Regulations Governing Management of Internet-assisted Teaching Platform, Wenzao Ursuline University of Languages

I.   The Internet-assisted teaching platform is to be used by

   (I)   teachers of the University, and

   (II) teaching units and administrative units of the University.

II. Application for offering Internet-assisted courses

   (I)   Teachers of the University

   All courses offered by full-time and part-time teachers of the University shall be Internet-assisted courses for all semesters.

   (II) Teaching units and administrative units of the University

   shall submit the "Proposal Form for a New Non-Credit Course with Internet-Assisted Teaching" to be approved by their superior(s) and sent to the Office of Academic Affairs / Continuing Education Division to offer the courses.

III. Regulations governing the use of the Internet-assisted teaching platform

   (I)   Each course has up to 4GB of space on-line. If more space is needed, the "Problem Reporting and Requests Form for an Internet-Assisted Course" shall be completed by the applicant, signed by his/her superior and approved by the Information and Instruction Technology Center and the Office of Academic Affairs.

   (II) Content uploaded to the platform will be kept for three years from the end of the academic year for all courses offered. If applicants would like to keep the content on-line for a longer period, the "Problem Reporting and Requests Form for an Internet-Assisted Course" shall be completed and signed by the superior, Dean of Academic Affairs/Director of Continuing Education. Once approved, the extension will last two years.

   (III) The content of all the courses shall include at least three fundamental structures, including learning objectives, one-third of the teaching materials for the entire semester and instruction methods, to meet the requirements.

   (IV) Units offering the courses may conduct random reviews of the instruction materials and class management. Teachers who fail to meet the requirements will be notified for improvement. If the teacher fails to follow the requirements at the follow-up review, the course will be suspended by the Office of Academic Affairs / Continuing Education Division. The records will be kept as reference for future consideration of grant and application for course offering.

(V) Teachers shall keep extra copies of their own teaching materials at the end of the semester for safekeeping.

(VI) Teachers and students shall not use the digital space for any purpose other than teaching and interaction, or for criminal activities. Teachers and students shall also be aware of relevant regulations on cybercrime and copyright infringement.

IV. Regulations governing offering of Internet-assisted courses

(I) Official courses offered on-line shall have the same course names as shown in the University administrative system. To separate courses offered in different semesters or academic years, the academic year or semester shall be added to the name of the course (for instance, 961_day_Introduction to Chinese Literature). Non-official courses shall be named by the units offering the course, and the academic year and the semester shall be added to the name of the course.

(II) Change of course name: The names of official courses shall not be changed. Non-official courses can be changed after applications submitted by the units offering the courses have been approved.

V. Technical assistance and support of the platform

(I) Application for offering new on-line courses

(II) Change of old course name

(III) Change of storage capacity

Inquiries about the three issues above shall be directed to the Curriculum Section of the Office of Academic Affairs for the Day Division and Academic Affairs Section for the Continuing Education Division.

(IV) Inquiries about the functions of the platform and technical problems shall be directed to the Office of Academic Affairs / Continuing Education Division, which will contact the Information and Instructional Technology Center for assistance and support.

(V) Training on how to use the teaching platform (the schedule will be arranged by the Faculty Development Center)

(VI) Inquiries on the design and production of teaching materials for the on-line courses shall be directed to the Faculty Development Center.

VI. The Regulations become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.