# Yuan Ze University College of Informatics Bilingual Learning Faculty and Teaching Assistant Incentives

Approved at the EMI Committee Meeting on November 3rd, 2023
Approved at the EMI Committee Meeting on November 17th, 2023
Approved at the EMI Committee Meeting on December 22nd, 2023
Approved at the EMI Committee Meeting on January 5th, 2024
Approved at the EMI Committee Meeting on February 15th, 2024
Approved at the EMI Committee Meeting on March 21st, 2024
Approved at the EMI Committee Meeting on December 5th, 2024
Approved at the EMI Committee Meeting on August 21st, 2025
Approved at the EMI Committee Meeting on December 12th, 2025
Approved at the EMI Committee Meeting on March 5th, 2026
Approved at the EMI Committee Meeting on June 24th, 2026
Approved at the EMI Committee Meeting on August 24th, 2026
Approved at the EMI Committee Meeting on October 8th, 2026

Article 1 The College of Informatics (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 This regulation provides teachers' English proficiency enhancement subsidy:

| Item | Description | Reward Details | Procedure |
|---|---|---|---|
| Additional Teaching Resources Enhancement Assistance | To improve the English proficiency of teachers participating in the EMI project training at our institution, they can apply for additional teaching resource enhancement assistance. | For each academic year, a maximum of 20,000 NT dollars per person will be granted as a guideline. | 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) |
| Overseas Training | To encourage teachers to participate in | Each person can apply only once | Please provide invoices or receipts, verify the expenses, and provide |

| | | | |
|---|---|---|---|
| Course | overseas training course. Teachers can apply for Travel expenses | per academic year | relevant supporting documentation. |

※Teachers applying for this grant should offer at least one EMI course within one year, and 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 Appendix 1.

Article 5 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, 100% of the content delivery, teacher-student interactions, learning, academic support materials, learning outcome presentations, and assessments are conducted in English. The relevant principles are outlined as follows:

I. 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 recognized. In other words, when universities implement EMI-related programs, emphasis should be placed on English courses and English instruction.

II. 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 English.

III. 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.

IV. 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.

V. High-quality EMI courses should encourage students to speak and write in English as much as possible.

Article 6 Payment of English Teaching Hourly Compensation:

I. Eligibility: Faculty members 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. The bonus and quota will be varied by the actual number of people and the expenditure situation.

II. 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.

III. The multiple for receiving the English teaching compensation will be determined based on the evaluation values from the 8th question of <F> course questionnaire and the number of courses.

IV. This article can only apply for compensation, a discount on teaching hours is not available.

Article 7 Incentive for EMI Class Observation Video Making:

I. Eligibility: Instructors who record course videos during the semester to accommodate EMI class observation requirements are eligible to apply. Course videos arranged and recorded by the College's Bilingual Resource Center are not eligible for this incentive.

II. Subsidy Content: An incentive bonus of up to NT$6,000 per course will be awarded. The bonus amount and quota are subject to adjustment based on the actual number of applicants and budget availability.

III. Application Procedure:

i. Submit the application upon announcement by the College's EMI Resource Center.

ii. The total video duration must be at least 50 minutes and may be submitted across multiple files. These videos cannot be used to apply for the Article 10 EMI Teaching Innovation Award.

iii. Each person may apply for a maximum of two courses per academic year.

IV. 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.

V. This article can only apply for compensation, a discount on teaching hours is not available.

Article 8 Starts an EMI Course for the First Time Incentive:

I. Eligibility: For the first time, nationality faculty apply for courses originally taught in Chinese changes to an EMI course or a new EMI course.

II. Subsidy content: NTD 6,000.

III. Application Procedure:

i. Apply to the EMI Recourse Center, please refer to Appendix 2.

ii. Reviewed and approved by the EMI Committee.

IV. Foreign faculty members can apply since the 112 academic year of the second semester.

Article 9 EMI Online Module Course Incentive:

I. Eligibility: College of Informatics teacher who offers EMI online module courses.

II. Subsidy content: Each course will receive NT$40,000. It can only apply once if the course name is the same. Teacher who designs courses based on MOOCs and provide links on the College's website for public viewing, each course can receive up to NT$10,000 of wages for part-time students (Reimburse based on actual costs).

Note: MOOCs (Massive Open Online Courses) are online courses that a student accesses through the internet. Typically, these courses consist of filmed or recorded video lectures, online quizzes and examinations, and interaction with other students via forums and interactive learning modules. Each video length should be within 5 to 15 minutes and provide one complete concept to let students learn by themselves. The video cannot be replaced by video recording in class.

III. Application Procedure:

i. Apply to the EMI Recourse Center, please refer to Appendix 3.
ii. The total video duration must be at least 100 minutes and cover a minimum of 10 units.

IV. Teachers applying for this incentive bonus must cooperate with the Ministry of Education's random checks.

Article 10 EMI Teaching Innovation Award:

I. The executive responsible teacher should apply after the end of the semester. After being selected and approved by the EMI Resource Center, the application will get an incentive bonus up to NT$40,000. Each instructor may apply for only one course per academic year. The quota for subsidies is subject to adjustment based on the actual number of applicants and budget availability.

II. Application Procedure: The executive responsible teacher should apply after the end of the semester (see Appendix 4), and provide an EMI achievement poster and a 1-hour video recording of the course at the same time.

III. Recipients of this incentive bonus must agree to serve as a speaker at a sharing session..

Article 11 Incentive for EMI training course and activity:

I. Eligibility: Participants and Qualifications: Faculty members of the College who participate in training courses or workshops and meet the required hours and quantities.

II. Subsidy content:

i. Faculty members who participate in continuous or advanced EMI empowerment training courses (including those organized by the university, cross-campus resource centers, or professional institutions in Taiwan or abroad) for a total of 15 hours or more within the same academic year are eligible to apply for an incentive of NTD 10,000.

ii. Faculty members who participate in EMI workshops or seminars (such as teaching methods, teaching experience sharing lectures, or workshops) within the same academic year, in addition to attending the required 2 sessions, are eligible to apply for an incentive of NTD 1,000 per additional session. Each person can apply for this incentive up to 2 times per academic year.

IV. Application Procedure: Apply to the EMI Recourse Center, please refer to Appendix 5. Please provide relevant certificate.

Article 12 Incentive for Designing English Video Assignments:

I. Eligibility: Teachers who design English presentation video assignments for non-EMI undergraduate courses in our college. Students are required to make a video of English presentation video with a duration of at least 5 minutes. Students will be evaluated and selected for awards by the instructor.

II. Subsidy: Teachers can apply NT$2,000 for each course, and can only apply two courses within one academic year. Students can apply NT$1,000 for each group. The maximum number of awarded groups per course is based on class size:

i. Up to 40 students (inclusive): A maximum of 2 groups.
ii. 41 to 65 students: A maximum of 3 groups.
iii. 66 to 90 students: A maximum of 4 groups.
iv. 91 students or more: A maximum of 5 groups.

III. Application Procedure:
   i. Apply to the EMI Recourse Center first.
   ii. Provide the list of recipients and the videos with application form (Appendix 6).

Article 13 Application for EMI Teaching Assistants:

I. Eligibility: For undergraduate EMI courses with a class size of 25 students or more and graduate EMI courses with a class size of 7 students or more, one additional teaching assistant may be applied for per course. Teaching assistants need to be found by the instructors themselves and must be students of the College of Informatics and apply to EMI Resource Center. The number of subsidies will be adjusted based on the actual number of course students, the number of applicants, and the funding situation.
   Note1: EMI TAs need to participate in Teaching Assistant Training Workshops
   Note2: Achieve 120 points or above on the SPT test via the MyET platform. (This restriction is not apply to those who have already been EMI TA before.)

II. Teaching assistant compensation is set at 2,500 NT dollars per month, with each teaching assistant appointment lasting for one academic semester (four months). At the beginning of each semester, applications must be resubmitted.

Article 14 Subsidy for Teaching Assistant Training Workshops:

I. Eligibility: Teaching assistants or course advisor for the institution's courses during the current academic year, participates in domestic or international EMI training workshops within that academic year, and has not applied for such subsidy during their studies.

II. Subsidy content: For training sessions lasting 2 hours or less, a subsidy of 500 NTD can be applied for per session. For training sessions lasting more than 2 hours, a subsidy of 1,000 NTD can be applied for per session. Each person can apply for a maximum of 1,000 NTD.

III. Application Procedure:
   i. Apply to the EMI Recourse Center, please refer to Appendix 6.
   ii. Reviewed and approved by the EMI Committee.

Article 15 EMI Excellent TA Award:

I. Eligibility: EMI teaching assistants who are nominated by teacher.

II. Application Procedure:
   i. Apply to the EMI Recourse Center, please refer to Appendix 7.
   ii. Reviewed and approved by the EMI Committee.

III. Subsidy content: Those who pass the selection will receive a bonus of NTD 4,500.

Article 16 This method is applicable during the execution period of the bilingual program. Subsidies will cease when the budget is exhausted, and it 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 17 This method shall be implemented after approval by the EMI Committee and shall also apply when revising.

Article 18 If there is any ambiguity in the semantics, the Chinese version will prevail.

Appendix 1

# Teaching Resource Training Grant Report
# The EMI Program of College of Informatics, Yuan Ze University

Serial Number:

<table>
<tr><td>Name</td><td></td><td>Dept.</td><td></td></tr>
<tr><td>Training Date/<br>Training Content</td><td colspan="3"></td></tr>
<tr><td>Evidence of learning outcomes or explanation of EMI teaching improvement (Please provide proof of course completion)</td><td colspan="3"></td></tr>
<tr><td>Signature of Applicant</td><td></td><td>Officer</td><td></td></tr>
<tr><td>Center Director</td><td></td><td>Dean</td><td></td></tr>
<tr><td>Result</td><td>_____(YYYY/MM/DD)<br>Academic Year_____CI EMI review conference</td><td>□ Approval<br>□ Disapproval</td><td>Amount</td><td></td></tr>
</table>

Appendix 2

# Incentive for Starting an EMI Course for the First Time
# The EMI Program of College of Informatics, Yuan Ze University

Serial Number:

<table>
<tr><td>Name</td><td></td><td>Dept.</td><td colspan="3"></td></tr>
<tr><td colspan="3">Course Name</td><td colspan="3">Course ID</td></tr>
<tr><td colspan="3"></td><td colspan="3"></td></tr>
<tr><td colspan="3"></td><td colspan="3"></td></tr>
<tr><td>Signature of Applicant</td><td colspan="2"></td><td>Officer</td><td colspan="2"></td></tr>
<tr><td>Center Director</td><td colspan="2"></td><td>Dean</td><td colspan="2"></td></tr>
<tr><td>Result</td><td colspan="2">_____ (YYYY/MM/DD)<br>Academic Year_____CI EMI review conference</td><td>□ Approval<br>□ Disapproval</td><td>Amount</td><td></td></tr>
</table>

Appendix 3

# EMI Online Course Incentive
# The EMI Program of College of Informatics, Yuan Ze University

Serial Number:

| | | | |
|---|---|---|---|
| Name | | Dept. | |
| Course Name | | Semester | |
| Course ID/ Class | | Credits | |
| Curriculum planning | | | |
| | | | |
| Check items | | | |
| ☐ Whether to use a single commercial textbook and have public access to the Internet.<br>☐ Textbook content uses legal and publicly available sources and materials.<br>☐ Clearly indicate the source and authorization method of the quoted text, images, or other materials.<br>☐ Upload 10 course videos.<br>☐ Video quality exceeds 720p.<br>☐ Read and understand the authorization letter carefully. | | | |

<table>
<tr><td colspan="6">Additional work-study subsidies (The upper limit is 10,000 NTD. Leave it blank if you do not need to apply.)</td></tr>
<tr><td colspan="2">Student’s Name</td><td>Student ID</td><td>Hours</td><td>Subtotal</td><td>Note</td></tr>
<tr><td colspan="2"></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="2"></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="2"></td><td></td><td></td><td></td><td></td></tr>
<tr><td colspan="4">Total</td><td></td><td></td></tr>
<tr><td>Signature of Applicant</td><td colspan="3"></td><td>Officer</td><td></td></tr>
<tr><td>Center Director</td><td colspan="3"></td><td>Dean</td><td></td></tr>
<tr><td>Result</td><td colspan="3">_____(YYYY/MM/DD)<br>Academic Year_____CI EMI review conference</td><td>□ Approval<br>□ Disapproval</td><td>Amount</td><td></td></tr>
</table>

Appendix 4

# EMI Teaching Innovation Award Application
# The EMI Program of College of Informatics, Yuan Ze University

Serial Number:

| | | | |
|---|---|---|---|
| Name | | Dept. | |
| Course Name | | Course ID | |
| Innovative Course Content (The written content is limited to **5** pages. Images, tables, and supporting documents are not included in the page limit.) | | | |

| | |
|---|---|
| Practical actions to improve students' English proficiency | |

Application Procedure

1. Submit the application form and attached materials before the deadline for each academic year
2. Make a 2-3 page (including cover) presentation
3. Present at the committee meeting

Attachments

1. ☐ Application form
2. ☐ 1 hours of video content
3. ☐Digital file of A0 Poster ("Methods for Enhancing Students' English Proficiency and Their Implementation Outcomes.")
   - Basic course information (**please include the instructor's name and course title**)
   - Course features and teaching objectives
   - EMI teaching strategies and methods
   - Examples of AI integration into teaching
   - Student learning outcomes and feedback
   - Photos of teaching activities

| | | | | |
|---|---|---|---|---|
| Signature of Applicant | | Officer | | |
| Center Director | | Dean | | |
| Result | _____(YYYY/MM/DD)<br>Academic Year_____CI EMI review conference | □ Approval<br>□ Disapproval | Amount | |

Appendix 5

# Subsidy for EMI training course and activity
# The EMI Program of College of Informatics, Yuan Ze University

Serial Number:

| | | | | | |
|---|---|---|---|---|---|
| Name | | Dept. | | | |
| Date of Participation | EMI Training Course / Activity Name (If the table space is not enough, please add pages) | | | | Hours |
| _____/____/____ (YYYY/MM/DD) | | | | | |
| _____/____/____ (YYYY/MM/DD) | | | | | |
| _____/____/____ (YYYY/MM/DD) | | | | | |
| _____/____/____ (YYYY/MM/DD) | | | | | |
| Outcomes and feedback of training course/ activity | | | | | |
| Signature of Applicant | | Officer | | | |
| Center Director | | Dean | | | |
| Result | _____(YYYY/MM/DD) Academic Year_____CI EMI review conference | □ Approval □ Disapproval | Amount | | |

Appendix 6

# Incentive for Designing English Video Assignments
# The EMI Program of College of Informatics, Yuan Ze University

Serial Number:

<table>
<tr><td>Teacher</td><td></td><td>Course ID / Course Name</td><td colspan="3"></td></tr>
<tr><td>Class size</td><td></td><td>Number of participants</td><td colspan="3"></td></tr>
<tr><td rowspan="6">List of recipients (Students ID / Name) (Underline the representative)</td><td colspan="5">The maximum number of awarded groups per course is based on class size:<br>Up to 40 students (inclusive) - 2 groups;<br>41 to 65 students - 3 groups;<br>66 to 90 students - 4 groups;<br>91 students or more - 5 groups</td></tr>
<tr><td colspan="5">First Group:</td></tr>
<tr><td colspan="5">Second Group:</td></tr>
<tr><td colspan="5">Third Group:</td></tr>
<tr><td colspan="5">Fourth Group:</td></tr>
<tr><td colspan="5">Fifth Group:</td></tr>
<tr><td>Attachments</td><td colspan="5">1. Application form 2. Videos</td></tr>
<tr><td>Signature of Teacher</td><td></td><td>Officer</td><td colspan="3"></td></tr>
<tr><td>Center Director</td><td></td><td>Dean</td><td colspan="3"></td></tr>
<tr><td rowspan="2">Result</td><td rowspan="2">_____(YYYY/MM/DD)<br>Academic Year_____CI EMI review conference</td><td rowspan="2">□ Approval<br>□ Disapproval</td><td>Amount for the teacher</td><td></td></tr>
<tr><td>Total Amount for all students</td><td></td></tr>
</table>

Appendix 7

# Subsidy for Teaching Assistant Training Workshops
# The EMI Program of College of Informatics, Yuan Ze University

Serial Number:

| | | | |
|---|---|---|---|
| Name | | Student ID | |
| Dept. | | Grade | |
| Training Date/ Training Topic | | | |
| Evidence of learning outcomes or explanation | | | |

| | | | | |
|---|---|---|---|---|
| Signature of Applicant | | Officer | | |
| Center Director | | Dean | | |
| Result | _____(YYYY/MM/DD)<br>Academic Year_____CI EMI review conference | □ Approval<br>□ Disapproval | Amount | |

Appendix 8

# EMI Excellent TA Award
# The EMI Program of College of Informatics, Yuan Ze University

Serial Number:

| Nominator | | Dept. | | Student ID | |
|---|---|---|---|---|---|
| Semester | Course ID/Name | Teacher | Number of Student of the Course | Content (multiple choice) | |
| | | | | □Participate the course □Lead the experiment □Handle teaching administrative matters □After-school tutoring □Assist in assessing grades □Lead Discussion □Assist in the production of teaching materials □Other: | |
| | | | | □Participate the course □Lead the experiment □Handle teaching administrative matters □After-school tutoring □Assist in assessing grades □Lead Discussion □Assist in the production of teaching materials □Other: | |

Specific achievements and results (to be filled in by the TA)

I. Teaching or assisting teaching concepts, techniques, experiences and educational trainings participated in
II. Specific stories of improving students' learning outcomes

(If the table space is not enough, please add pages by yourself. Thank you.)

Recommender comments (to be filled in by the department head or teacher)

(If the table space is not enough, please add pages by yourself. Thank you.)

| Signature of Applicant | | Officer | | |
|---|---|---|---|---|
| Center Director | | Dean | | |
| Result | _____(YYYY/MM/DD)<br>Academic Year_____CI EMI review conference | □ Approval<br>□ Disapproval | Amount | |