

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，依據教育部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 **Ministry of Education’s** Implementation Regulations Regarding Distance Learning by Universities.

第二條 本校遠距教學課程(以下簡稱遠距課程)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 遠距授課時數超過總授課時數二分之一。

遠距教學方式：

一、同步遠距：授課教師採用網路傳輸媒體或視訊系統，以即時遠距離互動之進行教學活動。

二、非同步遠距：授課教師製作數位教材提供至數位教學平台，讓學生透過網路學習之教學方式。

Article 2. The distance learning courses (**hereinafter referred to as “DL 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.

Types of Distance Learning:

1. Synchronous Distance Learning: The instructor uses online transmission media or video conferencing systems to conduct real-time, interactive teaching activities.
2. Asynchronous Distance Learning: The instructor creates digital course materials and provides them via an online learning platform, allowing students to learn through the Internet at their own pace.

第三條 開授遠距課程原則：

- 一、每位教師一學期至多以申請二門遠距課程為原則。
- 二、與國外學校合作開授遠距課程者，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。
- 三、授課教師應保存教學反應問卷結果、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數位教學中心，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. 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.
- III. Instructors shall maintain information such as teaching feedback survey results, teaching plans, teaching materials, interaction between teachers and students, and learning assessment and assignment. This information should be submitted to the Digital Teaching Center 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 遠距課程審查流程與授課時數計算：

- 一、教師應於擬開授遠距課程之前一學期開學前，依規定填妥遠距課程教學計畫表，提送數位教學中心數位課程審查小組確認可核計之授課時數，再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。
- 二、數位教學中心數位課程審查小組依本校授課時數核計原則辦理時數審查。

Article 4. Distance Learning Course Review Procedures and Calculation of Teaching Hours:

1. Instructors who plan to offer a DL Course in the next semester must, before the start of the current semester, fill out the required Distance Learning Course Teaching Plan according to the regulations. This teaching plan should be submitted to the Digital Course Review Team at the Digital Teaching Center to confirm the number of teaching hours that can be counted. Subsequently, it must be reviewed and approved by the curriculum committees at all levels before the course can be offered. Courses that pass the review will be announced online and linked to the Ministry of Education's Course Resource Network for reference.
2. The Digital Course Review Team at the Digital Teaching Center will review and calculate teaching hours in accordance with the University's principles for calculating teaching hours.

第五條 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教學反應問卷調查；教師得依課程需要舉行期中及期末考試，或以繳交報告、作業方式評量學生成績，並得不定期舉行平常考試。期中、期末考試得於教室實地舉行。

授課教師應依據數位教學中心提供之學生學習成效數據進行課程設計修正，以改善教學品質，並作為後續開課之審查參考。

Article 5. Distance learning should primarily utilize the University's digital teaching platform, and teaching feedback surveys should be conducted in the same manner as regular courses. Instructors may, as needed for the DL Course, hold midterm and final examinations, use reports and assignments to assess student performance, or may also hold quizzes at any time. Midterm and final examinations may take place in a physical classroom.

Instructors should adjust their course design based on the student learning outcome data provided by the Digital Teaching Center to improve teaching quality and to serve as a reference for future course offerings.

第六條 授課教師應於非同步遠距課程之授課期間內安排討論時間，即時與學生互動，並回覆學生之提問。

Article 6. Instructors teaching asynchronous distance courses should schedule discussion sessions during the course period to interact with students in real time and address their questions.

第七條 學生修習遠距課程其採計為畢業總學分數之遠距課程學分數，不得超過畢業總學分數之二分之一。

Article 7. The number of credits earned through distance learning courses to be counted toward the total credits required for graduation must not exceed half of the total graduation credits.

第八條 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 8. 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.

第九條 教務處行政協助：

- 一 課務組：本辦法之修正、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 數位教學中心：遠距課程審查(數位課程審查小組)、遠距教學設備及技術之諮詢及培訓、遠距課程評鑑、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 9. 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. Digital Teaching Center: DL Course review (by Digital Course Review Team), 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.

第十條 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 10. 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.

第十一條 本辦法經教務會議通過後實施，修正時亦同。

Article 11. The Policy and any amendments thereto will take effect upon approval by the Academic Affairs Meeting.

本法規有中英文兩個版本，在有疑義的情況下以中文版為準。

These Regulations are adopted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.