

NCHU Subsidy for All-English Courses and Degree Programs

【Teaching Hour Incentive】 Application Form

Course Dept.		Semester	1st semester, academic year 115				
Course Category	☐ Undergraduate Courses ☐ Advanced Courses ☐ Graduate-level Courses						
Course No.	Course Composition (note 4)	Course Name	Teaching hours	Full-time/Part-time professors	Instructor's Signature	Affiliated Unit	Note (Please see note 5 below.)
Instructor's Email Address							
Use the pre-submission checklist below to make sure you have all required documents ready to attach to your application. ☐ a completed syllabus. ☐ Certificate of Completion for EMI Teaching Enhancement Course Accredited by the Bilingual Education Resource Center.							
Reviewed by Dept. Coordinator	Phone :			Approved by Dept. Director			
Curriculum Division	Total number of course enrollments as of the first working day after the online add/drop deadline: _____ students. This application: ☐ Meets the Lectures (A) or Lecture with practice (A+B) courses. ☐ Meets the criteria for selection seat of a standard course. ☐ Does not meet the criteria for selection seat of a standard course. Liaison : Division Chief :					Office of Academic Affairs:	

Bilingual Education Resource Center	☐ Meets the criteria definition for ESAP / EMI courses. ☐ Certificate of Completion for EMI Teaching Enhancement Course Accredited by the Bilingual Education Resource Center. ※ It's a mandatory step in your application process to submit a Certificate of Completion for EMI Teaching Enhancement Course Accredited by the Bilingual Education Resource Center within 2 years from this semester. ☐ Meet eligibility criteria for the award, teaching hours will be multiplied by 1.5 times. ☐ Meeting all the requirements ☐ Does not meet all the requirements _____ Liaison : _____ Director : _____	
---	---	--

※Notes :

1. According to **【National Chung Hsing University Directions of Subsidy for All-English Courses and Degree Programs】 III.(5)-1**, ESAP courses or EMI courses may be calculated 1.5 times of regular credit hours. However, there is still a limit for extra credit hours according to the regulations for credit hours of the University. **(Applicants can choose to apply for either this subsidy or the subsidy specified in Article III.(5)-2.)**
2. The course applies for subsidy including teaching content, teaching materials, evaluation and presentation of learning outcome in the classroom are in English.
3. Courses receiving subsidies under these Guidelines shall comply with the following requirements:
 - (1) Courses shall be conducted in English and shall implement the all-English teaching feedback questionnaire provided by the Bilingual Education Resource Center.
 - (2) Instructors shall obtain a certificate of completion for an EMI Teaching Enhancement course approved by the Bilingual Education Resource Center within two years from the semester in which the subsidy is granted.
 - (3) Instructors and subsidized courses shall cooperate with arrangements made by the Bilingual Education Resource Center, including participation in classroom observation mechanisms and related teaching observation activities.

The Bilingual Education Resource Center shall conduct course effectiveness evaluations each semester. If any of the following situations apply to an instructor, restrictions on future subsidy applications shall be imposed in accordance with the provisions below, and such records shall be taken into consideration in the review of future applications:

- (1) Instructors found not to have actually conducted instruction in English, or to have failed to cooperate with the implementation of the all-English teaching feedback questionnaire on two or more occasions, shall not be eligible to apply for subsidies for one year starting from the following semester.
- (2) Instructors who fail to obtain the required certificate of completion for the EMI Teaching Enhancement course prior to receiving the subsidy or within two years from the semester in which the subsidy is granted shall not be eligible to apply again until such certificate is obtained.

- (3) Instructors who fail to cooperate with the implementation of the classroom observation mechanism or to participate in teaching observation activities shall not be eligible to apply for subsidies for one year starting from the following semester.
4. Course Composition : A : Lecture 、 B : Practice (**not qualified**) 、 A+B : Lecture with practice 、 C : Off-stage guidance (**not qualified**)
 5. If an instructor offers "Outside Department Course(s)", please note that the calculation of total teaching hours shall be carried out and the application shall be reviewed by the coordinator in instructor's departmental affiliation.
 6. Please submit to the BERC by **Sep. 14(Mon.) 2026**.