

# The National Chung Hsing University Micro-Course Curriculum Implementation Guideline

Enacted in the University Curriculum Committee on Oct. 19<sup>th</sup>, 2018

- I . This guideline (hereinafter referred to as the Guideline) is established in order to integrate resources within the school to support academic units, according to their teaching characteristics or professions, to design compact themed micro curriculum units for students' integrative learning to stimulate students' learning motivation and cultivate interdisciplinary knowledge.
- II . Micro-Course Curriculum Implementation method:
  - (i) The content design and course plan of themed micro-courses may be proposed by general education courses in the same academic year in the format of 4 to 8 course hours per unit. The proposal shall be implemented after being reviewed and approved by the curriculum committees at all levels. The review of micro-courses includes the content of themed micro-courses, the way the courses are conducted, the arrangement of teaching hours, the evaluation method, etc. The total hours of each micro-course credit shall be at least 24 hours (inclusive), and classes may be flexibly arranged within 18 weeks of each semester.
  - (ii) After the thematic micro-courses are announced on the Internet, students should select courses within the specified time, and the number of students in each course should be at least 10; Micro-courses may collect material fees as necessary and students are required to pay them within the specified time limit to complete course selection. The teacher of each unit shall submit the performance results to the academic units after completing the course. The evaluation method of the results is "pass/fail".
  - (iii) If a student has studied different themed micro-courses and the cumulative number of hours of study passed is up to 18 hours, they may submit the supporting documents approved by the relevant unit, and apply to the academic units for registration of 1 credit micro-course before the 18th week of each semester. Those who have less than 18 hours shall not apply for registration. Repeated registration for the same theme is not permitted and the credit will be cancelled under such event. Whether the courses applied for registration are recognized as graduation credits shall be determined by the college or department (degree program) to which the student belong. According to the NCHU Guidelines on the Payment of Miscellaneous Fees, Credit Fees and Other Fees, those who opt for credit fees must pay the credit fees for micro-courses before they can apply for credit logging.
  - (iv) Teachers of themed micro-courses shall be recruited in the following ways:

1. Full-time teachers who teach general education-themed micro-courses may be counted into the basic teaching hours of the current semester, with a maximum of 2 credits, but not into the hours of overtime. The academic units shall send the record of the accumulated teaching hours of the current semester to the Division of Curriculum. If the full-time teacher has already been paid the fee, it shall not be included in the basic teaching hours.
  2. Teachers other than full-time teachers shall, in accordance with the relevant recruitment or employment regulations of the University, accumulate the teaching hours of themed micro-courses in accordance with the relevant regulations, which shall in principle, be included in the teaching hours of the current semester.
- III. The teaching opinions on the content of themed micro-course units are authorized to be surveyed or evaluated by each academic units, and students' opinions are collected and integrated, which are not included in the teaching opinion survey of the University.
- IV. Micro-courses are not open for inter-university course taking, nor for off-campus members.
- V. This guideline shall be implemented after being approved by the University level curriculum committee, and the same shall apply to any amendments.