

臺北基督學院開設課程處理要點
Christ's College Taipei
Guidelines for Administering Courses Offered by
(hereafter referred to as the “Guidelines”)

民國 102 年 9 月 13 日本校 102 學年度第一次行政會議通過

第 一 條 為規範開設課程人數之限制及處理原則，特訂定本要點。

Article I Christ's College establishes the Guidelines for Administering Courses (hereafter referred to as the “Guidelines”) in order to standardize the number of students required for each course and the administration of all courses offered by the College.

第 二 條 本要點所稱開設課程包括：

Article II The courses offered by the College as cited throughout the Guidelines include the following:

一、各主修開授之必、選修課程。

1. All required and elective courses listed in the curriculum of each Major department.

二、核心共同科目（含共同必修）課程。

2. The core curriculum including all common courses required of all undergraduates.

第 三 條 開設課程選課人數之規定如下：

Article III Rules on the required numbers of students for the courses offered by the College:

一、開課基準人數：大學部單班課程為 15 人（含以上），

核心共同課程為 60 人（含）以上。最後退選截止日後未達開課人數下限，如因特殊需求仍需開課者得以簽呈方式簽核。

1. Necessary number of students for each course: The minimum number of students for each undergraduate single-classroom course is 15 or more. For each core-curriculum course, the minimum number of students is 60. After the add/drop period, when a course fails to meet the minimum number of registered students, should a student need to take such course under a justifiable situation, he or she should petition for the approval to keep such course open.

二、不計鐘點時數課程不受前項選課人數限制。

2. The above rule does not apply to all courses, which do not specify the required number of hours.

三、大學部學生修習研究所課程，每 3 人抵算研究生 1 人。

3. When undergraduate students take a graduate-school course, every three (3) undergraduates in such course are counted as a graduate student.

四、研究所學生修習大學部課程，每 1 人抵算 1 人。

4. When graduate-school students take an undergraduate course, one (1) graduate-school student in such class is count as a student.

五、暑修或為僑生、特殊學生特別開授之課程，其選課人數之限制另訂之。

5. Should a course is designated for summer-school study, the Chinese students from overseas or the special students, the minimum number of registered students for such course shall be established on individual basis.

第 四 條 選課作業（最後退選日）截止後，選課人數不足時，以下列方式處理：

Article IV After the operation of course selection and registration ends (on the last date of course withdraw period), should the number of registered students does not meet the minimum requirement, following rules shall apply.

一、由教務處通知各開課單位轉知相關師生停止上課。

1. The Academic Affairs Office shall notify the concerned instructors and students, through each discipline department, regarding the stoppages or cancelations of such courses.

二、學校支付已上課授課教師 3 週之鐘點費。

2. Should an instructor have started lecturing prior to receiving the notification, the College shall pay such instructor hourly fees equivalent to a period of three weeks.

三、學生選課記錄由教務處逕行刪除並公告，學生得在規定期限內再加選其它課程。

3. The records of all registered students shall be deleted by Academic Affair Department and announced publically. Concerned students shall add other course(s) within the required deadline.

第 五 條 本要點經行政會議通過後公布施行，修正時亦同。

Article V: The Guidelines shall be passed by Administration Assembly for public announcement and implementation. All revision shall be processed accordingly.