

國立成功大學暑期開班授課實施辦法

NCKU Summer Session Program Regulations

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第一條 國立成功大學（以下簡稱本校）為應學生暑期課業學習需求，特依本校學則第八條之一訂定本辦法。

Article 1 According to Article Eight of the NCKU Academic Regulations, The NCKU Summer Session Program Regulations (hereinafter the Regulations) are established by National Cheng Kung University (NCKU) to regulate summer sessions/programs offered for students in need of study during the summer.

第二條 本校暑期開班授課（以下簡稱本班）於每學年度暑期舉辦壹期，上課九週。經費支應以自給自足為原則。

Article 2 NCKU offers one summer session program (hereinafter the Program) in nine weeks during the summer every academic year. The Program shall be administered and funded on a self-sufficient basis.

第三條 大學部課程有下列情形之一者，經系主任同意得申請暑期開班授課：

- 一、因情形特殊，在學期中聘請教師困難者(科目由系方提出)。
- 二、必修科目須重修者。
- 三、因轉學、轉系須補修轉入年級前科目者。
- 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(學位)或跨領域學分學程者。
- 六、其他適於暑期開授之課程。

前項一、二、六款，須由開課單位聘定教師後始得提報開課；其餘各款由教務處依規定日期受理申請，授課教師則由課程專屬學系主管聘請。

研究所課程如因特殊需要必須於暑期開授者，應敘明理由專簽經教務長同意方可開授。

Article 3 Upon approval by their department chair, students may apply for the establishment of any undergraduate courses in a summer session program under one of the following circumstances:

1. A course for which the department fails to appoint an instructor during a regular semester.

2. There are students who are required to repeat a required course.
3. There are transfer students who are required to complete a course in the departmental curriculum designated for lower class.
4. There are students in the graduating class who are required to complete or repeat a course to graduate from NCKU.
5. There are students enrolled in a minor study program, a double-major program or an interdisciplinary program who are required to complete a course.
6. Any other courses that are deemed suitable for the summer session program.

Under the preceding rules 1, 2 and 6, the course-offering department shall complete its appointment of the instructor before its application for the establishment of the course.

Under the remaining rules, the Office of Academic Affairs shall accept and process applications for course opening according to the designated schedule, while the course-offering department shall complete its appointment of instructors.

The establishment of a graduate course under special circumstances shall be proposed in a written report, which shall be approved by the Vice President for Academic Affairs.

第四條 凡休學、已符合畢業資格或已達退學標準之學生，不得修習暑期班課程。本校在學學生經就讀系(所、學位學程)主管同意後，得於暑假期間修習本校暑期課程。他校學生修習本校開授之暑期課程，應經本校及原就讀學校同意，於公告時間內上網報名。

Article 4 Students who have completed their application for academic suspension, who are already qualified for graduation or who have reached a status of dismissal shall not attend the Program. Upon approval by their department chair, institute director or program director, NCKU-enrolled students are allowed to attend the Program.

Non-NCKU students shall be granted approval by their school and NCKU to apply for enrolment in the program and register online within the designated period.

第五條 暑期開班人數以 20 人以上為原則，未達開班人數或無法聘得適任教師授課時，不予開課。但未達開班人數而有開班之必要者，經修課學生同意至少補足 16 人應繳學分費用後，始可開授。

前項但書所稱未達開班人數而有開班之必要者，係指下列情形之一者：

一、應屆畢業生修完該暑期課程即可畢業者，須滿 5 人始可開班。

二、應屆畢業生已屆修業年限非暑修即須退學者，不受開班人數限制。

三、情形特殊，經系(所、學位學程)單位專簽教務長同意者，不受開班人數限制。服務學習、研究所專題討論類課程，於授課教師不支領暑期授課鐘點費情況下，不受開課人數之限制，得專案簽准開課。

Article 5 In principle, a course shall be established with a minimum enrollment of 20 students. A course short of a minimum enrollment of twenty students or without an instructor shall not be established. However, a course short of the minimum student enrollment that requires to be established may be established should those enrolled agree to make payments to make up the total credit fees required for a minimum of 16 students.

第六條 本校學生符合下列情形之一者，得依各系所規定提出申請，經就讀系(所、學位學程)主管同意及教務長核准後，至他校修習暑期課程，但以本校暑期課程未開設者為限：
一、應屆畢業生修畢暑期課程後，即可畢業者。
二、情形特殊，非修習暑期課程無法繼續學業者。
前項校內外暑修科目每學年合計最多不得超過 12 學分。

Article 6 Upon approval by the department chair (the chief director of a program) and Vice President for Academic Affairs, NCKU students may enroll in a course on a summer session program offered by any other college/university, providing that the course is not offered with the NCKU summer session program, under the following circumstances:
1. Those graduating students in the current semester who are required to complete the summer session for graduation.
2. Students who are required to complete the summer session in order to continue their academic study.
The number of credits received for summer courses completed in one academic year shall not exceed a maximum of 12.

第七條 暑期開課、選課、繳費、上課、棄(退)選等作業時程，應依教務處公告日期辦理。學分費按該科目正常學期所排定之每週授課時數收費，所修科目如有實習(驗)需要者加繳實習(驗)費，其收費標準於開課前公告之。
經簽准之研究所課程，其學分費比照正常學期之收費標準辦理。

Article 7 Program procedures regarding enrollment, tuition payment, course instruction and withdrawal shall be administered according to the designated schedule published by the Office of Academic Affairs. Credit fees shall be paid for one course on the basis of weekly credit-hour payment as required of one offered in a regular semester. An additional internship fee shall be paid for a course with an internship requirement, whose fee shall be published prior to course establishment.
Tuition for graduate courses shall be paid according to the rate criteria set for graduate courses offered in a regular semester.

第八條 暑期課程辦理棄選、退選及退費規定如下：
一、因退學或選課人數不足或課程停開者，得申請退還所繳全額費用。
二、繳費後至暑修開始上課一週內，完成棄選程序者，退還所繳學分費二分之一。但因未達開班人數而由學生補足費用之課程，不予退費。
三、修課期間因故無法繼續修習者，得在期末考前經授課教師及就讀系(所、學位學程)主管同意申請退選，所繳學分費不予退費。
前項第一、二款，學生須於規定時間內，持繳費收據至教務處課務組辦理退費手續。

Article 8 Course cancellation, withdrawal and refund in the Program shall be administered as follows:
1. Students are entitled to apply for a full refund due to a dismissal status, an enrollment shortage or a course cancellation.
2. Students who have completed their payment and have completed their course cancellation one week before the beginning of the class shall receive a refund of half of the payment. However, no refund will be paid for a course with less than the minimum

enrollment and established based on the required makeup payment by all enrolled students.

3. Students who are unable to complete their study for any reasons may apply for course withdrawal by the date of final examination, which shall be approved by the instructor and department chair (institute or program director), and no refund will be paid.

第九條 學生成績考核規定如下：

- 一、成績均登錄於歷年成績表。
- 二、暑期所修學分及成績，不併入學期之學分及總平均內計算；但畢業成績計算時將併入。專案核准開課且成績登錄於次學年者，則依學則規定辦理。
- 三、申請退選之課程仍須登記於歷年成績表，於成績欄註明「退選」。
- 四、其他未規定者，悉照本校學則規定辦理。

Article 9 Students in the Program shall be evaluated for their academic performance as follows:

1. All grades shall be recorded on the transcript filed by the Registrar's Division.
2. Credits and grades will not be included into the calculation of grade point average for any given semester, but will count into the calculation of the total grades for graduation. Grades given for any courses established in the summer session under a special project, which are required to be recorded in the grade section for the following academic year on the transcript, shall be administered according to NCKU Academic Regulations.
3. Course withdrawal shall be marked "W" for withdrawal on the transcript.
4. Any matters that are not regulated in these Regulations shall be administered according to NCKU Academic Regulations.

第十條 暑期修課學生之請假、曠課或扣分等，依本校學則辦理。

Article 10 Program procedures concerning applications for leave of absence, truancy or grade reduction shall be administered according to NCKU Academic Regulations.

第十一條 教師暑期授課不計入正常學期應授時數，其授課鐘點費依部訂標準核發，實習(驗)科目鐘點折半計算。

Article 11 The teaching hours of an instructor in the Program shall not count into the number of teaching hours required of an instructor for a regular semester. Instructors shall be paid according to the MOE-designated hourly pay standards. An instructor shall receive half of hourly pay for an internship or experimental session.

第十二條 本班各項行政業務，由下列各單位分別兼(協)辦：

- 一、擬定計畫、排課、報名等課務工作由課務組承辦。
- 二、點名及查課由任課教師隨堂點名，課務組得隨時抽查。
- 三、成績登記由註冊組承辦。
- 四、費用收支由出納組承辦。
- 五、其他事項由主計室及有關係、室等協辦。

Article 12 The Program shall be administered by the following offices:

1. Affairs regarding program plans, curriculum arrangement and course registration

- shall be administered by the Curriculum Division.
2. Affairs regarding roll calls for attendance and course instruction shall be administered by the instructor and randomly inspected by the Curriculum Division.
 3. Grades shall be recorded by the Registrar's Division.
 4. Tuition payment, revenues and expenditures shall be administered by the Cashier Division.
 5. Other Program-related affairs shall be administered by the Accounting Office and relevant units.

第十三條 本辦法經教務會議通過後實施，修正時亦同。

Article 13 These Regulations shall be approved by the Academic Affairs Council before taking effect. Any amendments shall be processed accordingly.

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.