

Yuan Ze University College of Electrical and Communication Engineering Bilingual Learning Faculty Incentives

Approved at the EMI Committee Meeting on October 20th, 2023

Amended at the EMI (Electronic) Committee Meeting on November 9th, 2023

Amended at the EMI Committee Meeting on January 8th, 2024

Amended at the EMI Committee Meeting on June 13th, 2024

Amended at the EMI Committee Meeting on August 14th, 2024

Article 1 The College of Electrical and Communication Engineering (hereinafter referred to as "the College") hereby formulates these "Faculty Advancement Measures for Bilingual Learning Programs for College Students" (hereinafter referred to as "these Measures") to encourage the active participation of faculty members in the College in the Higher Education Bilingual Learning Program (hereinafter referred to as "the EMI Program"). These measures are intended to enhance the willingness to offer courses in English and improve English teaching capabilities.

Article 2 Faculty members who apply for any of the instructional enhancement subsidies under the EMI Program are obligated to engage in English instruction and activities as planned to achieve the program's goals in the future.

Article 3 Faculty members who apply for the financial awards and subsidies under these Measures must participate in at least two related workshops per academic year and provide relevant data to facilitate the compilation of outcome reports by the Bilingual Teaching Promotion Resource Center.

Article 4 To enhance the EMI teaching capability of teachers, these Measures provides the EMI Program teacher training content as follows:

Item	Description	Procedure
EMI-related teaching seminars or discussions	Through EMI-related teaching seminars or discussions, teachers share their experiences in EMI teaching to promote the improvement of EMI teaching at the College.	Organized by the EMI Resource Center or various discipline clusters.

Article 5 These Measures assists in teachers' English proficiency enhancement:

Item	Description	Reward Details	Procedure
Additional Teaching Resources Enhancement Assistance	To improve the English proficiency of teachers participating in the EMI project training at the College, they can apply for additional teaching resources enhancement assistance.	For each academic year, a maximum of 15,000 NT dollars per person will be granted based on the principle.	Please provide invoices or receipts, verify the expenses, and provide relevant supporting documentation. The allocation of assistance quotas will be adjusted based on the actual number of applicants and budget conditions, in the order of application submission time. (Triplicate uniform invoice will not be accepted)

※Teachers applying for this grant should provide the application form and a learning outcomes report, including course dates, course content, learning achievements, and the impact on English instruction, as outlined in Annexes I and Annexes II.

Article 6 Faculty members wishing to apply for the instructional enhancement subsidies related to EMI courses must meet the criteria for "English as a Medium of Instruction" (EMI), which refers to learning courses offered in educational institutions where English is not the native language. In EMI courses, the content delivery, teacher-student interactions, learning and academic support materials, learning outcome presentations, and assessments are conducted in 100% English. The relevant principles are outlined as follows:

1. While English courses that focus on language learning rather than specific academic content (e.g., EAP – English for Academic Purpose or ESP – English for Special Purposes courses) may not be considered EMI courses, English teachers play a vital supporting role in promoting EMI courses. Therefore, their importance should still be valued. In other words, when universities implement EMI-related programs, emphasis should be placed on English courses and English instruction, and a subsidy of 10,000 NT dollars will be granted.

※The evaluation scores from mid-term and final questionnaires will be used as the basis for issuance. Note: Due to reimbursement procedures, for courses in the first semester, the evaluation will refer to the end-of-semester questionnaire; for courses in the second semester, the mid-term questionnaire will be considered.

※Bonus will be issued to those with an evaluation score of 4.0 (inclusive) or above for undergraduate/graduate courses.

2. For EMI courses, the delivery of content, interactions between students and teachers, learning materials, and the presentation and assessment of learning outcomes (such as oral presentations, assignments, or tests) should all be conducted in 100% English.
3. In specific situations, student interactions can briefly use Chinese, such as during group discussions to facilitate creativity and brainstorming. However, students should present their discussion outcomes in English, and as students' English proficiency improves or they choose more EMI courses, they should be encouraged to use English more frequently during classroom discussions.
4. Additionally, students should use English to introduce their discussion results. The use of other languages by students in the classroom should be limited to specific circumstances, such as during group interactions, to enhance mutual understanding and creative thinking. Nevertheless, teachers should ensure that at least 70% of classroom communication is conducted in English.
5. High-quality EMI courses should encourage students to speak and write in English as much as possible.

Article 7: Additional Hourly Compensation Subsidy for EMI Course Videos

1. The evaluation value of "Question 8: Percentage of time spent in English teaching by the instructor in the course" in Volume F of the course questionnaire serves as the basis for issuing the English teaching bonus. Students' questionnaire evaluation values equal to or greater than 4.2 (inclusive) are eligible for the English teaching bonus.

Note: For the purpose of streamlining reimbursement procedures, if the course is offered in the previous semester, the end-of-semester

questionnaire evaluation values of that semester will be used; if it is offered in the upcoming semester, the mid-term questionnaire evaluation values will be considered.

2. To apply for this English hourly compensation bonus, please provide a complete video recording of the fully English-taught course.

- (1) Application Procedure: To apply for the online course incentive, it must include the complete video files of at least 6 lessons of the course in the online platform and provide screenshots as a proof before applying.
- (2) Teachers who provide videos for six weeks receive a 0.2 times bonus; those who provide videos for twelve weeks receive a 0.3 times bonus; teachers who provide videos for the entire semester (16 weeks) receive a 0.6 times bonus.

Note 2: Video files must be submitted within one week of the end of the semester. The deadline will be adjusted according to the accounting closing date.

- (3) Teachers applying for this incentive bonus must cooperate with the Ministry of Education's random checks and provide access to the recorded course videos for public viewing on the College's website.

Article 8 Payment of English Teaching Hourly Compensation for Faculty

1. Explanation: Faculty members in the College of Electrical and Communication Engineering who teach courses in English but are unable to receive the English hourly compensation provided by the university due to limitations on the number of courses covered by the university's English compensation policy, will be compensated through the Bilingual Learning Program budget.

2. This program is exclusively available for faculty members who are unable to receive the English hourly compensation provided by the university. The calculation of the hourly compensation will follow the university's guidelines.

※For undergraduate/graduate courses, a score of 4.2 (inclusive) or above from "Question 8: Percentage of time spent in English teaching by the instructor in this course" in Volume F of the course questionnaire will be used as the basis for issuance. Those with a student questionnaire score of 4.2 (inclusive) or above will receive an English teaching bonus at 0.3 times.

Note: Considering the reimbursement procedures, for courses in the first semester, the evaluation will refer to the end-of-semester questionnaire; for courses in the second semester, the mid-term questionnaire will be considered.

3. This program's subsidy does not conflict with the additional hourly compensation subsidy for EMI courses as described in Article 7 of these Measures and can be applied at the same time.

Article 9 Application for English Teaching Course Teaching Assistants

1. These Measures provide College of Electrical and Communication Engineering faculty members with the opportunity to apply for teaching assistants for English teaching courses within the College.

2. For English teaching courses with a class size of 30 students or more,

one additional teaching assistant can be applied for per course.

3. Teaching assistant candidates must be sought by the course instructors and must be the students of the College of Electrical and Communication Engineering. The list of teaching assistants should be submitted to the Bilingual Teaching Promotion Resource Center for funding application.
4. The salary for teaching assistant is 2,500 NT dollars per month, with each teaching assistant appointment lasting for one academic semester, using a four-month payment standard. At the beginning of each semester, applications must be resubmitted based on class enrollment numbers. If the application is made in the middle of the semester, the application will be adjusted flexibly according to the current situation.
5. Teaching assistants who participate in capacity-building training workshops may apply for a reward of 2,000 NT dollars, with only one application permitted during the semester.
6. To comply with the application timeline for the first semester, teachers interested in applying for teaching assistants only need provide proof of attendance at two workshops during the assistantship application period for the second semester of the current academic year.

Article 10 Outstanding EMI Teaching Assistant Award:

1. Eligibility and Qualifications: Eligible applicants are teaching assistants or tutors of EMI courses within the College of Electrical Engineering and Communication. Applicants must be the students at the College of Electrical Engineering and Communication and should apply at the end of each academic year with a recommendation from their supervising professor.
2. Application Process:
 - (1) Apply to the Bilingual Teaching Resource Center of the College.
 - (2) Approval is required from the EMI Committee of the College.
3. Award Details: Successful applicants will receive a grant of up to NT\$6,000 from the Center.

Article 11 Application for Teacher capacity-building training Incentives

1. To encourage faculty members of the College to actively participate in EMI-related lectures or workshops (including online) held outside the school, those who provide a related

reflection reports (1-2 pages) can apply for a bonus of 2,000 NT dollars per event.

2. Faculty who complete formal EMI training courses, such as those offered by Oxford or Cambridge, providing proof and a learning outcomes report (refer to Attachment 3), will be recognized as EMI Seed Teachers by the Center and awarded NT\$10,000.
3. Faculty who meet the conditions of Article 11, Paragraph 2 of these measures, and whose EMI course questionnaire scores total 4.0 or higher for the current or subsequent semester, will receive an additional NT\$3,000 incentive from the Center.
(Note: Considering the reimbursement procedure, for courses in the first semester, the end-of-semester evaluation scores will be referenced; for courses in the second semester, the early-semester evaluation scores will be referenced.)

Article 12 Subsidy for Teachers Conducting Full English Instruction

1. Eligible Recipients: Conducting trial full English teaching is started from the 1st semester of the 2024-2025 academic year. Teachers (including full-time and part-time teachers) who have not yet received subsidies from other programs can apply for a maximum of two different courses per teacher, and the names of the courses applied must be different.
2. Trial Full English Instruction Requirements: During the trial period, the courses must adhere to the definition of full English instruction as this program. The original courses are taught in Chinese, focusing on specialized fields. Full English teaching courses should not exceed 1/4 of the total teaching hours for the semester.
3. Subsidy Amount: Each session of full English teaching courses (50 minutes) is eligible for a subsidy of NT\$800, up to a maximum of one-quarter of the total teaching hours.
Calculation formula: Credits \times 800 \times 1/4
4. Reporting Requirements: By the end of the semester, a final report must be submitted, and after the completion of the full English instruction, students are required to fill out an electronic questionnaire (provided by the EMI Center). The content of the final report and the response rate to the questionnaire are seen as the reference for the application of EMI-related subsidies in the future, adjusting the subsidy amount properly.

Article 13 EMI Teacher Excellence Award

Teachers who offer EMI courses during the current semester and achieve an overall student questionnaire evaluation score of 4.5 or higher will be awarded an Excellence Bonus of NT\$6,000.

(Note: Considering the reimbursement procedure, for courses in the first semester, the end-of-semester evaluation scores will be referenced; for courses in the second semester, the early-semester evaluation scores will be referenced.)

Article 14 EMI Teacher Creative Teaching Plan Incentives

Teachers responsible for executing EMI creative teaching plans may apply at the end of the semester. Upon approval by the EMI Committee, successful applicants will be awarded a maximum incentive of 30,000 NT dollars.

Article 15 These Measures are applicable during the execution period of the bilingual program. Subsidies will cease when the budget is exhausted and may end prematurely. The decision to continue in the future will be subject to adjustments based on budgetary considerations approved by the Ministry of Education.

Article 16 These measures shall be implemented after the approval of the EMI Committee and shall be the same when amended.

Yuan Ze University College of Electrical and Communication
Engineering Bilingual Learning Program
Teaching Resources Enhancement Grant Application Form

*Date of Completion :

*Name		*Department or Division	
*Training Date/ Training Content			
Note			

※Teachers applying for the enrichment grant are required to submit this application form before or during the course to facilitate fund reservation by the center. They should also provide an achievement report (Annexes II) after the course for disbursement, subject to center review.

※Considering the reimbursement process, please ensure that the achievement report is submitted by the end of June in the current academic year before applying for the funds.

Yuan Ze University College of Electrical and Communication
Engineering Bilingual Learning Program
Teaching Resource Training Grant Report

*Date of Completion :

*Name		*Department or Division	
*Training Date/ Training Content			
Evidence of learning outcomes or explanation of EMI teaching improvement (Please provide proof of course completion)			
Note			

*When submitting the outcomes report, please attach receipts or invoices, as this is a prerequisite for requesting funds.

Annexes III

Yuan Ze University College of Electrical and Communication

Engineering Bilingual Learning Program

Teaching Resources Training Achievement Report

*Date of completion :

*Name		*Department or Division	
*Course			
*Training Date/ Training Content			
Evidence of learning outcomes or explanation of EMI teaching improvement (Please provide proof of course completion)			