

Regulations for Award for Instructional Materials and Aids

By Wenzao Ursuline University of Languages

I. Purposes

1. To encourage faculty members develop instructional materials and aids
2. To improve learning outcomes

II. Qualification

The award application for developing instructional materials and aids is only available for Wenzao's full-time faculty members and contract teachers who have not received similar awards before.

III. Award Categories

1. Print instructional materials
2. E-learning courseware of distance courses
3. E-learning courseware of distance courses certified by the Ministry of Education in Taiwan
4. Instructional Aids

IV. Requirements

1. Print instructional materials, e-learning courseware, or instructional aids should have been proved to be effective for Wenzao students within 2 years when applying incentives. The incentive for the same print instructional materials, e-learning courseware and instructional aids is given once only.
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.

(2) E-learning courseware:

i. Every academic year the maximum application number for each and every applicant is 5 including Wenzao's distance courses as well as distance courses certified by the Ministry of Education in Taiwan.

(3) Instructional aids:

The instructional aids should be innovative and help students better understand the course content.

V. Awards

1. Print instructional materials: The maximum award amount for print instructional materials is up to TWD\$20,000 for each application and subject to the number of collaborators and their proportional contributions.
2. E-learning courseware:
 - (1) The maximum award amount for e-learning courseware of distance courses is TWD\$20,000 for each case and subject to the number of collaborators and their proportional contributions.
 - (2) The maximum award amount for e-learning courseware of distance courses certified by the Ministry of Education in Taiwan is TWD\$50,000 for each application and subject to the number of collaborators and their proportional contributions.
3. Instructional aids: The maximum award amount for instructional aids is TWD\$20,000 for each application and subject to the number of collaborators and their proportional contributions.

VI. Application

The applicant should submit their applications to their supervisors. After the supervisors review and agree to recommend their works, their applications will be sent to Review Committee of Academic and Research Rewards and Subsidies for further 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 the school fund. 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.

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.