

國立清華大學科技管理學院  
新興科技與數位教育推動辦公室設置及作業要點  
Guidelines for Establishment of the Office of Emerging Technology and E-learning Promotion  
College of Technology Management, National Tsing Hua  
University

110 年 8 月 26 日，110 學年度第 1 次院務會議通過訂定  
111 年 3 月 9 日，110 學年度第 4 次院務會議通過修正  
Established at the 1<sup>st</sup> College Council on Aug. 26, 2021  
Amended at the 4<sup>th</sup> College Council on Mar. 9, 2022

第一條 本院為提升教師教學方式多元化並活用翻轉課程教學，特設置新興科技與數位教育推動辦公室（以下稱本辦公室）。旨在協助教師藉由辦公室之專業數位影音製作流程，從課程前置作業、專用攝影棚課程錄製、影片後製等完成課程製作。

Article 1 The purpose of this office is to enhance the diversity of teachers' teaching methods and to make use of flipped learning practices. This office can assist teachers in the professional digital video production process including course pre-production, studio course recording, and video post-production.

第二條 本辦公室置主任一名，由院長聘請院內專任教師兼任。本辦公室得置專案經理，襄助推動本辦公室相關事務。

Article 2 The Office Director is a dean designate who is a full-time faculty member. The Office may have a project manager to assist in promoting the affairs of the Office.

第三條 工作職掌如下：

- 一、有關數位及多媒體新興科技教學相關目標、策略、執行重點與作法之擬訂。
- 二、推動與辦理本院數位教育學習相關事務。
- 三、提供數位學習及新興科技服務與諮詢。
- 四、與校級數位學習相關單位合作。
- 五、其他有關數位教育研究事項之推動。

Article 3 Description of the Office Duties:

1. Mapping out the goals, strategies, implementation priorities and practices related to teaching and learning with digital multimedia and emerging technologies.
2. Promoting and performing e-learning related affairs in CTM
3. Digital learning and emerging technology services and consulting
4. Collaboration with school-level office for digital learning related affairs
5. Other related digital education research projects

第四條 課程攝製作業流程如下：

- 一、每學期初寄發拍攝意願調查表給全院教師，統計教師之拍攝意願及拍攝時間。
- 二、每學期有意願拍攝之教師，以規劃產出 3~6 小時課程為原則；本辦公室得依每學期拍攝人數狀況，調整課程時數。若為 EMI 課程，辦公室將優先安排拍攝。
- 三、如欲預約拍攝之教師，請於拍攝當日前兩週通知並確認，以利前置作業進行。
- 四、製作完成之數位課程，依教師意願，提供高品質影音檔案與youtube連結，或僅提供高品質影音檔案，供教師使用。
- 五、影片後製至少需兩週以上之工作日，請教師如有需要儘早預約。

Article 4 The process of course filming operations is as follows:

1. A survey of faculty members' willingness and availability to film courses will be conducted when each semester begins.
2. The office may adjust the hours of filmed courses (3 to 6 hours in principle) according to the number of courses to be made in a semester. Filming priority is given to EMI courses.
3. An appointment for filming should be made two weeks before the filming day to facilitate the pre-production process.
4. Both high quality course video files and course YouTube links can be provided.

5. The video post-production will take at least two weeks of working days as from the filming day.

第五條 本辦公室依下列規定提供課程攝製獎勵：

- 一、獎勵對象：於本辦公室攝影棚拍攝課程之專任教師，每門課程完成拍攝時數3小時以上者。
- 二、計算方式：每1點獎勵點數，補助新台幣1萬元整。
  - (一) 一般課程：每門課程時數每滿3小時採計獎勵點數1點，同一科目最高可累計6點，超過則不予補助。
  - (二) EMI課程：每門課程時數每滿3小時採計獎勵點數1.5點，同一科目最高可累計9點(視當年度EMI計畫經費情形而定)。  
一般課程與EMI課程不重複計算。

Article 5 The Office provides incentives for course video production in accordance with the following regulations:

1. Eligibility Criteria: Full-time faculty members who have filmed courses at the Office, and have completed at least a 3-hour course video.
2. Incentive payment calculation: NT\$10,000 will be granted for each point of reward.
  - (1) General Courses: 1 reward point is given to each 3-hour course video, up to 6 points will be given to the same course.
  - (2) EMI Courses: 1.5 points is given to each 3-hour EMI course, up to 9 points will be given to the same course. (actual amount is subject to the annual EMI funding situation).

Courses will be classified as either General Course or EMI Course.

第六條 著作權相關規範

- 一、本辦公室拍攝課程以教師為著作人，惟應與本辦公室簽訂智慧財產權聲明書，以避免日後糾紛。
- 二、本辦公室取得利用該課程之權利，用途僅限於宣傳或課程解說。
- 三、若為 EMI 課程，所完成之影音教材著作人格權屬歸開課教師所有，

著作財產權屬本院與授課教師雙方所共有，相關權利與義務依照「國立清華大學科技管理學院課程授權與使用同意書」辦理。

Article 6 Copyright Related Regulations:

1. Course instructors have the IPR ownership of their course videos, and a declaration of intellectual property rights with the Office shall be signed in order to avoid future disputes.
2. The Office has the right to use the course videos only for the purpose of course promotion or introduction.
3. In the case of the EMI course videos, course instructors have the Moral Rights, and the copyright belongs to both the College and the instructor, and the related rights and obligations are in accordance with the "National Tsing Hua University College of Science and Technology Management Course Authorization and Use Agreement".

第七條 本辦公室主任兼職費與專案經理薪資與拍攝獎勵費用由本院自籌經費支應。

Article 7 The Office personnel costs including the Office Director's pay and the project manager's salary, and the course video incentives shall be self-financed by the College.

第八條 本要點經院務會議通過後實施。

Article 8 These regulations shall take effect after the approval of the College Council.