

Guidelines for Establishing Language Center, National Changhua University of Education

Approved at the University Assembly Meeting on May 23, 2007

Amended and approved at the University Assembly Meeting on Dec. 24, 2014

Approved at the University Assembly Meeting on Dec. 21, 2016

Approved at the University Assembly Meeting on June 19, 2019

Article 1 The Language Center (hereinafter referred to as the center) was established in accordance with the provisions of the University Law and the organizational rules of the university.

Article 2 The center aims to enhance the university's teachers, students and foreigners' competencies of international languages and multiculturalism, to strengthen their foreign language skills, and to promote Chinese language teaching and extension education of various languages.

Article 3 The responsibilities of the center are listed as follows:

1. To offer refresher courses on foreign languages and teaching in foreign languages.
2. To handle affairs of proficiency tests in Mandarin and foreign languages.
3. To take projects from public and private organizations to manage cultivation of foreign language talents.
4. To offer refresher Chinese courses and teaching.
5. To improve the basic English ability of the school staff and students.
6. To organize other related matters regarding international communication and study of Chinese and foreign languages.

Article 4 The center shall have one director, and the principal shall appoint a full-time teacher who is associate professors or above.

Article 5 The center is divided into the following divisions:

1. Chinese Language Division: To manage matters of Chinese language course education, proficiency test services, etc.
2. Foreign Language Division: To manage matters of education of foreign language courses, proficiency test services, etc.
3. General Affairs Division: To manage administrative business in relation to the center.

Article 6 The center shall have one division head for each group. The director of the center shall recommend a school's full-time lecturer or above, with the approval of the principal, who concurrently takes the responsibility as the division head. Or, the post can be appointed by a staff member. The administrative positions in each division will be filled and adjusted by all the school employees.

Article 7 The center shall set a center meeting, which is organized by the center's director, division heads, and

administrative staff. The center's director is the convener who manages all the proposals.

Article 8 The center may organize various kinds committees if the business requires, and its guidelines shall be established separately.

Article 9 Given teaching requirements, the center may employ full-time and part-time teachers.

Article 10 These measures have been approved by the university assembly meeting, and implemented after the principal's approval. The process should be the same for amendments.