

銘傳大學遠距教學實施辦法

90.10.20 教務會議通過

91.10.24 教務會議修正通過

94.10.27 教務會議修正通過

104.12.03 教務會議修正通過

- 第一條 為鼓勵教師製作網路教材，開設網路課程，以推動網路教學，依教育部頒「專科以上學校遠距教學作業規範」，特訂定本辦法。
- 第二條 本辦法所稱遠距教學包括同步遠距教學及非同步遠距教學。同步遠距教學課程所稱係指藉由網路通訊、電腦科技及視聽媒體設備進行即時與雙向互動的教學。
- 第三條 非同步遠距教學課程所稱係指傳統授課與網路授課之混合式教學，網路授課之時數應達該課程總時數二分之一以上。
- 第四條 網路教學課程由各院、系提出，經教務會議通過後為之。
- 第五條 網路教學課程之開設及學分之認定，悉依本校一般課程開課程序辦理，向教務處提出申請。除應符合每學分至少授課十八小時原則外，並應紀錄師生上課互動、繳交作業、學習評量及勤怠情形。每學期之期中、期末考試與本校考試時間相同。於學期結束後，應將成績於規定時間內送教務處登錄。
- 第六條 教師開設網路教學課程應提出教學計畫內容需含下列項目：
- 一、開授課程（開課內容及學分數）。
 - 二、授課時數（教材內容播放/閱覽時數）。
 - 三、課程說明—教學目標、適合修讀對象、課程大綱、上課方式、師生互動討論、作業繳交、成績評量方式、上課注意事項（網路教學以教材上網，同學自行學習方式進行，但面授次數由於課程教師要求不一，詳細授課方式應於課程大綱說明）。
 - 四、若有期中、期末考試，併入本校考程。
- 第七條 網路教材之內容及引用，應符合相關法令規定。
- 第八條 遠距教學課程鐘點依教師授課鐘點辦法再加計一小時之教學鐘點核算為原則。非同步遠距教學課程授課時數不列入教師鐘點時數中，其課程開課費用以專案簽報方式核發。
- 第九條 學生學位之取得，其修習遠距教學學分數不得超過其畢業總學分數二分之一。
- 第十條 網路教學課程由本校提供網路教學平台，協助錄影製作課程網頁內容，並負責視訊、網路、通信系統等相關設備之操作、維護及修改。
- 第十一條 其他未盡事宜除依本校學則辦理外，並依相關法令規章處理。
- 第十二條 本辦法經教務會議通過後，陳報校長核定後公布施行。

Ming Chuan University Procedures for Offering Distance Education Courses

Passed at the Academic Affairs Committee Meeting on October 20, 2001
Passed at the Academic Affairs Committee Meeting on October 24, 2002
Passed at the Academic Affairs Committee Meeting on October 27, 2005
Passed as the Academic Affairs Committee Meeting on December 3, 2015

- Article 1 These procedures were established in accordance with the Ministry of Education's policy to encourage faculty members to produce web-based learning materials, open distance education courses, and to promote web-based learning.
- Article 2 Distance education courses are comprised of synchronous distance learning and asynchronous distance learning. Synchronous distance learning refers to immediate, two-way interactive teaching and learning through a communication network, computer technology, and visual and audio media equipment.
- Article 3 Asynchronous distance learning refers to a combination of traditional class meetings and an online delivery program. Hours of online delivery should account for at least one half of the total course hours.
- Article 4 Distance education courses will be proposed at the academic unit level, and must be approved at the Academic Affairs Committee Meeting before becoming official course offerings.
- Article 5 Web-based course offerings and credit assignment will be based on the application made by the academic units and reported to the Academic Affairs Division. In addition to a record supporting the basic requirement of 18 hours of instruction time to earn one credit, additional records must be kept for instructor-student interaction, student homework, learning outcomes, and student participation. The midterm and final examinations should be administered at the same time as those for the rest of the university. After the completion of the semester, student grades must be turned into the Academic Affairs Division by the posted deadline.
- Article 6 Faculty members who wish to offer distance education courses should submit a proposal including the following items:
1. Course content and credits to be earned.
 2. Number of hours required for study, number of lessons to be covered, and number of web pages to be designed.
 3. Course description: objectives, intended audience, syllabus, description of course study, description of instructor-student interaction, procedures for completing assignments, grade calculations and other important notes

(Web-based learning depends on students accessing online materials; however, students should complete the course based on the instructor's syllabus.).

4. If courses are designed to include midterm and final examinations, they should be conducted in accordance with the university's examination system.

- Article 7 Content and citations in distance education courses must comply with intellectual property rights laws.
- Article 8 Calculation of the teaching hours for faculty members of the distance education courses follows the Procedures for Teaching Hours Calculation: a faculty member's total teaching hours are calculated with the addition of one compensatory hour in principle. Asynchronous courses are not included in the faculty member's total teaching hours. Teaching cost and compensation will be calculated by project.
- Article 9 To receive a legitimate diploma, students' credit hours from synchronous courses may not exceed one half of the total credit hours earned toward graduation.
- Article 10 The university provides the platform for distance education courses, supports the audio-video production required, and maintains the network system for course broadcast and information exchanges.
- Article 11 Matters not covered above will be dealt with in accordance with General Provisions for Study and other relevant regulations.
- Article 12 Upon being passed at the Academic Affairs Committee Meeting and approved by the president, these procedures were announced and implemented.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****