

# 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, 2023  
Approved at the EMI Committee Meeting on February 15th, 2023  
Approved at the EMI Committee Meeting on March 21th, 2023

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 24,000 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)

※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 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 8<sup>th</sup> 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.
- V. This article'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 for concurrently.

#### Article 7 Additional Hourly Compensation Subsidy for EMI Course Videos:

- I. Eligibility: The evaluation value from the 8<sup>th</sup> question of <F> course questionnaire "What

percentage of this course is taught in English?", student questionnaire evaluation value, recording time, and number of recordings serve as the basis for issuing the English teaching bonus. The bonus will be up to 0.2 times bonus. The bonus and quota will be varied by the actual number of people and the expenditure situation.

Note: To streamline 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. The second semester's English-taught end-of-semester questionnaire can refer to the previous academic year.

- i. Each lesson video recording will be specially planned by teachers and the video should last longer than 15 minutes.
  - ii. Video files must be submitted within one week of the semester's end. The cutoff date will be adjusted according to the accounting closing date.
  - iii. 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.
- II. This item can only be applied for bonus. 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 10,000.
- 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 Course Incentive:

- I. Eligibility: College of Informatics teacher who offers EMI online Courses.
- II. Subsidy content: Each course will receive 80thousands NTD. 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 20thousands of production funds and wages for part-time students.

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: Provide 10 video recordings of whole lectures on Teams or Portal, and a screenshot as proof. (see Appendix 3)
- 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 (see Appendix 4). After being selected and approved by the EMI Resource Center, the application will get an incentive bonus up to NT\$30,000 which will be issued upon completion of the execution once every academic year. (The bonus and quota will be varied by the actual number of people and the expenditure situation.)

Article 11 Application for EMI Teaching Assistants:

- I. Eligibility: For EMI courses with a class size of 25 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.

Note: EMI TAs need to participate in Teaching Assistant Training Workshops.

- 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 12 Subsidy for Teaching Assistant Training Workshops:

- I. Eligibility: Teaching assistants who participate in capacity-building training workshops.
- II. Subsidy content: Can apply for incentives. Only once during the school.
- III. Application Procedure:
  - i. Apply to the EMI Resource Center, please refer to Appendix 5.
  - ii. Reviewed and approved by the EMI Committee.

Article 13 EMI Excellent TA Award:

- I. Eligibility: EMI teaching assistants who are nominated by teacher.
- II. Application Procedure:
  - i. Apply to the EMI Resource Center, please refer to Appendix 6.
  - ii. Reviewed and approved by the EMI Committee.
- III. Subsidy content: Those who pass the selection will receive a bonus of NTD 6,000.

Article 14 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 15 This method shall be implemented after approval by the EMI Committee and shall also apply when revising.

Article 16 If there is any ambiguity in the semantics, the Chinese version will prevail.

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

Serial Number:

Name		Dept.	
Training Date/ Training Content			
Evidence of learning outcomes or explanation of EMI teaching improvement (Please provide proof of course completion)			
Application		Officer	
Center Director		Dean	
Result	_____ (YYYY/MM/DD) Academic Year _____ CI EMI review conference	<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval	Amount

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

Serial Number:

Name		Dept.		
Course Name			Course ID	
Application		Officer		
Center Director		Dean		
Result	_____ (YYYY/MM/DD) Academic Year _____ CI EMI review conference	<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval	Amount	

**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			
<input type="checkbox"/> Whether to use a single commercial textbook and have public access to the Internet. <input type="checkbox"/> Textbook content uses legal and publicly available sources and materials. <input type="checkbox"/> Clearly indicate the source and authorization method of the quoted text, images, or other materials. <input type="checkbox"/> Upload 10 course videos. <input type="checkbox"/> Video quality exceeds 720p. <input type="checkbox"/> Read and understand the authorization letter carefully.			

Additional production funds and work-study subsidies (The upper limit is 20,000 NTD. Leave it blank if you do not need to apply.)

Item	Unit price	Quantity	Subtotal	Usage	
Total					
Application			Officer		
Center Director			Dean		
Result	_____ (YYYY/MM/DD) Academic Year _____ CI EMI review conference		<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval	Amount	



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

Serial Number:

Name		Dept.	
Course Content	(Please focus on three items)		
Application		Officer	
Center Director		Dean	
Result	_____ (YYYY/MM/DD) Academic Year _____ CI EMI review conference	<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval	Amount

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

Serial Number:

Name		Dept.		
Training Date/ Training Content				
Evidence of learning outcomes or explanation				
Application		Officer		
Center Director		Dean		
Result	_____ (YYYY/MM/DD) Academic Year _____ CI EMI review conference	<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval	Amount	

**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)	
				<input type="checkbox"/> Participate the course <input type="checkbox"/> Lead the experiment <input type="checkbox"/> Handle teaching administrative matters <input type="checkbox"/> After-school tutoring <input type="checkbox"/> Assist in assessing grades <input type="checkbox"/> Lead Discussion <input type="checkbox"/> Assist in the production of teaching materials <input type="checkbox"/> Other:	
				<input type="checkbox"/> Participate the course <input type="checkbox"/> Lead the experiment <input type="checkbox"/> Handle teaching administrative matters <input type="checkbox"/> After-school tutoring <input type="checkbox"/> Assist in assessing grades <input type="checkbox"/> Lead Discussion <input type="checkbox"/> Assist in the production of teaching materials <input type="checkbox"/> Other:	
Specific achievements and results (to be filled in by the recommender)					
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.)					
Application		Officer			
Center Director		Dean			
Result	_____ (YYYY/MM/DD) Academic Year _____ CI EMI review conference	<input type="checkbox"/> Approval <input type="checkbox"/> Disapproval	Amount		