

靜宜大學教務處 通知

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受文者：本校全體專、兼任教師

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速別：普通件

密等及解密條件或保密期限：普通

附件：附件一-[靜宜大學「16+2」學期制自主學習活動規劃原則](#)、附件二-[課程綱要填寫及相關欄位設定注意事項](#)、附件三-[教師課程綱要撰寫\(新增與修改\)操作說明](#)

主旨：本校 114 學年度第 2 學期課程綱要上網撰寫暨授課語言設定相關事宜，敬請查照。

說明：

- 一、本校推行 16+2 週次教學，+2 週次請於 16 週內另擇時間完成(非原上課時段)。原第 17 及 18 週次教學活動視為+2 週次(學生自主學習活動)，以不入教室為原則，請教師規劃符合課程學習內容及目標之自主學習活動(參「靜宜大學「16+2」學期制自主學習活動規劃原則」如附件一)，並請將該+2 週次預計進行之日期、方式與考評等，記載於第 17 及 18 週課綱內，並請保存+2 週次教學記錄(簽到、錄影、照片、視訊截圖、作品繳交紀錄或其他可資證明之文件等)。
- 二、114 學年度第 2 學期各科課程綱要撰寫及上傳作業，即日起開放至 115 年 1 月 13 日(二)截止，以利本校學生及轉學生選課，敬請教師撥冗填寫(系統全天開放撰寫)。
- 三、配合國際化政策招生，課程綱要需同時撰寫中文、英文兩種版本，敬請教師配合填寫。中、英文課綱未於規定時間內完成者，系統會記錄逾期，敬請教師配合。
- 四、為配合外部調查所需，新增 SDGS 指標調查(必填)，敬請教師配合填寫。
- 五、為配合本校政策推動，新增課程認證調查(必填)，敬請教師配合填寫。(如有疑問請洽教發中心，分機 11137 熊小姐)
- 六、本校 114 學年度第 2 學期選課預(初)選兩階段作業，即將於 12 月 9 日起開始辦理，依師生座談會學生反應選課期間學生有上網查閱各科課程綱要之需，敬請教師配合填寫各欄資料並力求完整，俾利學生參考。課程綱要填寫及相關欄位設定請參閱附件注意事項。
- 七、依據本校開課辦法，大學部各班課程於前一學期兩階段初選後，選課人數未達開課標準之六成時，逕行刪除該課程，特此通知。
- 八、教師如有特殊規定者，請明載於課程綱要中，以利學生遵循。
- 九、課程綱要請於系統截止日前完成上傳，老師可自行至 e-portfolio→教學→課程綱要，檢查課綱上傳情形，逾期將記錄於教師個人 e-portfolio，懇請把握上傳時程。
- 十、課綱平台乃對外公開資訊，敬請資訊填寫正確。
- 十一、如有操作疑問，請洽綜合業務組 26328001-11116 陳小姐。

正本：本校全體專、兼任教師

副本：教務處、綜合業務組、各學系秘書

教務長 鄭志文

Providence University Office of Academic Affairs Announcement

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To: All Faculty Members (Fulltime and Part-time)

Date: December 3, 2025

Ref. No.: Jing-Jiao-Jung No. 11400080

Priority: Regular

Classification: Regular

Attachments: 1.[Principles for Planning the "16+2" Semester Self-Directed Learning Activities at Providence University](#); 2.[Notes for filling out the course outlines and setting related fields](#); 3.[Operation Instructions for Course Syllabus System](#)

Subject: The Course Outlines and Instruction Language Setting Online for 2025-26AY 2nd Semester Descriptions:

- Providence University has adopted the "16+2" semester system, where the "+2" weeks of activities must be completed within the 16-week period outside the regular class schedule. The original 17th and 18th weeks of teaching activities are designated as the "+2" weeks for student self-directed learning activities, and classroom-based instruction during these weeks should be avoided. Faculty are requested to design self-directed learning activities that align with the course content and objectives, in accordance with the "Principles for Planning the "16+2" Semester Self-Directed Learning Activities at Providence University" (see attachment 1). Please include the planned dates, methods, and evaluation criteria for the "+2" weeks in the syllabus for the 17th and 18th weeks. Additionally, faculty are required to retain teaching records for the "+2" weeks, such as attendance logs, recordings, photographs, screenshots of virtual sessions, records of submitted work, or other verifiable documentation.**
- Effective today, the system for course outlines upload of the 2025-2 will be open till Tuesday, January 13, 2026** to facilitate the course registration by students. All faculties are requested to abide by the date and upload operation. (The system will be open 24-hour a day during the upload period.)
- In line with the policy of internationalization, it is required to **publish both Chinese and English versions** of course outlines for international recruitment. Faculties are requested to kindly provide the necessary information. Please note: Failed to complete the upload the Chinese and English versions by schedule will result in the overdue record by the system.
- To meet the needs of external surveys, a new **SDGs indicator survey (required)** is added. Faculties are requested to kindly provide the information needed.
- To support the school's policy, a new **Course certification survey (required)** is added.. Teachers are kindly requested to complete the survey. (For any inquiries, please contact the Teaching Development Center at extension 11137 and ask for Ms. Hsiung.)
- The preliminary course registration for 2025-2 will begin on December 9. According to the feedback of students at the teacher-student forum, students need to check the course outlines of each subject online during the course registration period. Teachers are requested to cooperate and fill in the information in each column and provide complete information for students' reference. Please refer to the attached notice for the course outline and related field settings.
- IMPORTANT! In accordance with the [Regulations on Course Offering](#), after the two-stage preliminary course registration at the end of the previous semester, if the number of students registered for a course does not reach 60% of the course offering standard, the course will be canceled.
- For any special class rules, the faculties are required to state them clearly in their course outlines so that students can abide by the rules.
- Please upload the course syllabus before deadline. Teachers could check the status of the course syllabus by going to e-portfolio → teaching → course syllabus. Any overdue will be recorded in the teacher's personal e-portfolio. Please make sure to upload the outline on time.
- The course outlines platform is public information. Please fill in the information correctly.**
- For any question in system operation, please contact the case officer Ms. Chen at the Div. of R&C at 26328001 ext. 11116.

Original: All Faculty Members (Fulltime and Part-time)

Copies: Office of Study, Div. of R&C, Secretaries of all departments

Dean of Academic Affairs

