

Dharma Drum Institute of Liberal Arts

Implementation Regulations governing Distance Education

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25, 2005

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Article 1 To promote digital learning, enhance the quality of digital teaching, provide students with a diverse learning environment, and encourage faculty to develop digital learning courses, the Dharma Drum Institute of Liberal Arts (hereinafter “the Institute”) has established these Implementation Regulations governing Distance Education(hereinafter “these Regulations”) in accordance with the MOE's “Implementation Regulations Governing Provision of Distance Education by Junior Colleges and Institutions of Higher Education”. The term “digital education” in these Regulations refers to learning activities between teachers and students, during which digital technology is used as the medium.

Article 2 The term “distance education” in these Regulations refers to interactive teaching conducted via communication networks, computer networks, video channels, or other transmission media.

Article 3 The term “distance education courses” refers to courses in which more than half of the teaching hours for a subject are conducted through distance education. The teaching hours of such courses include lectures, teacher-student interactions, discussions, assessments, and other learning activities.

Article 4 The Institute establishes a Digital Learning Promotion Committee, composed of seven ex-officio members: the President, Vice President, Director of the Library and Information Center, Head of Teaching and Research, Dean of the Department of Buddhist Studies, Chair of the Humanities and Social Sciences Cluster, and the Director of Academic Affairs Section. The President and Vice President serve as Chairperson and Vice Chairperson, respectively. The Director of the Library and Information Center serves as Executive Secretary; additionally, each department and cluster (group) elects one full-time faculty representative to serve as a committee member. The committee members serve two-year terms, renewable upon completion. The committee is responsible for the planning, development, promotion, review, evaluation, and funding of distance education courses and holds at least one meeting per semester, with additional meetings convened by the

Chairperson as necessary. Related regulations are formulated separately.

The Library and Information Center oversees the planning and execution of distance education regulations and implementation, with necessary support provided by the Teaching and Research Office based on course requirements.

Article 5 Full-time and part-time faculty intending to offer distance education courses must submit a teaching plan for approval by the relevant department, division curriculum committee (including the General Education Committee), and the Digital Learning Promotion Committee. The plan must then be approved by the Institute's Curriculum Committee and Teaching and Research Meeting before the course can be offered. Teaching plans should be published online.

The teaching plan as mentioned in the preceding paragraph shall specify learning objectives, target audiences, course schedule and unit objectives, teaching methods, teacher-student interaction, grading methods, and course-related notes. For computer-network-based courses, the plan must incorporate learning management system features. Faculty may offer a maximum of two distance education courses per semester. Exceptions require approval from the Digital Learning Promotion Committee.

Article 6: Those who carry out distance learning courses in accordance with these Regulations shall comply with the following provisions:

1. Utilize the learning management system provided by the Institute, which includes teaching tools, records of student learning activities, and other support features. The platform's functions should be fully utilized.
2. Ensure all teaching materials on the platform comply with intellectual property rights.
3. Include course usage instructions and unit learning objectives on the platform.
4. Provide course information and a feedback mechanism via the platform's bulletin board.
5. Over half of the course units shall be accompanied with voice explanations, appropriate visual aids, examples, supplemental materials, or online resources to support self-directed learning.
6. Include assessment activities (e.g., online tests, assignments) in at least half of the units, with feedback, correct answers, and exemplary work provided online.
7. Facilitate discussions on subject-related topics in at least half of the course units through synchronous or asynchronous interactions.

Article 7 Instructors may hold midterm and final examinations according to the needs of the course, either in physical classrooms or via reports and assignments.

Unscheduled assessments may also be conducted.

Article 8 Teaching content outlines, materials, interaction records, assessment

records, student attendance records, and assignment submissions for distance education courses must remain on the platform for at least five years. Instructors must compile the aforementioned data and complete a course self-evaluation form at the end of the semester. This form should be submitted to the offering unit and forwarded to the Digital Learning Promotion Committee for review to evaluate the quality and effectiveness of the distance learning courses. The evaluation criteria will be established separately by the Digital Learning Promotion Committee. The evaluation reports created under the preceding provisions must be retained for at least five years as a reference for future grade inquiries or site visits.

Article 9 The principle of incentives and subsidies for digital courses shall be separately formulated by the Digital Learning Promotion Committee.

Article 10 Students who pass distance education courses and meet the Institute's credit requirements for undergraduate, master's, and doctoral programs may have the credits recognized and included in their total graduation credits. However, credits earned through distance education must not exceed half of the total graduation credits.

Article 11 The number of credits for distance learning courses offered by each academic unit shall not exceed one-third of the total graduation credits per academic year in principle.

If the number of distance learning course credits as mentioned in the preceding paragraph included in the total graduation credits exceeds one-third but does not surpass one-half of the total graduation credits, the academic unit must follow the MOE's "Implementation Regulations Governing Provision of Distance Education by Junior Colleges and Institutions of Higher Education". Relevant documents on course offerings and quality assurance for distance learning must be prepared in the format prescribed by the Ministry and submitted for review and approval within the designated timeframe. Once approved, the documents must be filed with the Institute's Digital Learning Promotion Committee before the courses can be offered.

Article 12 The Institute's establishment of a digital learning master's program for working professionals must comply with the relevant laws and regulations regarding the application, review, and accreditation of such programs. Approval must be obtained from the MOE through an application and review process before the program can be implemented; The calculation of total graduation credits for the digital learning master's program for working professionals is not subject to the limitations outlined in the previous article. The degree certificate for the program must indicate that the courses were conducted through distance learning.

Article 13 Collaborative distance education courses with overseas institutions must involve universities listed in the MOE's directory of foreign institutions or those

recognized by local government agencies or educational accreditation bodies.

Article 14 Any matter unspecified in these Regulations shall be handled in accordance with the MOE's "Implementation Regulations Governing Provision of Distance Education by Junior Colleges and Institutions of Higher Education" and the Institute's Academic Regulations and relevant laws and regulations.

Article 15 These Regulations shall be adopted at the Teaching and Research Meeting, and promulgated for implementation after being approved by the President; the same shall apply to any amendment thereto.