

National Taipei University of Nursing and Health Sciences Guidelines for Long-Distance Learning Implementation

Year 105 October 26th, Approved by the Academic Affairs Council

Year 107 April 11th, Amended by the Academic Affairs Council-

Year 109 June 24th, Amended by the Academic Affairs Council

Article 1. In accordance with the *Implementation Regulations Regarding Distance Learning by Universities* set out by the Ministry of Education, the *National Taipei University of Nursing and Health Sciences Guidelines for Long-Distance Learning Implementation* (referred to as the Guidelines hereafter) have been devised to provide students with a diverse learning environment and to promote academic exchanges and resource sharing.

Article 2. Long-distance learning in the Guidelines refers to education delivered through interactions between teachers and students via telecommunications networks, computer networks, video channels, and other media.

Definitions:

- a) Long-distance course: long-distance learning course or supplementary course.
- b) Long-distance learning course: courses for which half or more of the combined teaching hours are delivered via means described in Article 3-d and are submitted to the Ministry of Education for recordation.
- c) Long-distance supplementary course: long-distance learning courses for which less than half of the combined teaching hours are delivered via means described in Article 3-d.

Article 3. Types of long-distance learning include:

- a) Synchronous long-distance learning: synchronous education delivery via video conferencing systems through the Internet.
- b) Asynchronous long-distance learning: asynchronous education delivery via online teaching platforms.
- c) Mixed long-distance learning: synchronous teaching via video conferencing and asynchronous teaching via online teaching platforms.
- d) The former takes into account the number of hours spent on

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long-distance learning, including course delivery,
interactive teacher-student discussions, assessments, and
other activities.

Article 4. The National Taipei University of Nursing and Health Sciences (NTUNHS) long-distance learning courses are administered by the Office of Academic Affairs. Schools offering long-distance learning courses may, when necessary, apply to relevant academic affairs committees for designated teaching assistants, tutors, or support in making teaching materials.

Article 5. One semester prior to the commencement of a long-distance learning course, the school offering the course shall present a plan for review by the curriculum committee at the school, department, center, or university level, and then submit the plan to the Academic Affairs Committee for recordation. The course plan shall state the objectives, target audience, course outline, teaching methods, interactive teacher-student discussion prompts, assessment details, and any matters needing special attention.

Article 6. Teachers delivering long-distance learning courses shall either utilize the NTUNHS digital learning platform or have access to learning management systems that allow for education delivery, documenting student responses, and other learning support functionalities.

Article 7. At the end of a semester, the teacher of a long-distance learning course shall compile a course evaluation report detailing the course outline, teacher-student interaction records, assessment records, Student Long-Distance learning record, and student assignment results. The report shall be presented to the school, department, or unit offering the course for a formality check, after which the report shall be reviewed by the Long-Distance and Digital Learning Promotion Committee before being submitted to the university curriculum committee for recordation. Long-distance learning course evaluation reports shall be kept for at least five years to allow students to make future inquiries about their results or for reference during a teaching evaluation or a visit.

Article 8. Enrolment in a long-distance learning course and matters pertaining to subject selection and assessments shall be administered in accordance to the NTUNHS Constitution and relevant regulations. NTUNHS shall recognize credits as completed for students who have obtained a passing result in a long-distance learning course, and who are in compliance with relevant regulations in the *University Act*. The credits shall be counted toward the total credits required for graduation. The number of

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credits obtained from long-distance learning courses shall not exceed one half of the units required for graduation.

- Article 9. When setting up a long-distance learning course in collaboration with a foreign university, one shall only consider universities from the Reference List of Foreign Universities by the Ministry of Education, or those recognized by competent education authorities or professional education evaluation bodies designated by these authorities in the foreign country.
- Article 10. The production and use of teaching materials for a long-distance learning course shall comply with relevant intellectual property regulations.
- Article 11. Matters not addressed in these Guidelines shall be attended to in accordance with relevant regulations set out by the Ministry of Education and NTUNHS.
- Article 12. The Guidelines shall be submitted to the Academic Affairs Committee for approval and become effective after promulgation. The same process applies when the Guidelines are amended.