

National Sun Yat-sen University

Guidelines for Hybrid Courses

Approved by the 179th Academic Affairs Meeting on March 22, 2024

- I. National Sun Yat-sen University (hereinafter the “University”) has formulated these guidelines to encourage teachers to integrate self-produced digital teaching materials into in-person classes to achieve flipped education and improve student learning results.
- II. The term “Hybrid Courses” as used herein refers to courses in which University instructors use self-produced digital teaching materials that combine in-person and online teaching. In-person teaching hours must exceed half of the overall teaching time. If digital teaching hours exceed half of the total teaching hours, such courses shall fall within the purview of the University's digital course implementation guidelines.
- III. Hybrid Course digital teaching methods and content shall adhere to the following regulations:
 - (1) The digital teaching portion of such courses shall be asynchronous and shall employ teaching approaches that are commonly employed in in-person classes, such as flipped classroom and problem-based learning.
 - (2) The digital portion of Hybrid Courses shall utilize teaching approaches such as lectures, seminars, and tests, and the instructor’s course plan shall emphasize autonomous learning.
 - (3) Teaching videos shall consist of one or more teaching units, each lasting 5 to 15 minutes and covering an entire learning concept.
 - (4) Course instructors shall prepare both formative and summative assessments based on learning objectives.
 - (5) The recording of in-class hours is not permitted.
 - (6) Digital teaching materials must adhere to the University's audio-visual format criteria for Hybrid Courses (published on the Academic Affairs Office website).
 - (7) Before a course may be opened, the digital teaching materials must be reviewed in accordance with the University's distance learning standards and uploaded to the digital video platform. Digital teaching materials shall be evaluated every three years.

- IV. Hybrid Course hours and scope shall be as follows:
- (1) Hybrid Courses shall offer one credit for every 18 hours of teaching.
 - (2) Experimental courses, corporate or clinical internships, service learning courses, physical education courses, and national defense military training courses may not be offered as Hybrid Courses.
- V. University instructors may offer up to three course credits (including co-taught or combined classes) of Hybrid Courses per semester. Before the semester begins, instructors must submit a course application for approval by the department, college, and university curriculum committees. The application must include a comprehensive teaching plan that includes teaching methods, course syllabus, lessons and hours, teacher-student interaction methods, assignments to be submitted, and evaluation methods.
- VI. The course syllabus must be announced by the instructor prior to the course selection date. The schedule for in-person and digital teaching hours shall be established before the course opens, and in-person class hours must be logged in the course selection and enrollment system. Only class hours in which students are learning autonomously may be considered digital class hours. Prior to enrolling, students should review the course schedule to ensure that they select courses with non-overlapping in-person class hours.
- VII. During the first semester in which a Hybrid Course is offered, instructors will be compensated at a rate of 1.5 times the normal hourly compensation for the hours utilizing self-produced digital teaching materials. However, if a course also falls under the provisions related to incentive pay as outlined in Article 7, paragraphs 5, 6, and 7 of the University's *Calculation Guidelines of Hourly Pay for Faculty Members*, only one of these additional pay options may be applied.
- VIII. A Hybrid Course may not be offered again if any instructor's teaching evaluation score for the course is less than 4.2, or if any instructor's teaching evaluation score for the course falls below 4.9 for two consecutive course offering cycles.
- IX. Hybrid Courses are formal University courses, and course material modifications, instructors' teaching hours, teaching evaluations, and grade submission shall all be managed in accordance with the relevant University regulations.
- X. Any matters not covered in this Guidelines shall be governed by the University's rules and regulations.
- XI. These Guidelines shall come into effect upon passage by the Curriculum

Committee and the Academic Affairs Council and approval by the President of the University. The same shall apply to any amendments made.