

National Chung Hsing University Implementation Guidelines for General Education Self-directed Learning Credits

Enacted in the General Education Execution Committee on Sep. 12th, 2025

- I. These Guidelines are established by National Chung Hsing University (hereinafter referred to as “the University”) to promote students’ self-directed learning abilities, encourage cross-disciplinary exploration and practical application, and develop diversified and flexible learning models in general education.
- II. The General Education Self-directed Learning Credits (hereinafter referred to as “Self-directed Learning Credits”) in these Guidelines shall be granted by the General Education Center (hereinafter referred to as “the Center”). The Curriculum Committee of the Center shall be responsible for course planning, review, assessment of learning outcomes, and revisions of the system.
- III. These Guidelines apply to undergraduate students of the University. Students approved of extension of study period or undergraduates of extension education programs who wish to apply for Self-directed Learning Credits shall follow The NCHU Guidelines on the Payment of Miscellaneous Fees, Credit Fees and Other Fees, and shall have their credits recognized in accordance with these Guidelines.
- IV. The types and recognition principles for Self-directed Learning Credits are as follows:
 - (I) Mini General Education Course
 1. Implementation Requirements: Students shall complete short, theme-based, interactive and hands-on micro-courses designed to cultivate cross-disciplinary learning and practical abilities. Each course shall comprise 6 to 8 hours.
 2. Calculation of Hours: Learning hours shall be calculated in accordance with the University’s Mini General Education Course and shall be reviewed by the Center at the end of each semester. Students who accumulate 18 learning hours shall be granted 1 credit.
 3. Credit Recognition: A maximum of 3 credits may be recognized under this type, titled in sequence as: “Learning Puzzle of General Education (I)”, “ Learning Puzzle of General Education (II)”, “Learning Puzzle of General Education (III)”.
 - (II) Project-Based Practice:
 1. Implementation Requirements: Project-based practice refers to group project production embodying the spirit of general education, with an

emphasis on practical application in daily life and the development of cross-disciplinary integration abilities.

- (1) Students shall submit an application in advance (application form as Appendix 1). Individual applications are the principle; however, if the project content requires group collaboration, students may apply as a group and shall designate a group leader responsible for administrative communication.
- (2) Students shall keep detailed records of the project execution process and shall submit the electronic file of the project report within one month after completion.

2. Submission of Project Reports

- (1) Project Video: The video shall be 3 to 5 minutes in length and shall include background music, subtitles, or explanatory photographs.
- (2) Individual Written Report: The full text shall contain at least 3,000 words and shall include the following sections: motivation or purpose, project overview, activity process, implementation results, difficulties encountered and solutions, and a written reflective report. The personal reflection shall contain at least 1,000 words and shall focus on self-growth before and after the activity. At least ten photographs shall be attached and properly formatted.
- (3) Group Written Report: A joint group report shall be submitted. The length shall be based on the number of participants: at least 4,000 words for two participants, with an additional 1,000 words for each additional member. The content shall include motivation or purpose, project overview, activity process, implementation results, difficulties encountered and solutions, and a reflection report. Each member's personal reflection shall contain at least 1,000 words and shall focus on self-growth before and after the activity or experiences of group collaboration. At least fifteen photographs shall be attached and properly formatted.

3. Credit Recognition:

- (1) Students who complete their learning plan and submit the project report by Week 12 of the semester, and whose work is reviewed and approved by the Center, may be granted 1 credit, which will be recorded in that semester. Those who submit after Week 12 shall, in principle, have the credit recorded in the following semester.
- (2) A maximum of 2 credits may be recognized under this type. The credits shall be recorded in sequence under the following titles:
“General Education Project (I)”, “General Education Project (II)”.

(III) Hsing General Education Online

1. Implementation Requirements: It refers to online general education courses recognized by the Center. These courses utilize digital platforms and diverse media to provide opportunities for self-directed, flexible, and cross-disciplinary learning, incorporating interaction and assessment mechanisms.
2. Calculation of Points: Students' actual learning hours shall be converted into Self-directed Learning Points at the rate of 1 point per 50 minutes. The maximum number of points available for each course shall be announced separately.
3. Credit Recognition:
 - (1) Self-directed Learning Points shall be reviewed collectively by the Center at the end of each semester. Upon accumulation of 18 points, students may be granted 1 credit.
 - (2) A maximum of 4 credits may be recognized under this type. The credits shall be recorded in sequence under the following titles: "Hsing General Education Online (I)", "Hsing General Education Online (II)", "Hsing General Education Online (III)", "Hsing General Education Online (IV)".
- (IV) Cross-disciplinary Self-directed Learning Activities:
 1. Implementation Requirements: Students shall register through the Self-directed Learning System and shall participate in cross-disciplinary self-directed learning activities organized by University units that align with the principles of general education. The scope includes Huisun Lectures, general education lectures, USR field activities, study camps, workshops, exhibitions, and other related activities.
 2. Calculation of Points:
 - (1) Hui-Sun Lectures: Students who attend one Hui-Sun Lecture shall submit a written report of 500 to 1,000 words online within two weeks from the date of the lecture. Upon approval by the Center, 2 Self-directed Learning Points may be granted. Additional points may be awarded based on the evaluation results and the criteria set out in Appendix 2: additional 6 points for scores of 91 or above; 4 points for scores of 86 or above; 2 points for scores between 60 and 85; and no additional points for scores below 60.
 - (2) Other cross-disciplinary self-directed learning activities (excluding Hui-Sun Lectures): Students shall use their student ID cards for electronic check-in when participating in activities; no additional paper sign-in is required. Students who arrive more than one-third late for the activity shall not receive any points, and full participation

in the entire activity is required. Students may receive 1 Self-directed Learning Point for each activity attended. However, if the activity is part of a course, no points shall be granted.

3. Credit Recognition:

(1) Self-directed Learning Points shall be reviewed by the Center.

Upon accumulation of 18 points, students may be granted 1 credit.

(2) A maximum of 2 credits may be recognized under this type. The credits shall be recorded in sequence under the following titles: “Cross-disciplinary Self-directed Learning (I)”, “Cross-disciplinary Self-directed Learning (II)”. When students apply for credit recognition based on accumulated points, each credit shall include at least two Self-directed Learning Points from one Hui-Sun Lecture.

(V) Life Practice

1. Implementation Requirements and Point Calculation:

(1) Full-time Work-study: Full-time work-study refers to off-campus full-time employment undertaken during the student’s period of study (including the summer prior to initial enrollment and the winter and summer vacations of each academic year). Students shall submit proof of employment and a copy of the “Labor Insurance Status Inquiry Form” printed from the electronic service system of the Bureau of Labor Insurance, Ministry of Labor. Students who engage in full-time employment overseas shall submit a copy of their pay slip. Upon approval by the Center, Self-directed Learning Points may be granted as follows: 4 points for one full month of full-time employment; 2 points for more than 15 days but less than one month. The maximum cumulative points under this subcategory shall be 12 points.

(2) Military Service: Students shall submit copies of documents issued by the Ministry of National Defense related to their military service. Upon completion of two months of service, students may be granted one Self-directed Learning Point.

(3) Competition Achievements: Students who win awards in competitions that meet one of the following criteria shall submit supporting documents after the competition (such as photographs of trophies, copies of certificates, participant lists, and the number of participating teams), and shall submit a written reflective statement of at least 1,000 words. Upon approval by the Center, Self-directed Learning Points shall be granted based on the student’s highest-level award in each competition at one time, and

in accordance with the standards listed in Appendix 3. Each competition category may be counted only once. However, no points shall be granted for individual competitions with fewer than four participants or team competitions with fewer than four teams. Additional points may be awarded based on the evaluation results of the written reflective statement and the scoring criteria listed in Appendix 2.

- i. International competitions with participants from at least three countries;
 - ii. Competitions organized, co-organized, or supervised by domestic government agencies, academic organizations, or legal entities;
 - iii. Cross-department competitions or activities organized by administrative or academic units of the University.
- (4) Professional Licenses: Students who obtain professional licenses issued or commissioned by domestic government agencies during their period of study shall submit copies of the licenses. Upon approval by the Center, Self-directed Learning Points shall be granted. When multiple licenses are held in a single occupational category, only the highest-level license shall be counted, and each category shall be counted only once. The standards are as follows:
- i. Computer- and finance-related licenses: 4 points;
 - ii. Technician Certificates issued by the Ministry of Labor: 4 points for Class C, and 8 points for Class B or above;
 - iii. Professional and technical examinations administered by the Ministry of Examination: 12 points.
- (5) Travel Learning: Students who travel abroad during their period of study (including the summer prior to initial enrollment and the winter and summer vacations of each academic year) may apply for Self-directed Learning Points. Traveling to, country of citizenship/residence, as well as traveling with a work visa, shall not be counted. Applicants shall submit a copy of their Taiwan entry and exit records or boarding passes, and shall submit a written reflective statement of at least 1,000 words. Upon evaluation and approval by the Center, Self-directed Learning Points shall be granted based on the scoring criteria listed in Appendix 2, with a maximum of six points per application.
- (6) Volunteer Service:
- i. Volunteer service refers to training, service, and related outreach activities organized by administrative or academic

units of the University. The service content shall integrate professional knowledge with social engagement and promote the practice of social responsibility.

- ii. Students who complete volunteer training and obtain a completion certificate shall submit the certificate issued by the organizing unit. Upon approval by the Center, four Self-directed Learning Points may be granted.
- iii. After completing the aforementioned volunteer training, students who participate in subsequent volunteer service shall be granted one additional Self-directed Learning Point for every two hours of service. The maximum number of points that may be accumulated in a single semester is ten. However, volunteer service that forms part of a course, or has already been counted toward other Self-directed Learning Points or credits, shall not be counted again.

2. Credit Recognition:

- (1) Self-directed Learning Points shall be granted upon approval by the Center. Students who accumulate 18 points shall be granted 1 credit.
 - (2) A maximum of 2 credits may be recognized under this type. The credits shall be recorded in sequence as Cross-Field Project (I), Cross-Field Project (II).
- V. Grades for recognized Self-directed Learning Credits shall be recorded as Pass (P). Evaluation of written reports shall follow the scoring criteria listed in Appendix 2. If any written report or submitted material is determined, upon review, to contain plagiarism or to be generated using artificial intelligence, such work shall not be recognized, and the student shall thereafter be prohibited from applying for Self-directed Learning Points or credits under that category.
- VI. These Guidelines shall be implemented upon approval by the General Education Executive Committee. Amendments shall follow the same procedure.