

**NCHU Subsidy for All-English Courses and Degree Programs**  
**【Teacher Incentive /Teaching Materials Subsidy】 Application Form**

( ☐ Teaching subsidy or ☐ Teaching material subsidy )

|                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                   |                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------------|
| <b>Course Dept.</b>                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Semester</b>                   | <b>1st semester, academic year<br/>115</b> |
| <b>Course Category</b>                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> Undergraduate Courses <input type="checkbox"/> Advanced Courses <input type="checkbox"/> Graduate-level Courses                                                                                                                                                                                                                                                                                                                  |                                   |                                            |
| <b>Course No.</b>                                                                                                                                                                                                                                                                                                           | <b>Course Composition<br/>(note 4)</b>                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>Course Name</b>                | <b>Credit</b>                              |
| Teacher Incentive Allotment & Signatory(-ies) Requirement:<br>1. Signature of individual incentive recipient is required when applying as a (co-teaching/shared the credit hours) group.<br>2. The instructor of the current semester must meet the basic teaching hours requirement.                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                   |                                            |
| <input type="checkbox"/> Yes <input type="checkbox"/> No co-teaching/shared the credit hours °<br>Teacher's signature _____ Staff Id _____<br>Incentive Allocation Percentage _____ %<br>Teacher's signature _____ Staff Id _____<br>Incentive Allocation Percentage _____ %                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                   |                                            |
| <b>Instructor's Email Address</b>                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                   |                                            |
| Use the pre-submission checklist below to make sure you have all required documents ready to attach to your application.<br><input type="checkbox"/> a completed syllabus.<br><input type="checkbox"/> Certificate of Completion for EMI Teaching Enhancement Course Accredited by the Bilingual Education Resource Center. |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                   |                                            |
| <b>Reviewed by Dept. Coordinator</b>                                                                                                                                                                                                                                                                                        | Phone :                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Approved by Dept. Director</b> |                                            |
| <b>Curriculum Division</b>                                                                                                                                                                                                                                                                                                  | Total number of course enrollments as of the first working day after the online add/drop deadline: _____ students.<br><input type="checkbox"/> Meets the Lectures (A) or Lecture with practice (A+B) courses.<br><input type="checkbox"/> Meets the criteria for selection seat of a standard class.<br><input type="checkbox"/> Does not meet the criteria for selection seat of a standard class.<br><br>Liaison : _____<br><br>Division Chief : _____  |                                   | <b>Office of Academic Affairs :</b>        |
| <b>Bilingual Education Resource Center</b>                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> Meets the criteria definition for ESAP / EMI courses.<br><input type="checkbox"/> Certificate of Completion for EMI Teaching Enhancement Course Accredited by the Bilingual Education Resource Center.<br>※ 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. |                                   |                                            |

|  |                                                                                                                                                                                                                                                  |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <input type="checkbox"/> Eligible for a subsidy for newly opened courses. (NT\$ )<br><input type="checkbox"/> Eligible for a subsidy for continued courses and textbooks. (NT\$ )<br><input type="checkbox"/> 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)-2**, Teachers may receive a teaching subsidy for each of their new courses in the current semester when they fulfill basic teaching hours. If the course will continue to be delivered, teachers may receive a teaching material subsidy for each course. Each teacher shall apply for the subsidy for no more than 2 courses. **(Applicants can choose to apply for either this subsidy or the subsidy specified in Article III.(5)-1.)**
2. All-English Courses: 100% of the delivery of content, teaching materials, and the demonstration and assessment of learning outcomes should be 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. Please submit to the BERC by **Sep. 14(Mon.) 2026**.