

National Quemoy University Directives for the Implementation of Distance Learning

Passed on the 2st Academic Meeting, 12.17. 2006

Passed on the 2st Academic Meeting, 5.27. 2010

Passed on the 2st Academic Meeting, 9.11. 2013

Passed on the 3st Academic Meeting, 5.22. 2019

Passed on the 2st Academic Meeting, 1.5. 2022

Article 1 The National Quemoy University (NQU or “the University”) Directives for the Implementation of Distance Learning (“the Directives”) are formulated in accordance with the Ministry of Education’s Implementation Regulations Regarding Distance Learning by Universities to promote intercollegiate academic collaborations, provide students with diverse learning channels, and enhance overall teaching quality.

Article 2 “Educational institutions” shall mean public or registered private tertiary educational institutions in Taiwan, foreign universities on the Ministry of Education’s Database for the Reference List of Foreign Universities, or foreign educational institutions recognized by educational authority of the local country or a professional academic evaluation organization recognized by it.

Article 3 “Distance learning” shall mean teaching and learning activities between lecturers and students conducted over telecommunications networks, computer networks, video-on-demand (VoD) channels and other media.

Article 4 “Distance learning courses” shall mean subjects of which 50% or more of the teaching hours are conducted via distance learning. In addition to meeting the principle of 18 lecture hours per credit, the entire teaching

and interaction process, assignment submissions, performance assessment, and attendance for asynchronous distance learning courses shall be recorded. When a synchronous distance learning course is being conducted, teaching, administrative, or technical assistants shall be present at both the broadcasting and receiving classrooms to facilitate teaching/learning.

Article 5 Each teacher can offer only one distance teaching course per semester, and elective courses are given priority.

Article 6 Distance learning lecturers shall submit a course plan to the curriculum committees of the department (or institute or degree program), the college, and the University for approval before offering a course. The course plan shall clearly state course objectives, target students, course syllabus, methods of instruction, teacher-student interactions/discussions, assignment submission, performance assessment, and other course notices. The course plan shall be uploaded to the Internet for inquiry.

Article 7 Teachers of synchronous distance teaching courses and asynchronous distance teaching courses must put the teaching materials on the school's digital teaching platform (E-CAMPUS), open an online discussion area, and provide email accounts and other contact channels for students taking the courses. Two-way communication in teaching.

Article 8 In the event of a network disruption or other factors that result in suspension of a synchronous distance learning session, the broadcasting educational institution shall either send a recording of the suspended session to the receiving educational institution (classroom) to be made available to students via VoD, or schedule a make-up session.

Article 9 Depending on course requirements, lecturers may assess students'

performance by administering mid-term and final examinations or with reports, assignments, and periodic tests. Mid-term and final examinations shall take place in a classroom, but quizzes may be conducted online.

Article 10 In principle, each student cannot take more than half of the total credits for graduation through distance learning courses.

Article 11 If the number of distance course credits in each department (institute, degree program) calculated as the total number of graduation credits exceeds one-third but not more than one-half of the total number of graduation credits, a form should be filled in The checklist for relevant regulations on course offering and quality assurance was discussed by the curriculum planning committee of the department (institute, degree program), approved by the curriculum planning committee of the college, and then submitted to the school-level curriculum planning committee for review and reference, and the relevant regulations were reported to the Ministry of Education for approval. Later, it was opened.

Article 12 Teachers who teach distance learning courses may apply for teaching assistants to assist in teaching or produce teaching materials according to the needs of the course according to the school's rule.

Article 13 The unit that offers the course should submit the form for Distance Learning Courses to the Academic Affairs Office within one month after the end of the semester. Entire Teaching and interaction process, assignment submission, performance Assessment and attendance for asynchronous distance learning courses should be recorded and kept for at least 5 years. Teachers and students should abide by relevant laws and regulations such as intellectual property rights when interacting online, and must not infringe on the rights or copyrights of others.

Article 14 If the teacher quality standards of each department (institute, degree program) do not meet the standards for the total development scale and resource conditions of colleges and above, distance teaching courses shall not be offered.

Article 15 The directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.