

## Micro Degree/Certificate Program Regulations and Guidelines

### COURSE OFFEROR/COURSE LECTURER

#### I. Requirements

1. Submit a course proposal for a 15-day period containing the following but not limited to:
  - i. Online course design
  - ii. Learning objectives, assessment, and instructional strategies or activities
  - iii. Course Syllabus
  - iv. Classroom management
2. Deadline of Submission: November 17, 2023
3. Employment Certification issued by the Human Resource Department indicating the following details:
  - i. Employee's complete name
  - ii. Academic rank (Instructor, Assistant Professor, Associate Professor, Professor)
  - iii. Month and year employed
  - iv. Employee's status (regular or permanent full-time/ probationary full-time)

The certification document should be sealed with either a dry or wet seal of the institution.

**IMPORTANT:** All documents should be in a PDF format. Limit your files to two – item no.1 and item no.2 labeled as ***proposal*** and ***employment certification***, respectively.

#### II. Shortlisted Courses

1. Application results  
Qualified applicants will be notified through email on November 27, 2023
2. Additional requirements of course offerors to be submitted to the Secretariat no later than December 8, 2023:
  - i. Authority to teach certified by the Vice President for Academic Affairs / Vice-Provost / Vice Rector for Academic Affairs
  - ii. Ensures that ACUCA is allowed to use the logo of the institution represented by the faculty offering the course for diploma and other publication materials.
  - iii. To provide an electronic signature of the institution's President/Rector/Principal offering the course. The same will be used in the completion certificate/diploma.
  - iv. To provide a high-resolution logo for the diploma or completion certificate.
  - v. Submit a page-long bio/resume detailing your relevant experience and skills for the job in paragraph form and submit a CV.

### III. Classes

Inclusive period: January 29 - February 16, 2024; Mondays to Fridays

Class Hours : 3PM to 6PM Japan Standard Time (GMT+9)

Modality : 100% online and synchronous

### IV. Compensation : \$ 1,800.00

Maximum number of students in a class: 30

Minimum number of students to open a class: 15

If the completion rate is below 50% of the class or below 15 students, the remuneration is computed as follows:

\$1,800 highest honorarium rate / 30 maximum no.of students

= \$60 x no. of completers

= total amount of remuneration

Instructors are urged to maintain excellent virtual classroom management to ensure that students remain interested and persistent in attending classes.

IMPORTANT: Students from the institution offering the course(s) do not count towards the minimum or maximum required number in a class. They may be admitted in a particular course and awarded with a certificate upon their completion along with the other *regular students* enrolled.

### V. Instructor's Obligations

- i. Create a link for the virtual classroom. Disseminate the same to the students and ACUCA Secretariat through email.
- ii. Notify the students about their class through email such as assigned readings and the like prior to the first day of classes.
- iii. Enjoin the students to respond to the course evaluation prepared by the Secretariat in a timely manner.
- iv. Send the students' completion certificates individually through email at most a week after the last day of classes (please note that the ACUCA Secretariat will prepare the certificates).