

## 亞洲大學各學系開排課檢覈注意事項

### Important Considerations for Course Scheduling Review in Various Departments of Asian Universities

- 105.12.21 105 學年度第 1 學期第 1 次教務會議通過
- 106.01.19 亞洲秘字第 1060000871 號函發布
- 112.08.29 112 學年度第 1 學期教務會議通過修正第 1、2、3、8、9 點條文
- 112.09.18 亞洲秘字第 1120013984 號函發布
- 113.06.12 112 學年度第 2 學期教務會議通過修正第 8 點條文
- 113.06.24 亞洲秘字第 1130010334 號函發布

一、本校為督請各學系落實開、排課作業，以提升教學品質及學生學習成效，依據「亞洲大學開課辦法」及「亞洲大學排課原則」，特訂定本校「各學系開、排課檢覈注意事項」，下稱本注意事項。

Our university requires each department to implement course scheduling operations to enhance teaching quality and student learning outcomes. Based on the "Asian University Course Offering Regulations" and the "Asian University Course Scheduling Principles," the university has established the "Course Scheduling Review Guidelines for Each Department," hereinafter referred to as these guidelines.

二、各學系應依規定辦理開、排課作業，並對於授課教師負有檢覈及勸正之責，各系助理應就每位「專任教師」實際開、排課情形予以個別檢覈，填寫「開排課檢覈表」（格式如附件一），經各師確認並陳請系主任、院長核章後，據以填報「開排課檢覈統計表（格式如附件二）」，送交教務處存參。

Each department should handle course scheduling operations in accordance with the regulations and is responsible for reviewing and advising faculty members on their course offerings. Department assistants should individually review the actual course offerings and schedules of each "full-time faculty member," fill out the "Course Scheduling Review Form" (format as per Attachment 1), and after confirmation by the faculty and approval by the department chair and dean, submit the "Course Scheduling Review Statistics Form" (format as per Attachment 2) to the Office of Academic Affairs for record-keeping.

三、專任教師未符合開、排課規定之項目，應經各系「課程審核小組」審核，並予認定是否准按該師之意見辦理，陳請系主任、院長核章後，於排課作業完成（每學期第 18 週），送交教務處存參。

If a full-time faculty member does not comply with the course scheduling regulations, the department's "Curriculum Review Committee" should review the situation and determine whether to proceed according to the faculty member's suggestions. After approval by the department chair and dean, the finalized schedule should be submitted to the Office of Academic Affairs for record-keeping upon completion of the scheduling process (in the 18th week of each semester).

「課程審核小組」成員，得由各系課程委員會委員組成之。

The members of the "Curriculum Review Committee" may be composed of members from

the department's Curriculum Committee.

四、各學系應提早規劃並辦理下列開、排課檢覈事項：

- (一) 確認次學期科目名稱及授課教師姓名。
- (二) 提前叮囑並確認教師完成課程大綱及教材上網。
- (三) 確認新聘專任(案)、兼任教師姓名及授課科目名稱。
- (四) 確認符合正確之開、排課作業規定。

Each department should plan and handle the following course scheduling review tasks in advance:

1. Confirm the course names and the names of instructors for the next semester.
2. Remind and ensure that instructors have completed and uploaded course syllabi and teaching materials online.
3. Confirm the names of newly hired full-time (contract) and adjunct faculty members, as well as the courses they will teach.
4. Ensure compliance with the correct course scheduling regulations.

五、詳細之作業規範

檢覈項目 Audit Items	實施時程 Execution Timeline
確認次學期授課教師姓名、授課科目名稱 Confirm the names of instructors and the course titles for the next semester.	每學期第 13 週前 Before the 13th week of each semester
提前叮囑教師均完成課程大綱及教材上網 Remind teachers in advance to upload the course syllabus and teaching materials online.	每學期第 15 週前 Before the 15th week of each semester.
確認新聘專、兼任教師或專案教師 Confirm the newly hired full-time, part-time, or project-based instructors	每學期第 15 週前 Before the 15th week of each semester.
確認符合正確之開、排課規定 Confirm compliance with the correct course scheduling and arrangement regulations	每學期第 18 週前 Before the 18th week of each semester.

六、確認次學期授課教師姓名、授課科目名稱

為利「曼陀師」輔導學生「預選」次學期課程，除特殊情形外，務請於第 13 週前確定新增或擬新聘教師人選，並召開系、院級教評會，送人事單位彙處。

Confirm the names of instructors and the course titles for the next semester. To assist 'Mandos' in guiding students for the 'pre-selection' of courses for the next semester, please confirm the selection of new or proposed new instructors by the 13th week, unless there are special circumstances. Additionally, the department or faculty-level academic evaluation committee should be convened, and the results should be submitted to the human resources department for processing.

七、確認新聘專、兼任教師或專案教師

各學系應於第 15 週前按校教評會決議，週請所屬各授課教師及下學期新聘教師，完

成課程大綱上網，並請於開學前一個月將教材上網；聘任程序完成較遲之教師，各學系務應轉知至遲應於次學期開學前一週完成課程大綱及教材上網。

Confirm the newly hired full-time, part-time, or project-based instructors. Each department should, by the 15th week, in accordance with the decisions made by the university's academic evaluation committee, ensure that all teaching staff and newly hired instructors for the next semester upload their course syllabi online. Additionally, teaching materials should be uploaded one month before the start of the semester. For instructors whose hiring procedures are completed later, departments should notify them to ensure that course syllabi and teaching materials are uploaded at least one week before the start of the next semester.

八、應確認符合正確之開、排課規定各學系應檢覈使不違反下列之開、排課規定：

- (一)所有課程均按「課程規劃表」排課。
- (二)週一上午及週五下午均已排有「專業必修課程」。
- (三)若仍有其他時段可資排課，應避免在N節(12:10至13:00)排課。
- (四)單一班級每日課程安排未超過10節課，單一門課程安排未連續4節課(含)以上。
- (五)無短期密集完成整學期課程之安排。
- (六)日間部課程安排為週一至週五白天。
- (七)各年級課程上課時間與排定之校定課程(含跨領域)時間無衝堂
- (八)課程應對應適切之普通教室或專業教室上課。
- (九)每位教師每日上午、下午排課均各不超過3小時。
- (十)開學前各科目授課教師姓名均已鍵入課表。
- (十一)轉知各師不得私自變更授課方式(例如線上授課)，調換授課時段及教室需依「亞洲大學教師申請調(補)課暨校外教學作業要點」辦理。
- (十二)轉知各師調補課前，應週知並經全體學生同意。
- (十三)所有教師均已完成課程大綱輸入、教材上網及登錄期中和期末成績。
- (十四)除特殊情形外，每師每週至少應安排於三天授課。
- (十五)不同學制之類同課程不得併班上課且未重覆支給鐘點費。
- (十六)有碩、博士班學制學系，已完成「碩、博士論文」課程開課。
- (十七)港、澳、陸生、外籍生(含交換生及國際專修部學生)等均已妥適排課(無該等學生之學系則填寫「無」)。
- (十八)各開課單位排課時，應先排足專任教師基本授課時數後，再排兼任教師之授課時數。
- (十九)兼任教師每週授課時數最多六小時。

Departments should verify compliance with the following course scheduling and arrangement regulations:

1. All courses must be scheduled according to the 'Course Planning Table'.
2. Required Professional Courses' must be scheduled on Monday mornings and Friday afternoons.
3. If there are other available time slots for scheduling, avoid scheduling courses during the N period (12:10 PM to 1:00 PM).

4. Each class should not have more than 10 class periods per day, and no single course should be scheduled for 4 or more consecutive periods (including).
5. There should be no arrangement of short-term intensive courses that complete an entire semester's content.
6. Daytime courses must be scheduled from Monday to Friday during the day.
7. The course schedule for each grade level should not overlap with the scheduled university-wide courses (including interdisciplinary courses).
8. Courses should be scheduled in appropriate general classrooms or specialized classrooms.
9. Each instructor should have no more than 3 hours of scheduled classes per morning or afternoon session.
10. The names of instructors for each subject should be entered into the schedule before the start of the semester.
11. Notify all instructors that they must not change the mode of instruction (e.g., online courses) on their own. Any changes to course times and classrooms must follow the 'Asia University Faculty Course Change and Supplementary Teaching Guidelines'.
12. Before any course adjustments, inform and obtain consent from all students.
13. All instructors must have completed course syllabi entry, uploaded teaching materials, and recorded midterm and final grades.
14. Unless there are special circumstances, each instructor should be scheduled to teach at least three days per week.
15. Similar courses across different academic systems should not be scheduled as one class, and the same number of hours should not be paid twice.
16. For departments offering Master's and PhD programs, the 'Master's and Doctoral Thesis' courses should be scheduled.
17. Courses for students from Hong Kong, Macau, Mainland China, foreign students (including exchange students and international special program students) should be appropriately scheduled (departments without such students should mark 'None').
18. When scheduling courses, the department should prioritize assigning courses to full-time faculty to meet their required teaching hours, then assign hours to part-time faculty.
19. Part-time instructors should not be scheduled for more than six hours of teaching per week.

九、各學系應將檢覈表週知各師，由系助理進行檢覈，並登載於「開排課作業檢核表」，以資落實。

Each department should inform all instructors of the verification checklist, have the department assistant carry out the verification, and record the results in the 'Course Scheduling and Arrangement Verification Form' to ensure implementation.

十、教務處對於各學系送交之「開排課檢覈表」如有疑義，或不符合開排課規定之處，得請該學系及時改善，或請該學院院長協助解決之。

If the Office of Academic Affairs has any doubts or finds any non-compliance with the course

scheduling regulations in the 'Course Scheduling Verification Form' submitted by the departments, it may request the department to make timely improvements or ask the dean of the college to assist in resolving the issues

十一、教師未依規定辦理者，提供「教師評鑑」時評分參酌，情節重大者，送請「教評會」處理。

If an instructor fails to comply with the regulations, their performance will be considered during the 'Teacher Evaluation' process. In cases of serious violations, the issue will be referred to the 'Academic Review Committee' for handling.

十二、本注意事項提教務會議審議，陳校長核定後公布施行，修正時亦同。

These guidelines will be reviewed by the Academic Affairs Meeting and published for implementation after approval by the president. The same procedure applies when making amendments.



學系          學期開排課檢覈表(請於 00/00(星期)前擲回教務處)

茲已檢覈本學系各年班學生開、排課情形，查核情形如下表：

編號	項    目	是否符 合規定		實際執行情形之說明 (或待改善部分)
1	所有課程均按課程規劃表排課	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
2	週一上午及週五下午均已排有「專業必修課程」	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
3	若仍有其他時段可資排課，應避免在N節(12:10至13:00)排課	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
4	單一班級每日課程安排未超過10節課，單一門課程安排未連續4節課	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
5	無短期密集完成整學期課程之安排	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
6	日間部課程安排為週一至週五白天	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
7	各年級課程上課時間與排定之校定課程(含跨領域)時間無衝堂	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
8	課程應對應適切之普通教室或專業教室上課	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
9	每位教師每日上午、下午排課均各不超過3小時	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
10	開學前各科目授課教師姓名均已鍵入課表	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
11	已叮囑各師不得私自變更授課方式(例如線上授課)，調換授課時段及教室需依「亞洲大學教師申請調(補)課暨校外教學作業要點」辦理。	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
12	已叮囑各師調補課前，應週知並經全體學生同意	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
13	已叮囑各師依限完成課程大綱輸入、教材上網及登錄期中和期末成績	<input type="checkbox"/> 是	<input type="checkbox"/> 否	

編號	項目	是否符合規定		實際執行情形之說明 (或待改善部分)
14	每師每週至少應平均安排於三天授課	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
15	不同學制之類同課程不得併班上課且未重覆支給鐘點費	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
16	有碩、博士班學制學系，已完成「碩、博士論文」課程開課	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
17	港、澳、陸生、外籍生(含交換生及國際專修部學生)等均已妥適排課	<input type="checkbox"/> 是	<input type="checkbox"/> 否 <input type="checkbox"/> 無	
18	各開課單位排課時，應先排足專任教師基本授課時數後，再排兼任教師之授課時數	<input type="checkbox"/> 是	<input type="checkbox"/> 否	
19	兼任教師每週授課時數最多六小時	<input type="checkbox"/> 是	<input type="checkbox"/> 否	

系助理：

系主任核章：

院長核章：

填報日期：



(○○學系) \_\_\_\_\_ 學期教師排課檢覈統計表

教師姓名	項目1	項目2	項目3	項目4	項目5	項目6	項目7	項目8	項目9	項目10	項目11	項目12	項目13	項目14	項目15	項目16	項目17	項目18	審核結果 (Y/N)
方○○	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	Y
管○○																			
李○○																			
程○○																			
楊○○																			
合計																			

註一.本「檢覈統計表」以「專任教師」為對象，檢覈項目1至項目18，係以本校「各學系教師排課檢覈表」所列各項目為內容。

註二.表內各該師之開、排課情形，均經學系助理檢視無誤，審核結果係由學系「課程審核小組」審核完竣。

註三.本「檢覈統計表」應於排課作業完成（每學期第18週），送交教務處存參。

系助理：            系主任核章：            院長核章：            填報日期：