

國立中興大學雙語教學推動資源中心

114-2 學期「教師全英語教學增能培訓」國外出差旅費補助實施方案

一、補助目的：為鼓勵本校教師接軌國際教學趨勢與實務經驗，掌握多元教學技巧與教學實務工具，進而完善全英語課程教學品質，提升學生學習成效，雙語教學推動資源中心（以下簡稱本中心）特訂定本補助實施方案。

二、申請對象：本校曾開設過全英語課程（含 EMI、ESAP、EGAP）之專任教師。

三、申請時間：即日起至 115 年 2 月 28 日（星期六）止。

四、申請資料：請備妥申請表（如附件 1），並完成所屬單位主管簽核後，將正本送至本中心（萬年樓 1 樓）彙辦。

五、校內審查機制：

(一)依下列審查項目及佔比進行審查：

審查項目	填寫說明	佔比
1.參與動機與期望	請以英文撰寫，以 300 字為原則。	參與動機(25%) 未來期望(25%)
2.全英語教學經驗	請提供近五年開設全英語課程（含 EMI、ESAP、EGAP）清單。	25%
3.英語能力	請自評目前英語能力，如有英語相關檢定，請檢附證明作為審查依據。	25%
4.其他加分項	曾參加全國各「EMI 教學資源中心」辦理之社群、講座/工作坊、觀課等活動。	(加分項)

(二)若申請表評分結果同分，將依下列順序優先補助：

- 1.非屬雙語計畫補助學院之教師。
- 2.尚未參與過國外全英語教學增能培訓之教師。
- 3.全英語課程授課對象為日間學士班之教師。

(三)審查結果將以電子郵件方式通知申請教師及其所屬單位。

六、補助原則：

(一)限申請全國各「EMI 教學資源中心」辦理之國外教師全英語教學增能培訓課程。

(二)每學院以補助一位教師為限。

(三)每位教師每年度限補助一案。

(四)實際補助件數及補助額度，將依雙語計畫整體經費配置及審查結果核定之。

七、補助規定：

(一)經費使用依「大專校院推動雙語化計畫補助暨經費使用原則」及「中央政府各機關派赴國外各地區出差人員生活費日支數額表」相關規定辦理。

(二)教師須依「國外出差旅費報支要點」核實報支，並於培訓結束後兩週內提供差旅費單據與培訓通過證書影本（資料不全者恕不受理），送至本中心辦理核銷。

八、培訓後任務：

- (一)教師須於培訓結束後兩週內，將出國報告書電子檔（格式如附件 2）及培訓通過證書影本，以電子郵件方式寄至 emi@nchu.edu.tw。
- (二)教師須參與本中心辦理之工作坊，分享國外培訓之教學經驗及成果。
- (三)教師須於 115-1 學期完成 1 次全英語課程（含 EMI、ESAP、EGAP）之公開觀、議課活動。若因故無法如期完成，請事前洽本中心承辦人商議後續辦理情形。
- (四)取得完訓證書之教師，將列入本中心全英語教學專家人才庫。

如有任何疑問，歡迎來信或來電洽詢！

National Chung Hsing University Bilingual Education Resource Center
Implementation Plan for the Subsidy of Overseas Travel Expenses for the “Faculty All-English Teaching Enhancement
Program” (Second Semester of Academic Year 2025–2026)

I. Purpose of the Subsidy

To encourage faculty members of National Chung Hsing University (NCHU) to engage with international teaching trends and practical experiences, acquire diverse teaching strategies and instructional tools, enhance the quality of all-English instruction, and improve student learning outcomes, the Bilingual Education Resource Center (hereinafter referred to as “the Center”) hereby establishes this subsidy implementation plan.

II. Eligibility

Full-time faculty members of NCHU who have previously offered all-English courses, including EMI, ESAP, or EGAP courses.

III. Application Period

From now until March 2, 2026 (Monday).

IV. Application Materials

Applicants are required to complete the application form (Appendix 1), obtain approval and signatures from the supervisor of their affiliated unit, and submit the original hard copy to the Center (1st Floor, Wannian Building) for consolidated processing.

V. Internal Review Mechanism

1. Applications will be reviewed based on the following criteria and weightings:

Review Item	Instructions	Weighting
1.Motivation and Expectations	To be written in English, approximately 300 words	Motivation: 25% Future Expectations: 25%
2.All-English Teaching Experience	List of all-English courses (EMI, ESAP, EGAP) taught within the past five years	25%
3.English Proficiency	Self-assessment of current English proficiency; relevant certificates may be submitted as supporting documents	25%
4.Additional Items (Bonus)	Participation in communities, lectures/workshops, or classroom observations organized by EMI Teaching and Learning Centers nationwide	(Bonus)

2. If applicants receive identical total scores, priority for subsidy will be determined in the following order:
 - (1) Faculty members from colleges not currently funded under bilingual education programs
 - (2) Faculty members who have not previously participated in overseas all-English teaching enhancement program
 - (3) Faculty members whose all-English courses are offered to undergraduate daytime programs
3. Review results will be notified to applicants and their affiliated units via email.

VI. Principles of Subsidy

1. The subsidy is limited to overseas all-English teaching enhancement programs organized by EMI Teaching and Learning Centers nationwide.
2. Each college is limited to one subsidized faculty member.
3. Each faculty member may receive one subsidy per year.
4. The actual number of approved applications and subsidy amounts will be determined based on the overall budget allocation of the bilingual education program and the review results.

VII. Regulations on Subsidy and Reimbursement

1. Funding usage shall comply with the *Principles Governing Subsidies and the Use of Funds for the Promotion of Bilingual Education Programs in Colleges* and the *Amount Table of Foreign Per Diem Allowance of Central Government Agency*.
2. Faculty members shall submit reimbursement in accordance with the *Regulations Governing Reimbursement of Overseas Travel Expenses*. **Within two weeks** after completion of the training, faculty members must submit travel expense receipts and a copy of the certificate of completion. Incomplete submissions will not be accepted. All documents shall be submitted to the Center for reimbursement processing.

VIII. Post-Training Requirements

1. **Within two weeks** after completion of the training, faculty members shall email an electronic copy of the overseas travel report (format as Appendix 2) and a copy of the certificate of completion to emi@nchu.edu.tw.
2. Faculty members shall participate in a workshop organized by the Center to share teaching experiences and outcomes gained from the overseas training.
3. Faculty members shall complete one public classroom observation and post-observation discussion for an all-English course (EMI, ESAP, or EGAP) during the 2026–2027 academic year (first semester). If completion as scheduled is not possible, prior consultation with the Center is required.
4. Faculty members who obtain a certificate of completion will be included in the Center's pool of all-English teaching consultants.

For any inquiries, please feel free to contact us via email.