

【國立中央大學全英語授課課程獎勵規範】

[National Central University Guidelines on Incentives for English-Taught Courses]

113 年 4 月 15 日教務處主管會議通過
Approved by the Executive Committee of the Office of
Academic Affairs on March April 15, 2024

- 一、為使本校全英語授課課程（(English as a Medium of Instruction，簡稱 EMI) 獎勵辦法及其相關培訓、實體觀課、教學演示影片及證書取得之審核方式更加明確，特訂定本規範。
 - I. These Guidelines were stipulated to clarify the regulations governing incentives for English as a Medium of Instruction (EMI) courses at NCU as well as the review methods for associated training, lesson observation, teaching demonstration videos, and awarding of certificates.

- 二、申請獎勵教師每學期須參加校內外教師 EMI 工作坊或培訓課程(含線上)至少 2 場次，且於教務處核發獎勵金前，將培訓相關資訊填列於申請表中。以下兩者除外：
 - II. Teachers applying for the incentive must attend at least 2 NCU or outside EMI workshops or (online) training courses for teachers each semester. Information on the training undertaken should be entered into the application form before the incentive payment is disbursed by the Office of Academic Affairs. The two following exceptions apply:
 - (一) 110 學年度起，獲得符合本規範第四條第 1、2 項所述之培訓證書者。
 - (I) Those who obtained training certification that comply with Paragraphs 1 and 2, Article 4, of these Regulations from the 2021 academic year onwards.
 - (二) 10 學期以上 EMI 校內授課經驗者。
 - (II) Those who have already taught EMI courses at NCU for at least 10 semesters.

- 三、授課教師應開放課程實體觀課，或自行錄製 10 分鐘實體課程教學演示影片至教務處公告之線上平台，並符合以下規範：
 - III. The teacher should allow for lesson observation of the course being taught or record a 10-minute teaching demonstration video of lesson teaching and upload it to the online platform designated by the Office of Academic Affairs. They must also satisfy the following requirements:
 - (一) 實體觀課：
 - (I) Lesson observation:
 1. 授課教師於每學期初向課務組申請 EMI 時，可選擇是否開放觀課，原則上以期中考前進行觀課為佳。
 1. The teacher can choose whether to allow lesson observation when they apply to the Curriculum Division for EMI at the start of the semester. The lesson observation should generally take place before the mid-semester exams.
 2. 教務處於學期初蒐集觀課申請表後，將依學院 EMI 課程比例、課程類別等條件，核准觀課申請並委請專業 EMI 教師擔任觀課員。大學部課程將優先安排觀課事宜。
 2. The lesson observation applications are collected by the Office of Academic Affairs at the start of the semester. Permission for lesson

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observation will be granted based on the College's ratio of EMI courses, type of course and other conditions. A professional EMI teacher will also be retained to act as the lesson observer. Priority will be given to the scheduling of lesson observations for undergraduate courses.

3. 授課教師須於課前與觀課員討論，以利其事前掌握課程之主題、教學目標、教學活動任務及學生學習背景等相關資訊。
3. The teacher must talk to the lesson observers before the class to help the observers understand all the relevant background information including the course topics, teaching goals, teaching tasks, and student learning background.
4. 觀課員須於課程開始前準時進入教室，並將手機關為靜音避免干擾。入班觀課必須尊重課室師生，課中不得發言打斷教學活動之進行、不得與學生互動或與同儕交談，並應避免中途進出課室造成干擾等。觀課過程非經教師許可，不得拍照、錄音、錄影。
4. Lesson observers must punctually enter the classroom before the start of the class and switch the mobile phone to silent mode to avoid interference. In-class observers must respect the teacher and students. They may not speak and interrupt the teaching activities during the class, may not interact with the students or chat with their peers, and should avoid entering or existing the classroom during class. There is to be no taking of photos, audio recordings, or video recordings during the lesson observation process without the permission of the teacher.
5. 觀課員應於觀課結束後填報「教師觀課回饋單」，提供授課教師參考，並作為教務處核發獎勵金與推動觀課制度之參考。
5. Lesson observers should fill out the "Lesson Observation Feedback Form" after the lesson observation has concluded for the teacher's reference. The form will also be used as a reference by the Office of Academic Affairs on disbursement of incentives and promotion of the lesson observation system.

(二) 教學演示影片：

(II) Teaching demonstration video:

1. 本教學演示須為實體課程。
1. The teaching demonstration must be of an offline course.
2. 影片總時間為 10 分鐘，並以 FullHD (1920*1080) 以上之像素尺寸規格拍攝，影片畫面須穩定流暢且聲音清晰。
2. Total video duration is to be 10 minutes and it must be recorded in FullHD (1920*1080) resolution or higher. The video must be steady, lag-free and have clear audio.
3. 影片內容以呈現該課程特色與教學活動為主，須包括老師講述教材及學生回應與提問，必要時亦可加入老師引導、學生分組討論與成果發表等。
3. The content of the video should emphasize the course features and teaching activities. It should include the teacher's narration of teaching materials as well as student response and questions. If necessary, teacher's guidance,

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- student group discussions, and presentation of results can also be included.
4. 影片以 YouTube 連結方式提供予教學發展中心。
 4. The video shall be provided as a YouTube link to the Teaching and Learning Development Center.
 5. 拍攝設備可為數位攝影機、數位相機、手機等可錄製影像之器材。
 5. The recording equipment can be a digital video camera, digital camera, mobile phone or any other video-recording equipment.
 6. 教發中心可提供數位攝影機組（數位攝影機/指向麥克風/無線麥克風/腳架）之借用及基礎操作訓練（採預約制）。相關規定請洽蔡先生：dwtsai@ncu.edu.tw
 6. Loan and basic operator training on digital video camera kits (digital video camera / directional microphone / wireless microphone / stand) is available from the Teaching and Learning Development Center (by reservation). For more information, please contact Mr. Tsai: dwtsai@ncu.edu.tw
 7. 教發中心提供威力導演 365 剪輯軟體授權（1-3 個月，採登記制），相關說明請參閱教學創新網站（<https://teachncu.ncu.edu.tw/>）→教學增能→數位學習工具。
 7. Power Director 365 video-editing software licensing (1 ~ 3 months, registration required) is available from the Teaching and Learning Development Center. For more information, please refer to the Teaching Innovation website (<https://teachncu.ncu.edu.tw/>) →Teaching Empowerment → Digital Learning Tools.

四、參加校外教師 EMI 培訓並取得證書者，將給予 1 萬元獎勵金。相關規範如下：

- IV. Those who attend external teacher EMI training and obtain the corresponding certification will receive an incentive payment of \$10,000. The relevant guidelines are as follow:
- (一) 通過校外連續、系統化的專業 EMI 培訓課程並取得培訓證書，課程總時數至少達 36 小時。
 - (I) Pass a continuous, systematic and professional EMI training course outside of the University and obtain the corresponding training certificate. Total course duration must be at least 36 hours.
 - (二) 培訓課程設計應以提升英語授課技巧與溝通能力及傳遞專業知識為主要目標。課程內容宜包含各專業領域知識應用之訓練與案例研究等，並能促進教師整合專業領域知識與 EMI 授課技巧。
 - (II) The training course should be designed with enhancement of English teaching techniques, communication skills, and communication of professional knowledge as its primary objective. The course content should include training and case studies on applying knowledge from different professional disciplines. It must also promote the integration of professional disciplinary knowledge and EMI teaching skills by the teacher.
 - (三) 經教務處補助參加特定培訓者（如海外 EMI 研習營），不得申請本獎勵。

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- (III) Those who attend training subsidized by the Office of Academic Affairs (e.g. overseas EMI study camps) are not eligible for this incentive.
- (四) 為鼓勵教師於培訓結束後及早開授 EMI 課程，如遇經費不足，將以取得證書之時間先後排序為獎勵金頒發依據。爰以開課當學期或前一學期取得證書者優先獎勵，其他學期次之。
- (IV) To encourage teachers to start offering EMI courses as soon as possible after the completion of their training, if there is a shortfall in funding then the order of incentive payments will be based on the order that certification was obtained. Those who obtained their certificate in the semester before or the same semester that they started offering the course will receive priority on incentive payments. Next in line is those from other semesters.
- (五) 每人申請獎勵金以一次為限，惟須提供證書以利查核。
- (V) Applications for the incentive payment is limited to once per person. The certificate must be provided for verification.

五、本規範經教務處主管會議通過後實施，如有未盡事宜，以教務處最新公告為準。

V. These Guidelines were passed by the Executive Council of the Office of Academic Affairs. If there are any matters not covered here, the latest Office of Academic Affairs announcement shall prevail.