

National Central University Regulations on Conducting Microcourses of Self-directed Learning

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Article 1

The National Central University (hereinafter referred to as NCU) Regulations on Conducting Microcourses of Self-directed Learning (hereinafter referred to as the Regulations) are established per the NCU Regulations on Establishment of IDEA School to encourage students to practice self-directed learning, increase the value of extracurricular professional learning, and create personalized learning process and career planning in the spirit of interdisciplinary innovation.

Article 2

The microcourses of self-directed learning (hereinafter referred to as the microcourses) stipulated in the Regulations are the courses proposed by students, student groups, enterprises, or NCU's academic units (hereinafter referred to as the microcourse applicants) and reviewed and approved by the Review Committee for Microcourses of Self-directed Learning (hereinafter referred to as the Review Committee).

Article 3

The target students of microcourses are NCU students. Students may apply for taking microcourses before the mid-term exam of the fall semester specified on the NCU

academic calendar in the last year of their duration of study (extended duration of study is excluded) to the Division of Curriculum or each academic unit. Students are not allowed to extend their duration of study due to taking microcourses.

Article 4

The Review Committee shall consist of nine to eleven members. Associate Vice President for Academic Affairs, Director of the Division of Curriculum, Director of the Teaching and Learning Development Center, Director of the Office of Teaching Centers, and Director of the Center for General Education serve as *ex officio* committee members. The Vice President for Academic Affairs should select four to six committee members from winners of Outstanding Teaching and Teaching Excellence Awards or scholars and specialists at NCU and from outside of NCU. The tenure of committee members is two years; the tenure may be renewed once completed.

The Review Committee should hold meetings after the deadline of microcourse application in each semester; temporary meetings may be organized if necessary. The Associate Vice President for Academic Affairs serves as the convenor and the chair of the meeting, and the Director of the Division of Curriculum serves as the executive secretary.

Article 5

The Review Committee should be responsible for:

- (1) examining the qualifications of microcourse applicants;
- (2) reviewing course content, course modes, the number of students, teaching hours, and other principles of conducting a microcourse;

- (3) examining the qualifications of the advisors, instructors, and professional specialist faculty members of a microcourse;
- (4) reviewing the guidelines on microcourses proposed by academic units;
- (5) reviewing other matters related to microcourses.

Article 6

Microcourse advisors: there should be advisors for microcourses, and at least one microcourse advisor should be an NCU faculty member. Advisors should be responsible for student performance evaluation, consultation, and course guidance for the duration of the course. Each faculty member can work as an advisor for two microcourses maximum. The advisor's employment should be reviewed by the Review Committee or the academic units. The regulations for microcourse advisors' expenditure should also be stipulated.

The results of advising students in microcourses may be taken as supporting materials for faculty promotion evaluation and the election for Outstanding Teaching and Teaching Excellence Awards.

Article 7

Principles on conducting a microcourse:

1. The course planning for each credit should include at least eight teaching hours of informative lectures; simply conducting practice, experiments, internship, or visits is not appropriate.
2. The modes of a microcourse may include face-to-face classes and online classes.
3. If a class takes the form of activities such as practice, experiments, internship, or visits, the calculation result of the teaching hours will be one-half (1/2) of the hours

conducting these activities.

4. Each credit of the microcourse should contain at least five workdays, and a lecture not longer than three hours per class is advised to help students digest the knowledge learned.
5. Each microcourse may take up to 50 students.
6. Special cases can be exempted if reviewed and approved by the Vice President for Academic Affairs.

Article 8

Course-opening and course-taking applications should follow the schedule announced by the Division of Curriculum per semester. Each microcourse application is only valid once. Those who apply for opening microcourses should submit the “Application Form for Opening Microcourses” during the application period announced by the Division of Curriculum. The microcourses can be undertaken after the review of and upon approval from the Review Committee.

Students may submit an “Application Form for Taking Microcourses” to the Division of Curriculum to apply for taking the approved microcourses.

Article 9

Academic units may follow the Regulations to apply for opening microcourses or establish their own “Guidelines for Conducting Microcourses of Self-directed Learning” on the basis of the Regulations. The guidelines should be submitted to the Review Committee, and the academic units may conduct microcourses after the Review Committee reviews the guidelines and approves them.

Article 10

Presentations of learning results: if the total learning hours of a microcourse reach 16 hours, students may apply for public presentations. Students should make an application four weeks before the final exam specified on the NCU academic calendar and upload a presentation video to NCU's website of microcourses. The presentation can be either a joint presentation or a personal presentation.

Article 11

Course code, grading, and credits: the course codes of microcourses reviewed and approved by the Review Committee are GS0076 (one credit), GS0077 (one credit), GS0078 (no credit), and GS0079 (no credit).

Advisors with teacher qualification should submit the "List of Students Passing Evaluation" to the Division of Curriculum and the "Grading Sheet" to the Division of Registrar to register students' earned credits and scores. The score of a microcourse will be only marked "pass" or "fail" and will not count towards the total credits and the average score of the semester and the Grade Point Average (GPA).

Article 12

Students may take up to two microcourses per semester, and the credits of microcourses counting towards the credits required for graduation should be no more than four credits. The credit earned from microcourses should be regulated with the provisions below:

1. The credits of microcourses offered by the Center of General Education may count towards the number of a student's credits required for graduation upon approval of the department / graduate institute at which he or she studies. Each student may have up to two credits of the courses count towards the number of credits required for graduation.

2. The credits of microcourses offered by departments, graduate institutes, and colleges may count towards the number of a student's credits required for graduation upon approval of the department / graduate institute at which he or she studies. Each student may have up to two credits of the courses count towards the number of credits required for graduation.

Article 13

Students will earn the credits of microcourses only after the course advisors review and mark their learning performance "pass." The Division of Curriculum will issue certificates of microcourse credits (including the credits of extra microcourses that students took). However, students are not allowed to take a microcourse with the same course content as that of other microcourses, nor are they allowed to apply for credit recognition of such a course.

Article 14

Implementation details not specified herein must be subject to relevant regulations of NCU.

Article 15

The Regulations are implemented upon approval of the Curriculum Committee of the Center for General Education, the Curriculum Committee of the Office of Teaching Centers, and the Curriculum Committee of NCU and are verified by the Academic Affairs Meeting. The same administrative procedures apply to any future amendments.