

National Taiwan Normal University English Mediated Instruction (EMI) Incentives Enforcement Guidelines

Approved at the 1st Academic Affairs Meeting of the 2019 Academic Year on October 30th, 2019

Revised on the 1st Academic Affairs Meeting of the 2021 Academic Year on November 17th, 2021

Article 1 To facilitate internationalization, promote “The Program on Bilingual Education for Students in College”, encourage instructors to use English when teaching in the classroom, and foster bilingual talent in the various professional fields, NTNU has formulated the “National Taiwan Normal University English Mediated Instruction (EMI) Incentives Enforcement Guidelines” (hereinafter referred to as “These Guidelines”).

Article 2 “English Mediated Instruction” as described in These Guidelines refer to the 100% use of English in all facets of instruction, namely the areas of course syllabuses, content transmission, instructor-student interaction, study and course teaching materials, presentation of study results, and study assessments.

Incentives will not be given for language courses, individual tutoring courses, or continuing education courses.

Article 3 Instructors of the University who teach the following courses are eligible for incentives equal to 50% of their teaching hours:

- (1) Courses within MOE-approved degree programs taught fully in English.
- (2) Courses within NTNU Curriculum Committee-approved inter-disciplinary programs taught fully in English.
- (3) NTNU Curriculum Committee-approved General Education and Teacher Education Courses taught fully in English.
- (4) Courses within NTNU Curriculum Committee-approved undergraduate professional course structures taught fully in English; each department (degree program) must offer at least 18 EMI credits.
- (5) Courses within NTNU Curriculum Committee-approved graduate institute professional course structures taught fully in English; each department (graduate institute, degree program) must offer the minimum number of EMI courses to allow students to graduate without issues.

The Courses mentioned above must be enrolled in by students of NTNU. Incentives will not be given in courses that fail to meet the minimum enrollment standards but are allowed to open regardless.

Article 4 When teaching any of the courses in Article 3, instructors will receive EMI incentive

hourly pay in the current semester. If full-time instructors find their teaching hours to be insufficient, they can apply for their incentive hours to be counted towards their total teaching hours. However, this must be handled in accordance with the regulations of *NTNU Guidelines for the Calculation of Instructor Teaching Hours*.

Instructors who do not meet the relevant regulations or whose contract makes them ineligible to receive hourly pay or receive extra hourly pay shall not be eligible for EMI incentives. However, those who apply for deductions and/or exemptions in accordance with the regulations of *NTNU Guidelines for the Calculation of Instructor Teaching Hours* shall be eligible to receive EMI incentives.

- Article 5 If the same instructor opens two or more of the same courses in the same semester, EMI incentive shall only be given once. If the course meets the qualifications for both distance learning and as an EMI course, only one of the two incentives may be selected. Instructors in the Department of English may only receive EMI incentive for a maximum of one course per semester.
- Article 6 EMI courses that meet the requirements laid out in the regulations of These Guidelines, when opened for the first time shall have the option of applying for up to two exemptions from course evaluation surveys in accordance with *NTNU Course Evaluation Survey Regulations*.
- Article 7 Instructors who have received EMI incentives shall be required to attend the University's Center for Teaching and Learning Development roundtable symposium on EMI courses where they will be expected to share their experiences and methods of instruction.
- Article 8 Matters not specified in the regulations of These Guidelines shall be handled in accordance with the relevant laws and regulations of the University.
- Article 9 These Guidelines shall be implemented following their approval at the Academic Affairs Meeting. The same shall apply for any revisions.