

National Chengchi University E-Learning Regulations

Passed on November 26, 2001 by the Academic Affairs Meeting in its 1st Meeting of the 1st Semester of the 2001 Academic Year

Amendment approved on October 27, 2003 by the Academic Affairs Meeting in its 1st Meeting of the 1st Semester of the 2003 Academic Year

Amendment approved on December 27, 2004 by the Academic Affairs Meeting in its 2nd Meeting of the 1st Semester of the 2004 Academic Year

Amendment approved on June 6, 2005 by the Academic Affairs Meeting in its 2nd Meeting of the 2nd Semester of the 2004 Academic Year

Amendment approved on March 27, 2006 by the Academic Affairs Meeting in its 1st Meeting of the 2nd Semester of the 2005 Academic Year

Amendment approved on December 25, 2006 by the Academic Affairs Meeting in its 2nd Meeting of the 1st Semester of the 2006 Academic Year

Amendment approved on June 2, 2008 by the Academic Affairs Meeting in its 2nd Meeting of the 2nd Semester of the 2007 Academic Year

- Article 1 To encourage an e-learning environment and provide diversified learning channels, National Chengchi University ("NCCU") has established the National Chengchi University E-Learning Guidelines (the "Guidelines") in pursuance of the Implementation Regulations Regarding Distance Learning by Universities promulgated by the Ministry of Education.
- Article 2 E-learning herein refers to learning activities conducted by teachers and students with digital technology as the medium.
E-learning courses can be divided into distance learning courses and online learning courses according to the percentage of e-learning in the courses.
- Article 3 Distance learning herein refers to interactive lessons conducted by teachers and students through media such as a communication network, a computer network and video channels.
Distance courses herein refer to courses with one half or more of the course hours conducted by distance learning.
Distance courses can be divided into synchronous videoconferencing courses and online courses.
- Article 4 Online courses herein refer to courses that are supplemented with E-learning activities in addition to regular classroom learning activities.
- Article 5 NCCU has established an E-Learning Promotion Committee, the members of which are hired by the President and include the Dean of Academic Affairs, the Director of the Computer Center, the Director of the Center for Teaching and Learning Development, and lecturers in relevant fields with two-year terms, and may serve multiple terms. The Dean of Academic Affairs shall also be appointed by the President as the convener. The E-Learning Promotion Committee is responsible for planning, reviewing, providing subsidies for and performing assessments of distance learning.

- Article 6 When NCCU offers distance courses, the lecturers shall prepare teaching plans in accordance with the course planning guidelines specified by the Ministry of Education. The teaching plans will be reviewed by the E-Learning Promotion Committee and approved by the Course Committee of the Center for General Education or the Course Committee and the Academic Affairs Meeting before they can be implemented and filed with the Ministry of Education.
- Article 7 Distance courses (courses broadcasted by other universities to be treated as NCCU courses) may not be offered without ten or more NCCU students enrolled. Course selection follows the same rules as those for regular courses, and is subject to the NCCU course selection guidelines.
- Article 8 Online courses must be taught via the learning activity management system, which should be equipped with functions such as teaching tools, lesson delivery, and teaching material preparation.
- Article 9 Lecturers of distance courses may organize midterm and final examinations as needed. The examinations can take place in classrooms or replaced by reports or other course work as the grading tool. Tests may be held on an ad hoc basis.
- Article 10 The contents of the online course webpages, which contain course outlines, materials, communication logs, assessment records, learning history and course works, shall be submitted to the E-Learning Promotion Committee for review at the end of each semester and be stored for a minimum of three years for future inquiry, teacher evaluation or interview material.
- Article 11 Lecturers who offer distance courses may appoint assistants to help with the lessons as needed. For synchronous videoconferencing courses, one credit counts as 1.5 hours.
The subsidy program for e-learning courses will be devised separately by the E-Learning Promotion Committee.
- Article 12 Students who successfully complete distance learning courses may be granted the corresponding credits, which may be counted toward the number of credits required for graduation. However, to receive a degree, students may not apply distance learning credits to satisfy more than one half of the total number of credits required for graduation.
- Article 13 To offer digital on-the-job courses, NCCU shall comply with the review process and applicable regulations specified by the Ministry of Education and be approved by the Ministry of Education before proceeding.
The digital on-the-job courses referred to in the preceding paragraph mean on-the-job courses in subjects and fields announced by the Ministry of Education and conducted through distance learning for one half or more of the course hours.

To receive a degree through digital on-the-job courses, students will be exempted from the maximum limit for distance learning credits under the preceding article. The diploma shall be noted that the lessons were delivered through distance learning.

Article 14 Student satisfaction surveys for e-learning courses will be conducted by the Office of Academic Affairs before the end of each semester. The teaching performance in e-learning courses will be assessed by the E-Learning Promotion Committee at the end of each course. Those who receive excellent assessment results may be rewarded. The rules for rewards will be devised separately by the E-Learning Promotion Committee.

Article 15 To offer distance learning courses in collaboration with foreign schools, NCCU shall choose only foreign schools on the list established by the Ministry of Education.

Article 16 Matters not specified in the Guidelines shall be subject to the Implementation Regulations Regarding Distance Learning by Universities promulgated by the Ministry of Education and the NCCU regulations.

Article 17 These Guidelines shall take effect after they are approved at the Academic Affairs Meeting and announced by the President. The same procedure shall be followed upon their revision.