

Resource Center for EMI · National Taiwan Normal University **Oxford EMI Training · Terms and Conditions of Program**

Chapter I Aims of Program

In 2023, NTNU’s Resource Center for EMI (RCEMI) launched its Oxford EMI Training Program. The program is designed to offer EMI faculty members in all tertiary institutions EMI pedagogical training while also serving as a forum for faculty members from across the country to share their experiences and skills with their peers. RCEMI is eager to build strong and lasting collaborative relationships with all universities and colleges and establish a resource-sharing network to promote the professional development of EMI instructors.

Chapter II Content of Program

The Program consists of two activities, “Oxford EMI Self-Access Online Course” and “EMI Online Presentation”:

1. Oxford EMI Self-Access Online Course

This 40-hour self-access online course is designed by Oxford EMI Ltd. and features four modules on teaching methods, language applications, teaching media, and classroom management, etc. For more details, please refer to Annex I (Oxford EMI Course).

2. EMI Online Presentation

In addition to the “Oxford EMI Self-Access Online Course”, Participants of the Program are also required to attend the “EMI Online Presentation” organized by RCEMI on Wednesday, October 4th, 2023. The presentation of this year will be hosted by the EMI Pilot Instructors from National Taiwan Normal University and the Participants are expected to share and exchange their EMI teaching experience in different disciplines.

The Participants should reserve the date for the presentation; each Participant will be notified of the event agenda. All presentations will be posted on the RCEMI website.

3. Schedule Highlights

The table below outlines the different stages of the Program.

Stage	Date & Time	Notes
On-Campus Promotion	Now until March 24 th	Program Information Announcement – Call for applications. Universities/colleges are encouraged to begin program promotion at this time.

Stage	Date & Time	Notes
Accepting Applications	Now until March 24 th	<ol style="list-style-type: none"> 1. Applicant submits the application to their institution's Program Liaison. 2. Program Liaisons select the successful and wait-list candidates in the following order: <ol style="list-style-type: none"> (1) Those who will participate in the EMI Online Presentation. (2) Those who are teaching EMI courses in the 111-2 (Spring 2023) semester. (3) Those who do not meet the previous criteria but are eligible for the Program; see P.3 for details. 3. Program Liaison compiles the Applicant List.
Registration to RCEMI by Schools	From March 27 th at 9 am To March 28 th at 5 pm	<ol style="list-style-type: none"> 1. Program Liaison submits their institution application form online along with specified attachments. 2. RCEMI will process the institution applications in the order they are received. 3. RCEMI announces the list of admitted institutions and notifies the Program Liaison. Institutions that are not admitted will be given priority in the next program call should they apply again.
Payment of Deposit by the Applicants	From March 31 st at 9 am To April 10 th at 5 pm	<ol style="list-style-type: none"> 1. RCEMI provides admitted institutions with deposit payment information; the Program Liaison forwards the details to individual Applicants. 2. Applicants shall settle the payment in accordance with the payment method specified by RCEMI before the deadline and keep a record of the payment. 3. Those who fail to pay the deposit by the deadline will have their places released to the wait-listed applicants of the same institution. Determination of payment time shall be based on the time recorded in the RCEMI payment system. 4. The official Participant List will be announced and participants notified by

Stage	Date & Time	Notes
		the end of April.
Oxford EMI Course	May	<ol style="list-style-type: none"> 1. RCEMI notifies the admitted institutions of the course information; the Program Liaison should forward the details to the Participants. 2. Participants must complete the course within 90 days upon account activation in order to be certified; after 90 days, the account will be invalidated and the certificate will not be issued.
EMI Online Presentation	October 4 th	<ol style="list-style-type: none"> 1. RCEMI will notify Program Liaisons with information on EMI Online Presentation in September; the Program Liaison should forward the details to the Participants. 2. Participants present online in accordance with the schedule.
Return of Deposit	November	<ol style="list-style-type: none"> 1. Participants who have fully participated in both the Online Course and the Online Presentation by Tuesday, October 31st will be eligible for a refund of their deposit. 2. RCEMI will notify Program Liaisons of the list of eligible Participants for refunds in November; Program Liaisons should compile and provide RCEMI with the Participants' bank account information.

Chapter III Application

Article 1 Eligibility

All full-time (including contract) instructors, part-time instructors, and current PhD students in tertiary institutions are eligible to apply to the program. The order of priority of the applicants is as follows:

1. Those who will participate in the EMI Online Presentation on Wednesday, October 4th, 2023, as RCEMI requires.
2. Those who teach EMI courses in 111-2 (Spring 2023) semester.
3. Those who do not meet the previous criteria but meet the eligibility for the Program.

Article 2 Procedure

1. Administrative Procedure

- (1) RCEMI sends official notification to all tertiary institutions; the notification will include Program information, forms, posters, etc.
- (2) By Friday, March 24th, 2023, applicants should submit Annex II (2023 Oxford Application Form and Declaration) to their institutional Program Liaisons.
- (3) The course fee is fully subsidized by RCEMI and each institution is entitled to nominate 10 applicants (including 5 formal candidates and 5 wait-list candidates).
- (4) The Applicant List submitted by the Program Liaison should be ranked in the order of priority based on the eligibility criteria set by RCEMI.

2. Online Registration by Applying Institutions

- (1) Online registration will be open from Monday, March 27th at 9 am to Tuesday, March 28th at 5 pm. Registration link and required attachments are as follows:

- Link to the registration form :

<https://forms.gle/mDUwiGxMSNdH9QndA>

* Please log in with a Google account.

Please upload the following attachments as **PDF** files:

- Annex II 2023 Oxford Application Form and Declaration

Format 2023 Oxford Application Form cum Declaration_Your School Name_Your Name

Example 2023 Oxford Application Form cum Declaration_National Taiwan Normal University_Wang, Er-De

Please upload the following as **Excel (.ods)** files:

- Annex III 2023 Oxford Applicant List

Format 2023 Oxford Applicant List_Your Institution Name

Example 2023 Oxford Applicant List_National Taiwan Normal University

- (2) RCEMI will process the institution applications in the order they are received. Late submissions will not be accepted.
- (3) RCEMI announces the list of admitted institutions and notifies the Program Liaisons along with payment information on Friday, March 31st, 2023; the Program Liaison should forward the details to the individual Applicants. Institutions that are not admitted will be given priority in the next program call should they apply again.

3. Payment of Deposit by the Applicants

- (1) The accepted applicants must pay a deposit of NT\$5,000 (via Credit card or wire transfer) to the account specified by RCEMI within the period from Friday, March 31st, 2023 at 9 am to Monday, April 10th, 2023 at 5 pm.

Applicants are advised to keep a record of the payment for future references.

- (2) Those who fail to pay the deposit by the deadline will have their places released to the wait-listed applicants of the same institution. Determination of payment time shall be based on the time recorded in the RCEMI payment system.
- (3) The official Participant List will be announced and the admitted applicants notified by the end of April.
- (4) RCEMI notifies the admitted institutions of the course information; the Program Liaison should forward the details to the Participants.

Article 3 Implementation

1. Oxford EMI Self-Access Online Course

- (1) This is a 40-hour, asynchronous online course. Participants must complete the course within 90 days upon account activation in order to be certified with the Oxford EMI Certificate for University Lecturers.
- (2) In accordance with Oxford EMI Ltd. policy, if the account has been activated for 90 days and the course has not yet been completed, the account will expire; the Participants will not be able to continue with the course and cannot have their deposit refunded.
- (3) RCEMI will provide Program Liaisons with their participants' progress reports regularly; Program Liaisons should send reminders to their Participants to complete the course.

2. EMI Online Presentation

- (1) EMI Online Presentation will be hosted by RCEMI on Wednesday, October 4th, 2023, featuring EMI Pilot Instructors from National Taiwan Normal University. Participants are expected to share and exchange their EMI teaching experience in different disciplines.
- (2) Each Participant is expected to give a 6- to 8-minute presentation. The Participants should reserve the date for the Presentation; each Participant will be provided with the event agenda.
- (3) Participants are advised to complete the Oxford EMI Self-Access Online Course before attending the EMI Online Presentation.
- (4) All presentations will be posted on the RCEMI website.

3. Deposit Refund

- (1) Participants who have successfully completed the Online Course and participated in the Online Presentation by Tuesday, October 31st will be eligible for a deposit refund.

(2)RCEMI will announce and notify Program Liaisons with lists of Participants eligible for refunds in November; Program Liaisons should reply and provide RCEMI with said Participants' bank account information.

(3)Refunds shall be made by RCEMI to the Participant's designated bank account.

Article 4 Incentives for Participation

Each institution's completion rate of the Program, consisting of the Oxford EMI Self-Access Online Course and EMI Online Presentation, shall be taken into account to determine the institution's priority in participating in any future RCEMI programs.

Depending on the budget of the current academic year, institutions with a 100% completion rate will be rewarded with additional participant allotment.