

# Yuan Ze University Guidelines for EMI Teaching Allowance Applications (Non-English Language Courses)

Approved and revised at the EMI Teaching Allowance Application Guidelines Discussion Meeting on May 22, 2025

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1. For undergraduate professional courses listed in each department' s "Professional Courses Offered in English" curriculum table (in principle, required courses):
  - General undergraduate programs are limited to 4 courses in principle.
  - Courses offered by the Department of Applied Foreign Languages must be non-language-related courses approved by the Academic Affairs Meeting.
  - The College of Management is limited to 15 undergraduate courses.
  - To align with the EMI Program, departments may increase the limit from 4 to 6 courses upon departmental approval, while the College of Management may additionally increase up to 8 extra course sections beyond the original 15-course limit.
2. Eligible courses also include:
  - College-required AI Programming courses offered in English-taught bachelor' s programs.
  - Required courses listed in the "Professional Courses Offered in English" curriculum table.
  - Elective courses enrolled in by international students from English-taught bachelor' s programs.
3. For graduate-level (master' s and doctoral) professional courses:
  - The total number of eligible courses is limited to 5 courses per semester and 10 courses per academic year.
  - The Graduate Institute of Industrial Engineering and Management, which recruits international graduate students under the ICDF Program, may apply for up to 8 courses per semester and 16 courses per academic year.
  - Graduate programs in the College of Management may apply for up to 12 courses per semester and 24 courses per academic year.
4. The General Education Division may apply for teaching allowances for general education and Chinese language courses taken by international students:
  - Approximately 8 – 10 courses per semester, with a limit of 20 courses per academic year.
  - Additional courses opened specifically for the EMI Program may increase the limit to 17 – 20 courses per semester and up to 40 courses per academic year.
  - For general education courses, only one class section per course code may apply each semester.

5. The EMI teaching allowance multiplier shall be uniformly calculated at 0.3 times the regular teaching hours and distributed at the end of each semester.
6. Eligibility for the EMI teaching allowance shall be evaluated based on the final course evaluation questionnaire (Form F), specifically the item “Percentage of Class Time Conducted in English by the Instructor,” which must achieve an evaluation score of 4.0 or above.
  - For jointly offered courses, the evaluation score shall be recalculated by combining the response counts from all sections.
  - If an instructor fails to achieve a score of 4.0 or above for this item, and subsequently fails to achieve 4.0 or above again in any course during the following semester, the EMI teaching allowance for that semester shall be suspended.
7. Instructors must submit applications for the EMI teaching allowance to the offering department no later than one week after the end of the third-stage course selection period of the semester.
  - All courses applying for EMI teaching allowances (including jointly offered courses) must already have been clearly designated as EMI courses during each stage of course creation.
  - The percentage of English instruction must reach at least 70%.
  - Form F course evaluations must be adopted for both midterm and final evaluations.
8. EMI teaching allowances shall not be granted under the following circumstances:
  - Form F was not used in either the midterm or final evaluation.
  - No scheduled classroom or instructional period was arranged.
  - The course was not designated as an EMI course during course creation at any stage.
  - The course is categorized as an EAP or ESP course.
  - The course is offered during the summer session.
9. Once the language of instruction has been designated in the academic system, instructors shall conduct the course in the designated language in order to protect students’ course-taking rights.

Note:

To protect the learning rights of all students, including domestic and international students, if a course was originally designated as Chinese-medium instruction at the time of course creation, instructors must continue teaching in Chinese even if international students subsequently enroll during the second or third course selection stages.

10. In consideration of university budget control, the Office of Academic Affairs shall reallocate internal university budget quotas as matching funds for the EMI Program. The EMI Program Office will conduct an overall review of all EMI teaching allowance applications and determine the final approved results.

The review outcome of the EMI teaching allowance application shall not affect whether the course may be offered.