

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
Approved by Academic Affairs 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 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 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 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 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 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 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 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 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 Meeting on May 17th, 2018
113年09月18日教務會議修正通過
Amended and approved by Academic Affairs Meeting on September 18th, 2024
113年10月29日北醫校教字第1130019080號令修正，全文9條
Amended by document No. 1130019080 *TMU Xiao Jiao Tze* on October 29th, 2024 for 9 articles in total

第一條 (目的)

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 (Purpose)

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 effectively using teaching resources.

第二條 (本要點所稱開設課程)

一、各院、系所學位學程開授之必、選修課程。

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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 (課程規劃及實施)

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，送交課務組統籌安排授課時間及地點。

二、開設課程時間及地點應依照下列規範，如有彈性安排排課時間或節數之需求者，須經三級課程委員會審議同意後始得安排。

(一) 日間學制課程安排為週一至週五白天，進修學制(含在職專班)安排為週一至週五晚間輔以週六及週日。

(二) 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。

(三) 不得採短期密集授課。

(四) 課程上課地點應於校區內，體育、實習及單堂課程因設備或課程需求至校外上課不在此限。

三、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 (Curriculum planning and implementation)

- A. Class schedule of each required and elective course of each teaching

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unit in each semester should be passed by academic affairs committee meeting. The course should submit to curriculum section to organize class time and classroom.

- B. The time and classroom of the course shall be in accordance with the following regulations. If there is a need for flexible scheduling of the class schedule or sessions, shall be passed by the curriculum committee of the department, college, and school curriculum committee.
 - a. Day school curriculum are arranged from Monday to Friday during the day time. Night school curriculum (including in-service master's program) is arranged from Monday to Friday during the night time, Saturday and Sunday.
 - b. No more than 10 sessions per day, and no more than 4 consecutive sessions of the same course.
 - c. Short-term intensive courses are not allowed.
 - d. Classes should be held on campus, except for physical education, internships and single classes outside the campus due to equipment or curriculum needs.
- C. 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 (授課教師安排)

- 一、各類課程(講演課、見實習、實驗課、專題討論等)之授課教師

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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。

二、主授教師以本校專、兼任教師為限。

三、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。

四、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 4 (Instructor arrangement)

A. 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.

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

C. 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.

D. Instructor for master or Ph.D. program shall be assistant professor, associate professor or professor. Lecturer may get invitation to give course if necessary.

第五條 (合開課程規範)

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 5 (Regulations for course combined)

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

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as first priority.

第六條 (選修課程開課標準之規定)

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 6 (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.

第七條 (選修人數不足科目之處理方式)

- 一、依第六條規定，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 7 (Resolution for insufficient number of students for elective course)

1. As stated in article 6, 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.

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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.

第八條 (未盡事宜)

若有未盡事宜，應依教育部相關規定辦理。

Article 8 (Matters not covered)

Any matters not covered in the Guideline shall be handled in accordance with the Ministry of Education relevant regulations.

第九條 (核決權限)

本要點經教務會議通過後，報請校長後公告施行；修正時亦同。

Article 9 (Level of authority)

These procedures become effective after approval by the Academic Affairs Committee, and announced after reporting to the principal. Amendments follow the same procedure.