

東海大學學生自主學分課程申請辦法

110年04月22日教學發展委員會議通過
112年11月27日教學發展委員會議修正通過
112年12月29日教學發展委員會議修正通過
113年04月09日教學發展委員會議修正通過
114年05月12日教學發展委員會議修正通過

第一條 目的

為鼓勵學生創造自己想要學習的課程，學生可尋找相關專業的授課教師一起規劃課綱內容，設計專屬的主題課程，也讓更多對此課程有興趣的同儕們一起加入其中，創造更完整的學習經驗。

第二條 課程規範

- 一、課程以日間學士班為主，由院開設，每院每學期以兩門為原則，全校共計至多18門，每門課至多兩學分。
- 二、課程教師需為本校專任或兼任師資，以一名為限。
- 三、每名教師每學期以一門課為限。
- 四、若因課程所需，可邀請校外講者至課堂演講，一學期以兩次為限，若演講安排於課外時間，則次數不限。
- 五、自主學習課程主題不得與本校既有正式課程重疊或取代之。

第三條 實施方式

一、開課

- (一) 由十名(含)以上學生共同發起，學生須主動提出課程名稱/主題，包含課程大綱、課程內容、評量方式，並尋找合適的課程教師，由教師從旁協助課程進行。
- (二) 開課需檢附學生自主學分課程申請表，課程需經院課程委員會及教學發展委員會審核通過，並於每學期規定開課期間辦理開課，若教學發展委員會審核未通過，該課程將調整為一般課程。
- (三) 如經教學發展委員會審核通過，註冊課務組將協助於該課程之開課資料備註寫明「本課程為學生自主學分課程」。

二、選課

- (一) 該學期修習課程總學分數，仍需依學則第16條之學分上、下限規定選課。
- (二) 課程需開放予全校學生選修。
- (三) 選課人數依開課辦法規定辦理。

第四條 審核原則

- 一、課程主題與內容設計：申請表清楚說明課程具體進行方式，且課程內容符合課程主題。
- 二、課程目標：課程目標具體且明確。
- 三、課程評量方式：評量方式制訂明確配分比例。
- 四、學習方法規劃：配合課程設計，以規劃合宜之學習方法。

第五條 如經審核通過，將視該年度編列之專款或計畫經費酌予補助課程支出，並於當學期期

未繳交一份課程成果報告，並於次一學期參與教學發展中心舉辦之工作坊及發表教學成果。

第六條 此為教務處公告之創新課程，可認列於「東海大學教師評鑑共同基準評分標準表」中之教學項目。

第七條 本辦法經教學發展委員會議通過後公布實施。

Tunghai University Regulations on Student-Initiated Credit Courses

Approved by the Teaching Development Committee on April 22, 2021
Amended and approved by the Teaching Development Committee on November 27, 2023
Amended and approved by the Teaching Development Committee on December 29, 2023
Amended and approved by the Teaching Development Committee on April 9, 2024
Amended and approved by the Teaching Development Committee on May 12, 2025

Article 1 Purpose

To encourage students to create their own learning experiences, this regulation allows students to collaborate with faculty to design a custom course syllabus on a selected theme. It also invites like-minded peers to join in, fostering a more complete and engaging learning experience.

Article 2 Course Specifications

- I. These courses are primarily for undergraduate day program and are offered by colleges. Each college may offer up to two courses per semester, with a university-wide cap of 18 such courses per semester. Each course may carry a maximum of 2 credits.
- II. The instructor must be a full-time or contract faculty member of Tunghai University, limited to one instructor per course.
- III. Each faculty member may supervise only one such course per semester.
- IV. If necessary, guest speakers from outside the university may be invited, limited to two class sessions per semester. If sessions are held outside regular class hours, the number of sessions is not limited.
- V. The topic of a student-initiated credit course must not duplicate or substitute for any existing official course at the university.

Article 3 Implementation Method

- I. Course Offering:
 - A. A group of at least ten students may initiate the proposal. Students must submit the course title/theme, including syllabus, content outline, and assessment methods, and find a faculty member to advise and support the course.
 - B. The application form for a student-initiated credit course must be submitted and approved by the College Courses Committee and the Teaching Development Committee. The course must be proposed during the designated period each semester. If not approved by the Teaching Development Committee, the course will be treated as a regular course.
 - C. Once approved, the Registration and Curriculum Office will will annotate the course information with the note: "This course is a student-initiated credit course."
- II. Enrollment:
 - A. The total credits for the semester must comply with Article 16 of the Academic

Regulations regarding minimum and maximum credit loads.

- B. The course must be open for enrollment to all university students.
- C. Enrollment numbers shall comply with the university's course offering regulations.

Article 4 Review Criteria

- A. Course Theme and Content Design: The application must clearly describe how the course will be conducted and ensure that the content aligns with the proposed theme.
- B. Course Objectives: The learning goals must be concrete and clearly defined.
- C. Assessment Method: Evaluation criteria must be clearly stated and weighted.
- D. Learning Methods: Appropriate learning strategies should be planned in alignment with the course design.

Article 5 Upon approval, courses may receive financial support from designated budgets or project funds for the academic year. A course outcome report must be submitted by the end of the semester, and faculty must participate in the Innovative Course Result Sharing Session organized by the Center for Teaching and Learning.

Article 6 This is included in the innovative courses announced by the Office of Academic Affairs and can be counted under the "Teaching" category in the Tunghai University Teacher Evaluation Common Criteria Scoring Table.

Article 7 The Regulations herein shall be announced and promulgated upon approval by the Teaching Development Committee.