

國立陽明交通大學遠距教學課程實施辦法

National Yang Ming Chiao Tung University Distance Learning Courses Policy

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第一條 國立陽明交通大學(以下簡稱本校)為提供學生多元及數位學習方式，依據專科以上學校遠距教學實施辦法訂定本校遠距教學課程實施辦法(以下簡稱本辦法)。

Article 1. To offer students with diverse and electronic learning methods, National Yang Ming Chiao Tung University (hereinafter referred to as “NYCU”) hereby establishes the National Yang Ming Chiao Tung Distance Learning Courses Policy (hereinafter referred to as the “Policy”) according to the Implementation Regulations Regarding Distance Learning by Universities.

第二條 本校遠距教學課程定義：

- (一) 係指本校修課學生皆以遠距線上方式進行學習之課程。
- (二) 遠距(同步及非同步)授課時數超過總授課時數二分之一。

Article 2. The distance learning courses are defined by NYCU as:

- (I) The courses taken by NYCU’s students online.
- (II) The teaching hours for distance learning courses (synchronous and asynchronous) exceed 1/2 of the total teaching hours.

第三條 開授遠距教學課程原則：

- (一) 每位教師一學期至多以申請二門遠距教學課程為原則。
- (二) 應於擬開授遠距教學課程之前一學期，填妥遠距教學課程教學計畫大綱，提送各級課程委員會審核通過後，始得開課；審核通過之課程，將公告於網路上並連結至教育部課程資源網以供查詢。
- (三) 與國外學校合作開授遠距教學課程者，以教育部公告之外國大學參考名冊所列之學校，或經當地國政府學校權責機關或其認定之教育專業評鑑團體認可者為限。
- (四) 授課教師應保存教學評量、教學計畫、課程教材、師生互動、學習評量及

作業報告等資料，於學期末繳交至教務處教學資源組，供日後接受教學評鑑或教育部訪視時參考。

Article 3. The distance learning courses are offered based on the following principles:

- (I) Each teacher may apply for no more than two subjects as the distance learning courses per semester.
- (II) The teaching plan outline for distance learning courses shall be completed and submitted to the relevant curriculum committees in the semester prior to organization of the distance learning courses. Subsequently, the courses may be offered only upon review and approval by the committee. Once approved, the courses will be posted online and linked with the course information website of the Ministry of Education, accessible to the public.
- (III) Foreign partner schools in the distance learning courses are limited to those included in the reference roster of foreign universities published by the Ministry of Education, or those recognized by the local government's competent authority in charge of schools, or the professional educational evaluation groups recognized by the authority.
- (IV) Instructors shall maintain information such as teaching evaluation results, teaching plans, teaching materials, interaction between teachers and students, and learning assessment and assignment. This information should be submitted same to the Division of Teaching Resources of the Office of Academic Affairs at the end of semester for use as a reference in teacher evaluation or for future visits by the Ministry of Education.

第四條 授課時數加計原則：

- (一) 教師首次開設為遠距教學之課程，經校級課程委員會審查通過者，得申請該課程開課當學期授課時數以 1.5 倍計算。若教師於暑期首次開設遠距課程，申請授課時數 1.5 倍計算，則不支領暑期授課鐘點費，改列計為次學年授課時數加計 1.5 倍。
- (二) 同一教師不得針對課程名稱或性質相近之課程再次申請授課時數加計。
- (三) 兼任及在職專班教師之遠距課程授課時數，不予加計。

Article 4. Additional teaching hours may apply based on the following principles:

- (I) Teachers who offer distance learning courses for the first time that are approved by the university-level Curriculum Committee may apply for 1.5 times teaching hours in the semester in which the course is offered. For teachers who offer distance learning courses for the first time in the summer, they may apply for 1.5 times teaching hours. They will not receive hourly rate of pay for the summer; instead, 1.5 times teaching hours of the following academic year will apply.
- (II) A teacher any not request additional teaching hours with courses similar names or natures once they have already done so.
- (III) No additional teaching hours shall be requested in the case of teaching hours for distance learning courses taught by part-time and In-Service Master's Programs instructors.

第五條 遠距教學之教學內容以自行編製為主，如因授課需要而引用他人著作文字、圖表或影片等素材，應註明出處且在合理範圍內引用或取得合法之授權，以符合著作權法等智慧財產權相關法令規定。

Article 5. Teachers shall independently prepare the teaching materials for distance learning courses. If the teachers need to quote from another person's work, including texts, charts or films during course instruction, they shall identify the source and quote within a reasonable extent or with valid authorization. This practice is to ensure compliance with intellectual property right laws and regulations, such as the Copyright Act.

第六條 遠距教學應優先使用本校數位教學平台，並比照一般課程進行課程教學評量。

Article 6. The first priority for distance learning shall be NYCU's e-learning platform. Teacher assessment for distance learning courses shall be conducted in the same manner as for general courses.

第七條 教務處行政協助：

- (一) 課務組：本辦法之修訂、開課、遠距教學課程審核(校級課程委員會)、教學反應調查等事宜。
- (二) 教學資源組：遠距教學課程公告、遠距教學設備及技術之諮詢及培訓、遠距教學課程評鑑、數位學習相關專班申請及數位課程認證受理窗口。
- (三) 教學發展中心：辦理遠距教學相關研習及授課經驗分享等。

Article 7. Administrative support from the Office of Academic Affairs:

- (I) Division of Curriculum: Amendments to the Policy, organization of courses, review of on distance learning courses (the University's Curriculum Committee), and course evaluation survey, etc.
- (II) Division of Teaching Resources: Public notice for distance learning courses, counseling and training for distance teaching equipment and technology, distance learning course evaluation, application for e-learning programs, and contact person for e-learning course certification.
- (III) Center of Teaching and Learning Development: Organization of distance learning-related workshops and sharing of teaching experience.

第八條 其他未盡事宜，悉依教育部專科以上學校遠距教學實施辦法及本校相關規定辦理。

Article 8. Any matters not covered herein shall be subject to the Implementation Regulations Regarding Distance Learning by Universities of Ministry of Education and NYCU's related regulations.

第九條 本辦法經教務會議通過後實施，修訂時亦同。

Article 9. The Policy and any amendment thereto will take effect upon approval by the Academic Affairs Meeting.