

# 國立中山大學教學意見調查實施細則

## Detailed Implementation of Teaching Surveys

97.7.10 96學年度第3次教學意見調查委員會通過  
Approved at the 3rd Teaching Assessment Committee meeting on July 10th, 2008  
98.3.20 97學年度第2次教學意見調查委員會通過  
Approved at the 2nd Teaching Assessment Committee meeting on March 20th, 2009  
99.5.3 98 學年度第 2 次教學意見調查委員會修正通過  
Amended and approved at the 2nd Teaching Assessment Committee meeting on May 3rd, 2010  
102.11.4 102 學年度第 1 次教學意見調查委員會修正通過  
Amended and approved at the 1st Teaching Assessment Committee meeting on November 4th, 2013  
104.6.20 104 學年度第 1 次教學意見調查委員會修正通過  
Amended and approved at the 1st Teaching Assessment Committee meeting on June 20th, 2015  
108.4.22 107 學年度第 2 次教學意見調查委員會修正通過  
Amended and approved at the 2nd Teaching Assessment Committee meeting on April 22nd, 2019  
111.4.12 110 學年度第 2 次教學意見調查委員會修正通過  
Amended and approved at the 2nd Teaching Assessment Committee meeting on April 12th, 2022

- 一、 本細則依本校「教學意見調查實施辦法」第五條訂定之。
  - I. These provisions are formulated in accordance with Article 5 of *Regulations for Conducting Teaching Survey*.
- 二、 教學意見調查得採用紙本或線上調查。
  - II. Teaching surveys shall be conducted on paper or online.
- 三、 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、醫學類、臨床實習類等十二類；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十二。
  - III. Questionnaires are classified into twelve categories: lectures, laboratories, practicum, music, physical education, seminars, speeches, performances, service learning, internship, medicine, and clinical medicine practicum. Teaching surveys shall be conducted based on the category of a course; all questionnaires are listed in appendices 1 to 12.
- 四、 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。
  - IV. Surveys shall be, in principle, conducted two weeks before the final exam. The unit offering the course shall confirm with the faculty to determine whether to conduct the course survey, its category of questionnaire, and the survey schedule with all these information collected one month before the final exam and submitted to the OAA in paper for reference. If

rescheduling is necessary for summer courses, English-mediated courses, or other courses due to their nature, the faculty or the units shall apply to the OAA at least five days before the scheduled date.

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。

Students who are on leave on the day of the survey, the faculty shall apply to the OAA for individual make-up surveys before the final exam of the semester.

- 五、 開課單位須於當學期結束前完成所有課程之教學意見調查，申請延後調查課程可於學期結束後盡快完成調查。
- V. The units offering courses shall complete all teaching surveys by the end of the semester. The course with the OAA's approval to postpone the survey shall carry it out as soon as the semester ends.
- 六、 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協商指派訪員進行調查。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。
- VI. Surveys shall be conducted in class with the supervision of a unit-designated survey assistant, or co-assigned assistant if it is a merged class of different units. Every course shall carry out a survey except for the following:
- (一) 獨立研究。
  - (1) independent study,
  - (二) 論文指導。
  - (2) thesis/dissertation supervision,
  - (三) 修課人數為1人。
  - (3) only one student taking the course, or
  - (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。
  - (4) a jointly-lectured course in which the faculty teaches less than three weeks. The faculty may determine whether to conduct the teaching survey.
- 七、 開課單位得安排學生擔任訪員，但須符合下列所有資格：
- VII. The unit may arrange a student as the survey assistant if the student meets all the following requirements:
- (一) 未曾對該課程進行實際授課。
  - (1) the student never teaches the course;

- (二) 非授課教師之論文指導學生。
- (2) the student's thesis/dissertation is not supervised by the teaching faculty;
- (三) 非授課教師承接計畫之聘僱人員。
- (3) the student is not employed under the project the teaching faculty is in charge;
- (四) 持有效之訪員證。
- (4) the student should possess a valid survey assistant ID;
- (五) 不得為該課程助教或修課學生。
- (5) the student is neither a teaching assistant nor a student taking the course.

八、 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。

VIII. The faculty and the teaching assistant shall temporarily recuse themselves from the classroom when the survey is conducted.

九、 訪員須按教學意見調查標準程序進行調查，教學意見調查標準程序如下：

IX. Survey assistants shall follow the standard procedures stated below to conduct the teaching survey:

- (一) 訪員應配戴訪員證並攜帶施測物品於開始調查3分鐘前，至調查教室外等待。
- (1) Assistants shall wear their ID badge, carry the questionnaires, and wait outside the classroom three minutes before the survey starts.
- (二) 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。
- (2) They shall request the faculty or teaching assistant to temporarily leave the classroom.
- (三) 訪員將課程資訊及授課教師姓名書寫於黑板上。
- (3) They shall write down the course title and the name of the faculty on the blackboard.
- (四) 訪員宣讀調查說明，並提醒同學於課堂完成問卷填答，外籍生得切換填寫英文教學意見調查表，旁聽生不填表。
- (4) They shall read out the instructions on how to fill out the questionnaire and remind students to complete it in the classroom. Foreign students shall fill out the English version of

the questionnaire and auditing students shall not participate.

- (五) 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施測完畢後，再繼續進行下一份教學意見調查。
- (5) When survey assistants need to do more than one survey during a designated time slot (e.g., in a merged class), they shall conduct another survey after the current one is completed.
- (六) 訪員施測完成後需立即回報開課單位，倘於原排定時間無法施測，應提醒老師、或與老師重新約定施測時間，另行通知同學及向系所回報實際情形。
- (6) They shall report to the unit after completing the survey. If the survey cannot be carried out as scheduled, the assistant shall reschedule it with the faculty, inform the students of the new schedule, and inform the unit about the situation.

十、 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。

X. The total score of a teaching survey shall be the average of scores from questions regarding “Courses and Teaching”, excluding the questions for testing the student status.

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。

The scoring method of teaching survey may be adjusted based on the nature of courses, standard deviation, and associated rewarding measures after the approval by the Teaching Assessment Committee.

十一、 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。

XI. These provisions are approved by the Teaching Assessment Committee and the vice president for Academic Affairs before implementation. Amendments to these regulations shall follow the same procedure.