

# 臺北基督學院

## 個別學習 (Independent Study) 課程選讀辦法

### Christ's College Taipei

#### Guideline for the Selection of Independent study courses

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 為提供學生學習管道並配合學生實際需求，特開設本課程。

Article 1 The independent study curriculum is established to provide students the conduit for independent learning in accordance with students' actual needs.

第二條 執行細則

Article 2 Operation Rules

一、學生個人提出申請者學期成績必須達 80 分以上且為本校現行開設課程以外  
者。

1. A student can only apply for independent study course(s), which is (are) outside of the regular curriculum at Christ's College, providing he or she must have a semester grade of 80 points or more.

二、各主修必修課程因故未能開班之課程「少於 3 人(含)」得由主修主任提出  
申請。

2. A required course of the subject of a Major can be requested to become an independent-study course by the chairman of the Major if such course cannot be opened for registration due to various reasons, including the inability to meet the requirement of having three (3) or more registered students.

三、由各主修於各學期開學一週內(同加退選時間)或暑修開課前提出申請，經系  
主任及

教務長審核通過。

3. An application for an independent-study course must be submitted by a student from a department, which sponsors a Christ's College Major, for the approvals of the Chairman of such department and Director of Academic Affairs within a week, including the withdraw grace period, after the academic semester starts or prior to the beginning of the summer-school semester.

四、老師擔任指導課程每學期以二門課程為限，每門課程不得超過 3 位同學。

4. An instructor can advise up to two (2) independent-study courses in each semester; and, each cannot have more than three (3) students.

五、老師指導個別學習課程計入當學期之授課時數，即學分數 x 1/3 計算之。

5. In a semester, an instructor's independent-study advising hours, which equal to the product of number of credits multiplied by 1/3, are included toward his or her total instruction hours in the semester.

- 六、老師指導個別學習課程以每學分給予 6 小時的個別指導方式進行之。
6. Base on this individual advising rule for instructors, each advising instructor shall provide each student six (6) hours of individual advisement for each credit of an independent-study course.
- 七、學生每學期或暑期個別課不得超過 6 學分。
7. For each student, the number of credits of independent-study courses must not exceed six (6) in an academic semester or summer-school semester.
- 八、學生畢業之總學分內申請不得超過 9 學分，每門課以 3 學分為限。
8. The total credits for graduating with a bachelor degree cannot contain more than nine (9) credits of independent-study courses, of which each course is counted as three (3) credits.
- 九、學期結束由指導老師繳交成績送教務處登錄。
9. At the end of each semester, the advising instructors shall submit the grades of their independent-study students to Academic Affairs Office for recording.
- 十、學生成績登錄時以個別學習(主題)方式。若必修課程使用本方式時則以原課程登錄。
10. The grade of an independent study course shall be recorded under the subject title of such course. Should a regular course be conducted in the same manner of independent study, the grades shall be recording under the course title.
- 十一、每一學分費按學校規定收費：
11. The tuition of an independent-study course is calculated using the credit-based fee schedule set forth by Christ's College.
- (一)全修生之所修學分計入當學期總學分內，如超過上限學分者(22 學分)須繳超修學分費。
- I. The credits of independent-study courses, which are earned by full-time Christ's College students, are included toward the calculation of the students' semester GPAs. Should a student exceed the limit of twenty-two (22) credits, he or she shall pay for the extra-credit fee(s).
- (二)選讀生及延畢生申請時須辦理註冊報到手續並繳學分費。
- II. When students of other colleges or universities or the extended-graduation students apply for independent-study courses, they must register with Registrar Section and pay the tuitions.
- (三)選修課程如為特殊、上機或樂器等課程，費用另計。
- III. Should the independent-study courses be very special, or require computers, music instruments...etc., there will be extra fees in addition to normal tuitions.

### 第 三 條 申請流程

### Article 3 Application Process

一、填寫個別學習課程申請表。

1. The student must complete the application form for independent-study course(s).

二、學生提出學習計劃。

2. The student must submit a proposal for the independent-study course.

三、經指導老師、主修主任、系主任、教務長核可。

3. The student must submit the completed application form and proposal for the approvals of the advising instructor, Chairman of Major program, Department Chairman of the subject, and Director of Academic Affairs.

四、總務處出納繳費後送回教務處備查。

4. After paying tuitions and miscellaneous fees at Cashier's Office of General Affairs Office, all documents with payment receipt must be submitted to Academic Affairs Office for future reference.

第 四 條 本辦法經行政會議通過，報請校長核准後公布實施。

Article 4 This Guideline shall be passed by Administration Affairs Assembly and, then, submitted to the President for approval, public announcement and implementation.