

# **National Sun Yat-Sen University**

## **Guidelines for Evaluation of Students' Academic Performance**

Approved at the 128<sup>th</sup> meeting of academic affairs, June 13, 2011

Modified and approved at the 130<sup>th</sup> meeting of academic affairs, December 19, 2011

Modified and approved at the 156<sup>th</sup> meeting of academic affairs, May 24, 2018

- Article 1 The letter grading system is implemented for students who have entered the university since 2011. The Guidelines are established for evaluation of students' academic performance.
- Article 2 A teacher may evaluate the student for his/her presence/absence, ordinary tests, midterm examination and final examination based on the syllabus.
- Article 3 A teacher may evaluate the academic performance of a student in the following ways:
- (1) The academic performance of the student during a semester can be evaluated using the "letter grading system" or "percentage evaluation system".
  - (2) The result of the degree examination is evaluated by all committee members present at the meeting with a single grade. The students who have entered the university since 2010 (incl.) are subject to the percentage evaluation system, while the students who have entered the university since 2011 (incl.) are subject to the letter grading system.
- Article 4 Evaluation of students' academic performance and conversion of the grades are specified as follows:
- (1) The grades of a student who has discontinued study or graduated from the university before 2010 (incl.) will not be changed.
  - (2) The grades of a student who has entered the university before 2010 (incl.) and/or a student who has transferred to the university since 2011 is calculated based on the "percentage evaluation system":
    1. Before implementation of the letter grading system, the academic performance of each course in a semester has been evaluated based on the percentage evaluation system and the grade has been kept unchanged. After implementation of the letter grading system, the grade for the academic performance of each course in a semester is still recorded and retained based on the percentage evaluation system. If the teacher evaluates the academic performance using the letter grades, they will be converted into the "interval and intermediate values of the percentage evaluation system" according to the "Comparison List of the Letter Grading System vs. Percentage Evaluation System for a Single Course" (Table 1).
    2. The ranking of the grades has been calculated based on the "percentage evaluation system" before implementation of the letter grading system. After implementation of the letter grading system, however, the ranking of the grades for a single course is determined according to the evaluation basis that

the teacher uses, while the ranking of other items is determined based on the percentage evaluation system.

3. The GPA (Grade Point Average) of the yearly average grade shown on the English transcript is calculated with 4.0 as the highest accumulated points.
- (3) The grade of the student who has entered the university since 2011 (incl.) is recorded based on the “letter grading system”:
  1. A teacher who evaluates the academic performance based on the percentage evaluation system is requested to convert grade to letter grades according to the “Comparison List of the Letter Grading System vs. Percentage Evaluation System for a Single Course” (Table 1).
  2. Ranking of the grades for a single course is determined according to the evaluation basis that the teacher uses, while the ranking of other items is determined based on the GPA of the yearly average grade. In case of the same GPA values, the ranking is determined based on the average grade GPA of the specialized courses that the department/institute (section, degree program) requires.
- (4) The student who has entered the university before 2010 (incl.) and applied for suspension of schooling or extension of the study period thereafter will be ranked along with the students entering the university after 2011 (incl.). In this case: Ranking of the grades for a single course is determined according to the evaluation basis that the teacher uses. For the ranking of other items, the grade is determined according to the percentage evaluation system and converted to the letter grade according to the “Comparison List of the Letter Grading System vs. Percentage Evaluation System for a Single Course” (Table 1). It is then ranked along with the students entering the university after 2011 (incl.) based on GPA of the yearly average grade. In case of the same GPA values, the ranking is determined based on the average grade GPA of the specialized courses that the department/institute (section, degree program) requires.

Article 5 For the percentage evaluation of the academic performance, the “Comparison List of Percentage vs. Average Grade GPA” is established in Table 2 for reference.

Article 6 Types of grades ranks: (1) semester grades rank: indicates the average semester grades rank of a student who engaged in studies during the semester; (2) academic year grades rank: indicates the academic year’s second semester grades rank of a student who engaged in studies during the academic year; (3) previous semester grades rank: in principle, it indicates the rank of all the grades from previous semesters since the beginning of the one’s studies; (4) Master’s program admission exam rank: indicates the average previous semesters grades rank of this year’s graduates and of those who graduated in previous years; (5) graduates’ grades rank: indicates the average previous semesters grades of those who graduated in the same year.

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

Article 7 Principles for grade rankings: (1) Rankings are compiled separately for departments, institutes, degree programs, years of studies, categories of students. (2) Different years of Bachelor programs are ranked separately; students who deferred their graduation are ranked together with last year's students; research students (Master's programs students, Master's Degree Program for Working Professionals and Ph. D programs students) of different years of studies are ranked separately; however, those who extended the period of studies are ranked together with last year's students. (3) From the academic year 2018, students of Bachelor degree programs (including those who deferred their graduation) who completed less than 9 credits per semester are not counted in for the semester grade ranking, but their grades and achievements are still taken into consideration for other types of rankings. (4) Pass/no pass courses, as well as graduation examinations for Master and Ph.D. programs students do not count into any grade rankings of the mentioned items.

Article 8 Grade ranking procedure: (1) In principle, grade rankings start to be compiled the third week after the first day of a new semester. (2) After student's rank is determined, it will not be changed unless some special circumstances occur and there is a relevant decision issued by the Academic Affairs Council or a signed approval letter issued by the University President. (3) If there are any changes to the grade ranking mentioned in the previous item, they shall be checked and approved by the Registration Section within two weeks from the date of issuing the notification to the department/institute and the student, then the corrected grades shall be ranked.

Article 9 Overseas exchange students and domestic exchange students, who hold student status at the university or abroad, through the university's approval, shall apply for credits transfer according to the "Credits Transfer Guidelines"; however, the student's institute/department name, course content and characteristics have to be similar to be transferred; that shall be handled taking into consideration the approved number of credits. In order to apply for credits transfer, the credits need to be consistent with the provisions on grades and standards of the Academic Policies and the original copy of the grade records (or academic achievements certificate) from the attended university and the related proof of having completed the course (this should include the number of hours and indicate if the course belongs to an undergraduate or postgraduate program) need to be handed in. After the check and approval by the department or institute, the documents are sent to the Registration Division for approval and calculation of credits, which are entered into the university's transcript. The approved and listed credits do not count in for the grades rankings. The Chinese name of the course attended abroad by the student is to be checked and approved by the department/institute supervisor. The checked and listed credits to be added to this year's graduates transcript shall comply with the requirements for graduation. The credits registration procedure shall be completed before the first day of the next semester as the latest, after the next semester's deadline, registration will still have to be performed. The number of credits to be transferred comply with the upper limit of credit transfers specified in Article 4 Item 2 of "Credits Transfer Guidelines"

**Table 1 Comparison List of the Letter Grading System vs. Percentage Evaluation System for a Single Course**

Letter grading system		Percentage evaluation system	
Grade	Grade point	Grade	Grade point
A+	4.3	90~100	95
A	4.0	85~89	87
A-	3.7	80~84	82
B+	3.3	77~79	78
B	3.0	73~76	75
B- (Graduate student pass criterion)	2.7	70~72	71
C+	2.3	67~69	68
C	2.0	63~66	65
C- (Undergraduate pass criterion)	1.7	60~62	61
D	1.0	50~59	55
E	0.8	40~49	45
F	0	Less than 39 (incl.)	20
X	0	0	0

A+: All goals have been achieved and the performance has gone beyond the expectation.

A: All goals have been achieved.

A-: All goals have been achieved, but improvement is needed.

B+: Part of the goals has been achieved with good quality.

B: Part of the goals has been achieved with average quality.

B-: Part of the goals has been achieved with some shortcomings.

C+: The minimum goals have been achieved.

C: The minimum goals have been achieved with some shortcomings.

C-: The minimum goals have been achieved with major shortcomings.

D: The minimum goals have not been achieved.

E: The minimum goals have not been achieved and the performance has been disappointing.

F: No goals have been achieved.

X: No evaluation is made for the performance for whatever reasons (e.g. 0 point for all courses, 0 point due to cheating in the examination)



# 國立中山大學學生成績作業要點

100 年 6 月 13 日本校第 128 次教務會議通過  
100 年 12 月 19 日本校第 130 次教務會議修正通過  
107 年 5 月 24 日本校第 156 次教務會議修正通過

一、本校自 100 學年度起入學學生成績實施等第制，為配合辦理學生成績評量相關事宜，特訂定本要點。

二、授課教師對學生之日常出勤狀態考查、平時考試、期中考試、期末考試等評定，由授課教師依課程大綱自行決定。

三、教師繳交成績方式如下：

(一) 學期學業成績可以選擇用「等第制」方式或「百分制」方式給分。

(二) 學位考試成績由所有口試出席委員合議為單一成績，99 學年度(含)以前入學之在校學生採百分評分；100 學年度(含)以後入學之學生採等第評分。

四、學生學業成績處理及轉換規範如下：

(一) 99 學年度(含)以前已畢業校友或退學之學生，其成績不予變更。

(二) 99 學年度(含)前入學之在校生及 100 學年度入學轉學生，成績以「百分制」紀錄：

1. 等第制實施前其各科目學期學業成績皆保留原已存在之百分制成績。實施後其各科目學期學業成績亦以百分制成績登錄保留。教師若以等第給分，則依「等第制與百分制單科成績對照表」(如附表一)，換算成「百分制之區間中間值」登錄。

2. 等第制實施前各項成績排名保留原已存在「百分制」之排名；實施後單科排名依授課教師所採評分方式計算；其他各項排名依百分成績計算。

3. 英文成績單歷年學業平均成績之 GPA(Grade Point Average) 維持以最高積分為 4.0 計算。

(三) 100 學年度(含)以後入學之學生，成績以「等第制」紀錄：

1. 教師若以百分成績給分，則教務處依「等第制與百分制單科成績對照表」(如附表一)

換算成等第成績登錄。

2. 單科成績排名依授課教師所採評分方式排序；其他各項排名依學業平均成績之 GPA 排序，若學業平均成績之 GPA 同分者，再依各系所（組、學位學程）專業必修平均成績之 GPA 高低排序。

(四)99 學年度（含）前入學之學生因休學、延畢等必須和 100 學年度（含）後入學之學生一起排名時：

單科排名依授課教師所採評分方式排序；其他各項排名以原始百分分數，依「等第制與百分制單科成績對照表」（如附表一）換算成等第積分後，以學業平均成績之 GPA 與 100 學年度（含）後入學之學生進行排名，若學業平均成績之 GPA 同分者，再依各系所（組、學位學程）專業必修平均成績之 GPA 高低排序。

五、為配合採用百分制成績之需要，訂定學業平均成績 GPA 換算百分數對照表如附表二，供外界參酌使用。

#### 六、成績排名種類：

(一) 學期成績排名：指該學期在學學生之學期學業平均成績排名。

(二) 學年成績排名：指該學年度第二學期在學學生之學年學業平均成績排名。

(三) 歷年成績排名：指在學學生入學至今之歷年學業平均成績排名，學生申請時尚未有當學期成績排名者，累計至前學期為原則。

(四) 碩士班甄試排名：指學士班應屆畢業生及已畢業學生之歷年學業平均成績排名。

(五) 畢業成績排名：指同一學年度畢業學生之歷年學業平均成績排名。

#### 七、成績排名原則：

(一) 以系、所、學位學程、班級及學籍分組分別進行排名。

(二) 學士班以各年級為群組分別進行排名，延畢生併入最高年級進行排名；研究生（含碩士班、碩士在職專班及博士班）以各年級為群組分別進行排名，惟延長修業年限者，併入最高年級進行排名。

(三) 自 107 學年度起，學士班學生（含延畢生）當學期修習學分數未達 9 學分者，不計入學期成績排名，但其修習學分數及成績仍採計為其他種類之成績排名。

(四) 以通過、不通過評量之科目，以及博（碩）士學位考試成績，不計入各項成績排名。

#### 八、成績排名作業：

(一) 成績排名於每學期上課開始日起第三週排定為原則。

(二) 學生名次排定後，除有特殊原因經教務會議通過或簽請校長核定者，不得再重新排定。

(三) 前款成績排名若有更正，應由註冊組於核定日起二週內通知系所及學生，以更正後之成績排名為準。

九、經本校核准之境外交換生及國內交換生，以在學身份於境外或校外修習之學分，得依本校「辦理學生抵免學分辦法」申請抵免，惟學生所屬系所無名稱、內容或性質相同之課程可辦理抵免者，得以認列學分之方式辦理。

(一) 認列學分需符合本校學則規定之成績及格標準始能申請，並應由學生檢附就讀學校之成績單正本（或成績證明書）及相關授課證明（應含授課時數及註明修習之科目為大學部或研究所），經所屬系所審定同意，送註冊組核定後採計學分，登錄於本校歷年成績單。

(二) 通過認列學分之成績不計入各項成績排名。

(三) 學生修習境外課程之「中文科目名稱」由系所主管認定。

(四) 應屆畢業生需採計認列學分始符合畢業資格者，至遲需於次學期上課開始日前完成審核作業，逾期次學期仍應辦理註冊。

(五) 認列學分數需納入本校「辦理學生抵免學分辦法」第四條第二項之抵免學分採計上限。

十、本要點經教務會議通過後實施，修正時亦同。



附表一 等第制與百分制單科成績對照表

等第制		百分制	
等第成績 (Grade)	等第積分 (Grade Point)	區間	中間值
A+	4.3	90~100	95
A	4.0	85~89	87
A-	3.7	80~84	82
B+	3.3	77~79	78
B	3.0	73~76	75
B- (研究生及格標準)	2.7	70~72	71
C+	2.3	67~69	68
C	2.0	63~66	65
C- (學士班及格標準)	1.7	60~62	61
D	1.0	50~59	55
E	0.8	40~49	45
F	0	39 (含) 以下	20
X	0	0	0

A+：所有目標皆達成且超越期望

A：所有目標皆達成

A-：所有目標皆達成，但需一些精進

B+：達成部分目標，且品質佳

B：達成部分目標，但品質普通

B-：達成部分目標，但有些缺失

C+：達成最低目標

C：達成最低目標，但有些缺失

C-：達成最低目標但有重大缺失

D：未達成最低目標

E：未達成最低目標，且令人失望

F：所有目標皆未達成

X：因故不核予成績 例如：考試全部 0 分、考試作弊 0 分等等)