Chung Yuan Christian University
Operational Guidelines for MOOC Micro-Credit Courses

Approved by the 111-2-3 Academy Affairs Meeting of the International Cloud Academy on April 14, 2023
Amended in accordance with CYCU Letter No. 1120002325 dated July 4, 2023

I. To promote Massive Open Online Courses (hereinafter referred to as "MOOCs"), provide diverse learning channels, and inspire students' motivation for self-directed learning, Chung Yuan Christian University hereby establishes these Guidelines.

II. Operating Procedures:

(1) MOOC Micro-Credit Courses: Each semester, the Office of Digital Education (hereinafter referred to as "the Office") shall notify each department to recommend one Chinese-taught and one English-taught MOOC offered on an external platform and related to the department's professional field. Each course shall be worth one credit and counted as a free elective credit.

(2) A MOOC recommended by a department shall be reviewed and approved by the Office according to the following criteria:

1. Non-self-study course: The course shall be operated by an instructor.
2. Course hours: The hours of audiovisual teaching materials and course activities, including tests, assignments, or topic discussions, shall total at least eighteen hours.

(3) For a course that passes review, the Office shall publish the course information in the course offering inquiry system, the course registration system, and the I-CLAP MOOC Micro-Credit System.

(4) Students shall not register for the course in advance. Credits shall be recognized through an application submitted after the course is passed. After completing the course, a student shall upload the required verification documents to the I-CLAP MOOC Micro-Credit System. After review and approval, the Office shall compile the lists of those who have passed the courses during the semester and submit them to the Office of Academic Affairs for credit recognition.

III. Student Application Process for MOOC Micro-Credits:

(1) No advance course registration is required: Course information shall be published in the course registration system, but registration shall not be opened.

(2) During the course registration period, a student shall independently register on the platform offering the course, complete enrollment, and begin the course.

(3) After completing the course, the student shall download a screenshot showing a passing grade, which shall include the course information and student information, or apply for a course certificate. The fee for a course certificate may be subsidized under the University's Student Financial Assistance Project for Digital Courses on External Platforms.

(4) The student shall upload the verification documents required for the course to the I-CLAP MOOC Micro-Credit System by the prescribed deadline. Some courses may require an additional report or reflection.

(5) Deadline for Credit Applications: December 31 for the first semester of each academic year and May 31 for the second semester. If the deadline falls on a holiday, it shall be extended by one day.

IV. Requirements Governing MOOC Micro-Credits:

(1) Grades for MOOC Micro-Credits shall be recorded as Pass/Fail, and verification shall be conducted in accordance with the course announcement.

(2) MOOC Micro-Credits shall be free elective credits. No more than six such credits may be recognized toward graduation.

(3) MOOC Micro-Credits shall not be included in the calculation of semester grades and shall not be subject to the minimum semester credit requirement or the limit on excess credits.

V. A student who meets the requirements of Section III but falls under either of the following circumstances shall not receive MOOC Micro-Credits:

(1) The student is on leave of absence or has withdrawn from the University when the credit is granted.

(2) The student submits a duplicate application for the same MOOC.

VI. Any matter not provided for in these Guidelines shall be handled in accordance with the applicable regulations of the Ministry of Education and the University.

VII. These Guidelines shall be announced and implemented upon approval by the Office Affairs Meeting of the Office of Digital Education. The same procedure shall apply to amendments.