

# National Yang Ming Chiao Tung University

## Implementation Guidelines for Innovative Creative Technology (ICT) Microcredit Courses

Approved at the 110th Academic Year 10th Academic Affairs Office Supervisors' Meeting on June 6, 2022.

Approved at the 110th Academic Year 4th Academic Affairs Meeting on June 16, 2022.

Approved at the 113th Academic Year 2nd Academic Affairs Office Supervisors' Meeting on September 26, 2024.

Approved at the 113th Academic Year 2nd Academic Affairs Meeting on December 26, 2024.

1. To integrate interdisciplinary teaching and research resources within the University, and to encourage teachers to offer interdisciplinary practical courses for all students with flexible adjustment of class hours based on course requirements, the Office of Academic Affairs of National Yang Ming Chiao Tung University has established these guidelines.
2. Teachers eligible to teach microcredit courses include full-time teachers, part-time teachers, and support teachers at the University. However, part-time teachers and support teachers must obtain approval from their respective units, and their teaching fees shall be paid according to relevant University regulations.
3. Courses applicable under these guidelines may be designed for a one-hour duration.
4. The course application form and relevant documents must be submitted to the Office of Academic Affairs' implementing unit at least 30 days before the course begins. Once announced, students may register for the course. The implementing unit of the Office of Academic Affairs, as referred to in these guidelines, is the Center for Teaching and Learning Development.
5. The approval process for microcredit courses is as follows:
  - (1) Courses related to ICT professional field groups must first be reviewed by the respective professional field group, and subsequently approved by the head of the implementing unit under the Office of Academic Affairs.
  - (2) Courses not related to ICT professional field groups must first be reviewed by the head of the teachers' unit or the Curriculum Committee, and subsequently approved by the head of the implementing unit under the Office of Academic Affairs.
6. The principles for credit calculation of microcredit courses are as follows:
  - (1) Students who accumulate 8 hours of microcredit courses will earn 0.5 credits. Hours fewer than 8 will not be counted for credit.
  - (2) Students must apply for credit registration no later than the end of the semester in which they are graduating.
  - (3) Whether the registered credits are counted toward graduation credits shall be determined by the student's department or graduate institute.
7. Principles for Calculating Teachers' Teaching Hours:
  - (1) Teaching hours shall be calculated in accordance with the "National Yang Ming Chiao Tung University Principles for Verifying and Calculating Teachers' Teaching Hours".
  - (2) Teachers' teaching hours (based on the course completion date) shall be calculated on the principle that 16 teaching hours are equivalent to 1 basic teaching hour, rounded to two decimal places.
  - (3) When full-time teachers calculate teaching hours for microcredit courses, they must still comply with Article 2, Section 4 of the "National Yang Ming Chiao

Tung University Principles for Verifying and Calculating Teachers' Teaching Hours," where the minimum actual weekly teaching hours per semester shall not be less than 3 hours.

- (4) Teachers' teaching hours may be reported starting from the following semester. Teachers must submit an application to the implementing unit of the Office of Academic Affairs within one week of the semester's start to settle teaching hours. The settled hours will be credited to the teachers' teaching hours for that semester. Unsettled teaching hours may be carried over annually, up to a maximum of five years. Hours that remain unsettled after this period will be voided.
8. Important Notes for Microcredit Courses:
  - (1) Course requirements are equivalent to regular courses and must include teaching activities such as assignments, tests, discussions, experiments, practicums, or presentations, as approved and certified by the course instructor.
  - (2) Students must complete course registration within the announced timeframe.
  - (3) Students may not enroll in both a regular course and its corresponding microcredit course within the same semester; they must choose one or the other.
9. The implementation of converting cumulative microcredit courses into official credit courses shall be conducted in accordance with the relevant administrative procedures announced by the Office of Academic Affairs.
10. Matters not covered in these guidelines shall be handled in accordance with the relevant regulations of the Ministry of Education and the University.
11. These guidelines were established by NYCU Curriculum Committee and implemented upon approved by the Academic Affairs Meeting for implementation.