

# NATIONAL CHENGCHI UNIVERSITY

## Directives for the Operations of Digital Learning and its Rewards and Subsidies

January 17, 2002	Passed by the Digital Learning Promotion Committee at its 1 <sup>st</sup> meeting of 2002
February 21, 2002	Approved and to be implemented
October 14, 2003	Amended and passed by the Digital Learning Promotion Committee at its 11 <sup>th</sup> meeting of 2003
June 5, 2006	Amended and passed by the 2 <sup>nd</sup> Academic Affairs Meeting, spring semester, Academic Year 2005-06
December 25, 2006	Amended and passed by the 2 <sup>nd</sup> Academic Affairs Meeting, fall semester, Academic Year 2006-07
June 4, 2007	Amended and passed by the 2 <sup>nd</sup> Academic Affairs Meeting, spring semester, Academic Year 2006-07
June 2, 2008	Amended and passed by the 2 <sup>nd</sup> Academic Affairs Meeting, spring semester, Academic Year 2007-08
June 13, 2011	Amended and passed by the 2 <sup>nd</sup> Academic Affairs Meeting, spring semester, Academic Year 2010-11
December 25, 2016	Amended and passed by the 2 <sup>nd</sup> Academic Affairs Meeting, fall semester, Academic Year 2016-17
November 18, 2020	Amended and passed by the Digital Learning Promotion Committee at its 62 <sup>nd</sup> meeting of 2020
March 22, 2021	Passed by the 1 <sup>st</sup> Academic Affairs Meeting, spring semester, Academic Year 2021-22
April 16, 2021	Promulgated via official letter Cheng Chiao Tzu No. 1100010065

Article 1      National Chengchi University (NCCU or “the University”) formulates the NCCU *Directives for the Awards and Subsidies of Digital Learning* (“the Directives”) in accordance with Articles 5, 9, and 10 of the NCCU *Regulations for the Implementation of Digital Learning*.

Article 2      Course Offering Procedures for Distance Learning Course

1.    The instructor shall submit a course plan and syllabus in accordance with the University’s prescribed format, and the mode of instruction shall be stated clearly.
2.    The aforementioned course shall be submitted to the department or institute, and then to the college. Within the Office of Academic Affairs’ course offering procedure and timeline, the course documents shall be submitted to the Center for Teaching and Learning Development

(CTLD) for review by the Digital Learning Promotion Committee (“the Committee”). The review criteria shall be set separately.

3. The course may be offered after approved by the Committee and passed by the Academic Affairs Meeting.

### Article 3 Principles for Rewards and Subsidies

#### 1. Additional Hourly Lecture Fee

For synchronous video broadcast general education courses, each credit shall be counted as 1.5 hours. For courses that have already been approved for additional hourly lecture fee, the calculation is as follows: original lecture hours multiplied by 1.5, plus the approved additional hours.

#### 2. Course Assistant Subsidy

Distance learning courses with 30 or more enrolled students are eligible to apply for one course assistant to support the operation of the courses. The assistant shall be employed by the instructors themselves and shall be a currently enrolled student at the University; the subsidy is NT\$6,000 per month per person, with a maximum duration of four months per semester. Courses with more than 70 enrolled students may receive an additional 0.5 times the subsidy, and courses with more than 120 enrolled students may receive an additional full subsidy; a maximum of two course assistants may be allocated per course. The assistant shall choose only one type of funding, either from this subsidy or other available compensation for assistants at the University.

#### 3. Outstanding Digital Learning Course Award

To encourage faculty at the University to engage in digital learning, the Committee may conduct a selection for outstanding digital learning

courses within the budget allocated each semester. Outstanding courses may be awarded, funded by government subsidies or the University's self-raised funds. The amount for the award shall be determined based on annual budget allocation.

Regulations regarding the award amount, selection method and criteria shall be set separately by the Committee.

Article 4      Matters not addressed herein shall be processed in accordance with University's *Regulations for the Implementation of Digital Learning*, as well as applicable regulations and relevant meeting decisions.

Article 5      The Directives shall be passed by the Academic Affairs Meeting, and then promulgated and implemented by the President. Any amendments shall be processed accordingly.