

National Central University Guidelines for Incentives for English-Medium Instruction (EMI) Courses

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Article 1

To promote the internationalization of education at National Central University (NCU), enhance students' English proficiency, and develop a bilingual teaching and learning environment for cultivating bilingual professionals in specialized fields, these Guidelines are established to encourage NCU's full-time faculty members (excluding part-time instructors and native English-speaking foreign faculty) to offer courses that use English as a medium of instruction (EMI courses).

Article 2

An EMI course, as defined in these Guidelines, refers to a course offered at a non-English-speaking institution in which the delivery of course content, classroom interactions, learning and academic support materials, and display and assessment of learning outcomes are all conducted in English.

Article 3

Teaching units may apply for incentives under these Guidelines only for EMI courses with clearly defined structures that meet one of the following criteria:

1. Courses offered under degree programs or in-service programs approved by the Ministry of Education as fully English-taught.
2. Undergraduate or graduate EMI professional courses, general education courses, or teacher education courses approved by the department and college curriculum committees.

Each teaching unit must offer at least 18 EMI course credits per academic year at the undergraduate level and at least one-fourth of all courses at the graduate level as EMI

courses.

3. Courses under fully English-taught credit programs or specialization module programs approved by the three-level curriculum committees.

In special circumstances, exceptions must be submitted to the Office of Academic Affairs for approval.

The following courses are not eligible for incentives under these Guidelines:

Required general courses (e.g., Freshman English, Freshman Chinese, Military Training, Physical Education, Service Learning), co-taught courses, in-service programs, language training courses (including EAP, ESP, and other courses that are inherently English-taught), seminars, special topics, laboratory courses, lectures, degree programs funded or commissioned by external units, or self-supported degree programs.

Article 4

To qualify for EMI incentives, courses must meet the following conditions:

No minimum enrollment is required for required courses. For elective undergraduate courses, enrollment must reach at least 15 students or at least one-third of the students in the same cohort. For graduate courses, enrollment must reach at least five students. In addition, teaching evaluations must be conducted, and at least 50% of respondents must confirm that 70% or more of class instruction and discussion were conducted in English. If the same instructor receives an average teaching evaluation score below 3.3 twice for the same course, the incentive will not be granted for the second occurrence, and the instructor will be ineligible to apply for EMI incentives for the next offering of that course.

Article 5

Faculty members applying for EMI incentives must fulfill the following requirements:

1. Submit a complete English syllabus (including course objectives, content, assessment methods, and references) before the start of course selection each semester.
2. Attend at least two EMI workshops or training sessions (including online sessions) per semester, either on or off campus. Faculty who have obtained an EMI certificate or have taught ten or more EMI courses at NCU are exempted.

3. Permit classroom observation or provide a 10–15 minute video recording of actual teaching for submission to the Office of Academic Affairs, following its announced requirements.

The responsible units shall review and submit the lists of eligible faculty applicants. After the Office of Academic Affairs verifies that all requirements are met based on the submitted documents and videos, it will compile the records and request the disbursement of the incentive.

Article 6

EMI incentives are provided in two forms—hourly compensation or cash reward. Instructors must select one form within the announced timeframe in the beginning of the semester and may not change it afterward.

1. Hourly Compensation: Each teaching hour of an EMI course is counted as 1.5 hours for that semester. However, these hours are not counted toward overtime or large-class allowances. If the course fails to meet the requirements of Article 4 before the semester ends and after a teaching evaluation's result was confirmed, the incentive will be revoked, and teaching hours will be recalculated according to NCU Regulations on the Calculation of Faculty Members' Teaching Hours.

2. Cash Reward: Granted at the end of the semester upon confirmation, as shown below:

Unit: per course credit

| | Each cash incentive shall be granted up to the maximum amount specified below, based on the funding available for the given fiscal year. | | |
|---------------|--|-----------------|---------------------------------------|
| Course Type | Required Course | Elective Course | Online Elective Course (Asynchronous) |
| Undergraduate | NT\$7,000 | NT\$4,000 | NT\$3,000 (first time only) |
| Graduate | NT\$3,000 | | |

Each asynchronous online EMI course may receive the incentive only once. Interactive synchronous online courses are not subject to this limit.

The total reward amount, including university-level, college-level incentives, and overtime pay, shall not exceed NT\$20,000 per course credit. If the total exceeds this limit, the university-level portion will be deducted first.

Article 7

Faculty who complete off-campus EMI training and obtain a certificate will receive a one-time NT\$10,000 reward, which may be claimed in the semester the certificate is obtained. Proof of certification must be provided for verification.

Article 8

Each instructor may receive hourly compensation or cash reward for the same EMI course up to four times. Joint classes are considered a single course, and enrollment may be combined for calculation.

Article 9

Departments and faculty applying for incentives must cooperate with project applications, performance reporting, and related evaluations, and provide necessary documentation upon request, including during the Ministry of Education's site visits.

Article 10

Funding for the incentives comes from NCU's self-generated revenue and government subsidies. Incentive amounts may be reduced if funding is insufficient. Special subsidy programs shall follow their respective regulations. Incentives funded by the same external source may not be claimed more than once per semester.

Colleges wishing to raise EMI incentive standards must establish separate regulations and are encouraged to do so using self-generated funds.

Article 11

These Guidelines shall take effect upon approval by the Academic Affairs Committee and the University Fund Management Committee. Amendments shall follow the same procedure.