

亞洲大學開課辦法

The course offering regulations of Asia University

92.06.12 91 學年度第 2 次教務會議通過

93.06.30 92 學年度第 3 次教務會議通過

93.09.01 93 學年度第 1 次校課程委員會會議通過

94.05.04 93 學年度第 2 次教務會議修訂通過

98.05.13 97 學年度第 4 次教務會議通過修正第 1、2、3、4、6、8、9、12 條文；增加第 2、6、7、8 條條文；

原第 2、3、4、5、6、7、8、9、10、11、12、13 條條次變更

98.05.26 亞洲秘字第 0980004628 號函發布

105.12.21 105 學年度第 1 學期第 1 次教務會議通過修正第 5、11 條條文

106.01.16 亞洲秘字第 1060000701 號函發布

107.12.03 10 學年度第 1 學期教務會議通過修正第 13 條條文

108.01.16 亞洲秘字第 1080000613 號函發布

112.08.29 112 學年度第 1 學期教務會議通過新增第 17、18 條，修正第 9、13 條條文，原第 17、18 條

條次變更

112.09.18 亞洲秘字第 1120013983 號函發布

112.11.06 112 學年度第 1 學期第 2 次教務會議通過修正第 6 條條文

112.12.18 亞洲秘字第 1120018915 號函發布

113.10.01 113 學年度第 1 學期第 2 次教務會議通過修正第 7、9、10、11 條條文

113.10.17 亞洲秘字第 1130016669 號函發布

第一條 本辦法依大學法、本校學則及課程學程化實施要點等相關規定訂定之。

These regulations are formulated in accordance with the University Act, the university's academic regulations, and the key implementation guidelines for curriculum modularization.

第二條 為使本校各開課單位對於開課原則，有所依循，特訂定本辦法（下稱本辦法）。

To provide a guideline for all course-offering units of the university regarding course offering principles, these regulations (hereinafter referred to as "the Regulations") are specially formulated.

第三條 大學部各學系最低畢業學分數，至少一百二十八學分；碩士班至少二十四學分（不含畢業論文），碩士在職專班比照碩士班辦理；博士班至少十八學分（不含畢業論文）。

The minimum graduation credits for undergraduate programs in each department shall be at least 128 credits. For master's programs, at least 24 credits (excluding the thesis) are required. In-service master's programs shall follow the same regulations as master's programs. Doctoral programs require at least 18 credits (excluding the dissertation).

第四條 本校規劃校定必修科目、各學系專業必修科目與選修科目，須經各級課程委員會審議通過後實施。

The university plans compulsory courses, department-specific required courses, and elective courses, all of which must be reviewed and approved by the respective curriculum committees at all levels before implementation.

第五條 校定必修課程開設規定如下：

大學日間部、進修學士班基礎通識教育課程由通識教育中心統籌開設，並由語文教學研究發展中心、資訊電機學院、健康產業管理學系、創意設計學院、財經法律學系、體育室、服務學習組及軍訓室分別安排開課師資，於一、二年級開設為原則；通識博雅課程由通識教育中心統籌開設。

The regulations for offering university-wide required courses are as follows: For the undergraduate daytime programs and continuing education bachelor's programs, the General Education Center is responsible for organizing the basic general education courses. The teaching faculty for these courses is arranged by the Language Teaching and Research Development Center, the College of Information and Electrical Engineering, the Department of Health Industry Management, the College of Creative Design, the Department of Financial and Economic Law, the Physical Education Office, the Service-Learning Section, and the Military Training Office. These courses are generally offered in the first and second years. Liberal arts general education courses are coordinated and offered by the General

Education Center.

第六條 院定共通必、選修課程開設規定如下:

各年級院定共通必、選修課程由各學院視課程發展需要及師資設備整體規劃，並訂定各入學年度課程規劃表開課。但實施課程學程化之年級，其院基礎學程以大一大二開設為原則外，得因院共通專業課程之考量，開設院共通選修課程。各學院所屬學系共通之基礎課程與專業課程，應納入院基礎學程中之共同應修科目。The regulations for offering college-wide required and elective courses are as follows: The required and elective courses designated by each college for different academic years shall be planned based on curriculum development needs, faculty availability, and overall resource allocation. Each college shall establish a curriculum plan for each admission cohort. For academic years implementing curriculum modularization, foundational courses within the college's basic curriculum should primarily be offered in the first and second years. However, considering the necessity of common professional courses within the college, elective courses shared across departments may also be offered. The foundational and professional courses common to departments within a college should be included as required subjects within the college's basic curriculum.

第七條 系（所）定專業必、選修課程開設規定如下:

各年級系（所）定專業必、選修課程，除另有規定外，應按學生入學學年度課程規劃表開設必修課。但實施課程學程化之學系，系核心課程及學生選定之系專業學程內之課程視同為必修，學系必須開課。

系核心學程以大一、大二開設為原則，大三以後以開設系專業選修學程課程為原則。The regulations for offering department (graduate institute) designated required and elective professional courses are as follows: For each academic year, department (institute) designated required and elective professional courses shall be offered in accordance with the curriculum plan for the student's admission year, unless otherwise specified. For departments implementing curriculum modularization, core courses and courses within a student's selected professional module shall be considered required courses, and the department must offer them accordingly.

Core curriculum modules should primarily be offered in the first and second years, while from the third year onward, departments should focus on offering professional elective module courses.

第八條 跨系或跨院學程開設規定如下:

跨院、系學程應協調以一院或一系為主辦規劃單位，其課程由院基礎、系核心或系專業選修學程組合之。學程中之科目加註開課系所及年級。

The regulations for offering inter-departmental or inter-college programs are as follows: Inter-college or inter-departmental programs should be coordinated and primarily managed by a designated college or department. The courses within these programs shall be composed of foundational college courses, core department courses, or professional elective module courses. Courses within the program should be labeled with the offering department and the corresponding academic year.

第九條 開課單位應按各學制學生入學當年度適用之課程規劃表開設各年級所有必修課程。若有特殊狀況，須修改課程規劃表之必、選修課程，開課單位需提出配套機制，並經三級課程委員會審議通過後，方可調整，並召開說明會公告學生週知。實施課程學程化之學系，學程學分數及科目應適當配置至各年級各學期，每學期總開課學分數需達學則各學制每學期最低學分數之規定。

Course-offering units must provide all required courses based on the curriculum plan for the students' admission year. Any changes to required or elective courses must be approved by the three-level curriculum committees and communicated to students through an explanatory meeting. For modularized programs, course credits and subjects should be properly distributed across academic years and semesters, ensuring that each semester meets the minimum credit requirements set by the university's academic regulations.

第十條 本校各科目之上課時數，應與學分數相同，但實驗與實作科目其一學分之每週上課時數應以二至三小時為原則。

The class hours for each subject at the university should correspond to the number of credits. However, for experimental and practical courses, the weekly class hours for one credit should be between two to three hours.

第十一條 每學期開設之科目，需具中、英文科目名稱、開課教師姓名、學分數、必選修分類及每週上課節次，各系所應通知開課教師在課程預選前，在本校系統建立課程大綱，並於開學前完成教材上網，供學生在選課時參考。

為鼓勵學生自主學習，請各學系於次學期擬開設「專業選修」課程宜由系主任邀集相關教師及學生代表舉辦「選修課程暨課綱訂定座談會」，以彙集學生意見，座談會之開課決議，提送「課程委員會」參考辦理。

Each course offered each semester must include the course name in both Chinese and English, the instructor's name, the number of credits, the required/elective classification, and the weekly class schedule. Departments must inform instructors to establish the course syllabus in the university system before course selection and ensure that teaching materials are uploaded online before the start of the semester for student reference during course selection.

To encourage student-driven learning, departments planning to offer "professional elective" courses in the next semester should invite relevant faculty and student representatives to hold a "Elective Course and Syllabus Discussion Meeting" to gather student feedback. The decisions made in the meeting should be submitted to the "Curriculum Committee" for consideration.

第十二條 校定必修、系（所）定必選修課程及實施課程學程化之年級，其院基礎學程、系核心學程及系專業選修學程內之課程，如加開、刪除、調整學分數等異動，應先由開課系所、中心之課程委員會通過，經院課程委員會及校課程委員會議討論通過，再陳請校長核准後施行。

For university-wide required courses, department-required and elective courses, and courses within the modularized curriculum, any changes such as adding, removing, or adjusting credit hours must first be approved by the course committee of the offering department or center. Afterward, these changes should be discussed and approved by the college curriculum committee and the university curriculum committee before being submitted to the university president for final approval and implementation.

第十三條 本校大學部開課，選修課最低人數為二十人(通識博雅課程最低為三十五人)，碩士班、碩士在職專班開課最低人數為五人，博士班為二人，但原班級人數未達開課最低人數不在此限。不得跨學制、跨科系和跨年級合併授課。不同課程以及不同學分數之課程亦不得併班授課。

For undergraduate courses at the university, the minimum number of students for elective courses is 20 (35 for liberal arts general education courses). For master's programs and in-service master's programs, the minimum number of students is 5, and for doctoral programs, it is 2. However, if the original class size does not meet the minimum, this rule does not apply. Courses may not be taught across different academic systems, departments, or academic years. Additionally, courses with different content or credit hours cannot be combined into a single class.

第十四條 本校授課鐘點計算，原則以每學分每週上課 1 小時，計算一個鐘點，零學分課程除軍訓、體育課程外，已事先簽准者，才支鐘點費。講座課程主講人得依規定支領演講費，授課教師以不計算授課鐘點為原則。

At the university, teaching hours are calculated based on one hour of class per week per credit, equating to one teaching hour. For zero-credit courses, except for military training and physical education courses, teaching hours are only paid if previously approved. Guest speakers for lecture courses may receive a speaker fee according to regulations, while regular instructors are generally not compensated for teaching hours.

第十五條 確實需由教師親自在場，指導之實驗(習)課程，經報准者，得依上課時數全額或部份計算鐘點，惟上課時間不得衝突。

For experimental (practical) courses that require the instructor's direct presence and guidance, teaching hours may be fully or partially compensated, subject to approval. However, the class schedule must not conflict with other teaching hours.

第十六條 課程內容包括實習而非以實習命名者，如實習過程由教師親自負責，則授課鐘點可按核准之實習時數全額或部份計算。

For courses that include internships but are not titled as "internships," if the internship process is directly supervised by the instructor, the teaching hours may be fully or partially calculated based on the approved internship hours.

第十七條 各學制班別應於校內上課。校外開課需依「大學辦理招生規定和作業要點」之規定將專案計畫書及相關資料送交教育部審查獲准後，方可實施。校外實習則依「亞洲大學學生實務學習實務辦法」辦理，不在此限。

Courses for each academic program should be held on campus. Off-campus courses must comply with the "Regulations for University Enrollment and Operational Guidelines," submitting the project proposal and related materials to the Ministry of Education for review and approval before implementation. Off-campus internships are governed by the "Asia University Student Practical Learning Guidelines" and are not subject to this limitation.

第十八條 遠距課程之開設除上課地點外，其餘皆須按本開課辦法規定辦理，實施細則依「亞洲大學遠距教學實施要點」另定之。

The offering of distance learning courses must follow the regulations outlined in these course offering guidelines, except for the course location. The detailed implementation rules are specified in the "Asia University Distance Learning Implementation Guidelines."

第十九條 本辦法如有未盡事宜，悉依本校相關規定辦理。

Any matters not covered by these regulations shall be handled in accordance with the relevant rules and regulations of the university.

第二十條 本辦法經教務會議通過，陳請校長核定後公布實施，修訂時亦同。

These regulations are approved by the Academic Affairs Meeting and, after the president's approval, will be announced and implemented. The same applies to revisions.