

【Course Subsidy】 Application Form

Course Dept.			Semester		1st semester, academic year 112		
Course No.	Required/ Elective	Course Name	Teaching hours	Full-time/ Part-time professors	Instructor's Signature	Affiliated Unit	Note (Please see note 5 below.)
<p>Use the pre-submission checklist below to make sure you have all required documents ready to attach to your application.</p> <p><input type="checkbox"/> a completed syllabus.</p> <p><input type="checkbox"/> an EMI training program certificate of completion issued by reputable training organization</p>							
Reviewed by Dept. Coordinator	Phone :				Approved by Dept. Director		
Bilingual Education Resource Center	<input type="checkbox"/> Meets the criteria definition for EGAP / ESAP / EMI courses. <input type="checkbox"/> An EMI training program certificate of completion issued by reputable training organization. ※ It's a mandatory step in your application process to submit an EMI training program Certificate within 2 years from this semester. <input type="checkbox"/> Meeting all the requirements <input type="checkbox"/> Does not meet all the requirements Liaison : _____ Director : _____						
Curriculum Division	This application: <input type="checkbox"/> Meet eligibility criteria for the award, teaching hours will be multiplied by 1.5 times. <input type="checkbox"/> Does not meet the eligibility requirements, Course no. : _____ Liaison : _____ Division Chief : _____				Office of Academic Affairs		

1. According to **【National Chung Hsing University Directions of Subsidy for All-English Courses and Degree Programs】** III.(5), All-English degree programs 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 (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. Applicant(s) must submit (an) EMI training program certificate(s) of completion issued by reputable training organization (including, but not limited to, Certificate in EMI Skill Online Course by the University of Cambridge or other equivalent training courses) within two years from the current semester of the subsidy. Office of Academic Affairs may evaluate the effectiveness of all-English courses funded by this subsidy every semester. Subsidy allocated to courses that are found not taught in English or the instructor hasn't obtained an EMI skills certificate will be cut or canceled according to the situation. Moreover, these courses shall be reevaluated in the future.
4. Please submit to the Curriculum Division by Sept. 11(Mon.) 2023.
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.