

# Regulations for the Production of Digital Teaching Materials at I-Shou University

Adopted by the University Administration Council on September 18, 2019, and promulgated with the consent from the President dated September 25, 2019

Amendments to the Regulations adopted by the University Administration Council on October 20, 2021, and promulgated with the consent from the President dated November 3, 2021

Amendments to Articles 3-5 adopted by the University Administration Council on November 20, 2024, and promulgated with the consent from the President dated November 29, 2024

- Article 1 The Regulations for the Production of Digital Teaching Materials at I-Shou University (hereinafter referred to as “the Regulations”) are made by I-Shou University (hereinafter referred to as “the University”) with the aim of encouraging its faculty members to produce high-quality digital teaching materials that will facilitate innovative teaching and learning practices, promoting digital learning and mobile learning, and providing students with diverse learning pathways.
- Article 2 The Center for Teaching and Learning Development of the Office of Academic Affairs (hereinafter referred to as “the Center”) is responsible for dealing with matters relating to the Regulations, and the e-Learning Promotion Committee (hereinafter referred to as “the Committee”) is responsible for reviewing subsidy applications. The regulations concerning the establishment of the Committee shall be drawn up separately.
- Article 3 Interested faculty members may file an application to produce digital teaching materials. The application period and other details will be announced by the Center. Applications for producing digital teaching materials for the same course submitted by the same faculty member will be considered one single application only. If faculty members intend to file an application for a course that has already been applied for, they shall indicate improvements on the application form.
- Article 4 In order to produce digital teaching materials, faculty members may apply to hire an e-

learning teaching assistant. The Committee will allocate a certain number of hours to successful applicants after taking into consideration the annual budget and individual needs. Successful applicants shall arrange for their e-learning teaching assistants to assist with the production.

Article 5 Digital teaching materials shall be presented on a topic basis with animations, texts, sounds, and images in several videos lasting from five to fifteen minutes each, and the content may include tests, interactive discussions, or extension questions.

Subsidized digital teaching materials shall be uploaded to ISU Moodle and meet the requirements specified in the checklist for digital teaching materials prepared by the Center.

Article 6 The production and use of digital teaching materials shall comply with the Copyright Act and other laws concerning intellectual property rights, and faculty members shall be solely responsible for obtaining the letter of authorization of intellectual property rights. The University enjoys the intellectual property rights (including the economic rights) subsisting in digital teaching materials produced by faculty members, while the moral rights subsisting in digital teaching materials belong to their creators. In addition, faculty members shall waive the right to exercise their moral rights against the University or any third party that is licensed by the University to use their digital teaching materials.

Article 7 Faculty members who have received a subsidy shall submit their complete digital teaching materials at the end of the semester. After their digital teaching materials have been reviewed by the Committee, they will receive credit under the Bouns Item “Teaching Materials” of the faculty evaluation based on the review results.

Article 8 The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

*Note: In case of any disputes or misunderstanding regarding the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.*