Chung Yuan Christian University Digital Course Teaching Subsidy Project

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I. Basis: The Project is implemented pursuant to the digital teaching item set forth in Article 3, Subparagraph 2 of the "Teaching Resource Production and Teaching Improvement Subsidy Regulation in CYCU."

II. Purpose: To promote the development of digital teaching, encourage faculty members to produce digital courses, and improve and innovate digital teaching materials and digital teaching methods in order to enhance teaching effectiveness, Chung Yuan Christian University hereby establishes the "Chung Yuan Christian University Digital Course Teaching Subsidy Project" (hereinafter referred to as "the Project").

III. Digital Teaching Subsidy Categories:

(1) Distance Learning Courses: A course in which at least one-half of the instructional hours are delivered through distance learning, including course lectures, instructor-student interactive discussions, tests, and other learning activities. The category is divided into the following two types:

1. New Distance Learning Course: A distance learning course newly offered by the faculty member in the immediately following semester. The faculty member shall design and record instructional videos accounting for at least one-third of the instructional hours and shall include instructional plans for online instructor-student interaction and online assessment.
2. Enhancement of Distance Learning Course Operation: A distance learning course previously offered and taught during the current semester, for which the faculty member enhances and optimizes digital teaching materials, online instructor-student interaction, online assessment, and other instructional designs through the following features:
   (1) Thoughtful digital teaching material design.
   (2) Online instructor-student interaction strategies.
   (3) Diverse online assessment design.
   (4) Integration of AI technology tools into teaching.

(2) Digital Learning Course Certification: A distance learning course implemented in the current semester for which certification is sought in accordance with the Ministry of Education requirements governing digital learning course certification.

(3) Massive Open Online Courses (MOOCs): A one-credit course (eighteen hours) in which the faculty member designs several instructional modules according to the course schedule, each module contains multiple instructional videos of five to fifteen minutes, and the total audiovisual duration for each course is, in principle, six to twelve hours, supplemented by online interactive discussions, tests, and other learning activities. The category is divided into the following two types:

1. New MOOC: Each module may include multiple videos, with a total duration of six to twelve hours. Videos shall include separate subtitle files, tests, and interactive functions.
2. MOOC Enhancement:
   (1) Minor Update: Minor improvements to course content, such as adding subtitles, visual prompts, or animation; simplifying existing content; updating or creating formative or summative assessments aligned with learning outcomes; or adjusting content for use in other courses or platforms, such as microlearning or stackable courses.
   (2) Moderate Revision: Re-recording at least one-third of the course videos and replacing outdated or poor-quality videos to improve audiovisual quality, such as by rewriting slides, updating case studies, or updating examples.

IV. Review and Subsidy Principles:

(1) The Office of Digital Education (hereinafter referred to as "the Office") shall submit all application materials to committee members with relevant professional expertise for review. The applications shall then be deliberated and approved by the Office Affairs Meeting of the Office of Digital Education.

(2) In principle, each individual or team may receive a subsidy for one project per semester. Invited projects are not subject to this restriction. Reimbursement shall be handled in accordance with the "Ministry of Education Subsidy (Donation) and Commissioned Project Budgeting Standards Table" and the "Guidelines for Reimbursement of Expenditure Vouchers at Chung Yuan Christian University."

V. Subsidy Amounts:

(1) Distance Learning Course: The subsidy for each project shall not exceed NT$30,000. Subsidized items are as follows:

1. Distance Learning Course Teaching Assistant: A teaching assistant may be budgeted for up to four months, principally to assist with distance learning course operation, teaching material production, intellectual property rights verification, audiovisual recording, subtitle work, and similar tasks.
2. Operating Expenses: Expenses incurred in course implementation, including guest speaker fees, consultation fees, and material expenses for items with a unit price not exceeding NT$2,999, such as stationery, computer peripherals, and course-related teaching materials.

(2) Digital Learning Course Certification: The subsidy for each project shall not exceed NT$100,000. A reapplication after failure to obtain Ministry of Education certification shall not exceed NT$50,000. Subsidized items are as follows:

1. Professional Certification Teaching Assistants: One or two teaching assistants shall be budgeted, each for up to four months. Each teaching assistant shall hold the Digital Seed Teaching Assistant qualification obtained through training by the Office and shall assist with planning and compilation of the self-evaluation form and other work required for digital learning course certification.
2. Course Peer Learning Teaching Assistant: A teaching assistant may be budgeted for up to four months, principally to assist with real-time interaction and learning-related questions and answers in the operation of a digital learning course.

3. Operating Expenses: Expenses incurred in course implementation, including guest speaker fees, consultation fees, and material expenses for items with a unit price not exceeding NT$2,999, such as stationery, computer peripherals, and course-related teaching materials.

(3) Massive Open Online Courses (MOOCs): The subsidy for each Chinese-taught course shall not exceed NT$120,000, and the subsidy for each English-taught course shall not exceed NT$150,000. Subsidized items are as follows:

1. New MOOC (implementation period based on one year):

Subsidy Amount per Course	Description
Chinese-taught course: up to NT$120,000, including: (1) Hourly remuneration: up to NT$30,000 (2) Student assistant wages: up to NT$54,000 for 3 student assistants responsible respectively for teaching material preparation, course editing, and course recording (3) Operating expenses: up to NT$36,000	(1) Each module may include multiple videos, with a total duration of 6 to 12 hours. Videos shall include separate subtitle files, tests, and interactive functions. (2) Subsidy funding under the Project shall be disbursed in two phases according to project completion and course quality review: ① First-phase subsidy, 50%: disbursed after project approval. All course teaching materials shall be completed and shall pass intellectual property rights review, and the course operation planning form shall be completed. ② Beginning-of-second-phase subsidy, 40%: disbursed after review and approval of the continued teaching material operation plan from the preceding phase. ③ End-of-second-phase subsidy, 10%: disbursed after submission of complete course videos compliant with audiovisual specifications, subtitles, assessments, and the project closeout report, and after review and approval.
English-taught course: up to NT$150,000, including: (1) Hourly remuneration: up to NT$36,000 (2) Student assistant wages: up to NT$72,000 for 4 student assistants responsible respectively for language translation, teaching material preparation, course editing, and course recording (3) Operating expenses: up to NT$42,000	

2. MOOC Enhancement:

Level	Subsidy Amount	Description	Content
Minor Update	NT$5,000-20,000	Minor improvements to course content.	(1) Video editing and visual enhancement: Add subtitles in other languages, visual prompts, or animation, or simplify existing content. Subsidy: NT$10,000-20,000, including NT$6,000 in student assistant wages for one editor. (2) Redesign of tests and assessments: Update or create formative or summative assessments aligned with learning outcomes. Subsidy: NT$5,000-15,000, depending on complexity. (3) Course restructuring and application: Reorganize combinations of course modules and content for different course audiences or content structures to improve course reusability, such as microlearning or stackable courses. Subsidy: NT$5,000-15,000.
Moderate Revision	NT$10,000-40,000	At least one-third of the course videos are re-recorded. For example, outdated or poor-quality videos are re-recorded to improve audiovisual quality, slides are rewritten, case studies are updated, or examples are updated.	(1) Hourly remuneration: up to NT$10,000. (2) Student assistant wages: up to NT$18,000, which must include NT$6,000 each for one teaching material preparation assistant, one course editing assistant, and one course recording assistant. (3) Operating expenses: up to NT$12,000.

VI. Evaluation of Subsidy Effectiveness:

(1) Distance Learning Courses:

1. New Distance Learning Course: After completion of the project, the recipient shall submit one electronic copy of the project closeout report and participate in a project results presentation organized by the Office. The distance learning course shall be offered in the immediately following semester and shall receive a final evaluation rating of B or above.
2. Enhancement of Distance Learning Course Operation: The distance learning course implemented in the current semester shall receive a final evaluation rating of B or above. After completion of the project, the recipient shall submit one electronic copy of the project closeout report and participate in a project results presentation organized by the Office.

(2) Digital Learning Course Certification: An application for certification shall be submitted no later than the semester following receipt of the subsidy. If certification is not obtained, the course shall continue to undergo the certification process until certification is obtained within two years. After completion of the project, one electronic copy each of the project closeout report and the digital teaching case report shall be submitted.

(3) Massive Open Online Courses (MOOCs): After project closeout, complete course videos, subtitles, assessments, and one electronic copy of the project closeout report shall be submitted, and the course shall be offered on both University and external platforms in the following semester.

VII. Other Notes: A project closeout report submitted by an applicant shall be complete and shall meet the anticipated implementation outcomes. If the applicant is unable to implement the project for personal reasons, the applicant shall complete a Consent Form for Waiver of Project Implementation and return all reimbursed funds.

VIII. The Project shall be promulgated and implemented upon approval by the Office Affairs Meeting of the Office of Digital Education. The same procedure shall apply to amendments.