

國立清華大學遠距教學課程實施辦法

National Tsing Hua University Implementing Regulations on Distance Learning Courses¹

112 年 5 月 23 日 111 學年度第 4 次校課程委員會通過
Approved by the 4th University Curriculum Committee Meeting
of the 111th Academic Year on May 23, 2023
113 年 12 月 4 日 113 學年度第 1 次校課程委員會修訂
Revised by the 1st University Curriculum Committee Meeting
of the 113th Academic Year on Dec 4, 2024

第一條 國立清華大學（以下稱本校）為促進本校多元化與彈性化學習方式，並鼓勵教師視課程授課需求開設不同屬性之課程，依照教育部「專科以上學校遠距教學實施辦法」，訂定「國立清華大學遠距教學課程實施辦法」（以下簡稱本辦法）。

Article 1 To promote diversified and flexible learning methods at National Tsing Hua University (hereinafter referred to as the University), and to encourage faculty members to offer courses of different attributes based on their teaching needs, these "National Tsing Hua University Regulations on Distance Learning Courses" (hereinafter referred to as the Regulations) are formulated in accordance with the Ministry of Education's "Regulations on the Implementation of Distance Learning in Higher Education Institutions."

第二條 本辦法所稱遠距教學，指師生透過通訊網路、電腦網路、視訊頻道等傳輸媒體，以互動方式進行之教學。其方式包括同步遠距教學、非同步遠距教學及同步與非同步混合式遠距教學。

本辦法所稱遠距教學課程，指單一科目授課時數二分之一以上以遠距教學方式進行之課程，包含課程講授、師生互動討論、測驗及其他學習活動之時數。

Article 2 Distance learning as referred to in these Regulations means teaching conducted through interactive communication networks, computer networks, video channels, or other transmission media. Its methods include synchronous distance learning, asynchronous distance learning, and blended synchronous and asynchronous distance learning.

Distance learning courses as referred to in these Regulations mean courses where more than half of the teaching hours for a single subject are conducted through distance learning, including lectures, teacher-student interactive discussions, quizzes, and other learning activities.

第三條 遠距教學授課教師應根據排課日程提出教學計畫大綱，經系（所、學

¹ The English version was initially translated by Gemini Advanced and subsequently proofread by Dr. Tonny Menglun Kuo. In the event of any discrepancies, the Chinese version shall prevail.

位學程)、院及校課程委員會通過後，始得開授。教學計畫大綱須使用本校所提供之中英文版教學大綱格式(含檢核表)撰寫，載明課程平臺網址、學習目標、修讀對象、課程大綱、上課方式、師生互動討論、成績評量方式、課堂助教及課程注意事項。續開課程時，教師得利用前述檢核表重新調整遠距課程設計。

Article 3 Instructors of distance learning courses shall submit a course syllabus based on the course schedule. Only after approval by the department (institute, degree program), college, and university curriculum committee can the course be offered. The course syllabus must be written using the University's provided Chinese or English syllabus template (including a checklist), specifying the course platform URL, learning objectives, target students, course outline, teaching methods, teacher-student interactive discussions, grading methods, teaching assistants, and course notes. For recurring courses, instructors can use the aforementioned checklist to re-adjust the distance course design.

第四條 教師申請開課為續開課程，續開課程前次開課教學意見調查平均分數須達到下列三項標準之一：全校課程前 75%以上、該系課程平均、全校課程平均；續開英語授課課程，續開課程前次開課教學意見調查平均分數須依課程程度達到大學部或研究所英語授課課程前 75%以上；未達者需檢附系課程委員會實質討論同意續開之會議紀錄，始提送院、校課程委員會審查。系課程委員會實質討論時，請參採歷年該課程教學意見調查結果評估。

Article 4 For instructors applying to offer re-run courses, the average score of the previous run's teaching evaluation must meet one of the following three criteria: be in the top 75% of all university courses, match or exceed the department's average course score, or the match or exceed the university's average course score. For re-run English-taught courses, the average score of the previous run's teaching evaluation must be in the top 75% of English-taught courses at the corresponding undergraduate or graduate level. If the criteria are not met, a meeting record of the department curriculum committee's substantive discussion and approval for the course continuation must be attached before submitting to the college and university curriculum committees for review. During the department curriculum committee's substantive discussion, please refer to the course's teaching evaluation results from previous years for assessment.

第五條 為促進本校開放式教育資源有效活用，開課教師可採用本校所製作之開放式課程、磨課師課程教學影片進行非同步教學，並針對學生線上學習需求設計對應練習題、討論區或作業，提高學習效果。

Article 5 To promote the effective use of the University's open educational resources, instructors can utilize the University's open courses and MOOC teaching videos for asynchronous teaching. They should also design corresponding exercises, discussion forums, or assignments based on students' online learning needs to enhance learning outcomes.

第六條 教師申請開設遠距教學課程經各級課程委員會會議通過後，該課程即標示為遠距課程，若因特殊情況欲調整為實體授課時，開課單位應通知

已選課學生，最遲於當學期加退選開始日前通知課務組更新課程資訊，以利學生調整選課。

Article 6 After an instructor's application to offer a distance learning course is approved by the relevant curriculum committees, the course will be marked as a distance course. If, due to special circumstances, it needs to be adjusted to in-person teaching, the offering unit shall notify enrolled students and inform the Division of Curriculum to update the course information no later than the start date of the semester's add/drop period, allowing students to adjust their course selections.

第七條 教師開設遠距課程以使用本校所建置之學習管理系統為主，學習系統內的資料應保存至少五年。若教師因課程需求需使用非本校建置之學習平台，須於課程大綱中註明。

Article 7 Instructors offering distance courses should primarily use the University's learning management system. Data within the learning system should be retained for at least five years. If instructors need to use a learning platform not built by the University due to course requirements, this must be indicated in the course syllabus.

第八條 遠距教學課程之教學內容若引用自第三方內容，應註明出處且在合理範圍內引用或取得合法之授權，以符合著作權法等智慧財產權相關法令規定。

Article 8 If the teaching content of a distance learning course adopted from third-party content, the source should be cited, and the adoption should be within a reasonable scope or have obtained legal authorization to comply with copyright laws and other intellectual property regulations in Taiwan.

第九條 為推動數位課程，本校組成「數位課程委員會」(以下簡稱數課委會)，由教學發展中心主任擔任召集人，邀請校內外教師或專家三至五人，簽請教務長同意後組成。數課委會將定期評鑑開授之遠距教學課程及教學成效、學習平臺服務、數位課程支援系統(法規與獎勵措施、課程設計、教材製作)、課程品質確保等項目，提供相關改善建議，並做成評鑑報告，供日後成績查詢、教學評鑑或受訪視時之參考，至少保存五年。

Article 9 To promote digital courses, the University establishes a "Digital Course Committee" (hereinafter referred to as the DCC), chaired by the Director of the Center for Teaching and Learning Development, and composed of three to five internal and external faculty members or experts, with the approval of the Dean of Academic Affairs. The DCC will regularly evaluate offered distance learning courses and their teaching effectiveness, learning platform services, digital course support systems (regulations and incentives, course design, teaching material production), course quality assurance, and other items. It will provide relevant improvement suggestions and compile an evaluation report for future reference in grade inquiries, teaching evaluations, or inspections. The report should be retained for at least five years.

第十條 本辦法未盡事宜，悉依教育部「專科以上學校遠距教學實施辦法」及

本校學則及相關辦法辦理。

Article 10 Matters not covered in these Regulations shall be handled in accordance with the Ministry of Education's "Regulations on the Implementation of Distance Learning in Higher Education Institutions," the University's academic regulations, and other relevant regulations.

第十一條 本辦法經校課程委員會通過後實施。

Article 11 These Regulations shall take effect upon passage by the University Curriculum Committee.