

Implementation Guidelines for Self-Learning Courses of Wenzao Ursuline University of Languages

Adopted at the Executive Committee meeting on February 8, 2022

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- I. These Implementation Guidelines for Self-Learning Courses of Wenzao Ursuline University of Languages (“these Guidelines” hereafter) are set forth to enhance self-learning ability of students and offer flexible and diverse learning mechanisms in order to develop interdisciplinary inquiry and lifelong learning capabilities.
- II. “Self-directed learning” in this implementation guideline indicates that students arrange learning activities themselves based on their interests, aiming at the goal of interdisciplinary learning. Self-directed learning courses cover the fields of courses below:
 - (1) English-medium instruction (EMI) courses offered by local or overseas universities or institutions
 - (2) Set multi-learning activities by the course offering department, and the course should be completed within one semester in principle.
 - (3) Students arranged activities, practical courses, etc., that are relevant to their self-directed learning plans. In principle, the course should be completed within one semester.
- III. Qualified applicants for “self-directed learning courses”:
 - (1) Students in four-year college, from the second semester of freshman year to the first semester of senior year.
 - (2) Students in five-year junior college, fourth year to the first semester of fifth year.
 - (3) Applicants above can apply as individuals or groups.
- IV. Credits earned from the “self-learning courses” can be recognized as specialized required credits, specialized elective credits, general elective credits, and university common required course credits (excluding common English course and “Introduction to University Studies” for undergraduate program, and “Moral Formation” course for junior college program). Students are allowed to apply for two self-directed learning courses in the same educational system at most; each course is at most two credits.
- V. Students taking the self-learning courses shall apply within the designated time specified by individual departments, programs, centers. For diverse learning

courses without a course instructor, the head of department under which the student is enrolled shall serve as the co-advisor with another invited instructor. Payments are calculated based on hours of advising students on their individual studies

VI. Self-directed learning courses planned by students themselves or by various teaching units must comply with the following standards:

- (1) Course credits: Each course is designed to be one to two credits, with students committing at least eighteen hours of actual learning time per credit.
- (2) Course titles: The titles of the courses should be “self-directed learning-OOO.” OOO are topics of individual studies named by the course offering departments.
- (3) Advisors: Each student taking the course should have their designated advisors. The advisor must be a full-time or part-time teacher in Wenzao, responsible for student’s learning plans, advising students, and conducting evaluations.
- (4) Self-directed learning plans: Each course offering department is to set students’ self-directed learning proposals, including students’ basic personal information, learning topics, learning goals, corresponding core competencies, progress (such as schedule, activities, and methods), expected results, assessment methods, evaluation from advisors, and etc. Students are required to send out proposals before selecting self-directed learning courses, and they shall start taking the course under the approval of course offering departments after review.
- (5) Course starting time: Course opening requests by course offering departments should be submitted in accordance with the school’s course scheduling operation hours.
- (6) Implementation of courses: The activities can be conducted through various methods such as individual studies with advisors, workshops, internships, visits, field trips, reading, workshops, seminars, social participation, distance learning, club activities, speeches, exhibitions, competitions, or other suitable approaches.
- (7) Course planning: Advisors need to arrange at least four hours of on-campus courses to provide students with prerequisite knowledge for executing self-directed learning plans.
- (8) Score calculation: On a scale from one to one hundred, it can also be “pass” or “fail.”

- (9) Students in need of waiver courses shall follow the course waiver guidelines of this institution.

VII. The units offering the courses shall lay down operational regulations concerning the “self-learning courses for students”, which shall be approved by the college affairs committee and posted on the websites of various academic units. The regulations should at least include the following content: the types of self-learning courses, application requirements and timeline, review criteria, and the learning outcome or work to be submitted after completion of self-learning.

VIII. Credits (credit hours) earned from self-learning to be recognized as specialized required credits, specialized elective credits and general elective credits shall be reviewed by the department under which the student is enrolled; credits recognized as university common required course credits shall be reviewed by the course offering units, and the review results shall be submitted to the relevant departments, programs, or centers to serve as the basis for recognizing graduation credits.

IX. To encourage students to take digital courses actively, those who apply for self-directed learning courses such as EMI courses taught in English by universities or institutions abroad, approved by the colleges of this institution, and who obtain a course certification and successfully pass the review for credits, are eligible for rewards. The reward method is in accordance with the “Pilot Guidelines for Wenzao Ursuline University of Languages Students’ Self-directed learning EMI Courses on Foreign Online Platforms.”

X. These Guidelines come into effect upon adoption by the Executive Committee meeting and approval of the University’s President. The same applies to amendments thereof.