

Application Form for English-taught Additional Pay (not teaching English or courses like that)

Academic Year _____ **Semester** _____ Date of Application (yyyy-mm-dd) : _____ - _____ - _____

Instructor Information	Full Name:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Professor
	Belonging Unit:	<input type="checkbox"/> Part-time	<input type="checkbox"/> Associate Professor
			<input type="checkbox"/> Assistant Professor
			<input type="checkbox"/> Lecturer
Course Materials	Offering Unit:	<input checked="" type="radio"/> Undergraduate Course <input type="checkbox"/> Required Courses on the List of Subjects Taught in English <input type="checkbox"/> Fundamentals of AI Programming courses for the students of international bachelor programs <input type="checkbox"/> Elective courses offered by international bachelor programs taken by foreign students <input type="checkbox"/> General Education Courses or Chinese Courses (taught in English) <input type="checkbox"/> Graduate Course within the quota (taught in English) <input type="checkbox"/> Other EMI Courses (Non compliant or out of quota)	
	Course Name:		
	Course ID: Class: Credits:		
	Grade: Required / Elective:		
	(No need to check this item)		
	<b style="color: red;">Teaching methods (adopted the information of the academic system): The above course must be clearly marked with EMI, EAP or ESP categories in the EMI course attributes.		
	Supplement: To cooperate with the Ministry of Education in filling out assignments, special annotations are required for courses taught in all-English teaching or partial-English teaching in the curriculum data for each semester.		
Course Description	<p>➤ If it is the first time for you to apply for teaching this course in English, you should attach the following documents for review by the course offering unit (no need to submit to the Academic Affairs Office):</p> <ol style="list-style-type: none"> 1. Syllabus. 2. Implementation method description: <ol style="list-style-type: none"> (1) Description of how to implement English teaching methods. (2) Explanation of the way teachers and students interact in English. (3) Explanation of the difference in expected results between English teaching and general teaching. 3. Description of the performance evaluation test method. 4. Other features related to teaching in English. <p>Notes:</p> <ol style="list-style-type: none"> 1. The deadline of application to the department offering the courses for English-taught additional pay is no later than one week after the end of the third phase of course selection. 2. After selecting the teaching language for each course through the academic administration system, the teaching teacher should teach in that language. The faculty should clearly mark the course attributes and proportions in English and use the F questionnaire for the course at the beginning and end of the semester. 3. Courses that have not used the F questionnaire at the beginning and end of the semester, courses without periods or classrooms and summer courses are not eligible for English-taught additional pay. 4. The final result will be confirmed after overall evaluation by EMI Program. The approved faculty will be disbursed the English-taught additional pay with 0.3 times of teaching hours at the end of the semester. 5. Whether the English-taught additional pay is approved or not does not affect the course offering. 6. Verification mechanism: If the evaluation value is less than 4.0 of "Question 8: What percentage of lecture time is spent at teaching in English during the class period?" on the end-of-semester questionnaire F of the courses, the instructor needs to be reviewed. In the future, if the evaluation value of Question 8 of any course is still below 4.0, the instructor will be suspended from the English-taught additional pay in that semester. (Regardless of the same courses and the number of courses). 		
Signed by the instructor :			
Review of Course Offering Unit	After deliberation and approval at the _____ - _____ Meeting, this course is indeed within the quota for the current semester and meets the application guidelines for English-taught additional pay.		
	Chairperson of Department (or the units at the same level):	Handler:	
	Dean of College (or the units at the same level):		
Approval	Provost:	EMI Program Handler:	Curriculum Section: