1. **Basic Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Implementation Period** | Effective from the approval date until *November 14, 2025* (Fri.). | | | | | |
| **Community Name** |  | | | | | |
| **Category** | □ **A.** Bilingual Course Module Development Community  □ **B.** Peer Observation Community  □ **C.** EMI Course Quality Assurance Community | | | | | |
| **Community Convener** | Name | | | | Position | |
| E-Mail | | | | | |
| Affiliation (University/Department) | | | | | |
| Tel | | | | Mobile Tel. | |
| **Community**  **Members** | * Each community is generally limited to **3 to 5 members**.   **【A】**Faculty from a specific discipline collaborate with language teaching  experts; members may be from the same or multiple universities  **【B】**&**【C】**Faculty from two or more universities; no restrictions on academic discipline | | | | | |
| **No.** | **Name** | **University** | **Department** | **Position** | **E-Mail** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

1. **Planning**

Category【A】Bilingual Course Module Development Community

1. List of courses offered by community members

| **NO.** | **Name** | **Course Name** | **Semester** | **Academic Discipline** |
| --- | --- | --- | --- | --- |
| **1** |  |  |  |  |
|  |  |  |
| **2** |  |  |  |  |
|  |  |  |
| **3** |  |  |  |  |
|  |  |  |
| **4** |  |  |  |  |
|  |  |  |
| **5** |  |  |  |  |
|  |  |  |

1. Planning and Description

|  |  |
| --- | --- |
| **Field of Modular Bilingual Courses Development** | **□ Education**  **□ Arts and humanities**  **□ Social sciences, journalism and library information**  **□ Business, administration and law**  **□ Natural sciences, mathematics and statistics**  **□ Information and communication technologies**  **□ Engineering, manufacturing and construction**  **□ Agriculture, forestry, fisheries and veterinary medicine**  **□ Health and social welfare**  **□ Services**  **□ Others** |
| **Plan** | **1.**  **2.**  **3.** |

Category 【B】Peer Observation Community

| **※ Each member shall conduct at least one 50-minute class (or 15-minute teaching demonstration) and invite colleagues into their classes to observe lessons; additionally, serves as an observer (including completing observation form and participating in relevant pre-/post meetings) at least once along the implementation period.** | | | | |
| --- | --- | --- | --- | --- |
| **Activity Date** | **Activity Categories** | **Instructor** | **Observers** | **Details of the activity** |
| Date：  Time： | □ Pre-observation meeting  □ Peer observation  □ Teaching demonstrations  □ Post-observation meeting |  |  |  |
| Date：  Time： | □ Pre-observation meeting  □ Peer observation  □ Teaching demonstrations  □ Post-observation meeting |  |  |  |
| Date：  Time： | □ Pre-observation meeting  □ Peer observation  □ Teaching demonstrations  □ Post-observation meeting |  |  |  |
| Date：  Time： | □ Pre-observation meeting  □ Peer observation  □ Teaching demonstrations  □ Post-observation meeting |  |  |  |
| Date：  Time： | □ Pre-observation meeting  □ Peer observation  □ Teaching demonstrations  □ Post-observation meeting |  |  |  |
| Insert new row(s) if needed. | | | | |

Category 【C】EMI Course Quality Assurance Community

| 1. **Course Selection:** Jointly select one EMI course for analysis of objectives, competencies, pedagogy, and assessment. | |
| --- | --- |
| Instructor |  |
| Course Name | In Mandarin：  In English：   * Instructor must administer the ***【NCHU】EMI Course Feedback Questionnaire*** this semester so the required data can be compiled and analyzed in the final QA report. |
| 1. **Rubric Development：**Revised based on the “Sample Rubric for EMI Quality Assurance” and related guidelines provided by NCHU EMI TLC. | |
| Number of Activities and Meetings | \_\_\_\_\_\_\_\_\_\_ times |
| Stakeholder Participation | □ External expert scholars, estimated \_\_\_\_\_\_ participants  □ Student representatives, estimated \_\_\_\_\_\_ participants  ※ Student assistants should not participate as student representatives while performing their work duties.  □ None |
| 1. **Rubric Review:** Submit the individualized rubric by ***Sunday, September 28, 2025***, for external expert review. (See Section II of *Appendix 8*: Final QA Report Template for details.) | |
| Besides following the review process conducted by the NCHU EMI TLC, does the community plan to carry out an additional, independent rubric review?  □ Yes, please explain (e.g., the community will invite external experts to assist in reviewing the rubric to enhance its fairness and objectivity).  □ No, the community will follow the rubric review process established by the NCHU EMI TLC. | |
| 1. **Approach to Course Quality Assurance Implementation** | |
| 【Required】Implement the 【NCHU】EMI Course Feedback Questionnaire and perform statistical and quantitative analysis of the results.  【Required】Assessment Methods: (Please ✓ at least two options to ensure fairness and diversity in quality assurance)  □ Class Observation: Observers must complete the “Rubric for EMI Course Quality Assurance Observations” (please print from Appendix 8, Section IV of the Course Quality Assurance Report).  □ Analysis of Written Exams (midterm/final – please circle) to examine data correlations (e.g., grade distribution, comparison of teaching effectiveness in Chinese vs. English).  □ Other (please specify): | |

1. **Expense Budget Table**
2. Funding Type: This funding is primarily for regular operating expenses. Communities can budget for items listed in the table below. For any other needs, please contact the contact person for each case before submitting your application.
3. Use of Funds: Budgeted expenses must clearly reflect costs incurred to carry out community tasks and achieve the objectives of this implementation plan. Applications will be returned for correction if they have an unclear purpose, a budget not aligned with objectives, unusually high frequency or quantity of activities leading to inflated costs, or calculation errors. If documents are not corrected after reminders, the NCHU EMI TLC reserves the right to reasonably reduce the budget or reject the application.

| **Particulars** | | **Requested Budget** | | | |
| --- | --- | --- | --- | --- | --- |
| **Unit Price (NTD)** | **Quantity** | **Subtotal (NTD)** | **Purpose of funds (please specify)** |
| Operating Expenses | Consulting Fee |  |  |  | NT$1,000–2,500 per person per session. |
| Review Fee |  |  |  | **Per-word payment:** NT$300–380 per 1,000 Chinese characters; NT$380 per 1,000 characters for English documents.  **Per-item payment:** NT$1,220–1,830 per Chinese document; NT$1,830 per English documents. |
| Transportation expenses |  |  |  | Reimbursed according to the Directions for Domestic Business Trip Expense Reimbursement, with verified receipts. |
| Student Assistant Wage | 190/per Hr. |  |  | Calculated based on the current **minimum basic wage** under the Labor Standards Act. |
| Labor Insurance |  |  |  |  |
| Labor Pension |  |  |  |  |
| National Health Insurance Supplementary premium |  |  |  | Consulting fees, review fees, and student assistant wages are subject to employer-paid 2nd-generation NHI premium, calculated at a rate of 2.11%. |
| Total | | NTD： | | | |

1. Note:
   1. Reimbursement items should be processed in accordance with the Ministry of Education's Guidelines for Project Grants and Commissions.
   2. For receipts, please indicate the payee as “National Chung Hsing University” in Traditional Chinese. For invoices, please use the Tax ID: 52024101.