

NATIONAL TAIWAN UNIVERSITY

Directives for the Implementation of Distance Learning

December 31, 2002 Passed by the 2,274th Administrative Meetings
December 27, 2016 Passed by the 2,932nd Administrative Meetings
September 28, 2020 Passed by the 3,078th Administrative Meetings

Article 1 The *National Taiwan University* (NTU 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.

“Distance learning courses” shall mean subjects of which 50% or more of the teaching hours are conducted via distance learning.

Distance learning may be conducted in the following means:

1. Synchronous distance learning: a subject of which 50% or more teaching hours are conducted via distance learning with the majority of hours conducted in real time over an online videoconferencing platform
2. Asynchronous distance learning: a subject of which 50% or more teaching hours are conducted via distance learning with the majority of hours conducted in an asynchronous manner through an online learning platform
3. Blended learning: a subject of which distance learning is used to supplement regular instruction but accounts for fewer than 50% of the teaching hours

The aforementioned distance learning hours shall include lectures, teacher-student interactions and discussions, examinations, and other learning activities.

Article 4 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 5 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. The lecturer shall upload teaching materials, set up an online forum, and provide an email address or other contact details to enable two-way communication between the lecturer and students. Broadcasting lecturers shall assess academic performance in accordance with the regulations of the broadcasting educational institution.
- Article 6 A teaching/learning platform and online system or software shall be created for asynchronous distance learning courses. If necessary, a course support center, learning counseling center, or regional learning guidance center may be set up, and office hours or physical, in-person lecture sessions may be arranged to facilitate learning. The lecturer shall schedule online consulting hours.
- Article 7 In addition to meeting the principle of 15 lecture hours per credit, the entire teaching and interaction process, assignment submissions, performance assessment, and attendance for asynchronous distance learning courses shall be recorded.
- 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 The University may offer the necessary support to distance learning course lecturers by assigning a teaching assistant to assist in the teaching or preparation of instructional materials.
- Article 11 In consideration of the cost of videoconferencing, network connections, lecturers' hourly pay, and instructional materials, the number of NTU students taking a distance learning course may not be less than 10.
- Article 12 In principle, each student may register for up to three distance learning courses per semester.
- Article 13 Matters related to credit transfer and recognition for distance learning courses taken at other educational institutions shall be processed in accordance with related NTU regulations.
- Article 14 Lecturers offering distance learning courses at the University shall submit students' grades to the competent academic affairs division at the end of the semester. Grades of non-NTU students shall be transferred to their home universities by said academic affairs division.
Matters pertaining to registration quota and course selection rules shall be processed in accordance with regulations of students' home universities.
- Article 15 Non-NTU persons may receive a course completion certificate provided they formally register for an asynchronous distance learning course, pay the credit

fees, and are given a passing grade by the lecturer. Those who receive a passing grade shall be issued a course credit certificate. The payment scheme for non-NTU persons taking distance learning courses shall be formulated separately.

Those who receive course credit certificates in accordance with the preceding paragraph may apply for credit transfer when they enter NTU.

Article 16 The directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.