

通告

中華民國 112 年 12 月 25 日

受文者：進修部全體老師

主旨：檢送進修部 112 學年度第二學期教學相關資訊及有關配合事項，請 查照。

說明：

一、資訊查詢：

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~ 09：15	09：20~ 10：05	10：15~ 11：00	11：05~ 11：50	13：30~ 14：15	14：20~ 15：05	15：15~ 16：00	16：05~ 16：50	17：00~ 17：45
3. 新聘教師請先至人事室完成報到（王雯風小姐 / 分機 2030/Email：hrcmit@mail.mcut.edu.tw）後，再至校園入口網完成新進同仁帳號申請。
4. 兼任教師若有汽、機車停車需求，請逕向總務處洽辦。
5. 行事曆查詢：本校首頁 → 「行政服務」 → 「進修推廣處」 → 「服務簡介」 → 「行事曆」。

二、配合事項：

1. 請依教學規範、操作規範等內容編訂教學進度表，教學進度表(New)請於 **113 年 1 月 14 日（日）前上網完成填報**，點選「儲存」後再點選「傳送核簽」按鈕，系統將自動傳送予教學研究會召集人核簽；合授及分授課程，統一由主授教師負責上網填寫。
2. 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)」。
3. 輔導學生選購課本與參考書，並要求課堂上備齊；上課時要求學生隨堂作筆記並嚴守秩序，對缺曠與遲到早退之情形，請於「教師點名系統」中詳實記載，系統路徑：校園入口網 → 教職員資訊查詢系統 → 教師點名系統 → 教師點名(新版)。
4. 請控制教學進度，適宜補充教材內容，提高教學品質。
5. 每一科目請於學期結束前宣導學生上網實施該科目之「教學反應評量」，教師並可上網查詢評量結果，藉以改善教學。
6. 請依據行事曆按時上網登錄期中成績、學期成績。非實習（驗）課程，若不舉行期中、期末考，須開學前於各系科、院（通識中心）決議通過，陳教務長及校長核准後，影印會議紀錄乙份，送本組存查。
7. 專、兼任教師皆有監考之責任。排定監考時，請嚴格執行監試工作，以杜絕考試舞弊行為；若因故不克親自監考，亦請在事前自覓代理人（校內之專兼任老師），並通知業務承辦人。
8. 調課作業於加退選截止日後 3 天內啟用，教師或助理可線上申請，調課作業請於調課

日三天前完成申請程序，以利通知學生。系統路徑：校園入口網→「應用系統」 →
「教務系統」 →開排課&調補課→調補課管理→調補課申請。

進修推廣處教務組啟

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Notice

Date: Dec 25, 2023

To: All Night Program Instructors

Subject: Teaching-related information for Spring Semester, 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. New teachers are required to first report to the Personnel Office (Ms. Wen-Feng Wang, Extension 2030, Email: vivien@mail.mcut.edu.tw) and then proceed to the MCUT portal to complete the application for a new account.
4. To apply for car/motorcycle campus parking and pass, please contact the General Affairs Office directly.

II. Teaching-Related Affairs:

1. Please prepare your syllabi according to the teaching norms and operational standards. Syllabi should be completed online before **Sunday, Jan. 14, 2024**. After clicking Save, click the Send for Approval button. The system will automatically send it to the convener of the Teaching Research Committee for approval. For co-taught and divided courses, the main instructor is responsible for filling it online.
2. To fill in your syllabus, please navigate: MCUT portal → Application → Faculty Information Inquiry System → Academic Affairs → Teaching Schedule (New).
3. Please guide students in selecting textbooks and reference books and ensure they are fully prepared for class; require students to take notes and maintain order during class. For absences, tardiness, or early departures, please accurately record them in the Roll Call System. Navigation: MCUT portal → Faculty Information Inquiry System → Roll Call System → Course Roll Call (New).

4. Control the teaching pace, appropriately supplement teaching materials, and improve teaching quality.
5. Each subject should encourage students to conduct the Teaching Feedback Evaluation online before the end of the semester. Teachers can also check the evaluation results online to improve their teaching.
6. Register midterm and semester grades online on time according to the calendar. For non-practical (experimental) courses, if mid-term or final exams are not held, a decision must be passed by each department or college (General Education Center) before the semester starts, approved by the Provost and the President, and a copy of the meeting record should be submitted for filing.
7. Both full-time and part-time teachers are responsible for proctoring exams. When scheduling proctoring, strictly perform the duty to prevent cheating during exams. If unable to proctor personally, please find a substitute (full-time or part-time faculty member within the school) in advance and notify the business handler.
8. Course adjustment operations will be available within 3 days after the add/drop deadline. Teachers or assistants can apply online. Please complete the application process three days before the adjustment day to notify students. Navigation: MCUT portal → Application → Academic Affairs System → Course Offered and Exchange → Class Adjustment Management → Course Exchange Application.

Division of Academic Affairs

Office of Continuing and Extension Office