

# 國立臺北教育大學開課實施辦法

## National Taipei University of Education

### Course Offering Regulations

88.01.22 教務會議通過實施

94.12.21 教務會議修正通過

95.5.24 教務會議修正通過

103.12.17(103)學年度第 1 學期第 2 次教務會議修正通過

104.12.16(104)學年度第 1 學期第 2 次教務會議修正通過

105.03.23(104)學年度第 2 學期第 1 次教務會議修正通過

105.04.21(104)學年度第 2 學期校務基金管理委員會審議通過

105.10.19(105)學年度第 1 學期第 1 次教務會議修正通過

106.1.3(105)學年度第 1 學期校務基金管理委員會審議通過

106.11.1(106)學年度第 1 學期第 1 次教務會議修正通過

107.3.28 (106)學年度第 2 次校務基金管理委員會審議通過

109.04.08(108)學年度第 2 學期第 1 次教務會議修正通過

109.05.19 (108)學年度第 6 次校務基金管理委員會審議通過

Implemented upon approval by the Academic Affairs Meeting on January 22, 1999

Revised and approved by the Academic Affairs Meeting on December 21, 2005

Revised and approved by the Academic Affairs Meeting on May 24, 2006

Revised and approved by the 2014 Academic Year 1<sup>st</sup> Semester 2<sup>nd</sup> Academic Affairs Meeting on December 17, 2014

Revised and approved by the 2015 Academic Year 1<sup>st</sup> Semester 2<sup>nd</sup> Academic Affairs Meeting on December 16, 2015

Revised and approved by the 2015 Academic Year 2<sup>nd</sup> Semester 1<sup>st</sup> Academic Affairs Meeting on March 23, 2016

Reviewed and approved by the 2015 Academic Year 2<sup>nd</sup> Semester University Fund Management Committee Meeting on

April 21, 2016

Revised and approved by the 2016 Academic Year 1<sup>st</sup> Semester 1<sup>st</sup> Academic Affairs Meeting on October 19, 2016

Reviewed and approved by the 2016 Academic Year 1<sup>st</sup> Semester School Fund Management Committee Meeting on

January 3, 2017

Revised and approved by the 2017 Academic Year 1<sup>st</sup> Semester 1<sup>st</sup> Academic Affairs Meeting on November 1, 2017

Reviewed and approved by the 2017 Academic Year 2<sup>nd</sup> School Fund Management Committee Meeting on March 28, 2018

Revised and approved by the 2019 Academic Year 2<sup>nd</sup> Semester 1<sup>st</sup> Academic Affairs Meeting on April 8, 2020

Reviewed and approved by the 2019 Academic Year 6<sup>th</sup> School Fund Management Committee Meeting on May 19, 2020

第一條 本校各開課單位每學期開課之科目名稱、時數、學分數應依照校訂之學年度課程計畫表實施。但因特殊需要依程序經校課程委員會通過之選修課程，不在此限。

Article I. The title, number of hours and credits of each course offered each semester by the University shall be in accordance with the curriculum plan formulated by the University for the academic year with the exception of special circumstances whereby courses may be opened for selection upon review and approval by the University Course Committee. 各開課單位修訂新學年度課程計畫表，除下列情形外，得追溯適用舊生，開課單位應公告學生週知，並主動積極輔導學生修習課程：

Except for the following circumstances, revised curriculum plan for the new academic year shall be retroactive for former students, and departments offering the courses shall post student notification and take the initiative to provide course counseling for students:

- 一、畢業學分數架構(含畢業總學分數、必修及選修科目總學分數)異動。
- 二、必修科目異動。
- 三、該項修訂限縮學生權益。
- 四、經教育部核定之師資職前教育課程。

- 1.Changes in the structure for graduation credits (including total graduation credits, total required and elective credits).
- 2.Changes in required courses.
3. Where revisions undermine the rights and interests of students
4. Teacher's pre-vocational education courses approved by the Ministry of Education.

第二條 本校課程包含校共同課程暨通識領域課程、各系(所、學位學程)專門課程及各式學程課程。

Article II. The University's curriculum includes the University's common courses and general courses, special department (institute, degree programs) courses and various program courses.

第三條 日間學制開課人數上下限以上課教室、教學設備、課程性質、經費成本等為考量因素，標準如下：

Article III. For daytime classes, the maximum and minimum number of students required for each course are based on factors such as classrooms, teaching equipment, the nature of the course and costs, and the criteria are as follows:

- 一、 學士班下限為十人，上限以五十人為原則。
- 二、 碩士班下限為四人，上限以二十五人為原則。
- 三、 博士班下限為二人，上限以二十五人為原則。

1.For undergraduate courses, the lower limit is generally 10 or more students, and the upper limit is 50 students.

2.For master's courses, the lower limit is generally 4 or more students, and the upper limit is 25 students.

3. For doctoral courses, the lower limit is generally 2 or more students, and the upper limit is 25 students.

校共同課程暨通識領域課程、遠距教學課程、各式學程課程、雙主修課程、輔系課程、暑期課程等開課人數下限，如有相關規定，應依規定辦理。

The minimum number of students required for the University's common courses and general courses, distance learning, program courses, dual major courses, minor courses and summer courses are in accordance with relevant regulation.

各系(所、學位學程)如有特殊困難，單班之系(所、學位學程)，一個年級准有一科目最低開課人數學士班降至七人、碩士班第一年降至二人、第二年三人、博士班降至一人，以此類推。

For departments (institutes, degree programs) with special difficulties, departments (institutes, degree programs) with a one-class system are allowed to offer courses with less than the required minimum number of students in accordance to the following principle: for undergraduate courses, a limit of one course per level may be offered with only 7 students or more; for master's, at least 2 students for the first year and 3 students for the second year; for doctoral, at least 1 student and so on.

第四條 每學期開課之時程及相關規定，由教務處擬定後公告實施。通識課程及各式學程課程由開課單位協調安排授課教師及相關事宜，各系(所、學位學程)專門課程則由系(所、學位學程)負責安排開課事宜。

Article IV. The schedule and regulations for courses offered each semester shall be implemented by

the Academic Affairs Office. Instructors and matters pertaining to general and curriculum courses shall be arranged by the respective departments offering the courses, and special department (institute, degree program) courses shall be arranged by the respective departments (institutes, degree programs).

第五條

Article V.

本校課程異動之申請程序（包括架構、科目中英文名稱、學分數、時數、修別等）：  
Application procedures for course changes (including course structure, course title in Chinese and English, credits, hours, required/elective courses):

- 一、通識課程：由通識教育中心提出後，經通識教育委員會議及校課程委員會議審議，提教務會議通過後實施。
  1. General courses: After proposal by the General Education Center, the General Education Committee and the University Course Committee shall meet to review the proposal, and upon approval, submit the proposal to the Academic Affairs Meeting for approval before implementation.
- 二、專門課程：總學分數之架構更動，經系(所)、院課程委員會、校課程委員會議審議，提教務會議通過後實施。各系(所)之必修課程，經系(所)、院課程委員會通過後，送教務處備查，惟院課程委員會議之決議經查核有違學則及其他相關規定時，教務處得通知重新審議。學位學程課程異動，經學位學程課程委員會、校課程委員會議審議，提教務會議通過後實施。
  2. Special department courses: Changes to the structure of the total credit hours shall be approved by the Course Committee of the respective department (institute) and college, reviewed by the University Course Committee, and then submitted to the Academic Affairs Meeting for resolution and implementation. Required department (institute) courses shall be approved by the Course Committee of the respective department (institute) and college, and then filed with the Academic Affairs Office. The Academic Affairs Office shall notify the Course Committee of the respective college to conduct another review if their resolution is found to be in violation of academic principles or other regulations. Changes in degree courses shall be approved by the program Course Committee, reviewed by the University Course Committee and submitted to the Academic Affairs Meeting for resolution before implementation.
- 三、學程課程：學分學程由相關系(所、學位學程)、院課程委員會通過後，送教務處備查；跨學院學位學程之學分學程則由學位學程課程委員會、校課程委員會議審議，提教務會議通過後實施。教育學程必需經校課程委員會議審議，提教務會議通過後實施。
  3. Curriculum Courses: Credit courses shall be approved by the Course Committee of the relevant departments (institutes, degree programs) and colleges and then filed with the Academic Affairs Office. Credits for cross-institutional degree courses shall be approved by the Course Committee of the respective degree programs, and then submitted to the University Course Committee and Academic Affairs Meeting for review. Educational programs shall be reviewed by the University Course Committee Meeting and submitted to the Academic Affairs Meeting for approval before implementation.

四、105學年度起，新開一門學分數與時數不一致之課程或維持課程原學分數但提高其課程時數，應符合下列原則之一，且應送校課程委員會議審議，提教務會議及校務基金管理委員會通過後實施：

4. Beginning with the 2016 academic year, new courses where credit hours and class hours are inconsistent, or where original credit hours remained but class hours are increased, must meet any one of the following criteria and shall be submitted to the University Course Committee Meeting, Academic Affairs Meeting and the University Fund Management Committee Meeting for review:

- (一) 依學則第十六條，課程名稱明列為「實習」或「實驗」者。
- (二) 同時刪除一門近一學年內曾開設，且仍列於課架之學分數與時數不一致之課程，或維持其學分數但減少課程時數者。
- (三) 為同學制或不同學制之多班合班開課，且修課人數至少為四十人者。
  - (1) The course title is listed as Internship or Laboratory in accordance with Article XVI of the University Regulations.
  - (2) A course offered in the last academic year is simultaneously deleted and listed as a course with inconsistent credit hours and class hours in the course structure; or the credit hours may be retained but class hours are reduced.
  - (3) The course is offered to a combined class comprising same or different school systems, with a class size of at least 40 students.

五、同學制單班之系(所、學位學程)，同屆一課程欲開設多於一班者，應送校課程委員會議審議，提教務會議及校務基金管理委員會通過後實施。(104學年度以前已開設之課程不在此限)

5. One-class departments (institutes, degree programs) with the same school system offering more than one class for the same course in the semester shall submit the course to the University Course Committee Meeting, Academic Affairs Meeting and the University Fund Management Committee Meeting for review. (Such courses offered before the 2015 academic year are excluded from this regulation)

第六條 每學期開設之課程，應於該學期選課前公佈開課科目、課程大綱、內容、教材及任課教師，供學生選讀。

Article VI. The subject, syllabus, content, teaching materials and instructor for an offered course for each semester must be posted for student information before course selection begins.

第七條 各學期教師授課時數依本校「教師授課時數計算要點」辦理。

Article VII. The number of teaching hours for each semester shall be in accordance with the Teaching Hour Calculation Guidelines for Teachers.

第八條 暑期開班課程以教務處公告之下列二類課程為限：

Article **VIII** Summer courses are limited to one of the following two categories of courses announced by the Office of Academic Affairs:

一、第一類課程：學士班於當學年度第一或第二學期曾開授之課程，但不含教育學程涉教學觀摩、試教及教學實習之師資職前教育課程。

二、第二類課程：於當學年度第一或第二學期未曾開授之選修課程。

1. Category 1 Courses: Courses offered in the bachelor program during the first or second semester of the current academic year, excluding pre-service

education courses for educational observation, trial teaching and practice teaching.

2. Category 2 Courses: Elective courses that have not been offered in the first and second semesters of the current academic year.

第九條 暑期課程由各開課單位提出申請，其開課相關規定及時程依教務處之公告辦理。  
第二類課程於開課前應經該教學單位課程委員會審查通過。

Article IX Summer courses shall be proposed by the department offering the courses, and relevant regulations and schedule shall be in accordance with the Academic Affairs Office notification.

Category 2 Courses must be reviewed and approved by the Curriculum Committee of teaching units before being offered.

第九條之一 每位教師於暑期開課之課程以二科為限。

Article XI-a Each teacher is limited to teaching two subjects in the summer courses.

第九條之二 暑期開課教師之授課鐘點費支給原則如下：

Article XI-b In general, hourly remuneration for summer teaching are as follow:

- 一、第一類課程：依教育部「公立大專校院兼任教師鐘點費支給標準表」之夜間授課鐘點費標準支給。
- 二、第二類課程：教師授課時數不支給暑期教師授課鐘點費，惟得計入當學年度或次學年度第一學期教師每週授課時數。當學年度或次學年度第一學期已超過授課時數標準者，得於次學年度第一學期報支超支鐘點費。

1. Category 1 Courses: In accordance with the night-time teaching hourly pay standard of the Ministry of Education's Hourly Pay Schedule for Part-time Teachers in Public Colleges and Universities.

2. Category 2 Courses: Summer teaching hours are not remunerated according to summer hourly pay but are counted towards the weekly teaching hours of the current academic year or the first semester of the following academic year. Those who exceed the standard teaching hours of the current academic year or the first semester of the following academic year may be remunerated for overtime hourly fee in the first semester of the following academic year.

第十條 本辦法經教務會議、校務基金管理委員會通過，並經校長核定後實施。

Article X. These Regulations have been approved by the Academic Affairs Meeting and the University Fund Management Committee Meeting, and implemented following approval by the University President.