

國立臺灣藝術大學(NTUA)

113 學年度第 2 學期開學通知

親愛的老師，您好：

新學期即將於 2 月 17 日開始正式上課，請老師協助下列事項：

Notification: The commencement of the second semester of academic year 2024-25

Dear Teachers :





The new semester will commence on February 17th. We kindly request your assistance with the followings.

項 目 Item	說 明 Explanation	單位/分機 Unit/Extension
推行 16+2 週 注意事項 Notice for Implementing 16+2 weeks	<p>本校經 112 學年度第 3 次行政會議通過實施推動學期授課調整為 16+2 週規劃方案，已公告於本處網站-教務法規-課務組。於本學年度起開始實施 16+2 週，即 16 週實體課程+2 週彈性授課。因此，期中考在第 8 週；期末考在第 16 週。</p> <p>The University has passed the implementation of the semester course adjustment plan of 16+2 weeks in the third administrative meeting of Academic Year 2023-24. It has been announced on the website of Academic Affairs Office. The 16+2-week semester plan will be implemented this academic year, which consists of 16 weeks of school classes and 2 weeks of flexible teaching. Therefore, the midterm exam will be held the 8th week and the final exam will be held the 16th week.</p>	課務組/1050、 1053 Curriculum Affairs Division/1050、 1053
資料查詢及列 印 Data Inquiry and Printing	<ol style="list-style-type: none"> 1. 教學綱要登錄 Syllabus input : <u>校務行政資訊系統</u> - <input type="button" value="登錄"/> - <input type="button" value="教學綱要輸入"/> 2. 調代補課及校外教學申請 Substitute Teaching and Off-Campus Teaching Application : <u>校務行政資訊系統</u> - <input type="button" value="申請"/> - <input type="button" value="教務資訊申請"/> - <input type="button" value="教師調代補作業"/> 3. 教師個人課表 Teacher's Personal Schedule : <u>校務行政資訊系統</u> - <input type="button" value="查詢"/> - <input type="button" value="教務資訊查詢"/> - <input type="button" value="教師個人課表"/> 4. 點名單 Attendance List : <u>校務行政資訊系統</u> - <input type="button" value="查詢"/> - <input type="button" value="教務資訊查詢"/> - <input type="button" value="教師個人課表"/> - <input type="button" value="列印點名單"/> → <input type="button" value="列印"/> 5. 學生名單(含聯絡資訊) Student Register (including contact information) : 	

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	<p>校務行政資訊系統 - 查詢 - 教務資訊查詢 - 教師個人課表 - 選課人數 →列印</p> <p>6. 教師授課滿意度查詢 Course Evaluation Results Viewing : 校務行政資訊系統 - 查詢 - 教務資訊查詢 - 教師授課滿意度查詢</p> <p>7. 教師授課滿意度調閱申請 http://aca.ntua.edu.tw/article.aspx?ca=230&id=160 校首頁 - 行政單位 - 教務處 - 表件申請 - 課務組 - 教學滿意度調閱申請表 Application for Hardcopy of Course Evaluation Results School Homepage - Administrative Units - Academic Affairs Office - Form Applications - Curriculum Section - Teaching Satisfaction Survey Application Form</p> <p>8. 教室借用申請 http://aca.ntua.edu.tw/article.aspx?ca=230&id=160 校首頁 - 行政單位 - 教務處 - 表件申請 - 課務組 - 教室借用申請 Classroom Borrowing Application : School Homepage - Administrative Units - Academic Affairs Office - Form Applications - Curriculum Section - Classroom Rental Application</p>	
教師講堂 Professional Lecture	<p>歡迎教師踴躍參加教師講堂。 Teachers are warmly invited to participate in the Professional Lecture.</p>	教發中心 /1138 Center for Teaching and Learning Development /1138
網路學園 E-Learning Platform	<p>網路學園課程啟動：http://elearning.ntua.edu.tw/，登入校務行政系統帳號密碼。</p> <p>Launch of E-Learning Platform : http://elearning.ntua.edu.tw/. Please log in with your school administrative system account and password. 請於辦公室環境(綠色)模式/課程管理/開放管制/課程狀態，設成「開課」，再儲存。 Please select the mode to 'Office (Green Interface),' and navigate to Course Management. Select Course Settings, and then find Course Status, and set it to 'Opening'. Finally, save the changes.</p>	教發中心 /1138 Center for Teaching and Learning Development /1138

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教學綱要 Syllabus	<p>1. 每學期請於開學前至校務行政資訊系統/登錄/教務資訊登錄/教學綱要輸入登錄。</p> <p>Before the start of each semester, please log in the school administrative information system to input the syllabus.</p> <p>2. 請輸入第 3-8 項課程之教學目標、評量方式、課程要求及教學內容、進度等並儲存。另第 1、2 項課程概要為系所審定版本，僅供閱覽不可更改或儲存。</p> <p>Please input the teaching objectives, assessment methods, course requirements, teaching content, and schedule, etc. for item 3-8.</p> <p>Item 1 and 2 cannot be modified.</p> <p>3. 由於本學年度起開始實施 16+2 週，期中考在第 8 週，期末考在第 16 週。17-18 週的彈性授課方式請務必填寫。</p> <p>Due to the implementation of 16+2 weeks from this academic year, the midterm exam is in the 8th week and the final exam is in the 16th week. Please be sure to fill in the flexible teaching method for 17-18 weeks.</p>	課務組/1052 Curriculum Affairs Division/1052
教師授課 滿意度 Course Evaluation Results	<p>1. 113 學年度第 1 學期教師授課滿意度已開放查詢。</p> <p>The course evaluation results for the first semester of the 113th Academic Year are now available for viewing.</p> <p>2. 教學評量結果不佳之教師，本處將依規定主動通知教師並由教發中心協助後續輔導措施。</p> <p>Teachers with unsatisfactory course evaluation results will be notified, and follow-up counseling measures will be assisted by the Center for Teaching and Learning Development.</p>	課務組/1055 Curriculum Affairs Division/1055
請假調代補課 及校外教學 Leave, Substitute Teaching, make-up class, and off-Campus Teaching	<p>1. 上課時間以開課班級為準，請依節次準時上課；調補課應避免該班學生衝堂情形，校外教學每課程每學期以 2 次為原則。</p> <p>Please accord with the class schedule. If make-up classes are needed, please make sure the make-up class time does not conflict with the students' class schedule.</p> <p>For off-campus teaching, it is limited to a maximum of two times per course per semester in principle.</p> <p>2. 申請校外教學、請假及調代補課，均須依規定事先完成申請，並經系所中心主任核准後送教務處核備。</p> <p>Applications for off-campus teaching, leave, and makeup classes must be approval by the department/center director and then submitted to the Academic Affairs Office for processing.</p> <p>3. 申請出國或公假之調代補課申請表，均需附簽准公文影本。</p>	課務組/1052 Curriculum Affairs Division/1052

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	The application form for make-up classes due to overseas travel or official leave must be accompanied by a copy of the approved official document.	
落實學生 出缺席考核 Implementing Student Attendance Assessment	請加強要求同學之出席狀況並確實點名，以落實學生之平時考核。選課學生名單如有疑義，請洽註冊組。 Please take attendance strictly. If there are any questions about the list of enrolled students, please contact the Registration Division.	註冊組/1111- 1116 Registration Division/1111- 1116
教室及教學 設備 Classrooms and Teaching Equipment	1. 教研大樓智慧教室使用說明： https://aca.ntua.edu.tw/article.aspx?ca=184&id=168 Instructions for the Use of Smart Classrooms. 2. 上完課後請指導學生將教具歸位，冷氣、電燈關閉後再離開教室，如桌椅改變排列方式也請恢復，並注意維護教室整齊清潔。 After class, please ask students to return teaching materials to their original positions, and turn off the air conditioning and lights before leaving the classroom. If tables and chairs have been moved, please restore them to their original layout, and ensure the classroom is kept tidy and clean. 3. 器材借用及教學設備報修，請指派學生至課務組登記，下課後即行歸還。 To borrow equipment or report any teaching equipment malfunctions, please register at the Curriculum Affairs Division. Equipment should be returned immediately after class. 4. 教室借用先洽課務組查詢可用教室及時段，並填送借用申請單於使用前一日完成申請。 Before borrowing classrooms, please contact the Curriculum Affairs Division to inquire about the available classrooms and time slots, and submit the application form one day prior to use.	課務組/1118、 1055 Curriculum Affairs Division/1118、 1055

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旁聽課程 Auditing Courses	<p>1. 基於使用者付費原則，本校不開放旁聽。請老師務必點名，以免影響教學品質。</p> <p>Auditing is not allowed in the University. Teachers are required to take attendance strictly to ensure the quality of teaching.</p> <p>2. 學生若無法於正規學制內加選且又欲修習者，可至推廣教育中心網站下載「人工選課單」，經授課老師及開課系所同意後，送交推廣教育中心辦理隨班附讀及繳費事宜。</p> <p>If students are unable to add courses of the regular curriculum but wish to enroll, they can download the 'Course Selection Form' from the website of the Extension Education Center. After obtaining approval from the instructor and the department offering the course, they should submit the form to the Extension Education Center for processing of auditing and payment matters.</p> <p>3. 若老師有意願開設學分班暨推廣班專班，或開放正規學制課程隨班附讀名額，請向課程所屬學系反應，或來信（ee@ntua.edu.tw）推教中心告知，以利協助開課事宜。</p> <p>If teachers are willing to offer credit classes, extension classes, specialized classes, or auditing in regular curriculum courses, please inform the relevant department of the course or email the Teaching Center at ee@ntua.edu.tw for assistance.</p>	推廣教育 中心 /1613 Extension Education Center/1613
<p>  □請提醒學生共同遵守『智慧財產權的觀念及不得使用非法影印教科書』。  </p> <p>Please remind students to adhere to the regulations of intellectual property rights and refrain from using illegally photocopied textbooks.</p>		

教務處敬啟 114.02.10