

## 中國醫藥大學課程開授暨異動管理辦法

### China Medical University Regulations for Course Offering and Adjustment Management

#### 第一條 目的

為使各單位辦理課程開設、停開、異動、排課與審議等事項有所依循，並提高教學品質及有效運用教學資源，依大學法施行細則第二十二條與第二十三條之規定，訂定本辦法。

#### Purpose

To provide a basis for course offering, cancellation, adjustment, scheduling, and review, as well as to enhance teaching quality and ensure the effective use of educational resources, these regulations are stipulated in accordance with Article 22 and 23 of the Enforcement Rules of the University Act.

#### 第二條 本辦法所稱之課程包括：

- 一、專業課程：各系所、學院開授之必修、必選修與選修課程。
- 二、共同課程：微生物與免疫學、解剖學、病理學、藥理學、生理學、生物化學、寄生蟲學、社會醫學、有機化學、分析化學、公共衛生學、生物統計學、中醫學概論、中藥概論、生物學、普通物理學、普通化學、微積分。
- 三、通識課程：語言課程、資訊課程及通識課程。
- 四、體育課、全民國防教育、全校共同選修、服務學習。
- 五、遠距教學課程：依據大學遠距教學實施辦法與本校遠距教學辦法之規定，使得本校與他校得開授之遠距教學課程。

The term “courses” in these regulations includes the following:

1. Professional Courses: Required, required-elective, and elective courses offered by departments, institutes, or colleges.
2. Common Courses: Microbiology and Immunology, Anatomy, Pathology, Pharmacology, Physiology, Biochemistry, Parasitology, Social Medicine, Organic Chemistry, Analytical Chemistry, Public Health, Biostatistics, Introduction to Traditional Chinese Medicine, Introduction to Chinese Herbal Medicine, Biology, General Physics, General Chemistry, and Calculus.
3. General Education Courses: Language courses, information technology courses, and general education courses.
4. Physical Education, National Defense Education, University-Wide Electives, and Service Learning Courses.
5. Distance Learning Courses: Courses delivered via distance learning, offered in accordance with the University Distance Learning Implementation Guidelines and CMU’s Distance Learning Regulations, which may be jointly offered with other institutions.

### 第三條 課程與審議機制

- 一、各教學單位應依據其辦學之宗旨與目標，並參考其基本能力指標，規劃符合學生學習之課程。
- 二、本校應成立「校課程委員會」，以保障學生學習權利、提升教學品質，建立課程開授與異動處理制度。
- 三、各系（所）應成立「系（所）課程委員會」，各學院應成立「院課程委員會」，進行專業課程與學分學程之課程審查後，送「校課程委員會」審議通過，始得開課。
- 四、通識教育中心應成立「通識教育課程委員會」，進行通識課程審查後，送「校課程委員會」審議通過，始得開課。
- 五、教務處籌組「共同課程規劃小組」及「共同課程委員會」分別進行共同課程規劃與審查，並送「校課程委員會」審議通過，始得開課。
- 六、他校之遠距教學課程，包括專業課程、通識課程與共同課程均須經過該課程之相關系所或中心委員會審查後，送「校課程委員會」審議通過，始得開課。
- 七、鼓勵教師至通識教育中心開授課程，並經通識教育課程委員會審查後，送「校課程委員會」審議通過，始得開課。
- 八、各系（所）應鼓勵學生跨系選修其他課程，並在合理的範圍內，明列學生跨系選修之課程。
- 九、各級課程委員會設立之相關規定，請參考本校「課程委員會設置辦法」。

#### Course and Review Mechanism

1. Each academic unit shall plan courses aligned with its educational goals and objectives, referencing its core competency indicators and supporting student learning.
2. The University shall establish a University Curriculum Committee to ensure student learning rights, enhance teaching quality, and manage course offering and adjustment procedures.
3. Each department or institute shall establish a Department (Graduate Institute) Curriculum Committee, and each college shall establish a College Curriculum Committee. After professional courses and credit programs are reviewed and approved by the Department (Graduate Institute) and College Curriculum Committee, they shall be submitted to the University Curriculum Committee for final approval before being offered.
4. The General Education Center shall establish a General Education Curriculum Committee. General education courses must be reviewed by this committee and then submitted to the University Curriculum Committee for approval before being offered.
5. The Office of Academic Affairs shall form a Common Curriculum Planning Group and a Common Curriculum Committee to plan and review common courses. After

- reviewed and approved, they shall be submitted to the University Curriculum Committee for final approval before being offered.
6. Distance learning courses offered by other institutions, including professional, general education, and common courses, must be reviewed by the relevant department or center committee, and then submitted to the University Curriculum Committee for approval before being offered.
  7. Faculty members are encouraged to offer courses through the General Education Center. These courses must be reviewed by the General Education Curriculum Committee and then approved by the University Curriculum Committee before being offered.
  8. Departments and institutes are encouraged to support interdepartmental course selection by students and shall reasonably specify which courses are available for cross-department enrollment.
  9. Regulations for the establishment of curriculum committees at all levels shall be based on CMU's Regulations for the Establishment of Curriculum Committees.

#### 第四條 開課與審查

- 一、各系（所）新開課程授課教師須出席「系（所）課程委員會」，說明開課之必要性並提出教務處規定之教學綱要（含：教學目標、先修科目、教材內容、教學方式、參考書目、教學進度、評量方式與講義位址），經「院課程委員會」審查通過後，送「校課程委員會」審議通過，始得開課。
- 二、各系（所）新開設之課程，得辦理校外專家學者審查，審查結果供院級課程委員會進行實質內容之審查，並將審查結果提至校課程委員會審議。
- 三、連續三年（六學期）未開授之課程，重新開授時，必須依新開設課程之規定，重新提出審議，通過後始得開課。
- 四、系（所）每學期召開「系（所）課程委員會」，依據教育目標規劃課程網絡圖、系（所）必修與選修課程、審議新設與異動課程、檢討課程施作成效，以及研議其他課程與教學相關事宜，負起課程實質審查之責。
- 五、各學院每學期召開「院課程委員會」，依據整體教學發展方向與資源整合之原則，規劃與審議核心或共同必修課程、協調與審查學院及所屬系（所）開設之各類課程，以及協調、整合與改進其他課程與教學相關事宜。
- 六、每學期召開「通識教育課程委員會」，依據本校整體發展方向，研議與審查通識暨共同課程、審議新設與異動課程、檢討課程施作成效，以及研議其他課程與教學相關事宜，負起實質課程審查之責。
- 七、每學期召開「共同課程委員會」，統整全校共同課程資源，研議與審查共同課程、審議新設與異動課程、檢討課程施作成效，以及研議其他課程與教學相關事宜，負起實質課程審查之責。

- 八、每學期召開「校課程委員會」，由註冊課務組預審系所提案單之程序審查後，排入校課程委員會議程，分院審查新開設、新增學分數、更改修別與中英文授課方式之課程，包裹審查其餘異動課程。
- 九、系（所）必修與選修課程之開課與異動應於前一學年度提校課程委員會審查通過，不得於當學年度任意異動課程。

#### Course Offering and Review

1. Instructors proposing new courses within departments (institutes) must attend the Department Curriculum Committee meeting to explain the necessity of the course and submit the syllabus as required by the Office of Academic Affairs. The syllabus must include: course objectives, prerequisites, course content, teaching methods, references, weekly schedule, assessment methods, and course materials. Upon approval by the College Curriculum Committee, the proposal shall be submitted to the University Curriculum Committee for final approval before the course can be offered.
2. New courses proposed by departments (institutes) may be reviewed by external experts and scholars. The results of external review will be used as a reference for the college-level committee's substantive review and will be forwarded to the University Curriculum Committee for further deliberation.
3. Courses that have not been offered for three consecutive years (six semesters) must undergo the new course review process again before they can be re-offered.
4. Each department (institute) shall hold a Curriculum Committee meeting every semester to: plan a curriculum map based on educational objectives; review required and elective courses; review new and revised courses; assess the effectiveness of course implementation; and handle other curriculum and teaching-related matters. The committee holds responsibility for substantive course review.
5. Each college shall hold a College Curriculum Committee meeting every semester to: plan and review core and common required courses based on the overall teaching development direction and resource integration; coordinate and review all types of courses offered by the college and its departments; and coordinate, integrate, and improve other curriculum and teaching-related matters.
6. The General Education Curriculum Committee meeting shall be held every semester to: review general education and common courses based on the university's development strategy; review new and revised courses; assess the effectiveness of course implementation; and handle other curriculum and teaching-related matters. The committee holds responsibility for substantive course review.
7. The Common Curriculum Committee meeting shall be held every semester to: integrate university-wide common curriculum resources; review new and revised courses; assess the effectiveness of course implementation; and handle other

curriculum and teaching-related issues. The committee holds responsibility for substantive course review.

8. The University Curriculum Committee meeting shall be held every semester. The Registration and Curriculum Division will conduct a preliminary review of proposals submitted by each department and submit them to committee meetings. The committee will review new course offerings, changes in credit hour, changes in course type, and changes in the language of instruction.
9. Any changes to required and elective courses must be reviewed and approved by the University Curriculum Committee in the academic year prior to their implementation. No changes may be made during the present academic year.

#### 第五條 實質審查

各級課程委員會應進行實質審查之內容應包含：1.教育目標；2.必修課程生效日；3.中、英文名稱適當性；4.課程名稱與屬性；5.必、選修與系外選修比例；6.選修開課比例；7.學分數適當性；8.畢業總學分適當性；9.課程年級關連性；10.北港授課安排適當性；11.教材使用適當性；12.專任教師授課鐘點平均性；13.遠距教學之合法與合適性；14.其他。

#### Substantive Review

The substantive review conducted by curriculum committees at all levels shall include the following items:

1. Educational objectives
2. Effective date for required courses
3. Appropriateness of course titles in both Chinese and English
4. Course title and type
5. Ratio of required, elective, and interdepartmental elective courses
6. Proportion of elective course offerings
7. Appropriateness of credit hours
8. Appropriateness of total graduation credits
9. Course grade-level alignment
10. Appropriateness of course arrangements at Beigang Campus
11. Appropriateness of teaching materials
12. Fair distribution of teaching hours among full-time faculty
13. Legality and appropriateness of distance learning courses
14. Other relevant considerations

#### 第六條 課程刪除

審查通過並予以開授之課程，若修課人數不足、停開次數過多、網路授課意見調查反應不佳、開課必要性不足、與系所設立目標不符等因素，各級課程委員會得予以檢討刪除。

## Course Deletion

Courses that have been approved and offered may be reviewed for deletion by curriculum committees at all levels if they meet the following conditions: low enrollment, frequent cancellations, negative feedback from online course evaluations, insufficient necessity, or misalignment with departmental goals.

### 第七條

#### 學分規劃與開課學分數

- 一、畢業學分數：依本校學則規定，修業年限四年之學士班畢業總學分數，不得少於教育部規定之 128 學分；修業年限二年制之學士班畢業總學分數，不得少於 72 學分；碩士班畢業總學分數，不得少於 24 學分（不含論文學分數）；博士班畢業總學分數，不得少於 18 學分（不含論文學分數）。
- 二、必修學分數：學士班（大學部，不含醫學系、中醫學系、學士後中醫系、牙醫系、護理系、藥學系）必修學分數以不高於畢業總學分數 70% 為原則（通識及必修實習學分數不列計），碩士班必修學分數以不高於畢業總學分數 30% 為原則（論文及必修專題討論學分數不列計）。
- 三、學士班之選修總開課學分，不得超過其畢業選修學分之 3 倍為原則。
- 四、研究所與學士後中醫學系之選修總開課學分，不得超過其畢業選修學分之 4 倍為原則。
- 五、全校學分學程之選修學分開設數以其規定選修學分數之 3 倍為原則。
- 六、大學部各學系專任教師至北港校區開授學分數，每學年總計不得低於 12 學分，開授課程應以必修或專業選修課程為原則；各學系專任教師每學期每週至北港校區課業輔導 2 小時（含）以上者，可折抵該系至北港開授課程 1 學分，特殊情形者，得專簽處理。
- 七、系所專業課程每學門以 2~3 學分為原則，如需開設 0 學分、3 學分以上之課程，或是學分數與授課時數不符之課程，主授課教師應提出書面說明，一併送各級委員會審查通過後，始得開課。
- 八、各系所每學期授課 18 週，正課（含講授、體育）每週上課 1 小時以 1 學分為原則；實習課程 1 學分至多 80 小時為原則；專題討論或專題研究 1 學分以每週上課 1 小時為原則至多 2 小時為上限、實驗課每週上課 2 小時以 1 學分為原則。為符合前述規定，因課程屬性特殊，須以微學分、彈性或密集授課方式進行之課程，須經系、院、校課程委員會審議通過後始可開課。
- 九、遠距課程開課與選修他校遠距課程依本校「遠距教學辦法」辦理。

#### Credit and Course Credit Hours

##### 1. Graduation Credits:

According to the University Academic Regulations: Undergraduate programs with a four-year duration must offer no fewer than 128 credits, as required by the Ministry of Education; Two-year undergraduate programs must offer no fewer than 72 credits;

Master's programs must offer no fewer than 24 credits (excluding thesis credits); PhD programs must offer no fewer than 18 credits (excluding thesis credits).

2. Required Credits:

For undergraduate programs (excluding Medicine, Chinese Medicine, Post-Baccalaureate Chinese Medicine, Dentistry, Nursing, and Pharmacy), required credits shall not exceed 70% of the total graduation credits. (General education and required internship credits are excluded.)

For master's programs, required credits shall not exceed 30% of the total graduation credits. (Thesis and mandatory seminar credits are excluded.)

3. For undergraduate programs, the total number of elective credits offered shall not exceed three times the required number of elective credits for graduation.
4. For graduate programs and the School of Post-Baccalaureate Chinese Medicine, the total number of elective credits offered shall not exceed four times the required number of elective credits for graduation.
5. For university-wide credit programs, the number of elective credits offered shall not exceed three times the required elective credits.
6. Full-time faculty members in undergraduate departments must offer no fewer than 12 credits per academic year at Beigang campus, primarily consisting of required or professional elective courses. Faculty members who provide academic counseling at Beigang campus for at least two hours per week may offset one credit of teaching there. Special cases may be handled through an official request.
7. Departmental professional courses shall generally be 2-3 credits. Courses with 0 credits, more than 3 credits, or inconsistent credit-to-instruction-hour ratios must be justified in writing by the main instructor and approved by relevant curriculum committees before offering.
8. Each semester shall consist of 18 weeks of instruction.  
Lecture and physical education: 1 hour per week = 1 credit.  
Internship: 1 credit = up to 80 hours.  
Seminar/Research: 1 credit = 1 hour per week (maximum 2 hours per week).  
Laboratory courses: 2 hours per week = 1 credit.  
Courses with special formats (micro-credit, flexible, or intensive courses) must be approved by the department, college, and university curriculum committees before offering.
9. The offering and enrollment of distance learning courses and the enrollment to distance courses offered by other institutions shall follow the CMU's Distance Learning Regulations.

- 一、各系（所）應依據註冊課務組排定之「開排課作業時程表」，辦理任何與課程相關之業務。日間學制課程時間安排應為週一至週五白天，每日單一年級課程以不超過 10 節、同一門課以不連續授課 4 節(含)以上，並以不短期密集授課為原則；聘請國外專家學者及實務操作特殊性質者不在此限。未符前述規定課程因性質特殊者，須經系、院、校級課程委員會審議通過後，始可開設。
- 二、每學期各系所開設之課程，應經任課教師確認並簽章同意後，方可進行排課。
- 三、專業課程由各系所自主性排課；通識課程由通識教育中心排課；體育課程由體育室排課；共同課程由註冊課務組進行排課。
- 四、課程如因聘請國外學者專家，得於暑假期間授課，惟仍須經系、院、校級課程委員會審議通過後，始可開設，其課程列入下學年上學期之科目時間表。
- 五、課程經審議通過開授時，主授課教師應於教務處規劃之時程上傳課程大綱、進度表於選課系統，供學生選課之參考，以及授課鐘點之計算。
- 六、當學期已通過審核得開設之課程，若因故臨時停開者，應於選課前一週以書面提出申請，並經教務長同意後，始得停開。
- 七、學生選課與加退選之相關規定請依本校「學生選課作業辦法」辦理。

#### Course Scheduling, Enrollment, and Add/Drop Regulations

1. Each department (institute) shall follow the "Course Scheduling Timeline" set by the Registration and Curriculum Division for all curriculum-related operations.  
Day program classes should be scheduled Monday through Friday during the daytime.  
No more than 10 class periods should be scheduled per day for any given grade level.  
No course should be scheduled for more than 4 consecutive periods.  
Intensive short-term courses are not allowed.  
Exceptions (including courses taught by foreign experts or involving specialized practical training) must be reviewed and approved by the department, college, and university curriculum committees.
2. Courses each semester must be confirmed and signed by the instructors before scheduling can proceed.
3. Professional courses are scheduled by the respective departments. General education courses are scheduled by the Center for General Education. Physical education courses are scheduled by the Athletic Department. Common curriculum courses are scheduled by the Registration and Curriculum Division.
4. Courses taught by invited foreign scholars may be scheduled during the summer break, but must be approved by the department, college, and university curriculum committees. These courses will be listed in the schedule for the following academic year's first semester.
5. Once a course is approved for offering, the main instructor must upload the syllabus and weekly schedule to the course selection system within the timeline set by the

Office of Academic Affairs. This information serves both as reference for students during course selection and for calculating teaching hours.

6. If an approved course must be canceled unexpectedly, a written application must be submitted at least one week prior to the course selection period and receive approval from the Dean of Academic Affairs.
7. Regulations for course selection and add/drop procedures shall follow the University's "Regulations for Student Course Selection."

#### 第九條

##### 代課、調課與授課異動

- 一、各級專、兼任教師應依教師法及本校聘約善盡授課義務，如需請假或延聘代課教師，請依本校人力資源室之相關規定辦理。
- 二、課程時間表排定後，教師授課時間不得任意更動，如需申請調課，請依本校「申請調課作業規定」辦理。
- 三、當學期已通過審核開設之課程，開課後課程如有異動（變動共同授課教師、課程負責教師、停開課程、上課時間、上課教室與其他），應填寫本校「開課後課程變動申請單」，經該系（所）主管、院長簽章同意後，簽核教務長同意後，方得變動課程。

##### Substitute Teaching, Class Rescheduling, and Course Modifications

1. All full-time and part-time faculty shall fulfill their teaching responsibilities in accordance with the Teachers' Act and their employment contracts with the University. Requests for leave or the appointment of substitute instructors must comply with the regulations of the Office of Human Resources.
2. Once the course schedule has been finalized, instructors may not arbitrarily change their teaching time. Requests for rescheduling must follow the University's "Class Rescheduling Application Guidelines."
3. For courses already approved and offered in the current semester, any changes after the course has started (including change in co-instructors, main instructor, course cancellation, class time, classroom, or other matters) must be submitted with the Course Modification Application Form. Changes must be approved and signed by the department head, dean of the college, and the Dean of Academic Affairs before taking effect.

#### 第十條

##### 合併授課原則

- 一、跨學制、跨系（校、院課程不在此限）或跨年級不得合併授課。
- 二、課程名稱或學分數不同不得合併授課。
- 三、課程名稱或學分數相同，然專業領域不同之課程不得合併授課。

##### Principles for Merging Courses

1. Courses offered in different academic programs, departments, or year levels may not be merged. However, inter-university and inter-college courses are exempt from this restriction.
2. Courses with different titles or credit values may not be merged.
3. Even if courses have the same title and credit value, they may not be merged if their professional fields differ.

#### 第十一條 課程編碼

課程代碼共編為 9 碼。

- 一、第 1-2 碼為開課單位代碼，第 3 碼為班別學制代碼，學士班（含二年制）為 U（Undergraduate），碩士班為 M（Master），博士班為 D（Doctor），第 4-9 碼為課程序號。
- 二、課程因故停開者，其課程代碼仍予保留。
- 三、課程名稱變更者，需編訂新課程代碼。若課程名稱不變，只變更修別或開課學期者，不需另編課程代碼。
- 四、校際選課、遠距教學等課程代碼延用本校相同或相似課程之名稱及其課程代碼。

#### Course code

Course code consist of 9 characters:

1. The 1<sup>st</sup>-2<sup>nd</sup> characters represent the course-offering unit. The 3<sup>rd</sup> character indicates the program level: U (Undergraduate, including two-year programs), M (Master), D (Doctor). The 4<sup>th</sup> -9<sup>th</sup> characters are the serial number of the course.
2. If a course is canceled, its code will still be retained.
3. If the course title changes, a new course code must be assigned. However, if only the course type or offering semester changes, the original code may remain.
4. For inter-university or distance learning courses, the University's equivalent course title and code should be used.

#### 第十二條 教室使用原則

為使學生在有限的空間充分學習，統一於排課時，一併安排教室上課，教師不得任意更換授課場所。

#### Classroom Usage

To ensure optimal use of classroom space, classrooms shall be assigned during the scheduling process. Instructors may not change the assigned classroom arbitrarily.

#### 第十三條 課程中英文對照

課程中英文對照，其相關規定依本校「中、英文課程名稱對照表」辦理。

#### Course Title Translation

The Chinese-English course title translation shall follow the University's "Chinese-English Course Title Reference Table."

第十四條 授課教材

- 一、鼓勵使用與國際接軌之教科書或教材；語文課程應使用該語文之原文教材。
- 二、遠距教學課程：依本校「遠距教學辦法」之規定辦理。

Teaching Materials

1. The use of internationally recognized textbooks or materials is encouraged. Language courses shall use original-language materials.
2. Distance learning courses shall comply with the University's Distance Learning Regulations.

第十五條 本辦法經教務會議通過，陳請校長核准後公佈實施，修正時亦同。

These Guidelines shall be implemented upon approval by the Academic Affairs Meeting and promulgation by the President of the University. Amendments follow the same procedure.