

Wenzao Ursuline University of Languages Implementation Guidelines for Subsidies to Improve Teaching Effectiveness and Innovative Curricula

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January 14, 2011

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- I. Purpose: To encourage teachers or teaching units to promote innovative curricula and innovative teaching activities, and to improve teaching quality and teaching effectiveness, the University established “the Implementation Guidelines for Subsidies to Improve Teaching Effectiveness and Innovative Curricula” (hereinafter referred to “the Guidelines”).
- II. Eligibility: Full-time teachers or contract teachers of the University.

III. Items and amount of subsidy:

- (I) The courses to be subsidized by the Guidelines should be formal courses offered by the University; informal courses are not included.
- (II) The purpose stated on the application form should be directly related to the improvement of teaching effectiveness or innovative curricula. The subsidy granted should only be used for the following activities (current expenditures):

Activities		Expenditures
1. To improve teaching effectiveness	1.1 Off-campus visits to improve teaching effectiveness.	<ul style="list-style-type: none"> ■ Hourly pay of off-campus lecturers (only one payment per week) ■ Insurance premium ■ Transportation fees
	1.2 Subsidy for the teacher to use the course and provide instruction for students to take part in exams and contests held on-campus or off-campus, and to pay for relevant expenditures.	<ul style="list-style-type: none"> ■ Hourly pay of off-campus experts (only one payment per week) ■ Transportation fees ■ Printing fees ■ Data collection fees ■ Consumable cost ■ Insurance premium
	1.3 Subsidy for the teacher to implement professional service learning in the course.	<ul style="list-style-type: none"> ■ Hourly pay of off-campus lecturers (only one payment per week) ■ Transportation fees ■ Printing fees ■ Data collection fees ■ Consumable cost

	<p>1.4 Subsidy for the teacher to prepare teaching materials that enable students to understand the course content.</p>	<ul style="list-style-type: none">■ Printing fees■ Data collection fees■ Consumable cost
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Activities		Expenditures
		<ul style="list-style-type: none"> ■ work-study students' salary
	1.5 Subsidy for the teacher to prepare teaching aids that enable students to understand the course content.	<ul style="list-style-type: none"> ■ Printing fees ■ Data collection fees ■ Consumable cost ■ work-study students' salary
2. Innovative courses		<ul style="list-style-type: none"> ■ Hourly pay of off-campus lecturers (only one payment per week) ■ Transportation fees ■ Printing fees ■ Data collection fees ■ Consumable cost
3. Practical courses		<ul style="list-style-type: none"> ■ Hourly of off-campus lecturers (only one payment per week) ■ Transportation fees ■ Printing fees ■ Data collection fees

(III) If the activities have been included in the budget of another project to be implemented by the University, no subsidy shall be granted.

(IV) In principle, each course can receive a maximum of 20,000 NTD. If the same course is taught to different classes, it will be considered as one application. If multiple teachers co-teach the same course, the application will be combined as one. Each teacher may submit no more than four applications for the same academic year.

(V) Priority will be given to the six items which are on-campus and off-campus contests, production of teaching materials, production of teaching aids, professional service learning, innovative course and practical course. The remaining fund may be used to subsidize off-campus visits.

IV. Application procedures

(1) If the course is taught by one teacher, the teacher should submit the application; if the course is organized by the college or department or graduate school (center), the head of the teaching unit should submit the application.

(2) The application submitted by the teacher or the teaching unit

should be approved at the departmental meeting, graduate school meeting (center meeting) and the college meeting first, and submitted to the Special Programs Section under the Office of Academic Affairs after the midterm exam of each semester before the announced deadlines for data compaction. If the application is not submitted in time due to special circumstances, the applicant should provide an explanation in writing and the application may be reviewed and approved with the consent of the Dean of Academic Affairs.

V. Review procedures

- (1) The Special Programs Section should collect all applications according to the Guidelines and send them to the Accounting Office which will give advice on appropriate allocations of the subsidy.
- (2) The applications will be reviewed at the Academic Affairs Committee.

VI. Implementation

- (1) All teachers or teaching units should follow established administrative procedures on campus while implementing the plans related to the Guidelines.
- (2) The maximum term for implementation is one year (for year-long courses) and each plan should be implemented in the same academic year. The applicant should submit the report on the results, and participate in relevant teaching demonstration or presentation activities within one month after the designated due dates. Those who fail to do so may not apply again within five years.
- (3) Any change or suspension of the plan that is needed should be approved at the Academic Affairs Committee.

VII. The subsidies provided through the Guidelines are paid with Ministry of Education (MOE) Incentive Grants or funding from the University.

VIII. Matters not addressed in the Guidelines shall be handled by other relevant guidelines of the University.

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