

臺北醫學大學申請複查及更改成績辦法

Taipei Medical University Regulations Governing the Application for Examination Grade Review and Grade Correction

83年9月5日教務會議新訂通過
Formulated and approved at the Academic Affairs Committee Meeting on September 5th, 1994
90年1月10日教務會議修正通過
Amended and approved at the Academic Affairs Committee Meeting on January 10th, 2001
90年12月12日教務會議第修正通過
Amended and approved at the Academic Affairs Committee Meeting on December 12th, 2001
97年12月16日教務會議修正通過
Amended and approved at the Academic Affairs Committee Meeting on December 16th, 2008
100年7月7日教務會議修正通過
Amended and approved at the Academic Affairs Committee Meeting on July 7th, 2011
106年12月7日教務會議修正通過
Amended and approved at the Academic Affairs Committee Meeting on December 7th, 2017
108年12月2日教務會議修正通過
Amended and approved at the Academic Affairs Committee Meeting on December 2nd, 2019
109年01月30日北醫校教字第1090000300號令修正，全文9條
Amended per TMU Xiao Jiao Tze Order No. 1090000300, dated January 30th, 2020, for 9 articles in total

第一條 本校為確保學生成績評分及登錄正確無誤，並處理教師繳交及更正成績事宜，特依本校學則，訂定「臺北醫學大學申請複查及更改成績辦法。」(以下簡稱本辦法)

Article 1 To ensure the correctness of exam grading and the registration of correct exam scores, and to regulate grade submission and correction by faculty members, the *Regulations Governing the Application for Grade Review and Grade Correction* (hereinafter referred to as the “Regulations”) are formulated in accordance with the University’s relevant laws.

第二條 授課教師應於本校行事曆公告之當學期總成績輸入截止日前送出成績。未依規定期限內送出成績者，予以公告。

Article 2 Course instructors shall submit students’ final grades for each semester before the deadline announced in the University’s academic calendar. Course instructors who fail to meet this deadline will be receive a public notice.

第三條 未能於本校行事曆當學期公告期限內送出成績之授課教師，應於

當學期公告之學期總成績輸入截止日前，填妥「授課教師緩繳成績申請表」，經開課單位主管同意後，送註冊組受理，惟至遲應於次學期本校行事曆開學日前二週送出成績。

Article 3 Course instructors who are unable to submit students' grades before the stipulated deadline shall have the approval from the director of the course-offering academic unit and submit the Delayed Grade Submission Application Form to the Registration Section before the deadline. In this case, grades shall be submitted no later than two weeks before the start of the next semester.

第四條 學生經自我評定認為有複查考卷或核對計分必要時，須填妥「學生複查成績申請表」，送至註冊組受理，經授課老師簽准同意後，始得複查。

Article 4 If a student deems it necessary to review an exam paper or check the score, the student must submit the Grade Review Application Form to the Registration Section for acceptance. The script can only be reviewed after the course instructor has signed for approval.

第五條 複查成績限以核對試卷計分及是非、選擇、填空等測驗題為原則，經核對各題計分之總和與卷面總分相符時，即為複查無誤；授課教師應將複查試卷同「學生複查成績申請表」送教務處審核。

Article 5 In principle, grade review is conducted by checking the scores and answers to exam questions, including true-false, multiple-choice, and blank-filling questions. If the sum of the scores of all questions matches the total score, the exam result shall be considered accurate. The instructor shall submit the reviewed exam paper and the Grade Review Application Form to the Office of Academic Affairs for review.

第六條 學生申請複查成績，以該科教師成績送出後即可提出，每學年度第一學期之成績複查申請截止日為1月31日；第二學期之成績複查申請截止日為7月31日。

經同意緩繳之成績已逾上述期限，學生得依教師送出該科成績日後七個工作日內，申請成績複查。

Article 6 Students may request a grade review once the grades have been submitted by the course instructor. The deadline for a grade review request is January 31st for the first semester and July 31st for the second semester.

In circumstances where a grade submission is delayed and any of the above-mentioned deadlines has passed, students may apply for a review within seven working days after the instructor submits the grade.

第七條 授課教師因成績誤填為零分或缺考、輸入或計算錯誤，得申請更改成績，須填妥「授課教師更改成績申請表」及檢附相關證明文件正本，經開課單位主管審核，提請教務處同意後，始得更改成績。如更改不及格科目成績為及格者，須於次學期教務會議提出數據報告；如評定成績或計算方式有重大缺失或涉及退學與否之成績，須經教務會議通過並報校長核定。

Article 7 Course instructors may apply for grade correction in the event of an input error or miscalculation, or if a zero or absence is entered mistakenly. The instructor must submit the Grade Correction Application Form, along with the original copies of relevant supportive documents, to the director of the course-offering unit for review and to the Office of Academic Affairs for approval before the grade can be changed. If a grade is changed from fail to pass, a data report must be submitted at the Academic Affairs Committee Meeting in the next semester. If there are major errors in grading or score calculation, or if the corrected grade determines the result of a withdrawal order, the correction must be approved by the Academic Affairs Committee and submitted to the President for approval.

第八條 成績更正程序至遲應於次學期本校行事曆開學日前一週內完成，逾期不予受理。成績更正案之程序全部完成時，已過排名作業時間，則不再重新排名，以免損及其他學生權益。

Article 8 A grade correction procedure shall be completed no later than one week before the start of the next semester. No application will be accepted after the deadline. Where rankings of academic performance have been determined before the correction is

completed, the rankings will not be changed lest the interests of other students be undermined.

第九條 本辦法經教務會議通過，報請校長核定後公告施行；修正時，亦同。

Article 9 The Regulations take effect upon promulgation with approval from the Academic Affairs Committee and the President. Any amendments thereto shall follow the same procedure.

(英文版僅供參考，若有歧義，以中文版為準。)

(The above rules are available in both Chinese and English. In the event of discrepancies, the Chinese version shall prevail.)