**Guidelines for Rewarding the Participation in English Proficiency Tests by Teachers, Staff, and Students in the College of Engineering of National Chung Hsing University**

The second EMI promotion team meeting in academic year 2021 approved the following.

1. The College of Engineering (hereinafter as the College) of National Chung Hsing University (hereinafter as the University) has stipulated the Guidelines for Rewarding the Participation in English Proficiency Tests by Teachers, Staff, and Students in the College of Engineering of National Chung Hsing University (hereinafter as the Guidelines) to improve the English ability of its faculty and students and increase the pass rate of English proficiency tests.
2. The rewards are intended for faculty and students who have participated in English proficiency tests specified in the Guidelines (equivalent to B2 level or above of Common European Framework of Reference for Languages, or CEFR) during their service or study in the College (from August 1 of the admission year for new students) and have met the eligibility criteria of each level of reward. Faculty and students who comply with the qualification may apply for the level of reward corresponding to their test results.
3. Reward eligibility:
4. Those who have achieved a level equivalent to CEFR B2 or other equivalent English proficiency tests are eligible to apply for a reward of NT$ 2,500.
5. Those who have achieved a level equivalent to CEFR C1 or other equivalent English proficiency tests are eligible to apply for a reward of NT$ 10,000.

Each applicant can apply for each of the aforementioned rewards for once only. The level of the current application must not be lower than the one in the previous application, and the time of test in the current application must be later than the one in the previous application. Application from foreign faculty and students is limited to those whose official language for their nationalities is non-English language.

1. Method of Application:
The rewards are open for application once every semester. Those who comply with the qualification must submit the application along with the following documents to the College from March 15 to 31 or October 15 to 31 every year. Those who are late for the application must wait for the next application. Applicants must apply within the two years from the date of test result announcement.
2. Application form for the reward
3. Original and copy of faculty ID card or student ID card (The original will be returned after verification while the copy will be kept).
4. Original and copy of transcript (The original will be returned after verification while the copy will be kept).
5. Copy of the applicant’s bank passbook cover

If the name on the transcript is in English, please provide relevant documents (e.g. passport) with the applicant’s English name on them for verification.

1. Faculty and students who have achieved a level equivalent to CEFR B2 or above or other equivalent English proficiency tests recognized by the Ministry of Education may submit relevant proofs to the College to apply for test fee subsidy during the reward application period in each semester. Each applicant can apply for the test fee subsidy of the same level for once only. The amount of subsidy is based on the test fee of the same level of TOEIC test.
2. The College will not grant the reward for one of the following situations:
3. The applicant has already received a subsidy or reward with the same test result from the University.
4. The test result has exceeded the two year period since the date of announcement.
5. The funding for the Guidelines is provided by the Ministry of Education with the budget for bilingual education plans.
6. The Guidelines were passed by the EMI promotion team meeting for implementation. Any amendments shall follow the same process.

**College of Engineering of National Chung Hsing University**

**Application Form for the Reward for English Proficiency Test (For Students)**

Date of application: DD MM YYYY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | Dept.(Grad. Inst.) |  | Grade |  |
| National ID No. |  | Student ID No. |  | E-mail |  |
| Academic System | □ Undergraduate program □ Graduate program □ Doctoral program |
| Permanent Add. |  | Tel. | Home:Cell: |
| No need to fill in the certificate number if you only have the transcript. |
| Name of test |  | Certificate No.(Optional) |  |
| Test scores | Listening:Reading:Speaking:Writing: | Level:Total scores: | Date of certificate / transcript | DD MM YYYY |
| I have received a similar reward from the University | □ Yes □ No |  Bank Account Branch No.: \_\_\_\_\_\_\_\_\_\_\_\_ Account No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ※Required documents ( Please ensure that all required documents are enclosed. Late application will not be accepted.)□ Original and copy of student ID card (The original will be returned after verification while the copy will be kept.)□ Original and copy of transcript (The original will be returned after verification while the copy will be kept.)□ Copy of the applicant’s bank passbook cover**If the name on the transcript is in English, please provide relevant documents (e.g. passport) with the applicant’s English name on them for verification.** |
| **I will bear legal liability shall the original of the certificate or transcript of the English proficiency test I provide is false. I certify that I have not applied for other rewards from the University with the same certificate / transcript.**Applicant’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Attach the copy of the front of student ID card | Attach the copy of the back of student ID card |
| Attach the copy of the applicant’s bank passbook cover |
| Attach the copy of the applicant’s transcript |
|  |
| Attach the receipt of test fee |
|  |
| **Review by the College of Engineering** |
| Review result | □ Eligible for the reward□ Not eligible for the reward for the fact that: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Amount of reward | NT$ \_\_\_\_\_\_\_\_\_\_ (including the prize of NT$ \_\_\_\_\_\_\_\_\_\_ and the subsidy of NT$ \_\_\_\_\_\_\_\_\_\_ for test fee ) |
| Stamp of the administrator |  | Stamp of the unit head |  |