

## **National Central University Guidelines**

### **for Incentives on English-Medium Instruction (EMI) Courses**

Approved by the Office of Academic Affairs Supervisory Meeting on April 15, 2024

Approved by the Office of Academic Affairs Supervisory Meeting on March 3, 2025

- Article 1 These guidelines are established to clarify the incentive program for English-Medium Instruction (EMI) courses at National Central University (hereinafter referred to as "NCU" or "the university"), including requirements for related training, in-person class observation, demonstration teaching videos, and certification review procedures.
- Article 2 Faculty members applying for incentives must attend at least two EMI workshops or training sessions (including online courses) per semester and provide relevant training information in the application form before receiving the incentive payment from the Office of Academic Affairs. The following individuals are exempt:
1. Those who, from the 110th academic year onward, have obtained an EMI training certificate meeting the requirements specified in Article 4, Paragraphs 1 and 2.
  2. Those with over ten instances of EMI teaching experiences at NCU.
- Article 3 Faculty members must complete an in-person class observation or submit a 10-minute demonstration teaching video to the designated online platform, adhering to the following requirements:
1. In-Person Class Observation:
    - (1). Open Observation:
      - I. Faculty members applying for EMI courses at the beginning of a semester may choose whether to allow class observation, which should preferably take place before midterm exams.
      - II. The Office of Academic Affairs will review observation applications based on the proportion of EMI courses in each college and course type.
      - III. Observers will be designated EMI faculty members selected by the Office of Academic Affairs, which will coordinate the scheduling of class observation at the start of each semester.
      - IV. Faculty members must discuss the course theme, teaching objectives, instructional activities and tasks, and students' learning backgrounds with observers in advance.
    - (2). Observation of Teaching Demonstration:
      - I. If in-person class observation cannot be successfully arranged, faculty

members may apply for observation of demonstration teaching upon notification from the Office of Academic Affairs.

- II. Each semester, the Office of Academic Affairs will invite select faculty members to open their classes for observation of demonstration teaching based on their observation experiences, structured training, EMI teaching evaluations, etc.
- III. The number of available slots is limited, and prior approval is required. Unauthorized attendance is prohibited to maintain course quality.
- IV. Observers must submit a 500–1,000-word reflection report by the end of the semester to fulfill the requirement.

## 2. Demonstration Teaching Video:

- (1). The video's content must be an in-person class.
- (2). The total duration should be 10 minutes, recorded in Full HD (1920x1080) resolution or higher, with stable and smooth video quality and clear audio.
- (3). The video should highlight the course characteristics and instructional activities, including the instructor's presentation and students' responses and questions. When necessary, it may also feature guided discussions, group discussions, and student presentations.
- (4). The video should be submitted as a YouTube link to the Teaching and Learning Development Center.
- (5). Recording equipment may include digital camcorders, digital cameras, or mobile phones.
- (6). The Teaching and Learning Development Center provides digital camera kits (including a camcorder, directional microphone, wireless microphone, and tripod) for loan, along with basic operation training (by appointment). Contact Mr. Tsai at [dwtsai@ncu.edu.tw](mailto:dwtsai@ncu.edu.tw) for details.
- (7). The Center also offers PowerDirector 365 video editing software licenses (1–3 months, subject to registration). Further information is available on the Teaching Innovation website: (<https://teachncu.ncu.edu.tw/>) → Teaching Enhancement → Digital Learning Tools.

Article 4 Faculty members who complete an external EMI training program and obtain a certificate will receive a NT\$10,000 incentive, subject to the following conditions:

1. The training program must be a continuous, structured professional EMI course with a minimum duration of 36 hours.
2. The program must aim to enhance English teaching skills, communication abilities, and professional knowledge delivery, incorporating field-specific knowledge-application training and case studies to integrate subject expertise with EMI

teaching techniques.

3. Faculty members who receive subsidies from the Office of Academic Affairs for specific training programs (e.g., overseas EMI workshops, Certificate in EMI Skills-Cambridge) are not eligible for this incentive.
4. To encourage prompt implementation of EMI courses, incentives will be awarded based on the order of certificate acquisition if funding is insufficient. Priority will be given to certificates obtained in the same semester or the semester prior to the EMI course offering.
5. Each faculty member may apply for the incentive only once and must provide the certificate for verification.

Article 5     These guidelines take effect upon approval by the Office of Academic Affairs Supervisory Meeting. Any unaddressed matters will be handled in accordance with the latest announcements from the Office of Academic Affairs.