

# **Regulations for Award for Instructional Materials and Aids**

## **By Wenzao Ursuline University of Languages**

### **I. Purposes**

1. To encourage faculty members to develop instructional materials and aids
2. To enrich teaching content
3. To improve teaching quality
4. To enhance students' learning motivation and effectiveness

### **II. Qualification**

The award application for developing instructional materials and aids is only available for full-time faculty members and contract teachers of Wenzao, who have never received similar awards before.

### **III. Award Categories**

1. Instructional materials: Print instructional materials and e-learning courseware.
2. Instructional aids: Physical models, teaching board games, experimental equipment, original teaching software, etc.

### **IV. Requirements**

1. Print instructional materials, e-learning courseware, or instructional aids should have been proved to be effective for students of Wenzao within 2 years.
2. Requirements:
  - (1) Print instructional materials:
    - i. Print instructional materials should have ISBN numbers and be published as a book for college-level learners.
    - ii. The author page should clearly indicate the author is a faculty member of Wenzao.
    - iii. Translation or compilation books do not belong to this category.
    - iv. Secondary publication will not be accepted.

- (2) E-learning courseware:
  - i. The categories include “e-learning courseware for distance course, MOOC, general course” and “e-learning courseware of distance courses certified by the Ministry of Education in Taiwan”
  - ii. Faculty members who produced e-learning courseware for the same course can only be awarded once.
  - iii. Faculty members whose e-learning courseware of distance courses certified by the Ministry of Education in Taiwan can only be awarded once.
  
- (3) Instructional aids:

A user manual must be provided. The manual should include course title, target users, design concept, user guide.

## V. Award standards

1. Print instructional materials: The print instructional materials should be used in the courses offered by Wenzao. The awards could be divided into the following three levels and be subject to the number of collaborators and their proportional contributions:
  - (1) Level 1: The maximum award amount is up to TWD\$20,000.
  - (2) Level 2: The maximum award amount is up to TWD\$15,000.
  - (3) Level 3: The maximum award amount is up to TWD\$10,000.
  
2. E-learning courseware:
  - (1) The e-learning courseware should be used in the courses offered by Wenzao and for distance courses, MOOCs, or general courses. And the use time of the instructional material should be upon or equal to half of the total course hours. The awards could be divided into the following three levels and be subject to the number of collaborators and their proportional contributions:
    - i. Level 1: The maximum award amount is up to TWD\$20,000.
    - ii. Level 2: The maximum award amount is up to TWD\$15,000.
    - iii. Level 3: The maximum award amount is up to TWD\$10,000.

- (2) The maximum award amount for e-learning courseware of distance courses certified by the Ministry of Education in Taiwan is TWD\$50,000 and be subject to the number of collaborators and their proportional contributions
3. Instructional aids: The instructional aids should be used in the courses offered by Wenzao. The awards could be divided into the following three levels and be subject to the number of collaborators and their proportional contributions:
  - (1) Level 1: The maximum award amount is up to TWD\$20,000.
  - (2) Level 2: The maximum award amount is up to TWD\$15,000.
  - (3) Level 3: The maximum award amount is up to TWD\$10,000.

## **VI. Application**

The applicant should submit applications and relevant materials to their department by mid-March or mid-September every year. After approved by the department chairperson, the applications should be sent to the Center for Faculty Development and reviewed by a Committee formed by educational and computer scholars or experts in related fields selected by the President. The review report should be sent to Review Committee of Academic and Research Rewards and Subsidies for final review.

## **VII. Funding Sources**

The funding source for full-time faculty members is the Ministry of Education in Taiwan and that for contract teachers is Wenzao. All award amounts are subject to the funding sources.

## **VIII. Disputes**

If there are disputes involving the law of Intellectual Property Rights for instructional materials and aids, the applicant should assume legal responsibility, but also their case should be sent to the Review Committee of Academic and Research Rewards and Subsidies for sanctions. The original incentive should be undone.

## **IX. Implementation**

The regulation should be approved by the Executive Committee of Wenzao and by the President. The modification procedure of the regulations should follow the same procedure.

Note: If there is any conflict or inconsistency between the Chinese version and the English version of this document, the Chinese version shall be the governing and prevailing version.

# 文藻外語大學獎勵教師研發教材、教具實施要點

民國107年10月15日校長核定通過  
民國108年11月05日行政會議修正通過  
民國108年12月01日校長核定通過  
民國111年08月02日行政會議修正通過  
民國111年08月18日校長核定通過

- 一、文藻外語大學（以下簡稱本校）為鼓勵教師編纂教材、製作教具，充實教學內容、增進教學品質並提升學生學習興趣與成效，特訂定「文藻外語大學獎勵教師研發教材、教具實施要點」。（以下簡稱本要點）
- 二、凡本校專任教師及專案教師，個人或教學團隊針對本校開授課程編纂製作合適之教材、教具，且不曾接受其他單位發給相同性質之獎勵者，均可提出申請。
- 三、教材、教具之定義以及類別
  - （一）教材：指教學所用之材料與教授上所傳達之內容，類別可分成紙本教材以及數位教材。
  - （二）教具：指實施教學活動及提昇教學效果之自製教學工具，如實體模型、教學桌遊、實驗器材、原創教學軟體等。
- 四、獎勵條件
  - （一）凡申請年度二年內之教材、教具，並實際使用於本校開設之課程，具有實施成效者。
  - （二）申請各類教材、教具獎勵，應符合下列條件：
    1. 紙本教材
      - （1）已申請 ISBN 出版且公開發行之大專用書。
      - （2）於作者介紹欄位載明本校職稱。
      - （3）翻譯或編譯書籍不屬於本要點獎勵範疇。
      - （4）不受理再版或修改後重新出版者。
    2. 數位教材
      - （1）包括「製作數位教材並實際使用於本校開設之遠距課程、磨課師課程及一般課程」、以及「通過教育部數位學習課程認證，且在認證時效內者」等兩類。

(2) 製作數位教材，並實際使用於本校開設之遠距課程、磨課師課程或一般課程者，每位教師針對同一課程製作數位教材，不分學年度僅得獎勵一次。

(3) 通過教育部數位學習課程認證且在認證時效內者，每位教師針對同一課程不分學年度僅得獎勵一次。

3. 教具：須提供課程使用佐證與說明書。說明書內容須包含使用課程、適用對象、設計理念與使用手冊（含教學指導）等。

## 五、獎勵標準

(一) 紙本教材：應實際使用於本校開設之課程，依審查結果分以下三級給予獎勵，多人合作完成者按貢獻比例分配：

1. 特優：每案發給至多二萬元獎勵金。

2. 優等：每案發給至多一萬五千元獎勵金。

3. 佳作：每案發給至多一萬元獎勵金。

(二) 數位教材：

1. 實際使用於本校開設之遠距課程、磨課師課程及一般課程，且教材實際使用時數大於或等於課程時數之一半以上者，依審查結果分以下三級給予獎勵，多人合作完成者按貢獻比例分配：

(1) 特優：每案發給至多二萬元獎勵金。

(2) 優等：每案發給至多一萬五千元獎勵金。

(3) 佳作：每案發給至多一萬元獎勵金。

2. 通過教育部數位學習課程認證且在認證時效內者。每案發給至多五萬元獎勵金，多人合作完成者按貢獻比例分配。

(三) 教具：應實際使用於本校開設之課程，依審查結果分以下三級給予獎勵，多人合作完成者按貢獻比例分配：

1. 特優：每案發給至多二萬元獎勵金。

2. 優等：每案發給至多一萬五千元獎勵金。

3. 佳作：每案發給至多一萬元獎勵金。

六、申請程序與時間：申請人備妥申請書及相關資料，向所屬教學單位於每年三月中旬或九月中旬前提出申請，經系(所)、中心及學院主管簽核推

薦，由教師發展中心推薦校內外學科專家、教育及電腦學者專家或相關領域傑出人士，經校長遴選後組成評審委員會評審之，評審委員會成員身兼申請人時應予迴避，審查結果送學術暨研究獎勵補助審議委員會進行審議。

- 七、本要點之獎勵金額，專任教師經費來源為當年度教育部整體發展獎勵補助款，專案教師經費來源為當年度校內經費或其他經費，並得視當年度教育部整體發展獎勵補助款之多寡與學校財務狀況作適度的調整。
- 八、教師之自製教材、教具如涉及智慧財產權等糾紛時，除受獎勵者自行承擔法律責任外，應送學術暨研究獎勵補助審議委員會進行議處，並得撤銷所核定之獎勵。
- 九、本要點經行政會議通過，陳請校長核定後實施，修正時亦同。

民國98年04月14日校教評會通過

民國101年08月27日校教評會修正通過

民國101年09月12日校長核定通過

民國102年8月25日校長核定配合學校改名大學修訂法規名稱

民國102年12月10日校教評會修正通過

民國102年12月27日校長核定通過

民國103年05月06日行政會議修正通過

民國103年05月28日校長核定通過

民國105年01月05日行政會議修正通過

民國105年02月15日校長核定通過

民國105年07月05日行政會議修正通過

民國105年08月16日校長核定通過

民國107年10月02日行政會議修正通過