

National Chengchi University E-Learning, Reward and Subsidy Regulations

Passed on January 17, 2002 during the 1st meeting of the NCCU Distance Learning Committee

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Amendment approved on June 13, 2011 by the Academic Affairs Meeting in its 2nd Meeting of the 2nd Semester of the 2010 Academic Year

Article 1 The Guidelines are devised in accordance with Article 11 and Article 14 of the National Chengchi University E-Learning Guidelines.

Article 2 The offering of e-learning courses shall proceed according to the procedure below:

I. The offering of e-learning courses shall proceed according to the procedure below:

A. Lecturers shall submit course plans and outlines in the formats specified by the Ministry of Education and specify the means (synchronous videoconferencing or online courses) by which the courses will be offered. The aforesaid courses must be submitted for approval to the respective departments, institutes and colleges in the appropriate order. The information should be submitted to the Instruction Resources Section of the Office of Academic Affairs according to the course offering procedure and schedule announced by the NCCU Office of Academic Affairs and be reviewed by the E-Learning Promotion Committee. The review rules will be devised separately.

B. Distance courses, when approved, must be submitted to the Course Committee of the Center for General Education or the Course Committee and the Academic Affairs Meeting for approval before proceeding, and shall be filed with the Ministry of Education.

II. Online courses: to proceed by following the course offering rules for regular courses. In addition to regular classroom lessons, lecturers may apply for use of the e-learning platform if needed for online learning.

Article 3 Reward and subsidy rules:

I. Extra hourly rate:

Synchronous videoconferencing courses will be offered at 1.5 hours for one credit. For subjects with previously approved extra hours, the number of hours for distance courses will be calculated as follows: The original number of hours should be multiplied by 1.5 and added to the original number of hours.

II. Teaching assistant allowance:

A. One teaching assistant may be requested for each distance course. An additional 0.5 teaching assistant may be approved for classes with more than 70 students, and an additional one teaching assistant for classes with more than 120 students. A course may have up to two teaching assistants. Teaching assistants will be hired by lecturers from among NCCU students. The allowance is subject to a maximum of NT\$4,000 per person per month for up to six months per semester.

B. Teaching assistants may not receive teaching assistant allowance under distance

courses and teaching assistant allowance under other NCCU courses at the same time.

III. Reward for excellent digital courses:

A. To encourage NCCU lecturers to join the effort to provide e-learning, the E-Learning Promotion Committee may conduct voting for excellent digital courses provided the semester budget is not exceeded. Lecturers of excellent courses may be rewarded with funding from five proprietary budget sources and tuition fees. The maximum rewards will be determined according to the current budget.

B. The amount, selection and selection criteria for excellent e-learning courses will be devised separately by the E-Learning Promotion Committee.

Article 4 Matters not specified in the Guidelines shall be subject to the National Chengchi University E-Learning Guidelines and applicable rules and meeting resolutions.

Article 5 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.