

Ming Chuan University Procedures for Taking Microcredit Course

Passed Upon Revision at the Academic Affairs Committee Meeting on May 18, 2017

- Article 1 These regulations are established to promote innovation teaching, to encourage development of interdisciplinary talents, to enhance students' experiential capacity, self-learning, and to integrate theory with practice.
- Article 2 The microcredit courses compose of different types of topics or activities, including workshops, practicums, speeches, seminars, field trips, and simulation competitions.
- Article 3 The course credit recognition and teaching fee are 0.1 course credits (teaching fee) for every two hours of learning. The course offering unit is to allocate credits reasonably according to the depth and width of the course content. The microcredit course hours will count toward the total course hours, with the exception of those approved as special cases.
- Article 4 The course content, the instructional hours, the pedagogy, and the language in which the course is delivered, should be evaluated in the respective Curriculum Committee. The course should be in accordance with the course offering regulations, proposed to the School Curriculum Committee, the University Curriculum Committee, and approved at an Academic Affairs Committee Meeting.
- Article 5 The time period plan of the course offerings for every semester should be in accordance to the course offering procedures one semester prior. The course offering plan must be submitted to the Academic Affairs Division for evaluation and reference. Provisional courses need to be evaluated and approved at the respective Curriculum Committee Meeting, then submitted to the Academic Affairs Division for evaluation and reference three weeks before the course starts.
- Article 6 Grading for microcredit courses is on the basis of 100-point scale.
- Article 7 As students meet the requirements of the microcredit course, they should request a course credit evaluation from the academic unit offering the course. Those approved will earn the course credits and those will be recorded for the respective semester.
- Article 8 Course selection, attendance, and grade evaluation of the microcredit course activities are in accordance with the General Provisions for Study, the Ming Chuan University Procedures for Course Selection, the Student Attendance Procedures, and the Procedures for Calculation Standards of Students' Final Grades.
- Article 9 The microcredit course offering unit establishes the guidelines for microcredit course in accordance with the abovementioned procedures as to regulate the course offerings, the accreditation of the content, and the recording of course credit.
- Article 10 Matters not covered in these procedures will be handled in accordance with relevant regulations.
- Article 11 Upon being passed at the Academic Affairs Committee Meeting and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedures.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****