

# National Taipei University of Education Pilot Program for Digital Curriculum Development Assistance

July 21, 2022 Approved at the 10th meeting of the Center for Teaching and Learning for the 110 School Year

March 21, 2023 Approved at the 13th meeting of the Center for Teaching and Learning for the 111 School Year

- 一、In order to promote digital teaching, encourage teachers to create digital courses, and provide students with diversified learning channels, the National Taipei University of Education has formulated the "National Taipei University of Education Digital Course Production Subsidy Pilot Program" (hereinafter referred to as this program).
- 二、The term "digital curriculum" as used in this program refers to the content of the curriculum presented through audio and video, which may be post-production filming, presentations, animation, or other multimedia presentations to convey the teaching and learning content, and to serve as a digital platform for the future and to support the use of the school's policies.
- 三、Eligibility and Production Principles :
  - (一)Target applicants: Only the teachers of the school should be full-time/project teachers, and the production should be planned and completed by the teachers and their teams. It should be a stand-alone and complete digital audio-visual teaching material, and should not be paired with unauthorized textbooks, video tapes, CD-ROMs, or other linked online resources.
  - (二)The application for this subsidy is limited to the actual digital teaching materials used by the teachers in the classroom; at least five pieces of audio-visual teaching materials should be completed for the courses subsidized under this implementation plan, and each piece should not be longer than 15 minutes; each teacher shall apply for a maximum of two courses.
  - (三)Audio-visual materials format: Commonly used formats (mp4, avi, wmv, etc.), with a resolution of HD (1280x720), Full HD (1920x1080) quality or higher.
  - (四)Selection of platforms for the application of digital audio-visual teaching materials: Please select the appropriate digital platforms for teaching according to the needs of teachers; at the same time, they are required to provide the original video files of the Center for future promotion and use in our school.
  - (五)Teachers receiving the grant should cooperate with the school in organizing activities such as publication of achievements or public sharing of experiences.

(六)The Center reserves the right to make the final decision on the review of the application.

四、The grant is limited to a maximum of NT\$30,000 per case and is divided into two phases. The first phase of the grant is authorized after the project is approved, and the second phase is authorized after the submission of the results report and the original film files :

(一)First stage :

1. Work-study fees: Work-study fees for assisting in course recording, video editing, and post-production will be paid at the basic hourly rate as stipulated.
2. Miscellaneous expenses: including tools, teaching aids, consumables, writing materials, media usage, copyright fees, etc. required for the design of the program.

(二)Second stage

1. Hourly fee for recording: The hourly fee for recording digital teaching materials by supplementary instructors is comparable to the hourly fee for in-house lectures, which is NT\$1,000/hour, subject to a maximum of 50% of the application fee.

五、Application will be accepted in the first semester of each academic year for the entire academic year. The application schedule will be determined by the announcement of the Center for Teaching and Learning (hereinafter referred to as the Center for Teaching and Learning), and the applicant teachers will be required to fill out the "Application Plan for Digital Course Production Subsidy", which describes in detail the design of the teaching material content and the progress of the production, and then send it to the Center for Teaching and Learning for review.

六、Review Mechanism: In accordance with the nature of the application, the Director of the Center for Educational Development will act as the convenor, and the President will be invited to appoint 3-5 internal and external scholars and experts to form a review team to review the application, and the number of subsidized students and courses will be determined in accordance with the actual funding of this program for the current year.

七、Production Deadline: Teachers who have been granted a subsidy are required to submit a report of the results and the original film file within one month after the end of the semester; those who submit the report after the deadline will not be allowed to apply for another subsidy under this program.

八、Copyright and Intellectual Property Regulation :

(一)The production and use of the digital teaching materials applied for shall be in accordance with the Copyright Law and other related laws and regulations on

intellectual property, and there shall be no plagiarism, infringement of other people's copyrights, portrait rights, or violation of the laws of the R.O.C. If there are any disputes over the use of the copyrights, the applicant shall be responsible for his/her own legal liabilities, and it has nothing to do with the University.

(二) In addition to being used as teaching and interactive teaching materials, the contents of the digital teaching materials subsidized in accordance with these Regulations shall be regarded as authorization for the university to use them openly on websites or digital platforms for the purpose of teaching and promotion.

九、 This project is funded by the Ministry of Education's Higher Education SPROUT Project.