

國立中山大學暑期開班授課規定要點

Regulations for Summer Course Offerings

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 regulations have been formulated in accordance with Article 28 of the *University Act* and Article 14 of the NSYSU Constitution to accommodate the learning needs of students and allow them to utilize summer break for their studies as necessary.
- 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 programs may be offered with approval of the respective directors of the course-offering department, program, and college. The regulations for registration, course selection, and fees for such courses shall be announced before the course is offered.

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 programs as referred to within these regulations shall be limited to the following two types of courses submitted by the Office of Academic Affairs for announcement:

- (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) Type 1: Courses offered by each department/institute/program in the first or second 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) Type 2: Courses especially approved by the department/institute/program to implement Ministry of Education, service learning, entrepreneurial, 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。

Summer programs that do not fall under either type of course (such as executive master's degree programs for working professionals or master's degree summer programs for working professionals) shall abide by the regulations and procedures established by the unit in which the courses are offered.

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. One session of summer program courses shall be held during summer break each academic year. Classes shall begin after the end of the final spring semester examination. In principle, courses shall be 6 weeks long and each credit must represent 18 class hours (including exams). In principle, lab and internship sessions must be at least 36 hours.

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。

For summer programs with intensive classes approved by the Vice President of Academic Affairs, the number of classes shall not be subject to the six-week requirement, but the quality of teaching must 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. Courses may only be opened if a minimum of 17 students have registered and paid. Under special circumstances, courses may be held with 5 registered students with the approval of the director of the course-offering unit, though any hourly fees shall be borne by the students. If not enough students have registered and paid, or no instructor can be hired, the course will not be held and all fees shall be refunded.

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。

Students in Type 2 courses with instructors who do not receive hourly pay for summer teaching may be exempt from paying credit fees. However, students in the following courses shall pay credit fees pursuant to the University's standards for payment of tuition and miscellaneous fees.

(一) 學士班延修生之選修課程。

(1) Elective courses in bachelor's extension programs.

(二) 碩博士班學生選修研究所課程。

(2) Elective graduate courses for master's or doctoral students

(三) 他校學生選修需繳費之跨校選修課程。

(3) Students from other universities taking inter-university elective courses that require payment.

(四) 修習教育學程學生選修教育學程相關課程。

- (4) Education program students taking elective education program courses.
- 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. In principle, summer programs shall accept applications from students of the University. Applicant from other universities must obtain permission from their university and enroll in the course via inter-university course selection. High school senior preparatory students (including prospective college students) must be approved by the relevant units of the University and handled in accordance with announcement of the summer program in the current 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 of the University participating in summer programs at this or another university may not take more than nine credits in total, with the exception of recent graduates who have received approval to take classes. Students may only participate in off-campus summer programs with the approval of their department/institute. Students on programs for working professionals may not participate in off-campus summer programs; only those who have been approved for the education program, the inter-university credit program, inter-university exchange, or special cases may be exempt from this rule.
- 七、 本校學生有下列情形之一者，不得申請暑修：
- VII. Under any of the following conditions, University students may not apply for summer programs:
- (一) 所修科目學期考試請假尚未補考者。
- (1) The student was granted an extension on a course term exam and has not yet taken the make-up exam.
- (二) 學期成績不及格之學分數已達退學規定者。
- (2) The student has reached or exceeded the limit for failed course credits and therefore will be expelled.
- (三) 在休學期間。
- (3) The student is on a leave of absence.
- 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. Applications for summer programs are regarded as the equivalent of course selection. They may only be filled out by the person applying for the courses in accordance with the school's summer course schedule. The subjects selected shall be the basis for the grades entered.

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. Students taking summer courses shall pay credit fees according to their student status, the college (department) of the course, and the number of class hours. Requests for withdrawals or refunds may only be made after payment if there is conflict between summer courses or passing the final exams for the intended summer courses, and will only be allowed if the withdrawal does not impact the number of students needed to open the class, and if the request for a withdrawal/refund is made before the announced starting date of the summer courses. No withdrawal or refund requests will be accepted otherwise. Students who do not attend class without reason after submitting their application will receive a grade of zero.

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 are unable to attend for the entire duration of a course due to illness or other incidents must submit a certificate or other official document issued by a designated hospital of the Central Health Insurance Agency (limited to medical centers and regional hospitals). Withdrawals will be processed with the approval of the instructor and the department chair two weeks before the final exam, but fees paid 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 wages for summer session instructors shall be paid in accordance with the wage standards for evening part-time faculty and full-time faculty of programs for working professionals. Each hour of lab courses shall be calculated as half an hour.

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 summer session instructors who do not receive hourly pay for summer teaching, their teaching hours may be included in the calculation of the

instructor's basic teaching hours for the next school year, and the instructor's over-time hourly pay will be calculated in accordance with the University's Calculation Guidelines of Hourly Pay for Faculty Members.

十二、學生暑期選課成績考查規定如下：

XII. Rules for the review of students' summer program grades are as follows:

(一) 成績及格或不及格，均應登記於歷年成績表內。

(1) Grades shall be recorded in the student's transcript regardless of passing status.

(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) Credits taken in the summer may not be combined with semester credits, and the grades may not be averaged in with the semester grades, but the credits and grades received shall count towards graduation requirements.

(三) 成績不及格者，不得補考。

(3) Make-up exams shall not be offered to students who fail a summer course.

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. International students who apply for summer sessions may apply for subsidies from the Ministry of Education through the Division of Overseas and International Degree Student Affairs in accordance with the *Guidelines for Ministry of Education Subsidies for Secondary Schools and Above to Provide Academic Counseling to International Students*.

十四、其他未盡事宜，悉依本校相關規定辦理。

XIV. For other matters not covered herein, please refer to the relevant regulations of the University.

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 regulations shall be announced and implemented following their approval by the Academic Affairs Meeting and filed by the Ministry of Education for record. The same procedure shall be followed when amendments are made.