**Chung Yuan Christian University** **Digital Course Teaching Subsidy Project**

Approved at the Digital Education Development Office 113-2-14 Meeting on 2025/07/10

1. **Basis：**This project is implemented in accordance with Article 3, Paragraph 2 (“Digital Teaching”) of the “CYCU Subsidy Guidelines for Teaching Resource Production and Teaching Enhancement.”
2. Purpose：To promote the development of digital teaching, encourage faculty members to create digital courses, and advance and innovate digital teaching materials and methods to improve teaching effectiveness, the University has established the “Digital Course Teaching Subsidy Project” (hereinafter referred to as “the Project”).
3. Subsidy Categories：

1. Distance Learning Courses：Courses conducted during the semester with at least half

of the instructional hours delivered through distance teaching, including lectures,

teacher-student interactions, tests, and other learning activities. Two types：

1. New Distance Learning Courses：Newly launched courses with at least one-third of the instructional hours produced as recorded teaching videos, including online interaction and assessment planning.
2. Enhanced Distance Learning Courses：Previously offered courses improved in the following aspects：

（1）Creative digital material design.

（2）Online interaction strategies between teachers and students.

（3）Diverse online assessment designs.

（4）Integration of AI tools into teaching.

2. Digital Learning Course Certification：Distance learning courses applying for

certification in accordance with the “MOE Digital Learning Course Certification

Regulations.”。

3. Massive Open Online Courses (MOOCs)：Teachers design several teaching modules

according to course progress, with each module containing multiple 5–15 minute

videos, totaling 6–12 hours per course, supplemented with online discussions,

assessments, and other activities equivalent to a 1-credit course (18 hours). Two types：

1. New MOOCs：Each module may include multiple videos (6–12 hours total). Videos must have standalone subtitle files, quizzes, and interactive functions.
2. Enhancement of MOOC Courses：

（1）Minor Updates：Small improvements to course content, such as adding subtitles, visual prompts, animations, or simplifying existing content; updating or developing formative/summative assessments aligned with learning outcomes; adjusting content for use in other courses or platforms (e.g., microlearning, stackable courses).

（2）Moderate Revisions：At least one-third of the course videos are re-recorded; outdated or poor-quality videos are replaced to improve audio-visual quality. Examples include rewriting slides, updating case studies, or revising examples.

1. Review and Subsidy Principles：

（1）All application materials will be submitted by the Office of Digital Education Development (hereafter referred to as “the Office”) for review by relevant professional committee members. The results will then be deliberated in the Office Affairs Meeting, submitted to the Executive Committee of the Academic Affairs Council, and finalized for approval.

（2）Each individual or team may apply for one subsidized project per semester in principle (except for invited projects). Reimbursement will be processed in accordance with the“Ministry of Education Subsidy (Donation) and Commissioned Project Budget Guidelines”and the“Chung Yuan Christian University Expense Reimbursement Regulations ”.

1. Subsidy Amounts：
2. Distance Learning Courses：Up to NT$30,000 per project. Subsidy details are as follows：
3. Teaching Assistants for Distance Learning：At least 32 hours per month, for up to 4 months. Responsibilities include course management, teaching material production, intellectual property checks, and audio/video recording.
4. Operational Expenses：Lecturer fees, consultation fees, and material costs under NT$2,999 per item, including stationery, computer peripherals, and course-related teaching materials.
5. Digital Learning Course Certification：Up to NT$100,000 per project. For reapplications after failure to pass the Ministry of Education certification, the cap is NT$50,000. Subsidy details are as follows：
   1. Certification Teaching Assistants：1–2 assistants, at least 32 hours per month, for up to 4 months. TAs must hold “Digital Seed TA” qualifications trained by the Office, assisting in self-evaluation reports and other planning/compilation tasks.
   2. Peer Learning Assistants：At least 32 hours per month, for up to 4 months, assisting with real-time interaction and Q&A in digital learning courses.
   3. Operational Expenses：Lecturer fees, consultation fees, and material costs under NT$2,999 per item, including stationery, computer peripherals, and course-related teaching materials.

（3）Massive Open Online Courses (MOOCs)：Up to NT$120,000 per project for Chinese courses, Up to NT$150,000 per project for English courses, Subsidy details are as follows：

1. New MOOC Development (one-year project period)

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| Subsidy Item / Course | Description |
| Chinese Course (up to NT$120,000), include:   1. Hourly Fees（Up to NT$30,000） 2. Student Assistant Fees（Up to NT$54,000, 3 assistants for material compilation, video editing, and recording） 3. Consumables（Up to NT$36,000） | 1. Each module may include multiple videos, total length 6–12 hours. Videos must include subtitles, quizzes, and interactive functions. 2. Subsidy funds are disbursed in two phases, based on project completion and quality review.   ① Phase 1: 50% upon approval, after completion of teaching materials and intellectual property review.  ② Phase 2 (initial): 40% after review of teaching material implementation.  ③Phase 2 (final): 10% upon submission and approval of completed course videos, subtitles, assessments, and final report. |
| English Course (up to NT$150,000) , include：   1. Hourly Fees（Up to NT$ 36,000） 2. Student Assistant Fees（Up to NT$ 72,000, 4 assistants for material compilation,video editing,and recording） 3. Consumables（Up to NT$ 42,000） |

1. Enhancement of MOOC Courses

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| Level | Subsidy Amount | Description | Content |
| Minor Updates | NT$5,000–20,000 | Small-scale improvements | 1. Video editing & visual enhancement: add subtitles in other languages, visual prompts, animations, or simplify content. Subsidy NT$10,000–20,000 (includes NT$6,000 student assistant fee for one editor). 2. Test & assessment redesign: update or create formative/summative assessments aligned with learning outcomes. Subsidy NT$5,000–15,000 (depending on complexity). 3. Course restructuring: reorganize modules for different audiences or formats (e.g., microlearning, stackable courses) to improve reusability. Subsidy NT$5,000–15,000. |
| Moderate Revisions | NT$10,000–40,000 | At least one-third of course videos re-recorded; improve quality by replacing outdated/poor-quality content. Includes rewriting slides, updating case studies/examples. | 1. Hourly Fees：Up to NT$10,000. 2. Student Assistant Fees：Up to NT$18,000 (must include NT$6,000 each for material compilation, editing, and recording). 3. Consumables: Up to NT$12,000 |

1. Subsidy Effectiveness Evaluation：

（1）Distance Learning Courses：Must achieve at least grade B in end-of-semester evaluations, participate in platform training within the subsidized academic year, and submit an electronic final report plus present results in an Office-organized showcase.

（2）Digital Learning Course Certification：Certification application must be submitted in the following semester. If not passed, certification must be completed within two years. Applicants must also submit one electronic final report and one case study report on digital teaching.

（3）Massive Open Online Courses (MOOCs)：Upon course completion, applicants must submit course videos, subtitles, assessments, and final report electronically, and launch the course on internal and external platforms in the following semester.

1. Other Notes：Final reports submitted must be complete and demonstrate the expected outcomes. If the applicant is unable to execute the project due to personal reasons, a written waiver must be submitted, and any reimbursed funds must be returned.
2. This project will be announced and implemented following approval by the Office Affairs Meeting from Office Of Digital Education. Any revisions will follow the same procedure。