

國立臺灣藝術大學全英語授課補助要點

112 年 11 月 14 日 112 學年度第 4 次行政會議新訂

- 一、依據「國立臺灣藝術大學全英（外）語授課實施辦法」及為促進本校教育國際化，提升學生英語能力及國際視野，鼓勵教師以英語授課，強化本校英語學習環境，特訂定「國立臺灣藝術大學全英語授課補助要點」（以下簡稱本要點）。
- 二、本要點補助對象係指本校專任教師(含客座、專案教師)使用英文教授經課程委員會審查通過之課程，且課程內容、教材、研討等皆以英語進行。
- 三、全英語授課相關原則說明：
 - (一) 著重於語言學習而非專業學科內容之英文課程不應列為全英語課程。
 - (二) 課程大綱、教學教材、課程內容的傳遞、學習成果展示與評量（如口頭陳述、作業）均應以英語為之。
 - (三) 不得採用全部由學生報告之上課方式。
- 四、不適用本要點之補助對象及課程：
 - (一) 教師評鑑未通過或該門課程前次教學評量未達 3.5 者。
 - (二) 英語語言學習類、實驗、實習、論文指導、系列演講、共同課程-服務學習、個別指導等課程。
- 五、申請方式：

申請全英語授課課程之教師依本校教務處教學發展中心（以下簡稱教發中心）每年公告之時間填具申請表並附英語授課教學綱要、前次課程教學評量（如為新開課程則免附），經系（所）課程委員會審議通過後連同會議紀錄送至教發中心備查。
- 六、補助項目：
 - (一) 課程教材補助：

本校專任教師依「國立臺灣藝術大學全英（外）語授課實施辦法」開設專業領域課程以全英語授課者，教師得申請課程教材補助並檢據核銷。補助金額視當年度經費預算酌予調整，每門至多補助新臺幣 10,000 元。同一門課程不得重複支領，唯內容更新 30%以上者，仍可繳交新舊內容對照表申請補助。
 - (二) 教學助理補助：

本校專任教師依「國立臺灣藝術大學全英（外）語授課實施辦法」開設全英語課程者，每一課程補助教學助理 1 名，每一位教師至多二門課程，且名額不列計在所屬教學單位之教學助理補助名額。
 - (三) 全英語授課之研習費用補助：

本校專任教師參加劍橋或牛津 EMI 培訓課程（或等同之培訓課程），於其規定時限內完成培訓者全額補助課程費用。

(四) 開課單位業務費補助：

為鼓勵各教學單位協助師生參與全英語授課課程，補助開課單位教育部相關計畫業務費每門 5,000 元，執行期限以年度為主(1 月 1 日至 12 月 31 日止)，惟經費支用目的須落實教學創新及提升教學品質。

若課程於核定補助後未能依原訂計畫以英語授課，或因故取消開課，需立即告知教發中心並不予發放補助。

七、成果報告：

(一) 獲補助項目為課程教材補助者需於每學期成績遞送截止日後二週內繳交成果報告(含活動紀錄)。

(二) 獲補助項目為教學助理者依本校「國立臺灣藝術大學教學助理設置及申請補助要點」辦理。

(三) 獲補助項目為全英語授課之研習費用補助者需於研習結束後二週內繳交成果報告(含活動紀錄)。

獲補助單位(者)有義務參與本校所舉辦之相關教學研討會或成果發表會等活動。

八、審查方式：

設置委員六至八人，由教務長、教學發展中心主任為當然委員，其餘委員由校長圈選教師代表四至六人。開會時由教務長擔任主席，必要時得邀請申請單位代表列席說明。各項審查應有全體委員三分之二出席；若補助專案另有規定者（如教學助理及教師社群）則依其規定辦理審查。

九、經費來源：

本要點經費來源為教育部相關計畫補助經費，得視當年度預算規劃公開徵選補助案件及補助金額額度。

十、核銷原則：

(一) 須於當年度經費結報日前檢具相關憑證完成經費核銷作業。

(二) 經費編列與核銷依本校及教育部相關規定辦理。

十一、本要點若有未盡事宜，悉依本校相關規定辦理。

十二、本要點經行政會議通過，陳請校長核定後實施，修正時亦同。

Directives for Granting Subsidies to English Medium Instruction (EMI) of the National Taiwan University of Arts

Newly stipulated at the 4th administrative meeting of the 2023 academic year on November 14, 2023

1. The “Directives for Granting Subsidies to English Medium Instruction (EMI) of the National Taiwan University of Arts (hereinafter referred to as the “Directives”)” is formulated in accordance with the “Operating Rules for English (International Languages) Medium Instruction (EMI) of the National Taiwan University of Arts” to promote the internationalization of the University’s education, enhance students’ English proficiency and international perspective, encourage teachers to teach in English, and reinforce the University’s English learning environment.
2. The full-time lecturers (including visiting and project lectures) of the University who teach courses in English that have been reviewed and approved by the curriculum committee and whose course content, teaching materials, seminars, etc are all conducted in English are the intended recipients of the subsidy as stated in the “Directives”.
3. The principle of English Medium Instruction (EMI):
 - (1) English courses with a focus on language learning instead of professional subjects should not be classified as English Medium Instruction (EMI).
 - (2) Syllabus, teaching materials, delivery of course content, and display and evaluation of learning results (such as verbal presentations and assignments) should all be done in English.
 - (3) English Medium Instruction (EMI) should not be conducted by having students given presentations entirely.
4. Subsidy recipients and courses not subject to the “Directives”:
 - (1) Those who failed to pass the “teacher performance evaluation” or the previous teachers’ teaching evaluation of the course did not reach 3.5.
 - (2) English language learning, experiments, practices, thesis guidance, lecture series, common courses - service learning, individual guidance, etc.
5. Applications:

Teachers who apply for English Medium Instruction (EMI) should fill in the application form according to the annual filing time announced by the Center for Teaching and Learning Development, Office of Academic Affairs of the University (hereinafter referred to as the “Center”) with the syllabus and previous teaching evaluations (exempted, if it is a new course) enclosed, which should be reviewed and approved by the department’s (graduate institutes) curriculum committee and then submitted along with the meeting minutes to the Center for future reference.
6. Subsidy projects:
 - (1) Teaching material subsidy:

If the full-time teachers of the University offer English Medicated Instruction in professional fields in accordance with the “Operating Rules for English (International Languages) Medium Instruction (EMI) of the National Taiwan University of Arts”, the teachers may apply for teaching material subsidies with receipts submitted for an expense report. The amount of the subsidy will be adjusted based on the current year’s budget, with a maximum subsidy of NT\$10,000 per course granted. No subsidy will be granted to the same course repeatedly. However, if the text content has been updated by more than 30%, an applicant may submit a comparison table of the old and new content to apply for subsidies.
 - (2) Teaching Assistant Grant:

If the full-time teachers of the University offer English Medicated Instruction in accordance with the “Operating Rules for English (International Languages) Mediated Instruction (EMI) of the National Taiwan University of Arts”, one teaching assistant per course is made available. Each teacher can offer up to two courses, and the number of teaching assistants is not included in the quota of teaching assistants assigned to the teaching units.
 - (3) Study fee subsidy for English Medicated Instruction:

The course fees of the full-time teachers of the University who have participated in Cambridge or Oxford EMI training courses (or equivalent training courses) and complete the training within the specified time limit will be fully subsidized.
 - (4) Subsidy for business expenses of the department:

In order to encourage teaching units to help teachers and students participate in English Medium Instruction (EMI), the Ministry of Education will subsidize the course offering unit with the operating expenses for NT\$5,000 per course, which should be implemented annually

(from January 1 to December 31). However, such funding is intended for substantiating teaching innovation and upgrading teaching quality.

If the course cannot be taught in English as originally planned after the approval of the subsidy plan, or the course has been cancelled for reasons, the Center for Teaching and Learning Development must be informed immediately and the subsidy will not be granted.

7. Results report:

- (1) Those who receive subsidies for teaching materials must submit result reports (including activity records) within two weeks after the deadline for submitting grades each semester.
 - (2) The assignment of teaching assistants as a subsidy should be processed in accordance with the “Directives for Appointing Teaching Assistants and Applying for Subsidies of the National Taiwan University of Arts”.
 - (3) Those who receive subsidies for English Medium Instruction (EMI) study fees must submit result reports (including activity records) within two weeks after the completion of the study.
- Subsidy-receiving units (recipients) are obliged to participate in relevant teaching seminars or result presentations and other activities organized by the University.

8. Review method:

There are six to eight members appointed, including the Dean of Academic Affairs and the Dean of the Center for Teaching and Learning Development as an “ex officio member”, while the other four to six members are selected by the principal from the teacher representatives. The Dean of Academic Affairs shall chair the meeting with the applying unit invited to attend the meeting and giving explanations when necessary. Each review meeting should include the attendance of two-thirds of the members. Unless otherwise provided for via a subsidy project (such as teaching assistants and teacher communities), the review shall be conducted as specially stipulated.

9. Source of Funds:

The source of funds for the “Directives” is from the relevant subsidy fund programs of the Ministry of Education. The applications for subsidies and the amount of subsidy granted shall be handled openly in accordance with the budget plan of the year.

10. Expense report:

- (1) Relevant vouchers must be submitted to complete the fund reimbursement process before the expense reporting date for the current year.
- (2) The expense budget and reimbursement should be handled in accordance with the relevant regulations of the University and the Ministry of Education.

11. Matters not properly addressed in the “Directives” shall be handled in accordance with the relevant regulations of the University.

12. The “Directives” become effective after being approved at the Administrative Meeting and submitted to the President for ratification. Amendments must follow the same procedure.