

National Taiwan Normal University Online Course Review Guidelines

Passed in the 1st Academic Affairs Meeting of the 2019 Academic Year on October 30, 2019

Amended and approved in the 1st Academic Affairs Meeting of the 2022 Academic Year on November 2, 2022

Amended and approved in the 2nd Academic Affairs Meeting of the 2025 Academic Year on April 22, 2025

- I. These Guidelines were established in accordance with the Ministry of Education's (MOE) *Implementation Regulations Regarding Distance Learning by Universities* and *National Taiwan Normal University's (NTNU) Course Offering Regulations*, in order to improve and maintain the quality of NTNU's online courses.
- II. Pursuant to Article 4, Paragraph 2 of NTNU's *Course Offering Regulations*, an online course is a course with half or more hours taught synchronously via a video conferencing system and asynchronously via a teaching platform.
- III. The offering and revision of an online course shall be according to Article 4, Paragraph 3, Subparagraph 5 of NTNU's *Course Offering Regulations*. At least one semester before launching the course, the course offering unit shall prepare an *Online Course Teaching Plan* (hereinafter referred to as the *Teaching Plan*) and *Online Course Copyright Affidavit* (hereinafter referred to as the *Copyright Affidavit*) and submit them to NTNU Online, Office of Academic Affairs for review to ensure they comply with the MOE's *Implementation Regulations Regarding Distance Learning by Universities* and *these Guidelines*. The course may only be implemented after being passed by Course Committees of related units and submitted to the University-level Course Committee for review.
- IV. The *Teaching Plan* shall specify the following items:
 - (I) Course Start Date
 - (II) Course Review Submission Record
 - (III) Basic Course Information
 - (IV) Course Teaching Design and Implementation Method:
 1. Course Goals
 2. Target Student Group
 3. Prerequisite(s)
 4. Course Content Outline

5. Teaching Method
6. Learning Management System
7. Public Information about Interactive Teaching
8. Course Material Production
9. Assignment Submission Method
10. Grading Method
11. Precautions for Class

V. The instructor shall provide the Online Course Teaching Plan and teaching materials on the e-learning platform when offering an online course, and shall also open an online discussion area. The instructor shall provide an e-mail account and other contact methods for interacting with students.

The e-learning platform must record teacher-student interactions, assessments, homework submission, student works, and peer evaluation.

VI. Lecturers may organize midterm and final examinations as needed. The examinations can take place in classrooms or replaced by reports or other course work as the grading tool. Tests or assessments may be held on an ad hoc basis.

VII. Contents of teaching materials prepared for online courses must comply with intellectual property right related laws and regulations.

VIII. Online courses that pass NTNU's review are valid for 5 years, the same as the Ministry of Education's *Online Course Evaluation and Certification Guide*. Courses that have exceeded the time limit or undergone major changes that affect over 30% of curriculum content shall undergo the application process specified in Article 3 of these Guidelines again.

IX. NTNU shall regularly implement evaluations of online courses. After offering and completing an online course for the first time, the course instructor must complete an *Online Course Self-Evaluation Form* (hereinafter referred to as the *Self-Evaluation Form*) (including documentation) within one month after the course ends. After personally signing the self-evaluation form, the instructor must scan the self-evaluation form and submit the electronic file to NTNU Online for online course outcome evaluation meetings. The review results can serve as a reference for the course instructor to improve implementation of the course in the future and for the course organizing unit to evaluate the viability to continue offering the course.

X. The formats of the *Teaching Plan*, *Copyright Affidavit*, and *Self-Evaluation Form* specified in these Guidelines shall be separately prescribed by NTNU Online. These documents shall be implemented upon deliberation and approval by the Office of Academic Affairs Council.

- XI. After completing an online course, all course activity records must be retained for a minimum of five years for future inquiry, and to provide data for reviewing and evaluating the results of implementing online courses.
- XII. These Guidelines have been implemented with approval sought from an Academic Affairs Meeting. The same applies to all subsequent amendments.