

國立中山大學暑期開班授課規定要點

Guidelines on Offering Summer Courses

109.02.18 教育部臺教高(二)字第 1090022467 號函同意第 5 點備查
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一、本校為配合學生學習需求，充份利用暑期修習課業，特依大學法第廿八條及本校學則第十四條之規定，訂定本要點。

I. These guidelines are formulated in accordance with Article 28 of the *University Act* and Article 14 of the University's *Academic Regulations* to make full use of the summer break to meet the need of student learning.

二、暑期班課程之開設，經系所學程及院主管審查通過，由各學系/所/學程開課；擬開班課程、報名登記及選課繳費等相關規定於開班前公告之。

II. Summer courses offered by departments/institutes/degree programs shall be approved by the supervisors of the affiliated units and colleges. The relevant regulations regarding course contents, registration procedures, course selection, and fees shall be announced before the courses start.

本要點所稱之暑期班課程，以由教務處提請公告之下列兩類課程為限：

Summer courses herein shall be limited to the following two categories announced by the Office of Academic Affairs:

(一) 第一類課程：各學系/所/學程於當學年度第一或第二學期曾開設之課程為原則。

(1) Category I: Courses offered by departments/institutes/degree programs in the Fall or Spring semester of the current academic year.

(二) 第二類課程：各學系/所/學程因執行教育部計畫、服務學習計畫、創業實踐計畫、企業實習計畫等經簽准專案開設之課程。

(2) Category II: Courses offered by departments/institutes/degree programs, after specially requested approval, for carrying out projects granted by the MOE, service learning projects, entrepreneurial practice projects, or corporate internship projects.

非屬前項所列課程且於暑期開授者（如高階碩士在職專班、暑期碩士在職專班等），另依開班單位之規定辦理。

Courses other than those stipulated in the previous Paragraph and offered during the summer break (such as (executive level) in-service master's programs) shall be handled separately in accordance with the regulations of the units offering the courses.

三、暑期開班授課每學年度暑期舉辦壹期，上課時間自期末考結束後開始，以上課六週為原則，每一學分上課須授滿十八小時（含考試），實驗（習）至少以三十六小時為原則。

III. In principle, summer courses shall be offered after the end of the final exam

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.

for a period of six weeks, with each credit equivalent to eighteen hours of lecturing (including exams) or thirty-six hours of lab work (or practicum).

經教務長簽准採密集上課之暑期班課程，其上課週數不受六週之限制，惟應確保教學品質。

Intensive summer courses approved by the vice president for Academic Affairs may last shorter than six weeks, but the teaching quality shall be ensured.

- 四、各科目需滿十七人報名繳費始得開班，但情況特殊人數滿五人，經開課單位主管簽准者，亦可開班，其所需鐘點費由同學自行負擔；報名繳費人數不足或無法聘得教師授課時，則不開課，已繳費用全額退還。

- IV. Classes shall begin after at least seventeen (17) students registering and having paid the fees. Under special circumstances and with the approval of the supervisor of the unit offering the class, a class may begin with at least five students registering and willing to cover all the fees. The class shall be cancelled and pre-paid fees refunded in full if the number of registered students does not reach the threshold or no available faculty to teach.

第二類課程之授課教師不支領暑期授課鐘點費者，該課程學生得免繳交學分費，但下列學生須依本校學雜費徵收標準繳交學分費。

The students shall be exempt from paying the credit fees for courses in Category II when the teaching faculty do not receive the summer hourly pay. However, students taking following courses shall pay the credit fees pursuant to the University's *Standards for Tuition Fees*.

(一) 學士班延修生之選修課程。

(1) courses for deferred graduation students in bachelor's programs;

(二) 碩博士班學生選修研究所課程。

(2) courses for graduate students in master's or doctoral programs;

(三) 他校學生選修需繳費之跨校選修課程。

(3) fee-paying cross-campus courses for students from other universities;

(四) 修習教育學程學生選修教育學程相關課程。

(4) courses in the education program for students of education programs.

- 五、暑期開班授課以接受本校學生申請為原則，他校學生申請者，須經其原肄業學校之同意，依校際選課方式辦理。高中預修生(含準大學生)須經本校相關單位同意，並依當年度暑期班公告辦理。

- V. Summer courses shall only be offered to the University's students in principle. Students from other universities may take the courses through an inter-university course selection procedure after the prior approval from their affiliated universities. The preparatory students from senior high schools

(including freshmen-to-be) may take the courses with the approval from the University's relevant units in accordance with the announcement for summer courses of the year.

六、本校學生參加本校或他校暑修，合計選課最多不得超過九學分，應屆畢業生經專案簽准者不在此限；經所屬學系（所）同意，始得參加校外暑修，在職專班生均不得參加校外暑修，惟因修習教育學程、跨校學分學程、獲准跨校交換及專案簽請核准者，不在此限。

VI. Students taking summer courses offered either by the University or other universities shall not exceed a total of nine credits. Graduates-to-be of the year shall not be subject to this restriction with the approval upon special request. Taking summer courses offered by other universities is permissible only with the approval of their affiliated department/institute. Students of in-service master's programs shall not take any summer courses offered by other universities unless they are in an education program, inter-university credit bearing program, or inter-university exchange program, and receive an approval through a special request.

七、本校學生有下列情形之一者，不得申請暑修：

VII. Students shall not apply for summer courses under one of the following conditions:

(一) 所修科目學期考試請假尚未補考者。

(1) those who haven't taken make-up exams due to their leave;

(二) 學期成績不及格之學分數已達退學規定者。

(2) those whose accumulated credits of failed subjects have reached the threshold of dismissal from the University;

(三) 在休學期間。

(3) those who are currently in suspension of studies.

八、學生申請暑修視同辦理選課，須依本校暑期課程作業日程表規定日期親自辦理，不得委託他人代辦，所選修之科目為登錄成績之根據。

VIII. The application for taking summer courses is deemed the same as registration, students shall apply by themselves the same way as in the regular course selection procedure, following the University's summer course schedule. The grades of the selected courses shall be recorded on the system.

九、學生暑期修讀之課程依學生身分、選修課程所屬學院（系）別及上課時數繳納學分費，繳費後除因暑期課程衝堂或期末考課程成績及格，在不影響開班人數且於暑期公告正式開課日前可專案申請退修或退費外，其餘不得要求退修或退費。申請後無故不上課者，成績概以零分計算。

IX. Summer courses shall be paid for based on student status, departments/institutes offering the courses, and the total number of class hours. There shall not be any withdrawal from a course or refund unless there exists

a schedule conflict between courses or the students have passed the final exam of a course the same as the registered summer course, under the condition that the withdrawal does not affect the number of registered students for passing the threshold and the application for withdrawal is filed before the start of the summer courses. Failure to attend the class without justifiable reasons shall result in zero score of the course.

十、學生於本班修課期間，如因病或特殊事故無法修課者，得檢具中央健康保險署特約醫院（限醫學中心、區域醫院或地區醫院）所出具之證明書或其他正式證明文件，在期末考試二週前經任課教師及系主任同意辦理退選，惟所繳費用概不退還。

X. Students who fail to attend the class due to illness or unexpected incidents shall apply for dropping the course upon the approval of the teaching faculty and the chair of the department/institute two weeks before the final exam. The application shall be corroborated by authorized documentation issued by a medical center, or a regional or district hospitals. However, the paid fees shall not be refunded.

十一、暑期班教師授課鐘點費，依照夜間兼任教師鐘點費支給標準及在職專班教師授課鐘點費支給標準發給。實驗科目鐘點折半計算。

XI. Hourly pay for the faculty teaching the summer courses shall be given in accordance with the *Standards for the Hourly Pay of Adjunct Faculty of Night Division* and *Standards for the Hourly Pay of Full-time Faculty of In-service Master's Program*. Hourly pay for laboratories shall be calculated in half.

暑期班授課教師不支領暑期授課鐘點費者，其授課時數得計入教師次學年度之基本授課時數計算，並依本校「教師授課鐘點核計準則」之規定採計教師超支鐘點時數。

For the faculty who do not receive the hourly pay for summer courses, their summer teaching hours shall be incorporated into their basic teaching hours of the next academic year, with the overtime hours calculated in accordance with the University's *Guidelines on Calculation of Hourly Pay for Faculty Members*.

十二、學生暑期選課成績考查規定如下：

XII. Grades and credits of summer courses shall be handled as follows:

(一) 成績及格或不及格，均應登記於歷年成績表內。

(1) All grades shall be recorded in students' transcripts.

(二) 暑期所修學分不與學期所修學分合併累計，其成績亦不與學期成績平均合併計算，惟所修學分數及成績應併入畢業成績計算。

(2) Summer course credits and grades shall not be combined with semester credits and grades, respectively, but may be counted into graduation GPA.

(三) 成績不及格者，不得補考。

(3) There is no make-up exam if students fail in summer courses.

十三、僑生申請暑期開班授課，得依「教育部補助高級中等以上學校辦理僑生學業輔導實施要點」規定，經國際事務處僑外生與陸生事務組報請教育部申請補助。

XIII. Overseas Chinese students for taking summer courses shall submit an application to the Division of Overseas and International Degree Student Affairs (OIA) for the MOE's subsidies in accordance with the *Guidelines on Subsidizing the Academic Counselling for Overseas Chinese Studying at Senior High Schools or Above*.

十四、其他未盡事宜，悉依本校相關規定辦理。

XIV. Matters not covered herein shall be handled in accordance with the University's relevant regulations.

十五、本要點經本校教務會議通過後公告施行，並報請教育部備查，修訂時亦同。

XV. These guidelines are approved by the Academic Affairs Council before announcement, implementation, and submission to the Ministry of Education for reference. Amendments to the guidelines shall follow the same procedure.