

NATIONAL TAIWAN UNIVERSITY
Office of Academic Affairs
Center for Teaching and Learning Development
Directives for the Production of OpenCourseWare Courses

April 15, 2014	Passed by the 2,807 th Administrative Meeting
April 25, 2014	Promulgated via NTU official letter Hsiao Chiao Tzu No. 1030028717
May 05, 2015	Discussed and passed by the 2,857 th Administrative Meeting
May 15, 2015	Promulgated via NTU official letter Hsiao Chiao Tzu No. 1040033562
September 19, 2017	Discussed and passed by the 2,964 th Administrative Meeting

- Article 1 The Center for Teaching and Learning Development (“the Center”) under the Office of Academic Affairs formulates the *Directives for the Production of OpenCourseWare Courses* (“the Directives”) to assist faculty of National Taiwan University (NTU or “the University”) in the production of OpenCourseWare (OCW) courses, so as to provide quality learning resources for self-directed learning and achieve the University’s mission of sharing educational resources and giving back to society.
- Article 2 Production applications may be submitted by full-time and part-time faculty members of the University, who shall comply with the following rules:
1. Applicants shall submit an application only for formal courses offered at NTU.
 2. Applicants are required to fill out and submit the application form along with the complete syllabus of their course. Applications for courses offered in the fall semester must be submitted before June 30; for courses offered in the spring semester, before December 31.
- Article 3 Applications for courses shall be evaluated and selected by a committee formed by the Center.
- Article 4 OCW courses at the University are primarily produced in the form of video lectures. In addition to filming the lectures, faculty members participating in the production are required to provide a course syllabus, handouts (slides), and other information related to the course. The manpower, equipment, and technology required for the production of OCW courses shall be provided by the Center.
- Article 5 A maximum of three production assistants may be assigned for each OCW course (per semester):
1. Junior and senior students or graduate students recommended by the course instructor or assigned by the Center may serve as a production assistant for an OCW course.
 2. To be a production assistant for OCW courses, candidates are required to attend training sessions organized by the Center concerning intellectual property rights, filming, video post-production, and editing skills. Only after receiving a certificate issued by the Center may they serve as a production assistant.
 3. Production assistants for OCW courses shall be remunerated on a monthly

basis by the University. The remuneration shall be made in accordance with the following provisions:

- 1) Production assistants will be remunerated for a maximum of five months per semester—from September to the following January in the fall semester and from February to June in the spring semester. The Center or the course instructors may adjust the number of months in which remuneration is made within the aforementioned time periods.
- 2) Remuneration will be made monthly based on the length of filmed lectures each week: NT\$6,000 for a two-hour lecture, NT\$8,000 for a three-hour lecture, and NT\$10,000 for a four-hour lecture. Production assistants who have just been employed for less than a month shall be paid, for that month, based on their actual working hours and the standard average hourly wage set forth in the contract.
4. To be a production assistant for OCW courses, candidates are required to attend training sessions organized by the Center concerning intellectual property rights, filming, video post-production, and editing skills. Only after receiving a certificate issued by the Center may they serve as a production assistant.
5. Failure to complete tasks on time and without error shall be noted in production assistants' work records and may be used as a basis for their suspension.

Article 6 Participating faculty members shall assist with and oversee the production of OCW courses by the production assistants.

Article 7 The production and use of OCW courses shall conform to intellectual property rights and internet copyright laws.

Article 8 The completed courses shall be published on the NTU OpenCourseWare website for both on-campus and off-campus access.

Article 9 The Directives shall be passed by the Administrative Meeting and then implemented on the date of promulgation.