明志科技大學
Ming Chi University of Technology

規章編號 Document No.:
A2G1180003

教師全英語授課實施辦法
Guidelines for All-English Teaching by Teachers

制定部門：教學資源中心

Established by: Teaching and Learning Resources Center

中華民國 115 年 09 月 08 日 修訂

Amended on September 8, 2026

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Amended by the University Administrative Meeting on 2026.09.08

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(表號：A2G1180303)

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(Form ：A2G1180303)

明志科技大學
Ming Chi University of Technology
教師全英語授課實施辦法
Guidelines for All-English Teaching by Teachers

95.10.17 行政會議制訂
Established by the University Administrative Meeting on 2006.10.17
115.09.08 行政會議修訂
Amended by the University Administrative Meeting on 2026.09.08

第一條　目的

本校為促進教育國際化，培養學生具國際觀，提升學生外語能力，鼓勵教師以全英語教學方式開授課程，訂定「教師全英語授課實施辦法」(以下簡稱本辦法)。

Article 1　Objective/Purpose

The "Guidelines for All-English Teaching by Teachers" (hereinafter called these "Guidelines") is established to promote internationalization in education, cultivate students' international perspectives, enhance their foreign language proficiency, and encourages instructors to conduct courses in English.

第二條　適用對象

全校專、兼任教師皆適用本辦法。

以英語為母語之外籍教師不適用本辦法第五條及第六條。

Article 2　Applicability

All full-time and part-time instructors of the entire school are subject to these Guidelines.

Foreign teachers whose native language is English are not subject to Article 5 and Article 6 of these Guidelines.

第三條　全英語授課

依開課單位，可分為專業課程全英語授課(English as a medium of Instruction，EMI)、專業英文(English for Specific Purposes，ESP)全英語授課、學術英文(English for Academic Purposes，EAP)全英語授課、華語課程全英語授課、及英語

課程全英語授課(English for General Purposes，EGP)，皆包含以下二類型：

一、 學期型全英語授課：全學期教材講義需採用英文著作，開課教師全程以英語授課，包括授課內容、師生互動、學生學習成效之呈現(例如：口頭簡報或報告)及評量。

二、 學時型全英語授課：為學期型全英語授課的過渡性措施，以大學部課程為限，全學期教材講義需採用英文著作，開課教師全學期至少 6 小時採用全英語授課。

為顧及學生學習成效，採用全英語授課時，教師得在特定情況下可使用中文，仍應確保至少 70%的教學以英文進行。並為鼓勵授課教師考量傳統教科書所衍生的學生負擔、教學方便性等因素，採用「開放式教科書(Open Textbook，OTB)」，其特色為電子格式、免費使用、自由分享及改作。

Article 3 All-English Teaching

According to the offering units, courses can be categorized into two main types, both including the following five categories: English as a medium of Instruction (EMI), English for Specific Purposes (ESP), English for Academic Purposes (EAP), English-taught courses for Chinese-language courses, and English for General Purposes (EGP):

1. Full-semester All-English Teaching courses: The entire semester's instructional materials and lecture notes are in English. The instructor conducts the entire course in English, including course content, teacher-student interactions, presentation of student learning outcomes (e.g., oral presentations or reports), and assessment.
2. Hourly All-English Teaching courses: As a transitional measure for full-semester All-English Teaching courses, limited to undergraduate programs, instructional materials and lecture notes for the entire semester must be in English. In hourly All-English Teaching courses, the instructor must use English as the medium of instruction for at least 6 hours throughout the semester.

   To ensure the effectiveness of student learning, when conducting classes in English, instructors may use Chinese

under specific circumstances, but it should still ensure that at least 70% of the instruction is conducted in English. Furthermore, to encourage instructors to consider factors such as student affordability and teaching convenience associated with traditional textbooks, the use of 'Open Textbooks (OTB)' is encouraged. These textbooks are characterized by being in electronic format, freely accessible, and available for sharing and adaptation.

第四條　課程申請及公告

一、 採用全英語授課之課程，需向開課單位提出申請(表號：A2G1180103)，且需經校課程委員會及教務會議審查通過。

二、 全英語授課之課程須於課程時間表註明「全英語授課」(學期型全英語授課) 或「部分英語授課」(學時型全英語授課)，並在上課前公告注意事項，供學生選課時參考。

Article 4　Course Application and Announcement

1. Courses conducted entirely in English require submission of an application to the offering department (Form No.: A2G1180103) and must undergo review and approval by the university curriculum committee and the academic affairs meeting.
2. Courses conducted entirely in English must be clearly indicated as either full-semester All-English Teaching courses or hourly All-English Teaching courses on the course schedule. Prior to the commencement of classes, relevant instructions must be announced for students' reference during course selection.

第五條　授課鐘點

一、 各學制開設之 EMI 課程(不包含個別指導類課程)及各專業系所(學程)開設之ESP全英語授課課程，其授課鐘點數除原課程鐘點數外，學期型另加發原課程鐘點數 0.5 倍之授課鐘點，學時型另加發原課程鐘點數 0.1 倍之授課鐘點，加發之授課鐘點不受「教師授課鐘點核計辦法」限制。

二、 課程由多位教師分授時，則依本校分授課程相關規定辦理。教師於單一學期內開設多班且相同課程者，全

英語課程加發鐘點數最高採計 3 個鐘點。

Article 5 Teaching Hours

1. For EMI courses offered in various academic programs (excluding individual tutorial courses) and ESP courses conducted entirely in English offered by individual professional departments/programs, in addition to the original course teaching hours, full-semester courses receive an additional 0.5 times the original course teaching hours, and hourly courses receive an additional 0.1 times the original course teaching hours. The additional teaching hours are not subject to the limitations of the 'Guidelines for Teaching Hour Calculation of Academic Staff'.
2. When a course is taught by multiple instructors, it shall be handled in accordance with the relevant regulations of this university. For instructors who teach multiple classes of the same course within a single semester, a maximum of 3 teaching hours are credited for All-English Teaching courses.

第六條 績效獎勵

全英語授課課程(不含個別指導類課程)，列入本校教學績效獎勵辦法中之改進教學項目敘獎。

Article 6 Performance Reward

All-English Teaching courses (excluding individual tutorial courses) are included in the improved teaching projects of Teaching Performance Award.

第七條 授課培訓與認證

未開設過 EMI 課程之專任及專案教師，需於開課前通過教學資源中心公告之全英語授課師資培訓認證。

Article 7 Teaching training and certification

Full-time and project-based instructors who have not offered EMI courses must obtain certification through the Teaching and Learning Resources Center's announced All- English Teaching Certification before the course commencement.

第八條 教學成效

一、 日間部各學制各班的 EMI 課程之最低開設要求如下：

(一)大二上學期：專業必修至少開設一門學時型 EMI 課

程，以講述式理論課程為主，其他型式課程例如演講式、報告式、實驗實作、專題研究等課程皆不適合。

(二)大二下學期：專業必修至少開設一門學期型 EMI 課程，以講述式理論課程為主，其他型式課程例如演講式、報告式、實驗實作、專題研究等課程皆不適合。為補強學生學習成效，授課教師得申請每週一小時以中文授課的補強輔導(表號：A2G1180203)。

(三)碩士班：以學生畢業前修畢學期型 EMI 課程為目標，可於畢業條件律定或逕行於專業必修課程至少開設一門學期型 EMI 課程，而此所指 EMI 課程乃以講述式理論課程為主，不可為演講式及實驗實作課程。

(四)博士班：全部課程皆為學期型 EMI 課程。

二、 大一、大二共同必修英語課程全數採學期型全英語授課。

三、 教學單位應對全英語授課課程進行成效評估(表號：A2G1180303)，以為課程規劃及檢討改進參考。教學資源中心於學期結束前，將針對課程進行意見調查與評估，作為該課程持續進行全英語授課之審核參考。

Article 8 Teaching effectiveness

1. The minimum course offering requirements for EMI courses in each program of the day school are as follows:

   (1) First Semester of Sophomore Year: one hourly mandatory EMI course, focusing primarily on theoretical lectures. Other formats such as presentation-style course, report-style course, laboratory work, practical exercises, and research projects are not suitable.

   (2) Second Semester of Sophomore Year: one full-semester mandatory EMI course, focusing primarily on theoretical lectures. Other formats such as presentation-style course, report-style course, laboratory work, practical exercises, and research projects are not suitable. To enhance students' learning outcomes,

instructors may apply for additional one-hour Chinese language support sessions per week (Form No.: A2G1180203)."

(3) Master's Program: To achieve the goal of having students complete a full-semester EMI course before graduation, it is permissible to offer at least one full-semester EMI course as part of the mandatory curriculum, either as stipulated by graduation requirements or directly within the program. These EMI courses are primarily lecture-style theoretical courses and cannot be in the form of presentation-style or laboratory practical courses.

(4) Doctoral Programs: All courses are Full-semester EMI courses.

2. All required English courses for first- and second-year students are delivered entirely in English throughout the semester.

3. Academic units shall conduct effectiveness evaluations of EMI courses (Form No. A2G1180303) as a reference for course planning, review, and continuous improvement. Before the end of each semester, the Teaching and Learning Resources Center shall conduct course feedback surveys and evaluations, which will serve as a reference for determining whether the course should continue to be delivered through EMI.

第九條　實施與修訂

本辦法經行政會議審議通過，陳校長核定後公布實施，修訂時亦同。

Article 9　Implementation and Amendment

These Guidelines shall be promulgated and implemented after the passage of the university administrative meeting and the approval of the president. The same shall apply to the amendments hereto.

明志科技大學____學年____學期全英語授課申請表

申請日期 ：____年____月____日

<table>
<tr><td>開課單位</td><td colspan="2"></td><td>申請類型</td><td colspan="3">□學時型　□學期型</td></tr>
<tr><td>開課班級</td><td colspan="2"></td><td>學分/學時數</td><td></td><td>採全英時數</td><td></td></tr>
<tr><td>課程名稱</td><td colspan="3">中文：
英文：</td><td>必/選修</td><td></td></tr>
<tr><td>本課程是否為首次開課</td><td colspan="6">□首次申請　□最近一次申請之學年學期：</td></tr>
<tr><td>檢附資料</td><td colspan="6">□教學大綱或教學進度表
□教資中心公告全英語授課培訓認證(請檢附研習證明)
□尚未取得經認可之全英語授課培訓認證修業證明
※未開設過EMI課程之教師，需於開課前通過教學資源中心公告之全英語授課師資培訓認證。</td></tr>
<tr><td>授課教師簽章</td><td colspan="6"></td></tr>
<tr><td>審核情形</td><td colspan="6">□系級課程委員會通過時間　　年　　月　　日
□院級課程委員會通過時間　　年　　月　　日
(會議通過請檢附本表、審查通過會議紀錄及相關檢附資料，送交教資中心教發組辦理)</td></tr>
<tr><td>教　務　長</td><td>教學發展組
組長</td><td colspan="2">教學發展組
承辦人員</td><td>院級主管</td><td colspan="2">系級主管</td></tr>
<tr><td></td><td></td><td colspan="2"></td><td></td><td colspan="2"></td></tr>
</table>

表號：A2G1180103

Ming Chi University of Technology____Year____Semester
Application Form of All-English Teaching

Apply Date ：____Y____M____D

Department		Type	□Hourly □Full-Semester		
Class		Credits/Hours		Hours of All-English Teaching	
Course Title	Chinese： English：			Required/ Elective	
Is this course being offered for the first time?	□Yes □Last time：_____Academic Year _____Semester				
Attachments	□Course Syllabus or Course Schedule □All-English Teaching Certification as announced by the Teaching and Learning Resources Center (Please attach certification) □Did not obtained the All-English Teaching Certification yet. ※Full-time and project-based instructors who have not offered EMI courses must obtain certification through the Teaching and Learning Resources Center's announced All- English Teaching Certificatio before the course commencement.				
Instructor's Signature					
Review Status	□Departmental Curriculum Committee Approval Date:___Y__M__D □College-level Curriculum Committee Approval Date:___Y__M__D (Please attach this form, the meeting records of the approval review, and relevant supporting documents and submit to the Teaching Development Section of the Teaching and Learning Resources Center for processing.)				
Provost	Teaching and Learning Development Section Head	Contractor of Teaching Development Section	College-level Director	Department Director	

Form No.：A2G1180103

明志科技大學____學年__學期 EMI 課程補強輔導申請表

申請日期 ：____年____月____日

開課單位		開課班級		學分/學時	
課程名稱	中文： 英文：				
輔導日期	星期_____	輔導時間	__：__~__：__	輔導地點	
授課教師 簽章					

教　務　長	教學發展組 組長	教學發展組 承辦人員	院級主管	系級主管

表號：A2G1180203

Ming Chi University of Technology____Year____Semester
EMI Course--Chinese Language Support Sessions
Application Form

Apply Date:____Y____M____D

Department		Class		Credits/ Hours	
Course Title	Chinese： English：				
Guidance Date		Guidance Time	—：—~—：—	Guidance Place	
Instructor's Signature					

Provost	Teaching and Learning Development Section Head	Contractor of Teaching Development Section	College-level Director	Department Director

Form No.：A2G1180203

明志科技大學____學年____學期全英語授課成效評估表

<table>
<tr><td>開課單位</td><td></td><td>申請類型</td><td colspan="3">□ 學時型 □學期型</td></tr>
<tr><td>開課班級</td><td></td><td>學分/學時數</td><td></td><td>採全英時數</td><td></td></tr>
<tr><td>課程名稱</td><td colspan="3">中文：
英文：</td><td>必/選修</td><td></td></tr>
<tr><td>修課人數</td><td></td><td>不及格人數</td><td colspan="3"></td></tr>
<tr><td>課程目標
達成評估</td><td colspan="5">(學生學習表現狀況、溝通表達能力、專業知識學習成果等)</td></tr>
<tr><td>檢討改進
與教學反思
回饋</td><td colspan="5">(課程實際執行遇到之困難、未來課程規劃與教學改進策略之規劃等)</td></tr>
<tr><td>其他建議事項</td><td colspan="5"></td></tr>
<tr><td>備註</td><td colspan="5">一、授課教師應於課程結束後4週內提交本表(含附件)予開課單位教學品質提升委員會議備查。
二、應檢附資料：
□ 教學進度表 □ 班級成績表 □ 教學評量結果</td></tr>
<tr><td>開課教師</td><td colspan="5">(簽名)</td></tr>
</table>

表號：A2G1180303

Ming Chi University of Technology____Year____Semester
All-English Teaching Effectiveness Evaluation Form

<table>
<tr><td>Department</td><td></td><td>Type</td><td colspan="3">☐ Hourly ☐Full-Semester</td></tr>
<tr><td>Class</td><td></td><td>Credits/Hours</td><td></td><td>Hours of All-English Teaching</td><td></td></tr>
<tr><td>Course Title</td><td colspan="3">Chinese：
English：</td><td>Required/ Elective</td><td></td></tr>
<tr><td>Number of students in class</td><td></td><td>Failure Count</td><td colspan="3"></td></tr>
<tr><td>Course Objective Achievement Assessment</td><td colspan="5">(Student learning performance, communication skills, and achievements in professional knowledge learning, etc.)</td></tr>
<tr><td>Review, Improvement, and Teaching Reflection Feedback</td><td colspan="5">(The challenges encountered in the actual course implementation, future course planning, and strategies for instructional improvement planning, etc.)</td></tr>
<tr><td>Recommendations</td><td colspan="5"></td></tr>
<tr><td>Notes</td><td colspan="5">1.Instructors should submit this form (including attachments) to the department offering the course for review by the Teaching Quality Enhancement Committee within 4 weeks after the course concludes.
2.The following documents should be attached:
□Course progress report □Class grade sheet □Teaching assessment results</td></tr>
<tr><td>Course instructor</td><td colspan="5">(Signature)</td></tr>
</table>

Form No.：A2G1180303