

NATIONAL CHENGCHI UNIVERSITY

Regulations for the Implementation of Digital Learning

November 26, 2001	Passed by the 1 st Academic Affairs Meeting, fall semester, Academic Year 2001-2002
October 27, 2003	Amended and passed by the 1 st Academic Affairs Meeting, fall semester, Academic Year 2003-2004
December 27, 2004	Amended and passed by the 2 nd Academic Affairs Meeting, fall semester, Academic Year 2004-2005
June 6, 2005	Amended and passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2004-2005
March 27, 2006	Amended and passed by the 1 st Academic Affairs Meeting, spring semester, Academic Year 2005-2006
December 25, 2006	Amended and passed by the 2 nd Academic Affairs Meeting, fall semester, Academic Year 2006-2007
June 2, 2008	Amended and passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2007-2008
December 25, 2016	Amended and passed by the 2 nd Academic Affairs Meeting, fall semester, Academic Year 2016-2017
January 7, 2017	Promulgated via official letter Cheng Chiao Tzu No. 1060001266
November 18, 2020	Amended and passed by the Digital Learning Promotion Committee at its 62 nd meeting of 2020
March 22, 2021	Amended and passed by the 1 st Academic Affairs Meeting, spring semester, Academic Year 2020-2021
April 16, 2021	Promulgated via official letter Cheng Chiao Tzu No. 1100010061

- Article 1 National Chengchi University (NCCU or “the University”) formulates the NCCU *Regulations for the Implementation of Digital Learning* (“the Regulations”) in accordance with the Ministry of Education (MOE)’s *Implementation Regulations Regarding Distance Learning by Universities* to promote digital learning environment and provide students with divers learning channels.
- Article 2 “Digital learning” referred to in the regulations shall mean teaching and learning activities between instructors and students conducted through digital technologies.
- Article 3 “Distance learning” referred to in the regulations shall mean teaching and learning activities between instructors and students conducted over telecommunications networks, computer networks, video-on-demand (VoD)

channels and other media.

“Distance learning courses” referred to in the regulations shall mean subjects of which 50% or more of the instructional hours are conducted via distance learning.

The aforementioned distance learning hours shall include lectures, teacher student interactions and discussions, examinations, and other learning activities.

Article 4 The University shall establish Digital Learning Promotion Committee (“the Committee”). The Committee shall consist of members appointed by the President, including the Vice President for Academic Affairs, the Director of Computer Center, the Director of the Center for Teaching and Learning Development, and other relevant teachers. Committee members shall serve a term of two years and be eligible for reappointment upon expiration, and the Vice President for Academic Affairs shall serve as the convener. The Committee is responsible for the planning, review, subsidy and assessment of distance learning courses and other related matters.

Article 5 The instructor offering a distance learning course at the University shall submit a syllabus and develop a course plan in accordance with the University's regulations. The plan shall be reviewed by the Committee and, after passed by the Academic Affairs Meeting, the course may be offered and announced online.

Article 6 Distance learning courses shall be conducted via a learning management system, which shall provide functions for course delivery, tracking student learning progress, and other additional learning support.

- Article 7 Depending on course requirements, distance learning course instructors may assess students' performance by administering mid-term and final exam or with reports, assignments, and periodic tests. Mid-term and final exams shall take place in a classroom.
- Article 8 The course content on the distance learning course website, including syllabus, teaching materials, records of teacher student interactions, assessment records, attendance logs, and assignments, shall be submit to the Committee after the end of the semester for the assessment of the courses and their teaching effectiveness. The regulations for this assessment shall be formulated separately by the Committee. The assessment report produced in accordance with the preceding regulations shall be retained for at least five years, and serve as a reference for grade inquires or site visits.
- Article 9 The principles of the subsidies related to digital learning courses shall be formulated separately by the Committee.
- Article 10 Students who pass the distance learning courses shall be awarded credits, which may count towards the total credits required for graduation. However, the credits earned from distance learning courses shall not exceed half of the total credits required for graduation.
- Article 11 The digital learning in-service Master's program shall be established in accordance with the relevant regulations concerning the application, review, and accreditation for such programs. The course shall be submitted to MOE for review, and it may only be offered after obtaining MOE's approval. The calculation of graduation credits for the program shall not be subject to the limitations outlined in the preceding Article. The degree certificate shall specify that the mode of instruction for the program is through distance

learning.

Article 12 The course evaluation survey of digital learning courses shall be conducted by the Office of Academic Affairs before the end of each semester. The teaching outcomes of digital learning courses shall be evaluated by the Committee after the courses end to assess teaching effectiveness. Courses evaluated as outstanding may receive awards, with the award criteria set separately by the Committee.

Article 13 For distance learning courses co-offered by the University and foreign universities, the partner institutions shall either be listed in the MOE's Database for the Reference List of Foreign Universities, or be recognized by educational authority of the local country or a professional academic evaluation organization recognized by it.

Article 14 Matters not addressed herein shall be processed in accordance with MOE's *Implementation Regulations Regarding Distance Learning by Universities*, the University's Academic Regulations and applicable regulations.

Article 15 The Regulations shall be passed by the Academic Affairs Meeting, and then promulgated and implemented by the President. Any amendments shall be processed accordingly.