

National Central University Hybrid Class Establishment and Enrollment Guidelines

Approved by the Academic Affairs Meeting on June 14, 2023

Article 1

National Central University Hybrid Class Establishment and Enrollment Guidelines (hereafter referred to as "these Guidelines") were established to promote self-directed learning, digital learning, interdisciplinary learning, and industry connections, and to enhance course selection flexibility at National Central University (hereafter referred to as NCU or "the University").

Article 2

The "Hybrid Class" courses (hereafter referred to as "these courses") stated in these Guidelines refer to courses where NCU instructors independently create digital teaching materials or use high-quality digital course materials available online. These courses include both in-person and online instruction, covering midterm and final exams, classroom discussions, assignment reviews, individual consultations, etc.

These courses' in-person class hours should account for more than half of these courses' total teaching hours. For regular courses, 18 class hours per semester is equal to one course credit, and for laboratory courses, 36 to 72 class hours per semester, one course credit.

If more than half of these courses' course hours are spent through distance education, the University's Regulations on the Implementation of Distance Education will apply.

These courses do not apply to microcourses, internships, military training, physical education, or service-learning courses.

Article 3

Instructors must submit a Hybrid Class course offering application before offering this sort of course each time. These courses can only be offered upon approval by the

department-, college-, and university-level curriculum committees.

The application should specify teaching objectives, target audience, course outline, teaching methods, ways of conducting student-teacher interactions and discussions, assignment submission, and evaluation methods.

Article 4

These courses do not need to have a regular course schedule settled in the course selection system. Instructors must provide course outlines in advance and coordinate with enrolled students to determine class times and course delivery methods.

Students shall understand the course arrangement before enrolling and select courses whose class times do not overlap the class times of other courses they have selected. Enrollment in another course shall not be a reason for requesting a leave of absence.

Article 5

These courses are formal; the teaching hours, instructional assessments, and grade calculations of these courses shall follow the University's relevant regulations.

Each instructor may offer one of these courses per academic year. For undergraduate courses, there must be a minimum of 15 enrolled students, and for postgraduate courses, a minimum of 5 enrolled students; otherwise, in-person teaching shall be adopted.

Instructors who receive a teaching evaluation score below 3.5 for the same Hybrid Class course in two consecutive evaluations shall not offer any Hybrid Class course again.

Article 6

Undergraduate students are allowed to earn up to six course credits for Hybrid Class courses each semester, and postgraduate students are allowed to earn up to three course credits for these courses each semester.

The cost of required course materials should be coordinated mutually between the

instructor and the enrolled students.

Article 7

Any matters not covered by these Guidelines will be handled per the University's Study Regulations and relevant rules.

Article 8

These Guidelines shall be announced and implemented upon approval by the Academic Affairs Committee. The same procedure shall apply to any amendment to these Guidelines.