

東海大學院微學分課程申請辦法

110年04月22日教學發展委員會議通過
112年12月29日教學發展委員會議修正通過

第一條 目的

為鼓勵學生透過演講式課程或互動式課程汲取跨領域知識，自我規劃學習主題。

第二條 課程規範

- 一、以學院為主軸，匯集所屬學系或跨院系各類課程，依社會、生態、經濟及文化永續四大類型整合，並給予選修學分。
- 二、課程以日間學、碩士班為主，由院開設。
- 三、課程以演講或互動式課程為主要形式，需具明確主題的系列，且須符合四大永續主軸。
- 四、其演講場次不得與通識中心微學分課程重複認列。

第三條 實施方式

一、開課：

- (一) 開課單位需檢附院微學分課程申請表，並經院課程委員會及教學發展委員會審核通過，若教學發展委員會審核未通過，該課程將調整為一般課程。
- (二) 每學期至多可安排3學分之活動場次（場次安排時間為第1至16週）。
- (三) 如經教學發展委員會審核通過，開課單位需於開課資料備註寫明「本課程為院微學分課程」與「場次學分標準(參與5場次即獲得1學分，參與10場次即獲得2學分，參與15場次即獲得3學分)」。
- (四) 課程教師須於開學第一週向學生說明修課規定，課程以3學分開授，待課程教師於期末檢核參與場次完成後，於第17週前提供學生名單及對應的學分數給註冊課務組進行選課資料輸入。

二、鐘點：課程教師之鐘點數統一以1小時授課時數計算。

三、選課：學生於規定之選課時程登記加選，課程時段不得與其他課程衝堂。

四、成績：微學分課程之成績採計為通過及不通過，不列入平均成績計算。

第四條 審核原則

- 一、演講或互動式課程主題彼此相關且符合課程內涵。
- 二、清楚訂定演講或互動式課程之辦理週次。

第五條 如經審核通過，將視該年度編列之專款或計畫經費酌予補助課程支出，並於當學期期末繳交一份課程成果報告，並於次一學期參與教學發展中心舉辦之工作坊及發表教學成果。

第六條 此為教務處公告之創新課程，可認列於「東海大學教師評鑑共同基準評分標準表」中之教學項目。

第七條 本辦法經教學發展委員會議通過後公布實施。

Tunghai University Regulations on College-Based Micro-Credit

Courses Application

Approved by the Teaching Development Committee on April 22, 2021
Amended and approved by the Teaching Development Committee on December 29, 2023

Article 1 Purpose

To encourage students to gain interdisciplinary knowledge and design their own learning paths through lecture-based or interactive courses.

Article 2 Course Specifications

- I. Micro-credit courses are organized by colleges, integrating courses from affiliated departments or across colleges. They should be categorized into four sustainable dimensions: social, ecological, economic, and cultural, and count as elective credits.
- II. Courses are primarily offered for undergraduate and master's day programs and are initiated by colleges.
- III. Courses shall be mainly lecture-based or interactive in nature, organized as a themed series that aligns with the four sustainability dimensions.
- IV. Lecture sessions cannot be double-counted with micro-credit courses offered by the Center for General Education.

Article 3 Implementation Method

- I. Course Offering:
 - A. Colleges must submit a College-Based Micro-Credit Course Application Form, which must be reviewed and approved by the College Courses Committee and the Teaching Development Committee. If not approved by the latter, the course will be offered as a regular course.
 - B. A maximum of 3 credits' worth of sessions may be scheduled per semester (sessions can be held during Weeks 1–16).
 - C. Once approved by the Teaching Development Committee, course documentation must clearly state: "This course is a college-based micro-credit course" and specify the "credit conversion standard" (1 credit for participation in 5 sessions; 2 credits for 10 sessions; 3 credits for 15 sessions).
 - D. In the first week, instructors must explain the course rules to students. Although listed as a 3-credit course, credit will be granted based on actual session attendance. By Week 17, instructors must submit a list of students along with corresponding credit information to the Registration and Curriculum Office for

enrollment recording.

- II. Teaching Hours: Instructor hours are uniformly calculated as 1 hour per session of instruction.
- III. Course Enrollment: Students must enroll during the designated registration period. Micro-credit courses must not conflict in schedule with other registered courses.
- IV. Grading: Micro-credit courses are graded on a Pass/Fail basis and are not included in GPA calculations.

Article 4 Review Criteria

- I. Topics of lectures or interactive sessions must be thematically connected and aligned with course objectives.
- II. The weeks during which lectures or interactive sessions are held must be clearly specified.

Article 5 Upon approval, courses may receive financial support from designated funds or project budgets based on availability for the given academic year. A course outcome report must be submitted by the end of the semester. Instructors are also required to participate in a workshop organized by the Center for Teaching and Learning and present teaching outcomes in the following semester.

Article 6 Micro-credit courses are included in the innovative courses announced by the Office of Academic Affairs and can be counted under the “Teaching” category in the Tunghai University Teacher Evaluation Common Criteria Scoring Table.

Article 7 The Regulations herein shall be announced and promulgated upon approval by the Teaching Development Committee.