Attachment 3 National Taiwan Normal University Online

Course Review Process

At least one semester before launching the course, the course organizer shall submit an *Online Course Teaching Plan* and the *Online Course Copyright Affidavit**Note

NTNU Online for review to ensure that it complies with the Ministry of Education's *Implementation Regulations Regarding Distance Learning by Universities and NTNU's Online Course Review Guidelines*.

Course Committee of related units (Please handle according to the course offering procedures and review mechanisms set forth in NTNU's *Course Offering Regulations*)

University-level Course Committee

Course is offered in the semester and the instructor must teach the course according to the *Online Course Teaching Plan*

Fill out and submit the *Online Course Self-Evaluation Form* to NTNU Online within one month after the course ends

Complete

*Note

If the number of credits for online courses organized by each academic unit reach one-third but do not reach half of the total credits required for graduation, the following procedure shall be implemented in accordance with Article 5, Paragraph 2, Subparagraph 8 of NTNU's *Course Offering Regulations*: before offering the courses, the course organizing unit shall complete its overall online course teaching plan one academic year prior and obtain approval from the Curriculum Committee through a three-level review, which shall then be submitted by the NTNU Online to the Ministry of Education for approval.