

National Sun Yat-Sen University

Supplements to the Teaching Rules for Teachers

Approved at the 6th administrative meeting during the 2nd semester of the 2006 academic year
Modified and approved at the 3rd administrative meeting during the 2nd semester of the 2007 academic year
Modified and approved at the 5rd administrative meeting during the 1st semester of the 2012 academic year
Modified and approved at the 5rd administrative meeting during the 2st semester of the 2017 academic year

- Article 1 This supplement is made based on the spirit of Article 4 of the Teacher Employment Agreement and Article 2 of the Teacher’s Guidelines to ensure excellent teaching practice and improve the interaction between the students and teachers of the university.
- Article 2 The syllabus of the teacher must explicitly provide information on the “grading criteria and proportion” and “weekly curriculum and schedule”. The syllabus is registered before the initial election of the courses begins. It will be used as a reference for the students to elect the courses. (Refer to the calendar of the university for the time of the initial election)
- Article 3 The teacher distributes written syllabuses to students at the first lesson and describes the grading method.
- Article 4 All fields must be completed clearly for registration of the syllabus. The registration is deemed as not completed if one of the “syllabuses”, “grading methods”, or “office hours” fields is not completed.
- Article 5 The syllabus must be registered by the teacher personally. The assistant of the department (institute) may assist with the registration for the courses given by foreign teachers, arranged in cooperation with other universities, starting earlier in the summer vacation and courses given by teachers who is not proficient in the operation of a computer. The assistance mentioned above is subject to prior written consent of the teacher and the supervisor of the unit that gives the course.
- Article 6 Registration of the syllabus is not needed for a course of the Chinese Language Center, inter-university elective courses, “music” courses of the Department of Music, “independent study” courses of individual institutes, “lecture/visit” courses, “Master Thesis” courses of the professional Master program and short-term courses given by foreign scholars. However, the “grading criteria and proportion” of all the above-mentioned courses must be registered online and described to the students in writing except for the courses of the Chinese Language Center and inter-university elective courses.
- Article 7 All full-time teachers are requested to spare time for students to ask questions. The office hours are basically arranged two times per week (different days) and two hours every time. (If only one course is given for each semester, one office-hour time may be arranged every week) If the schedule of the office hours is changed, students must be informed and a notice must be given to the Office of Academic Affairs for reference.

Article 8 The Supplements is approved at the administrative meeting of the university and implemented after approved by the president. The same procedure is applicable to the amendment of the Supplements.

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

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.

國立中山大學教師教學守則補充規定

95 學年度第 2 學期第 6 次行政會議通過
96 學年度第 2 學期第 3 次行政會議修正通過
101 學年度第 1 學期第 5 次行政會議修正通過
106 學年度第 2 學期第 5 次行政會議修正通過

- 一、為追求教學卓越、提升本校教師與學生之互動，特依本校教師聘約第四條及教師守則第二條之精神，補訂相關規範以供遵循。
- 二、授課教師之課程大綱應明確訂定「評分標準及比例」、「每週課程內容及預計進度」等資料，於學生初選前完成登錄，以作為學生選課之參考。（初選時間請參見每年之學校行事曆）
- 三、授課教師應於開學第一次上課時發給學生課程大綱書面資料，並說明課程評分方式。
- 四、本校課程教學大綱登錄項目須逐項填寫，但「課程大綱」、「評分方式」及「課業討論時間（Office hours）」三項，其中任何一項未登錄者，即視同未完成登錄。
- 五、課程大綱須由主授教師親自登錄，但外籍教師開授之課程、與外校合作開課之課程、暑期提前上課之課程或不諳電腦操作教師開授之課程，經授課教師及開課單位主管書面同意後，得由系所助理協助登錄。
- 六、華語中心課程、校際選課課程、音樂系所「音樂類」課程、研究所「獨立研究類」、「演講／參訪類」課程、碩專班「碩士論文」課程及國外學者短期課程等得免登錄課程大綱；但除華語中心課程及校際選課課程外，上列其餘課程仍須上網登錄「評分標準及比例」，並以書面向學生說明評分方式。
- 七、每位專任教師每週均應安排時間供學生請益；課程課業討論時間（Office hours）之安排，以每週二次（不得安排於同一天），每次二小時為原則（如因故每學期只授一門課者，每週得僅安排一次）。課業討論時間如有變更，除應告知學生外，並應通知教務處備查。
- 八、本規定經教務會議及行政會議通過，校長核定後實施，修正時亦同。