

臺北醫學大學開設課程處理要點
Taipei Medical University
Guidelines Governing Course Offerings*

92年12月30日教務會議新訂通過

Newly amended and approved by Academic Affairs Committee Meeting on December 30th, 2003

93年6月14日教務會議修正通過

Amended and approved by Academic Affairs Committee Meeting on June 14th, 2004

94年6月16日教務會議修正通過

Amended and approved by Academic Affairs Committee Meeting on June 16th, 2005

94年7月8日校長核定

Ratified by the University President on July 8th, 2005

95年12月1日教務會議修正通過

Amended and approved by Academic Affairs Committee Meeting on December 1st, 2006

95年12月20日校長核定

Ratified by the University President on December 20th, 2006

98年5月13日教務會議修正通過

Amended and approved by Academic Affairs Committee Meeting on May 13th, 2009

98年5月21日校長核定

Ratified by the University President on May 21st, 2009

101年6月28日教務會議修正通過

Amended and approved by Academic Affairs Committee Meeting on June 28th, 2012

101年7月26日校長核定

Ratified by the University President on July 26th, 2012

104年9月17日教務會議修正通過

Amended and approved by Academic Affairs Committee Meeting on September 17th, 2015

105年9月22日教務會議修正通過

Amended and approved by Academic Affairs Committee Meeting on September 22nd, 2016

106年9月21日教務會議修正通過

Amended and approved by Academic Affairs Committee Meeting on September 21st, 2017

107年5月17日教務會議修正通過

Amended and approved by Academic Affairs Committee Meeting on May 17th, 2018

107年07月16日北醫校教字第1070002468號令修正，全文10條

Amended by document No. 1070002468 TMU Xiao Jiao Tze on July 16th, 2018 for 10 articles

第一條 為提昇授課品質，規範各教學單位課程之開設及開課人數之限制，以達到有效運用教學資源之目標，特訂定本要點。

Article 1 These guidelines are enacted to promote teaching quality, regulate course establishment of each teaching unit as well as restriction of number of students and achieve the goal of

* The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.

effectively using teaching resources.

第二條 本要點所稱開設課程包括：

- 一、各院、系所學位學程開授之必、選修課程。
- 二、通識科目(含共同必修)課程。

Article 2 Courses include the following:

- A. Required and elective courses of each college, department and graduate institute.
- B. General subjects (including common required courses)

第三條 開設課程程序：

一、每學期各教學單位所開授之必、選修課程，皆應依經教務會議審議通過之課程表開課，含科目名稱、學分數、全半學期；各課程應精簡審慎安排授課教師後，送交課務組統籌安排授課時間及地點。

二、課程修訂，須經系級及院級課程委員會通過，於學年度開始前提報校課程委員會，並經教務會議審議通過後公佈實施：

(一) 必修課程原則上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. 各科目之名稱及學分數除為名稱相近或性質相類之科目整併外亦不得變動。
3. 開課學期異動適用年度不得追溯。
4. 須於實施前與師生充分溝通並完成相關配套措施。

(二) 選修課程可於當學年度開始實施，但應審慎開課。

Article 3 Establishment procedure of courses:

- A. Class schedule of each required and elective course of each teaching unit in each semester should be passed by academic affairs committee meeting. The class schedule includes the name of the subject, the credit amount and whether the class requires a full or half semester. The

course should be streamlined to select instructor carefully, and submit to curriculum section to organize class time and classroom.

B. Course revisions should be passed by the curriculum committee of the department and college, submitted to school curriculum committee before new academic year calendar, and passed by academic affair committee to announced and implemented.

a. Required courses should be implemented for freshmen in the next academic year calendar. However, if it is necessary to modify, it should be conducted with following principles:

1. Total credits of required courses are not allowed to change.
2. Name and credit of each subjects are not allowed to change, except for similar names or combination of similar subject.
3. Modification of course semester of applicable year cannot be traced back.
4. Must fully communicate with instructors and students and complete relevant supporting measures before implementation.

b. Elective courses are implemented in current academic year calendar, but should be administered carefully.

第四條 各類課程(講演課、見實習、實驗課、專題討論等)之授課教師人數安排及授課進度表輸入更正等，另依「授課進度表輸入及更正原則」辦理。

Article 4 Follow guidelines for input and correction of teaching schedule are designed to conduct number of instructors, schedule of input and correction of each course, including lecture, clerk and internship, experiment course, seminar and so on.

第五條 主授教師以本校專、兼任教師為限。

Article 5 Only full-time teacher and part-time teacher of TMU are able to be main instructor.

第六條 授課教師資格：

- 一、授課安排以本校專、兼任教師為優先，若有特殊需求，得邀請外部「專家學者」授課，學期授課總學分數以不超過2學分且不得獨授整門課程為原則。
- 二、碩、博士班授課教師須為助理教授(含)以上教師始得擔任，必要時得邀請講師級教師授課。

Article 6 Instructor qualification:

- A. Teaching arrangement shall give priority to full-time teacher and part-time teacher of TMU. In special circumstances, "Experts and scholars" may get invitation to give course, shall get less than 2 credits and shall not teach the whole course alone in 1 semester.
- B. Instructor for master or Ph.D. program shall be assistant professor, associate professor or professor. Lecturer may get invitation to give course if necessary.

第七條 各級課程符合下列條件者得准予合開：

- 一、科目名稱、學分數、課程內容、上課時間、授課教師均為相同之課程。
- 二、經系、院及校級課程委員會審議，並經教務會議通過者。合開課程應以學生教學品質為優先考量。

Article 7 Each course would be approved only if it abides by the following rules

- A. Name of subject, credits, course content, class time, and instructor are the same.
- B. The course is examined by curriculum committee of department, college and school and approved by academic affairs committee meeting. The teaching quality of combined course should be considered as first priority.

第八條 選修課程選課人數達開課標準之規定：

加退選截止後，大學部學系核定招生名額四十名以下者課程最低開班人數為十人；大學部學系核定招生名額四十(含)名以上者及跨領域學院課程最低開班人數為十五人；通識教育中心課程最低開班人數為二十五人；研究所課程博士班最低開班人數為二人，碩士班最低開班人數為四人。開班人數未達最低標準者，不予開班。

Article 8 Regulations for minimum number of students studying elective courses :

To give a course for undergraduate, when department has number of admissions lower than 40, the minimum number of enrolled students is 10, when department has number of admissions higher than 40, the minimum number of enrolled students is 15. To give an interdisciplinary course, the minimum number of enrolled students is 15. To give an undergraduate liberal education course, the minimum number of enrolled students is 25. To give a course for Ph.D program, the minimum number of enrolled students is 2. To give a course for master program of graduate institute, the minimum number of enrolled students is 4. After deadline of adding and dropping courses, courses lower than the minimum number of enrolled students are not allowed to be given.

第九條 選修人數不足科目之處理方式：

- 一、依第八條規定，未達開課標準之科目，由教務處列表通知各開課單位確定停開之科目，由教務處統一公告週知。
- 二、開課若不足上列之基本開課人數，則逕行停開，開課單位應提供學生相關輔導措施。
- 三、停開科目之學生名單將由選課系統自動刪除，學生得依規定期限內再加選其它課程。

Article 9 Resolution for insufficient number of students for elective course:

1. As stated in article 8, If a course does not meet its required course standards, the course will be placed on a list by the office of academic affairs to have the subject closed.
2. If subject does not achieve the minimum number of students, the course should be closed. The course unit should provide students relevant counseling measures.
3. The list of students whose selected courses are closed will be automatically deleted on the course selection system. Students need to add other courses before deadline.

第十條 本要點經教務會議通過後公告施行；修正時亦同。

Article 10 These procedures become effective after approval by the Academic Affairs Committee. Amendments follow the same procedure.