

Chung Yuan Christian University's Micro-Credit Courses (MOOCs) Assignment Guidelines

April 14, 2023, Approved at the 111-2-3rd College Administrative

Meeting of the International Cloud Academy

July 4, 2023, Amended via official letter with original institute reference No. 1120002325

Article 1. In order to promote the implementation of Massive Open Online Courses (MOOCs) and provide diverse learning channels to inspire students' motivation for self-directed learning, the university has established the following guidelines.

Article 2. Assignment Method:

- (1) MOOCs Micro-Credit Courses: Every semester, the Office of Digital Education Development (hereinafter referred to as the division) will notify each department to recommend and submit MOOCs courses offered on external platforms that are related to the department's professional field. One course will be offered in Chinese and one in English, with each course worth 1 credit. These courses will be counted as free elective credits.
- (2) The MOOCs courses recommended by each department must be approved by the division. The evaluation criteria are as follows:
 - I. Non-self-study courses: The course must have an instructor in charge.
 - II. Course duration: The total duration must include both the course video materials and the time spent on course activities (such as quizzes, assignments, or discussions), and it must meet a minimum of 18 hours.
- (3) Courses that pass the review will have their course information announced by the division on the course inquiry system, the course selection system, and the I-CLAP MOOCs micro-credit system.
- (4) Students do not need to select courses in advance. Instead, they can apply for credit recognition after successfully completing the course. After completing the course, students should upload the verification documents to the I-CLAP MOOCs micro-credit system. Once the documents are reviewed and approved, the division will submit the list of students who passed the course to the Office of Academic Affairs

for credit recognition.

Article 3. Student Application Process for MOOCs Micro-Credit:

- (1) No prior course selection required: Course information will be announced on the course selection system, but course registration will not be open for selection.
- (2) During the course registration period, students should register on the course's designated platform and complete the enrollment process before starting the course.
- (3) After completing the course, students should download a screenshot of the grade (which must include both course information and student information) or apply for a course certificate (the application fee for the certificate can be subsidized through the university's financial aid program for students taking external platform digital courses).
- (4) Students must upload the required verification documents (some courses may require additional reports or reflections) to the I-CLAP MOOCs micro-credit system within the specified deadline.
- (5) The deadline for applying for credits is as follows: For the first semester of each academic year, by December 31st. For the second semester, by May 31st.(If the deadline falls on a holiday, it will be extended by one day.)

Article 4. MOOCs Micro-Credit Related Regulations:

- (1) The grades for MOOCs micro-credits are recorded as Pass/Fail, and the assessment methods are determined according to the course announcement.
- (2) MOOCs micro-credits are considered elective credits and can be counted towards a maximum of 6 credits for graduation requirements.
- (3) MOOCs micro-credits are not included in the calculation of semester grades and are not subject to the minimum or maximum credit limits for each semester.

Article 5. Students who meet the criteria in point three, but have any of the following situations, will not be granted MOOCs micro-credits:

- (1) Students who have suspended their studies or withdrawn from the institution at the time of credit awarding.
- (2) Students who apply for the same MOOCs course more than once.

Article 6. Any matters not covered in these guidelines shall be handled in accordance

with the relevant regulations of the Ministry of Education and Chung Yuan Christian University.

Article 7. These guidelines are implemented following approval and announcement by the Digital Education Development Office's Affairs Meeting. The same procedure applies to any amendments.