

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 at 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.****