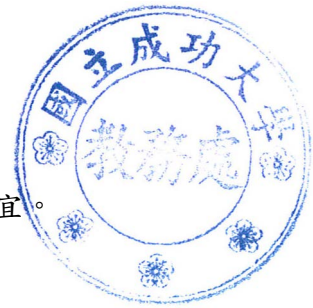


# 教務處公告



公告日期：中華民國114年5月9日

公告字號：(114)教課字第10號

主旨：公告本校113學年度暑期班行事曆及有關開課、選課及收費標準等事宜。

依據：國立成功大學暑期開班授課實施辦法(附件1，p.2)。

公告事項：

- 一、 113學年暑期班行事曆，如附件2(p.7)。
- 二、 暑期課程上課期間：114年6月30日至114年8月29日，開設1期，共9週。
- 三、 報名方式：採網路報名選課→系(所、學位學程)線上審核→ATM繳費或列印「臺灣銀行臨櫃繳費單」至臺灣銀行櫃台繳費方式辦理。
- 四、 暑期課程調查：(調查結果彙整後，公告上網供學生登記)。
  - (一)發函各教學單位調查。
  - (二)應屆畢業生，或學士班學生就學服役彈性修業者提出申請，經審核通過者。
  - (三)113學年暑修新增共同科目AP數位課程，本年為首次試辦，限本校生報名，有選課人數限制。
- 五、 暑期課程需求調查：本校欲暑修學生，應於暑期作業時程規定時間內上網登記(登記人數未達最低開課人數規定者，不予開課)。
- 六、 暑期課程最低開課人數規定如下：
  - (一)非應屆畢業生申請之科目，報名繳費人數須達20名以上為原則。
  - (二)應屆畢業生申請之科目且修完該科即可畢業者，報名繳費滿5人即可開班，惟修課學生須至少補足16人應繳學分費用後，始可開授。
  - (三)服役彈性修業者申請暑修開課之課程，該課程選課人數不足，仍由學校協助開課，就學役男應繳交費用則依本校達暑期修課開課人數規範之學分費標準收取。
- 七、 暑期課程選課限制：
  - (一)凡已符合畢業資格、第2學期休學或已達退學標準之學生，不得選修暑期班課程。
  - (二)本校學生參加暑期選課，最多不得超過12學分。服役彈性修業者，經就讀單位主管同意及教務長核准，可超修學分。
  - (三)他校學生欲選修本校暑期課程者，應先取得所就讀學校同意書並經本校相關單位同意，於暑期作業流程規定時間內上網選課及繳費。
- 八、 暑期課程收費標準：每科目收費金額為新臺幣1,080元\*正常學期每週上課時數。研究所課程(不含專班)每學分1,600元。
- 九、 113學年暑修課程採實體授課為原則，若授課教師另有規劃不在此限。
- 十、 暑期課程辦理棄選、退選及退費規定如下：
  - (一)因退學或選課人數不足或課程停開者，得申請退還所繳全額費用。
  - (二)繳費後至暑修開始上課一週內，完成棄選程序者，退還所繳學分費二分之一。但因未達開班人數而由學生補足費用之課程，不予退費。
  - (三)修課期間因故無法繼續修習者，得在期末考前經授課教師及就讀系(所、學位學程)主管同意申請退選，所繳學分費不予退費。
- 十一、 暑修相關資訊請逕至本校課務組→暑修資訊網頁  
(<https://cid-acad.ncku.edu.tw/p/412-1042-6848.php?Lang=zh-tw>)瀏覽。

正 本：各教學單位、體育室、學務處住宿服務組

# 國立成功大學暑期開班授課實施辦法

## NCKU Summer Session Program Regulations

87.3.27 86學年度第2學期第1次教務會議修正通過  
Approved at the 1st meeting of the Academic Affairs Council in the spring semester of the 1997-98 academic year on March 27, 1998  
91.6.5 90學年度第2學期第2次教務會議修正通過  
Revised and approved at the 2nd meeting of the Academic Affairs Council in the spring semester of the 2001-02 academic year on June 5, 2002  
91.10.11 91學年度第1學期第1次教務會議修正通過  
Revised and approved at the 1st meeting of the Academic Affairs Council in the fall semester of the 2002-03 academic year on Oct. 11, 2002  
98.12.16 98學年度第1次教務會議修正通過  
Revised and approved at the 1st meeting of the Academic Affairs Council in the fall semester of the 2009-10 academic year on Dec. 16, 2009  
教育部99.01.21台高(二)字第0990011194 號函准予備查  
Ratified by the Ministry of Education, as written in its letter coded Tai-Gao Tzu (2) No. 0990011194, on Jan. 21, 2010  
100.05.24 99學年度第2次教務會議修正通過  
Revised and approved at the 2nd meeting of the Academic Affairs Council in the 2010-11 academic year on May 24, 2011  
教育部100.07.08臺高(二)字第1000111469號函准予備查  
Ratified by the Ministry of Education, as written in its letter coded Tai-Gao Tzu (2) No. 1000111469, on July 8, 2011  
103.12.03 103學年度第1學期第1次教務會議修正通過  
Revised and approved at the 1st meeting of the Academic Affairs Council in the fall semester of the 2014-15 academic year on Dec. 3, 2014  
112.12.27 112學年度第1次教務會議修正通過  
Revised and approved at the 1st meeting of the Academic Affairs Council in the 2023-24 academic year on Dec. 27, 2023  
113.6.5 112學年度第2次教務會議修正通過  
Revised and approved at the 2nd meeting of the Academic Affairs Council in the 2023-24 academic year on June 5, 2024

第一條 國立成功大學（以下簡稱本校）為應學生暑期課業學習需求，特依本校學則第八條之一規定，訂定本辦法。

Article 1 These Regulations are established by National Cheng Kung University (NCKU) to administer its summer session program to meet the need of students to complete courses during the summer break period in accordance with Article 8 of NCKU Academic Regulations.

第二條 本校暑期開班授課（以下簡稱本班）於每學年度暑期舉辦壹期，上課九週。經費支應以自給自足為原則。

Article 2 NCKU is set to offer one summer session program (hereafter the Program) in nine weeks during the summer break period every academic year. The Program shall be administered and funded on a self-sufficient basis.

第三條 大學部課程有下列情形之一者，經系主任同意得申請暑期開班授課：

- 一、因情形特殊，在學期中聘請教師困難者(科目由系方提出)。
- 二、必修科目須重修者。
- 三、因轉學、轉系須補修轉入年級前科目者。
- 四、應屆畢(結)業生須重修或補修後，始可畢(結)業者。
- 五、修習輔系、雙主修(學位)或跨領域學分學程者。
- 六、學士班94年次以後役男申請就學期間服役彈性修業者(下稱服役彈性修業者)。
- 七、其他適於暑期開授之課程。

前項一、二、七款，須由開課單位聘定教師後始得提報開課；其餘各款由教務處依規定日期受理申請，授課教師則由課程專屬學系主管聘請。

研究所課程如因特殊需要必須於暑期開授者，應敘明理由專簽經教務長同意方可開授。

Article 3 Upon approval by the department chair, students may apply for the establishment of any undergraduate courses in the Program under one of the following circumstances:

1. In a circumstance where the department fails to appoint an instructor for a department-designated course during a regular semester.
2. Students who are required to repeat a required course.
3. Transfer students who are required to complete a course designated for students enrolled in the earlier years of the department program.

4. Students in the graduating class who are required to complete or repeat a course to graduate from NCKU.
5. Students enrolled in a minor study program, a double-major program or an interdisciplinary program who are required to complete a course.
6. Students who apply for a flexible learning study program as draftees born after December 31, 2004 during the years of study (hereafter referred to as students undertaking a flexible learning study program).
7. Other courses that are deemed suitable for the Program.

Under the rules of Items 1, 2 and 7 in the preceding paragraph, the course-offering department shall complete its appointment of the instructor before its application for the establishment of the course. Under the remaining rules, the Office of Academic Affairs shall accept and process applications for course opening according to the designated schedule, while the course-offering department shall complete its appointment of instructors.

The establishment of a graduate course under special circumstances shall be proposed in a written report, which shall be approved by the Vice President for Academic Affairs before the course is offered.

第四條 凡休學、已符合畢業資格或已達退學標準之學生，不得修習暑期班課程。本校在學學生經就讀系(所、學位學程)主管同意後，得於暑假期間修習本校暑期課程。

他校學生修習本校開授之暑期課程，應經本校及原就讀學校同意，於公告時間內上網報名。

Article 4 Students who have completed their application for academic suspension, who are already qualified for graduation, or who have reached a status of dismissal shall not attend the Program. Upon approval by their department chair (institute or program director), NCKU-enrolled students are allowed to attend the Program during the summer break period. Non-NCKU students shall be granted approval by both their school and NCKU to register online for enrollment in the Program within the designated period.

第五條 暑期開班人數以20人以上為原則，未達開班人數或無法聘得適任教師授課時，不予開課。但未達開班人數而有開班之必要者，經修課學生同意至少補足16人應繳學分費用後，始可開授。

前項但書所稱未達開班人數而有開班之必要者，係指下列情形之一者：

一、應屆畢業生修完該暑期課程即可畢業者，須滿5人始可開班。

二、應屆畢業生已屆修業年限非暑修即須退學者，不受開班人數限制。

三、情形特殊，經系(所、學位學程)單位專簽教務長同意者，不受開班人數限制。

服務學習、研究所專題討論類課程，於授課教師不支領暑期授課鐘點費情況下，不受開課人數之限制，得專案簽准開課。

服役彈性修業者申請開課之課程，選課人數不足時，其應繳交之費用，依本校原達暑期修課開課人數規範之學分費標準收取。

Article 5 In principle, a course shall be established for the Program with a minimum enrollment of 20 students. A course short of the minimum enrollment or without an instructor shall not be established. However, a course which is short of the minimum enrollment but is required to be offered may be established on the proviso that all enrolled students agree to make payments to make up the total credit fees required for a minimum of 16 students.

With the proviso in the preceding paragraph, courses which fail to have minimum enrollments may be established under one of the following circumstances:

1. For students in the graduating class who are required to complete the summer session for graduation, courses may be established with a minimum enrollment of five students.
2. For students in the graduating class who are required to complete the summer session for

graduation or shall be dismissed at the expiration of the study duration, courses may be established without a minimum enrollment requirement.

3. Under special circumstances approved by the department chair (institute or program director), courses may be established without a minimum enrollment requirement.

The establishment of service-learning courses and graduate seminar courses without a minimum enrollment requirement on the condition that course instructors do not receive hourly pay for the summer session shall be proposed in a special report for approval.

If a course applied for by students undertaking a flexible learning study program is short of the minimum enrollment, they should make payments for the course based on the NCKU credit fee standards designated for the establishment of a summer session course with a minimum student enrollment requirement.

第六條 本校學生符合下列情形之一者，得依各系(所、學位學程)規定提出申請，經就讀系(所、學位學程)主管同意及教務長核准後，至他校修習暑期課程，但以本校暑期課程未開設者為限：

一、應屆畢業生修畢暑期課程後，即可畢業者。

二、情形特殊，非修習暑期課程無法繼續學業者。

前項校內外暑修科目每學年合計最多不得超過12學分。

服役彈性修業者申請超修學分，經就讀系(所、學位學程)主管同意及教務長核准者，不受前項限制。

服役彈性修業者所需課程本校未開設時，得經相關單位協助學生進行暑期跨校選課，或跨校合作共同開設暑修課程。

Article 6 Upon approval by the department chair (institute or program director) and the Vice President for Academic Affairs, NCKU students may apply for enrollment in a course on a summer session program offered by any other college/university, providing that the course is not established in the Program, under the following circumstances:

1. Students in the graduating class who are required to complete the summer session for graduation.
2. Students who are required to complete the summer session in order to continue their academic study.

Based on the preceding paragraph, students are allowed to receive a maximum of 12 credits for summer courses completed within and outside NCKU in one academic year.

Students undertaking a flexible learning study program are not subject to the rule in the preceding paragraph. Upon approval by the department chair (institute or program director) and the Vice President for Academic Affairs, they may apply for credit overloads.

If the courses required by students on a flexible learning study program are not offered by NCKU, relevant units may provide assistance for students to enroll in summer courses offered by other universities or establish joint summer courses in collaboration with other universities.

第七條 暑期開課、選課、繳費、上課、棄(退)選等作業時程，應依教務處公告日期辦理。

學分費按該科目正常學期所排定之每週授課時數收費，所修科目如有實習(驗)需要者加繳實習(驗)費，其收費標準於開課前公告之。

經簽准之研究所課程，其學分費收費標準於開課前公告之。

Article 7 Program procedures regarding enrollment, tuition payment, course instruction, and withdrawal shall be administered according to the designated schedule published by the Office of Academic Affairs. Credit fees shall be paid for one course on the basis of weekly credit-hour payment as required of one offered in a regular semester. An additional internship fee shall be paid for a course with an internship requirement, whose fee-charging standards shall be published before course establishment.

The credit fee-charging standards for graduate courses approved to be established in a written report shall be published before course establishment.

第八條 暑期課程辦理棄選、退選及退費規定如下：

- 一、因退學或選課人數不足或課程停開者，得申請退還所繳全額費用。
  - 二、繳費後至暑修開始上課一週內，完成棄選程序者，退還所繳學分費二分之一。但因未達開班人數而由學生補足費用之課程，不予退費。
  - 三、修課期間因故無法繼續修習者，得在期末考前經授課教師及就讀系(所、學位學程)主管同意申請退選，所繳學分費不予退費。
- 前項第一、二款，學生須於規定時間內，持繳費收據至教務處課務組辦理退費手續。

Article 8 Course cancellation, withdrawal, and refund under the Program shall be administered as follows:

1. Students are allowed to apply for a full refund due to a dismissal status, an enrollment shortage, or a course cancellation.
2. Students who have completed their payment and their application for course cancellation one week before the beginning of the class shall receive a refund of half of the payment. However, no refund will be paid for a course established on the basis of the required makeup payment completed by all enrolled students due to a shortage of the minimum enrollment.
3. Students who fail to complete their study for any reasons may apply for course withdrawal by the date of final examination, which shall be approved by the instructor and department chair (institute or program director), and no refund will be paid.

According to Subparagraphs 1 and 2 in the preceding paragraph, students shall apply for a refund with payment receipts to the Curriculum Division under the Office of Academic Affairs within the designated period.

第九條 學生成績考核規定如下：

- 一、成績均登錄於歷年成績表。
- 二、暑期所修學分及成績，不併入學期之學分及總平均內計算；但畢業成績計算時將併入。專案核准開課且成績登錄於次學年者，則依學則規定辦理。
- 三、申請退選之課程仍須登記於歷年成績表，於成績欄註明「退選」。
- 四、其他未規定者，悉照本校學則規定辦理。

Article 9 Students in the Program shall be evaluated for their academic performance as follows:

1. All grades shall be recorded on the transcript filed by the Registrar's Division.
2. Credits and grades will not be included into the calculation of grade point average for any given semester, but will count into the calculation of the total grades for graduation. Grades given for any courses established in the summer session under a special project and set to be recorded on the transcript for the following academic year shall be administered in accordance with NCKU Academic Regulations.
3. Course withdrawal shall be marked "W" for withdrawal on the transcript.
4. Any matters that are not regulated in these Regulations shall be administered in accordance with NCKU Academic Regulations.

第十條 暑期修課學生之請假、曠課或扣分等，依本校學則辦理。

Article 10 Program procedures concerning applications for leave of absence, truancy, or grade reduction shall be administered in accordance with NCKU Academic Regulations.

第十一條 教師暑期授課不計入正常學期應授時數，其授課鐘點費依部訂標準核發，實習(驗)科目鐘點折半計算。

Article 11 The teaching hours of an instructor under the Program shall not be calculated into the number of teaching hours required of an instructor for a regular semester. Instructors shall be paid in accordance with the MOE-designated hourly pay standards. An instructor shall receive half of hourly pay for an internship or experimental session.

第十二條 本班各項行政業務，由下列各單位分別兼（協）辦：

- 一、擬定計畫、排課、報名等課務工作由課務組承辦。
- 二、點名及查課由任課教師隨堂點名，課務組得隨時抽查。
- 三、成績登記由註冊組承辦。
- 四、費用收支由出納組承辦。
- 五、其他事項由主計室及有關係、室等協辦。

Article 12 Program affairs shall be administered by the following offices:

1. Program plans, curriculum arrangement, and course enrollment shall be administered by the Curriculum Division.
2. Roll calls for attendance and course instruction shall be administered by the instructor and randomly inspected by the Curriculum Division.
3. Grades shall be registered by the Registrar's Division.
4. Revenues and expenditures of the Program shall be administered by the Cashier Division.
5. Other Program-related affairs shall be administered by the Accounting Office and relevant units.

第十三條 本辦法經教務會議通過後施行，修正時亦同。

Article 13 These Regulations shall be approved by the Academic Affairs Council before taking effect. Amendments shall be processed accordingly.

*These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.*

## 國立成功大學 113 學年暑修作業時程及注意事項

時程	辦理事項	注意事項
114/5/19 至 114/5/27	暑修科目調查 (函文各學系調查擬開科目)	各學系所提科目能否順利開課,視網路登記及最後繳費人數是否符合最低開班人數而定。
114/5/26 至 114/5/29	本校應屆畢業生(限修完該申請科目即可畢業者),或服役彈性修業者申請,申請表 <a href="#">下載網址</a> 。	1.應屆畢業生所申請科目報名繳費人數若介於5~15人者,須另補足16人以上之學分費後始得開課。 2.服役彈性修業者,若課程選課人數不足,仍由學校協助開課,其應繳交費用依本校達暑期修課開課人數規範之學分費標準收取。
114/6/2 至 114/6/5	網路登記(限本校生,登記網址: <a href="https://course-query.acad.ncku.edu.tw/sum/apply/">https://course-query.acad.ncku.edu.tw/sum/apply/</a> )	1.網路登記僅限本校學生始可登記。惟已及格、已抵免及正在修但成績未到者,不可登記。 2.本調查係是否開課及時段安排之重要參考依據,欲利用暑假修課者,建議踴躍上網登記(登記不代表報名)。
114/6/11	網頁公告擬開科目及上課時間表: 請連結 <a href="#">暑修公告網址</a> 瀏覽。	請注意科目名稱及學分數是否為就讀學系所承認;另為避免選課衝堂無法上課,亦請注意上課時間。
114/6/16 上午9點 至 114/6/20 中午12點	1.網路報名繳費網址: <a href="https://course-query.acad.ncku.edu.tw/sum/signup/">https://course-query.acad.ncku.edu.tw/sum/signup/</a> 2.本校生報名流程:網路報名選課→系所主管線上簽核→審核通過→列印ATM繳款帳號→ATM繳費→完成。 3.外校生報名流程:取得就學校同意書後→網路報名選課→列印ATM繳款帳號→ATM繳費→完成。(請勿選不受理外校之課程;同意書於開始上課2週內,上傳所屬學校跨校暑修選課同意書(於暑修報名系統之【基本資料維護】將同意書拍照或掃描上傳,超過2張請合併為一個檔案)。	1.請務必先至本校暑修公告網址瀏覽【網路報名作業流程】再進行報名繳費。 2.外校生請務必先取得所屬學校同意後再報名繳費;另外,不受理外校生選課之課程,請勿報名繳費。 3.若報名科目為113學年第2學期課程且成績未到,請勿報名,建議先隨班上課並告知授課教師,待成績確定後再報名繳費,以免衍生退費問題。 4.部份課程上課時間會衝堂,報名時請特別注意,以免選了課卻無法上課。
114/6/16 上午9點 至 114/6/20 下午2點	系所簽核:本校系所承辦人簽核網址: <a href="https://course-query.acad.ncku.edu.tw/sum/confirm/">https://course-query.acad.ncku.edu.tw/sum/confirm/</a>	各學系簽核承辦人請務必於6月20日下午2點前完成簽核,俾讓選課學生能順利完成繳費手續。
114/6/16 上午9點 至 114/6/20 下午5點	ATM繳費或列印「臺灣銀行臨櫃繳費單」至臺灣銀行櫃台繳費	經系所簽核通過之科目,請務必於規定時間內列印繳費單,依單上之繳款帳號辦理ATM轉帳或列印「臺灣銀行臨櫃繳費單」至臺灣銀行櫃台繳款,成功後始完成報名手續。



時程	辦理事項	注意事項
114/6/24	公告補繳費用及停開科目 (申請停開退費請 <b>下載棄選表單</b> 填寫後送成大教務處課務組辦理)	補繳費用之科目係指由本校應屆畢業生申請開課，報名人數符合5人以上開班規定，但未達20人之課程。
114/6/30	選課人數不足科目，若不補繳差額，請於本日前辦理棄選，並 <b>下載棄選表單</b> 填寫後 Email 至 z9508242@email.ncku.edu.tw	棄選退費1/2。
114/6/30	開始上課	查詢選課資料: (課程明細及授課教師) <a href="https://course-query.acad.ncku.edu.tw/sum/signup/">https://course-query.acad.ncku.edu.tw/sum/signup/</a>
114/6/30 至 114/7/4	1. 辦理第2學期課程因成績晚送而須加選之報名作業(線上報名ATM繳費)。 (第1階段報名未繳費者，須重新產生繳款編號才可轉帳;若人數已額滿或授課教師不再受理，不可再繳費)。 2. 申請棄選退費請 <b>下載棄選表單</b> 填寫後送課務組辦理，逾期不受理。 (棄選退費1/2)	1. 因成績晚送無法於網路報名者，得於此期限內上網報名繳費。 2. 棄選表單亦可Email至 z9508242@email.ncku.edu.tw
114/7/9	辦理未達開班人數科目費用補繳作業。	繳費方式請依公告方式辦理。
114/7/11	外校生繳回原就讀學校同意修課之證明表件截止日	1. 外校生須繳回原就讀學校同意修課之證明表件，始完成報名手續，辦理方式如下： 開始上課2週內，上傳所屬學校跨校暑修選課同意書(請於暑修報名系統之【基本資料維護】將同意書拍照或掃描上傳，超過2張請合併為一個檔案。 2. 暑修報名不另製發收據，外校生請至暑修報名系統之【列印繳費單及證明單(4)】列印繳費證明單送回所屬學校，證明單足以證明您已完成本校暑修選課繳費程序，故於貴校跨校暑修同意書上本校不再核章。
114/8/22	退選申請截止， <b>退選不退費(下載退選表單)</b>	申請退選須經授課教師及系主任同意，所繳學分費不予退費。
114/8/29	暑修課程(含期末考)結束	
114/8/30 至 114/8/31	暑修共同科目AP數位課程期末考	本年度首次試辦，限本校生報名。上課與考試方式皆與大學預修數位課程相同，請參考本校 <a href="#">大學預修課程網站</a> 公告。