

The Directions for Faculty's EMI (English Medium Instruction) Course Reward

Approved at the 6th Executive Meeting, Nov. 24th, 2021

- I. In order to promote internationalization and to enhance student's English skills, faculty members of National Sun Yat-sen University (hereinafter the University) are encouraged to teach courses using English as a Medium of Instruction (EMI). The Directions for Faculty's EMI Course Reward (hereinafter the Directions) is hereby drawn up.
- II. The rewards in the Directions target full-time faculty members and contract faculty members of the University opening "lecture-type" EMI courses (excluding foreign instructors, faculty members of master and doctoral EMI degree programs, and adjunct faculty members). Department of Foreign Languages & Literature, EMI master's and doctoral degree programs, on-the-job programs, general education English courses (including required and elective courses), and inter-college elective courses supported by the Department of Foreign Languages & Literature are not applicable.
Instructors of ROC nationality from other departments supporting the abovementioned EMI master's and doctoral degree programs are eligible for the rewards.
- III. The English-Medium Instruction (EMI) courses in the Directions refer to courses taught by instructors using English as the medium of instruction entirely, including English teaching materials, lectures, discussions, and performance evaluation. Classes are not to be conducted exclusively by students giving reports, however.
- IV. The English syllabus of EMI courses must be registered on the Course Selection System before preliminary selection, with the courses marked as "Courses Taught in English".
- V. Courses must meet the following conditions to qualify for awards:
 - (1) Master's & Ph.D. programs: the number of students enrolled in each course must total more than 10.
Bachelor's programs: the number of students enrolled in each course must total more than 20.
 - (2) Teaching Survey (7-point Likert Scale) reached 70% recovery rate from students enrolled in the course.

- (3) More than 60% of students who completed the survey felt EMI accounted for more than 80% of the total teaching hours (statistics based on the questions of Teaching Survey).

VI. The Office of Academic Affairs will list the courses which meet the above conditions. Instructors have to select one of the following reward types during the announcement period at the start of the semester and are subject to review conducted at the end of the semester (as this involves the calculation of teaching hours, once a reward type has been selected, no changes may be made):

- (1) Teaching hour reward: teaching hours for each course will be calculated at a multiplier of 1.5 times for the semester when the course is offered, but will not be counted as overtime hours. For those disqualified courses as determined by the semester-end review, the teaching hours granted to the instructor in that semester will be revoked. If the instructors fall short of teaching hours after such revocation, their teaching hours will be reviewed according to the “Calculation Guidelines of Hourly Pay for Faculty Members” of the University.
- (2) Incentive bonus reward: The incentive bonus will be given according to the satisfaction ranking results from the Teaching Survey. For courses ranked in the top 20% of respective degree programs, 1 radix unit’s incentive bonus will be given to every course credit, along with a certificate of reward. For the remaining courses, 0.5 radix unit’s incentive bonus will be given to every course credit. The amount represented by each radix unit depends on the funding source of the entire University, stipulated and approved by the President.

To encourage the offering of EMI courses, for all degree programs, when the total number of students enrolled in each course falls short of the required quota as stipulated in the first item of point V, but meets the requirements in the second and third item of point V, 0.5 radix unit of incentive bonus will be given, and the incentive bonus will be calculated based on the proportion of students enrolled:

- (1) Master’s & Ph.D. programs: The courses whose total enrollment number is 5~9¹.
- (2) Bachelor’s programs: The courses whose total enrollment number is 10~19.

VII. Each instructor receives EMI incentives for at most one course each semester. The reward for teaching hours or incentive bonuses for the same course offered by the same instructor may be approved for at most two semesters (times). A course with

¹ Note (suggested formula): for any 3-credit course of Master’s programs where the number of students enrolled totals 5, the incentive bonus will be calculated on $5/10 \times 0.5 \text{ radix unit} \times 3 \text{ credits}$.

combined classes and with more than two course numbers should be regarded as the same course. If the combined classes belong to programs of different degrees, the University will adopt the preferred enrollment number for the instructor for calculation.

- VIII. The funding required to implement the Directions is sourced from the Ministry of Education's Higher Education Sprout Project, the Program on Bilingual Education for Students in College (BEST), or other MOE-related projects. The amount of incentive bonus will be adjusted by the University according to that year's funding budget and the number of EMI courses offered.
- IX. All matters not mentioned shall be handled according to related regulations of the University.
- X. The Directions were passed by the Executive Meeting of the University and implemented after the President's approval. All amendments and revisions shall follow the same procedure.