**高雄醫學大學學生數位自學課程實施要點**

**Kaohsiung Medical University**

**Directives Governing the Implementation of Students’ Digital Self-Study Courses**

112.11.27　112學年度第1次教務會議通過

November 27, 2023 passed by the 1st Academic Affairs Meeting of the

Academic Year 2023

112.12.28 112學年度第5次行政會議通過

December 28, 2023 passed by the 5th Administrative Meeting of the

Academic Year 2023

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| 一、  Article 1 | 為鼓勵學生自主學習，並培養多元探索、跨域學習與終身學習精神，特訂定本要點。  Kaohsiung Medical University (KMU or the “University”) formulates the KMU Directives Governing the Implementation of Students’ Digital Self-Study Courses (“the Directives”) to encourage students’ self-directed learning and to foster a spirit of diverse exploration, interdisciplinary learning, and lifelong learning. |
| 二、  Article 2 | 本要點所稱數位自學課程，係指學生於網際網路修習本校於學生自主學習專區推薦之數位自學課程並取得完課證明或修課證書，且須具備下列資格之一：  The term “digital self-study courses” used in the Directives refers to courses recommended by the University on the student self-directed learning section for students to study online and thereby obtain a course completion certificate or course study certificate. These courses shall meet one of the following criteria:   1. 由國際知名大學於國際線上學習平台（Coursera、UDACITY、edX、FutureLearn）開設之課程，或其他非前述平台且由系、所、中心、學位學程推薦之課程。   1. Courses offered by internationally renowned universities on international online learning platforms such as Coursera, UDACITY, edX, and FutureLearn, as well as courses offered on other platforms and recommended by the University’s departments, graduate institutes, centers, and degree programs.   1. 獲教育部磨課師計畫補助於ewant、OpenEdu、TaiwanLife等三大數位平台開設之課程。   2. Courses subsidized by Ministry of Education’s (MOE) Massive Open Online Courses (MOOCs) programs and offered on ewant, OpenEdu, or TaiwanLife. |
| 三、  Article 3 | 申請程序：  Application process:  由各教學單位視課程規劃需求，選定數位自學課程，設定修課對象、必選修類別及採認學分數等。每一學分授予以十八小時之學習時數為原則，學習時數計算以實際課程授課時數加上學習負擔時數（含測驗、議題討論、作業等）為綜合考量，經系級（含系、所、中心、學位學程）、院級（含通識教育中心）及校課程委員會審議通過後，由教務處教務企劃組及各教學單位將數位課程自學清單公告於學生自主學習專區與教學單位網站。  Based on their curriculum planning needs, academic units may select digital self-study courses, determine the target course recipients, classify the courses as required or elective, and decide on the credits to be recognized. Each credit is awarded based on the principle of 18 learning hours, which include both course instruction hours and learning workload hours (such as quizzes, topic discussions, and assignments). After the courses are reviewed and approved by the departmental (including departments, graduate institutes, centers, and degree programs), collegial (including the Center for General Education), and university curriculum committees, the Academic Planning Division of the Office of Academic Affairs and academic units will announce the list of digital self-study courses on the student self-directed learning section and the academic unit websites, respectively. |
| 四、  Article 4 | 學分採計與成績作業：  Credit recognition and grading method:   1. 自學清單所列之數位自學課程學分採計以各系、所、學位學程選修課程及通識博雅課程為限，並以認列畢業學分數四學分為上限（通識博雅課程至多二學分）。   1. Only digital self-study courses relevant to elective courses within departments, graduate institutes, and degree programs, as well as general liberal arts courses, may be recognized for credits. A maximum of 4 credits can be counted toward graduation, with up to 2 credits designated for general liberal arts courses.   1. 學生於在學期間修課完成後，依教務處公告內容及時程，檢具申請表及完課證明或修課證書，於規定期限內向所屬系、所、學位學程或通識教育中心申請學分認列審查，並送教務處註冊課務組辦理學分採計。   2. After completing the courses during their study period, students shall submit an application form and a course completion certificate or course study certificate within the timeframe announced by the Office of Academic Affairs to their department, graduate institute, degree program, or the Center for General Education for review. Approved submissions will then be forwarded to the Registration and Curriculum Division of the Office of Academic Affairs for credit recognition.   1. 學生取得課程修課證明日期若為入學前，得依本校學生抵免學分辦法申請抵免。   3. Students who have obtained a course study certificate before admission to the University may apply for an exemption in accordance with the KMU Student Credit Waiver and Transfer Regulations.   1. 經同意認列之數位自學課程及學分數，成績考評採「通過」或「不通過」方式，不計算學期平均成績，亦不列入畢業平均成績。   4. For digital self-study courses that are approved for credit recognition, grades are evaluated as either “pass” or “fail.” These grades will not be included in the calculation of either the semester average grades or graduation average grades.   1. 同一自主學習課程以認列一次為限，不得重複採計學分。   5. The same self-study course can be recognized for credit only once and shall not be counted repeatedly for additional credits. |
| 五、  Article 5 | 課程補助：  Course subsidies:   1. 凡本校在學學生於在學期間內完成數位自學課程者，得依下列規定申請補助：   1. Current students who complete digital self-study courses during their study period at the University may apply for subsidies in accordance with the following requirements:   1. 課程平台：修習之課程應為本校推薦之數位自學課程，並以Coursera、UDACITY、edX、FutureLearn之國際線上學習平台課程為限，未符合前述規定者，恕不予補助。 2. Course platforms: The courses shall be digital self-study courses recommended by the University and offered on the international online learning platforms of Coursera, UDACITY, edX, and FutureLearn. Those who do not meet the aforementioned requirements will not be eligible for subsidies. 3. 申請方式：學生於在學期間內通過認證付費取得「課程證書(完課證書)」者，應於教務處公告期間內填具申請表，並檢具課程證書(完課證書)、繳費證明文件正本等資料，送交所屬系、所、學位學程。 4. Application method: Students who complete the aforementioned courses and obtain a course completion certificate during their study period after paying for the certification shall complete an application form and submit it, along with the original course completion certificate and the proof of payment, to their department, graduate institute, or degree program within the timeframe announced by the Office of Academic Affairs. 5. 補助金額：每人補助一門課程證書費用且以新台幣二千元為上限，並檢據核實報支。學校可視當年度預算經費核定情形調整補助上限，並以教務處當年度公告內容辦理。 6. Subsidy amount: Each person is eligible for a subsidy of up to NT$ 2,000 for the fee of one course completion certificate. The reimbursement will be verified based on submitted documentation. The University may adjust the maximum subsidies based on the approved budget allocation for the current academic year. The subsidy amount for the year will be determined in accordance with the announcement by the Office of Academic Affairs. 7. 補助名額：依教務處公告之補助名額辦理。如符合申請規定且提出申請之人數超過補助名額，則依申請先後順序，依序補助。 8. Subsidy quota: This will be determined in accordance with the announcement by the Office of Academic Affairs. If the number of applicants meeting the application requirements exceeds the subsidy quota, the subsidies will be provided based on the order of applications. 9. 審查方式：相關資料經所屬系、所、學位學程初步審核通過後，送交教務處教務企劃組覆核並簽請校長核定後，統一辦理經費請款作業。 10. Review method: After the preliminary review by respective departments, graduate institutes, and degree programs, subsidy applications will be submitted to the Academic Planning Division of the Office of Academic Affairs for the second review and then to the President for the final approval before collective reimbursement processing. 11. 本補助方案試行二年，屆期視辦理成果重新檢討。   2. The subsidy program will be trialed for 2 years, after which it will be reassessed based on the results. |
| 六、  Article 6 | 補助經費由教育部相關計畫支應，且須符合「教育部補(捐)助及委辦經費編列基準表」及校內相關規定辦理。  The subsidies will be financed by relevant MOE programs and shall be conducted in accordance with the MOE Subsidy (Donation) and Commissioned Funds Budgeting Criteria Table and relevant regulations of the University. |
| 七、  Article 7 | 本要點如有未盡事宜，悉依教育部及本校相關規定辦理。  Matters not specified in the Directives shall be conducted in accordance with relevant regulations of the Ministry of Education (MOE) and the University. |
| 八、  Article 8 | 本要點經教務會議、行政會議審議通過後，自公布日起實施，修正時亦同。  The Directives shall be passed by the Academic Affairs Meeting and the Administrative Meeting and then implemented on the date of promulgation and shall apply to subsequent amendments. |