

Guidelines Governing Distance Learning Wenzao Ursuline University of Languages

Instituted at the Internet-based Courses Promotion Committee on Aug. 2, 2007

Ratified by the President on Aug. 23, 2007

Amended and approved at the Academic Affairs Committee Meeting on July 29, 2013

Ratified by the President on Aug. 30, 2013

I. The Guidelines are established according to the Ministry of Education's "Procedural Rules Governing Distance Learning at the Junior College and Higher Levels" to offer students diverse methods of access to learning, to encourage academic exchanges and sharing of resources, and to enable students from Wenzao and other institutions to take distance learning courses offered by Wenzao and other institutions.

II. The distance learning courses referred in the Guidelines are the courses in which more than half of the teaching hours are conducted through e-learning.

III. The main decision-making unit at this University regarding distance learning is the Distance Learning Promotion Committee (hereinafter "the Committee"). Teaching assistants are provided to assist teaching or provide support for the production of teaching materials based on relevant guidelines stated in the "Enforcement Rules of Distance Learning" of Wenzao. Guidelines governing the organization of the Committee are specified separately.

IV. To promote Internet-based courses, the University should be equipped with a learning management system that supports instruction and the production of teaching materials, and teachers should be able to teach through this system.

V. For the University to offer distance courses, instructors should submit teaching plans to be approved by the academic entities that offer the courses. The teaching plans should be reviewed by the Distance Learning Promotion Committee, the Curriculum Committee, and the Academic Affairs Committee. Once approved by the Academic Affairs Committee, the course can be offered and the teaching plan will be sent to the Ministry of Education for future reference.

The teaching plan should specify teaching goals, target audience, course syllabus, teaching methods, mechanisms for teacher-student interaction and discussion, mechanisms for submitting assignments, grading methods and other important matters related to the course. The teaching plan should be made public online for reference. The instructor of an online course should incorporate the teaching plan into the learning management system.

VI. Upon receiving passing marks, students taking distance courses should be awarded with credits calculated according to the Enforcement Rules of the University Act or the Enforcement Rules of the Junior College Act. The credits earned will be included in the credits counted towards graduation.

VII. For a student to obtain a degree, the number of credits earned through distance courses must not exceed one half of the total number of credits required for graduation.

VIII. For the University to offer digital learning courses for on-the-job training programs, pertinent Ministry of Education regulations governing application, review and accreditation should be followed and the courses can be offered after they are approved by the Ministry of Education.

IX. The above-mentioned digital learning courses for on-the-job training programs refer to the on-the-job training programs in the areas specified by the Ministry of Education and over one half of the class hours are conducted through distance courses.

X. The above-mentioned rule for the number of credits earned for a degree does not apply to students seeking to obtain a degree on digital learning in on-the-job training programs. It should be made clear on the diploma that the instruction is mainly conducted through distance teaching and learning.

XI. If a distance learning course is offered in collaboration with a foreign school, the school should be included in the list approved by the Ministry of Education.

XII. The University should regularly review and evaluate the effectiveness of the distance courses offered and evaluation reports prepared should be kept for at least three years. Distance courses that fail to pass the evaluation may be suspended.

XIII. Matters not covered in the Guidelines should be settled according to the “Implementation Regulations Regarding Distance Learning by Universities” stipulated by the Ministry of Education and other relevant regulations.

XIV. The Guidelines become effective after they are approved at the Distance Learning Promotion Committee Meeting, reviewed and approved by the Academic Affairs Committee, and ratified by the President. Amendments must follow the same procedure.