

通告

中華民國 113 年 05 月 10 日

受文者：進修部全體老師

主旨：檢送進修部 112 學年度暑修教學相關資訊及有關配合事項，請 查照。

說明：

一、教務相關表單：

1. 台端授課時間及教室查詢，系統路徑：校園入口網(<http://portal.mcut.edu.tw>) → 「應用系統」 → 「教職員資訊查詢系統」 → 「教務資料查詢」 → 「授課時間表」。

2. 週六上課時間如下：

第一節	第二節	第三節	第四節	第五節	第六節	第七節	第八節	第九節
08：30~	09：20~	10：15~	11：05~	13：30~	14：20~	15：15~	16：05~	17：00~
09：15	10：05	11：00	11：50	14：15	15：05	16：00	16：50	17：45

3. 教學進度表填報，系統路徑：校園入口網 → 「應用系統」 → 「教職員資訊查詢系統」 → 「教務資料查詢」 → 「教學進度表(New)」。**請於 5 月 20 日（週一）前上網填妥教學進度表。**

二、開設課程：

1. 通識課程，每週兩倍時數授課，上課時間：週一、週二第 9~12 節。

2. 專業必修課程重修班、專業選修課程，每週兩倍時數授課，上課時間：週五、週六第 1~8 節。

※**6 月 10 日（週一）**下午 15：00 學生加退選截止，教師鐘點費以實際授課時數核計。

三、授課期間：113 年 6 月 3 日（週一）~8 月 3 日（週六）。

四、考試：

1. 期中考請任課老師自行擇日舉行，非考試時段仍照常上課。

2. **期末考週：113 年 7 月 29 日~8 月 3 日**，請任課老師於最後一次上課舉行。

3. 未舉行考試而以報告方式評核學生成績之課程，仍須於考試期間正常上課。

五、成績登錄：請於 **8 月 08 日（週四）前上網完成成績登錄。**

※ 請任課老師於 6 月 11 日（週二）加退選截止後，上網查詢學生名單及下載成績登記表；若課表所規定之上課時間或地點有異動，請按規定至「教務系統」登錄，系統路徑：校園入口網 → 「應用系統」 → 「教務系統」。

進修推廣處教務組啟

Notice

Date: May 10, 2024

To: All Night Program Instructors of the Office of Continuing and Extension Education

Subject: Teaching-related information for Summer Session, 2024

I. Information Inquiry:

1. To inquire about teaching times and classroom locations, please navigate:

MCUT portal (<http://portal.mcut.edu.tw>) → Application → Faculty Information Inquiry System
→ Academic Affairs → Class Schedule.

2. Saturday class schedule is as follows:

First Class	Second Class	Third Class	Fourth Class	Fifth Class	Sixth Class	Seventh Class	Eighth Class	Ninth Class
08 : 30	09 : 20	10 : 15	11 : 05	13 : 30	14 : 20	15 : 15	16 : 05	17 : 00
~	~	~	~	~	~	~	~	~
09 : 15	10 : 05	11 : 00	11 : 50	14 : 15	15 : 05	16 : 00	16 : 50	17 : 45

3. To fill in your syllabus, please navigate: MCUT portal → Application → Faculty Information Inquiry System → Academic Affairs → Teaching Schedule (New).

II. Courses Offered:

1. General education courses will be taught twice the regular weekly hours on Mondays and Tuesdays, during periods 9 to 12.
2. Compulsory professional courses for repeaters and elective professional courses will also be taught twice the regular weekly hours on Fridays and Saturdays, during periods 1 to 8.

Note: The deadline for students to add or drop courses is at 15:00 on June 10th (Monday).

Faculty payment will be calculated based on the actual teaching hours.

III. Teaching Period: From June 3 (Monday) to August 3 (Saturday), 2024.

IV. Examinations:

1. Midterm exams should be scheduled by the instructors on a chosen date; classes will continue as usual during non-exam periods.
2. Final exam week: From July 29, 113th Year to August 3, 2024. Instructors are requested to conduct exams during the last class session.
3. For courses assessed through reports instead of exams, classes must still meet as scheduled during the exam period.

V. Grade Submission: Grades must be entered online by August 8 (Thursday).

Note: Instructors should check the student roster and download the grade registration form online after the add/drop deadline on June 11 (Tuesday). If there are any changes in the scheduled class

times or locations, please update the information as required in the "Academic Affairs System".
Navigation: MCUT portal → Application → Academic Affairs System .

Division of Academic Affairs

Office of Continuing and Extension Office