

Wenzao Ursuline University of Languages

Guidelines for Teachers Applying for Synchronous Online Teaching

Approved at the Academic Affairs Committee on March 22, 2022

Ratified by the President on March 30, 2022

Amended and approved at the Academic Affairs Committee Meeting on December 19, 2023

Ratified by the President on January 5, 2024

- I. The “Guidelines for Teachers Applying for Synchronous Online Teaching” (hereafter referred to as the “Guidelines”) were formulated pursuant to the “Guidelines for Quality Assurance of Synchronous Online Teaching” to help teachers who must apply for synchronous online teaching due to special circumstances.
- II. Teachers meeting any one of the following conditions may submit applications to their departments, institutes, or centers to implement synchronous online teaching outside of the synchronous online teaching periods scheduled by the university:
 - (I) **Those who are unable to enter the campus in accordance with government announcements on infectious disease epidemics and relevant regulations.**
 - (II) The teacher whose leaves has been granted but, after discussing with students, is unable to arrange proper time slot for both the teacher and students to attend the make-up classes.
- III. Teachers applying for synchronous online teaching shall comply with the following regulations:
 - (I) Teachers shall discuss with their students the feasibility of implementing synchronous online teaching in advance, considering matters such as students’ rights to attend other classes in person on the same day.
 - (II) Teachers shall avoid implementing synchronous online teaching during mid-terms and final exams. If the teaching is held during such periods, the teachers shall plan how the mid-terms/final exams will be held and alternative exam methods.
- IV. Except for make-up classes, teachers shall apply to have the synchronous online teaching held at the same time as the original “offline” classes.
- V. Teachers (who meet the condition stipulated in Subparagraph 2 of Article 2) may not apply for more than two make-up classes held via the synchronous online teaching method per course per semester.
- VI. For synchronous online teaching that is less than nine weeks, applications must be approved by the heads and deans of the respective departments/institutes/centers, as well as the dean of academic affairs or director of continuing education. Synchronous online teaching that is nine weeks or longer is considered distance courses and applications for such teaching must be submitted to, and approved by, the university’s Distance Course Promotion Committee.
- VII. Teachers implementing synchronous online teaching pursuant to the Guidelines shall record videos of such teaching and submit the videos or links to their departments, institutes, or centers for future reference.

When necessary, directors of the departments, institutes, or centers must review the teaching videos or links to ensure teachers’ compliance with relevant quality regulations.
- VIII. The Guidelines shall come into effect on the date of being approved at the Academic Affairs Committee Meeting and ratified by the President. Any amendments shall follow the same procedure.