

## 銘傳大學組織規程

# Ming Chuan University Organizational Code

- 中華民國 94 年 11 月 10 日第 18 次校務會議通過  
Passed at the 18th University Affairs Committee Meeting on Nov. 10, 2005  
中華民國 94 年 11 月 17 日第 13 屆第 8 次董事會議通過  
Revised and passed at the 8th Board Meeting of the 13th Term of the Board of Directors on Nov. 17, 2005  
中華民國 95 年 1 月 6 日教育部台高(二)字第 0950000369 號函核定  
Approved as MOE document Tai Gao (2) 0950000369 on Jan. 6, 2006  
中華民國 96 年 6 月 4 日第 20 次校務會議修正通過  
Revised and passed at the 20th University Affairs Committee Meeting on Jun. 4, 2007  
中華民國 96 年 6 月 20 日第 14 屆第 5 次董事會議修正通過  
Revised and passed at the 5th Board Meeting of the 14th Term of the Board of Directors on Jun. 20, 2007  
中華民國 96 年 8 月 23 日教育部台高(二)字第 0960124890 號函核定  
Approved as MOE document Tai Gao (2) 0960124890 on Aug. 23, 2007  
中華民國 97 年 6 月 2 日第 22 次校務會議修正通過  
Revised and passed at the 22nd University Affairs Committee Meeting on Jun. 2, 2008  
中華民國 97 年 6 月 10 日第 14 屆第 7 次董事會議修正通過  
Revised and passed at the 7th Board Meeting of the 14th Term of the Board of Directors on Jun. 10, 2008  
中華民國 97 年 7 月 23 日教育部台高(二)字第 0970145034 號函核定  
Approved as MOE document Tai Gao (2) 0970145034 on Jul. 23, 2008  
中華民國 98 年 6 月 4 日第 24 次校務會議通過  
Revised and passed at the 24th University Affairs Committee Meeting on Jun. 4, 2009  
中華民國 98 年 10 月 2 日教育部台高(二)字第 0980168094 號函核定  
Approved as MOE document Tai Gao (2) 0980168094 on Oct. 2, 2009  
中華民國 98 年 11 月 23 日第 25 次校務會議修正通過  
Passed at the 25th University Affairs Committee Meeting on Nov. 23, 2009  
中華民國 98 年 11 月 25 日第 15 屆第 3 次董事會議修正通過  
Revised and passed at the 3rd Board Meeting of the 15th Term of the Board of Directors on Nov. 25, 2009  
中華民國 98 年 12 月 29 日教育部台高(二)字第 0980221343 號函核定  
Approved as MOE document Tai Gao (2) 0980221343 on Dec. 29, 2009  
中華民國 99 年 11 月 22 日第 29 次校務會議修正通過  
Revised and passed at the 29th University Affairs Committee Meeting on Nov. 22, 2010  
中華民國 99 年 11 月 24 日第 15 屆第 5 次董事會議修正通過  
Revised and passed at the 5th Board Meeting of the 15th Term of the Board of Directors on Nov. 24, 2010  
中華民國 100 年 3 月 23 日教育部台高(二)字第 1000046181 號函核定  
Approved as MOE document Tai Gao (2) 100046181 on Mar. 23, 2011  
中華民國 100 年 6 月 21 日第 31 次校務會議修正通過  
Revised and passed at the 31st University Affairs Committee Meeting on Jun. 21, 2011  
中華民國 100 年 6 月 29 日第 15 屆第 6 次董事會議修正通過  
Revised and passed at the 6th Board Meeting of the 15th Term of the Board of Directors on Jun. 29, 2011  
中華民國 100 年 9 月 8 日教育部台高字第 1000162293 號函核定  
Approved as MOE document Tai Gao 1000162293 on Sept. 8, 2011  
中華民國 100 年 10 月 12 日教育部台高字第 1000185199 號函核定  
Approved as MOE document Tai Gao 1000185199 on Oct. 12, 2011  
中華民國 100 年 11 月 11 日教育部台高字第 1000206650 號函核定  
Approved as MOE document Tai Gao1000206650 on Nov. 11, 2011  
中華民國 100 年 12 月 26 日第 33 次校務會議修正通過  
Revised and passed at the 33rd University Affairs Committee Meeting on Dec. 26, 2011  
中華民國 101 年 1 月 4 日第 15 屆第 8 次董事會議修正通過  
Revised and passed at the 8th Board Meeting of the 15th Term of the Board of Directors on Jan. 4, 2012  
中華民國 101 年 3 月 27 日教育部臺高字第 1010053727 號函核定  
Approved as MOE document Tai Gao1010053727 on Mar. 27, 2012  
中華民國 101 年 5 月 3 日教育部臺高字第 1010080295 號函核定  
Approved as MOE document Tai Gao 1010080295 on May 3, 2012  
中華民國 101 年 5 月 28 日第 34 次校務會議修正通過  
Revised and passed at the 34th University Affairs Committee Meeting on May 28, 2012  
中華民國 101 年 6 月 13 日第 15 屆第 9 次董事會議修正通過  
Revised and passed at the 9th Board Meeting of the 15th Term of the Board of Directors on Jun. 13, 2012  
中華民國 101 年 9 月 14 日教育部台高(二)字第 1010172688 號函核定  
Approved as MOE document Tai Gao (2) 1010172688 on Sept. 14, 2012  
中華民國 101 年 11 月 26 日第 35 次校務會議修正通過  
Revised and passed at the 35th University Affairs Committee Meeting on Nov. 26, 2012  
中華民國 101 年 11 月 28 日第 15 屆第 12 次董事會議修正通過  
Revised and passed at the 12th Board Meeting of the 15th Term of the Board of Directors on Nov. 28, 2013  
中華民國 101 年 12 月 22 日教育部臺高(三)字第 1010247521 號函核定

Approved as MOE document Tai Gao (3) 1010247521 on Dec. 22, 2012  
中華民國 102 年 3 月 4 日第 36 次校務會議修正通過

Revised and passed at the 36th University Affairs Committee Meeting on Mar. 4, 2013  
中華民國 102 年 3 月 27 日第 16 屆第 2 次董事會議修正通過

Revised and passed at the 2nd Board Meeting of the 16th Term of the Board of Directors on Mar. 27, 2013  
中華民國 102 年 05 月 24 日教育部臺教高(一)字第 1020077366 號函核定

Approved as MOE document Tai Gao (1) 1020077366 on May 24, 2013  
中華民國 102 年 10 月 21 日第 39 次校務會議修正通過

Revised and passed at the 39th University Affairs Committee Meeting on Oct. 21, 2013  
中華民國 102 年 11 月 20 日第 16 屆第 4 次董事會議修正通過

Revised and passed at the 4th Board Meeting of the 16th Term of the Board of Directors on Nov. 20, 2013  
中華民國 102 年 12 月 17 日臺教高(一)字第 1020187870 號函核定

Approved as MOE document Tai Gao (1) 1020187870 on Dec. 17, 2013  
中華民國 103 年 11 月 17 日第 42 次校務會議修正通過

Revised and passed at the 42nd University Affairs Committee Meeting on Nov. 17, 2014  
中華民國 103 年 11 月 19 日第 16 屆第 6 次董事會議修正通過

Revised and passed at the 6th Board Meeting of the 16th Term of the Board of Directors on Nov. 19, 2014  
中華民國 103 年 12 月 18 日臺教高(一)字第 1030186534 號函核定

Approved as MOE document Tai Gao (1) 1030186534 on Dec. 18, 2014  
中華民國 104 年 11 月 16 日第 45 次校務會議修正通過

Revised and passed at the 45th University Affairs Committee Meeting on Nov. 16, 2015  
中華民國 104 年 11 月 25 日第 16 屆第 8 次董事會議修正通過

Revised and passed at the 8th Board Meeting of the 16th Term of the Board of Directors on Nov. 25, 2015  
中華民國 105 年 2 月 2 日臺教高(一)字第 1050007833 號函核定

Approved as MOE document Tai Gao (1) 1050007833 on Feb. 2, 2016  
中華民國 106 年 11 月 6 日第 51 次校務會議修正通過

Revised and passed at the 51st University Affairs Committee Meeting on Nov. 6, 2017  
中華民國 106 年 11 月 15 日第 17 屆第 4 次董事會議修正通過

Revised and passed at the 4th Board Meeting of the 17th Term of the Board of Directors on Nov. 15, 2017  
中華民國 107 年 1 月 4 日臺教高(一)字第 1060182320 號函核定

Approved as MOE document Tai Gao (1) 1060182320 on Jan. 4, 2018  
中華民國 106 年 12 月 25 日第 52 次校務會議修正通過

Revised and passed at the 52nd University Affairs Committee Meeting on Dec. 25, 2017  
中華民國 107 年 3 月 21 日第 17 屆第 5 次董事會議修正通過

Revised and passed at the 5th Board Meeting of the 17th Term of the Board of Directors on Mar. 21, 2018  
中華民國 107 年 4 月 25 日臺教高(一)字第 1070053964 號函核定

Approved as MOE document Tai Gao (1) 1070053964 on Apr. 25, 2018  
中華民國 107 年 6 月 11 日第 54 次校務會議修正通過

Revised and passed at the 52nd University Affairs Committee Meeting on June 11, 2018  
中華民國 107 年 6 月 13 日第 17 屆第 6 次董事會議修正通過

Revised and passed at the 6th Board Meeting of the 17th Term of the Board of Directors on June 13, 2018  
中華民國 107 年 7 月 30 日臺教高(一)字第 1070116811 號函核定

Approved as MOE document Tai Gao (1) 1070116811 on July 30, 2018  
中華民國 107 年 8 月 13 日第 55 次校務會議修正通過

Revised and passed at the 55th University Affairs Committee Meeting on August 13, 2018  
中華民國 107 年 8 月 31 日第 17 屆第 10 次董事會議修正通過

Revised and passed at the 10th Board Meeting of the 17th Term of the Board of Directors on August 31, 2018  
中華民國 107 年 10 月 17 日臺教高(一)字第 1070182231 號函核定

Approved as MOE document Tai Gao (1) 1070182231 on October 17, 2018  
中華民國 107 年 12 月 10 日第 56 次校務會議修正通過

Revised and passed at the 56th University Affairs Committee Meeting on December 12, 2018  
中華民國 107 年 12 月 13 日第 17 屆第 12 次董事會議修正通過

Revised and passed at the 12th Board Meeting of the 17th Term of the Board of Directors on December 13, 2018  
中華民國 108 年 01 月 03 日臺教高(一)字第 1070220651 號函核定

Approved as MOE document Tai Gao (1) 1070220651 on January 3, 2019  
中華民國 108 年 10 月 30 日第 17 屆第 16 次董事會議修正通過

Revised and passed at the 16th Board Meeting of the 17th Term of the Board of Directors on October 30, 2019  
中華民國 108 年 12 月 13 日臺教高(一)字第 1080167480 號函核定

Approved as MOE document Tai Gao (1) 1080167480 on December 13, 2019  
中華民國 109 年 1 月 22 日臺教高(一)字第 1090005912 號函核定

Approved as MOE document Tai Gao (1) 1090005912 on January 22, 2020  
中華民國 109 年 5 月 4 日第 61 次校務會議修正通過

Revised and passed at the 61st University Affairs Committee Meeting on May 4, 2020  
中華民國 109 年 6 月 17 日第 17 屆第 17 次董事會議修正通過

Revised and passed at the 17th Board Meeting of the 17th Term of the Board of Directors on June 17, 2020  
中華民國 109 年 6 月 15 日臺教高(一)字第 1090071959 號函核定

Approved as MOE document Tai Gao (1) 1090071959 on June 15, 2020

第一條 本規程依據大學法及私立學校法之規定訂定之。

#### Article 1

This code was established in accordance with the University Act and Private School Law.

第二條 本校定名為「銘傳大學」(以下簡稱本校)。

#### Article 2

This university is called Ming Chuan University and will be referred to as “the university” below.

第三條 本校遵照大學法之規定，以研究學術，培育人才，提昇文化，服務社會，促進國家發展，建立學校特色為宗旨。

#### Article 3

The university complies with the rules found in the University Act. Its aims are to conduct academic research, cultivate talent, raise the level of culture, serve society, promote the development of the country, and create a university with its own unique characteristics.

第四條 本校設董事會，其組織章程另訂之。

#### Article 4

A Board of Directors has been established in this university and its organizational charter is listed elsewhere.

第五條 本校設學院、學系、研究所、學位學程。其設置詳如本規程附表一「銘傳大學各學院、學系、研究所、學位學程設置表」。本校得視發展需要，經校務會議通過後，報請教育部增設、變更或停辦學院、學系、研究所、學位學程，經教育部核准後，本規程附表應隨同修正。

#### Article 5

The university has established various schools, departments, graduate schools, specialized degree programs, and continuing education units. Details regarding their constitutions can be found in Appendix I, Ming Chuan University Chart of Schools, Departments, Graduate Schools, Specialized Degree Programs, and Continuing Education Units. In the interests of continued development, the university may submit proposals for the expansion, restructuring, or discontinuation of individual schools, departments, graduate schools, specialized degree programs, or continuing education units. When a proposal is passed at the University Affairs Committee Meeting and submitted to the Ministry of Education, Appendix I of this code will be revised accordingly.

第 六 條 本校置校長一人綜理校務。

校長之遴選由董事會組成「校長遴選委員會」遴選候選人二至三人，送請董事會圈選一人，報請教育部核准聘任之。「校長遴選委員會」成員由教師代表、行政人員代表、校友代表及社會公正人士組成之，其中教師代表人數不得少於總數二分之一，其組織及運作方式另訂之。

#### Article 6

The university has established the position of President as a general overseer of the affairs of the university.

The nomination of the President is conducted by the President Nomination Committee, an entity created by the Board of Directors. Two or three candidates are presented as nominees to the Board of Directors and the Board resolves to appoint one of the candidates as the President. The resolution will then be submitted to the Ministry of Education for approval. The Nominating Committee consists of representatives of instructors, administrators, alumni, and non-university related individuals with recognized integrity. Within the committee, the number of instructor representatives must be half or more of the total number. Details of the committee's structure and operation are listed elsewhere and have been implemented after being approved by the Ministry of Education.

第 七 條 校長每屆任期三年，任期屆滿經董事會同意續聘得予連任，如本校符合「大學評鑑辦法」第九條及第十條第一項規定，經教育部評鑑為辦學績效卓著者，校長年齡上限得放寬至 75 歲。校長任期屆滿或出缺，尚未完成新任校長遴選時，於新任校長就任前，由董事會就本校現職專任教師中，遴選指定對校務發展有利且具教授資格者為代理校長綜理校務。

#### Article 7

The term of the President is three years. When the term expires, the President may serve a second term if permitted by the Board of Directors. Should the university meet Article 9 and Article 10 item 1 of "University Assessment Regulation", and have been assessed as an outstanding university, the age limit of the President may be extended to 75 years old. When the term expires or a vacancy arises, during the selection of a new President and before the new President takes office, the Board will select and appoint one professor who will be conducive to university affairs development as the Acting President to handle university affairs from among all current full-time faculty members.

第 八 條 本校置副校長一至五人，襄助校長處理校務，由校長遴選教授或具國際視野與能力之本校專任教師擔任。如以契約方式聘用校外人士，需具有行政

經驗或業界豐碩經驗者。其任期以配合校長之任期為原則。  
副校長不適任時，校長得解除其職務，另行遴選之。

#### Article 8

The university has one to five Vice Presidents to assist the President in administering university affairs. The President assigns the Vice Presidents from among Professors or full-time faculty members with global view and capability. If a Vice President is hired externally under contract, he/she must have abundant experience in administration or business. The term of Vice President(s) is in accordance with the term of the President.

If an individual is found to not be suitable for the position, the President can dismiss the Vice President and appoint another individual for this position.

第 八 條 之 一 本 校 設 校 務 研 究 辦 公 室 ， 置 室 主 任 一 人 ， 由 校 長 兼 任 之 ， 另 置 執 行 秘 書 一 人 ， 由 專 任 副 教 授 以 上 教 師 中 聘 兼 之 ， 並 置 職 員 若 干 人 ， 辦 理 校 務 研 究 有 關 事 宜 。

#### Article 8-1

The university has one Institutional Research Office, which is headed by one Director, the President of the institution. There is an Executive Secretary, who is appointed from among full-time Associate Professors and a number of staff members who manage various matters related to institutional research affairs.

第 九 條 本 校 設 教 務 、 學 生 事 務 、 總 務 三 處 ， 置 教 務 長 、 學 生 事 務 長 、 總 務 長 各 一 人 ， 分 別 主 持 教 務 、 學 生 事 務 、 總 務 事 宜 ， 均 由 校 長 就 專 任 教 授 中 聘 兼 之 。 但 學 生 事 務 長 、 總 務 長 得 聘 請 職 級 相 當 之 職 員 擔 任 之 。

#### Article 9

There are three major divisions in the university consisting of Academic Affairs, Student Affairs, and General Affairs which are each headed by deans who are in charge of all related affairs. Deans of the divisions are nominated from among full-time Professors and are appointed by the President. However, the positions of Dean of Student Affairs and Dean of General Affairs may be filled by members of staff.

第 十 條 教 務 處 下 設 教 學 暨 學 習 資 源 中 心 及 招 生 中 心 ， 各 置 主 任 一 人 ， 由 校 長 就 專 任 副 教 授 以 上 教 師 中 聘 兼 之 或 由 職 員 擔 任 。 本 處 另 設 註 冊 、 課 務 、 綜 合 業 務 及 桃 園 校 區 教 務 四 組 ， 各 置 組 長 一 人 。 另 置 秘 書 一 人 及 職 員 若 干 人 ， 辦 理 教 學 資 源 及 學 習 輔 導 、 招 生 宣 傳 、 教 務 有 關 等 事 宜 。

#### Article 10

The Teaching and Learning Resources Center and Enrollment Center, each headed

by one Director, are under the Academic Affairs Division. The Directors are appointed by the President from among full-time Professors or members of staff. The Academic Affairs Division also includes the Registrar Section, the Curriculum Section, the General Academic Affairs Section, and the Academic Affairs Section on Taoyuan Campus. There are individual Section Chiefs heading each section, and one secretary and a number of staff members who manage various matters related to academic affairs.

第十一條 學生事務處下設軍訓室置主任一人。軍訓室置軍訓教官、護理教師若干人，主任由校長聘請職員擔任或教育部推薦之軍訓教官二人至三人中擇聘之，辦理各項軍訓、護理之教學與行政事宜。本處設原住民族學生資源中心置主任一人，由校長就專任副教授以上教師或職員聘兼之，辦理原住民族學生輔導相關業務；另設生活輔導、課外活動指導、衛生保健、住宿服務、僑生暨陸生輔導、桃園校區學務六組，各置組長一人。生輔組組長、桃園校區學務組組長得由軍訓教官兼任之。本處另置秘書一人及職員若干人，辦理學生事務有關事宜。

#### Article 11

The Military Training Office, headed by one Director, is under the Student Affairs Division. A number of Military Training Drillmasters and Nursing Instructors serve in the Military Training Office, and the Director is assigned by the President, who either appoints a member of staff or a candidate from two or three nominees recommended by the Ministry of Education, to perform related teaching responsibilities and administrative tasks. An Indigenous Students' Resource Center, headed by one Director, is under the Student Affairs Division. The Director is assigned by the President from among full-time Associate Professors or above or a member of staff to handle affairs related to indigenous students. The other six sections within this Division are the Student Advising Section, the Extracurricular Activities Section, the Campus Health Services Section, the Housing Service Section, Overseas and Mainland Chinese Students Service Section, and Taoyuan Student Affairs Section. All are headed by Section Chiefs. The Section Chiefs of the Student Advising Section and Taoyuan Student Affairs Section can be Military Training Drillmasters. Within the Division, one secretary and a number of staff members serve to administer related student matters.

第十二條 總務處下設事務、出納、營繕、採購、桃園校區總務五組，各置組長一人。另置秘書一人及職員若干人，辦理總務有關事宜。

#### Article 12

The General Affairs Division includes the Operations Section, the Bursar Section, the

Construction and Buildings Section, the Purchasing Section, and General Affairs Section on Taoyuan Campus, and all are headed by Section Chiefs. One secretary and a number of staff members serve to administer related general matters.

第十三條 本校設秘書處，置秘書長一人，由校長就專任副教授以上教師中聘兼或由職員擔任。本處下設校友服務中心及文書、公共關係、新聞三組。校友服務中心及各組置主任或組長一人、職員若干人，辦理校友服務、公文管理、新聞發佈及校刊編輯有關事宜。

#### Article 13

The university has one Secretary General's Office, which is headed by a Secretary General. The Secretary General is appointed by the President from among faculty members who currently hold the position of full-time Associate Professor or above or a member of staff. Under this, an Audit Office, Alumni Service Center, Documents Section, Public Relations Section and Journalism Section are established. The Audit Office is headed by a Director, who is appointed by the President from among faculty members who currently hold the position of full-time Associate Professor or above or an administrator with appropriate qualifications. A number of staff members serve to administer university internal audit affairs. The Alumni Service Center, Documents Section, Public Relations Section and Journalism Section, each headed by a Director or Section Chief, are also under the Secretary General's Office. A number of staff members serve to administer related alumni contact matters, document management, news announcements and editing of Ming Chuan periodicals.

第十三之一條 本校設稽核室，置主任一人，由校長就專任教師中聘兼之或由職員擔任，職員若干人負責辦理本校內部稽核等相關事宜。

#### Article 13-1

The university has one Audit Office headed by a Director, who is appointed by the President from among full-time faculty members or a member of staff. A number of staff members serve to administer university internal audit affairs

第十四條 本校設圖書館，置館長一人，由校長就專任副教授以上教師中聘兼之或由職員擔任。下設採編、閱覽、資訊三組，各置組長一人及職員若干人，辦理教學研究資料蒐集及提供圖書資訊服務等事宜。

#### Article 14

The University Library is headed by a Dean of Libraries. The President makes the appointment from among faculty members with the level of Associate Professor or above or a member of staff. The library includes an Acquisition and Cataloguing Section, a Readers' Services Section, a Rare Materials Section, an Electronic

Resources and Information Technology Section, all of which are headed by Section Chiefs and supported by a number of staff members. The library team is responsible for gathering resources relating to teaching and research and for providing books and related information technology resources.

第十五條 本校設人力資源處，置處長一人，下設第一、第二兩組，各置組長一人，由校長依有關法令之規定聘（派）任之。並置職員若干人，辦理人事有關事宜。

#### Article 15

The university's Human Resources Division is headed by one Executive Director and broken into two sections, the First Section and the Second Section which are headed by Section Chiefs. Based on related regulations, the Executive Director is appointed by the President and is supported by a number of staff members who manage related affairs.

第十六條 本校設財務處，置處長一人，下設會計、審核、預算三組，各置組長一人，由校長依有關法令之規定聘（派）任之。並置職員若干人，辦理會計、審核、預算等事宜。

#### Article 16

The university's Controller's Division is headed by one Controller and divided into three sections: the Accounting Section, the Auditing Section, and the Budgeting Section, which are each headed by a Section Chief. Based on related regulations, the Controller is appointed by the President and supported by a number of staff members who administer related affairs such as accounting, auditing, and budgeting, and so on.

第十七條 本校設研究發展處，置處長一人，由校長就專任副教授以上教師中聘兼之，下設研究暨評量、校務發展二組，各置組長一人及職員若干人，辦理研究、評量及評鑑、校務規劃相關事宜。

#### Article 17

The university's Research and Development Division is headed by an Executive Director, who is appointed by the President from among full-time Professors. Within this division are the Research and Assessment Section and Institutional Development and Research Section, which are headed by Section Chiefs. Section Chiefs are supported by a number of staff members who administer the research, assessment and development matters for the university.

第十八條 本校設大陸教育交流處，置處長一人，由校長就專任副教授以上教師中聘兼之或由職員擔任，下設行政、交流、大陸聯絡三組，各置組長一人，並



置職員若干人，負責辦理各項大陸交流事務、大陸推廣事宜，並從事大陸與海峽兩岸教育、文化、法律、經貿等有關之研究。

#### Article 18

The university's Mainland China Education and Exchange Division is headed by one Executive Director. The Director is appointed by the President from among faculty members who concurrently hold the position of full-time Associate Professor or above or a member of staff. Within this division are the Mainland China Administration, Mainland China Exchange and Mainland China Contact Section, which are headed by Section Chiefs and supported by a number of staff members who conduct research concerning economy, trade, laws, education, and culture in Mainland China Cross-straits Relations.

#### 第十九條 (刪除)

#### Article 19

(Deleted)

第二十條 本校設國際教育交流處，置處長一人，由校長就專任副教授以上教師中聘兼之或由職員擔任，下設華語訓練中心、海外青年技術訓練中心及國際事務組，各置主任、組長一人，並置職員若干人，負責辦理各項國際交流事務、國際推廣事宜。

#### Article 20

The university's International Education and Exchange Division headed by an Executive Director who is appointed by the President from among full-time Associate Professors or above or a member of staff. The Mandarin Studies and Culture Center and Overseas Youth Vocational Training Center, each headed by Directors, and the International Affairs Section, headed by a Section Chief, are within this division. The division is responsible for administering international exchange and international promotional affairs, and is supported by a number of staff members.

第二十條之一 本校設基河行政處，置處長一人，由校長就專任副教授以上教師中聘兼之或由職員擔任，下設產品創新中心及行政資源、創意設計、庶務三組，各置主任、組長一人及職員若干人，負責辦理基河校區行政業務及各項產品開發等事宜。

#### Article 20-1

The university's Jihe Complex Administration Division is headed by an Executive Director who is appointed by the President from among full-time Associate Professors or above or a member of staff. The Product Innovation Center, Administrative Resources Section, Creative Design Section and General Affairs Section are within

this division and are headed by the Director and Section Chiefs supported by a number of staff members. The division is responsible for matters related to administrative affairs in Jihe Complex and product development affairs.

第二十條之二 本校設中小企業創新育成中心，置中心主任一人，由校長就專任副教授以上教師中聘兼之或由職員擔任，置專案經理一人、職員若干人，負責辦理各項創新育成業務。

#### Article 20-2

The Innovation & Incubation Center is headed by an Executive Director who is appointed by the President from among full-time Associate Professors or above or a member of staff. One special project manager is supported by a number of staff members to handle related matters.

第二十一條 (刪除)

#### Article 21

(Deleted)

第二十二條 本校設資訊網路處，置處長一人，由校長就專任副教授以上教師中聘兼之或由職員擔任，下設系統發展組、台北資訊服務組、桃園資訊服務組三組，各置組長一人及職員若干人，負責支援教學、研究之電腦化及電腦教育與訓練等事宜。

#### Article 22

The university's Information and Network Division is headed by an Executive Director, who is appointed by the President from among full-time Associate Professors or above or a member of staff. This division includes the System Development Section, the Taipei Information Service Section and Taoyuan Information Service Section, and all are headed by the Section Chiefs supported by a number of staff members. The division is responsible for the development of computerization in teaching and research, for computer education, and for other related training.

第二十二條之一 本校設數位教育暨網路電視處，置處長一人，由校長就專任副教授以上教師中聘兼之或由職員擔任，並置職員若干人。下設多媒體製作組，置組長一人，職員若干人。負責校園媒體內容的收集、處理、保存、展示及相關技術開發，與行銷校園媒體相關產品。

#### Article 22-1

The university's Digital Education and Internet Television Station Division is headed by an Executive Director, who is appointed by the President from among full-time Associate Professors or above or a member of staff supported by a number of staff members. This division includes the Multimedia Production Section, headed by the

Section Chiefs supported by a number of staff members. The division is responsible for collecting, handling, storing, displaying and developing skills related to campus media and marketing products related to campus media.

第二十三條 本校設前程規劃處，置處長一人，由校長就專任副教授以上教師中聘兼之或由職員擔任，下設諮商輔導中心及、職涯發展中心及大學社會責任推動辦公室，各置主任一人，由校長就專任助理教授以上教師中聘兼之或由職員擔任。另置職員若干人，辦理學生職涯規劃、心理諮商及志工服務、輔導身心障礙學生、大學社會責任實踐計畫等事宜。

#### Article 23

The university's Career Planning and Counseling Division is headed by an Executive Director, who is appointed by the President from among full-time Associate Professors or above or a member of staff. This division includes the Counseling and Guidance Center, the Career Development Center and University Social Responsibility Promotion Office; each is headed by a Director, who is appointed by the President from among full-time Assistant Professors or a member of staff, and supported by a number of staff members. The division is responsible for students' career and psychological counseling, volunteer service, disabled student counseling and University Social Responsibility Project Implementation.

第二十三條之一 (刪除)

#### Article 23-1

(Deleted).

第二十三條之二 本校設產學暨推廣處，置處長一人，由校長就專任副教授以上教師中聘兼之或由職員擔任，下設華語訓練中心、產學組及推廣組，各置主任或組長一人及職員若干人，辦理華語課程、產學合作、專利技術移轉、進修推廣教育及建教合作相關事宜。

#### Article 23-2

The university's Industry-academia Collaboration and University Extension Division is headed by an Executive Director. The Director is appointed by the President from among faculty members who concurrently hold the position of full-time Associate Professor or above or a member of staff. This division includes the Mandarin Studies and Culture Center, Industry-academia Collaboration Section and Continuing Education Section, and are headed by a Director or a Section Chief and supported by a number of staff members who conduct the affairs of Mandarin courses, industry-academia collaboration, patent, technology transfer, extension education and cooperative contracts.

## 第二十四條 (刪除)

第二十四條之一 本校設國際關係中心，置中心主任一人，由校長就專任副教授以上教師中聘兼之或由職員擔任，並置職員若干人，負責辦理本校國際關係建立與拓展、國際事務研究等事宜。

### Article 24-1

The International Relations Center is headed by one Director who is appointed by the President from among full-time Associate Professors or above or a member of staff, and is supported by a number of staff members. The division administers affairs related to building up and developing the university's international relations as well as international affairs research.

第二十五條 本校設藝術中心，置中心主任一人，由校長就專任副教授以上教師中聘兼之或由職員擔任，並置職員若干人，辦理文物典藏及展覽等事宜。

### Article 25

The university's Arts Center is headed by one Director who is appointed by the President from among full-time Associate Professors or above or a member of staff. There are a number of staff members within this center who oversee matters related to the management of rare materials, acquisitions, and exhibitions.

第二十五條之一 本校設國際學生顧問室，置室主任一人，由校長就專任副教授以上教師中聘兼之或由職員擔任，並置職員若干人，負責辦理國際學生輔導、桃園地方媒體關係及外賓接待等事宜。

### Article 25-1

The International Student Service Office is headed by one Director who is appointed by the President from among full-time Associate Professors or above or a member of staff. There are a number of staff members within this center who oversee matters related to international student counseling, media relations in Taoyuan and foreign guest reception.

第二十五條之二 本校設法務處，置室處長一人，由校長就專任副教授以上教師中聘兼之或由職員擔任，並置職員若干人，負責辦理本校各項法律事務。

### Article 25-2

The Legal Affairs Division is headed by one Executive Director who is appointed by the President from among full-time Associate Professors or above or a member of staff. There are a number of staff members within this office who oversee matters related to legal affairs.

第二十五條之三 本校設環境保護暨職業安全衛生中心置中心主任一人，綜理中心各項業務，由總務長兼任之。下設綜合業務、環境保護、環境安全、環境衛生、生物性污染防護及動物實驗照護及使用六組。各置組長一人，由中心主任依業務性質相關之人員荐請校長聘兼之，本中心另置職員若干人，辦理環安衛相關事項。

#### Article 25-3

The Environmental Protection, Occupational Safety and Hygiene Center is headed by one Director, a concurrently appointment held by the dean of General Affairs. This center includes the General Services Section, Environmental Protection Section, Environmental Safety Section, Environmental Hygiene Section, Biological Contamination Control Section, Institutional Animal Care and Use Section, which are headed by Section Chiefs appointed by the President from staff with appropriate qualifications and supported by a number of staff members who conduct the affairs related to environmental protection, occupational safety and hygiene.

第二十五條之四 本校設國際認證中心，置中心主任一人，由校長就專任副教授以上教師中聘兼之或由職員擔任，並置職員若干人，負責辦理本校國際認證相關事宜。

#### Article 25-4

The International Accreditation Center is headed by one Director who is appointed by the President from among full-time Associate Professors or above or a member of staff. There are a number of staff members within this office who conduct matters related to accreditation.

第二十六條 本校設桃園校區行政處，置處長一人，由校長就專任副教授以上教師中聘兼之或由職員擔任，並置職員若干人，辦理桃園校區行政業務，桃園校區教務、學生事務、總務及其他行政業務由各相關行政單位派遣人員辦理。前項行政業務分別受教務處、學生事務處、總務處等相關單位主管之業務指導。行政處處長應協同各該行政單位主管督導各項業務之執行及派遣人員之考核。本處另設成功行政暨能源管理組、夜間行政組，各置組長一人及職員若干人，辦理能源管理、營繕及夜間行政等事宜。

#### Article 26

The university's Taoyuan Campus Administration Division is headed by an Executive Director, who is appointed by the President from among full-time Associate Professors or above or a member of staff. Within this division, a number of staff members oversee administrative matters on Taoyuan campus. Staff members from the relevant administrative units as well as Academic, Student, and General Affairs

handle administrative matters. Administrative tasks are supervised by the relevant unit administrators from the Academic Affairs Division, the Student Affairs Division and the General Affairs Division. The Executive Director oversees the Section Chiefs of all units, supervises administrative matters and assesses related staff members' performances. The Division also includes Chengkung Administration and Energy Management Section, which is headed by a Section Chief and supported by a number of staff members and is responsible for matters related to energy management and facilities maintenance.

第二十七條 (刪除)

Article 27

(Deleted)

第二十八條 本校設金門分部，置分部主任一人，由校長就專任副教授以上教師中聘兼之或由職員擔任另下設事務組及綜合行政組，各置組長一人及職員若干人，辦理金門分部行政業務。其設置辦法另訂之。

Article 28

The university's Kinmen Location is headed by a Director who is appointed by the President from among full-time Associate Professors or above or a member of staff. This division includes the General Affairs Section and General Administrative Affairs Section which are headed by the Section Chiefs and supported by a number of staff members who administer related administrative matters in Kinmen. The establishment procedures are dealt with separately.

第二十八條之一 本校設美國分校，置分校校長一人，由校長聘請具教授資格者擔任之，綜理分校校務，由校長就本校副校長一人聘兼之，並置職員若干人，辦理美國分校行政業務，並受本校之監督。其設置辦法另訂之。

Article 28-1

The Ming Chuan University – Michigan Location is headed by a location President, who is appointed by the President from Professors with appropriate qualifications. There are a number of staff members who administer related administrative matters in the United States and are supervised by Ming Chuan University. The establishment procedures are dealt with separately.

第二十九條 本校各學院置院長一人，主持各該學院院務，由校長就專任教授中聘兼之，綜理院務，任期以三年為原則，任期屆滿，陳報校長核定後得連任一次。並得置秘書一人，由校長任用之。  
學院院長於任期內不適任者，得由校長核定免除其主管職務並指派人員代

理至該學年結束為止。

學院院長之選任、續聘、解聘等規定，依本校學術主管遴選辦法辦理。

各學院視業務需要得置副院長一人，以輔佐院長推動院務。各學院副院長之設置基準如下：

各學院系、所、中心及學位學程等單位數在 7 個以上者，得設置副院長一名。

各學院系、所、中心及學位學程等單位數在 6 個以下者，如有設置副院長之必要者，得商請系所主管兼任之。

#### Article 29

Individual schools are headed by a dean, who is appointed by the President from among the full-time Professors. The dean is responsible for school affairs and the term is three years, in principle. Within a school, one secretary appointed by the President serves to administer related matters.

Any school dean who has been found incompetent may be discharged from the post after a decision is approved by the President. In such cases, a deputy will be appointed by the President to serve till the end of the academic year.

The appointment, hiring and discharge of school deans should be dealt in accordance with Ming Chuan University Procedures for Nominating Academic Administrators.

An Associate Dean may be appointed to assist the dean in promoting the school affairs, depending on need. The standards for setting up an Associate Dean are as follows:

When the units of School, Department, Graduate School, Center and Specialized Degree Programs reach seven or more, an Associate Dean can be set up.

When the units of School, Department, Graduate School, Center and Specialized Degree Programs are six or fewer, an Associate Dean will be appointed depending on the need. A department chair or graduate program director may be concurrently appointed to be the Associate Dean.

第三十條 本校各學系、學位學程置主任一人，主持各該學系、學位學程事務，由校長就專任副教授以上之專任教師中聘兼之。並置職員一人，各系、學位學程主任任期以三年為原則。任期屆滿，陳報校長核定後得連任一次。

學系、學位學程主任於任期內不適任者，得由校長核定免除其主管職務並指派人員代理至該學年結束為止。

學系、學位學程主任之選任、續聘、解聘等規定，依本校學術主管遴選辦法辦理。

各學系視需要得置副主任一人，以輔佐系主任推動系務。

#### Article 30

University departments and specialized degree programs are headed by a

chair/director, who is responsible for the department's or specialized degree program's affairs and is appointed by the President from among full-time Associate Professors or above. The chair/director is supported by one staff member. The term is three years, in principle. Upon the expiration of the term of service, one contiguous term might be granted after being approved by the President.

Any chair/director who has been found incompetent may be discharged from the post after that decision is approved by the President. A deputy will be appointed by the President to serve till the end of the academic year.

The appointment, hiring and discharge of chair/director should be dealt in accordance with Ming Chuan University Procedures for Nominating Academic Administrators.

An Associate Chair will be appointed, depending on the department needs, to assist the chair in promoting department affairs.

第三十一條 本校單獨設立之研究所，置所長一人，主持各該研究所所務，由校長就專任副教授以上之專任教師中聘兼之。並置職員一人，由校長任用之，各所所長任期以三年為原則。任期屆滿，陳報校長核定後得連任一次。研究所所長於任期內不適任者，得由校長核定免除其主管職務並指派人員代理至該學年結束為止。研究所所長之選任、續聘、解聘等規定，依本校學術主管遴選辦法辦理。

#### Article 31

Individual graduate schools or programs are headed by one Director who is appointed by the President from the full-time Associate Professors or above. The Director is responsible for his or her graduate school affairs and is supported by one staff member. The term is three years, in principle. Upon the expiration of the term of service, one contiguous term might be granted upon approval by the President.

Any director who has been found incompetent may be discharged from the post after that decision is approved by the President. A deputy will be appointed by the President to serve till the end of the academic year.

The appointment, hiring and discharge of chair/director should be dealt in accordance with Ming Chuan University Procedures for Nominating Academic Administrators.

第三十一條之一 本校設共同教育學院，置院長一人，由校長就專任教授中聘兼之，任期以三年為原則，並得置職員一人，由校長任用之。負責辦理共同必修與通識選修課程審議、教師升等聘任等事宜。

#### Article 31-1

The university's General Education Committee is headed by one Convener who is appointed by the President from full-time Professors. The term is three years, in principle. The Convener is supported by one staff member who is also appointed by



the President. The Committee is responsible for matters related to reviewing required and elective general education courses and faculty promotion and hiring.

第三十二條 本校設通識教育中心，置中心主任一人，由校長就專任副教授以上教師中聘兼之。並置職員若干人，由校長任用之。辦理全校通識課程與教學事宜，通識教育中心中心主任任期以三年為原則。

#### Article 32

The university's General Education Center is headed by one Director who is appointed by the President from full-time Associate Professors or above. The Director is responsible for matters related to required courses and courses in general education and is supported by several staff members who are also appointed by the President. The term of Director is three years in principle.

第三十三條 本校設師資培育中心，置中心主任一人，由校長就專任教授中聘兼之，下設實習就業輔導組及課程教學組，各置組長一人及職員若干人，負責規劃推動教育學程教學、教育實習、就業及地方教育輔導事項。

#### Article 33

The university's Teacher Education Center is headed by an Executive Director who is appointed by the President from among full-time Professors. The division has Internship and Placement Section and Curriculum Teaching Section, each headed by a Section Chief, and are supported by a number of staff members. The division is responsible for affairs pertaining to planning and promoting teacher education, field experience in teaching, job placement, local education consultancy, and teaching resources

第三十三條之一 本校設英語教學中心，隸屬於教育暨應用語文學院下，置主任一人，由校長就專任副教授中聘兼之，下設教學、行政二組，各置組長一人及職員若干人，負責英語教學事宜。

#### Article 33-1

The English Language Center, under the School of Education and Applied Languages, is headed by a Director who is appointed by the President from full-time Associate Professors. The center includes the Academic Section and Administration Section, which are headed by Section Chiefs and supported by a number of staff members. This center is responsible for matters related to English language teaching.

第三十三條之二 (刪除)

#### Article 33-2

(Delete)

第三十三條之三 本校設體育室，置室主任一人，由校長聘請專任副教授以上之體育教師兼任，下設教學與研究、活動與競賽、行政與服務三組，各置組長一人及職員若干人，辦理各項體育教學與行政事宜。

#### Article 33-3

The Physical Education Office is headed by a Director who is appointed by the President from among full-time Associate Professors. This center is divided into three sections: the Teaching and Research Section, the Activity and Competition Section, and the Administration Section, which are each headed by a Section Chief, and are responsible for matters related to physical education and sports and supported by a number of staff members.

第三十三條之四 本校設兩岸研究中心，置中心主任一人，由校長就專任副教授以上教師中聘兼之。研究人員由本校專任教師中聘兼之，並置職員一人，辦理中心相關業務。

#### Article 33-4

The Cross-Strait Research Center is headed by a Director who is appointed by the President from full-time Associate Professors. Research members of the center are appointed from full-time faculty members and supported by a staff member. This center is responsible for matters related to cross-strait research.

第三十四條 本校設財務金融研究中心，置主任一人，由校長就專任教授中聘兼之。研究人員由本校專任教師中聘兼之。

#### Article 34

The university's Finance Research Center is headed by one Director who is appointed by the President from full-time Professors. Research members of the center are appointed from full-time faculty members.

第三十四條之一 本校設國際學術論文研究中心，置主任一人，由校長就專任教授中聘兼之。研究人員由本校專任教師中聘兼之。

#### Article 34

The university's International Academic Publications Research Center is headed by one Director who is appointed by the President from full-time Professors. Researcher of the center are appointed from full-time faculty members.

第三十五條 本校設傳播媒體研究中心，置主任一人，由校長就專任教授中聘兼之。研究人員由本校專任教師中聘兼之。

#### Article 35

The university's Media Research Center is headed by one Director who is appointed by the President from full-time Professors. Research members of the center are appointed from full-time faculty members.

第三十五條之一 本校設銘傳廣播電台，提供師生相關課程之教學與實習等事宜。各校區得依實際教學需要設立分台。  
其設置辦法另訂之。

#### Article 35-1

The university's Radio Station is responsible for course-related matters. Each campus may establish substations according to actual needs. The Procedures of establishment are dealt with separately.

第三十六條 本校一級行政單位分室、中心、組辦事者，其主任、組長之進用資格由校長聘請助理教授以上教師兼任，或由職員擔任之。  
因應校務發展需要，各一級行政單位符合教育部所定達一定規模、業務繁重之認定基準者，得置副主管若干人，以輔佐主管推動業務。

#### Article 36

The appointment of staff members in units under the university's first-level administrative units, such as staff members of offices, centers, and sections is undertaken by the President, who appoints instructors or faculty members with the level of Assistant Professor or above, or qualified administrators with appropriate qualifications and abilities to fill the position. Due to the need in developing university affairs, administrators with deputy rank will be hired to assist administrators in their duties when first-level administrative units have heavy responsibilities which reach the level stipulated by the Ministry of Education.

第三十七條 本校所置職員職稱包括專門委員、秘書、編纂、編審、輔導員、專員、組員、管理員、辦事員、書記、技正、技士、技佐、醫師、護理師、護士等人員。  
本校教職員員額編制，應依本規程擬定員額編制表，報請教育部核定之。

#### Article 37

The university's staff member positions include Senior Specialists, Secretaries, Executive Editors, Editors, Counselors, Specialists, Senior Clerks, Superintendents, Clerks, Associate Clerks, Senior Technical Specialists, Technical Specialists, Technicians, Physicians, Registered Nurses, Nurses, and so on. The university's personnel quota for staff members and faculty will be organized in accordance with this code and be submitted to the Ministry of Education for approval.

第三十八條 本校教師分教授、副教授、助理教授、講師四級，均由校長聘任。其資格報請教育部審定之。

本校得設講座，由教授主持。其設置辦法另定。

本校為教學及研究工作，得置助教協助之。

本校得延聘研究人員從事研究計畫及專業技術人員擔任教學工作。

本校研究人員分研究員、副研究員、助理研究員、研究助理四級。

#### Article 38

The university's faculty members are divided into four levels, which include Professors, Associate Professors, Assistant Professors, and Instructors.

These appointments are all made by the President and must be submitted to the Ministry of Education for approval.

The university may host special lectures which must be chaired by the Professors.

Teaching Assistants may be appointed for facilitating teaching and research tasks.

Researchers may be appointed for conducting research projects and professionals with technical expertise may be appointed for teaching.

The university's researchers are divided into four levels which include Researchers, Associate Researchers, Assistant Researchers, and Research Assistants.

第三十九條 本校設校務會議，由校長、副校長、學術與行政主管代表、教師代表、職員代表及學生代表組成之。

教師代表應經選舉產生，其人數不得少於全體會議人員之二分之一，其中具備教授或副教授資格者，以不少於教師代表人數之三分之二為原則。學生代表由學生選舉產生，其人數不得少於全體會議人員之十分之一。

校長為主席，審議全校重大事項。其組織章程另訂之。

#### Article 39

The University Affairs Committee consists of the President, the Vice President, representatives of the Academic and Administration Division heads, faculty members, staff members and students.

The faculty representatives are selected through election, with the number no less than half of the number of all committee members. In principle, among these faculty representatives, more than two thirds have to be professors and associate professors. Student representatives are selected through student election. The number should be at least one tenth of the number of all participants.

The meeting is chaired by the President. It reviews major university affairs, and its charter is dealt with separately.

第四十條 本校設行政會議，由校長、副校長、行政及教學一、二級主管組成之。校長為主席，討論本校重大行政事項。

#### Article 40

The university's Administrative Council consists of the President, the Vice President, the first and second level administrators from the administrative units and the academic units. The committee is chaired by the President and discusses major administrative affairs.

第四十一條 本校設教務會議，由校長、校務發展委員會執行長、副校長、秘書長、教務長、學生事務長、總務長、各學院正、副院長、共同教育學院院長、桃園校區行政處處長、金門分部分部主任、圖書館館長、人力資源處處長、財務處處長、研究發展處處長、資訊網路處處長、國際教育交流處處長、大陸教育交流處處長、產學暨推廣處處長、前程規劃處處長、基河行政處處長、法務處處長、通識教育中心中心主任、師資培育中心中心主任、體育室室主任、各學系系主任、各研究所所長、各學位學程主任、軍訓室主任、英語教學中心主任、教務處各組組長及中心主任、桃園校區教務組組長、學生會會長或其指定代表組成之。校長為主席，教務長為召集人，討論教務之重要事項，其組織章程另訂之。

#### Article 41

The university's Academic Affairs Committee consists of the President, the Managing Director of University Affairs Development, the Vice Presidents, the Secretary General, the Deans of Academic Affairs, Student Affairs, General Affairs, and deans from individual schools, the Dean of Institute of General Education, the Executive Director of Taoyuan Campus Administration Division, the Director of the Kinmen Location, the Dean of Libraries, the Executive Director of the Human Resources Division, the Executive Director of the Controller's Division, the Executive Director of the Research and Development Division, the Executive Director of the Information and Network Division, the Executive Director of the International Education and Exchange Division, the Executive Director of Mainland China Education and Exchange Division, the Executive Director of Industry-academia Collaboration and University Extension Division, the Executive Director of the Career Resources and Counseling Division, the Executive Director of the Jihe Complex Administration Division, the Director of the Legal Affairs Division, the Director of the General Education Center, the Director of the Teacher Education Center, the Director of the Physical Education Office, the department chairs, the directors of graduate programs, the directors of the specialized degree programs, the Director of the Military Training Office, the Director of the English Language Center, the Section Chief of the Registrar, the Curriculum Section Chief, the Graduate Education Section Chief, the Enrollment Section Chief, and the Teaching and Learning Resources Center, the Section Chiefs within the Taoyuan Campus Academic Affairs Division, and president of Student

Government Organization or assigned representatives. The meeting, chaired by the President, is convened by the Dean of Academic Affairs and discusses major academic affairs. Details of the committee's charters are dealt with separately.

第四十二條 本校設學務聯席會議，由校長、校務發展委員會執行長、副校長、秘書長、教務長、學生事務長、總務長、人力資源處處長、財務處處長、資訊網路處處長、圖書館館長、研究發展處處長、桃園校區行政處處長、金門分部分部主任、基河行政處處長、前程規劃處處長、大陸教育交流處處長、國際教育交流處處長、產學暨推廣處處長、法務處處長、體育室主任、軍訓室主任、國際學生顧問室主任、兩岸研究中心中心主任、師資培育中心中心主任、通識教育中心中心主任、各學院正、副院長、共同教育學院院長、各學系主任、各研究所所長、各學位學程主任、英語教學中心主任、學生事務處各組組長、桃園校區學生事務組組長及學生代表組成之。本會議每學年開會乙次，由學務長召集，校長擔任會議主席。必要時得召開臨時會議。

#### Article 42

The university's Student Affairs Joint Meeting consists of the President, the Managing Director of University Affairs Development, the Vice Presidents, the Secretary General, the Deans of Academic Affairs, Student Affairs, General Affairs, the Executive Director of Human Resources Division, the Controller, the Executive Director of Information and Network Division, the Dean of the Library, the Executive Director of the Research and Development Division, the Executive Director of the Taoyuan Campus, the Director of the Kinmen Location, the Executive Director of the Jihe Complex Administration Division, the Executive Director of the Career Resources and Counseling Division, the Executive Director of Mainland China Education and Exchange Division, the Executive Director of International Education and Exchange Division, the Executive Director of Industry-academia Collaboration and University Extension Division, the Director of the Legal Affairs Division, the Director of the Physical Education Office, the Director of the Military Training Office, the Director of Office of International Student Service, the Director of Cross-Strait Cultural Exchange Center, the Director of Teacher Education Center, the Director of General Education Center, the Convener of General Education Committee and deans from individual schools, the department chairs, the directors of graduate programs, the directors of specialized degree programs, the Section Chiefs under the Student Affairs Division, and the Section Chiefs of the Taoyuan Student Affairs Section and student representatives. The meeting is held once every academic year and is chaired by the President and convened by the Dean of Student Affairs. Special meetings may be called as necessary.

第四十三條 本校設總務會議，由校長、校務發展委員會執行長、副校長、秘書長、教務長、學生事務長、總務長、各學院正、副院長、共同教育學院院長、桃園校區行政處處長、金門分部分部主任、圖書館館長、人力資源處處長、財務處處長、研究發展處處長、前程規劃處處長、國際教育交流處處長、大陸教育交流處處長、產學暨推廣處處長、基河行政處處長、法務處處長、師資培育中心中心主任、各學系系主任、各學位學程主任、各研究所所長、英語教學中心主任、總務處各組組長、桃園校區總務組及成功行政暨能源管理組組長組成之。校長為主席，總務長為召集人，討論總務之重要事項，其組織章程另訂之。

#### Article 43

The university's General Affairs Committee consists of the President, the Managing Director of University Affairs Development, the Vice Presidents, the Secretary General, the Deans of Academic Affairs, Student Affairs, General Affairs, and deans of individual schools, the Executive Director of the Taoyuan Campus Administration Division, the Director of the Kinmen Location, the Dean of the Libraries, the Executive Director of the Human Resources Division, the Executive Director of the Controller's Division, the Executive Director of the Research and Development Division, the Executive Director of the International Education and Exchange Division, the Executive Director of Mainland China Education and Exchange Division, the Executive Director of Industry-academia Collaboration and University Extension Division, the Executive Director of the Jihe Complex Administration Division, the Director of the Legal Affairs Division, the Director of the Teacher Education Center, the department chairs, the directors of specialized degree programs, the directors of graduate programs, and the Section Chiefs of the General Affairs Division, the Section Chief of the Taoyuan Campus General Affairs Section and the Section Chief of the Chengkung Administration and Energy Management Section. The meeting is chaired by the President and convened by the Dean of General Affairs Division and discusses important general affairs. Details of the committee's charters are dealt with separately.

第四十四條 本校設各學院院務會議、共同教育學院院務會議、體育室會議、通識教育中心會議、師資培育中心會議、各學系系務會議、各研究所所務會議、各學位學程會議、英語教學中心會議，由各學院正、副院長、共同教育學院院長、室主任、中心主任、各學系系主任、各研究所所長、各學位學程主任、各教學組組長及其單位所屬教授、副教授、助理教授、講師組成之，學院院長、共同教育學院院長、室主任、中心主任、系主任、所長、學位學程主任、英語教學中心主任、教學組組長為主席，討論院、室、中心、

系、所、學位學程、組之重要事項，其組織章程另訂之。

#### Article 44

The university has established School Affairs Committees, the Physical Education Committee, the General Education Committee, the Teacher Education Committee, Department Affairs Committees, Graduate Program Affairs Committees, the specialized degree programs committees, and teaching unit committees. These committees consist of school deans, center directors, department chairs, graduate school or program directors, and Section Chiefs, as well as various Professors, Associate Professors, Assistant Professors, and Instructors who belong to the units. The committees are chaired by the deans of the schools, directors of centers, the chairs of the departments, the directors of graduate programs, and the chiefs of teaching units. Unit-related issues are discussed at meetings. Details of the committees' charters are dealt with separately.

第四十五條 本校設學生獎懲委員會，置委員十一人，由校長遴聘專任教師擔任之，審議有關學生重大獎懲事項，其組織章程另訂之。

#### Article 45

The university's Student Reward and Punishment Committee consists of 11 members who are nominated and appointed by the President from among full-time instructors. The committee is established to review and discuss student matters related to the reward and punishment of students. Details of the committee's charters are dealt with separately.

第四十六條 本校設學生申訴評議委員會，由專任教師、法律、教育、心理學者組成之，其中未兼行政職務之教師，不得少於總額之二分之一，主席由委員互選產生，審議有關學生申訴事項。委員會設置辦法另訂之，經校務會議通過，報請教育部核定後實施。

#### Article 46

The university's Student Appeal and Review Committee consists of full-time faculty members and scholars with law, education, and psychology expertise. The number of instructors with no administrative appointment should be no more than half of the total number of members and the Chair is nominated by the members. The committee has been established to review and discuss student petitions. Details of the committee procedures are dealt with separately and were passed at the University Affairs Committee Meeting and submitted to the Ministry of Education for approval and reference.

第四十七條 本校設校、院、共同教育學院、系(所、學位學程、中心、室、組、英語



教學中心)教師評審委員會，評審有關教師之聘任、聘期、升等、不續聘、停聘、解聘、延長服務、資遣原因之認定、學術研究及教師休假等事項，共同教育學院教師評審委員會為院級教評會。其設置辦法另訂之。

#### Article 47

The university's Faculty Evaluation Committees at the university, school, and department) (program, specialized degree program, center, office, and section) levels were established to evaluate and review faculty appointment, terms of appointment, promotion, non-renewal of contract, suspension of contract, termination of contract, extension of service, reasons for termination, related academic research and sabbatical leave. The Institute of General Education Faculty Evaluation Committee is established at school-level and the committee procedures are dealt with separately.

第四十七條之一 本校設置教師評鑑委員會，負責推動教師評鑑制度，對於教師之教學、研究、輔導及服務成效進行評鑑，作為教師升等、續聘、長期聘任、停聘、不續聘及獎勵之重要參考。其設置辦法另訂之。  
前項評鑑方法、程序及具體措施等規定，經校務會議審議通過後實施。

#### Article 47-1

The Faculty Hiring and Promotion Committee was established to implement the system for evaluating teaching, research, counseling, and teaching results. The evaluation results are the key reference for faculty members' promotion, renewal of contract, employment, suspension of contract, non-renewal of contract and rewards. The procedures for establishment are dealt with separately. After being passed at the University Affairs Committee Meeting, the relevant regulation for previous evaluation, procedures and measures were implemented.

第四十八條 本校設教師申訴評議委員會，由專任教師代表、學校行政人員代表、教育學者及台北地區教師組織或分會代表組成之，其中未兼行政職務之教師不得少於總額之三分之二，主席由委員互選產生，評議教師對學校有關個人措施，認為違法或不當，致損害其權益者得提出申訴。其設置辦法另訂之，經校務會議通過，報請教育部核定後實施。

#### Article 48

The university's Faculty Appeal and Review Committee consists of representatives of full-time instructors, administrative staff members, scholars with educational expertise, and faculty organizations in the Taipei district or its branches. The number of faculty members with no administrative appointment should be more than two thirds of the total number, and the Chair is nominated from the members. Faculty members may submit a petition to the committee if the university's policy is deemed illegal or inappropriate, or seen to be affecting faculty rights and benefits. Details of the

committee procedures are dealt with separately and were implemented upon being approved at the University Affairs Committee Meeting and being approved by the Ministry of Education.

第四十九條 本校設課程委員會，由校長、校務發展委員會執行長、副校長、秘書長、教務長、學務長、各學院正、副院長、共同教育學院院長、圖書館館長、人力資源處處長、研究發展處處長、國際教育交流處處長、大陸教育交流處處長、前程規劃處處長、產學暨推廣處處長、通識教育中心中心主任、師資培育中心中心主任、體育室室主任、各學系系主任、各研究所所長、各學位學程主任、教務處各組組長及中心主任、桃園校區教務組組長、英語教學中心主任、軍訓室主任為當然委員，另由校長聘請教師若干人為委員。校長為主席，教務長為召集人，研議、審訂本校校定必修科目，各學系、所、學位學程專業必修與選修科目。

#### Article 49

The university's Curriculum Committee consists of the President, the Managing Director of University Affairs Development, the Vice Presidents, the Secretary General, the Dean of Academic Affairs, the Dean of Student Affairs, the deans of individual schools, the Dean of Libraries, the Executive Director of the Human Resources Division, the Executive Director of Research and Development Division, the Executive Director of the International Education and Exchange Division, the Executive Director of the Career Resources and Counseling Division, the Executive Director of Mainland China Education and Exchange Division, the Executive Director of Industry-academia Collaboration and University Extension Division, the Director of the General Education Center, the Director of the Teacher Education Center, the Director of the Physical Education Office, the department chairs, the directors of graduate programs, the directors of Specialized Degree Programs, the Director of Teaching and Learning Resources Center, Section Chiefs of the Registrar, Curriculum Section, Graduate Education Section, Taoyuan Academic Affairs Section, the Director of English Language Center, the Director of the Military Training Office, in addition to the committee members appointed by the President. The committee is chaired by the President and is convened by the Dean of Academic Affairs to probe, discuss, and review the required subjects of the entire university and the required and elective subjects of individual departments and graduate programs or schools.

第五十條 本校設招生委員會、學生聯合輔導委員會、學生獎學金審查委員會、學術審議委員會、學生活動輔導委員會、教職員工福利委員會、預算審查委員會、稽核委員會、性別平等教育委員會、國際教育委員會、校務發展委員會、職工人事評議委員會、職工申訴評議委員會、衛生委員會、膳食督導

委員會、學生交通安全教育委員會、校園安全委員會、圖書館委員會、法規審查委員會、實習與就業輔導委員會、校園空間規劃委員會、內部控制委員會。必要時，得另設其他委員會，其組織章程均另訂之。

#### Article 50

The university has established a number of other committees, including the Admissions Committee, the Integrated Student Counseling Committee, the Scholarship Review Committee, the Faculty Review and Evaluation Committee, the Student Activity Advisory Committee, the Faculty and Staff Welfare Committee, the Budget Review Committee, the Audit Committee, the Gender Equality Education Committee, the International Education Committee, the University Affairs Development Committee, the Employee Review Committee, the Employee Appeal and Review Committee, the Sanitation Committee, the Food Service Inspection Committee, the Student Traffic Safety Education Committee, the Campus Security Committee, the Library Committee, the Regulation Review Committee, the Internship and Placement Committee, and the Campus Space Planning Committee and Internal Control Committee. When the need arises, other committees may be organized. The organizational charters are dealt with separately.

第五十一條 本校由學生事務處輔導學生成立學生自治組織(學生會)，處理學生在校學習、生活與權益有關事項及推動學生社團各項活動。學生自治組織(學生會)實施辦法另訂之。

#### Article 51

The Student Affairs Division guides the Student Government Organizations (Student Associations) to handle issues pertaining to student learning, campus life, rights and benefits, and to promote all the activities of student clubs. Details of Student Government Organizations' (Student Associations') organizational procedures are dealt with separately.

第五十二條 (刪除)

#### Article 52

(Deleted)

第五十三條 本規程經校務會議及董事會審議通過，報請教育部核定後實施，修正時亦同。

#### Article 53

Upon being passed at the University Affairs Committee Meeting and the Board of Directors, and being submitted to the Ministry of Education for approval and reference, this code was announced and implemented. Any revision must follow the same

procedure.

*\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.*