

## 國立臺北大學外語授課補助要點

# National Taipei University Directives for the Implementation of Subsidies for Teaching in Foreign Language

**In case of any discrepancy or inconsistency between the English and Chinese versions of the regulations, the Chinese version shall take precedence.**

99.03.25 本校 98 學年度第 2 學期（第 28 次）教務會議修正通過

Amendment passed in the 28th meeting of the Academic Affairs Conference in the second semester on March 25, 2010.

99.06.24 本校第 26 次校務會議第 3 次延續會修正通過

Amendment passed in the 3rd extended session of the 26th meeting of the University Council on June 24, 2010.

101.04.26 本校第 30 次校務會議修正通過第 3 條條文

Amendment passed in the 30th meeting of the University Council on April 26, 2012 (Article 3).

102.04.25 本校第 32 次校務會議修正通過第 4、5、6 條條文

Amendment passed in the 32nd meeting of the University Council on April 25, 2013 (Articles 4, 5 and 6).

105.04.27 本校第 38 次校務會議修正通過第 2 條條文

Amendment passed in the 38th meeting of the University Council on April 27, 2016 (Article 2).

107.04.25 本校第 43 次校務會議修正通過第 3、4 條條文

Amendment passed in the 43rd meeting of the University Council on April 25, 2018 (Articles 3 and 4).

107.11.14 本校第 44 次校務會議修正通過第 3、4 條條文

Amendment passed in the 44th meeting of the University Council on November 14, 2018 (Articles 3 and 4).

110.12.8 本校第 51 次校務會議第一次延續會議修正通過第 7 條條文

Amendment passed in the 51st meeting of the University Council on December 8, 2021 (Article 7).

111.04.27 本校第 52 次校務會議修正通過第 2、4 條條文

Amendment passed in the 52nd meeting of the University Council on April 27, 2022 (Articles 2 and 4).

111.11.16 本校第 53 次校務會議修正通過第 4 條條文，並於 112 學年度實施

Amendment passed in the 53rd meeting of the University Council on November 16, 2022 (Article 4), and implemented in the academic year 2023.

**113.04.24 本校第 56 次校務會議修正通過第 3 條條文**

**Amendment Passed in the 56th meeting of the University Council on April 24, 2024 (Article 56)**

**第一條** 為增設外語授課課程，以提昇本校國際化，增進本校學生國際視野與外語能力，並鼓勵外國學生至本校就讀，特訂定本要點。

National Taipei University (“the University”) formulates the Directives for the Implementation of Subsidies for Teaching in Foreign Languages (“the Directives”) to improve students' foreign language abilities, enhance international perspectives, and encourage the enrollment of foreign students at the University.

**第二條** 本要點所稱「外語授課」係指本大學專任教師所開授課程內容以外語教學方式授課，其方式包括採用外語教材、講授、研討及成績評量皆採用外語方式為之。

兼任教師每學期限補助 1 門，惟開設全英語通識課程、全英語學位學程課程及 EMI 橋接課程者，不受此限。

These directives define "Teaching in Foreign Language" as courses taught by full-time instructor members in a foreign language, encompassing the use of foreign language materials, lectures, seminars, and grading.

Adjunct instructor members are eligible to apply for a subsidy on a single course per semester, with the exception of those offering full English General Courses, full English Degree Programs, and EMI bridge courses.

第三條 申請補助外語授課課程，依以下原則進行：

Applications for subsidized foreign language courses are processed according to the following principles:

一、本校教師以外語教授專業課程，每人每學期以申請補助二門外語授課課程為限，惟經教師所屬系(所)同意得超過二門；如由 2 人以上共同授課，則按實際授課時數比例支給。

Each instructor member may apply for subsidies for a maximum of two foreign language courses per semester, unless the instructor member's department (institute) agrees to exceed this limit. If two or more instructors co-teach a course, the subsidy will be distributed based on the actual teaching hours ratio.

二、經核定通過以外語授課之課程，授課時數得依第四條規定加權計算，但超支鐘點上限，仍依「國立臺北大學教師授課時數及超支鐘點費核計辦法」第八至十一條規定辦理。

The teaching hours for courses approved to be taught in a foreign language may be weighted according to the provisions of Article 4. **However, the upper limit for excess hourly pay remains restricted to Articles 8 to 11 of the “National Taipei University Regulations for the Calculation of Faculty Members’ Teaching Hours and Overtime Payment”.**

三、同一門科目如以外語授課、遠距教學方式或因上課班級人數較多，而依「國立臺北大學教師授課時數及超支鐘點費核計辦法」加乘計算授課時數時，僅得擇一加權計算。

If the course is taught in a foreign language with distance learning or having a large enrollment at the same time, the teaching hours may be weighted in accordance with the "Regulations for Calculating Teaching Hours and Overtime Payment for Faculty". However, only one weighted method can be chosen for calculation.

四、凡原已為一般語言課程、以外語為母語之外籍教師之授課課程、非講授類課程（如專題、演講、書報討論等，惟全英語學位學程開設之課程除外），不適用本要點。

The directive excludes general language courses, courses taught by native-speaking foreign instructors, and non-teaching courses, such as projects, lectures, book discussions, etc., except for those courses offered exclusively by the full English Degree Program.

第四條 有意開設外語授課課程之教學單位，於開課前一學期提具下列文件，經所屬系(所)、中心、院課程委員會審議通過後，再送校課程委員會複核：

A teaching unit intending to offer a foreign language course shall submit the following documents one semester prior to the start of the course for review and approval by the curriculum committee of the department (institute), center, or college. The documents shall be submitted for further review by the university curriculum committee.

一、申請表

Application form.

二、當年度外語授課大綱

The foreign language course syllabus for the current academic year.

經審議通過之外語授課課程於續開時，免再依前項規定提送審議。

When a foreign language course has been approved for renewal through deliberation, it is exempted from the preceding requirement.

續開課程應符合以下條件，授課時數始得加權計算：

The following conditions must be met before the teaching hours can be weighted:

一、上網填寫外語授課大綱完成度達 100%。

100% completion of the foreign language syllabus online submission.

二、該門外語授課課程前次教學意見調查學生反映外語授課時數應達全授課時數

70%者，授課時數以 1.5 倍計算。惟外語授課比例達 95%以上之專任教師，得另外酌予核發「課程開發精進費」（每學分金額為各職級教師鐘點費\*5.4）。

In accordance with the previous teaching opinion survey filled out by students, the teaching hours will be calculated at 1.5 times the standard hours if the course is taught in a foreign language and reaches 70% of teaching hours. However, full-time instructors who teach in a foreign language for more than 95% of their classes may qualify for an additional 'Curriculum Development Enhancement Fee' (calculated per credit hour at 5.4 times the hourly pay of the instructor)

為鼓勵專任教師提升教學成效，及積極參與 EMI 培訓，每學期獲補助之學士班「全英語授課(EMI)課程」，以英語授課時數比例達全授課時數 95%以上，且修正後教學滿意度分數達 4.5 分以上者，得再補助「全英語授課(EMI)績優獎勵金」（如下表）。獲補助「全英語授課(EMI)績優獎勵金」之教師，應配合教務處規定繳交觀課紀錄或課程影片等資料，始得補助。

To encourage full-time instructors to improve their teaching effectiveness and participate in English as a Medium of Instruction (EMI) training, EMI course in Bachelor programs that receive subsidies each semester are eligible to apply for additional EMI Merit Awards by conducting classes in English for 95% of the total teaching hours and achieving 4.5 or above satisfaction after correction. Eligible instructors must submit lesson observation records or course videos in accordance with the regulations of the Office of Academic Affairs to receive the grant.

<b>全英語授課(EMI)績優獎勵金</b>	
<b>EMI 培訓</b>	<b>獎勵金補助上限</b>
有	每門 15,000 元
無	每門 5,000 元
<p>※合授教師採平均或按授課時數比例分配獎勵金。</p> <p>※跨域共授課程，共授教師如為 2 人，獎勵金以 2 倍為上限、達 3 人以上，修課人數生師比達 8:1 時，獎勵金以 3 倍為上限；修課人數生師比未達 8:1 時，獎勵金以 2 倍為上限。</p> <p>※本項獎勵金與商學院 EMI 教學績優獎勵，僅得擇一申請補助。</p> <p>※本項經費由教育部高教深耕計畫等相關計畫經費之人事費項下支應。實際補助金額得視當年度經費額度酌予調整。</p>	

<b>EMI Merit Award</b>	
<b>EMI Training</b>	<b>Maximum Merit Award Grant</b>
Participated	NTD 15,000/ per course
Did not participate	NTD 5,000/ per course
<p>※ The incentive money for co-taught instructor will be allocated either equally or in proportion to the teaching hours.</p> <p>※ For interdisciplinary co-taught courses, if there are two instructors, the maximum award is doubled. With three or more instructors, the award can be tripled provided that the student-to-instructor ratio is 8:1 or higher. Should the ratio fall below 8:1, the maximum award remains doubled.</p> <p>※ Applicants may only apply for either this award or the College of Business's EMI Teaching Excellence Award.</p> <p>※ The funds for this program are supported by the Ministry of Education under the personnel expenses of the Higher Education Sprout Project and other related programs. The actual amount of subsidy may be adjusted according to the current year's funding budget.</p>	

第五條 採用外語授課之課程，課程大綱應以外語撰寫，並應於開課科目表及選課系統上註明「外語授課」以公告周知，供學生選課之參考。

The course syllabus for courses taught in foreign languages shall be written in the respective foreign languages. It shall be announced in the course list and course selection system, marked as "taught in foreign languages" to inform students for their course selection reference.

第六條 各系（所）、中心每學期應對外語教學課程進行教學意見調查，並抽樣評估外語教學課程實施成效，定期將評估結果及建議事項送系（所）、中心及校課程委員會作為推動外語授課課程規劃之參考。

Each department (institute) and center shall conduct a teaching opinion survey for foreign language teaching courses every semester, accompanied by random evaluations to assess the effectiveness of course implementation. The evaluation results and recommendations are required to be periodically submitted to the respective department (institute), center, and the university's curriculum committee. These submissions will serve as crucial references for advancing the planning of foreign language teaching courses.

第七條 本要點應經教務會議決議提請校務會議通過後陳請校長發布實施；修正時亦同。

These regulations shall be proposed at the Academic Affairs Conferences, and presented to the University Council for approval, and subsequently submitted to the President for implementation. The same procedure applies to any subsequent revisions.