

亞洲大學排課原則

- 94.05.17 94 學年度第 9 次行政會議通過新增 14 點，修正法規名稱、1、2、3、4、5、6、7、8、9、10、11、12、13、15 點條文，原第 2、11、12、13 點點次變更
95.05.29 亞洲秘字第 9502501 號函公布
- 106.01.18 105 學年度第 6 次行政會議通過新增第 8 條，修正第 6、7 條條文，原第 9 至 16 條條次變更
106.02.16 亞洲秘字第 1060001820 號函公布
- 112.10.11 112 學年度第 3 次行政會議通過修正第 2、6 條條文
112.10.23 亞洲秘字第 1120015855 號函發布
- 113.10.07 113 學年度第 2 次行政會議通過修正第 2、3、5、6 條條文，刪除第 7、12 條，原第 8-11、13-16 條條次變更
113.10.24 亞洲秘字第 1130016985 號函發布
- 114.11.24 114 學年度第 2 次行政會議通過修正第 6 條條文
114.12.15 亞洲秘字第 1140020336 號函發布

- 一、 亞洲大學（下稱本校）為使各系(組)、所、學程、中心(下稱開課單位)排課順利進行，特訂定本原則。

To facilitate the course scheduling process for all departments (programs), institutes, degree programs, and centers (hereinafter referred to as "course-offering units"), Asia University (hereinafter referred to as "the University") has established these principles.

- 二、 開課單位每學期應依各學制學生入學當年度適用之課程規劃表開設必選修課程，並依教師專長規劃教授課程，需滿足各職等專任教師基本授課時數，完成各學期排課工作。

Each semester, course-offering units must offer required and elective courses in accordance with the curriculum plan applicable to the year of admission for students of various academic systems. Courses should be arranged based on faculty expertise, ensuring that the required teaching hours for full-time faculty members of various ranks are met, and semester course scheduling is completed.

開課單位有加開科目、刪除科目、異動學分數，需先經各級課程委員會審議通過修改課程規劃，未列入「課程規劃」之科目不得排課。

If course-offering units need to add, remove, or change courses or credits, they must first obtain approval through the respective curriculum committees at all levels. Courses not included in the "curriculum plan" may not be scheduled.

- 三、 本校大學部每學期之排課，應先由通識教育中心排妥各班校定必修之基礎課程後，再由各開課單位排定專業必、選修課程。

For undergraduate programs at the University, course scheduling each semester must first be arranged by the General Education Center for foundational courses designated as mandatory by the institution. Following this, course-offering units will schedule professional required and elective courses.

- 四、 開課單位專業課程之排課作業原則如下：

The principles for scheduling professional courses by course-offering units are as follows:

- (一) 第一階段排課作業：每學期排課前，依本原則第二點規定進行排課規劃，並應於「學期開課作業系統」中輸入該學期開課之科目名稱、學分數、上課時數、鐘點數、選課人數上下限及教室需求後，列印「開課一覽表（公佈）」之格式四，經主管簽章後，送教務處彙辦。

First Stage of Course Scheduling: Before scheduling begins each semester, planning must be conducted in accordance with the provisions outlined in Article 2 of these principles.

Course-offering units must input course titles, credit hours, class hours, contact hours, upper and lower limits of enrollment, and classroom requirements for the semester into the "Semester Course Scheduling System." A printed "Course Offering Overview (Public Announcement)" in Format 4, signed and approved by the head of the unit, must be submitted to the Office of Academic Affairs for review.

- (二) 第二階段排課作業：各開課單位依教務處提供之教室與排課時數，於同系統輸入授課教師、教室、上課時段及英語授課系統註記，印出「開課一覽表（公佈）」之格式四，經主管簽章後，送教務處確認。

second Stage of Course Scheduling: Based on the classroom availability and scheduling hours provided by the Office of Academic Affairs, course-offering units must input instructor assignments, classrooms, class times, and English-taught course notations into the same system. A printed "Course Offering Overview (Public Announcement)" in Format 4, signed and approved by the head of the unit, must be submitted to the Office of Academic Affairs for confirmation.

五、教務處對上課教室及排課時段之處理原則如下：

The principles for the Office of Academic Affairs in handling classroom assignments and scheduling time slots are as follows:

- (一) 每 40 至 43 小時排定一間教室供各開課單位排課。

One classroom will be allocated for every 40 to 43 class hours for course scheduling by course-offering units.

- (二) 排課時數未達一間教室者，開課單位應依教務處指定之時段進行排課。

For course scheduling hours that do not meet the requirement for a single classroom, the course-offering unit must schedule courses during the time slots designated by the Office of Academic Affairs.

六、各開課單位排定專業必、選修課程應依下列原則辦理：

Course-offering units must adhere to the following principles when scheduling professional required and elective courses:

- (一) 同年級必修及選修科目不得排於同一時間上課。

Required and elective courses for the same year level must not be scheduled at the same time.

- (二) 同一學程同年級之選修科目，不得排於同一時間上課為原則。

Elective courses for the same year level within the same program should, in principle, not be scheduled at the same time.

- (三) 大學部三學分之必修以排定二天上課為原則。

Required courses carrying three credits should, in principle, be scheduled over two days.

(四) 日間部課程安排為週一至週五白天；如因課程特殊且必要性須安排於平日夜間或假日，應經三級課程委員會審查通過後，辦理之。

Courses for day programs should be scheduled from Monday to Friday during daytime hours. If, due to special and necessary circumstances, courses must be scheduled during weekday evenings or weekends, prior approval from the three-tier curriculum committees is required.

(五) 同一門課於一日內不得授課 4 節(含)以上。除特殊狀況，宜避免於 N 節 (12:10 至 13:00) 排課，且每日排課不得超過 10 節課。

A single course may not be taught for more than four periods in one day. Except under special circumstances, scheduling during the N period (12:10 to 13:00) should be avoided, and the total scheduled hours per day should not exceed 10 periods.

(六) 不得短期密集完成整學期課程。如因課程需要或授課教師有其特殊性時，應經三級課程委員會審查通過後，始得辦理之。

Intensive short-term completion of semester-long courses is not allowed. If necessary due to course requirements or special conditions of the instructor, approval from the three-tier curriculum committees must be obtained.

(七) 大學部每週一上午及週五下午應排定專業必修課程，經排定後，非有正當理由並經教務處同意，不得任意異動上課時段及教室。

Professional required courses for undergraduate programs should be scheduled on Monday mornings and Friday afternoons. Once scheduled, course times and classrooms may not be changed arbitrarily without justified reasons and approval from the Office of Academic Affairs.

(八) 校外實習、專題製作、畢業專題等課程，若學生無須於排定時段上課者，得將該課程時段安排於夜間或假日，以維護學生選課、成績考核以及畢業審查等權益。

Courses such as off-campus internships, special projects, or graduation projects, where students are not required to attend classes during the scheduled times, may be arranged during evening hours or weekends to protect students' rights regarding course selection, grade assessment, and graduation review.

(九) 每週三第 7 或第 8 節為所有日間學制班級學輔時間(兩梯次)，每週四第 F 節為所有進修學制班級學輔時間，各開課單位皆不得於上開時間排課。

Academic advising time for all day-program classes is scheduled for the 7th or 8th period on Wednesdays (in two sessions), and for all continuing education program classes during the F period on Thursdays. Course-offering units may not schedule classes during these times.

(十) 每一教師一日內上午、下午排課均不得超過 3 小時為原則。專任教師不得以任何理由要求指定時段或集中日數排課。

A single instructor should not teach more than three hours in both the morning and afternoon sessions on the same day. Full-time instructors may not request specific time slots or concentrated scheduling days for any reason.

(十一) 兼任行政主管之教師所授課程不得排於每週一、三上午主管與行政等校級會議時段。

Courses taught by instructors holding concurrent administrative positions may not be scheduled during Monday or Wednesday mornings, which are reserved for school-level meetings, including supervisory and administrative meetings.

- 七、 依檢覈表完成檢核，並於開學前將檢覈表送教務處彙處。

Complete the verification process according to the checklist and submit the completed checklist to the Office of Academic Affairs before the start of the semester.

- 八、 排課如需其它開課單位所屬教師支援授課，須先取得該教師所屬單位主管同意，始得排課，以免產生雙方排課困擾。

If course scheduling requires support from instructors affiliated with other course-offering units, prior approval must be obtained from the supervisor of the instructor's unit to avoid scheduling conflicts between the two units.

- 九、 兼任教師每週最高授課時數不得超過四小時或超過兩門課，惟以六小時為限。若因特殊情況，應於開學前簽請校長核准，最多合計以八小時為限。

Part-time instructors may teach a maximum of four hours per week or two courses, with an absolute limit of six hours. In exceptional cases, approval from the president must be obtained before the semester begins, with a maximum limit of eight hours.

- 十、 開課單位完成排課資料輸入後，若違反第六點之開課原則，教務處得以書面、電子郵件通知開課單位再修改相關資料(如教室、時段等)。

After course-offering units complete the input of scheduling data, if the scheduling violates the principles outlined in Article 6, the Office of Academic Affairs may notify the course-offering units in writing or via email to revise the relevant data (e.g., classroom, time slots, etc.).

- 十一、 開課單位如欲申請授課教師、時段及教室變動時，應先填具科目相關事項異動申請表(如附件)辦理異動。惟加退選後申請時段異動者，須檢附該科目全體修課學生同意簽名；申請異動之教室若其他開課單位已排課之一般教室或專業教室時，應先徵得原開課或管理單位之同意。

If a course-offering unit wishes to apply for changes in the instructor, time slots, or classrooms, they must first complete the relevant course change application form (see attachment) to process the adjustment. For requests to change time slots after the add/drop period, signatures of consent from all enrolled students in the course must be included. If the requested classroom is a general or specialized classroom already scheduled by another unit, prior consent from the original scheduling or managing unit must be obtained.

前項異動申請，教務處應於受理後三日內將回覆處理情形。

The Office of Academic Affairs must respond to the change request within three working days after receiving it.

- 十二、 開課單位合授課程之排課原則如下：

The principles for scheduling co-taught courses are as follows:

- (一) 合授課程係指由多位教師支援授課之科目。

Co-taught courses refer to courses supported by multiple instructors.

- (二) 是類科目授課內容之設計應考量課程規劃之目的及連貫性，應由開課單位依

課程設計相關專長之教師協助授課，而非以專題演講方式進行。

The design of the course content must consider the purpose and continuity of the curriculum plan. The course-offering unit should arrange for instructors with expertise relevant to the course design to assist in teaching, rather than conducting the course in the form of a seminar series.

(三) 合授課程師資應以本校專兼任教師為主，除特殊狀況需於開課前簽請核准。

Faculty for co-taught courses should primarily consist of the University's full-time or part-time instructors. Approval must be obtained before the start of the course for exceptional circumstances.

十三、本原則如有未盡事宜，依本校相關規定辦理。

Any matters not addressed in these principles shall be handled in accordance with the University's relevant regulations.

十四、本原則經行政會議通過，陳請校長核定後發布施行，修正時亦同。

These principles shall be implemented upon approval by the Administrative Meeting and ratification by the President. The same procedure applies to amendments.