# 國立中山大學
# 網路教學平台使用須知

壹、 帳號取得

　　教職員生自動取得帳號，但不在本校學籍系統內之學生和人事差勤系統內之職員需申請取得帳號。

貳、 課程開設

　　一、 當學期教務處課務系統內之課程，學期初自動開設網大課程。

　　二、 學分班課程及校內其他非課務相關單位或計畫，須提出申請。

參、 資料保存

　　本校網路教學平台上之教材、學生上課紀錄及作業報告等資料，於課程結束後保存 5 年。

肆、 本校網路教學平台為輔助教學之用，學生選課及成績評量等相關事宜，悉依教師規定與本校學則及相關辦法辦理。

伍、 本使用須知經圖書與資訊處組長會議通過後實施，修正時亦同。

# National Sun Yat-Sen University
# Cyber University Regulation

1. Account Obtaining

   School faculty and student obtain the account automatically. Students who are not recognized as formal students and the staff who are not in the personnel system need to apply for an account.

2. Courses Offering
   (1) The Cyber University courses which are within the current Academic Affairs Curriculum System will be offered automatically at the beginning of the semester.
   (2) Curriculums for credit classes and plans for other non-curriculum departments in campus need to be applied.

3. Data Preserving

   The data such as teaching materials, students attendance records and reports are kept for five years after the end of the course.

4. The online teaching platform is used as auxiliary teaching. The related issues like course selection and grade evaluation are processed according to the provisions of school and teachers.

5. This regulation should be conducted or corrected by the director meeting of Library and Information Service Office.