

National Sun Yat-sen University

Teaching and Assessment Principles

Amendment approved by the 21st Directors Meeting, March 15, 2013

Amendment approved at the 5th Executive Council meeting of the 2nd semester in Academic Year 2011, April 25, 2012

Amendment approved at the 132th Academic Affairs Council meeting, June 11, 2012

1. Before teaching, the faculty member shall draw up a syllabus with the relevant information such as the teaching objectives, scope, instruction format, course schedule and summary, reference textbooks, method of assessment, the core skills and basic competency that the course to cultivate, as well as related teaching activities and assessment method. The syllabus shall be distributed to the students in the first week of class to serve as the basis for teaching activities and performance assessment. Additional copies should be issued for credit overload students.
2. Academic grades are assessed using multiple modes of assessment. Faculty members may measure the academic performance of students based on their everyday performance, reports, performances, exhibitions as well as routine, mid-session and final exams; the method of assessment for academic performance during the semester shall be explicitly stated in the syllabus. (Article 37 of the Academic Regulations)
3. The grades of each course for the semester (but not including conduct score) are calculated by the faculty member based on the results of assessments and presented in terms of a grade of percentage (to the nearest integer). (Article 39 of the Academic Regulations)
4. For students who fail the course the faculty member should check for missed reports or incorrectly recorded scores to ensure students' interests are protected and to reduce mistakes.

Note: Academic credits are not awarded if an undergraduate student failed to achieve a grade of C (60 points in the percentage system), and if a graduate student failed to achieve a grade of B (70 points in the percentage system).

(Articles 36 and 59 of the Academic Regulations)

5. If time permits, results should be publicly posted before they are forwarded to the Office of Academic Affairs so they can be verified by students and errors avoided.
6. If examination papers and student reports are not returned to students, the faculty member should retain them for one year (Article 75 of the Academic Regulations) so that students can check their individual results; any disputes over results should be handled through appropriate communication with the student.
7. Other matters:
 - (1) If a correction was made to the grade report, the instructor must sign or stamp the position of the correction. Once a faculty member submits the students' examination results to the Registration Division no further requests for correction will be accepted. (Article 41 of the Academic Regulations)
 - (2) The faculty member should enter grades through the online Academic Grading System. The original copy of the grade report should be printed out and signed or stamped by the faculty member before being delivered (or sent by registered mail) to the Registration Division of the Office of Academic Affairs by the deadline on the University calendar; for late submissions the following notification procedure will be executed by this Office in accordance with Article 7 of the "Guidelines for the Instructor to Submit and Correct Grade Reports":
 - i. The Office of Academic Affairs shall notify the faculty member in writing if

- the grade report is not submitted on time (according to the University calendar).
- ii. If the grade report is not submitted one week after the deadline, a written notice is sent to the faculty member and copied to the related departments (institutes, degree program, Center for General Education divisions).
 - iii. If the grade report has not been submitted two weeks after the deadline, a written notice is sent to the faculty member and copied to the related colleges and departments (institutes, degree program, Center for General Education divisions).
 - iv. If the grade report still has not been submitted by the deadline after three notices this is then reported to the Executive Council. A faculty member's notification record will be used as a reference in faculty assessments and promotions.
- (3) Applications for changes to results should be submitted within one week of the enrollment date for the next semester in accordance with the "Guidelines for the Instructor to Submit and Correct Grade Reports".
8. These Principles were passed by the Academic Affairs Council and sanctioned by the University President prior to implementation. Modifications shall follow the same procedure.

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.

國立中山大學教師授課暨評分原則

89.3.15 第二十一一次主管會報修正通過

101 年 4 月 25 日本校 100 學年度第 2 學期第 5 次行政會議修正通過

101 年 6 月 11 日本校第 132 次教務會議修正通過

- 一、教師授課前應擬訂教學大綱，包含課程之教學目標、課程範圍、授課方式、課程進度及綱要、參考書目、評分方式、課程欲培養之核心能力與基本素養及相關教學活動與評量方式等相關資訊，於上課第一週分發學生作為教學活動與成績評核之依據，加選同學應予以補發。
- 二、學業成績採多元方式評量，教師得依學生日常表現、報告、展演及平時、期中、期末考試等評量學生學習成效；學期學業成績之評量方式應明訂於課程大綱。（學則第卅七條）
- 三、各科目學期學業成績（不含操行成績）由任課教師根據各種考核成績計算，以等第或百分（計算至整數）成績呈現。（學則第卅九條）
- 四、遇有不及格之成績，教師應檢查是否有報告遺漏、登分錯誤等情況；以維護學生權益及減少疏失。

註：大學部每一科目成績未達 C- 等第（百分制六十分），研究所每一科目成績未達 B- 等第（百分制七十分）者為不及格，不給學分。（學則第卅六條及第五十九條）
- 五、若時間許可，成績在送教務處之前宜先行公告，供學生核對，以便減少錯誤。
- 六、考試試卷及學生報告若未發還給同學，請授課教師妥善保存一年（學則第七十五條），以利同學查閱其個人成績；若遇成績爭議，宜妥善與學生溝通。
- 七、其他注意事項：
 - （一）學期成績如有塗改，請授課教師於塗改處簽章，學生各種考試成績，經任課教師交入註冊組後，不得請求更改。（學則第四十一條）
 - （二）授課教師應使用網路輸入成績系統，列印成績單簽章後以正本

(影印本無效) 依照本校行事曆規定截止日期前送(或掛號寄)交教務處註冊組; 未能如期繳交者, 本處將依「教師繳交及更正學期成績辦法」第七條進行催繳, 催繳流程如下:

- 1、成績繳交截止(依本校行事曆為準)尚未繳交成績時, 由教務處發文通知授課教師。
- 2、截止日後滿一星期未繳交時, 發文授課教師, 副本知會相關系(所、學位學程、通識教育中心各組)。
- 3、截止日後滿二星期未繳交時, 再發文授課教師, 副本知會相關各院、系(所、學位學程、通識教育中心各組)。
- 4、催繳三次後仍未依限繳交成績者, 提行政會議報告。教師成績催繳紀錄納入教師評鑑與升等參酌。

(三) 成績更正需於次學期註冊日後一週內, 依「本校教師繳交及更正學期成績辦法」申請辦理。

八、本原則經教務會議通過, 陳請校長核定後實施, 修正時亦同。