若為非同步遠距教學課程，教師應使用學習管理系統平台，完備課程內容、教學進度，並進行學習評量、師生交流等，俾供系統完整記錄師生全程上課、互動、繳交作業、學習評量及勤怠情形。

For asynchronous distance learning courses, instructors shall use the learning management system platform to complete the course content and teaching progress, conduct learning assessments, and conduct instructor-student communication so that the system can completely record instructors and students throughout the course, including interactions, submissions of homework, learning assessments, and failure to complete assignments or attend.

十四、教務處應擬定新學期各項課程新增/異動之作業時程。各學院「新增設課程」及「課程異動」等資料，應於規定期限內送教務處彙整。提校課程委員會之「臨時動議」案，如受會議時間限制無法進行討論時，將不予審查。

XIV. Each semester, each college shall submit a list of its newly added or modified courses to the Office of Academic Affairs for compilation within the specified time frame so that the Office of Academic Affairs can add the new or modified courses to the course schedule. Cases submitted as extraordinary motions may not be reviewed if meeting time has elapsed.

十五、本規範經校課程委員會、教務會議通過，校長核定後實施，修正時亦同。

XV. These regulations shall be implemented upon approval of the University curriculum committee, the Academic Affairs Meeting, and the President of the University. The same shall apply when amendments are made hereto.