

# 外國語言第二外語課程開排課及選課辦法

## NCKU Foreign Language Center Regulations for Offering the Second Foreign Language Courses

107 年 9 月 14 日 外語中心諮詢委員會會議通過

108 年 6 月 17 日 外語中心諮詢委員會會議修正通過

109 年 2 月 26 日 外語中心諮詢委員會會議修正通過

109 年 10 月 14 日 外語中心諮詢委員會會議修正通過

Approved at the Meeting of Foreign Language Center Consultation Committee on Sept 14, 2018

Amended at the Meeting of Foreign Language Center Consultation Committee on June 17, 2019

Amended at the Meeting of Foreign Language Center Consultation Committee on Feb 26, 2020

Amended at the Meeting of Foreign Language Center Consultation Committee on Oct 14, 2020

- 一、為因應全校第二外語課程之發展與需求，訂定本課程開設辦法（以下簡稱本辦法），作為課程安排之準則。
  1. The Regulations for Offering the Second Foreign Language Courses (hereafter the Regulations) are established in order to meet the development and demand of school-wide second foreign language courses.
- 二、全校第二外語課程以提升修課學生外語能力為主，每門課程規劃為 2 學分選修課程，每週上課 2 小時。
  2. The objective of the courses is to enhance the student's communicative skills in a second foreign language. Each course is elective on a weekly two-hour basis.
- 三、每學期將依據前兩學年課程開設狀況及學生需求、選課人數、學生對課程反映意見等，由中心統一規劃安排現有建置課程之開設。週一第四節課為共同時間，全校不得排課。
  3. The course offerings are arranged by the Center according to demand, the number of registered students, and feedback in the previous two semesters. The fourth period (11:00-12:00) on Monday is not available for any courses.
- 四、各課程開課人數以本校學士班開課標準為準，每學期依註冊組公告期間內，選課人數未達 12 人之班級須停開課程。
  4. The minimum registered students for a class are twelve in accordance with the school policy of the undergraduate programs; otherwise, the class is cancelled after the enrollment period specified by the Office of Registrar.
- 五、全校第二外語課程選課分網路選課及人工加選兩方式進行。網路選課採志願式抽籤選課，每班網路選課名額以 40 人為限，課程有特殊需求除外。自 108 學年度起，新生入學之第一學期保留 15% 網路名額給大一新生選課；第二學期，大一學生已有完整三階

段之選課程序，則配合學校選課的抽籤規則實施。未選中課程者(含未上網選課、選課時已無餘額可選等)，得於開學後親自到課堂上徵詢授課教師同意，並予加簽，每班加簽名額以 5 人為上限。

5. The course enrollment of the second foreign language courses divides into two stages: the online registration and the written application. The online registration is based on student preference and computer selection. Unless any prescribed requirements, the maximum number of registration is forty persons. As of the Fall semester, Academic Year 2019, a 15% quota of the online registration is reserved for the freshmen in the first semester. Afterwards, since the second semester, students need to add and drop a course via the online enrollment system. If any students would like to take a course but they are not selected by computer, including those who miss the registration deadlines or no vacancies, they need to go to the class in person to obtain permission from the instructor. The number of course additions is limited to five.

六、學生於網路選課限修一科，如欲選修其他語種課程，須於開學後親自到課堂上徵詢授課教師同意，並予加簽。每一語種限修一種等級課程，不得同時選修相同語種不同等級課程。若因個人因素，欲加簽已修習過相同名稱之課程或於同一學期修習他系(所)相同名稱之課程，須至外語中心填寫切結同意書並簽名，表明往後若有衍生之畢業總學分不足等問題，須自行負責。

6. Only one elective second foreign language course can be elected online by one student. If any students would like to learn more than one foreign language at the same time, they need to go to the class in person to obtain permission. Students are allowed to choose the same level of different foreign languages, but not different levels of the same language. Students who plan to re-take a course before graduation or students who would like to take courses of the same title in one semester (even if offered by different departments) are required to contact the Foreign Language Center and sign the consent form provided. Once the consent form is signed, the students should take full responsibility if they are thus ineligible to graduate for not getting the required credits.

七、如有學生要求增開課程，需視當學期課程安排狀況，及開課單位經費預算是否足夠方得開設。

7. Any additional request of opening a specific language course is subject to the Center's overall arrangement of all courses based on the annual budget.

八、考量語種平衡，各語種課程等級最高開設至(六)，以利各語種科目皆有開設機會。

8. In view of a balanced curriculum development, the maximum level for a foreign language is six.

九、課程排定後，不得任意調動課程時間。任課教師應依排定課程按時授課、善盡授課義務，因故需短期請假者，應自行補課並事先填具補課說明簽經開課單位主管核准後送課務組備查，非有「國立成功大學教師請假補課、代課規定及鐘點費核計辦法」第三點之情況不得延聘代課教師。

9. The instructors have to fulfill their duties of lecturing and class management punctually at the appointed class time. No arbitrary switches of class time are allowed. Should any instructors need to take a short-term leave, they need to submit a Make-up Class Form and acquire approval from the Center, with disclosure of information to the Curriculum Division of the University.

十、任課教師應於每學期第一階段網路選課前，依中心規定課程考核標準規劃課程，並上傳至課程大綱管理系統，以利學生選課參考。

10. All the instructors need to design their courses according to the Center-specified curriculum standards, and upload their syllabi before the first stage of the course enrollment.

十一、本辦法未盡事宜，悉依「國立成功大學學生選課辦法」辦理。

11. Any matters that are not covered in these regulations shall be administered according to NCKU Course Enrollment Regulations.

十二、本辦法經外語中心諮詢委員會通過後實施，修訂時亦同。

12. These regulations and amendments shall be approved by the Foreign Language Center Consultation Committee before taking effect.