## **Appendix 1 NCHU Multidisciplinary Peer Application Form**

1. **Information**

|  |  |
| --- | --- |
| **Project Term** | Claims for reimbursement must be completed by Oct. 31st of the current year. |
| **Community****name** |  |
| **Facilitator** | Name： | Position： |
| Email address： |
| Department ：(Write the full name, including the name of the school/department/institute.)  |
| Contact number： | Phone number： |
| **Members** | **※ A community should be composed of 4-6 members from 2** **universities (or more) and two departments.** |
| **Name** | **Department** | **Position** | **Email address** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Insert new row(s) if needed. |

1. **Event Planning**

2.1 Peer observation / Teaching demonstrations

| **Each member shall conduct at least one 50-minute class (or 15-minute teaching demonstration) and invite colleagues into their classes to observe lessons; additionally, serves as an observer (including completing observation form and participating in relevant pre-/post meetings) at least once during the implementation period.** |
| --- |
| **Activity Date** | **Activity Categories** | **Lecturer** | **Observers** | **Details of the activity** |
|  | □ Pre-observation meeting□ Peer observation□ Teaching demonstrations□ Post-observation meeting |  |  |  |
|  | □ Pre-observation meeting□ Peer observation□ Teaching demonstrations□ Post-observation meeting |  |  |  |
|  | □ Pre-observation meeting□ Peer observation□ Teaching demonstrations□ Post-observation meeting |  |  |  |
|  | □ Pre-observation meeting□ Peer observation□ Teaching demonstrations□ Post-observation meeting |  |  |  |
| Insert new row(s) if needed. |

2.2 Other Activities

| **Activity Date** | **Activity Categories** | **Intended speaker to be invited** | **Activity theme** |
| --- | --- | --- | --- |
|  | □ Lecture□ Workshop□ Teaching material development□ Teaching consultation□ Others：ˍˍˍˍˍˍˍ |  |  |
|  | □ Lecture□ Workshop□ Teaching material development□ Teaching consultation□ Others：ˍˍˍˍˍˍˍ |  |  |
|  | □ Lecture□ Workshop□ Teaching material development□ Teaching consultation□ Others：ˍˍˍˍˍˍˍ |  |  |
| Insert new row(s) if needed. |

**Option of Subsidy**

**Category of Teacher’s Role in Community:**

1. Bilingual Leading Teachers: who meet the following two conditions simultaneously.
	1. Teachers who have taught EMI/ESAP courses for a cumulative total of more than three semesters or more than three courses.
	2. Hold a 36-hour certificate in English-Medium Instruction skills
2. Bilingual Emerging Teachers: Teachers who do not meet the qualifications for Bilingual Leading Teacher but are willing to participate in bilingual teaching-related training and practice and are interested in becoming a Bilingual Leading Teacher in the future.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the community members | Are you willing to undertake the reward task? (If yes, please continue filling out the information on the right.) | Teacher’s Category | Type of the reward task(Multiple selections allowed for Bilingual Leading Teacher) |
|  | □Yes □No | □Bilingual Emerging Teacher□Bilingual Leading Teacher (please continue filling out the information below) | □Compose course design form for an open class observation (or teaching demonstration)□Bilingual Leading Teachers provide suggestions on course design forms written by other teachers |
|  | □Yes □No | □Bilingual Emerging Teacher□Bilingual Leading Teacher (please continue filling out the information below) | □Compose course design form for an open class observation (or teaching demonstration)□Bilingual Leading Teachers provide suggestions on course design forms written by other teachers |
|  | □Yes □No | □Bilingual Emerging Teacher□Bilingual Leading Teacher (please continue filling out the information below) | □Compose course design form for an open class observation (or teaching demonstration)□Bilingual Leading Teachers provide suggestions on course design forms written by other teachers |
|  | □Yes □No | □Bilingual Emerging Teacher□Bilingual Leading Teacher (please continue filling out the information below) | □Compose course design form for an open class observation (or teaching demonstration)□Bilingual Leading Teachers provide suggestions on course design forms written by other teachers |
| Insert new row(s) if needed. |

**Bilingual Leading Teacher Supporting Documents Form (Emerging Teachers do not required)**

1. EMI/ESAP courses for more than three semesters or more than three courses:

|  |  |
| --- | --- |
| Teacher’s Name | Semester/Course Name |
| Ex: Ming Wang | Ex 1: 111-1 Seminar on Biochemistry、112-1 Seminar on Biochemistry、112-2 Seminar on Biochemistry例2：112-1 Protein Chemistry、112-2 Seminar on Biochemistry、112-2 Mechanism of Transcription |
|  |  |
|  |  |
|  |  |
|  |  |
| Insert new row(s) if needed. |

1. Attach the 36-hour EMI skills certificate.

**Table of Budget**

Description:

1. In principle, the community project subsidizes the operating expenses of all communities.
2. State the budget details clearly, and make sure that the total figures are correct. If there is a problem with the totals, the application will be returned for a resubmission.
3. Make sure that activity expenses are reasonable and appropriate to the nature and duration of the activity. In principle, we will focus on subsidizing expenses for community activities. Do not include expenses for activities that are not relevant to the community’s main purpose.

| **Item** | **Project Budget Details** |
| --- | --- |
| **Unit Price** | **Quantity** | **Subtotal** | **Explanation** |
| Business Expense | Lecture hourly Fee |  |  |  | Maximum: 2,000 per hour. If the speaker is a teacher from National Chung Hsing University, the maximum fee is 1,000. |
| Consultation Fee |  |  |  | 1,000-2,500 per person each time |
| Transportation Fee |  |  |  | Reimbursed with tickets |
| Meal Fee | NT$100  |  |  |  |
| Temporary worker wage | NT$183  |  |  |  |
| Labor insurance |  |  |  |  |
| Pension |  |  |  |  |
| 2nd Generation National Health Insurance |  |  |  | Employers are responsible for second-generation national health insurance supplementary premium at the 2.11% rate. |
| Printing Expenses |  |  |  |  |
| Miscellaneous Expenses |  |  |  | Such as stationery, paper, tapes, information consumables, folders, and postage. The price of each item cannot exceed 1,000, and no flash drive may be purchased.  |
| **Total**  | **NT$** |

Note 1: Reimbursement will be processed in accordance with the Ministry of Education Standards Table for Fund Allocation with Subsidized and Commissioned Programs.

Note 2: Make all receipts out to "國立中興大學"; use uniform serial number 52024101 on the receipt.