

National Chung Hsing University Implementation Regulations Governing Distance Learning

Enacted in the 51st Academic Affairs Meeting on Mar. 30th, 2006
Amended (Articles 1 & 3) in the 52nd Academic Affairs Meeting on Oct. 27th, 2006
Amended (Article 15) in the 55th Academic Affairs Meeting on Mar. 28th, 2008
Amended (Article 15) in the 62nd Academic Affairs Meeting on Oct. 25th, 2011
Amended (Articles 1-6,11,14-16) in the 72nd Academic Affairs Meeting on Oct. 25th, 2016

- Article 1 In response to society trend and for the purpose of promoting academic exchanges and sharing of resources, the University established the Regulations in accordance with the Ministry of Education “Procedural Rules Governing Distance Learning at the Junior College and Higher Levels”.
- Article 2 The distance learning courses referred in the Regulations are the courses in which are delivered through the Internet, computer, audio video and other interactive medias.
This method is called distance learning, in which more than half of the teaching hours are conducted through e-learning
Teaching hours include lectures, teacher-student interactive discussions, examination and other learning activity hours.
Distance learning methods include synchronous learning (real time multi-casting), asynchronous distance learning, and a combination of both, and the instructor shall be equipped with a learning management system that supports instruction and the recording of the students’ learning status, in concordance with the University’s teaching standards.
- Article 3 The University has established Distance Learning Committee to promote integration of distance learning system, teaching plan review, support and evaluation and other affairs.
The Dean of Academic Affairs shall act as the coordinator and chairperson for the Committee, and the chief of Computer Science and one instructor from each faculty shall fulfill the roles of the remaining members for the term of two years.
- Article 4 First time distance learning instructor shall submit teaching plans to be reviewed by curriculum committee at department, faculty level and then by the Distance Learning Committee, and the Academic Affairs Committee. Once approved by the Academic Affairs Committee, the course can be offered and made public online.
The teaching plan shall specify teaching goals, target audience, course syllabus, teaching methods, mechanisms for teacher-student interaction and discussion, mechanisms for submitting assignments, grading methods and other important matters related to the course.
- Article 5 When conducting distance courses, instructor shall abide by the teaching hours regulated by the University’s accreditation policies, and the production and use of teaching materials shall abide by relevant Intellectual Property regulations. The

course materials, records of teacher-student interaction, student evaluation, grading, student attendance and assignment shall be preserved in the learning management system at the end of the semester for at least five years for future reference.

Article 6 In the duration of synchronous instruction, if the class is disrupted due to system malfunction or any other factors, instructor shall provide digital files for replay or implement additional make-up class.

Article 7 Distance learning course instructor may conduct midterm or end of term in-class examinations, random quizzes or assign reports as ways of student grading.

Article 8 Each instructor may at most start one distance learning class per semester as principle.

Article 9 For a student to obtain a degree, the number of credits earned through distance courses (include transferred credits) must not exceed one half of the total number of credits required for graduation.

Article 10 Faculty or program that offer distance courses that exceed one half of the total number of courses it offers shall be submitted to the Ministry of Education for review in accordance to relevant regulations.

Article 11 The University's on-the-job digital master's program shall be submitted for review and approval by the Ministry of Education as in accordance with relevant regulations regarding on-the-job digital learning masters programs, and may only be offered after attaining approval. The graduation credit evaluation is not limited by Article 9.

The above mentioned programs operation shall abide by the regulations established by the Ministry of Education and it shall be made clear on the diploma that the instruction is mainly conducted through distance teaching and learning.

Article 12 The University shall offer appropriate course material production support to instructors conducting distance learning courses.

Article 13 Relevant matter regarding student course selection and grading shall abide by the University's relevant policies and regulations.

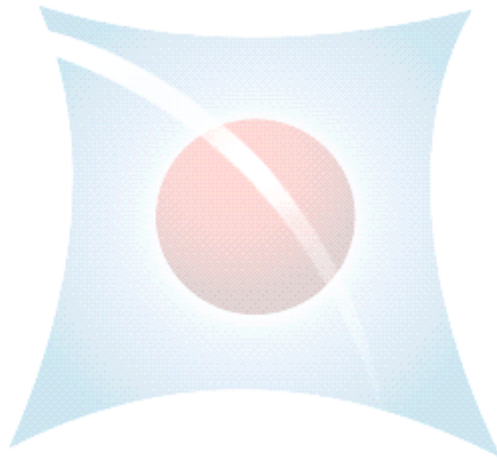
Article 14 The department, faculty, program, or center that conducts distance learning courses shall regularly review and evaluate the effectiveness of the distance courses offered and produce an evaluation report for the review of Distance Learning Committee.

The above mentioned evaluation report shall be kept for at least five years for future reference.

Article 15 Distance courses approved by the University's Distance Learning Committee may receive reimbursement for course materials; the amount of the reimbursement is

subject to the resolution of Distance Learning Committee meeting and its annual budget.

Article 16 The Regulations become effective upon approval by the Administrative Meeting. The same shall be applicable to any amendment hereof.



國立中興大學

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