

臺北基督書院暑期開班授課辦理要點
Christ's College Taipei
Operation Guideline for Summer School Courses and Classes
(hereafter referred as “Operation Guideline”)

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 本校為協助學生加強課業研習，創造學生學習機會，特訂定「暑期開班授課辦理要點」(以下簡稱本要點)。

Article 1 In order to assist students in strengthening their academic learning and to generate more study opportunities for them, “Operation Guideline for Summer School Courses and Classes” is established by Christ’s College.

第二條 學生有下列情形之一者，得利用暑期選修課程：

Article 2 Students who meet one of following conditions may register for courses during summer semesters:

一、科目不及格須重修者，或因轉學、轉系需補修入學年級之前缺修科目者。

1. Students who need to repeat failed courses may register for summer school. Transfer students or students, who change majors, may register for summer school in order to make up for the pre-requisite courses prior to the beginning of a new academic year.

二、應屆畢(結)業生需補修者。

2. Students who need to make up courses prior to graduation or leaves of absence may register for summer-school courses.

第三條 學期中退選之科目及專題製作課程不得修讀暑修

Article 3 Those courses, which have been previously dropped by the students during the academic semesters or belong to the category of Special Project courses, can not be taken by the respective students during summer semesters.

第四條 學生選修暑期班課程，應遵守下列規定：

Article 4 Students who have registered for summer-school courses must observe following rules:

一、非畢業班學生以不超過 12 學分為限。

1. Nongraduating-class students may take summer-school courses up to twelve (12) credits.

二、畢業班及延修生以不超過 15 學分為限。

2. Graduating-class students or the extended-graduation students may take summer-school courses up to fifteen (15) credits.

三、學年課程，上學期成績不及格者，以選修上學期課程為原則。上學期課程成績不及格或尚未修者，不得選修下學期課程。

3. As a rule, a student who has failed the first-semester course of an

Academic-year course (See Article 5), or has not been able to take the first-semester courses offered must take such first-semester course. A student, who has failed or has not been able to take a first-semester course of an Academic-year course, is not allowed to take the second-semester course.

第五條 暑期班所開課程，應區分為學期課程或學年課程，學年課程應區分為上學期課程或下學期課程，未加區分者以學期課程論。

Article 5 Summer-school courses are categorized into semester courses and “Academic-year Courses”. The later consists of first-semester courses and second-semester courses. All others are semester courses.

第六條 暑期開班以七月上旬開始，九月上旬結束為原則。(依課務組公告)

Article 6 In principle, summer-school classes start at the beginning of July and end at the beginning of September. (In accordance to the announcements posted by Curriculum Section)

第七條 學生修讀暑期課程，由課務組於五月公布課程表，如因人數不足或無法聘得教師授課時，則不開班。

Article 7 Summer-school courses and class schedules are posted by Curriculum Section in each May. Should there be insufficient number of students or the appropriate instructors be unavailable to teach, the respective course(s) will not be opened for registration.

第八條 暑期開班授課，繳費後每班學生人數以不少於 14 人為原則，畢業班科目人數達 10 人可開班。但應屆畢業生只差 1 科即可畢業者，若修讀低年級科目准予達 10 人即可開班。暑修班每班人數以不超過 50 人為原則，超過 50 人則可拆分為兩班。

Article 8 In principle, there must be a minimum of fourteen (14) registered students for each Summer-school course with the exception that the minimum number for each graduating-class course is ten (10) registered students. Any nongraduating-class course, which is taken by one or more graduating-class student(s), is allowed to have a minimum requirement of ten (10) registered students instead of fourteen (14). Each Summer-school class shall not have more than fifty (50) registered students. In the event that there are more than fifty (50) registered students, the students will be evenly divided into two separate classes.

第九條 因人數不足，本校未能開班之科目，應屆畢業生及延修生經學校同意，並經他校同意接受者，得申請至他校參加暑修，至多以 6 學分為限。本校學生於暑修至他校選課，須依照本校「校際選課辦法」辦理，且須受本要點第四條條款之約束。

Article 9 In the event that Christ's College is unable to open specific courses, which are needed by graduating-class student(s) or the extended-graduation students, these students shall be able to register for such courses at a college/university providing both Christ's College and the other schools have approved such applications. The

maximum number of credits for such a student is six (6). Those students who intend to take courses in other college/university must compile with Christ's College's "Operation Procedure for Intercollegiate Elective Courses" and Article 4 of this Operation Guideline.

第十條 每一學分講授時數以 18 小時為原則，實習或實驗以 2 至 3 小時抵授 1 學分。
Article 10 In principle, each credit of a classroom course is equivalent to eighteen (18) hours of classroom instructions. And two (2) to three (3) hours of internship or laboratory workshop shall be equivalent to one (1) hour of classroom instruction.

第十一條 學生暑期選課，應依照當學期核收標準及上課時數繳納學分學雜費。
Article 11 Summer-school students shall pay Christ's College the credit-based tuitions and other miscellaneous fees according to the fee schedules for such summer-school semester.

第十二條 本校暑期班開課，以接受本校學生選課為原則，他校學生申請者，須經其肄業學校之同意。
Article 12 In principle, the Summer-school courses at Christ's College are designed for its own students. Should students from other colleges or universities wish to register for these courses, they must obtain the pre-approvals from the colleges or universities where they have been attending.

第十三條 學生暑期選課成績考查規定如下：
Article 13 Academic rules for managing the grades of students' summer-school courses
一、成績及格或不及格，均應登記於歷年成績表內。
1. All grades failed or not, shall be recorded in the yearly academic report card.
二、暑期所修學分數不與學期所修學分數合併計算；暑期成績不與學期成績平均合併核計，暑期所修學分數及成績應併入畢業成績計算。
2. Summer-school credits are not combined with academic semester credits for any grade calculation purpose. Grades of summer-school courses are not combined with grades of academic semester courses for an average grade.
The credits and grades of summer-school courses are included in the calculation for Graduation Grade.
三、成績不及格者，不得補考。
3. Make up examine cannot be taken by students who have failed the courses.

第十四條 學生暑期選課後，除學業及操行被退學者可申請退費外，其他原因概不退費。
Article 14 After a summer school semester ends, students are not eligible for refunds of tuitions and fees with the exception of those students who have been expelled by Christ's College due to misconducts or failed academic performances.

第十五條 學生有下述情形參加暑修者不予退費、成績也不予承認：
Article 15 Students with following conditions are not eligible for refunds and the respective grades are not recognized by Christ's College.
一、上課時間衝突、學分超修。(超修科目由教務處刪除)

1. Class schedule conflict(s); or in violation of the rule of allowable maximum.
(Excessive course(s) shall be deleted by Academic Affair Department)

二、不符合參加暑修條件者。

2. Failure in meeting all requirements in the Operation Guideline.

三、湊足人數開班而實際上課人數不足，則取消開班。

3. Classes, which have been started with the minimum number of registered students and later cancelled because the students attendances have failed to meet the minimum number requirement.

第十六條 授課教師鐘點費按兼課教師標準，以實際授課時數給付。每位教師授課以一班為原則，如有特殊狀況（如無法安排到教師時），以擔任兩班授課為限。若湊足人數開班而實際上課人數不足，被取消開班者，得退學分費，但應扣除已上課之鐘點費。

Article 16 The compensation for an instructor is calculated using the hourly pay scale of part-time instructor and the actual hours of instruction. In principle, each instructor shall teach one class only; however, in the event of special situations (e.g., in the absence of appropriate instructors), an instructor shall be allowed to teach two classes at maximum. When classes are cancelled because the actual attendances have failed to meet the minimum number requirement, the tuitions after subtracting the already paid-out, hourly instruction fees shall be returned to all attending students evenly.

第十七條 暑期班各項行政業務由下列單位辦理：

Article 17 The administration of summer school semesters shall be operated by following department:

一、開班計劃及公告、課程建檔、學生選課資料輸入電腦、對外公文簽辦，考試、教室管理等，由課務組及各主修辦理。

1. The Curriculum Section and discipline/subject departments shall be responsible for the operations and processes of summer-course/class planning and public announcement, establishment of course files, computer entry of student records, course registrations and grades, external official correspondences, examination/proctoring, and control of class rooms.

二、成績登記及通知，由註冊組辦理。

2. The Registrar Section shall be responsible for processing the registrations and the recording and notification of the grades of summer-school students.

三、學分費、教師鐘點費之收支及結報、水電管理等，由總務處辦理。

3. The General Affairs Department shall be responsible for i) processing the incoming tuitions, the instructors' hourly pays and income-expenditure summary report, and ii) the expenditures for facility maintenance and the payments for utilities.

第十八條 暑期班行政人員津貼及相關業務補助費之發給，另訂定支給標準。

- Article 18 The compensations for administrative staff and the related operation expenditures shall be established separately.
- 第十九條 本要點如有未盡事宜，悉照本校學則及有關法令規定辦理。
- Article 19 For the matters that are not addressed by the Operation Guideline, they will be administered according to Academic Affairs Regulation of Christ's College and other pertinent Acts/Laws.
- 第二十條 本要點經教務會議通過，呈請校長核定公佈後施行，修正時亦同。
- Article 20 The Operation Guideline shall be passed by Academic Affairs Assembly for the President's approval, public announcement, and implementation. All revisions of this Procedure shall be processed accordingly.