

## 亞洲大學語文教學研究發展中心設置辦法

### Regulations for the Establishment of the Center for the Development of Language Teaching and Research, Asia University

- 102.07.10 101 學年度第 6 次校務會議通過訂定  
102.07.19 第 4 屆第 16 次董事會議通過訂定  
102.08.16 亞洲秘字第 1020008960 號函發布  
107.09.18 107 學年度第 1 次校務會議通過修正名稱、第 1、2、3、4 條條文，刪除原第 5 條條文，原第 6、7 條條次變更  
107.09.18 第 6 屆第 4 次董事會議通過修正名稱、第 1、2、3、4 條條文，刪除原第 5 條條文，原第 6、7 條條次變更  
107.10.18 亞洲秘字第 1070014445 號函發布  
114.04.23 113 學年度第 3 次校務會議通過修正法規名稱、第 2 條條文  
July 10, 2013 Passed by the 6<sup>th</sup> University Council, Academic Year 2012-13  
July 19, 2013 Passed by the 16<sup>th</sup> Board Meeting of the 4<sup>th</sup> Board of Directors  
August 16, 2013 Issued by Asia Letter No. 1020008960  
September 18, 2018 Articles 1 through 4 amended, Article 5 revoked, and Article 6 and 7 amended and passed by the 1<sup>st</sup> University Council, Academic Year 2018-19  
September 18, 2018 Articles 1 through 4 and 6 and 7 amended, and Article 5 revoked, and Article 6 and 7 amended and passed by the 4<sup>th</sup> Board Meeting of the 6<sup>th</sup> Board of Directors  
October 18, 2018 Issued by Asia Letter No. 1070014445  
April 23, 2025 Issued by Asia Letter No. 1140013810

第一條 亞洲大學(下稱本校)為因應高等教育國際化趨勢，提升本校學生通識英語文與專業英語文能力，推動英(外)語文、研究與服務工作，奠定本校國際化基礎，依據本校組織規程第九條之規定，設置「語文教學研究發展中心」(下稱本中心)。

Article 1 The Center for the Development of Language Teaching and Research (hereinafter referred to as “the Center”) has been established in accordance with the Organizational Regulations of Asia University (hereinafter referred to as “the University”) to improve students’ general English and professional English skills proficiency, promote the research and service of English/foreign languages for the purpose of laying the foundation for the internationalization of the University in response to the trend of internationalization of higher education.

第二條 本中心職掌如下：

- 一、 制定本校語文教育政策及實施策略與行動方案。
- 二、 規劃、整合、統籌本校英(外)語文教育相關教學、研究與服務資源。
- 三、 規劃及辦理本校通識英文及其他相關英語文課程之教學、研究與服務。

- 四、 規劃及辦理本校各學院系學術英語文(EAP: English for Academic Purposes)及專業英語文(ESP: English for Specific Purposes)之教學、研究與服務。
- 五、 規劃及辦理本校英(外)語文推廣教育及相關事項。
- 六、 考核本校專案語文教師教學績效。
- 七、 研擬及考核本校英語文證照推動績效。
- 八、 研擬及考核本校「英語文教育白皮書」計劃之工作績效。
- 九、 其他本校語文相關及校長交辦事項。

Article 2 The responsibilities of the Center are as follows:

1. Formulate the language education policy, implementation strategies, and action plans of the University.
2. Plan, integrate, and coordinate the teaching, research and service resources related to English/foreign language education of the University.
3. Plan and manage the teaching, research and services of the general English and other related English courses of the University.
4. Plan and manage the teaching, research and services of “English for Academic Purposes (EAP)” and “English for Specific Purposes (ESP)” courses across the colleges and departments of the University.
5. Plan and manage the promotion of the English/foreign language education and related matters of the University.
6. Assess the teaching performance of the project language teachers of the University.
7. Develop and evaluate the promotion performance of the English certificates of the University.
8. Develop and evaluate the project operation performance of the “White Paper of English Education” of the University.
9. Other matters related to the language of the University and assigned by the principal.

第三條 本中心置中心主任一人，綜理中心業務，由校長聘請本校相關專長之專任副教授以上教師兼任，任期三年，連聘得連任，必要時得一年一聘，中心成員含專案英語文教師和職員若干人，其聘僱依本校相關規定辦理。

Article 3 The Center is headed by one Director, who shall hold a concurrent position of full-time associate professor or above of the University with relevant expertise and is appointed by the University President to be in charge of the supervision and operation of the Center. The term of the Director is three years, with the possibility of reappointment and of necessity of annual

appointment. The Center members include several project English instructors and staff, whose employment shall be governed by the relevant regulations of the University.

第四條 本中心設中心會議，由中心主任及中心全體教師和職員組成之，討論下列事項：

一、訂定與修訂本中心設置辦法及各委員會組織規則或業務執行相關辦法。

二、討論本中心教學、研究、服務、軟硬體及資源之規劃與管理等事項。

三、其他有關本中心運作與發展相關事項。

中心會議每學期至少召開二次，中心主任為召集人並於會議時擔任主席。

Article 4 The Center shall hold Center Meeting, composed of the Center Director and all instructors and staff of the Center, to discuss the following issues:

1. Formulate and amend the establishment rules of the Center and organizational rules of each committee or business execution-related measures.

2. Issues related to the planning and management of the Center's teaching, research, services, software, hardware, and resources.

3. Other issues related to the operation and development of the Center.

The Center Meeting shall be convened at least twice each semester, which the Center Director serves as the convener and chairperson of the Meeting.

第五條 本中心設課程委員會，由中心主任及專案語文教師代表、業界代表和學生代表組成之，中心主任為召集人並於會議時擔任主席，討論本中心課程及其他相關事宜。課程委員會設置要點另訂之。

Article 5 The Center has established a curriculum committee, which is composed of the Center Director, project language teacher representatives, industry representatives, and student representatives. The Center Director shall be the convener and the chairperson of the Meeting for discussion of the Center's curriculum and other related issues. The directives for the establishment for the curriculum committee will be formulated separately.

第六條 本辦法經校務會議通過，陳請董事會審議後發布施行，修正時亦同。

Article 6 The Guidelines will be promulgated and implemented after being passed by University Council and reviewed by the Board Meeting, with amendments following the same procedure.