

MDP

FAQ FOR COURSE INSTRUCTORS (PROPOSAL & TEACHING)

Q1: Who can propose an MDP course?

A1: Any full-time faculty member of an ACUCA member institution may submit a course proposal for the program.

Q2: How should a course proposal be submitted?

A2: Course proposals should be submitted to the ACUCA Secretariat by email by the announced deadline.

Q3: What documents are required at the course proposal stage?

A3: At the proposal stage, the following documents must be submitted in PDF format:

- Employment Certification
- Course Proposal

Q4: What should be included in the Employment Certification?

A4: The Employment Certification should indicate:

- The faculty member's full name
- Academic rank
- Employment status
- Month and year of appointment

It should also bear the institution's official seal.

Q5: What should be included in the course proposal?

A5: The course proposal should include:

- Online course design
- Learning objectives, assessments, and instructional strategies or activities
- A course syllabus for the full 15-day program
- Classroom management plans and strategies

Q6: What happens if a course proposal is shortlisted?

A6: If a course proposal is shortlisted, the Secretariat will notify the instructor by email. Additional required materials must then be submitted by the announced deadline.

Q7: What additional documents are required for shortlisted courses?

A7: For shortlisted courses, the offering institution must provide:

- An Authority to Teach certified by the Vice President / Vice Provost / Vice Rector for Academic Affairs or equivalent
- A high-resolution institution logo or seal
- An electronic signature of the institution's President / Rector / Principal or equivalent

Q8: How long is an MDP course?

A8: MDP courses are conducted over three weeks, with classes held on 15 weekdays. Each class normally runs for three hours per day. Monday to Friday, from 3:00 pm to 6:00 pm Taiwan Standard Time (GMT+8).

Q9: Are MDP courses conducted online?

A9: Yes. MDP courses are conducted fully online in a synchronous format.

Q10: What should instructors do before classes begin?

A10: Before classes begin, instructors should:

- Create the virtual classroom link
- Send the class link to the students and the Secretariat no later than one day before the first class
- Notify students by email of class arrangements, such as assigned readings, before the first day of class

Q11: What should instructors submit near the end of the course?

A11: Instructors should provide:

- An initial list of completers no later than three days before the last day of classes
- An updated final list of completers on the last day of classes

Q12: Why is the initial list of completers needed before the course ends?

A12: The initial list allows the Secretariat to begin preparing the completion certificates before the program ends.

Q13: What should instructors do regarding the course evaluation form?

A13: Instructors should encourage students to complete the evaluation form sent by the Secretariat three days before the end of the term. The evaluation helps the Secretariat review teaching effectiveness, course content, and student feedback.

Q14: What is the compensation for teaching one MDP course?

A14: The standard honorarium for teaching one MDP course is **USD 1,800**.

A minimum of 15 students from institutions other than the instructor's home institution must be registered for

the course to be offered. If this requirement is not met, the course will be cancelled and no honorarium will be provided.

ACUCA will arrange for compensation to be made through the instructor's home institution. If such an arrangement is not possible or if instructors prefer payment through a personal bank account, such payment can be facilitated. Instructors should be aware that disbursements may be subject to taxation and that such taxes are borne by the recipient.

For MDP courses taught by multiple instructors, the total honorarium will remain USD 1,800, regardless of the number of instructors involved.

The instructors should designate **a lead instructor** to serve as the primary contact with the ACUCA Secretariat. ACUCA will make a single payment to the designated lead instructor or participating institution, which will then be responsible for distributing the compensation among the instructors as appropriate.

Q15: Who sends the completion certificates?

A15: The ACUCA Secretariat prepares the completion certificates. The instructor's digital certificate will be sent directly to the instructor by the Secretariat. The instructor will then send the students' completion certificates individually by email within one week after the last day of classes.