

# 靜宜大學教務處 通知

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受文者：全校專兼任教師

發文日期：中華民國 112 年 2 月 4 日

發文字號：靜教綜字第 1120002 號

速別：普通件

密等及解密條件或保密期限：普通

附件：附件一-[教師課程點名作業系統操作說明](#)、附件二-[相關配合事項](#)、附件三-[列印教師授課時間表注意事項](#)

主旨：111 學年度第 2 學期本校開學日及教師授課時間暨相關事宜，敬請查照。

說明：

- 一、111 學年度第 2 學期 2 月 13 日(星期一)開學，**開學第一週請勿請假，以利學生聽課並決定選課。**教師授課時間表請自 e 校園服務網列印「教師授課時間表」。
- 二、自 110 學年度第 2 學期起，試行 17+1 週次教學，原第 18 週次教學活動視為+1 週次(創新教學單元)，以不入教室為原則，可提前於 17 週內另擇時間完成(非原上課時段)，或於第 18 週進行。請教師規劃具創新創意之教學方法及上課型態活化教學，並請將該+1 週次進行日期、方式與考評等，記載於第 18 週課綱內，並請保存+1 週次教學記錄(簽到、錄影、照片、視訊截圖、作品繳交紀錄或其他可資證明之文件等)。
- 三、期中、期末考試時程，請參閱本校 [111 學年度第 2 學期行事曆](#)，請勿缺課或提前結束。
- 四、各班課程每月至少點名二次，以利查核，操作手冊如附件一。
- 五、學生因故請假，經核准者為缺課，未經准假而任意缺席或曠課，**依學則 34 條辦理。**各科修習**學生名單、加退選、點名、教師請假、調課及停課事宜**，請參閱附件二。
- 六、**延遲入境新生**，經所屬學系通報修課教師，敬請教師提供至多六週線上課程。
- 七、部分學生因 COVID-19 疫情影響，學生完成通報手續並列入追蹤個案者，請假期間之缺課不列入當學期該課程之缺曠課紀錄，亦不扣減該科出席成績。敬請教師留意。
- 八、成績評分及提供學生補考標準，同一班級請標準一致，避免不公造成學生權益受損。
- 九、教師請依規定辦理請假及補課手續，如另覓代課教師須符合大學教師聘任資格，並完備校內聘任程序，切勿私自安排不符合聘任資格者代課。
- 十、請老師於第一週課堂上務必佈達學生遵守智慧財產權，不得非法影印以免觸法，著作使用範圍及資訊，請參閱[靜宜大學保護智慧財產權宣導網站](#)。
- 十一、本校碩、博士生於提交指導教授申請表前，需上網研讀台灣學術倫理教育相關課程內容，並完成作答通過考試者，方可自行列印修課證明，以利學系審核。自 109 學年度起研究生申請學位考試簽文，需檢附經指導教授簽名確認之論文線上原創性檢驗比對報告電子檔，敬請教師留意並請配合宣導學生週知。
- 十二、列印授課時間表請先安裝控制元件，相關操作步驟請詳閱附件三。
- 十三、因疫情需配合 CDC 防疫規範，將滾動式調整相關因應作為，敬請參閱綜合業務組網頁最新消息。
- 十四、課務疑問請於週一至週五早上 8:00 至晚間 17:00 電 (04)26328001 轉 11110~11122。

正本：本校全體專、兼任教師

副本：教務處、綜合業務組、各學系、所(中心、室)秘書

教務長

鄭志文

## 相關配合事項

### 壹、選課及停修

- 一、本學期加退選於2月7日啟動，敬請教師於規定時間內，完成個人之中英文課綱，以利學生選課。如屬長期代課教師或合授課程者，亦須上網完成課程綱要撰寫。
- 二、加退選(第一輪：112年2月7日至10日、第二輪：2月17日至21日)相關配合事項：
  - (一)學生於加退選期間聽課選課(開學第一週)，為合法程序，特請尊座勿以第一週未上課為由，拒絕學生修課，如蒙以鼓勵、補救方式，接納學生，至荷公感。
  - (二)請勿個別同意學生加退選，學生任何一筆選課資料均須輸入系統，學生缺席課程扣分規範，請詳載於課程綱要「評分方式及比重」欄內，供學生遵循，未明列者不得執行。
  - (三)特殊生加選(2月13日(一)、2月22日(三))，學生如未修習該科目足影響當學期畢業資格者，在教室容量允許下，請向各開課單位或綜合業務組辦理加選，如疫情升溫，請參閱綜合業務組網頁最新消息。
- 三、本學期停修申請日期：112年5月1日至7日，每生限停一科。各科停修名單，請老師於5月8日後逕行上網列印，恕不另提供紙稿。停修作業結束後將重新計算各班修習人數，並重新計算是否符合大班鐘點標準。操作步驟，請進入「靜宜大學首頁」→登入「[e校園服務網](#)」→「各類系統功能」→「教務」→「停修名單列印」，逕行列印。

### 貳、開班及點名

- 一、各科最低修習人數：
  - (1)大學部課程屬全校性之必修、選修課程，最低開課人數為25人，各學系專業性之必修、選修課程開課標準，如學系各年級班級數為一班者，最低開班人數為10人，如雙班者為15人，三班者為20人，學籍分組視為不同系。不同學系合開課程，依兩系班級合計數為準，超過三班者為20人，各學院開課，最低開班人數為15人。
  - (2)碩士班各課程開課最低人數以各系(所)招生名額為依據，招生名額15人(含)以下者，修課人數需達3人方得開課；招生名額15人以上者，修課人數達5人方得開課。  
由學院開設碩士班課程(校外實習課程除外)，修課人數需達9人方得開課。
  - (3)博士班各課程開課最低人數訂為1人。
  - (4)碩博士班或學碩士班合開課程，其開課最低人數依較低學制之班級數開班標準核計。
  - (5)雙主修、輔系課程單獨開班，具雙主修、輔系身份學生合計需達15人才能開班。
  - (6)非同步遠距教學課程修課人數設下限。大學部30人(含)以上才能開班，研究所10人(含)以上才能開班。

如加退選結束後，各班修習人數未達開課標準者，開課學系將通知停止授課。大學部各班課程於前一學期兩階段初選後，選課人數未達開課標準之六成時，逕行刪除該課程，惟政策性課程除外，所遺開課時數，得於開學前經申請核准後開設其他課程。
- 二、各課程修習學生名單，請教師於開學第一週自行上網列印，各科確定名單以「點名計分單」為準，並於加退選結束後，另請教師下載列印。修習學生名單、考試簽到表均有提供學生照片供老師列印。操作步驟，請進入「靜宜大學首頁」→登入「[e校園服務網](#)」→「各類系統功能」→「教務」→「各學期修習學生名單」或「點名計分單」，逕行列印。
- 三、各班課程每個月至少點名二次，請教師親力為之，並記載於[e校園服務網](#)『課程點名系統』，以利查核。
- 四、本校無學生扣考及第一週未到課強制退選規定，學生缺席課程扣分規範，請詳載於課程綱要「評分方式及比重」欄內，並請留意扣分規定是否符合比例原則。
- 五、課程綱要有關『課業輔導時間』，敬請尊座留意是否確定點選系統內設定之時間、地點。課業輔導地點以學系辦公室或教室等公開場所為宜。

### 叁、講義及教材

- 一、各課程之講義、教材，請利用本校教學平台供學生閱讀或下載，系統自即日起開放上傳，請配合教學進度上傳資料：(二擇一即可)
- 二、玩課雲：登入「e 校園服務網」→「多元教與學」→「玩課雲(Wow Class)」→操作手冊請參照「首頁右上方？幫助符號」([https://tronclass.com.tw/public-manual/TronclassManual\\_Teacher.pdf](https://tronclass.com.tw/public-manual/TronclassManual_Teacher.pdf))。
- 三、網路學園：登入「e 校園服務網」→「各類系統功能」→「教務」→「[e-learning]教材上傳暨課程討論」→進入「elearning」系統(請參照網頁[教材上傳使用說明](#))。

### 肆、學生請假

- 一、本校學則第三十四條：學生因故請假，經核准者為請假缺課，未經准假而任意缺席或曠課，悉依下列規定辦理：
  - (一)曠課一小時以缺課三小時計算。
  - (二)某一科目缺、曠課累計達任課教師所明文規定且宣布之扣分標準者，應反映於該科成績。
  - (三)因懷孕、生產或哺育幼兒之需要等，而核准之事(病)假、產假及生理假，致缺課時數逾全學期授課時數三分之一者，不受第一至二款之規範。
  - (四)重病假：(如開刀或住院治療等)缺課三小時以一小時折算，惟未折算前之全學期實際缺課時數超過授課時間三分之一時，仍應予休學。
  - (五)病假及事假：缺課按實際缺課時數計算。依據前述學則第 34 條第 2 點之規範，敬請教師於訂定合理之缺曠課規範時，請明載於課程綱要之「評分方式及比重」欄，並佈達全體修習學生週知，免生困擾。
- 二、學生考試請假，如為期中考試，請向任課教師辦理，如為期末考試，請轉知同學至學生請假系統申辦，以利安排補考事宜。
- 三、依教育部函文『學生懷孕受教權維護及輔導協助要點』為維護懷孕學生受教權，倘學生因安胎、待產與生產期間，或因育養幼兒請假時，依學生需要授課教師應採取補救教學或彈性成績考核方式，敬請配合辦理。

### 伍、鐘點超排、不足及請假

- 一、本校教師授課時數鐘點費核計辦法攸關教師權益，敬請詳閱。
- 二、靜宜大學教師授課時數鐘點費核計辦法第八條第一款：專任教師每週超授時數全學年以二小時為限，不得超排時數，以及同條第四款及第五款：專任教師連續兩學期未達基本授課時數，除依規定扣減鐘點費外，應由所屬單位教師評審委員會瞭解原因，並提出補救措施後送校級教師評審委員會核備。專任教師三年內累計四學期未達基本授課時數者，應將名單提送本校人事室依相關辦法辦理；惟同一學年度上下學期合計總授課時數達全學年基本授課時數者，不計入三年內累計四學期。
- 三、教師請假、調課或至校外參觀，請事前至E校園服務網辦理，國定假日前後，勿因學生請求而調課，以維教學正常化。
- 四、校外教學注意事項：
  - (一)事先完成調課(或活動)申請手續(校外教學申請表請至綜合業務組網頁下載)。
  - (二)慎重選擇與考量，學生至校外教學之交通工具及安全(避免騎機車)。
  - (三)檢附下列資料，如有短缺，恕無法同意。
    1. 學生團體平安保險影本。
    2. 駕駛執照及合格遊覽車行車執照影本(車齡不得超過五年)。
    3. 經濟部核發之合格遊覽車公司執照影本。

### 陸、停課訊息

- 一、停課訊息：2 月 27 日(一)調整放假日、2 月 28 日(二)和平紀念日、3 月 31 日(五)調整放假日(4/15 大學甄試入學說明會補假)、4 月 3 日(一)調整放假日(五一勞動節補假)、4 月 4 日(二)婦幼節、4 月 5 日(三)民族掃墓節，皆停課一天。國定假日如遇週六、日，停課一天。如遇特殊情形，另行通知。
- ※提醒您重視個人資料保護法相關使用規範，妥善保管學生資料，避免不當使用及外流。



# Providence University Office of Academic Affairs Announcement

Add.: 200, Sec. 7, Taiwan Boulevard, Shalu, Taichung 433-01, Taiwan

Case Officer: Chou, Pei-Li

e-mail: plchou@pu.edu.tw

Phone: 886-4-26328001 ext. 11110

**To: All full time and part-time faculty**

Date: February 4, 2023

Ref. No.: Jing-Jiao-Jung-1120002

Priority: Regular

Classification: Regular

Attachments: 1. [Operation manual for Roll Calling System](#); 2. [Other notices](#); 3. [Notes on printing faculty teaching schedule](#)

**Subject: School Beginning for 2022-23AY 2<sup>nd</sup> Semester and Faculty Teaching Schedule**

## **Descriptions:**

1. The 2022-23AY 2<sup>nd</sup> Semester begins on Monday, February 13, 2023. **All faculty members are requested not to ask for leave for any reason in the first week of class so that students can attend the classes and decide on their class registration.** Please print your Faculty Teaching Schedule from e-Campus Service.
2. Effective 2021-22AY 2<sup>nd</sup> Semester, a 17+1 weeks teaching is in trial. The 18<sup>th</sup> week is considered the “+1” week for innovative teaching sessions. The principle is practicing a non-classroom teaching which can be accomplished during the non-class hours in the previous 17 weeks. The innovative teaching activities can be reviewed in the “+1” week and log in the 18<sup>th</sup> week syllabus. Please keep the teaching records of the +1 week (sign-in sheet, video, photos, video screenshots, work submission records or other documents certifying students’ performance.)
3. For the schedules for Midterm and Final Exams, please refer to the [Academic Calendar of the 2022-23AY 2<sup>nd</sup> Semester](#). It is urged that you follow the schedule stipulated in the Calendar and do not miss the classes or end the semester early.
4. Each class should take a roll call at least twice a month to facilitate attendance checking. Please see Attachment 1 for the operation manual.
5. A student’s absenteeism is defined as an approved leave for reason; unapproved absence and truancy shall be subject to **Article 34 of Pu Academic Regulations**. Please refer to Attachment 2 for the issues on **students’ enrollment list, Drop/Add, roll calling, teachers’ leave, class rescheduling, and class suspension.**
6. **For the new students with delayed entry, after the attending department notifies the teachers, teachers are requested to provide up to six weeks of online teaching courses.**
7. **Please Note:** For the students who are affected by the COVID-19 pandemic, once they have completed the notification procedure and are included in the follow-up cases, their absence is not recorded as absenteeism nor would their grades be deducted for their involuntary absence.
8. For the grading and make-up exam standards, please keep your standards consistent in the same class to avoid unfairness and jeopardize students’ rights and interests.
9. Teachers should apply for leave and class make-up in accordance with the regulations. If it is required to have a substitute teacher stepping in, the said teacher must meet the qualifications of university faculty and complete the recruitment procedure ahead of time. Do not arrange on your own any non-qualified substitute teachers.
10. In the first week of class, please announce and encourage students to comply with the intellectual property rights. No illegal photocopying is allowed. For the scope and information of intellectual property rights, please refer to [PU Intellectual Property Rights](#).
11. Prior to submitting application for assigning advisors, all enrolled PU graduate students must study and complete the online course of Taiwan Academic Ethics Education and pass the test. A certificate of study of such course can then be printed by themselves for further review. Effective 2020-21AY, graduate students applying for degree examination must attach the e-file of the online originality test and comparison report of the thesis confirmed by the advisor’s signature. Please note and help disseminate the related information.
12. Please install the control components first to print your teaching schedule. Please refer to Attachment 3 for related operational manual.
13. To comply with the CDC pandemic prevention regulations, relevant responses will be adjusted on a

rolling basis. Please refer to the latest development on the website of this Division.

14. For further questions on curriculum issues, please call (04) 2632-8001, ext. 11110-11122, 08:00-17:00, Monday to Friday.

Original: All full time and part-time faculty

Copies: Office of Academic Affairs; Div. of R&C; secretaries of all departments, institutes (centers, offices)

**PROVOST**

A handwritten signature in black ink, reading "Chih-Jen Chang". The signature is written in a cursive, flowing style with a large, prominent "C" at the beginning.

## Notices

### **I.Course Registration and Suspension**

1. **The Drop & Add for the semester will begin on February 7. All faculty members are requested to complete both Chinese and English course outlines by the stipulated deadline. For long-term substitute teaching or joint-teaching subjects, it is also required to complete the online course outlines.**
2. Drop & Add (First round: February 7-10, 2023; second round: February 17-21):
  - (1). It is a legitimate practice for students to audit and register a course in the drop & add period (the 1<sup>st</sup> week of classes). Please do not deny students' right of study on the ground of their missing the 1<sup>st</sup> week of class. It is appreciated if the faculty members can accommodate students with encouragement and any remedies appropriate.
  - (2). Please do not accept course drop & add to individual student; all course registration must be entered into the system to make it legitimate. The grade deduction regulations should be stipulated in the Grading Method and Ratio field of course outline. Those regulations not listed beforehand should not be implemented.
  - (3). The Drop & Add for students of special cases will be processed on **Monday, February 13 and Wednesday, February 22**. If failing to take a certain subject is enough to jeopardize their graduation qualifications in the current semester, subject to the classroom capacity, the students can apply for course adding by contacting the respective course offering units or Div. of R&C. If the epidemic intensifies, please refer to the website of the Div. for the latest news.
3. Course suspension of the current semester is handled May 1-7, 2023. Each student is allowed to suspend only one subject. Faculty members can print the list of suspended students online after May 8. No hardcopy will be supplied. After the course suspension process is completed, the number of students in each class will be re-calculated to re-examine if the class meets the standard of hourly pay for large class. To print, please log into PU homepage → e-Campus Service → All e-Campus Service → Academic Affairs → Print list of suspended students.

### **II.Course offering and roll calling**

1. The minimum number of students per subject:
  - (1). **Undergraduate:** For the university-wide required and elective courses, the minimum number of students per class is 25. For the required and elective courses of the individual department, if the number of classes in each year is one, the minimum number of students is 10; 15 for 2 classes per year; 20 for 3 classes per year. An academic division in a department is considered a separate department. A joint department course is based on the total number of classes of both departments, i.e., the minimal is 20 students for 3 classes together per year. For the courses offered by colleges, the minimal is 15 students per class.
  - (2). **Graduate:** The minimum number of students in each course of Master's program is based on the enrollment quota of each department (institute). If the enrollment quota is less than 15 people (inclusive), the minimal is 3 students per class; if the enrollment quota is more than 15, the minimal is 5 per class.  
For the Master's program offered by the colleges (excluding off-campus internship courses), the minimum of number of students is 9 per class.
  - (3). The minimum number of students for the doctoral programs is 1 person per class.
  - (4). **For the joint courses offered by Master's and Doctoral programs or Master's and Bachelor's programs, the minimum number of students is calculated according to the standard of the number of classes of the lower academic system.**
  - (5). To have separate classes for the Double Majors and Minors courses, a total of 15 students with Double Major and Minor status are required.
  - (6). There is a lower limit for the number for participants in asynchronous online courses. A minimal of 30 (inclusive) students are required to offer an undergraduate course; a minimal of 10 (inclusive) for a graduate course.  
After Drop/Add, if the number of students in a class fails to meet the lower limit of course offering, the competent department will announce the suspension of instruction. For undergraduate courses,

for those that failed to reach 60% of the minimum number of students required to keep it open in the course registration period at the end of the previous semester, the courses will be deleted from the offering list. The exceptions are those of policy nature. The remaining hours will be allocated to other new courses, subject to approval, before the new semester begins.

2. All faculty members can print online the list of students per class in the first week of class. The list for each subject is based on the "Roll Calling List". Teachers can download the latest list after Drop/Add. Students' photos are provided on both the Roll Calling List and the exam sign-in sheet. To print, please go to: PU homepage → e-Campus Service → All e-Campus Service → Academic Affairs → Students' List for each course or Roll Calling List.
3. Roll calling is required at least twice a month. Teachers are requested to do this personally and record it in the roll calling system on e-Campus to facilitate verification.
4. **PU does not practice prohibiting students from taking exams nor compulsory withdrawal of students due to failing to attend the classes first week. The grade deduction regulations from absenteeism should be clearly stipulated in the "Grade Method and Ratio" field in the course outline. Please mind whether the grade deduction rules are in line with the principle of proportion.**
5. If "Office Hours" are indicated in your course syllabus, please make sure the time and venue you clicked in the system is correct. The appropriate location for academic advising is public venue such as the department office or classroom.

### **III. Handouts and teaching materials**

1. Please make use of the university e-learning platform to upload the handouts and teaching materials for students' reading or downloading. The system is now open for upload. (Choose one.)
2. WOW Class: Log into e-Campus Service → Multiple Learning → Wow Class → for operation manual, please follow the "? mark" on the upper right hand corner of the homepage.  
([https://tronclass.com.tw/public-manual/TronclassManual\\_Teacher.pdf](https://tronclass.com.tw/public-manual/TronclassManual_Teacher.pdf))
3. e-learning: Log into e-Campus Service → All e-Campus Service → Academic Affairs → e-learning upload and discussion → e-learning system (please refer to the instructions for [teaching material upload](#) on the webpage.)

### **IV. Students asking for leave**

1. It is stipulated in Article 34 of *PU Academic Regulations*: An absenteeism is defined as an approved leave for reason. Unapproved absence and truancy shall be subject to the following regulations:
  - (1). One hour of unexcused absence is taken as three hours of excused absence.
  - (2). If the total hours of excused absence and unexcused absence in a course by a student that exceeds the threshold expressly announced by the course instructor for point deduction, the consequence should be reflected in the grade report of such course.
  - (3). Approved personal (sick) leaves and maternity leave of students due to pregnancy, childbirth, or childcare to infant(s) or toddler(s), if the total hours of absence is over one-third instruction hours of the semester, shall not be subject to the regulations in the preceding Paragraphs 1 and 2.
  - (4). Severe sick leaves: Every three hours of absence (from a surgery or hospitalization, for example) are considered as one hour, provided that a withdrawal from the University should be enforced when the total hours of absence before the conversion exceed one third of the total instruction hours of the semester.
  - (5). Sick leaves and personal leaves: Absences are counted based on the actual number of hours of absence.

**In accordance with Paragraph 2, Article 34 of the prescribed *Academic Regulations*, all faculty members shall make reasonable rules on absenteeism and specify the rules in the "Grading Method & Ratio" column in the syllabus and inform all students concerned.**

2. **To request leave for exams, students should contact the teacher concerned if it is a midterm exam; if it is a final exam, students should apply for leave through student leave system to facilitate the arrangement of make-up exams.**
3. In accordance with the *Guidelines for Protecting the Rights of Education and Assistance for Pregnant Students* issued by MOE, if a student takes a leave for tocolysis, expectancy, and delivery of a child or childcare to infant, a teacher should adopt appropriate remedial teaching or flexible performance evaluation methods to accommodate the student's situations.

## **V. Teaching overload, teaching underload, and leaves**

1. **The Regulations on the Accounting of Faculty Teaching Load and Hourly Rate stipulate the rights and interests of the faculty. Please read it attentively.**
2. It is stipulated in Paragraph 1, Article 8 of *PU Regulations on the Accounting of Faculty Teaching Load and Hourly Rate* that the weekly teaching overload for the full-time faculty is a maximum of 2 hours per academic year; no additional hours should be assigned. Paragraphs 4 and 5, Article 8 stipulated that where insufficient load occurred for two consecutive semesters, in addition to hourly rate deduction, the Faculty Review Committee of the pertinent unit shall investigate the causes and propose remedial measures before submitting their report to the University Faculty Review Committee for approval. The full-time faculty members who failed to fulfill the basic teaching load for a total of 4 semesters in 3 consecutive years should be reported to the Office of Personnel to be handled in accordance with the related regulations. Where the total teaching load of the 2 semesters in the same academic year fulfills the annual teaching load, it is not subject to the preceding clause.
3. Faculties asking for leave, class rescheduling, or off-campus visits, please apply in advance by going to e-Campus Service for necessary procedures. Please do not reschedule classes before/after National Holidays at students' request.
4. Notes on off-campus visits:
  - (1). Complete the application class (or activities) rescheduling procedure ahead of time (go to e-Campus Service/Div. of R&C to download the form.)
  - (2). Always consider the safety issues first and carefully select the means of transportation in planning an off-campus visit. (Avoid riding scooters/motorcycles.)
  - (3). Please attach all of the following documentations. Any insufficient information shall result in a denial to the application.
    - i. Photo copy of Student Group Insurance policy.
    - ii. Photo copy of driver's license and qualified (under 5-year) tourist vehicle license.
    - iii. Photo copy of the qualified tourist bus company business license issued by the Ministry of Economic Affairs.

## **VI. Class suspension**

1. The university is closed on the following days: Monday, February 27: bridge holiday; Tuesday, February 28: Peace Memorial Day; Friday, March 31: bridge holiday (for University Entrance Exam Information Session on April 15); Monday, April 3: make-up holiday for Labor Day; all classes are suspended on Tuesday, April 4 (Women and Children's Day) and Wednesday, April 5 (Tomb Sweeping Day/Qingming). If a national holiday falls on a Saturday or Sunday, all classes will be suspended for one day. In case of special circumstances, it will be handled pending on further notice.

**※ Please pay attention to the relevant regulations of the Personal Data Protection Law and safeguard students data to avoid improper usage and information breach.**