

# Yuan Ze University Application and Implementation Regulations for Distance Learning Courses

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Article 1 The Regulations were developed in accordance with the “Implementation Regulations Regarding Distance Learning by Universities” promulgated by the Ministry of Education.

Article 2 The distance learning referred to in these Regulations shall mean the interaction between teachers and students by means of telecommunication networks, computer networks, video channels and other media.

The distance learning courses referred to in these Regulations shall mean subjects in which above 1/2 of the teaching hours for each subject are carried out by means of distance learning.

Distance learning methods include:

1. Synchronous distance learning: Refer to above 1/2 of the total teaching hours of the subject is conducted by distance learning, and mainly adopts the network video system to conduct synchronous distance learning.
2. Blending learning: Refer to above 1/2 of the total teaching hours of the subject is conducted by distance learning, and mainly adopts the network video system to conduct lessons. Some hours are conducted in synchronous distance learning mode; Some hours are conducted in asynchronous distance learning mode.

The teaching hours of the distance learning course referred to in the preceding paragraph shall include the hours of course teaching, interactive discussions between teachers and students, tests and other learning activities, and the hours of video course and online interactive discussions between teachers and students should be at least 1/2 of the total teaching hours.

Article 3 The application for course offer must comply with the following requirement:

1. Course offer needs to conform to the review for curriculum design procedures and campus general course related relations. The instructor shall complete the “Diverse Instruction Course Offer Application Form” and enclose “Instruction Plan.” For course not offered for the first time, enclose the latest assessment result of the course and apply to the Office of Academic Affairs, which course shall only begin instruction with the adoption by the University Curriculum Committee and Academic Affairs Council review.
2. The applicant will need to provide complete teaching materials and website.

Article 4 The content of “instruction plan” should include the following:

1. Course offered (including instruction subject, content and credits).
2. Course period and instruction hours for teaching materials (describing the course start/finish date, playing/reading hours for the content of teaching materials, expected number of students taking the course).
3. The course description should include the following items
  - (1) Instructional objectives
  - (2) Suitable students for taking the course
  - (3) Course outline
  - (4) Instruction method
  - (5) Faculty-student interaction and discussion method  
(including instructor hours, E-email, corresponding windows).
  - (6) Assignment submission (such as providing online instruction on assignment content, online assignment instant completion, assignment file upload and download, online test, performance query, or other approach).
  - (7) Performance evaluation  
(including test method, percentage of tests to total scoring).
  - (8) Precautions for class
  - (9) Website for course announcement or course website.

Article 5 “Instruction Platform” should feature the following functions before offering the

course:

1. Platform function and instruction
  - (1) Provide bulletin, online teaching materials, online discussion forums, and synchronized instruction classroom.
  - (2) Provide online instruction, evaluation, interaction, and online operation as well as other instruction.
2. Platform management and analytical function
  - (1) Provide announcement, submission, grading, feedback, and automatic collection mechanism for assignment.
  - (2) Provide online learning schedule, sessions, online discussion, online tests, and assignment grades as well as other records and statistics of learning course.
  - (3) Provide satisfaction statistic on the teaching materials, test and instructional activities.
  - (4) Provide functions such as observation of excellent works and peer evaluation.

Article 6 Instructor may apply for assistance in instruction depending on the requirement of distance learning course.

Article 7 Distance learning materials shall conform to intellectual property right and relevant law without infringement of other people's rights to copyright related matters.

Article 8 Yuan Ze University has developed the "Yuan Ze University distance learning Implementation Effect and Instructor Self-Evaluation Assessment Form" (hereinafter referred to as Self-Evaluation Assessment Form" according to "Ministry of Education College and University Integrated Guide and Visit Form" (hereinafter referred to as Self-Evaluation Assessment Form). After the implementation of distance learning course, the instructor shall complete self-evaluation at the end of the semester and submit the "Self-Evaluation Assessment Form" (including supporting documents) to the department offering the course. The curriculum committee of the department offering the course shall complete the assessment in the following semester according to the "Self-Evaluation Assessment Form" and shall be reviewed by the curriculum committees at all levels.

The distance learning course of Yuan Ze University must propose improvement plan for the assessment results on the "Self-Evaluation Assessment Form"

marked as “to be improved” and submit to the curriculum committees at all levels for review. The distance learning course will only be offered after the adoption.

For courses not offered for the first time, the assessment committee members shall take account of the previous assessment result and improvement plan as the reference for determining if the distance learning course should be re-offered.

Article 9 The supporting documents referred in previous article should include the teaching content outline, teaching materials, faculty-student interaction records, evaluation records, student in-class record, assignment report, list of faculty and students in class, teaching course activities, learning outcome records and other items for the distance learning course. Video should be recorded in distance learning course for students to review and make up lesson. The supporting documents shall be retained for at least five years as the reviewing document for the Ministry of Education in the assessment of remote instruction implementation effect and taking visitation.

Article 10 Students who have passed the distance learning courses and meet the requirements of the Enforcement Rules of the University Act and Enforcement Rules of the Junior College Act on credit calculation, the school shall recognize the credits and include them in the total graduation score.

The course credits of distance learning courses calculated as the total graduation credits shall not exceed 1/2 of the total graduation credits. If the course credits have exceeded 1/3 of the total graduation credits but not more than 1/2, the course offering unit shall fill in the “Checklist of relevant regulations on the opening and quality assurance of distance learning course”, submit the relevant information of the next academic year (including the first and second semester) in the required reporting period of each academic year. It can only be opened after being submitted to the Ministry of education for examination and approval. For digital learning in-service master’s program or bachelor’s, master’s and doctoral courses for overseas students in overseas regions shall be handled in accordance with the relevant regulations on evaluation after being submitted to the Ministry of education for project approval.

Article 11 Matters not mentioned in the Regulation herein shall comply with relevant law and regulation.

Article 12 The Regulation shall be adopted at the Academic Affairs Council before announcement and implementation. The same procedures shall apply to revision.