

Chaoyang University of Technology
Application for English as a Medium of Instruction (EMI)

_____ Semester of Academic year _____

※ Course providing unit: _____

Application Date: _____

Course Information						
Course code	Course title (in both English and Chinese)	Course type	Credits	Hours	Program	Year/Class
		<input type="checkbox"/> Compulsory <input type="checkbox"/> Elective				
<input type="checkbox"/> First-time application <input type="checkbox"/> Previous application (academic year/semester):						
Teacher information						
Name	Staff number	Department/Unit	Position		Service type	
			<input type="checkbox"/> Prof. <input type="checkbox"/> Assistant Prof. <input type="checkbox"/> Associate Prof. <input type="checkbox"/> Lecturer		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Course description						
Reasons for EMI lecture						
Documents required						
1. During application	(1) Will the course still be taught in English if it does not qualify for the subsidy of 1.5 times hourly pay according to CYUT's "Regulations on English as a Medium of Instruction" after review? (must answer) <input type="checkbox"/> Yes, it will still be taught in English with required documents attached. <input type="checkbox"/> No, it will no longer be taught in English. (2) Documents attached (must answer) <input type="checkbox"/> Syllabus in English and Chinese and <input type="checkbox"/> Lesson Plan in English (at your own format) (3) Confirmed that no other subsidy has been applied for the course. (4) Completed EMI workshop issued by CYUT Language Center or other equivalent institutions with certificate attached . ※Signature of Teacher: _____					
2. At the end of semester	Course with 1.5 times hourly pay: English Teaching Materials (e.g., lesson materials, teaching-aid, test sheets or assessment, 2-3 copies of student's homework with covered personal information) should be provided to Curriculum Services Section, Office of Academic Affairs at the end of semester for future reference.					

Review by College / Department / Center			
Signature of Section Head (please put date)		Signature of Dean / Director (please put date)	

Review by Language Center (the Qualification of Teacher)	
<input type="checkbox"/> Qualified. <input type="checkbox"/> Not Qualified.	(please put date)

Review by Office of Academic Affairs

- The course is qualified for the subsidy of 1.5 times hourly pay (achievement report is required).
- The course is not qualified for the subsidy of 1.5 times hourly pay (achievement report is not required) due to Part-time Instructor Foreign Instructor Individual/Group Supervision Linguistic Subjects Applied for other subsidies Did not obtain EMI workshop certificate Other: _____

Notes:

1. Please read carefully CYUT's "Regulations on English as a Medium of Instruction" before you submit this application.
2. A course that a teacher intends to teach in English should obtain approval from the unit's curriculum committee. The teacher should first attend EMI workshop hosted by CYUT Language Center or other equivalent institutions and attain the certificate. He/she should then submit the certificate with this application form along with Syllabus in English and Chinese and Lesson Plan in English of that course to the Office of Academic Affairs upon the endorsement of the Section Head and the College Dean before the deadline given (announced separately in each semester). The Language Center will assist in confirming the qualifications of the teaching staff.
3. To encourage full-time teachers at CYUT to exercise EMI, the hourly rate for EMI courses is calculated at 1.5 times the original hourly rate, and each faculty member may apply for one "English-taught" course per semester. This subsidy, however, does not apply to those who do not have EMI workshop certificate, courses already applied for other subsidies, courses provided by the Department of Applied English, the Language Center, and foreign instructors, courses on individual or group supervision (including topic research, graduation theses, design projects, etc.), or linguistic subjects provided by department/college/degree program.
4. The personal information (C001 Type for identifying individuals) that Chaoyang University of Technology collected are only used for processing the applications for EMI during the period when the application is under review within the school and when the contact of the relevant individual becomes necessary. Application would not be processed for submission of incomplete information. Applicants have the right to inquire and correct personal information according to Article 3 of the Personal Data Protection Act. For details please contact the Curriculum Services Section of the Office of Academic Affairs at ext. 4022-4025.