

國立成功大學開課、排課規定

National Cheng Kung University

Guidelines for Arranging and Offering Courses

93.11.26 93 學年度第 1 學期第 1 次教務會議通過
96.5.15 95 學年度第 2 學期第 1 次教務會議修正通過
97.12.9 97 學年度第 1 次教務會議修正通過
101.5.22 100 學年度第 2 次教務會議修正通過
102.11.26 102 學年度第 1 次教務會議修正通過
105.05.19 104 學年度第 3 次教務會議修正通過
106.03.07 105 學年度第 3 次教務會議修正通過
108.05.29.107 學年度第 2 次教務會議修正通過
109.05.27.108 學年度第 2 次教務會議修正通過
Passed on the 1st Academic Meeting, 11.26. 2004
Passed on the 1st Academic Meeting, 05.15.2006
Passed on the 1st Academic Meeting, 12.09.2008
Passed on the 2nd Academic Meeting, 05.22.2012
Passed on the 1st Academic Meeting, 11.26.2013
Passed on the 3rd Academic Meeting, 05.19.2016
Passed on the 3rd Academic Meeting, 03.07.2017
Passed on the 2nd Academic Meeting, 05.29.2019
Passed on the 2nd Academic Meeting, 05.27.2020

一、本校為推動開課、排課作業標準化，訂定妥適之相關原則，以利各教學單位有所依循，特訂定本規定。

One

These guidelines are enacted to standardize the arranging and offering of classes.

二、課程：

- (一)各教學單位每學期開授課程均應妥適規劃並經課程委員會通過始得開授。
- (二)各系級班每學期開設課程之總學分數應配合本校學則規定。
- (三)新增設之選修課程須依規定經教學單位課程委員會核准，並填「選修課程修訂表」送教務處辦理開課。必修課程或最低畢業學分數，若有異動須經校、院、系三級課程委員會審議通過實施。
- (四)通識語文課程及基礎科學課程（微積分、普通物理、普通化學）應由該課程相關系所統籌規劃開課及安排教師授課。
- (五)各教學單位應依其學生數、師資、設備及未來發展規劃課程需求，每學期補棄選截止後，學生選課人數大學部專任教師開授之課程須達 5 人，兼任教師開授之課程須達 10 人，通識課程須達 12 人，體育課程須達 20 人，碩士班課程須達 3 人，博士班課程 1 人以上，始得開授；惟課程開授年度該班(組)核定招生名額未達最低選課人數者，不在此限（合班課程以核定招生名額較高者認定）。但未符合開課人數而仍需開授者，應於第三階段補改棄選結束後三日內敘明特殊原因並提出開課教師與選課學生簽名表，專案簽准續開。專

案簽准課程，不得併計超授鐘點時數。

(六)連續兩學年未達選課人數之課程，應由教學單位課程委員會檢討將課程整併或採隔年開授。

(七)開設課程選課人數達 75 人以上得分班上課。

(八)不同教學單位開設同質性高課程者可視其必要合班開設，應指定一教學單位為主開單位，並使用同一課程碼。

大學部課程不得與研究所課程合班開設。但大學部高年級或碩士班程度之課程(即課程屬性碼為 5000-5999 之課程)，經系、院、校三級課程委員會審議通過者，不在此限。碩士班與博士班若因課程內容深度、廣度不同者應予分班開課。

同教學單位相同課程不得分別列於不同年級，以避免造成課虛增。

(九)上一學期已開設之必修課程，下一學期不得重複開設。但因課程調整或需要，且經專案簽准者，不在此限。

(十)課程排定後，應將課程大綱同時上網，供學生選課之參考。

Two

Courses:

- a. The courses being offered by each department should be well-planned and approved by the Course Committee
- b. The total number of credits being added from each departmental course should follow the study rules set forth by the University.
- c. New courses should first be approved by the Departmental and Collegiate Committees, and then the "Revision Form on Selective Courses" and should be filled out and sent to the Office of Academic Affairs. If there are any alterations related to required courses or the minimum credits for graduation, the implementation must be approved by the Departmental, Collegiate and University Committees.
- d. The offering of general language courses and fundamental science courses (calculus, general chemistry, general physics) and the necessary teachers should be arranged by the related departments.
- e. Each department should plan courses based on the number of students, the qualifications of the faculty, equipment available and future development. The minimum number for a course to be held is regulated as below: at least 5 students enrolled for a course taught by full-time teacher, 10 by part-time teacher, 12 for a General Education course, 20 for a Physical Education course, 3 for a master course and 1 for a doctoral course. If the number of enrolled students of the course dose not reach the minimum, it will not be included. (The number of students in mixed class will be approved with the

more one.) If there are not enough students signing up for the course and there is still a need to continue it, it should be stated special reasons and submit the signature list of instructor and enrolled student within 3 days after the deadline of 3rd stage enrollment & withdrawal, and this can be approved as a special project, although the teaching hours cannot be counted as overtime.

- f. Courses that didn't reach the minima number of students for two successive years, should be reviewed and offered with courses combined or by one year interval.
- g. A class with more than seventy-five students can be divided into two classes.
- h. Similar courses offered by different departments can be combined into one course when necessary. One of the departments should then be officially in charge as the course offering unit, using the same class code as it was using before. Undergraduate programs cannot be combined with graduate programs. However, senior or master level courses (class code: 5000-5999) can be approved by the Departmental, Collegiate and University Committees. In addition, master's and PhD students should be offered different courses due to the differences in depth and breadth of the material covered. The same course at the same department cannot be offered to different student years to avoid overlapping.
- i. The required courses offered in the fall semester cannot be offered again in the spring semester. However, approved courses adjustment or needs do not apply here.
- j. After a course has been arranged, the syllabus should be posted online for students' reference.

三、教師：

- (一)各教學單位委請其他教學單位教師支援開授課程，須填寫「委請其他教學單位開授課程表」會辦相關教學單位，以利安排授課教師，合班上課之課程應經雙方主管核可。惟支援授課教師於所屬教學單位授課時數已達該教學單位規定之最低授課時數時，得免經所屬教學單位主管核可。
- (二)教師兼任一、二級主管者以週三全日不排課為原則。
- (三)各教學單位開設課程應由本校專、兼任教師或其他經三級教師評審委員會審議通過得參與教學之人員授課。但與本校簽訂校級學術交流合作協議之國外大學現任專職教師，且依「國立成功大學延攬優秀人才實施要點」聘任之客座教師，經教學單位教師評審委員會審議通過，專案簽請教務長同意者，不在此限。

Three

Teachers:

- a. Departments that request support from other departments should fill out the “Form to Request Course Support from another Department” to inform the related departments to arrange the necessary teachers. Combined courses should be approved by both department heads. While it is not necessary to get approval when teacher meets teaching hours criteria.
- b. Teachers who also hold the position of chief officer should not have classes arranged at the whole day on Wednesday in principle.
- c. The courses offered by each academic unit should be conducted by full-time and part-time NCKU faculty, or instructors approved by Faculty Evaluation Committees at all levels of NCKU. However, a visiting instructor who is a full-time faculty member of an overseas university having an academic exchange cooperation agreement with NCKU and who is appointed by NCKU in accordance with NCKU Implementation Directions for Recruiting Outstanding Talents, upon approval by the faculty evaluation committee of the course-offering academic unit and the Vice President for Academic Affairs, shall not be subject to this rule.

四、排課：

- (一)通識語文課程、體育及基礎科學課程，由教務處排定上課時段。
- (二)日間部課程除兼任教師外，上課時段不得安排於夜間或假日，且同一科目不得上、下午（隔堂）皆有排課，若有特殊情形經專案簽及教師因出國或請假之補課不在此限。進修學士班與碩士在職專班則以安排夜間上課為原則。
- (三)大學部除實驗課程外均應避免三節連排，若因課程需求經教學單位主管核可者可不在此限；研究所課程則視其教材內容及選課學生需求妥適安排。
- (四)大學部每週一第四節為學務活動時間，該時段全校不排課。
- (五)研究所課程如有特殊原因需於暑假期間授課者，須經專案核准，並依本校暑期開班授課實施辦法辦理，其課程列入下學年上學期之科目時間表。
- (六)上、下兩學期連續開授之課程，應儘量維持同一時間，以利學生選課。
- (七)彈性課程：因課程屬性特殊，需以微學分、彈性、密集授課或共時授課方式進行之課程，應於開課前專簽經教務長核准，始得開授，該課程上課時間得不受學期 18 週之限制。

(八)教務處得視需要實地瞭解教師上課情形。教師應依排定時間確實授課，除因停開、教師異動等特殊情形外，不得任意調課。若有調課之必要時，須由任課教師與全體選課學生簽名確認，經教學單位主管核准後，填具「科目時間表調動通知單」通知教務處辦理異動。

Four

Course arrangement:

- a. The schedules of the general language, physical education and fundamental science courses are arranged by the Office of Academic Affairs.
- b. For the daytime courses full-time teachers shouldn't offer courses in the evenings and on holidays, unless it is approved as a special project or in the case of making up classes, it is prohibited to arrange the same course in the morning and afternoon in one day. Continuing education classes and Master's programs for professionals should be arranged in the evenings.
- c. It is recommended to avoid having three-hour sessions, except for lab classes for undergraduate programs, although this does not apply to courses that have been approved by department heads. Long sessions for graduate programs should be arranged based on the teaching content and students' needs.
- d. The fourth session on Mondays is time for learning activities, and therefore no classes are arranged during these hours.
- e. Courses approved as special projects and conducted according to the "Implementation Regulations on Courses Offered and Taught during Summer Vacations" can be arranged during summer vacations, and such courses will be put on the course list in the spring semester.
- f. Courses offered for both semesters should be kept on the course list at the same time to aid course selection.
- g. Elasticity courses: for special features of courses, courses that should be offered in minor credits, elasticity, intensive time or multi teachers, should get the approval of dean of Academic Affairs. Then the course's time span could shorter than 18 weeks.
- h. Once the classes have been scheduled, no alternations should be made unless they are being canceled or there is a change in teachers. If there is any need to alter the schedule, a list of signatures from the teacher and all of the students should be presented to the teaching unit chair, and, after being approved, the "Notification of Course Schedule Alteration" form needs to be filled out and submitted to the Office of Academic Affairs.

五、教室：

(一)各教學單位應依本校「教室使用原則」安排教室上課，課程之選課人數應以所排定教室容量為限。

(二)各教學單位均須提供教室，由教務處統籌通識及基礎科學課程教室之調度。

Five

Classrooms:

- a. Each teaching unit should arrange its classrooms according to the “Rules for Classroom Arrangement”, and the number of students allowed to choose a course depends on the size of the related classrooms.
- b. Each teaching unit should provide the necessary classrooms for its own courses, and the Office of Academic Affairs is in charge of the classroom arrangement for general courses and fundamental science courses.

六、本規定經教務會議通過後實施，修正時亦同。

Six

These guidelines and their revisions are in effect subject to the approval of the Academic Affairs Meetings.

*These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.