

NCTU Digital Teaching Material Reward Policy

Approved in the 14th executive meeting in school year 2013 (2014.01.03).

1. This policy is formulated for the reason that National Chiao Tung University (NCTU) wishes to encourage instructors making digital teaching materials, improving teaching performance and popularizing the style of online learning and mobile learning.
2. Type and time limit of teaching materials production:
 - 1) In-class video lessons: At least 14 weeks for a course is required in a semester. Videos have to be done in the same semester. Extension of making time limit to the next semester for the same course is allowed by request if it is necessary to add or update contents.
 - 2) Optional video lessons: Only featured and advanced titles are allowed and should be both practical and interesting. Titles are measured by hours and have to be done in 1 year after the approval of lesson and achievement plans. Extension of making time limit is allowed once for 3 extra months by request if the limit is unable to meet.
 - 3) Multimedia interactive lessons: Including titles for animation, augmented reality, 3D interaction or motion detection. Titles are suggested which are featured, advanced, special, fun or practical. Titles have to be done within the deadline written in the lesson and achievement plan. Extension of making time limit is allowed once for 3 extra months by request if the limit is unable to meet.
3. Production support and applications:
 - 1) Teaching materials should be published on learning platforms or open platforms of NCTU by default.
 - 2) In production of teaching materials, responsible organizers should support instructors in with needed equipment, techniques and human resources, and instructors should support organizers with writing, designing, revising and polishing of teaching materials.
 - 3) Responsible organizers have to check production progress during the period of making teaching materials.
4. Proposition:
 - 1) Teaching materials are made by instructors invited by NCTU, or in the name of instructor or department of NCTU.

- 2) If NCTU instructors would like to make the digital teaching materials with non-NCTU instructors, NCTU instructors must make at least half of total hours of the production. Non-NCTU instructors should provide agreements to handle finished materials by article 7 in this policy.
 - 3) Instructors or department must submit an application signed by responsible organizer to Open Education Office, NCTU Center for Digital Content Production, Center for Continuing Education and Training, and Higher Educational Resources for Openness.
5. Examination:
- 1) The digital material examine team is organized by experts from inside or outside NCTU, representatives of each department and related executive units, lead by Provost responsible for holding meeting of deliberation.
 - 2) Applications and lesson plans accepted by departments of NCTU must be sent to responsible organizers for preliminary examination, then to the digital teaching material examine team for deliberation, then to the education administration meeting for the final approval.
 - 3) Applications are examined on marketing, political and executive factors. The result of examination will be notified to the instructor in 2 months.
 - 4) Following types of courses should be deliberated case by case: Book and news discussion, paper researches, seminars and lectures.
6. Rewards:
- 1) In-class video lessons: Instructors finishes digital teaching materials will be rewarded 30,000 NTD once for the same course every semester.
 - 2) Optional video lessons: Finished materials reward 3,000 NTD per hour or a bonus hourly wage:
 - A. Lessons in length of 6 ~ 10 hours reward 1 bonus hourly wage.
 - B. Lessons in length of 11 ~ 15 hours reward 2 bonus hourly wage.
 - C. Lessons in length of 16 ~ 20 hours reward 3 bonus hourly wage.
 - D. Lessons in length above 21 hours reward 4 bonus hourly wage.
 - 3) Multimedia interactive lessons: Finished 100% self-made multimedia interactive lessons award 6,000 NTD per hour or 1 bonus hourly wage.
 - 4) Rewards will be allocated wholly when the lessons are finished. The distribution of rewards for lessons made by multiple instructors or in the name of departments should

be written in the application. Updated digital materials will be rewarded by this policy as well. Reward for updated multimedia interactive lessons with changes less than 1 hour need to be deliberated by the examine team.

- 5) Allocating bonus hourly wage:
 - A. In the semester of making the lessons.
 - B. In the next semester if the lessons are made in summer or winter vacations.
 - C. If bonus hourly wages are allocated but the instructor was unable to finish making, instructor have to take equal hours of courses in the next semester.
 - 6) Bonus hourly wage is limited to 4 for an instructor in a semester.
 - 7) Instructors have to select preferred type of rewards in applications, by bonus money or bonus hourly wages. Types of rewards are restricted by the department's revenue, and over-paid wages are still obliged to NCTU Course Hour Policy.
 - 8) Rewards are allocated by the president central-funded budget.
7. Rights and responsibility:
- 1) Digital teaching materials must be done following this policy and the making plan by the instructor.
 - 2) Production and usage of the digital teaching materials must obey regulations of intellectual property rights. The intellectual property rights and copyrights of finished materials belong to NCTU, and the moral rights belong to the instructor. Instructors must agree not to implement their moral rights on materials used by NCTU or third parties authorized by NCTU.
 - 3) Finished digital teaching materials (including parts not made by instructors of NCTU) can be used by related courses as common materials, cooperation with industries or education promotion with permission of NCTU.
 - 4) Under approval of the executive meeting, instructors are allowed to use their materials outside NCTU by licensing.
 - 5) Printed version of digital teaching materials have to obey NCTU Press Publishing Policy.
8. This policy is put into effect of a one-year trial after the approval in executive meetings, and will be revised at the end of trial.