

# **Wenzao Ursuline University of Languages**

## **Guidelines to Provide Incentives and Subsidies to Encourage Teachers to Teach Courses in English**

Approved at the Academic Affairs Committee  
on October 6, 2015

Ratified by the President on October 30, 2015

Approved at the Academic Affairs Committee  
on March 22, 2016

Ratified by the President on May 22, 2016

Approved at the Academic Affairs Committee  
on December 27, 2016

Ratified by the President on January 13, 2017

- I. Purpose: To encourage teachers of the University to offer courses taught in English, the University has formulated the draft of “Wenzao Ursuline University of Languages Guidelines to Provide Incentives and Subsidies to Encourage Teachers to Teach Courses in English” (hereinafter referred to as the Guidelines.)
- II. The Guidelines are applicable to full-time and part-time teachers whose native language is not English. Once these teachers meet any of the following criteria, they can apply for the incentives or subsidy.
  - (1) The teachers are full-time or part-time teachers employed by a department (graduate school), center and degree program that do not offer all-English courses and who choose to offer courses taught in English for students of the department (graduate school), center and degree program.
  - (2) The teachers are full-time or part-time teachers employed by a department (graduate school), center and degree program that do not offer all-English courses and offer courses taught in English for students of the department (graduate school), center and degree program that offer all-English courses.
  - (3) The teachers are full-time or part-time teachers employed by a department (graduate school), center and degree program that offer all-English courses and offer courses taught in English for students of the department (graduate school), center and degree program that do not offer all-English courses.
- III. Courses subsidized by the Guidelines are non-language-training courses (in other words, general English courses, courses on English listening, English speaking, English reading, English writing and translation, thesis, seminars and projects will not be subsidized).

IV. Source of funding: Ministry of Education (MOE) Incentive Grants and relevant budget from the University.

V. Items and amount of incentive and subsidy

- (1) Incentives: For the same course, the teacher can apply twice. The incentives will be granted according to the decisions made by the Committee. For each application, the maximum incentive is limited to 10,000 NTD.
- (2) Evaluation criteria: If the satisfaction survey shows that students' satisfaction rate is lower than 3.5, no incentive will be granted.
- (3) Evaluation of the applications: The Committee will review and evaluate each application.
- (4) Teaching assistant: For one course, the working hours of a teaching assistant should be limited to 16 hours and for each month, so that a teaching assistant can receive 3.5 months' salary in a semester.

VI. Teachers who apply for the subsidy or incentive should attend at least one workshop on teaching courses in English, organized on-campus or off-campus.

VII. The Committee is in charge of the evaluation of applications for the incentives.

Regulations for the establishment of the Committee and evaluation principles shall be stipulated separately.

VIII. Once the incentives are granted, the teachers receiving the incentives shall teach the courses in English, including using English teaching materials, giving English lectures and carrying out the discussions in English. In addition, English syllabi shall be uploaded to the system and it shall be noted on the syllabus and course selection information that the course will be taught in English only.

IX. Departments (graduate schools), centers and degree programs shall carry out the evaluation of teaching quality to evaluate the courses taught in English as a reference for future curriculum design and further improvement.

X. The Guidelines will become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.