

# **Regulations for the Implementation of Massive Open Online Courses and Small Private Online Courses at I-Shou University**

Promulgated with the consent from the President dated January 24, 2015

Amendments to Articles 2-7 promulgated with the consent from the President dated May 24, 2017

Amendments to Articles 1-5 and 7 and the title of the Regulations adopted by the University Administration Council on December 15, 2021, and promulgated with the consent from the President dated December 28, 2021

Amendments to Articles 4, 6, and 7 adopted by the University Administration Council on May 15, 2024, and promulgated with the consent from the President dated May 22, 2024

- Article 1 The Regulations for the Implementation of Massive Open Online Courses and Small Private Online Courses 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 offer massive open online courses (hereinafter referred to as “MOOCs”) and small private online courses (hereinafter referred to as “SPOCs”) by following the e-learning policy introduced by the Ministry of Education.
- Article 2 The Center for Teaching and Learning Development of the Office of Academic Affairs (hereinafter referred to as “the Center”) is responsible for matters relating to the Regulations, and the e-Learning Promotion Committee (hereinafter referred to as “the Committee”) is responsible for reviewing applications for subsidies to and outcomes of MOOCs and SPOCs.
- Article 3 The teaching contents of MOOCs and SPOCs shall be presented in the form of multimedia, such as videos, PowerPoint presentations, and animations, and the length of each topic shall be five to fifteen minutes. In addition, the teaching content shall be in combination with other teaching activities, such as online roll calls, online tests, online discussions, assignments, peer review, classroom discussions, and in-class tests.
1. MOOCs: Teaching contents shall be uploaded to an online platform designated by the University for learners from within or outside the University to study. In principle, eighteen class hours constitute one course, and a course shall be completed in six to eighteen weeks. Students taking a MOOC will be awarded a certificate of course completion after the responsible course instructor

confirms that their scores meet the passing criteria.

2. SPOCs: Every semester the University offers SPOCs on campus, and teaching contents shall be uploaded to ISU Moodle. SPOCs shall be offered to students with two to six online lectures, and the rest of the lectures shall be face-to-face.

Article 4 Subsidies:

1. The Committee convenes a meeting to review applications for subsidies for producing teaching materials. The actual subsidy amount depends on the number of approved applications, the annual budget, and the resolution adopted by the Committee. Subsidy Principles:
  - a. MOOCs: The subsidy will be granted after the nature, features, and number of credits of the course are taken into consideration, and the maximum subsidy amount is NT\$40,000 per course.
  - b. SPOCs: The subsidy will be granted after the nature, features, and number of online lectures of the course are taken into consideration, and the maximum subsidy amount is NT\$15,000 per course.
2. If a MOOC or SPOC is jointly offered by two or more faculty members, the allocation of the aforesaid subsidy shall be specified upon application.
3. Faculty members who have received the subsidy shall, before the deadline announced by the Center, submit relevant receipts and vouchers to apply for expense reimbursement by following the applicable accounting regulations and rules of the University.
4. Suppose the same course has been offered in the form of SPOCs twice, starting the third application, it shall be offered as a distance course upon application by following the Regulations for the Implementation of Distance Learning at I-Shou University and the Regulations for Subsidies to e-Learning Accreditation at I-Shou University to ensure the quality of digital teaching and to achieve the University's goals for promoting digital courses.
5. Courses that have earned the e-Learning Accreditation from the Ministry of Education may continue to be offered as SPOCs within the validity period. The University provides subsidies for hiring teaching assistants but does not offer any other financial subsidies.

Article 5 Course instructors who have completed MOOCs or SPOCs will receive merit under the sub-item "Teaching Materials" of the faculty evaluation, and those with excellent performance will receive additional rewards.

Article 6 Rights and Obligations:

1. After a MOOC or SPOC has been completed, the responsible course instructor shall deliver the following documents to the Center for safekeeping and the purpose of analysis and review: an achievement report, the course syllabus, digital teaching materials, PowerPoint files, records of online interaction with students, records of discussions, roll call records, students' performance assessment results, and feedback on the course.
2. Faculty members shall have respect for and safeguard intellectual property rights when producing MOOCs or SPOCs. It is strictly prohibited to produce MOOCs or SPOCs by plagiarism, adaptation, or any other methods that may result in an infringement of a third party's copyright.

Article 7      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 misunderstandings regarding the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.*