

National Chung Hsing University Micro-Courses in Professional Fields Implementation Regulations

Enacted in the University Curriculum Committee on Oct. 25th, 2023

- I. To effectively utilize university resources and promote cross-disciplinary learning, each academic unit may design specialized micro-courses in their professional fields(hereinafter referred to as micro-courses) based on their unique teaching characteristics or expertise. These micro-courses are intended for students to learn in a theme-oriented style, to stimulate their motivation, and to cultivate cross-disciplinary knowledge and skills. These regulations are hereby established for this purpose. (hereinafter referred to as the regulations)
- II. Implementation regulations for micro-courses:
 1. Academic units within the full-time program system, excluding the General Education Center—such as colleges, departments, graduate institutes, degree programs, and centers—may design micro-course content with a course duration of 6 hours per course each semester. They must submit a micro-course planning form, which will be implemented upon approval by the respective curriculum committees at various levels. The review of micro-courses includes the course syllabus, course delivery methods, class schedule, and assessment methods can all be flexibly arranged within the 18 weeks of each semester.
 2. After the micro-courses are announced online, students must proceed with course selection within the specified period. Each course requires a minimum enrollment of 10 students to be offered. Instructors must submit grades after the course ends. The grading method is "Pass/Fail," and the course record will be shown on the transcript.
- III. The credit fees for students taking micro-courses will be handled in accordance with the NCHU Guidelines on the Payment of Miscellaneous Fees, Credit Fees and Other Fees. 1 credit is awarded to students who accumulate 18 hours of course time in school and pass. However, students' affiliated colleges and departments (graduate institutes, degree programs) determine whether it is recognized as a graduation credit.
- IV. The calculation of teaching hours for professional micro-course instructors shall be as follows:
 1. Full-time teachers teaching micro-courses may be included in the basic teaching hours for the semester but not counted towards overtime teaching hours. The unit offering the course shall provide relevant course information to the Curriculum Division. For the full-time teachers

have already received compensation, their hours may not be counted towards basic teaching hours.

2. Non-full-time instructors shall follow the relevant recruitment or appointment regulations of the University. The offering unit should submit the required information according to relevant regulations, and their teaching hours shall be included in the semester's teaching hours as a principle.
- V. Micro-courses are not open for inter-collegiate course selection or for external individuals.
- VI. These regulations shall be implemented upon approval by the university-level curriculum committee, and the same shall apply to any amendments.