

# National Sun Yat-sen University

## Implementation Directions Regarding Digital Courses

Approved at the 9<sup>th</sup> Administrative Meeting of the First Semester of Academic Year 108, on December 25, 2019

- I. In order to promote digital learning and teaching innovation, teachers of National Sun-Yat-sen University (hereinafter the University) are encouraged to open digital courses and to guide students toward independent learning through digital courses. The Directions for Implementation of Digital Courses (hereinafter the Directions) is hereby drawn up.
- II. The digital courses referred to in the Directions include: “Open Course Ware”, “MOOCs”, “Flip Classroom Courses”, and “Distance Learning Courses”. Implementation methods to these four course formats are as follows:
  - (I) Open Course Ware:

The content to the audio/video shooting courses offered by the University is equivalent to one course per semester (lasting at least 14 weeks).
  - (II) Flip Classroom Courses:
    1. Course instructors shall load the self-recorded teaching materials or the link up to the online learning platform before class starts, and teach either via discussion-based cooperative learning or individual instruction in the physical classroom. Whereas an instructor using teaching materials other than self-recorded, said course would not be construed as a Flip Classroom Course referred in the Direction.
    2. Teaching contents to Flip Classroom Courses may be delivered in video, audio recording, animation, and other multimedia formats. The applicable hours and methods each week may be designed and determined by the teacher, and last for at least 14 weeks in cooperation with the physical course. The weekly teaching content shall be fully uploaded to the chosen online learning platform one week in advance, so as to facilitate students’ independent learning.
  - (III) MOOCs:
    1. Teaching contents to MOOCs shall be delivered in audio/video, presentation, animation, and other multimedia formats; and offered in combination with a mix of online roll-call, test assessments, interactive discussions and homework submission.
    2. Each course is recommended to last between 6-9 weeks. The number of hours covering course chapters shall be at least 1 hour per week; each chapter shall contain one-to-several teaching units, with each unit covering a complete learning concept. The ideal length to each video is 5 minutes-15 minutes. No in-class video recording.

(IV) Distance Learning Courses:

1. Distance teaching courses refer to teaching conducted interactively between teachers and students through communication networks, computer networks, video channels, and other transmission media. More than half of the teaching hours to each course subject shall be delivered in distance teaching format.

The abovementioned teaching hours include lecture hours, interactive teacher-student discussions, tests, and other learning activities.

2. The opening of distance learning courses shall be in accordance to the “Implementation Regulations Regarding Distance Learning by Universities” of the Ministry of Education, and this University’s “Guidelines for Course Review and Related Processes”.

III. Ways for teachers to apply for digital courses

(I) Teachers applying for MOE MOOCs courses shall follow the project selection process by submitting a project application to the Ministry of Education for review. The project may be implemented after approval.

(II) Teachers applying for digital courses within the University shall follow the schedule as announced by the Teaching and Learning Development and Resources Center of the Office of Academic Affairs (hereinafter the Center). Implementation may begin after review and approval.

IV. Teacher’s incentives and subsidies

(I) Teaching hours: for digital courses that teachers formally open when a semester is in session, the calculation of the teaching hours shall be in accordance to the “National Sun Yat-sen University Calculation Guidelines of Hourly Pay for Teachers” of this University.

(II) Hourly subsidy to video recording:

1. For courses that have been approved for subsidy under the Ministry of Education MOOCs Project, the hourly rate is based on the number of hours of the course videos, calculated at a multiplier of 10 in principle. The pay per hour is in accordance to the Amount Table for Lecture Hourly Pay to Internal Staff, allocated in accordance to the subsidy funding from the MOE.

2. For MOOCs courses that have been approved for subsidy under the University’s “Digital Course Program”, the hourly rate is based on the review outcome of the Office of Academic Affairs, the number of hours of the course videos, and the budget for said year, calculated at a multiplier of 5 maximum. The pay per hour is in accordance to the Amount Table for Lecture Hourly Pay to Internal Staff. A maximum of one subsidy is allowed for one course. When applying for verification of expenses, the “Report on Digital Course Results” should be included as the basis of review.

(III) Subsidies for costs to R&D courses and to produce teaching materials:

1. For MOOCs courses opened after passing Ministry of Education's review, the award (subsidy) for costs including teaching material production and others, shall be allocated in accordance to the subsidy funding from the MOE.
2. For digital courses opened within the University, after passing the University's review, the amount of subsidy for course R&D and teaching material production shall depend on the budget for said year. A maximum of NT\$ 50,000 per course for Open Course Ware; a maximum of NT\$ 100,000 per course for Flip Classroom Courses; and a maximum of NT\$ 200,000 per course for MOOCs and Distance Learning Courses.
3. Teachers opening digital courses within the University, shall follow the "Basis of Funding Payment for R&D of Teaching Material or Course for the Higher Education Sprout Project" of this University, and apply to receive a maximum NT\$ 20,000 for course R&D. Payments shall be made under the aforementioned funding category, with each teacher receiving a maximum of one subsidy per course. Courses previously applied for funding payment from "R&D of Teaching Material or Course" for other Higher Education Sprout Project of this University's, may not apply repeatedly for subsidy.

(IV) For "hourly rate for recording videos" and "course R&D" subsidies for the abovementioned digital courses, should the course be co-lectured by multiple teachers, the distribution ratio to the "hourly rate for recording videos" and "course R&D" must be clearly defined in the application for subsidy. Courses approved for subsidy from the MOE and/or the University's Digital Course Program may not apply repeatedly for subsidy.

V. Obtaining student credits and course certificate

(I) Students of this university

1. Before enrollment: students taking digital courses on Joint Board of College Recruitment Commission's "Joint Certification Platform for Prerequisite Courses for College-Bound Students" (hereinafter the Joint Certification Platform for Prerequisite Courses), and have received passing grades from course tests also obtained a course completion certification, may apply to transfer the credits in accordance to regulations subject to the relative academic department's review and approval. Those taking digital courses (including MOOCs) other than from the abovementioned platform, must first submit course syllabuses and proof of passing marks to relative academic department for review and approval, then follow the "National Sun Yat-sen University Credit Transfer Guidelines" and also related department/institute regulations, to apply for credit transfer. Students enrolled in the abovementioned digital courses may apply to transfer 8 credits maximum.

2. During the semester: for students receiving preliminary consent from related department (institute and Si-Wan College) to take digital courses on international sister schools or internationally renowned online teaching platforms (such as coursesra, edX, FutureLearn, Udacity, etc.) and obtained a course completion certificate, may follow the “National Sun Yat-sen University Credit Transfer Guidelines” to apply for credit transfer.

(II) For students of other schools taking digital courses from this University, and have received a passing grade as evaluated by the teacher instructing the course, may obtain a completion certificate to the course. Those needing credits to count towards graduation requirement, should submit an application for recognition of course credits in accordance with the regulations of the original school.

#### VI. Teacher’s rights and responsibilities

(I) Digital course contents shall be placed on designated digital course platforms, for the use of internal and external students and independent-study persons.

(II) The intellectual property rights to all audio-visual teaching materials completed for digital courses that have passed reviews, are owned by the University; moral rights belong to the teacher that opened the course. For the production of teaching materials completed through intercollegiate cooperation, the abovementioned copyrights owned by the University refer to the portion completed by the teachers of this university.

Within one month after course completion, the instructing teacher shall submit related implementation results to the Center for filing, be kept as future analyses and statistical purposes, also as review references.

(III) Contents uploaded to digital course platforms, shall be those required for teaching activities and class session, and must comply in accordance to related regulations governing intellectual property rights.

(IV) Subsidy-receiving MOOCs courses without future plans to open, shall be subsequently converted to open courses, so as to enrich the digital teaching resources of the University.

VII. The funding required to implement the Directions is sourced from the Ministry of Education’s Higher Education Sprout Project or other related projects. The amount of subsidy will depend on the University’s yearly funding budget, as reviewed and approved by the Office of Academic Affairs.

VIII. All matters not mentioned shall be handled according to related regulations.

IX. The Directions were passed by the Administrative Meeting, and implemented after the President’s approval. All amendments and revisions follow the same process.