**國立中山大學國外傑出教師短期教學課程辦理程序**

**Administrative Procedures for Short-Term Courses Taught by Outstanding Foreign Lecturers**

**【表單置於教務處/表單下載/學生選課網頁】**

**(**This form can be accessed[**here**](https://oaa.nsysu.edu.tw/p/412-1003-7490.php?Lang=en)on the Office of Academic AffairsEnglish Website **(**navigate to **Forms → Faculty)**

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| **開 課****Course Offerings** | 1. 「延攬短期國外傑出教師來校教學申請案」核准之課程，請填國外傑出教師短期教學課程開設申請表，於開始上課前送註冊課務組開課．

For courses whose *Application to Recruit Outstanding Foreign Lecturers for Short-Term Teaching at NSYSU* has been approved, please complete the *Application to Offer Short-Term Courses Taught by Outstanding Foreign Lecturers* and submit it to the Registration and Curriculum Division before the course opens.1. 本校教務系統（學生選課及成績）目前仍以中文科目名稱為主，請填寫確實開課之中英文課程名稱．

Course titles in the university’s academic affairs system (student course selection and grades) are mostly in Chinese; please provide both the Chinese and English names of the course to be offered.1. 上課時間每天至多六小時為原則，每一學分上課須授滿十八小時（含考試），實驗（習）時數加倍。

Classes are limited to a maximum of 6 hours a day; each academic credit must involve 18 hours of instruction (including examinations) and double the hours of lab classes (or internships).1. 短期課程需提經各級課程委員會審議，並得於開課後補提追認。

Short-term courses must still be presented to the curriculum committees at all levels for review; however, submission for ratification may proceed after the course has been established.1. 表單位置：教務處/表單下載/開課表單/國外傑出教師短期教學課程開設申請表

Where to download the form:In Chinese: 教務處(Chinese website of the Office of Academic Affairs)→表單下載(Forms)→開課表單(Course Offering Forms)→國外傑出教師短期教學課程開設申請表(*Application to Offer Short-Term Courses Taught by Outstanding Foreign Lecturers*)In English: English website of Office of Academic Affairs→Forms→Faculty→Application to Offer Short-Term Courses Taught by Outstanding Foreign Lecturers |
| **選 課****Course Selection** | 1. 課程開始上課前，填妥之選課表經相關單位審核。

Before the course begins, complete the course selection form and submit it to the relevant units for review and approval.1. 外校生請先至選課系統首頁／外校生課程網，登錄基本資料申請帳號，再依校際選課辦法，檢附所屬學校校際選課同意書於選課表後，辦理選課申請。

For non-NSYSU students, register your details and apply for an account with NSYSU on the home page of the Course Selection System/website for Non-NSYSU Students, then submit this form along with your university’s letter of approval for inter-institutional course selection to apply for the course(s) in accordance with NSYSU’s *Implementation Guidelines for Inter-institutional Course Selection*.1. 修課學生須依本校相關規定繳交學分費並不得辦理學分費助學貸款；必要時，應另繳交實習費及實習材料費。Students taking a course must pay the credit fees required by NSYSU’s regulations and may not apply for a loan to cover credit fees; where necessary, separate fees shall be charged for internships and materials used in internships.
2. 未修畢課程者請於該學期『棄選期間』辦理棄選(不含暑期課程)，但已繳入之費用將無法退還。（學生繳費前應審慎考量）

Students who fail to complete a course (not including summer courses) must complete procedures to drop the course during by the specified deadline for that semester. Any fees paid will not be refunded (please consider carefully before making payment).1. 外校學生其授課、考試及成績計算均比照本校學生辦理；修課成績於學期考試結束後，由本校教務處轉送校際選課學生原肄業學校。

Course attendance, examination results, and grades for non-NSYSU students will be calculated using the same approach as that for NSYSU students. After examinations are over, NSYSU’s Office of Academic Affairs will send each student’s grade report to their university.1. 表單位置：教務處/表單下載/學生選課/國外傑出教師短期教學課程選課表，請系所下載填妥［修習課程資料］後，交學生使用。

Where to download the form:In Chinese: 教務處(Chinese website of the Office of Academic Affairs)→表單下載(Forms)→學生選課(Student Course Selection)→國外傑出教師短期教學課程選課表(Short-Term Course Offerings by Outstanding Foreign Lecturers)In English: English website of the Office of Academic Affair→Forms→Students→ Short-Term Course Offerings by Outstanding Foreign LecturersPlease ask your department/institute to download the form and fill in the “Course Information” section before giving it to you to complete. |