

National Chengchi University

Course Evaluation Survey Regulations

June 4, 2018	Passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2017-2018
October 29, 2018	Amended and passed to Article 6, Article 8, and the Appendix by 1 st Academic Affairs Meeting, fall semester, Academic Year 2018-2019
November 20, 2018	Promulgated via official letter Cheng Chiao Tzu No. 1070035690

Article 1 National Chengchi University (NCCU or “the University”) formulates the NCCU *Course Evaluation Survey Regulations* (“The Regulations”) in accordance with Article 5, Paragraph 1 of the University Act. The purpose is to elevate the quality of courses and student learning outcomes, and to provide reference for faculty feedback and course design.

Article 2 The Regulations shall be applicable to all courses of the undergraduate programs, master’s programs (including In-service Master’s Programs) and doctorate programs. It, however, shall not apply to special programs such as sport teams, service programs and Chinese Language programs. In special cases, exemption from participating in the Survey may be granted to the President for approval.

Article 3 The questionnaires for the Course Evaluation Survey (“the Survey”) shall be developed collectively by the Center for Teaching and Learning Development, the Office of Institutional Research and the Instruction Resource Section, Office of Academic Affairs after consulting the opinions of relevant scholars, experts, teachers, and students. The questions shall be adopted when approved by the Evaluation Committee of the NCCU.

All colleges or related academic units may design customized questions based on the features of each course. The questions shall be agreed by the respective curriculum committees of the college or other academic units and approved by the President of NCCU before they are submitted to the Instruction Resource Section, Office of Academic Affairs. The customized questions shall not be included in scoring.

Article 4 The Computer Center is responsible for the management of the Survey system and the export of relevant data. The Instruction Resource Section, Office of Academic Affairs is responsible for the announcement, implementation, and result statistics of the Survey.

Article 5 The Surveys shall be responded to online, including mid-term surveys and final surveys.

In principle, mid-term surveys shall be conducted one week before the week of mid-term examination of each semester. Final surveys shall be conducted between the 15th and the 17th week of each semester. The schedule for each semester shall be announced by the Office of Academic Affairs. The relevant academic units and teachers shall notify the students to complete the questionnaires on line.

Article 6 The results of mid-term survey are provided for the faculty as a reference for course adjustment.

The final survey shall include two parts, the Course Evaluation Survey and the Core

Competency Self-Assessment. The results of the Course Evaluation Survey shall be scored.

The results of the final survey shall be sent to the respective units as a reference for faculty performance evaluation, promotion, selection of outstanding teaching staff and the course subsidies.

In case the final survey result of full-time faculty of NCCU meets the conditions set forth in Article 4, Subparagraph 5 of “*National Chengchi University Faculty Basic Performance Evaluation Regulations*” and Article 6, Subparagraph 5 of “*National Chengchi University Faculty Performance Evaluation Regulations*”, the Instruction Resource Section, Office of Academic Affairs shall provide a list of faculty to the head of the responsible unit and Center for Teaching and Learning Development for early awareness and assistance in improvement.

Article 7 Upon completing the statistics of the final survey results, the Instruction Resource Section, Office of Academic Affairs shall announce the average scores of the Course Evaluation Survey for each academic unit on the Office of Academic Affairs website.

The results of the Survey for each subject will be available to faculty after they submit the final grades for the entire class.

The heads of the academic units may access the survey results of faculty under their supervision after the deadline for grade submission.

Article 8 During the period of course selection, the students may inquire on the final survey results of the course instructor for the latest six semesters. The inquiry, however, is available to the undergraduate programs only. The information provided includes the score of each course (when the total score is over 60), the number of students enrolled, textual feedback and response rate.

Article 9 Students who have completed the final survey for the semester are entitled to receive bonus points based on the rules set forth in the Appendix, which may be added to their cumulative points in the process of initial course selection for the next semester.

The aforementioned bonus points received in the survey process shall only be valid for the subsequent semester. The points will not be preserved if the student applies for leave of absence or retainment of student status in the next semester.

Article 10 All personnel involved in the Survey process shall carefully follow the confidentiality requirements.

Article 11 The Regulations shall be passed by the Academic Affairs Meeting, and then promulgated and implemented. Any amendments shall be processed accordingly.

Appendix: Standards for Granting Bonus Points

Number of surveys to be completed	Number of surveys actually responded to	Number of bonus points acquired from the Course Evaluation Survey
1 course	1 course	1000
2 courses	1 course	1000
	2 courses	1000
3 courses	1 course	200
	All completed, or only 2 courses completed	1000
4 courses	1 course	200
	2 courses	500
	All completed, or only 1 course missed	1000
5 courses or more	1 course	200
	The student has responded to 2 courses or above but has not attained the level of 1,000 points.	500
	All completed, or only 1 course missed	1000
Special cases:	<p>New students: 500 points.</p> <p>Transfer students: 750 points.</p> <p>Domestic or overseas exchange students: 750 points</p> <p>Students with Disabilities: 1000 points (The student shall not receive further bonus points from the survey based on Article 6, Paragraph 1)</p> <p>© The maximum number of points received shall be 1,000. No further points shall be granted if a student has more than one status simultaneously.</p>	