

# 國立中山大學實施數位課程相關作業要點

## Guidelines on the Implementation of Digital Courses

108.12.25 本校 108 學年度第 1 學期第 9 次行政會議通過

Approved at the 9th Executive Meeting on December 25, 2019

一、為推動數位學習與創新教學，鼓勵教師開設數位課程，並導引學生採用數位課程進行自主學習，特訂定本要點。

I. These guidelines are formulated to promote e-learning and innovative teaching, encourage faculty to offer digital courses, and guide students to use digital courses for self-learning.

二、本要點所稱數位課程包括「開放式課程」、「翻轉教室課程」、「磨課師課程」及「遠距教學課程」等 4 種課程類型，實施方式如下：

II. The digital courses herein refer to four types of courses, which are “open access courses”, “flipped classroom”, “MOOCs”, and “distance learning”, and shall be implemented as follows:

(一)開放式課程：

(1) open access courses:

本校開設之課程影音拍攝，相當一門課一學期之課程內容（至少 14 週）。

Courses digitally recorded and lasting at least fourteen weeks shall be equivalent to regular courses.

(二)翻轉教室課程：

(2) flipped classroom courses:

1. 授課教師於課前將自錄教材上傳或連結到所採用之網路學習平臺，並於實體課堂中進行以討論為主的合作學習，或個別指導之教學模式。但授課教師採用非自錄之教材，非本要點所稱之翻轉教室課程。

i. The teaching faculty shall upload self-recorded teaching materials or links to the online learning platform before the class starts, and conduct discussion-based cooperative learning or individual instructions in actual classrooms. However, a course taught with materials not self-recorded shall not be considered as a flipped classroom course herein.

2. 翻轉教室課程之教學內容可透過錄影、錄音、動畫等多媒體方式呈現，每週應用時數及方式可由教師自行設計及決定，但需配合實體課程應用至少 14 週以上，授課教師須將每週之教學內容，於課堂前一週完整上傳至所採用之網路學習平臺，以利學生自主學習。

- ii. The content of flipped classroom courses can be presented through multimedia such as videos, audios, animation, etc. Faculty can decide how many hours of multimedia per week but such teaching shall last at least fourteen weeks in the actual classroom. The weekly teaching content shall be fully uploaded to the designated e-learning platform one week before the class to facilitate students' self-study.

(三)磨課師課程：

(3) MOOCs:

- 1. 課程之教學內容應採用影音、簡報或動畫等數位教材，配合線上進行點名、測驗評量、互動討論、作業繳交等混合方式實施。
  - i. MOOCs shall adopt video/audio, Power Point slides, animation, and other digital materials, together with online roll-call, assessments, discussions, and homework.
- 2. 每門課建議 6 至 9 週，每週課程章節時數至少 1 小時，每章節應包含一至數個教學單元，每單元應提供一個完整的學習概念，每段影片長度以 5 至 15 分鐘為宜，不採用隨堂錄影。
  - ii. Each course is recommended to last for six to nine weeks, with at least one hour for every chapter per week. Each chapter shall cover several units, with a targeted learning objective for each unit. Each video shall last for five to fifteen minutes, in principle. In-class recording shall not be used

(四)遠距教學課程：

(4) distance learning courses:

- 1. 遠距教學課程，係指師生透過通訊網路、電腦網路、視訊頻道等傳輸媒體，以互動方式進行之教學，且每一科目授課時數二分之一以上以遠距教學方式進行者。
    - i. Distance learning courses refer to teaching that is conducted interactively between faculty and students through communication networks, computer networks, video channels, and other transmission media. At least half of the total teaching hours of each course shall be delivered through distance learning.
- 前項遠距教學課程授課時數，包括課程講授、師生互動討論、測驗及其他學習活動之時數。

The teaching hours stipulated in the preceding Paragraph shall include lecturing, faculty-student discussions, quizzes,

and other learning activities.

2. 遠距教學課程開設應依教育部「專科以上學校遠距教學實施辦法」及本校「課程審查及其相關作業規範」辦理。
  - ii. Distance learning courses shall be offered in accordance with the MOE's *Implementation Regulations Regarding Distance Learning by Universities*, and the University's *Regulations for Implementation of Course Review*.

### 三、教師申請數位課程方式

#### III. Application for offering digital courses

- (一) 申請教育部磨課師課程應依據專案徵件辦法提出計畫申請，報部審查，計畫通過後即可實施。
  - (1) Faculty shall submit the application for offering MOOCs courses in accordance with regulations on a case by case basis. The course shall be implemented after MOE's approval.
- (二) 申請校內數位課程應依本校教務處教學發展與資源中心（以下簡稱本中心）公告期程，經審核通過後實施。
  - (2) Application for offering other digital courses shall follow the schedule announced by the Teaching and Learning Development and Resources Center of the Office of Academic Affairs (hereinafter referred to as the "Center"). The course shall be offered after approval.

### 四、教師獎勵及補助

#### IV. Incentives and subsidies for faculty

- (一) 授課時數：教師正式於學期中開課之數位課程，授課時數計算應依本校「教師授課鐘點核計準則」相關規定辦理。
  - (1) Teaching hours of digital courses offered during semesters shall be calculated in accordance with *Guidelines on Calculation of Hourly Pay for Faculty Members*.
- (二) 錄製鐘點費補助：
  - (2) Subsidies for hourly pay of video recording:
    1. 獲教育部磨課師課程推動計畫補助之課程，其錄製鐘點費依課程影片時數，原則以 10 倍計算，每小時鐘點費依講座鐘點費規定支給，費用依照教育部補助金額統籌分配。
      - i. For the MOOCs courses subsidized by the MOE's MOOCs course promotion project, fees for the recording shall be calculated at ten times the number of hours of a course video, in principle. Hourly pay shall be subsidized in accordance with the provisions regarding the hourly pay for lecturing and

by the MOE's funds.

2. 獲校內數位課程計畫補助之磨課師課程，其錄製鐘點費依教務處審查結果、課程影片時數及當年度預算，至多以 5 倍計算，每小時鐘點費依講座鐘點費規定支給，同一門課程以核發一次為限；辦理經費核銷時，應檢附「數位課程成果報告表」為審核依據。
  - ii. For the MOOCs course subsidized by the University's digital courses project, fees for the recording shall be calculated at a maximum of five times the number of hours of a course video, depending on the OAA's review result, the length of course videos, and the budget of the current year. Hourly pay shall be subsidized in accordance with the provisions regarding the hourly pay for lecturing, and only once for each course. Reimbursement shall be corroborated by *Report on the Implementation Results of Digital Course*.

(三) 課程研發、教材製作費用補助：

(3) subsidies for developing and producing teaching materials:

1. 獲教育部審查通過所開設之磨課師課程，其獎（補）助教材製作等費用依照教育部補助金額統籌分配。
  - i. For MOOCs courses offered with MOE's approval, the cost of developing and producing teaching materials shall be subsidized by MOE's granted funds.
2. 獲本校審查通過所開設之校內數位課程，其課程研發、教材製作等補助費用，視當年度預算經費而定。開放式課程每門最高 5 萬元；翻轉教室課程每門最高 10 萬元；磨課師課程及遠距教學課程每門最高 20 萬元。
  - ii. For the digital courses offered with the approval by the University, subsidies for developing and producing the teaching materials shall be contingent on the budget of the current year, with a maximum of NTD 50,000 for an open access course, NTD 100,000 for a flipped classroom course, and NTD 200,000 for a MOOCs or distance learning course.
3. 教師開設校內數位課程，得依本校「高等教育深耕計畫『教材或教案研發』經費支給基準」申請支領至多新臺幣 2 萬元課程研發費用，由前款補助經費項下支應，每位教師每門課程至多補助一次，已申請支領本校高教深耕其他計畫「教材或教案研發」補助之課程，不得重複申請補助。
  - iii. For the faculty offering the digital courses at the University, they shall be subsidized at most NTD 20,000 from the grant stipulated in the preceding Subparagraph 2 and the University's *Guidelines on Subsidizing the Development of*

*Teaching Material or Lesson Plan under the Higher Education SPROUT Project.* Every course shall be subsidized only once for every faculty member. The course already subsidized by other University's subprojects under HESR shall not be subsidized again.

- (四) 前述數位課程「錄製鐘點費」及「課程研發」補助，係由多位老師合授課程者，應於申請時載明鐘點費與課程研發補助之分配比例；教育部及校內數位課程計畫補助，不得重複申請。
- (4) Regarding subsidies of “hourly pay for recording videos” and “developing and producing teaching materials” stipulated in the preceding Subparagraphs 2 & 3, the allocation ratio among multiple teaching faculty shall be specified along with the application of a joint-lecture course. Digital courses shall be subsidized by either MOE or the University only.

五、 學生學分取得及修課證明

V. Credits and certificate

(一) 本校學生

(1) students of the University

1. 入學前：學生修習大學招生委員會聯合會「準大學生先修課程聯合認證平臺」（以下簡稱先修課程認證平臺）之數位課程，於通過課程測驗成績及格並取得修課證明後，經學系審查同意，得依規定辦理抵免；修讀非前述平臺之數位課程（含磨課師課程），需檢具課程大綱與及格證明，經學系審查同意後，依本校「辦理學生抵免學分辦法」及系所規定，辦理學分抵免作業；學生修讀前述數位課程以8學分為辦理抵免上限。

i. Before enrollment:

For the freshmen-to-be who take the digital courses available on the Platform of Preparatory Course of Joint Board of College Recruitment Commission, and obtain the certificate after passing the course, the credits shall be transferred after the review by the affiliated department/institute in accordance with relevant provisions. For those who take the preparatory courses other than from the said platform (including MOOCs courses), an application for credit transfer shall be approved first by the affiliated department/institute with the corroboration of course syllabus and passing certificate, and handled in accordance with the University's *Regulations for Credits Transfer*. A maximum of eight credits may be transferred for taking the aforementioned digital courses.

2. 在學期間：學生經系（所、西灣學院）初審同意修讀國際姊妹校及國際知名線上教學平臺（如 Coursera, edX, FutureLearn, Udacity 等網站）之數位課程，並取得修課證明者，得依本校「辦理學生抵免學分辦法」規定辦理抵免。

ii. During studies:

For the students receiving the preliminary consent from the affiliated department/institute/Si Wan College to take digital courses available from the partner universities or global renowned e-learning platform (e.g. Coursera, edX, FutureLearn, Udacity, etc.) and obtaining the course certificates, the credit transfer shall be handled in accordance with the University's *Regulations for Credits Transfer*.

- reses available from the partner universities or global renowned e-learning platform (e.g. Coursera, edX, FutureLearn, Udacity, etc.) and obtaining the course certificates, the credit transfer shall be handled in accordance with the University's *Regulations for Credits Transfer*.
- (二) 他校學生修習本校數位課程，經授課教師評核成績及格者，可取得該課程修習證明。若有採認畢業學分需求者，應依原就讀學校相關抵免辦法提出學分採認申請。
- (2) For students of other universities who take the digital courses offered by the University, they may obtain the certificate after passing the course. Those who need the credits for graduation shall submit the application for credit transfer in accordance with their enrolled universities' regulations.

六、 教師權利及義務

VI. Faculty's rights and obligations

- (一) 數位課程內容應置於指定之數位課程平臺，供校內、外學生及自學者使用。
- (1) Digital courses shall be accessible on the designated e-learning platform to the internal and external students for their self-study.
- (二) 凡經審核通過開設之數位課程所完成之影音教材，其智慧財產權屬本校所有；著作人格權屬開課教師所有。校際合作完成製作之教材，前述歸屬本校之著作權係指本校教師所完成之部分。
- (2) Regarding approved digital courses, the intellectual property rights of audio-visual teaching materials shall belong to the University, and moral rights to the teaching faculty. As for the teaching materials developed by inter-university faculty, the abovementioned copyrights owned by the University shall refer to the portion developed by the University's faculty.
- (三) 授課教師於課程結束後 1 個月內，應檢附相關執行成果，由本中心存查，以供日後分析統計及審閱資料之用。

- (3) Within a month after the completion of a course, the teaching faculty shall submit the implementation results to the Center for future analysis and reference.
  - (四) 上傳數位課程平臺之內容，應屬教學活動及課程進行所需，並應遵守智慧財產權相關規定。
  - (4) The contents of digital courses uploaded to the e-learning platform are part of materials for teaching activities, and therefore shall comply with the related regulations regarding intellectual property rights.
  - (五) 獲補助之磨課師課程，日後無開設規劃，應轉為開放式課程，以充實本校數位教學資源。
  - (5) Subsidized MOOCs courses no longer planned to offer shall be converted to open access courses to enrich digital teaching resources of the University.
- 七、 執行本要點之經費來源為教育部高等教育深耕計畫或教育部相關計畫經費等，本校得視當年度經費預算，由教務處審查後核定補助金額。
- VII. The source of funds stipulated herein is from the MOE's Higher Education SPROUT Project or other related projects. The amount of subsidies granted shall be determined after the review by the Office of Academic Affairs, depending on the University's annual budget.
- 八、 本要點其他未盡事宜，悉依本校其他相關規定辦理。
- VIII. Matters not covered herein shall be handled in accordance with relevant regulations.
- 九、 本要點經行政會議通過，陳請校長核定後實施，修正時亦同。
- IX. These guidelines are approved by the Executive Meeting and the President before implementation. Amendments to these guidelines shall follow the same procedure.