

# 國立陽明交通大學開課及排課準則

## Principles for Course Offers and Curriculum Planning – National Yang Ming Chiao Tung University

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一、 國立陽明交通大學(以下簡稱本校)為使各教學單位辦理開課及排課相關作業有所依循，特訂定本準則。

I. National Yang Ming Chiao Tung University (NYCU) hereby formulates these Principles as the basis for course offers and curriculum planning of each teaching unit.

二、 開課原則：

II. Course opening principles:

(一) 課程須經相關課程委員會通過後始得開授。各教學單位課程規劃應具長遠性、必要性與可行性，並應配合學生畢業條件，及考量單位師資及教學資源之調配，開設課程須依必修科目表及修課規定並審慎估量修課人數。

(I) All courses must be approved by the relevant Curriculum Committee before they can be offered. The curriculum planning of each teaching unit must be long term, necessary and feasible, and should be in line with students' graduation conditions, while taking into account the coordination of the unit's faculty teachers and teaching resources. Courses must be offered according to the list of compulsory subjects and elective courses with careful evaluation of the number of students taking the course.

(二) 課程規劃應包含中英文名稱、學制、課程屬性、課程綱要、開課單位、選修別、學分數、時數、學期課或學年課、負責教師等項目。

(II) The curriculum must include the name of the course in both Chinese and English, academic system, nature and outline of the course, course provider, elective subjects, credits, number of hours, courses for one semester or one academic year, and teachers responsible.

(三) 研究所課程以助理教授以上教師授課為原則，講師僅得協助實驗、實習課程授課，其他課程必要時得邀請講師級教師授課。

(III) Courses in the graduate school may only be taught by faculty teachers at the Assistant Professor level or above, while lecturers may only assist in the laboratory and

internship programs. If necessary, lecturer-level teachers may be invited to teach other courses.

- (四) 合開課程應以學生學習品質為優先考量。合班開課之科目，須確認主開單位，並由主開單位與輔開單位協調，確認各項課程規劃內容資訊，以一致為原則。
- (IV) Students' learning quality must take priority in joint curriculum. The main course provider must be confirmed for the subjects offered in joint curriculum. The curriculum should be coordinated by the main course provider and auxiliary course provider to ensure the information for the curriculum is consistent.

### 三、開課標準及停續開流程：

#### III. Course-offering standards and suspension and renewal process:

- (一) 必修課程無論修課人數多寡，皆應予以開課。選修課程選課人數達開課標準為：大學部課程至少 5 人；研究所課程至少 3 人。
  - (I) Required courses must be offered regardless of the number of enrolled students.  
Minimum number of students required for selective courses: At least 5 students for courses offered in the undergraduate programs; 3 students for courses offered in the graduate school.  
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  - (二) 選課學生人數未達下限標準之課程，經開課單位及教師確認停開或續開（續開應述明理由），經單位主管、院長審核，陳請教務長核可後，得予續開。  
任課老師為專任教師且該課程為必選或首次開課，課程經系（所）院同意開設者，經單位主管、院長核可後送教務處備查，得予續開。
  - (II) Courses failing to reach the minimum requirements of number of students can be suspended or renewed (a reason must be provided for renewing a course) with confirmation by the course provider and faculty teachers. A course may only be renewed after being reviewed by the unit's supervisor and Dean, followed by approval of the Dean of Academic Affairs.  
Required elective courses or courses offered for the first time taught by a full-time teacher may be renewed, provided they have been agreed by the faculty and approved by the unit supervisors and the Dean, then submitted to the Academic Affairs for future reference.
- (三) 選課學生人數未達下限標準之課程，授課時數不列入超授鐘點費計算。加退

選截止後，由課務組統計選課學生人數未達前條標準之課程，通知開課單位辦理停續開作業。

- (III) The number of hours taught in courses that fail to reach the minimum requirements of number of students will not be included in the calculation of overtime pay. After the deadline for adding or dropping a course, the Division of Curriculum will calculate the number of students in the courses that fail to reach the preceding criteria. The course provider will be notified of the suspension or renewal.

#### 四、排課原則：

#### IV. Course scheduling principles:

- (一) 各教學單位開設之專業課程由各教學單位統籌安排課程時段。

日間部課程安排為週一至週五白天，進修學制(含在職專班)課程安排以週一至週五晚間，輔以週六或周日為原則。

每日課程安排不得超過 10 節，同一門課不得連續授課超過 4 節，以及不得以採短期密集完成整學期課程之方式授課。

若課程因具特殊性質(如實習、實作課程、實務操作課程…等)或聘請國外學者專家，有彈性安排排課時間需求者，須經系、院級課程委員會就其必要性及合理性審議通過，並送課務組備查後得予彈性安排。

- (I) The teaching unit that offers professional courses must arrange the course timetable.

Daytime courses are scheduled from Monday to Friday during the day, while courses for part-time programs (including in-service programs) are primarily scheduled from Monday to Friday evenings, supplemented by Saturdays or Sundays as a general rule.

Daily course schedules must not exceed 10 class periods, and no single course may be taught for more than 4 consecutive periods. Additionally, courses must not be delivered in a condensed, short-term format to complete an entire semester's curriculum.

If a course has special requirements (such as internships, practical courses, hands-on training, etc.) or involves the invitation of foreign scholars or experts, flexible scheduling may be arranged. However, this must first be reviewed and approved by the department and college-level curriculum committees for necessity and reasonableness, and then submitted to the Division of Curriculum for record before flexible scheduling can be implemented.

- (二) 陽明校區:博雅核心課程為每週二上午及每週四全天為原則，學士班一、二年級該時段以不排課為原則；每週三 3、4 節為大學部導師時間及共同空堂時間，該時段學士班以不排課為原則。
- (II) Yang Ming Campus: Core Curriculum of Liberal Arts Education is offered in the morning every Tuesday and all day every Thursday. No classes are scheduled in these times for undergraduate program students in their first and second year. The 3rd and 4th periods of every Wednesday is for teachers of the University and shared free time. No classes are scheduled during these periods for the undergraduate programs.
- (三) 交大校區:每週三 7、8 節為大學部導師時間及共同空堂時間，該時段學士班以不排課為原則。
- (III) Chiao Tung Campus: The 7th and 8th periods of every Wednesday are for teachers of the University and shared free time. No classes are scheduled during these periods for the undergraduate programs.
- (四) 課程使用教室之安排，依各校區作業規定辦理。
- (IV) The arrangement for the classroom in the curriculum is subject to the regulations of each campus.
- (五) 經相關課程委員會通過之課程，各教學單位應依本校當學期排課時程將課程規畫表上網登錄。
- (V) Each teaching unit must register their courses online according to the schedule for NYCU's curriculum approved by the relevant Curriculum Committee.

五、 課程異動原則：

V. Changes to courses:

- (一) 已開設且完成講授與評分之課程，其課程名稱、已授課之學期及學分數不得再做異動。
- (I) No changes can be made to the name of the course, semesters for how long the course has been offered, and credits for the courses already offered and teaching and grading completed.
- (二) 必修課程修正應於次學年入學年度新生開始實施，但對已入學學生若有修正之必要時，得依下列原則辦理：
1. 必修課程總學分數不得變動。
  2. 須於實施前與師生充分溝通並完成相關配套措施。
- (II) The revision of compulsory courses must be conducted at the beginning of the next

academic year for new students. If revision is necessary for students already enrolled, the following requirements must be met:

1. No changes can be made to the total credits of compulsory courses.
2. Before implementation, the teaching faculty must fully communicate with the students with the relevant supporting measures completed.

(三) 課程時間表排定後，如需增開課程，須經相關課程委員會通過，檢附會議紀錄及填寫課程異動單送課務組辦理；課程異動(停開、更換教師、教室及時間)，得填寫課程異動申請表送課務組辦理。

(III) After a timetable for the curriculum is finalized, additional courses required are subject to the approval of the relevant Curriculum Committee, enclosed with a meeting record and curriculum change form in writing to be submitted to the Division of Curriculum. For curriculum change (suspension, change of teacher, classroom or time), an application form of curriculum change must be filled in and submitted to the Division of Curriculum.

(四) 初選後課程時間需異動者，應事先通知已選課學生並取得同意後辦理異動。

(IV) A change to the timetable after the preliminary course registration can only go ahead after informing the students who have selected their courses and they agree to such change.

六、 本準則如有未盡事宜，悉依本校學則及其他相關規定辦理。

VI. Matters not covered by these Guidelines are subject to the NYCU's Academic Regulations and other applicable rules.

七、 本準則經教務會議通過後施行，修正時亦同。

VII. These Guidelines are effective after they have been approved by the Academic Affairs meeting and the same is true for amendments.