

# National Chung Hsing University Implementation Regulations Governing Distance Learning

Enacted in the 51<sup>st</sup> Academic Affairs Meeting on Mar. 30<sup>th</sup>, 2006  
Amended (Articles 1 & 3) in the 52<sup>nd</sup> Academic Affairs Meeting on Oct. 27<sup>th</sup>, 2006  
Amended (Article 15) in the 55<sup>th</sup> Academic Affairs Meeting on Mar. 28<sup>th</sup>, 2008  
Amended (Article 15) in the 62<sup>nd</sup> Academic Affairs Meeting on Oct. 25<sup>th</sup>, 2011  
Amended (Articles 1-6,11,14-16) in the 72<sup>nd</sup> Academic Affairs Meeting on Oct. 25<sup>th</sup>, 2016  
Amended (Article 15) in the 76<sup>th</sup> Academic Affairs Meeting on Oct. 31<sup>st</sup>, 2018  
Amended (Articles 2, 9-11,14-15) in the 81<sup>st</sup> Academic Affairs Meeting on Mar. 30<sup>th</sup>, 2021  
Amended (Article 15) in the 84<sup>th</sup> Academic Affairs Meeting on Nov. 10<sup>th</sup>, 2022

Article 1 In response to society trend and for the purpose of promoting academic exchanges and sharing of resources, the University established the Regulations in accordance with the Ministry of Education “Procedural Rules Governing Distance Learning at the Junior College and Higher Levels”.

Article 2 The distance learning courses referred in the Regulations are the courses in which are delivered through the Internet, computer, audio video and other interactive medias.

This method is called distance learning, in which more than half of the teaching hours of a single course are conducted through e-learning

Teaching hours include lectures, teacher-student interactive discussions, examination and other learning activity hours.

Distance learning methods include synchronous learning (real time multi-casting), asynchronous distance learning, and a combination of both, and the instructor shall be equipped with a learning management system that supports instruction and the recording of the students’ learning status, in concordance with the University’s teaching standards.

Article 3 The University has established Distance Learning Committee to promote integration of distance learning system, teaching plan review, support and evaluation and other affairs.

The Dean of Academic Affairs shall act as the coordinator and chairperson for the Committee, and the chief of Computer Science and one instructor from each faculty shall fulfill the roles of the remaining members for the term of two years.

Article 4 First time distance learning instructor shall submit teaching plans to be reviewed by curriculum committee at department, faculty level and then by the Distance Learning Committee, and the Academic Affairs Committee. Once approved by the Academic Affairs Committee, the course can be offered and made public online.

The teaching plan shall specify teaching goals, target audience, course syllabus, teaching methods, mechanisms for teacher-student interaction

and discussion, mechanisms for submitting assignments, grading methods and other important matters related to the course.

- Article 5 When conducting distance courses, instructor shall abide by the teaching hours regulated by the University's accreditation policies, and the production and use of teaching materials shall abide by relevant Intellectual Property regulations. The course materials, records of teacher-student interaction, student evaluation, grading, student attendance and assignment shall be preserved in the learning management system at the end of the semester for at least five years for future reference.
- Article 6 In the duration of synchronous instruction, if the class is disrupted due to system malfunction or any other factors, instructor shall provide digital files for replay or implement additional make-up class.
- Article 7 Distance learning course instructor may conduct midterm or end of term in-class examinations, random quizzes or assign reports as ways of student grading.
- Article 8 Each instructor may at most start one distance learning class per semester as principle.
- Article 9 Related academic units (colleges, majors, departments, degree programs, and centers) will recognize distance courses and include it into graduating credits when students pass the distance course and comply with the credit regulations in the Enforcement Rules of the University Act.
- The number of credits earned through distance courses, as defined herein, must not exceed one half of the total number of credits required for graduation defined by the major (department or degree program).
- For students applying for credit transfers with extension education credits obtained from distance courses, if the credits exceed one-third of the credit requirements for graduation set forth by the major (department or degree program), the student's major (department or degree program) shall first recognize the credits before submitting to the Registration Office for archive, to the Distance Learning Committee for review and approval, and then to the Ministry of Education for future reference.
- Article 10 Academic units shall not offer more than one-half of the courses offered during that semester in distance courses. Distance courses offered shall also not exceed one-third of the credit requirements for graduation.
- If more than one-third but less than one-half of the total credits for graduation are offered in distance courses, the academic unit shall comply with the Implementation Regulations Regarding Distance Learning by

Universities by the Ministry of Education and compile a report on the distance courses offered and quality assurance in compliance with the format set forth by the Ministry of Education. Once approved by the Ministry of Education, the report shall be submitted to the Distance Learning Committee for future reference before offering the distance courses in question.

Article 11 The graduation credit evaluation for the following programs, once approved by the Ministry of Education through special programs, is not limited by Article 9 Paragraph 2.

I. On-the-job digital master's program

II. Two-year technical programs, undergraduate programs, master's program, and doctoral programs for overseas students recruited in overseas locations.

The above mentioned programs operation shall abide by the regulations established by the Ministry of Education and it shall be made clear on the certificate of degree that the instruction was mainly conducted through distance courses and the credits obtained through distance courses.

Article 12 The University shall offer appropriate course material production support to instructors conducting distance learning courses.

Article 13 Relevant matter regarding student course selection and grading shall abide by the University's relevant policies and regulations.

Article 14 The department, faculty, program, or center that conducts distance learning courses shall regularly review and evaluate the effectiveness of the distance courses offered and produce an evaluation report for the review of Distance Learning Committee.

The above mentioned evaluation report shall be kept for at least five years for future reviews or assessments.

Article 15 For [full-time teachers](#) who teach distance courses approved by the University's Distance Learning Committee, [which shall be limited to one course per semester](#), the teaching hour of the course is counted 1.5 times but will not be counted as extra teaching hours.

[Hourly payments for teachers offering extension education undergraduate program courses or for part-time teachers will be calculated based on actual teaching hours and is not applicable to rewards on top of basic hourly rates hereinabove. Funding for hourly payments shall be financed by the department offering the course unless otherwise specified.](#)

If a project has already received subsidies from other institutes or academic

units, it will be [excluded from rewards on top of basic hourly rates](#).

Teachers found to be in violation of distance teaching regulations may be limited or banned from offering distance learning courses according to the severity of the situation.

Article 16 The Regulations become effective upon approval by the Administrative Meeting. The same shall be applicable to any amendment hereof.