

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

- 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, type of the questionnaire to be used, and time of the survey. 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 of 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 The survey is carried out by the interviewer that the course-giving unit dispatches. For a combined course, the course-giving units discuss with each other and select a unit to dispatch the interviewer for the survey. The course-giving unit may arrange students as the interviewer. The interviewer shall carry out the survey according to the standard teaching survey implementation procedure and meet all of the following requirements:

1. Never giving lessons for the course to be surveyed;
2. Not surveying the course given by the advisor in case a student is dispatched as the interviewer;
3. Not employed to succeed the project of the teacher giving the course;
4. Holding an effective interview certificate; and
5. Not the assistant professor or student of the course to be surveyed.

Article 7 All courses of the current semester must be subject to a teaching survey except for the following:

1. Independent study;
2. Thesis supervision;
3. 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.

Article 8 The teacher **and the teaching assistant (TA)** needs to leave the classroom temporarily during the survey.

Article 9 The standard teaching survey implementation procedure:

1. The interviewer receives the questionnaires from the course-giving unit 10 minutes before the survey begins **and confirms the consistency between the category of the course and the questionnaires.**
2. The interviewer wears the interviewer's ID card and waits outside the classroom for the course to be surveyed 3 minutes before the survey begins.
3. The interviewer is ready for the survey. If the teacher **and the teaching assistant (TA) are** in the classroom, ask him/her to leave the classroom for a while.
4. The interviewer puts the course number and the name of the teacher on the blackboard.
5. The interviewer counts **and records** the students in the classroom, confirms the number of auditors and makes sure how many students need English questionnaires. The interviewer also needs to confirm that the number of the students in the classroom does not exceed the number of the students electing the course or the total number of the students after combination of the classes.
6. After the interviewer has read out the survey description, the students that are not present in the classroom are not allowed to enter the classroom to fill in the questionnaire.

7. Foreign students fill in English questionnaires. No questionnaires are distributed to auditors or students that enter the classroom late. The students who fill in the questionnaire incorrectly can request another blank questionnaire from the interviewer, and the interviewer must tear up the questionnaire filled out incorrectly and counts it as a blank questionnaire.
8. When collecting the questionnaires, the interviewer checks if the number of the collected questionnaires is same as those distributed. If a discrepancy is identified in the retrieved and distributed questionnaires, the interviewer must ask the students and confirm that all questionnaires have been returned correctly.
9. The interviewer inserts the returned questionnaires in the envelope, seals it appropriately, affixes his/her name to the position where the envelope is sealed, marks the date of the survey and the number of retrieved questionnaires. It is no need to seal the blank questionnaires in the envelope.
10. The interviewer returns the envelope and blank questionnaires to the unit that gives the course.
11. The interviewer who needs to carry out more than one survey during a time section (e.g. correspondence course) shall not start the next survey before retrieving the questionnaires and checking the number of the returned questionnaires for the previous survey.

Article 10 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 11 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

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 教學意見調查原則上採用紙本調查。

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、企業實習類等十類；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。

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、教學意見調查表使用類別及排定調查的時間，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。

施測當日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日辦妥請假學生進行補施測申請。

第五條 開課單位須將所有課程教學意見調查表，於期末考當週繳回，但申請延後調查課程可於調查完成後繳回。

第六條 教學意見調查由開課單位派訪員至課堂進行調查，併班課程由開課單位間協商任一單位指派訪員進行調查。開課單位得安排學生擔任訪員，而訪員須按教學意見調查標準實施程序進行調查，且須符合下列所有資格：

- 一、未曾對該課程進行實際授課。
- 二、非授課教師之論文指導學生。
- 三、非授課教師承接計畫之聘僱人員。
- 四、持有效之訪員證。
- 五、不得為該課程助教或修課學生。

第七條 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。

第八條 任課教師及課程助教於教學意見調查期間，需暫時離開教室。

第九條 教學意見調查標準實施程序：

- 一、訪員於開始調查10分鐘前，至開課單位領取調查表件，並確認問卷類別與課程類別、問卷數量(含3張備用卡)與修課人數相符。
- 二、訪員應配戴訪員證，並於開始調查3分鐘前，至調查教室外等待。
- 三、訪員至課堂準備調查，若教師仍在教室內，請教師及課程助教於調查期間暫時離開教室。
- 四、訪員將課程代號及授課教師姓名書寫於黑板上。
- 五、訪員清點並記錄在場學生人數，確定使用英文教學意見調查表人數、旁聽生人數，並確認人數未超過修課人數或併班後總人數。

- 六、訪員於開始宣讀調查說明後，未到場學生不得再進入教室填寫教學意見調查表。
- 七、訪員發放調查表時，外籍生得填寫英文教學意見調查表，旁聽生、晚到生不發表。若學生填表錯誤時，可與訪員換發空白表；訪員需將該張填寫錯誤表當場撕毀，該

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張錯誤表以空白表計。

八、訪員回收調查表後，清點是否與調查表發放數相符；當回收份數與發放份數不一致時，需再次向學生確認教學意見調查表是否已繳回。

九、訪員於教室內將回收調查表裝入資料袋內彌封，並於彌封處簽名、註明調查日期及回收數；空白表不必彌封於資料袋內。

十、訪員將資料袋及空白表繳回開課單位。

十一、訪員於同一時段進行多份教學意見調查時（如合授課程），須待前一份教學意見調查表回收並清點完畢後，再繼續進行下一份教學意見調查。

第十條 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會議決議進行調整計分。

第十一條 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。