

臺北醫學大學暑期班開班授課辦法

Taipei Medical University Guidelines for Summer Courses

96年5月7日九十五學年度第二學期第二次教務會議修訂
Amended and approved by Academic Affairs Meeting on May 7th, 2007
96年6月4日校長核定
Ratified by the President on June 4th, 2007
96年7月24日行政會議修訂通過
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第一條 本校為辦理暑期開班授課事宜，特訂定本辦法。

Article 1 To conduct courses during the summer session, TMU has formulated the following "Taipei Medical University Guidelines for Summer Courses".

第二條 本校所開設各科目有下列情形之一者，得利用暑期開班授課(以下簡稱暑期班)。

一、必修科目尚有學生須補修(指在本校已修過或已抵免，但學分不足)或重修者。

二、因轉學、轉系需補修足轉入年級前科目學分者。

三、當學期修習之科目，不得申請當年暑期班第一期，但應屆畢(結)業生除外。

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

四、應屆畢(結)業生須重修或補修後，始可畢(結)業者。

五、修習輔系、雙主修、學分學程或微學程者。

Article 2 Courses are offered during the summer session if any of the following situations applies.

A. There are students in need of (re)taking a make-up mandatory course to meet the graduation requirements).

B. There are transferring students in need of make-up credits before transferring to another department.

C. There are students banned from requesting for a course in the first section of Summer Courses because they fail the same course in the previous semester (this clause does not apply to graduating students).

D. There are students who can fulfill all graduation requirements after (re)taking the making-up summer course(s)

E. There are students taking a minor study, double majors or interdisciplinary course in need of summer courses.

第三條 暑期班分為兩期：

一、第一期從七月一日至七月底止。

二、第二期從八月一日至八月底止。

Article 3 Summer courses are separated into two sections :

A. Section I starts from July 1st to 31st.

B. Section II starts from August 1st to 31st.

第四條 暑期班學分數合計以修習十二學分為原則，若有擋修或實習問題得以專簽辦理，但最多不得超過十六學分。

Article 4 Maximum credit enrollment for the Summer Courses is 12 credits. Exceptions to this policy are made if students encounter problems with prerequisites or internship. In cases like this, the maximum credit enrollment is 16.

第五條 暑期班開課，以學生自動申請為原則，申請日期與報名日期由教務處課務組公告。

一、第一期申請及報名日期以公告日期為準，原則為五月底。

二、第二期申請及報名日期以公告日期為準，原則為七月初。

Article 5 Summer Courses are offered upon students' request. Curriculum Section of Office of Academic Affairs will announce the application date and the

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registration date.

- A. The application date and the registration date of Section I will be announced at the end of May.
- B. The application date and the registration date of Section II will be announced at the begin of July.

第六條 暑期班開課之最低人數規定如下：

- 一、同一科目選課學生必須滿二十人始可開班。若人數不足而學生願補足二十人之學分費者，經授課教師、系所學位學程主管、院長及教務長核准後始得開班。
- 二、開設為全遠距教學(無實體課程)課程者，得不計學生選課人數多寡，依該課程學分數採計學分費。
- 三、如為特殊課程經專案簽請核可後依專簽辦理。

Article 6 The minimum number of enrolled students of a summer course is as follows.

- A. Courses should be offered only when they meet the minimum enrollment thresholds, which is 20. For courses with low-enrollment, if enrolled students are willing to share the course credit fee, it can still be open with the approval of the instructor, supervisor of degree program of department, dean of department and dean of office of Academic Affairs.
- B. No minimum course enrollments for distance learning courses (No any In-class learning). Credit fees will be based on credits earned.
- C. Exceptions to the above mentioned policies are made for courses with special purposes under the approval of Dean of Academic Affairs.

第七條 學生報名人數若符合開班規定，凡本校專任教師均應開班授課。

Article 7 If the number of students' registration meets the requirements, TMU Full-time teacher are required to start courses.

第八條 暑期班報名、繳費規定如下：

- 一、報名：開課科目由教務處於報名前一週公告，於規定日期至教務系統報名。時間衝突、休學及正在實習中者，不得報名。
- 二、繳費：憑繳費單至出納組繳費。未辦理繳費手續者，視同選課未完成。
 - (一) 學生參加暑期班依規定繳納學分費。
 - (二) 人數不足之開班，擇期公告繳費，費用則由參加學生補

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足學分費差額。

(三) 除因課程停開外，繳費後一律不得要求退費，開課一週內可申請退選但不退費。

- Article 8 Rules of registration and tuition
- A. Registration : Courses will be announced by office of Academic Affairs one week in advance of registration. Use the TMU Academic system to select courses on the specified date. The students with conflicting course time, suspension of studies or doing internship cannot register.
- B. Payment : Make payment at the Cashier Section with the check. To pay fees by approved select form to Cashier Section. The students who failed to complete payment procedures will be regarded as not completing course selection.
- i. Students who participate summer courses should pay credit fees.
 - ii. The courses that have an insufficient number of students, a date will be announced to pay fees which students will complement the difference of credit fees.
 - iii. The payment should not refunded, except for in the case of course closures. Students can withdraw from courses within the first week of courses but will not get refund of tuition.

第九條 暑期班除期末之考試時間外，每一學分教學時間至少須授課十六小時；實驗(習)一學分至少須授課三十二小時。

Article 9 Each credit of summer courses must be taught for at least 16 hours; each credit of experiment or internship must be taught for at least 32 hours.

第十條 本校開設之暑期班，以接受本校在學學生申請為原則；亦得依校際選課實施辦法，接受他校學生申請。本校暑期班未開課之科目，學生亦可依校際選課實施辦法，至他校選修相同性質之科目。

Article 10 Summer courses offered by the University are intended for TMU students. Students from other schools who wish to take the courses must apply through inter-university course selection and obtain permission from their schools; TMU students are also eligible to take summer courses at other universities if these courses are not offered at TMU.

第十一條 學生暑期選課成績考查規定如下：

一、暑期班應於每期結束前，舉行期末考試(由授課教師負責監

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試)。

二、授課教師應於每期結束後一週內於教務系統輸入成績。若有應屆畢業生修習之科目，則成績必須於八月三十一日前完成，以便統計是否可如期畢(結)業。

三、暑期所修學分不與學期所修學分合併累計；暑期成績亦不與學期成績平均合併核計，惟暑期所修學分數及成績應併入畢業成績計算。

四、成績不及格者，不得補考。

Article 11 Grading issues for summer courses are stated below:

- A. Final exams should be held before the end of each summer term. (Invigilated by instructor)
- B. Instructors should submit grades on TMU Academic system within a week after the end of each section. If there are graduating students who select the course, grades must be sent to Registration Section of office of Academic Affairs before August 31st whether or not the student qualifies for graduation or completion.
- C. Credits earned during summer courses are excluded from the calculation of semester credits. Grades earned are excluded from the calculation of semester grades. Credits and grades earned are included in the calculations of graduation credits and grades.
- D. Students who fail summer courses may not take make-up exams.

第十二條 本辦法如有未盡事宜，依照本校學則之規定辦理。

Article 12 Issues not stipulated in this document are resolved according to the Regulations by Taipei Medical University.

第十三條 本辦法經教務會議通過後公告施行，並報請教育部備查；修正時亦同。

Article 13 These Procedures become effective after approval by the Academic Affairs Committee and ratification by the Ministry of Education. Amendments follow the same procedure.