

# 南臺科技大學遠距教學實施辦法

## Southern Taiwan University of Science and Technology Implementation Regulations Regarding Distance Learning

103 年 12 月 17 日教務會議通過

Adopted by the Academic Affairs Meeting on December 17, 2014

第一條 南臺科技大學(以下簡稱本校)為鼓勵教師開設遠距教學課程，製作遠距教學教材，以推動遠距教學，提供多元化學習方式，依教育部「大學遠距教學實施辦法」訂定本辦法。

Article 1 Southern Taiwan University of Science and Technology (hereinafter referred to as STUST) develops the Regulations in accordance with the “Implementation Regulations Regarding Distance Learning by Universities” to encourage teachers with offering distance learning courses, producing distance learning teaching materials, and promoting distance learning to provide a diversity of learning approaches.

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。本辦法所稱遠距教學課程，指每一科目授課時數二分之一以上以遠距教學方式進行者。

Article 2 The distance learning known in the Regulations refers to the faculty and students engaging in interactive teaching via communication network, computer network and video conference as well as other transmission media. The distance learning course known in the Regulations refers to half of the instructing hours for each subject to be conducted via distance learning.

第三條 為推動遠距教學成立遠距教學委員會，負責遠距教學課程之規劃、補助、評鑑審查及訂定「遠距教學課程審查表」等事宜。該委員會設置委員若干人，由教務長兼任召集人，成員由各學院院長、通識中心主任、教發中心主任、計網中心主任組成。

Article 3 The Distance Learning Committee has been established to promote distance learning with responsibilities in the planning, funding, appraisal reviewing, and the formulation of “Distance Learning Course Review Table” as well as other matters. The Committee consists of several committee members, constituted by the Dean of Office of Academic Affairs as the coordinator while other members include college deans, director of Center for General Education, director of Center for Development of Teaching and Learning, and director of Computer and Information Network Center.

第四條 教師開授遠距教學課程，應填具教學計畫書，經系、院、校課程委員會審議，提教務會議通過後始得開授。前項教學計畫書，應明定教學目標、適合修讀對象、課程大綱、上課方式、師生互動討論、作業繳交、成績評量方式及上課注意事項等，公告於網路上，並提報教育部備查。

Article 4 Teachers offering distance learning courses shall complete the teaching proposal which will be reviewed by the department, college and STUST

Curriculum Committee and then submitted to the Academic Affairs meeting for adoption before instruction. The aforementioned teaching proposal shall specify the teaching objectives, target of applicable students, course outline, in-class instruction, faculty-student interactive discussion, assignment submission, performance evaluation method, and in-class precautions, which will be announced online and submitted to the Ministry of Education for review.

第五條 學生選修遠距教學之課程成績及格，且符合大學法施行細則有關學分計算之規定者，由學校採認其學分，並納入畢業總學分數計算。其修習學分（含抵免學分）總數，以不超過畢業系所規定之最低應修畢業學分數的二分之一為限。

Article 5 STUST shall recognize the credits for students taking courses from distance learning with passing grades and are in conformance with the provisions of Enforcement Rules of the University Act regarding credit calculation, in addition to incorporating the credits into the total credits for graduation. The total credits of study (including credits exempt) may not exceed one half of the minimum credits for graduation required by the department for graduation.

第六條 遠距教學課程，其上課週次、學生請假規範等相關規定皆與一般課程相同。教師得依課程需要，舉行期中及期末考試，並於教室實地舉行，或以繳交報告、作業方式，評量學生成績，並得不定期舉行平常考試；教材製作須遵照智慧財產權之相關規定。

Article 6 The number of weeks of class and students leave as well as other regulations for distance learning are identical to those of general courses. Instructors may hold midterm or final examinations according to course requirement in classroom or submit report and assignments to evaluate student performance. The instructors may also hold normal tests from time to time. The teaching materials must comply with relevant regulations of intellectual property right.

第七條 遠距教學課程於課程結束後，其教學計畫書、全學期教學內容大綱、教材、師生互動紀錄、評量紀錄、學生全程上課紀錄及作業報告等，應保存於網路教學系統，相關資料至少保存三年，以備日後成績查詢、教學評鑑或接受訪視。

Article 7 Upon completing the distance learning course, the teaching proposal, semester teaching content outline, teaching materials, faculty and student interaction records, evaluation records, and student class records and assignment reports shall be preserved on the online teaching system. The relevant information shall be retained for at least three years for future query on performance, teachers' evaluation or visitation.

第八條 開授之遠距教學課程，得向教學發展中心申請兩位教學助理協助教材製作及遠距課程之實施。

Article 8 To often distance learning course, the instructor may apply for two teaching assistants from the Center for Development of Teaching and Learning to

assist with the production of teaching materials and the implementation of distance learning course.

第九條 其他未盡事宜，悉依教育部「大學遠距教學實施辦法」及相關辦法辦理。

Article 9 Other matters not mentioned herein, please refer to the “Implementation Regulations Regarding Distance Learning by Universities” of Ministry of Education and relevant regulations.

第十條 本辦法經教務會議通過，陳請校長核定後公布施行，修正時亦同。

Article 10 The Regulations shall be adopted by the Academic Affairs and submitted to the President for approval before announcement and implementation. The same procedures apply to revision.