

National Taiwan Normal University
Resource Center for EMI
Grant Regulations for EMI Instructor Community of Practice

2023.3.25 Passed during the General Meeting of the Resource Center for EMI

- Article 1 Purpose
The National Taiwan Normal University (NTNU or “the University”) Resource Center for EMI (“the Center”) has formulated the following regulations to encourage college and university instructors to form professional communities of EMI instructors to enhance instructors’ competence and improve teaching quality through the promotion of peer learning, experience sharing, materials design, and research and development.
- Article 2 Requirements
- I. Each community must be composed of at least four instructors; each instructor may only join one community.
 - II. One full-time instructor shall serve as the convener of each community and shall be responsible for planning and coordinating community activities and collecting and compiling the relevant outcomes.
- Article 3 Application Procedures and Review Principles
- I. Community conveners shall fill out the grant application form and submit it to the Center by the announced deadline.
 - II. Grant applications shall be reviewed by experts and scholars invited by the Center.
 - III. Grant amounts shall be reviewed and determined based on the objectives and prospective benefits of the community plan (including benefits to instructors’ teaching and students’ learning), the community operating models and mechanisms, the feasibility of the plans, and the implementation status of previous plans (optional).
 - IV. After completion of the review, the list of communities receiving grants and the grant amounts will be announced, and the conveners will be notified of the results.
- Article 4 Program Schedule and Financial Aid
- I. The application schedule, implementation schedule, and date of the outcomes presentation session shall be determined and announced by the Center based on actual circumstances in the given year.
 - II. The maximum grant for each application shall be NT70,000. The number of communities receiving grants and grant amounts shall be determined based on the allocated budget of the given year. In case of a budget cut or freeze, the Center may suspend the grants or reduce the grant amounts.
 - III. Grants may only be used toward administrative fees. Grant items shall be detailed separately in the application form.
 - IV. After the end of a community activity, the convener shall complete the relevant reimbursement request within ten business days by sending the receipts with other related documents via registered mail to the Center and submitting an event log.

- V. All requests for reimbursement shall be made within ten business days of the end of the grant schedule at the latest. If fund disbursement cannot be completed as scheduled, the Center shall withdraw the remaining grant amount.

Article 5

Outcomes

- I. Each community plan must include at least four community activities to be held within the grant schedule, with at least one being an inter-university exchange event (e.g., attended by community members from other institutions or with speakers invited from other institutions). Every community activity must be attended by at least half of the community members. Activities shall be documented with photographs and an event log, which shall be presented at the outcomes presentation session.
- II. Instructors in professional communities that receive grants shall participate in the Professional EMI Teaching Community Outcomes Presentation Sessions organized by the Center, during which they shall publicly share their project outcomes. Participation in the Center's instructor development activities is also encouraged.
- III. The content of project outcomes reports shall be consistent with the projected outcomes given in the respective application forms. Reasons for any discrepancy or failure to achieve the projected outcomes shall be stated in the outcomes report.
- IV. Community conveners shall submit an outcomes report within two weeks after the end of the grant period both in print and digitally (including the outcomes report, photos, and other relevant documents).
- V. The event logs and outcomes reports of all communities shall be made available on the Center's website for non-profit uses or academic promotion.

Article 6

Supplementary Provisions

- I. Applicants for this grant may not concurrently apply for other professional teaching community grants from other EMI resource centers. Verified violators will have their grant revoked by the Center.
- II. Instructors who receive grants shall uphold professional academic integrity and may not act in a manner that contravenes the applicable intellectual property laws and the *Personal Data Protection Act*.
- III. This grant shall be funded by the National Taiwan Normal University Resource Center for EMI grant. When requesting reimbursements, expenses shall be reported truthfully and in accordance with the *Principles of Subsidy and Fund Use for the Program on Bilingual Education for Students in Colleges and Universities* and the *Funding Standard Table for Donations, Subsidies, and Sponsored Projects of the Ministry of Education*.
- IV. The Regulations shall be promulgated and come into effect upon passage by the General Meeting of the Resource Center for EMI. The same shall apply to future revisions.