

國立中山大學實施數位課程相關作業要點

Implementation Directions Regarding Digital Courses

108.12.25 本校 108 學年度第 1 學期第 9 次行政會議通過

Approved at the 9th Administrative Meeting of the First Semester of Academic Year 108, on December 25, 2019

一、 為推動數位學習與創新教學，鼓勵教師開設數位課程，並導引學生採用數位課程進行自主學習，特訂定本要點。

I. In order to promote digital learning and teaching innovation, teachers of National Sun-Yat-sen University (hereinafter the University) are encouraged to open digital courses and to guide students toward independent learning through digital courses. The Directions for Implementation of Digital Courses (hereinafter the Directions) is hereby drawn up.

二、 本要點所稱數位課程包括「開放式課程」、「翻轉教室課程」、「磨課師課程」及「遠距教學課程」等 4 種課程類型，實施方式如下：

II. The digital courses referred to in the Directions include: “Open Course Ware”, “MOOCs”, “Flip Classroom Courses”, and “Distance Learning Courses”. Implementation methods to these four course formats are as follows:

(一) 開放式課程：

(1) Open Course Ware:

本校開設之課程影音拍攝，相當一門課一學期之課程內容（至少 14 週）。

The content to the audio/video shooting courses offered by the University is equivalent to one course per semester (lasting at least 14 weeks).

(二) 翻轉教室課程：

(2) Flip Classroom Courses:

1. 授課教師於課前將自錄教材上傳或連結到所採用之網路學習平臺，並於實體課堂中進行以討論為主的合作學習，或個別指導之教學模式。但授課教師採用非自錄之教材，非本要點所稱之翻轉教室課程。

i. Course instructors shall load the self-recorded teaching materials or the link up to the online learning platform before class starts, and teach either via discussion-based cooperative learning or individual instruction in the physical classroom. Whereas an instructor using teaching materials other than self-recorded, said course would not be construed as a Flip Classroom Course referred in the Direction.

2. 翻轉教室課程之教學內容可透過錄影、錄音、動畫等多媒

體方式呈現，每週應用時數及方式可由教師自行設計及決定，但需配合實體課程應用至少 14 週以上，授課教師須將每週之教學內容，於課堂前一週完整上傳至所採用之網路學習平臺，以利學生自主學習。

- ii. Teaching contents to Flip Classroom Courses may be delivered in video, audio recording, animation, and other multimedia formats. The applicable hours and methods each week may be designed and determined by the teacher, and last for at least 14 weeks in cooperation with the physical course. The weekly teaching content shall be fully uploaded to the chosen online learning platform one week in advance, so as to facilitate students' independent learning.

(三) 磨課師課程：

(3) MOOCs:

1. 課程之教學內容應採用影音、簡報或動畫等數位教材，配合線上進行點名、測驗評量、互動討論、作業繳交等混合方式實施。
 - i. Teaching contents to MOOCs shall be delivered in audio/video, presentation, animation, and other multimedia formats; and offered in combination with a mix of online roll-call, test assessments, interactive discussions and homework submission.
2. 每門課建議 6 至 9 週，每週課程章節時數至少 1 小時，每章節應包含一至數個教學單元，每單元應提供一個完整的學習概念，每段影片長度以 5 至 15 分鐘為宜，不採用隨堂錄影。
 - ii. Each course is recommended to last between 6-9 weeks. The number of hours covering course chapters shall be at least 1 hour per week; each chapter shall contain one-to-several teaching units, with each unit covering a complete learning concept. The ideal length to each video is 5 minutes-15 minutes. No in-class video recording.

(四) 遠距教學課程：

(4) Distance Learning Courses:

1. 遠距教學課程，係指師生透過通訊網路、電腦網路、視訊頻道等傳輸媒體，以互動方式進行之教學，且每一科目授課時數二分之一以上以遠距教學方式進行者。

前項遠距教學課程授課時數，包括課程講授、師生互動討論、測驗及其他學習活動之時數。

- i. Distance teaching courses refer to teaching conducted

interactively between teachers and students through communication networks, computer networks, video channels, and other transmission media. More than half of the teaching hours to each course subject shall be delivered in distance teaching format.

The abovementioned teaching hours include lecture hours, interactive teacher- student discussions, tests, and other learning activities.

2. 遠距教學課程開設應依教育部「專科以上學校遠距教學實施辦法」及本校「課程審查及其相關作業規範」辦理。

ii. The opening of distance learning courses shall be in accordance to the “*Implementation Regulations Regarding Distance Learning by Universities*” of the Ministry of Education, and this University’s “*Guidelines for Course Review and Related Processes*”.

三、 教師申請數位課程方式

III. Ways for teachers to apply for digital courses

(一) 申請教育部磨課師課程應依據專案徵件辦法提出計畫申請，報部審查，計畫通過後即可實施。

(1) Teachers applying for MOE MOOCs courses shall follow the project selection process by submitting a project application to the Ministry of Education for review. The project may be implemented after approval.

(二) 申請校內數位課程應依本校教務處教學發展與資源中心（以下簡稱本中心）公告期程，經審核通過後實施。

(2) Teachers applying for digital courses within the University shall follow the schedule as announced by the Teaching and Learning Development and Resources Center of the Office of Academic Affairs (hereinafter the Center). Implementation may begin after review and approval.

四、 教師獎勵及補助

IV. Teacher’s incentives and subsidies

(一) 授課時數：教師正式於學期中開課之數位課程，授課時數計算應依本校「教師授課鐘點核計準則」相關規定辦理。

(1) Teaching hours: for digital courses that teachers formally open when a semester is in session, the calculation of the teaching hours shall be in accordance to the “National Sun Yat-sen University Calculation Guidelines of Hourly Pay for Teachers” of this University.

(二) 錄製鐘點費補助：

(2) Hourly subsidy to video recording:

1. 獲教育部磨課師課程推動計畫補助之課程，其錄製鐘點費依課程影片時數，原則以 10 倍計算，每小時鐘點費依講座鐘點費規定支給，費用依照教育部補助金額統籌分配。
 - i. For courses that have been approved for subsidy under the Ministry of Education MOOCs Project, the hourly rate is based on the number of hours of the course videos, calculated at a multiplier of 10 in principle. The pay per hour is in accordance to the Amount Table for Lecture Hourly Pay to Internal Staff, allocated in accordance to the subsidy funding from the MOE.
2. 獲校內數位課程計畫補助之磨課師課程，其錄製鐘點費依教務處審查結果、課程影片時數及當年度預算，至多以 5 倍計算，每小時鐘點費依講座鐘點費規定支給，同一門課程以核發一次為限；辦理經費核銷時，應檢附「數位課程成果報告表」為審核依據。
 - ii. For MOOCs courses that have been approved for subsidy under the University's "Digital Course Program", the hourly rate is based on the review outcome of the Office of Academic Affairs, the number of hours of the course videos, and the budget for said year, calculated at a multiplier of 5 maximum. The pay per hour is in accordance to the Amount Table for Lecture Hourly Pay to Internal Staff. A maximum of one subsidy is allowed for one course. When applying for verification of expenses, the "Report on Digital Course Results" should be included as the basis of review.

(三) 課程研發、教材製作費用補助：

(3) Subsidies for costs to R&D courses and to produce teaching materials:

1. 獲教育部審查通過所開設之磨課師課程，其獎（補）助教材製作等費用依照教育部補助金額統籌分配。
 - i. For MOOCs courses opened after passing Ministry of Education's review, the award (subsidy) for costs including teaching material production and others, shall be allocated in accordance to the subsidy funding from the MOE.
2. 獲本校審查通過所開設之校內數位課程，其課程研發、教材製作等補助費用，視當年度預算經費而定。開放式課程每門最高 5 萬元；翻轉教室課程每門最高 10 萬元；磨課師課程及遠距教學課程每門最高 20 萬元。
 - ii. For digital courses opened within the University, after

passing the University's review, the amount of subsidy for course R&D and teaching material production shall depend on the budget for said year. A maximum of NT\$ 50,000 per course for Open Course Ware; a maximum of NT\$ 100,000 per course for Flip Classroom Courses; and a maximum of NT\$ 200,000 per course for MOOCs and Distance Learning Courses.

3. 教師開設校內數位課程，得依本校「高等教育深耕計畫『教材或教案研發』經費支給基準」申請支領至多新臺幣 2 萬元課程研發費用，由前款補助經費項下支應，每位教師每門課程至多補助一次，已申請支領本校高教深耕其他計畫「教材或教案研發」補助之課程，不得重複申請補助。
- iii. Teachers opening digital courses within the University, shall follow the “*Basis of Funding Payment for R&D of Teaching Material or Course for the Higher Education Sprout Project*” of this University, and apply to receive a maximum NT\$ 20,000 for course R&D. Payments shall be made under the aforementioned funding category, with each teacher receiving a maximum of one subsidy per course. Courses previously applied for funding payment from “*R&D of Teaching Material or Course*” for other Higher Education Sprout Project of this University's, may not apply repeatedly for subsidy.

(四) 前述數位課程「錄製鐘點費」及「課程研發」補助，係由多位老師合授課程者，應於申請時載明鐘點費與課程研發補助之分配比例；教育部及校內數位課程計畫補助，不得重複申請。

- (4) For “hourly rate for recording videos” and “course R&D” subsidies for the abovementioned digital courses, should the course be co-lectured by multiple teachers, the distribution ratio to the “hourly rate for recording videos” and “course R&D” must be clearly defined in the application for subsidy. Courses approved for subsidy from the MOE and/or the University's Digital Course Program may not apply repeatedly for subsidy.

五、 學生學分取得及修課證明

V. Obtaining student credits and course certificate

(一) 本校學生

(1) Students of this university

1. 入學前：學生修習大學招生委員會聯合會「準大學生先修課程聯合認證平臺」（以下簡稱先修課程認證平臺）之數位課程，於通過課程測驗成績及格並取得修課證明後，經

學系審查同意，得依規定辦理抵免；修讀非前述平臺之數位課程（含磨課師課程），需檢具課程大綱與及格證明，經學系審查同意後，依本校「辦理學生抵免學分辦法」及系所規定，辦理學分抵免作業；學生修讀前述數位課程以 8 學分為辦理抵免上限。

- i. Before enrollment: students taking digital courses on Joint Board of College Recruitment Commission's "Joint Certification Platform for Prerequisite Courses for College-Bound Students" (hereinafter the Joint Certification Platform for Prerequisite Courses), and have received passing grades from course tests also obtained a course completion certification, may apply to transfer the credits in accordance to regulations subject to the relative academic department's review and approval. Those taking digital courses (including MOOCs) other than from the abovementioned platform, must first submit course syllabuses and proof of passing marks to relative academic department for review and approval, then follow the "National Sun Yat-sen University Credit Transfer Guidelines" and also related department/institute regulations, to apply for credit transfer. Students enrolled in the abovementioned digital courses may apply to transfer 8 credits maximum.
 2. 在學期間：學生經系（所、西灣學院）初審同意修讀國際姊妹校及國際知名線上教學平臺（如 coursera, edX, FutureLearn, Udacity 等網站）之數位課程，並取得修課證明者，得依本校「辦理學生抵免學分辦法」規定辦理抵免。
 - ii. During the semester: for students receiving preliminary consent from related department (institute and Si-Wan College) to take digital courses on international sister schools or internationally renowned online teaching platforms (such as coursera, edX, FutureLearn, Udacity, etc.) and obtained a course completion certificate, may follow the "National Sun Yat-sen University Credit Transfer Guidelines" to apply for credit transfer.
- (二) 他校學生修習本校數位課程，經授課教師評核成績及格者，可取得該課程修習證明。若有採認畢業學分需求者，應依原就讀學校相關抵免辦法提出學分採認申請。
- (2) For students of other schools taking digital courses from this University, and have received a passing grade as evaluated by the teacher instructing the course, may obtain a completion certificate to the course. Those needing credits to count towards graduation requirement, should submit an application for recognition of

course credits in accordance with the regulations of the original school.

六、 教師權利及義務

VI. Teacher's rights and responsibilities

- (一) 數位課程內容應置於指定之數位課程平臺，供校內、外學生及自學者使用。
 - (1) Digital course contents shall be placed on designated digital course platforms, for the use of internal and external students and independent-study persons.
- (二) 凡經審核通過開設之數位課程所完成之影音教材，其智慧財產權屬本校所有；著作人格權屬開課教師所有。校際合作完成製作之教材，前述歸屬本校之著作權係指本校教師所完成之部分。
 - (2) The intellectual property rights to all audio-visual teaching materials completed for digital courses that have passed reviews, are owned by the University; moral rights belong to the teacher that opened the course. For the production of teaching materials completed through intercollegiate cooperation, the abovementioned copyrights owned by the University refer to the portion completed by the teachers of this university.
- (三) 授課教師於課程結束後 1 個月內，應檢附相關執行成果，由本中心存查，以供日後分析統計及審閱資料之用。
 - (3) Within one month after course completion, the instructing teacher shall submit related implementation results to the Center for filing, be kept as future analyses and statistical purposes, also as review references.
- (四) 上傳數位課程平臺之內容，應屬教學活動及課程進行所需，並應遵守智慧財產權相關規定。
 - (4) Contents uploaded to digital course platforms, shall be those required for teaching activities and class session, and must comply in accordance to related regulations governing intellectual property rights.
- (五) 獲補助之磨課師課程，日後無開設規劃，應轉為開放式課程，以充實本校數位教學資源。
 - (5) Subsidy-receiving MOOCs courses without future plans to open, shall be subsequently converted to open courses, so as to enrich the digital teaching resources of the University.

七、 執行本要點之經費來源為教育部高等教育深耕計畫或教育部相關計畫

經費等，本校得視當年度經費預算，由教務處審查後核定補助金額。

- VII. The funding required to implement the Directions is sourced from the Ministry of Education's Higher Education Sprout Project or other related projects. The amount of subsidy will depend on the University's yearly funding budget, as reviewed and approved by the Office of Academic Affairs.
- 八、 本要點其他未盡事宜，悉依本校其他相關規定辦理。
- VIII. All matters not mentioned shall be handled according to related regulations.
- 九、 本要點經行政會議通過，陳請校長核定後實施，修正時亦同。
- IX. The Directions were passed by the Administrative Meeting, and implemented after the President's approval. All amendments and revisions follow the same process.