

National Chengchi University MOOCs Course Development Regulations

April 15, 2015	Passed by the Digital Learning Promotion Committee at its 51 st meeting of 2015
June 1, 2015	Passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2014-15
April 21, 2017	Amended and passed by the Digital Learning Promotion Committee at its 55 th meeting of 2017
October 23, 2017	Passed by the 1 st Academic Affairs Meeting, fall semester, Academic Year 2017-18
November 20, 2019	Amended and passed by the Digital Learning Promotion Committee at its 60 th meeting of 2019
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March 10, 2020	Promulgated via official letter Cheng Chiao Tzu No. 1090005895
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March 22, 2021	Passed by the 1 st Academic Affairs Meeting, spring semester, Academic Year 2020-21
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January 3, 2022	Passed by the 2 nd Academic Affairs Meeting, fall semester, Academic Year 2022-23
February 10, 2022	Promulgated via official letter Cheng Chiao Tzu No. 1110003205

Article 1 National Chengchi University (NCCU or “the University”) formulates the NCCU *MOOCs Course Development Regulations* (“the Regulations”) to encourage faculty members to create digital courses and develop distinctive online teaching courses, which align with the international education trends to enhance learning efficacy and promote versatile applications.

Article 2 The MOOCs referred to in the regulations shall be Massive Open Online Courses (MOOCs) or Small Private Online Courses (SPOCs). Digital courses are designed with several small unit videos based on weekly teaching progress, with each video lasting about ten minutes. The total length of the course videos can be flexible, typically ranging

from six to eight hours. Besides videos, the course content should include mechanisms such as digital platform interaction and assessment.

Article 3 Full-time and part-time faculty members of the University can apply to offer courses on their own initiative or through the recommendation of the colleges to which they belong. Relevant course plans should be submitted to the Center for Teaching and Learning Development ("the Center") according to the announced schedule each semester before offering the course. After approval and announced by the Center, the Center will provide assistance in course production.

Article 4 The instructor responsible for the course may employ one teaching assistant before the recording of the course, and one after the course is uploaded to the platform to assist in planning the course, producing materials, recording videos, and managing the platform.

Article 5 The support, assistance, and rewards for instructors offered by the Center are as follows:

1. The Center assists instructors in course planning, materials production, video recording, and platform management, and provides consultation for intellectual property regulations.
2. The subsidy for new course instructors and external lecturers is calculated based on the completed video length, with each ten minutes as a unit, each unit receiving a maximum subsidy of NT\$1,600, and the subsidy for each case is capped at eight hours. During the course offering period, the incentive subsidy for

instructors is based on a principle of NT\$10,000 per course.

3. During the course production period, the subsidy for course assistants is calculated based on the completed video length, with one hour as a unit, each unit receiving a maximum subsidy of NT\$2,000, and the subsidy for each case is capped at eight hours.
4. During the course offering period, the subsidy for each course platform assistant is calculated based on the number of weeks of classes, with one week as a unit, each unit receiving a maximum subsidy of NT\$1,500, and capped at four units per month.
5. The funding sources for subsidies related to the application for MOOCs courses offered by the Center are government subsidies or the University's self-raised funds.
6. The subsidy distribution method for co-offered courses is negotiated by all participating instructors.
7. The Center may select high-quality MOOCs as the University's excellent digital courses for rewards.

Article 6 Instructors receiving support and awards from the Center must comply with the following conditions:

1. Instructors must complete all lecture preparation, proofreading, question setting, and assessment design according to the timetable agreed with the Center. In principle, no extensions can be requested for any reasons, and

the course content production must comply with the regulations related to intellectual property rights.

2. The subsidized courses must be fully executed at least once.
3. During the course execution period, course content and homework consultations should be provided on the digital course platform, and teaching assistants should be arranged to interact with students and manage discussion areas.
4. The subsidized instructors should participate in relevant course and teaching development workshops organized by the Center to share their experiences.

Article 7 The intellectual property rights of the completed courses belong to the University, while the moral rights belong to the course instructors.

Article 8 MOOCs that have received subsidies from agencies outside the University are not eligible to apply for the awards and subsidies listed in the regulations.

Article 9 These regulations shall be passed by the Digital Learning Promotion Committee and the Academic Affairs Meeting and then promulgated and implemented. Any amendments shall be processed accordingly.