

National Central University's Regulations for Incentivizing English-Taught Courses

Passed in the executive meeting of the Office of Academic Affairs on Apr. 15, 2024

Article 1

To clarify the guidelines for the incentives for courses using English as a Medium of Instruction (EMI) as well as EMI-related training, classroom observations, instructional videos, and certificate acquisition verification at National Central University (NCU), these regulations are established.

Article 2

Teachers applying for incentives must attend at least two external/internal EMI workshops or training sessions (online ones included) per semester. The attendance must be documented in the application form before the incentive is issued by the Office of Academic Affairs (OAA). Exceptions include:

- (1) Teachers who have obtained EMI training certificates as specified in Article 4, Paragraphs 1 and 2, from the 110th academic year onwards.
- (2) Teachers with over 10 semesters of EMI teaching experience at NCU.

Article 3

Teachers shall either allow in-person class observations or independently record a 10-minute instructional video of an in-person class for submission to the online platform designated by the OAA, adhering to the following guidelines:

- (1) In-person Classroom Observation:
 1. Teachers can choose whether to open their classes for observation when applying for EMI to the Curriculum Division at the beginning of each semester. Observations are ideally conducted before midterms.
 2. The OAA will approve observation requests based on EMI course ratios and types and assign professional EMI teachers as observers. Undergraduate courses will be prioritized for observations.

3. Teachers must discuss with the observer before the course so that the observer can grasp course topics, objectives, activities, tasks, and students' learning backgrounds beforehand.
4. Observers must arrive in the classroom on time before the course session begins and set phones to silent mode to avoid disruptions. They should respect the teacher and students of the class and should not interact with students, speak to peers, interrupt the course activities, or leave (and re-enter) the classroom during the session. Photography or recording without permission is prohibited.
5. Observers must complete a course observation feedback form after the session for the instructing teacher's reference. The feedback form will also be used as a reference for issuing incentives and improving the course observation system.

(2) Instructional Video:

1. The video must be of an in-person class.
2. The video should be 10 minutes long and recorded in Full HD (1920x1080p) or higher. The video frames should be stable and smooth. The sound of the video should be clear.
3. The video should present course features and activities, including the teacher's instruction and students' responses and questions. Teacher guidance, group discussions, or group work/presentations can be included if necessary.
4. The video should be submitted as a YouTube link to the Teaching and Learning Development Center.
5. Recording equipment may be digital video cameras, digital cameras, smartphones, etc.
6. The Teaching and Learning Development Center may lend digital recording equipment (digital video camera; directional microphone; wireless microphone; tripod) and provide basic training on equipment operation (by appointment). For related regulations, please contact Mr. Tsai at dwtsai@ncu.edu.tw.
7. The Teaching and Learning Development Center provides authorization for the editing software PowerDirector 365 (1 to 3 months, registration required). Details are available on the Teaching Innovation Website

[\(https://teachncu.ncu.edu.tw/\)](https://teachncu.ncu.edu.tw/) → Teaching Enhancement → Digital Learning Tool.

Article 4

Teachers who complete an external EMI training program and obtain a certificate from the program will receive an incentive of NT\$10,000. Related regulations are as follows:

- (1) Completion of a continuous and structured external EMI training program with at least 36 course hours.
- (2) The program should focus on improving English teaching skills, communication abilities, and knowledge transfer and include the training of practical applications of professional knowledge as well as case studies.
- (3) Teachers funded by the OAA for specific training (e.g., overseas EMI camps) are not eligible for this incentive.
- (4) In order to encourage teachers to give EMI courses as soon as possible after they complete their EMI training, incentives are awarded based on the sequential order of EMI certificate acquisition time if funds are insufficient. Teachers who acquire their EMI certificates in or one semester before the semester where they give EMI courses have priority to be awarded the incentive, and teachers who acquire their EMI certificates in other semesters have second priority.
- (5) Each teacher can apply for the incentive once and must provide the certificate of EMI for verification.

Article 5

These regulations take effect upon approval by the OAA. Matters not covered in these regulations will be addressed according to the latest announcements from the OAA.