

臺北醫學大學 112 學年度第 2 學期

授課通知函

親愛的老師，您好！

一、請上網查詢 112 學年度第 2 學期**授課時間表**。

路徑：[北醫首頁](#)→[教職員](#)→[教務學務系統](#)→[教務系統_課程課務_授課進度表_授課進度表維護\(1122學期\)](#)

二、重要選課時程：

項目		時程	授課教師/系所配合事項
預選課	舊生	1/3~1/12	敬請盡早完成課程大綱及進度表
	復學生	2/1~2/3	
志願填寫		2/5~2/7	採志願遞補制
開學日		2/19	授課教師進行課程介紹且 正式開始授課 ，並宣導尊重智慧財產權及勿使用非法影印之教科書
加退選		2/19~2/29	3/6(W3)下午公告停開科目
網路選課確認暨選課更正		3/7~3/14	請系所學位學程行政老師及主管/通識教育中心(各組/中心)進行學生的選課輔導及確認
停修	應屆畢業班	3/18~4/26	請依「學生停修實施辦法」辦理
	非應屆畢業班	3/18~5/10	

三、經 112 年 5 月 10 日行政會議決議，為強化學生自主與多元學習、優化課程教學內容、接軌國外高教現況及國內趨勢，**112 學年度起，原學期 18 週調整為 16+2 週**：

- (一) 鼓勵教師重新規劃課程內容為 16 週的精實課程，或透過數位學習的授課方式置入 16 週間，**所有課程以 16 週完成授課為原則，校訂期末考週為第 16 週**。
- (二) 「彈性學習週」為學期 16 週制之過渡期作法，若必修國考科目評估課程負擔，可暫於「彈性學習週」補充授課，惟強烈建議以**遠距授課且不計入期末考評分範圍**內。
- (三) 各授課教師應於授課進度表寫明「彈性學習週」之安排，以利學生知悉。

四、請各位主授教師於收到授課通知時仔細核對**授課時間表**，如需修正，請立即通知授課之系所學位學程行政老師，彙整後送開課人員系統更正並完成簽核，基於教室及課程安排不易，無正當理由請勿變更授課時間。另為保障學生選課權益，**課程公告後，即不可再變動授課時間**，若有必要變動上課時間，請洽開課單位之開課人員至「**教務系統**」申請變動，並將簽核完成的**學生同意簽名單**送至課務組，始可變動。1122 學期開學第六週(含)後，任何變動則須以紙本申請表申請修正。

路徑：[北醫首頁](#)→[教職員](#)→[教務學務系統](#)→[教務系統_課程課務_學期排課作業](#)

五、**課表確認後請依授課進度表表定之時間上課，不得任意調課或併班上課：**授課教師請務必依實際授課內容填寫授課進度表(例：外出參訪則授課方式須選擇「參觀」)，安排學生校外參訪及教學請系方務必辦理保險。另「專題討論」類型之課程，參與之教師應全程參與，始得授課學分。

六、**課程介紹及正式開始授課：**第一週起即應正式開始授課，除課程介紹說明外，並請正式開始授課。

七、**課程大綱及授課進度表：**

(一) 為配合教育部評鑑要求及學生選課所需，敬請各主授教師務必於**學生預選課前**完成課程大綱及進度表上網，以利學生於選課前查詢(選課系統已直接連結查詢)。系統預計於 **11/30(W4)早上 10 時整開放**，於 **12/29(W5)下午 5 時整關閉**，請各主授教師務必於**期限內**完成輸入。另如發現授課時間不正確、輸入格式不符或系統相關問題等情形，請聯絡教務處課務組(聯絡資訊如後)。

*請求修改及期中維護時程，請參閱**授課進度表維護系統操作手冊**。

路徑：[北醫首頁](#)→[教職員](#)→[教務學務系統](#)→[教務系統_課程課務_授課進度表_授課進度表維護\(1122學期\)](#)

(二) 主授教師以本校**專、兼任教師**為限。

(三) **教師安排：**

1. 大學部**必修講演課**以**專任教師**授課為原則。

2. 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，並請注意學期授課總學分數以**小於 2 學分**為原則，且不得獨授整門課程。**安排之教師專長務必與開設課程相符。**

3. 兼任教師、專家學者之安排應以本校專任教師未具之專長為前提，並**請務必衡酌所屬學院鐘點費額度妥善運用**。自 106 學年度第 1 學期起鐘點費納含兼任教師勞保、健保費用等。

(四) 為便於外國學生選課及校友申請文件所需，授課進度表的授課內容區分為「中文」及「English」兩部分，務必請依格式確實輸入中、英文內容。

(五) 教學型態將由系統依「單週授課方式」進行判斷，請務必確實勾選「單週授課方式」。

1.單週授課方式：

項目	定義
講演	教師口說或示範>30 分鐘/節。
互動講演	教師為主要講演者且師生意見互換>20 分鐘/節。
討論	學生針對某一主題進行報告、討論等活動>30 分鐘/節。
實作	見習/實習/實驗/模擬/上機實作/遊戲/角色扮演/工作坊等時間>30 分鐘/節。
翻轉教學	將單向講授的課程內容讓學生自行學習，課堂中進行師生互動溝通，進一步培養學生發展高階知識應用、分析、綜合及評估能力的教學方法。
參訪	校內外參訪。

2.課程教學型態(由系統判斷)：

項目	定義
一般講演型	選填「講演」之課堂佔比 $\geq 1/2$ 。
互動講演型	選填「互動講演」之課堂佔比 $\geq 1/2$ 。
討論型	選填「討論」之課堂佔比 $\geq 1/2$ 或專題討論。
實作型	專題研究及學士論文類、「專業服務」、「服務學習」者，或選填「實作」之課堂佔比 $\geq 1/2$ 。
翻轉教學課程	選填「翻轉教學」之課堂佔比 $\geq 1/2$ 。
自主學習課程	數位自學及數位自主學習課程。
多元授課課程	未歸在上述類型者。
*若有教學方式佔比皆為 1/2 的狀況，則判斷為後序者	

(六) EMI 課程

1.定義：**使用全英語教授專業(非語言)之課程**，其內容的傳遞、師生互動、學習及學術支持教材、學習成果展示與評量 100%使用英語。

2.填寫方式：(1)系統將依據科目代碼有「E」者，預設為全英語課程(如：醫用統計學科目代碼為 3425E025)。

(2)「第一語言：」鎖定為英語，「第二語言：」鎖定為無。

(七) **全英語教材**：校方積極推動全英語教材普及率，若課程之指定教科書及授課 PPT 採全英語，敬請於欄位「授課教材含原文資料」選填「全英語」。

(八) **導向學習課程**(含問題導向學習、專案導向學習、團隊導向學習及個案導向學習等)需於開學後一個月內將分組(以 5~15 人 1 組為原則)名單送至課務組始可採計。

(九) 課表備註之「單雙週」定義為依學校行事曆標註之週次(如週次「一」：2/19~2/25 為單週，餘類推)。

(十) **I'm@TMU 平台**：資訊處統一將全校的課程全數匯入 I'm@TMU，請老師於課堂上提醒同學，如有 I'm@TMU 平台問題請洽資訊處(雙和校區#2-10632)。

八、**正確選課名單**：請於網路選課確認暨選課更正後(建議 3/18 後)重新下載正確選課名單。
路徑：[北醫首頁](#)→[教職員](#)→[教務學務系統](#)→[教務系統_選課_選課相關查詢_選課學生名單查詢](#)

九、期末考考評方式回覆：

(一)期末考考評方式回覆將於 4/8(W1)早上 9 時開放網頁，並於 4/28(W7)下午 5 時關閉。

網址：<https://newacademic.tmu.edu.tw/> (由主授教師回覆)

(二)限**必修課程**申請，如由學校統一安排，經排定日程公告後，**請勿再異動**；如不由學校統一安排，請務必勾選「否，統一排考」。

(三)**期末考週 2 字頭及 9 字頭教室(除 9705)停止使用**：期末考週為 6/3 至 6/7，因由學校統一排考，該期間停課(2 字頭及 9 字頭教室為統一排考場地，故停止上課或借用)；選修課程請自行擇期舉行期末考試(請勿安排在統一排考期間，避免衝堂)。

(四)**110 學年度起「補考」改由各主授教師自行安排**。

十、**校園智慧財產權宣導：**

- (一) 教師於學期選課前，請提早於授課大綱鍵入下一學期所需書目，以利學生透過二手書交換等機制取得教科書。
- (二) 為提供學生選課之參考，請於選課前將課程教材上傳網路。
- (三) 請老師於學期初之課堂上明確告知學生「尊重智慧財產權及勿使用非法之影印教科書」，並引導學生使用合法教科書或提高學生購置合法教科書之意願。
- (四) 著作合理使用範圍及資訊，請參閱本校資訊處網頁「資訊安全與智慧財產權宣導」專頁，內有「教師授課著作權錦囊」、「校園著作權百寶箱」等內容。

路徑：[北醫首頁](#)→[行政單位_各處_資訊處](#)→[常見服務](#) ...更多請見電腦版→[其他連結_資訊安全與智慧財產權宣導](#)。

十一、**講義送印：**請至「教務學務系統」申請，送印日至領取日應間隔二個工作天(不包含校慶、國定假日及例假日)。

路徑：[北醫首頁](#)→[教職員](#)→[教務學務系統](#)→[教務系統_列印及排考_講義送印_講義送印申請](#)

十二、**試卷送印：**請至「教務學務系統」申請，平時考及期中考送印日至領取日應間隔三個工作天(不包含校慶、國定假日及例假日)；期末考及畢業考送印日至領取日應間隔五個工作天(不包含校慶、國定假日及例假日)。

路徑：[北醫首頁](#)→[教職員](#)→[教務學務系統](#)→[教務系統_列印及排考_試卷送印及試務處理_排考回覆及試卷送印](#)

十三、為使學生於期中即時獲得預警及課業輔導，必修科目(實習、整合、實驗及 0 學分課程除外)務必依[學校行事曆](#)公告時程輸入期中成績。

十四、**再次提醒教師們考核方式務必填寫並確實依此作業**，依大法官釋字 684 號解釋以尊重教師專業自主並保障學生權利。

十五、因應生成式 AI 工具將是未來發展的重大趨勢。本校採取正面的態度鼓勵教師利用生成式 AI 工具(例如：ChatGPT)開發更多科技創新教學方式以精進教學。**為利老師們因應 ChatGPT 帶來的教學影響，課務組網站提供指引供全校教師參考。**

路徑：[北醫首頁](#)→[行政單位_各處_教務處](#)→[課務組_最新消息\(標題：生成式 AI 工具之課程教學參考指引【第一版】\)](#)

十六、**相關法規及表單：**考試命題紙、開設課程處理要點及教師授課鐘點核計辦法等資料請參見北醫教務處課務組網頁。

路徑：[北醫首頁](#)→[行政單位_各處_教務處](#)→[課務組_表單下載或相關法規](#)

負責之 承辦人	分機/E-mail	負責學院
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教務處課務組 敬啟

112/11/30

Taipei Medical University

Notice about Teaching for Spring Semester, 2024

Dear Teachers

- Please check your **teaching schedule** for the spring semester of 2024 online.
 Path: TMU Homepage→Faculty & Staff→Academic & Student Affairs Information System→Academic_Curriculum_Teaching Schedule_Maintenance for Teaching Schedule (2024 spring)

2. Course Selection Timetable:

Item		Time	Notes for Teachers/Departments
Pre-selection	Current students	1/3~1/12	Please complete syllabuses and teaching schedules ASAP.
	Returning students	2/1~2/3	
Set priority weight for courses		2/5~2/7	Courses are assigned based on students' priority weight.
First day of school		2/19	Teachers introduce the course and <u>officially begin teaching</u> . Please help educate students about intellectual property rights and inform them unauthorized photocopying is not allowed.
Add/drop courses		2/19~2/29	List of courses not offered will be announced in the afternoon of March 6 (Wed.).
Confirmation and correction of online course selection		3/7~3/14	Administrative advisors and directors of departments/institutes and each section of the Center for General Education will help students confirm their course selections and provide guidance needed.

Item		Time	Notes for Teachers/Departments
Course withdrawal	Graduating class	3/18~4/26	Please follow the Regulations Governing Student Course Withdrawal.
	Non-Graduating class	3/18~5/10	

3. In accordance with resolution made in the administration meeting on May, 10, 2023, to enhance student' s ability of self-learning and diverse learning, optimize course content, and follow the domestic and foreign trend of higher education, **the 18-week semester will be adjusted to 16-week semester with 2 flexible weeks since fall semester, 2023 academic year.**
 - (1) TMU encourages teachers to adjust course content that could be delivered in 16weeks, and online or digital learning can be applied as well. **In principle, all course content shall be fully delivered within 16 weeks, and the 16th week will be the final exam week regulated by TMU.**
 - (2) The additional 2 flexible weeks is temporarily applied for transition. For required courses of national examination, some course content may be adjusted to be delivered in the flexible weeks. However, it is strongly suggested to be delivered via **distance learning, and the content shall not be included in the final exam.**
 - (3) Faculty members shall fully illustrate the schedule for 2 flexible weeks for student' s reference.

4. Please confirm your **teaching schedule** as soon as you receive the notice. If there are corrections needed, please inform the administrative advisors of the course-offering department or institute and submit the corrected information for update and approval on the system. Given the efforts it takes to arrange classrooms and courses, please only ask for a change of schedule when it is necessary. In addition, in order to protect students' rights and interests, **no changes can be made to the class schedule after it is announced.** If it is necessary to reschedule class time, please contact the staff of the course-offering unit to apply for a rescheduling in the **Academic Affairs Information System** and submit a signed Form of Student Consent to the Curriculum Section before the change can be made. Any changes after the sixth week of the semester must be submitted with a paper application form.
Path: [TMU Homepage](#)→[Faculty & Staff](#)→[Academic & Student Affairs Information System](#)→[Academic_Curriculum_Curriculum Planning](#)

5. **Please follow the time of your teaching schedule after it is confirmed, and please do not reschedule class or combine classes without a legitimate reason:** please fill

out the teaching schedule form in accordance with what has been taught (e.g., “Excursion” shall be selected if a field trip is planned). The course-offering department must purchase insurance for students when arranging a field trip. **For seminars, the course instructors must fully participate in the course to earn teaching credits.**

6. **Course introduction and the official start of courses:** in addition to introducing the course, instructors shall officially begin teaching in the first week.

7. **Syllabus and teaching schedule:**

(1) Course instructors are required to upload course syllabuses and teaching schedules **before course pre-selection** in order to meet the Ministry of Education’s requirements for evaluation and provide course information to students prior to course selection (the Course Selection System is directly linked to the Course Inquiry System). The system will **open at 10 am on November 30 (Thu.)** and **close at 5 pm on December 29 (Fri.)**. Please be sure to upload course information **within the deadline**. If you find the course time incorrect or the input format inconsistent, or have any problems with the system, please contact the Curriculum Section of the Office of Academic Affairs (contact information is provided below).

*Please refer to the **Teaching Schedule Management System Manual** for the midterm management timetable and more information about requesting a revision.

Path: [TMU Homepage→Faculty & Staff→Academic & Student Affairs Information System→Academic_Curriculum_Teaching Schedule_Maintenance for Teaching Schedule \(2024 Spring\)](#)

(2) Main course instructors are limited to **full-time and part-time faculty members**.

(3) **Teacher Arrangement:**

I. In principle, required lecture courses for undergraduates shall be taught by **full-time faculty members**.

II. The University’s full-time and part-time faculty members shall be preferably assigned as course instructors. Under special circumstances, an off-campus expert or scholar may be invited to teach. However, in principle, an off-campus expert or scholar shall **teach less than 2 credits per semester and shall not independently teach an entire course. Course instructors’ areas of expertise must be aligned with the courses they offer.**

III. In principle, part-time faculty members and off-campus experts and scholars shall be arranged to teach courses in disciplines with which full-time faculty members are not familiar. **Please appropriately use the quota of hourly fees assigned to your college.** Starting from the fall semester of 2017, labor

insurance and health insurance costs are included in the hourly fees of part-time faculty members.

- (4) In order to help foreign students select courses and to provide English version documents for alumni, the course description is provided in Chinese and English. Please fill in the information required in both languages.
- (5) "Teaching method" will be decided by the system through data faculty members provide each week; therefore, please select teaching modes for each week throughout the whole semester.

I. Teaching mode for each week

Item	Definition
Lecture	Teacher gives lecture or demonstration for more than 30 minutes in a session.
Interactive lecture	Teacher is the main instructor with exchange of opinions between teachers and students for more than 20 minutes in a session.
Discussion	Students present or discuss a certain topic for more than 30 minutes in a session.
Hands-on Learning	Clerkship/Internship/Experiment/Hands-on practice/Game/Role play/Workshop for more than 30 minutes in a session.
Flipped Classroom	Student study course content before the class, and have interaction and discussion with teachers during the class. Flipped classroom is a teaching method to equip students with advanced and comprehensive ability of application, analysis, and assessment of knowledge.
visit	On or off-campus

II. Teaching method decided by the system :

Item	Definition
Lecture	More than half of the classes are "lecture" .
Interactive lecture	More than half of the classes are "Interactive lecture" .
Discussion	Seminar, or more than half of the classes are "Discussion" .
Hands-on Course	Individual studies, Bachelor' s thesis, Professional service, Service Learning, or more than half of the classes are "Hands-on Learning" .
Flipped Classroom	More than half of the classes are "Flipped Classroom" .

Item	Definition
Self-learning Course	Digital learning or online self-learning course
Diverse Learning	Courses not listed above.
* For courses that include two teaching modes accounting for half of the whole course separately, the teaching mode listed in the latter half of the semester will be the teaching method.	

(6) All-English courses (EMI courses)

I. Definition: **Professional (non-language) courses delivered in full English.**

The delivery of course content, interaction between faculty members and students, materials used for learning or academic purposes, as well as demonstration and evaluation of learning outcome, are conducted in full English.

- II. Information to fill in: (i) By default, the system sets any course with an "E" in its course code as an EMI course (*e.g.*, the course code for Medical Statistics is 3425E025).
(ii) Please set the primary language as English and the secondary language as none.

(7) **All-English teaching materials: The University strongly encourages the use of all-English teaching materials. If the designated textbooks and PowerPoint slides of a course are all in English, please select "All English" under the field "Teaching materials in other language besides Chinese" .**

(8) **Learner-centered courses** (including Problem-Based Learning, Project-Based Learning, Team-Based Learning, and Case-Based Learning): course instructors are required to submit a group list (5 to 15 people in a group by principle) to the Curriculum Section within one month after the semester starts.

(9) The **odd or even week** as noted in the course schedule is defined in accordance with the University' s academic calendar (*e.g.*, 2/19– 2/25 (Week 1) is the odd week, and the remaining weeks are defined in the same way).

(10) **I' m@TMU:** the Office of Information Technology will import all course information into I' m@TMU. Please let students know if they have any questions about the platform, they are welcome to contact the Office (Shuangho Campus #2 -10632).

8. **Finalized student list:** please download the finalized student list after the confirmation of online course selection and course selection correction (after 10/6).

Path: [TMU Homepage→Faculty & Staff→Academic & Student Affairs Information System→Academic _Course Selection_Inquiry about Course Selection_Student List Inquiry](#)

9. Reply of final exam assessment method:

- (1) The reply webpage will be available from 9 am on April 8 (Mon.) and close at 5 pm on April 28 (Sun.).
URL: <https://newacademic.tmu.edu.tw/> (Shall be replied by main course instructors)
- (2) The application is for **required courses** only. If the final exam is to be scheduled by the University, *please do not make any changes* after the schedule is announced. If the exam is not to be scheduled by the University, please select "Non-standard exam schedule" .
- (3) **Classrooms unavailable during final exam week:** for exam scheduling, **classes will not be offered** during the **final exam week (6/3 to 6/7)**. During that week, classrooms with a 2 and a 9 as its first number(except 9705) will be used as exam classrooms and will **not be available for any other uses**. **The final exams of elective courses will be arranged by course instructors independently** (please do not schedule them during the final exam period to avoid schedule conflicts).
- (4) **Starting from the academic year of 2021, make-up exams are scheduled by main course instructors.**

10. **Education about intellectual property rights:**

- (1) Please provide the list of textbooks required in the syllabus before course selection so that students can acquire textbooks in advance through ways such as second-hand book exchange.
- (2) Please upload teaching materials before course selection for the students' reference.
- (3) At the beginning of the semester, please clearly inform students to respect intellectual property rights and not to use unauthorized photocopied textbooks.

Please also guide students to use authorized textbooks or encourage them to purchase authorized textbooks.

- (4) For the scope of reasonable use of copyrighted works and other related information, please refer to the page of Information Security and Intellectual Property Rights Promotion on the website of the Office of Information Technology, which includes Guides on Copyrights for Teachers and Campus Copyrights Toolbox.

Path: TMU Homepage→Administration_Office of Information

Technology→Service... For more information, please refer to the PC version→Related Links_Information Security and Intellectual Property Rights Promotion.

11. **Handout printing:** please go to the Academic & Student Affairs Information System to apply for a printout. There should be two working days between the

submission and pickup (excluding school holidays and national holidays).

Path: [TMU Homepage→Faculty & Staff→Academic Student Affairs Information System→Academic_Printing & Exam Arrange_Upload Handout](#)

12. **Exam Paper Printing:** please go to the Academic & Student Affairs Information System to apply for a printout. For interim and midterm exams, there should be three working days between the submission and pickup (excluding school holidays and national holidays); for final and graduation exams, there should be five working days between the submission and pickup (excluding school holidays and national holidays).

Path: [TMU Homepage→Faculty & Staff→Academic & Student Affairs Information System→Academic_Printing & Exam Arrange_Test Sheet Submitted to be Printed](#)

13. In order to timely provide students with early-alert learning guidance in the mid-term, please enter midterm grades for required subjects (excluding internship, integrated learning, laboratory, and 0-credit courses) according to the University's academic calendar.

14. **Course instructors are required to fill out the method of assessment and conduct assessments accordingly.** According to Constitutional Interpretation No. 684, the University shall respect teachers' professional autonomy and protect students' rights.

15. With the rapid development of "Generative AI" in the future, TMU encourages faculty members to use generative AI, such as ChatGPT, to enhance teaching quality and develop innovative teaching methods. **To face the influence ChatGPT may bring to the campus, Curriculum Section provides faculty members with guidance for reference.**

Path: [Homepage of TMU → Administration → Office of Academic Affairs → Curriculum Section_Latest News\(Title: Course Guidance for Generative AI" \(The 1st version\)](#)

16. **Relevant regulations and forms:** Please refer to the webpage of the Curriculum Section of the Office of Academic Affairs for relevant documents and regulations, including examination papers, the *Guidelines on Course Offering*, and the *Regulations Governing Teaching Hours Calculation*.

Path: [TMU Homepage→Administration_Office of Academic Affairs→ Curriculum Section_Download](#)

Contact person	Extension/E-mail	College
Xinyi campus Tel : 02-27361661		
Shen, Rue-Chien	2121/ ruechien@tmu.edu.tw	College of Medicine
Liu, Jr-Ning	2122/ ning0426@tmu.edu.tw	Core Courses for Postgraduate (Required) College of Medical Science and Technology Center for General Education
Chiu, Li-Lin	2124/ lily0729@tmu.edu.tw	College of Pharmacy
Lin, Yu-Ching	2127/ yuching@tmu.edu.tw	College of Oral Medicine College of Interdisciplinary Studies
Cheng, Kuei-Chih	2128/ kueichih@tmu.edu.tw	Core Courses for Postgraduate (Elective) College of Public Health College of Nutrition
LI,JING-GAO	2129/ keith9454@tmu.edu.tw	College of Nursing College of Humanities and Social Sciences
Shuangho Campus Tel : 02-66202589		
Liu, Yu-Cheng	10441/ dyccliu@tmu.edu.tw	College of Biomedical Engineering College of Management

Sincerely,
Office of Academic Affairs
2023/11/30