

國立嘉義大學學生成績處理要點

National Chiayi University Guidelines for the Administration of Students' Grades

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104年10月27日教務會議修正通過
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一、國立嘉義大學(以下簡稱本校)為處理教師繳交、更正成績及學生成績複查、申訴事宜，特訂定「國立嘉義大學成績處理要點」(以下簡稱本要點)。

1. In order to deal with matters related to teachers' submission and correction of students' grades, as well as the review of and appeal against students' grades, National Chiayi University (hereinafter referred to as NCYU) has formulated the "National Chiayi University Guidelines for the Administration of Students' Grades" (hereinafter referred to as the Guidelines).

二、本要點所稱成績，包含各科目期中、期末、學期成績及暑期班成績。

2. "Grades" in the Guidelines include mid-term exam grades, final exam grades, semester grades, and summer session grades for all courses.

(一) 期中成績：應於本校行事曆期中考週結束後之翌日起十四日內至校務行政系統登錄完畢。惟研究所課程、畢業專題、專題製作、體育、服務學習及校(內)外實習、專業實習等課程得免輸入期中成績。

(1) Mid-term exam grades: Mid-term grades shall be registered in the university affairs administration system within 14 days from the day following the end of the mid-term exam week as specified in the academic calendar of NCYU. However, mid-term exam grades of graduate institute courses, graduation projects, project study, physical education, service learning, on-campus and off-campus internships, professional internships and other courses can be exempted.

(二) 期末及學期成績：本校行事曆期末考週結束之翌日起七日內至校務行政系統登錄完畢。

(2) Final exam grades and semester grades: Final exam grades and semester grades shall be registered in the university affairs administration system within 7 days from the day following the end of the final exam week as specified in the academic calendar of NCYU.

(三) 暑期班成績：各課程期末考結束之翌日起五日內至校務行政系統登錄完畢。教師至校務行政系統登錄繳交各項成績後，應自行列印一份存查，保存至少一年。

(3) Summer session grades: Summer session grades shall be registered in the university affairs administration system within 5 days from the day following the end of the exam of each course. After recording and submitting students' grades in the university affairs administration system, teachers shall print a copy for reference, and it shall be saved for at least one year.

三、未依本要點規定之期限繳交成績者，由教務處通知授課教師，並副知開課單位協助催繳。情況嚴重者，提行政會議報告。

3. If student grades have not been submitted timely according to the deadline specified in the Guidelines, the Office of Academic Affairs will notify the course teacher and inform the department offering the course to provide assistance to ask for the submitting of student grades. If the case is serious, it shall be reported to the Administrative Meeting.

四、學期成績及暑期班成績依據日常考查、平時考試、期中考試、期末考試或其他方式等加以評定。各項目評定成績佔學期成績之比例，由授課教師自行決定並規範於教學大綱中。

4. Semester grades and summer session grades shall be assessed according to daily tests, regular exams, mid-term exams, final exams or other methods. The proportion of each item to the semester grade shall be determined by the course teacher and clearly regulated in the teaching program.

五、授課教師登錄學生學期各項成績時，應按學生實得成績給分，如有學生因未完成報告或其他原因致無成績者，該生成績欄內註明「Incomplete」(待補送)，並應於下學期註冊前一週內補登；畢業班學生成績則應於該學期結束前補登。逾期未能補登成績，且可歸責於學生者，其科目成績經簽核後以零分計算。

5. When registering the student grades in the semester, teachers shall grade according to the actual performance of students. If a student does not have a grade due to unfinished reports or other reasons, the grade column of the student shall be marked “Incomplete” and a supplementary registration shall be made within one week before registration for the next semester. The supplementary registration of grades of students in the graduating class shall be completed by the end of the semester. If the supplementary registration of grades is not completed after the deadline due to reasons of the student, the grade of that course shall be given a zero after verification.

六、學生學期成績經教師送交教務處後，無正當理由不得更改。但如屬漏列或登錄、計算錯誤時，任課教師應於次學期開學後二週內，填具「授課老師更正學生成績申請表」說明理由，並檢附證明資料，經系所(學位學程、中心)主管、院長及教務長核可後更正；惟因不及格改為及格或及格改為不及格時，須經系所(學程、中心)及院級相關會議或校級相關會議討論通過，並由教務長核可後始得更正成績。

6. Semester grades of students shall not be changed without a valid reason after being sent by the teacher to the Office of Academic Affairs. However, in case of omissions or errors in registration or calculation, the course teacher shall fill in the “Teacher’s Application Form for Correction of Student Grades” within two weeks after the beginning of the next semester, explain the reasons, and provide supporting materials. The correction of students’ grades can only be made after the approval of the Chair/Director of the department/institute (degree program, center), Dean of the college and NCYU Vice President for Academic Affairs. However, if a failing grade is changed to a passing grade, or a passing grade is changed to a failing grade, it must be discussed and approved by the relevant meeting at the level of department/institute (degree program, center) and the level of college or the level of university, and get the approval from NCYU Vice President for Academic Affairs.

七、成績公布後，學生對成績如有異議，應於次學期開學前一週內向授課教師或開課單位提請成績複查；學生對成績複查結果如有異議，應於接到複查結果後二週內檢附相關資料向學生申訴評議委員會提出申訴。

7. After the grades are released, if a student has any objection to the grade, he/she shall apply to the course teacher or the department offering that course for a review of the grades one week before the start of the next semester. If the students still has any objection to the review result of their grade, they shall submit relevant documents to the Student Appeal Review Committee within two weeks after receiving the review result.
- 八、若經教學品質精進委員會評議通過，須修正學生成績時，逕交由教務處更正成績。
8. If a student's grade shall be corrected after the evaluation and approval of the Teaching Quality Improvement Committee, the grade can be corrected directly by the Office of Academic Affairs.
- 九、曾在教育部認可之境外大學院校修讀之科目學分，其學分轉換以授課時數及修課內容作為學分換算及科目抵免原則，學分換算之原則如下：
9. For course credits taken at overseas universities/colleges recognized by the MOE, the number of study hours and course content shall be used as the basis for credit transfer and course waiver and transference. The principles of credit transfer are as follows:
- (一)採歐洲學分互認系統 (European Credit Transfer and Accumulation System, ECTS, 英國大學除外) 瑞典學分或俄羅斯學分，國外學分以二分之一計算，取整數 (四捨五入)
- (1) If the European Credit Transfer and Accumulation System (ECTS, except for British universities) is adopted, Swedish credits, Russian credits and credits taken from foreign universities shall be counted as a half, rounded off to a whole number.
- (二)採英國學分累計及轉換制度 (Credit Accumulation Transfer Scheme, CATS/CATS 的學分以四分之一計算，取整數 (四捨五入))
- (2) If the British Credit Accumulation Transfer Scheme (CATS) is adopted, credits shall be counted as a quarter, rounded off to a whole number.
- (三)美國、加拿大、日本、新加坡、韓國及陸、港、澳地區之學分可等同換算。
- (3) Credits from the United States, Canada, Japan, Singapore, South Korea, Chinese Mainland, Hong Kong (China), and Macau (China) can be equally transferred.
- (四)其餘非上述國家，半年學期(Semester)制學校承認其學分(Credit)；季學期(Quarter)制學校之學分時數(Credit Hour)以授課 18 小時為 1 學分為原則轉換。
- (4) For the rest of the countries/regions other than those mentioned above, the credits from the universities/colleges of the Semester System can be recognized, and the credit hours of universities/colleges implementing the Quarter System shall be transferred based on the principle that 18 hours of study equals to 1 credit.
- 十、本要點經教務會議通過，陳校長核定後實施。
10. The Guidelines shall take effect after being approved by the Academic Affairs Meeting and reported to the NCYU President for approval.

中英文版本如有牴觸或不相符之處，應以中文版本為準。

The regulations in English are translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version prevails.