**高雄醫學大學學生學期成績複查及更改成績要點**

**Kaohsiung Medical University**

**Directives for Reviewing and Changing Student Semester Grades**

108.06.12 107學年度第3次臨時教務會議通過

June 12, 2019 passed by the 3rd interim Academic

Affairs Meeting of the Academic Year 2018

108.07.03 高醫教字第1081102292號函公布

July 3, 2019 Promulgated via the KMU official letter Chiao Tzu No. 1081102292

|  |  |
| --- | --- |
| 一、Article 1 | 為確保教師維護學生成績評分正確性，訂定本要點。Kaohsiung Medical University (KMU or “the University”) formulates the KMU Directives for Reviewing and Changing Student Semester Grades (“the Directives”) to ensure that teachers maintain the accuracy of student grade evaluations. |
| 二、Article 2 | 學生經自我評定認為有複查考卷或核對計分必要時，得於教務處成績公布後10個工作日內，填妥「學生學期複查成績申請表」，書面敘明理由並檢附學期成績單及相關佐證資料（若學生試卷、作業、報告等成績評分之原始資料任課教師已發給學生，學生申請複查時需一併提出）向課程主負責教師申請複查。If students, upon self-assessment, believe that a review of their exam papers or verification of their semester grades is necessary, they may, within 10 working days after the publication of grades by the Office of Academic Affairs, complete the Student Semester Grade Review Application Form. Students shall specify the reasons for their request on the form and submit it, along with their academic transcript and relevant supporting information (including original graded exam papers, assignments, reports, and other assessments if they have been given back to the students by their instructors), to the primary instructor of the course for a review. |
| 三、Article 3 | 複查成績限以核對試卷計分及是非、選擇、填空等測驗題為原則，經核對各題計分之總和與卷面總分相符時，即為複查無誤；如成績有錯誤或遺漏者，授課教師應依本校學則第30條規定提出成績更正。Grade review is limited to verifying the grading of exam papers, including true/false, multiple-choice, and fill-in-the-blank questions. If the sum calculated from the questions matches the total grades recorded on the exam paper, the grading is considered accurate. If there are errors or omissions in the grades, the instructors shall request a grade correction in accordance with Article 30 of the KMU Academic Regulations. |
| 四、Article 4 | 學生向課程主負責教師申請複查後，如仍有異議者，得於複查後5個工作日內，向開課單位提出第二次複查，逾期不予受理。If students disagree with the initial review by the primary instructor, they may request a second review from the unit offering the course within 5 working days of the initial review. Requests made after this deadline will not be accepted. |
| 五、Article 5 | 開課單位收件後，由其單位主管召集相關教師3至5人組成「成績複查小組」，並於10個工作日內將處理結果回覆申請人及課程主負責教師，處理結果需說明該科各項成績之評分、學期成績計算方式及處理過程；複查結果若需更正成績，則依本校學則第30條規定辦理。Upon accepting a request, the head of the unit offering the course shall convene a Grade Review Group consisting of 3 to 5 teachers to conduct the review. The results shall be communicated to both the applicant and the primary instructor within 10 working days. The results shall detail the grading of various components of the course, the calculation method for semester grades, and the process followed in handling the request. If the review confirms that a grade correction is necessary, it shall be handled in accordance with Article 30 of the KMU Academic Regulations. |
| 六、Article 6 | 學生對開課單位之複查結果如有異議，得依本校學生申訴辦法之規定提出申訴。If students disagree with the review results provided by the unit offering the course, they may file a complaint in accordance with the KMU Student Complaint Regulations. |
| 七、Article 7 | 申請複查學生不得要求查看其他學生之試卷、作業、報告等之評分。Students applying for a review shall not request access to the grades on exam papers, assignments, reports, or other assessments of other students. |
| 八、Article 8 | 處理學生複查案件過程，對於各項評分及學期成績計算方式，除與該科目之課程大綱內成績評定方式不相同外，應尊重任課教師之決定。During the processing of a student grade review request, the instructor’s decisions regarding grading and semester grade calculation methods shall be respected, except when they differ from the methods specified in the course syllabus. |
| 九、Article 9 | 本要點經教務會議審議通過後，自公布日起實施，修正時亦同。The Directives shall be passed by the Academic Affairs Meeting and then implemented on the date of promulgation and shall apply to subsequent amendments. |