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| **國立臺灣大學英文法規末條與沿革之格式及範例**  |
| 1. 下列末條與沿革之各類樣態，係參考本校校級法規綜整，並依法規事前或事後監督及上級單位監督形式，撰擬格式，示例供參。
2. 請依實際需求參考各式格式與範例外，有關所標註腳亦請事先瀏覽，以求用語正確。
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| 樣態 | 性質 | 末條 |  | 沿革2 |
| 1 | 格式 | 本OO1經OO會議通過，報OO部核定後，自發布日施行。 | OOO.OO.OO | OOO學年度第O學期第O次OO會議3通過；OOO.OO.OO OO部OO字第OOO號函核定；OOO.OO.OO 發布修正第OO條；增訂第OO條；並刪除第OO條4、5 |
| 範例 | 本辦法經教務會議通過，報教育部核定後，自發布日施行。 | 109.10.23 | 109學年度第1學期第1次教務會議通過；109.12.15 教育部臺教高(四)字第 1090179069號函核定；109.12.24發布修正第3、5條；增訂第12、30條；並刪除第8條 |
| 格式 | OO shall be passed by OO meeting6, submitted to the Ministry of OO11 for approval, and then implemented on the date of promulgation. | Month Day(基數), 20OO7  | Passed by the OOth OO meeting8, fall/spring semester, Academic Year 20OO-OO; Month Day(基數), 20OO7 Approved by the Ministry of OO via official letter OO (OO) OO9 No. OOOO; Month Day(基數), 20OO7 Promulgation of amended Article OO; added Article OO; and revoked Article OO10  |
| 範例 | The Regulations shall be passed by the Academic Affairs Meeting, submitted to the MOE for approval, and then implemented on the date of promulgation. | October 23, 2020 | Passed by the 1st Academic Affairs Meeting, fall semester, Academic Year 2020-21; December 15, 2020 Approved by the MOE11 via official letter Tai Chiao Kao (4) Tzu9 No. 1090179069; December 24, 2020 Promulgation of amended Articles 3,5; added Articles 12,30; and revoked Article 8 |

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| 樣態 | 性質 | 末條 | 沿革2 |
| 2 | 格式 A | 本OO1經OO會議通過，報OO部核定後發布施行。 | OOO.OO.OO | OOO學年度第O學期第O次OO會議3通過；OOO.OO.OO OO部OO字第OOO號函核定修正第OO、OO條；增訂第OO條；並刪除第OO條4、5，自OOO.OO.OO生效12/溯自OOO.OO.OO 生效13 |
| 格式 B | 本OO1經OO會議通過後發布施行。 | OOO.OO.OO | OOO學年度第O學期第O次OO會議3通過；增訂第OO條；並刪除第OO條4、5，自OOO.OO.OO生效12/溯自OOO.OO.OO 生效13 |
| 格式 C | 本OO1經OO會議通過，陳奉OO核定後發布施行。 | OOO.OO.OO  | OOO學年度第O學期第O次OO會議3通過；OOO.OO.OO陳奉OO核定；增訂第OO條；並刪除第OO條4、5，自OOO.OO.OO生效12/溯自OOO.OO.OO 生效13 |
| 範例 | 本辦法經校務會議通過，報教育部核定後發布施行。 | 106.10.21 | 106學年度第1學期第1次校務會議通過；107.02.06教育部臺教高(一)字第1070016052 號函核定修正第19、21條；增訂第12-1條；並刪除第8條，自107.02.06 生效/自108.01.01生效/溯自106.08.01生效 |
| 格式 | OO shall be passed by OO meeting6, submitted to the Ministry of OO11 for approval, and then promulgated and implemented. | Month Day(基數), 20OO7  | Passed by the OOth OO meeting8, fall/spring semester, Academic Year 20OO-OO; Month Day(基數), 20OO7 Approved by the Ministry of OO via official letter OO (OO) OO9 No. OOOO, amended Articles OO, OO; added Article OO; and revoked Article OO10 shall take effect on12/shall take effect retroactively13 on Month Day(基數), 20OO7  |
| 範例 | The Regulations shall be passed by the University Council, submitted to the Ministry of Education for approval, and then promulgated and implemented. | October 10, 2017  | Passed by the University Council at its 1st meeting, fall semester, Academic Year 2017-18; February 06, 2018 Approved by the Ministry of Education via official letter Tai Chiao Kao (1) Tzu No. 1070016052, amended Articles 19, 21; added Article 12-1; and revoked Article 8 shall take effect on February 06, 2018/January 1, 2019/shall take effect retroactively on August 01, 2017 |

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| 樣態 | 性質 | 末條 | 沿革 |
| 3 | 格式 | 本OO1經OO會議通過、OO會議報告後，自發布日施行，並報OO部備查。 | OOO.OO.OO | OOO學年度第O學期第O次OO會議3通過；OOO.OO.OO OOO 學年度第O學期第O次OO會議3報告；OOO.OO.OO發布修正第OO、OO條；增訂第OO條；並刪除第OO條4、5；OOO.OO.OO OO部OO字第OOO號函備查 |
| 範例 | 本學則經教務會議通過、校務會議報告後，自發布日施行，並報教育部備查。 | 109.06.12 | 108學年度第2學期第2次教務會議通過；109.06.13 109 學年度第2學期第2次校務會議報告；109.06.17發布修正第 3、4條；增訂第41-1條；並刪除第66條；109.07.29教育部臺教高(二)字第1090093760號函備查 |
| 格式 | OO shall be passed by OO meeting6, reported to the OO meeting6, implemented on the date of promulgation, and then submitted to the Ministry of OO11 for reference. | Month Day(基數), 20OO7 | Passed by the OOth OO meeting8, fall/spring semester, Academic Year 20OO-OO; Month Day(基數), 20OO7 Reported to the OOth OO meeting8, fall/spring semester, Academic Year OOOO-OO; Month Day(基數), 20OO7 Promulgation of amended Articles OO, OO; added Article OO; and revoked Article OO10; Month Day(基數), 20OO7 Filed by the Ministry of OO for reference via official letter OO (OO) OO9 No. OOOO |
| 範例 | The Regulations shall be passed by the Academic Affairs Meeting, reported to the University Council, implemented on the date of promulgation, and then submitted to the Ministry of Education for reference. | June 12, 2020 | Passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2019-20; June 13, 2020 Reported to the University Council at its 2nd meeting, spring semester, Academic Year 2020v-21; June 17, 2020 Promulgation of amended Articles 3, 4; added Article 41-1; and revoked Article 66; July 29, 2020 filed by the Ministry of Education for reference via official letter Tai Chiao Kao (2) Tzu No. 1090093760 |

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| 樣態 | 性質 | 末條 | 沿革 |
| 4 | 格式 | 本OO1經OO會議通過後，自發布日施行，並報OO部備查。 | OOO.OO.OO | OOO學年度第O學期第O次OO會議3通過；OOO.OO.OO發布修正第OO、OO條；增訂第OO條；並刪除第OO條4、5；OOO.OO.OO OO部OO字第OOO號函備查 |
| 範例 | 本規則經教務會議通過後，自發布日施行，並報教育部備查。 | 109.06.12 | 108學年度第2學期第2次教務會議通過；109.06.17發布修正第 3、4條；增訂第41-1條；並刪除第66條；109.07.29教育部臺教高(二)字第1090090000號函備查 |
| 格式 | OO shall be passed by OO meeting6, implemented on the date of promulgation, and then submitted to the Ministry of OO11 for reference. | Month Day(基數), 20OO7 | Passed by the OOth OO meeting8, fall/spring semester, Academic Year 20OO-OO; Month Day(基數), 20OO7 Promulgation of amended Articles OO, OO; added Article OO; and revoked Article OO10; Month Day(基數), 20OO7 Filed by the Ministry of OO for reference via official letter OO (OO) OO9 No. OOOO |
| 範例 | The Rules shall be passed by the Academic Affairs Meeting, implemented on the date of promulgation, and then submitted to the Ministry of Education for reference. | June 12, 2020 | Passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2019-20; June 17, 2020 Promulgation of amended Articles 3, 4; added Article 41-1; and revoked Article 66; July 29, 2020 Filed by the Ministry of Education for reference via official letter Tai Chiao Kao (2) Tzu No. 1090090000 |

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| 樣態 | 性質 | 末條 | 沿革 |
| 5 | 格式 | 本OO1經OO會議通過後，自發布日施行。 | OOO.OO.OO | 第OO次OO會議3通過；OOO.OO.OO 發布修正第OO、OO條；增訂第OO條；並刪除第OO條4、5 |
| 範例 | 本辦法經行政會議通過後，自發布日施行。 | 108.03.23 | 第1234次行政會議通過；108.04.01發布修正第32、45條；增訂第3-1條；並刪除第28條 |
| 格式 | OO shall be passed by OO meeting6 and then implemented on the date of promulgation.  | Month Day(基數), 20OO7 | Passed by the OOth OO meeting8; Month Day(基數), 20OO7 Promulgation of amended Articles OO; OO; added Article OO; and revoked Article OO10  |
| 範例 | The Regulations shall be passed by the Administrative Meeting and then implemented on the date of promulgation.  | March 23, 2019 | Passed by the 1234th Administrative Meeting;April 01, 2019 Promulgation of amended Articles 32, 45; added Article 3-1; and revoked Article 28 |

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| 樣態 | 性質 | 末條 | 沿革 |
| 6 | 格式 | 本OO1經OO會議及OO會議通過後，自發布日施行。 | OOO.OO.OO | 第OO次OO會議通過3；OOO.OO.OO OOO學年度第O學期第O次OO會議3通過； OOO.OO.OO 發布修正第OO、OO條；增訂第OO條；並刪除第OO條4、5 |
| 範例 | 本辦法經行政會議及校務會議通過後，自發布日施行。 | 101.05.12 | 第1234次行政會議通過；101.05.30 100學年度第2學期第2次校務會議通過；101.06. 07發布修正第23、24條；增訂第20-1條；並刪除第12條 |
| 格式 | OO shall be passed by OO meeting and OO meeting6, and then implemented on the date of promulgation.  | Month Day(基數), 20OO7 | Passed by the OOth OO meeting8;Month Day(基數), 20OO7 Passed by the OOth OO meeting8, fall/spring semester, Academic Year 20OO-OO ; Month Day(基數), 20OO7 Promulgation of amended Articles OO, OO; added Article OO; and revoked Article OO10  |
| 範例 | The Regulations shall be passed by the Administrative Meeting and the University Council, and then implemented on the date of promulgation.  | May 12, 2012 | Passed by the 1234th Administrative Meeting; May 30, 2012 Passed by the University Council at its 2nd meeting, spring semester, Academic Year 2011-12; June 07, 2012 Promulgation of amended Articles 23, 24; added Article 20-1; and revoked Article 12  |

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| 樣態 | 性質 | 末條 | 沿革 |
| 7 | 格式 | 本OO1經OO會議及OO會議通過後，自發布日施行。但修正/新增/刪除4第OO條5自OOO.OO.OO施行。 | OOO.OO.OO | 第OO次OO會議3通過；OOO學年度第O學期第O次OO會議3通過；OOO.OO.OO發布修正第OO、OO至OO條；增訂第OO條；並刪除第OO條；但修正/增訂/刪除4第OO條5自OOO.OO.OO施行 |
| 範例 | 本準則經行政會議及校務會議通過後，自發布日施行。但修正第43條自110.8.1施行。 | 109.05.30 | 第2233次行政會議通過；109.06.13 108學年度第2學期第2次校務會議通過；109.06.18 發布修正第24、43至45條；增訂第82條；並刪除第8條；但修正第43條自110.08.01施行 |
| 格式 | OO shall be passed by OO meeting and OO meeting6, and then implemented on the date of promulgation; however, amended/ added/ revoked 4Article OO10 shall be implemented on Month Day(基數), 20OO7.  | Month Day(基數), 20OO7  | Passed by the OOth OO meeting8; Month Day(基數), 20OO7 Passed by the OO meeting8, fall/spring semester, Academic Year 20OO-OO;Month Day(基數), 20OO7 Promulgation of amended Articles OO, OO through OO; added Articles OO and OO; revoked Articles OO, OO, OO, OO and OO10; however, amended Article OO and revoked Article OO shall be implemented on Month Day(基數), 20OO7  |
| 範例 | The Guidelines shall be passed by the Administrative Meeting and the University Council, and then implemented on the date of promulgation; however, amended Article 43 shall be implemented on August 01, 2021.  | May 30, 2020 | Passed by the 2233rd Administrative Meeting; June 13, 2020 Passed by the University Council at its 2nd meeting, spring semester, Academic Year 2019-20; June 18, 2020 Promulgation of amended Articles 24, 43 through 45; added Article 82; revoked Article 8; however, amended Article 43 shall be implemented on August 01, 2021 |

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| 樣態 | 性質 | 末條 | 沿革 |
| 8 | 格式 | 本OO經陳奉OO核定後，自OO年OO月OO日施行。 | OOO.OO.OOOOO.OO.OO | 陳奉OO核定發布修正第OO、OO至OO條；增訂第OO條；並刪除第OO條 |
| 範例 | 本要點經陳奉校長核定後，自110年1月1日施行。 | 109.12.25110.01.01 | 陳奉校長核定發布修正第2、4條；增訂第7-1條；並刪除第8條 |
| 格式 | OO shall be submitted to OO for approval and then implemented on Month Day(基數), 20OO7.  | Month Day(基數), 20OO7  | Approved by OO; Month Day(基數), 20OO7 Promulgation of amended Articles OO, OO through OO; added Articles OO and OO; revoked Articles OO, OO, OO, OO and OO10  |
| 範例 | The Directives shall be submitted to the President of NTU for approval and then implemented on January 1, 2021. | December 25, 20200 | Approved by OO; January 1, 20217 Promulgation of amended Articles 2 and 4; added Article 7-1; revoked Article8 |

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| **下列各項說明為各樣態格式與範例之通用準則，第2~11項請依實際情況使用**。1.OO乃法規類稱(如：規程、準則、辦法……等)，前加「本」字即為法規簡稱。2.沿革無論中英文句末，均不加句點。3.「OOO學年度第O學期O次OO會議」僅為校內會議記錄兩種型態之一，請務必依各會議實際記錄型態記錄之，例如： (1)OOO學年度第OO學期第OO次教務會議 (2)第OO次行政會議4.修正/增訂/刪除條文，依修法之實際情況使用。5.中文條次寫法，應依條數及連續與否而所不同，如下： (1)單一條次：第OO條。(2)不連續多條次：第OO、OO、OO條，中文條次之間以頓號分開。 (3)連續多條次：第OO至OO條。6.各類會議英譯例示如下： (1)校務會議：the University Council (2)行政會議：the Administrative Meeting (3)教務會議：the Academic Affairs Meeting (4)院務會議：the College Affairs Meeting 7.沿革「Month Day(基數), 20OO」，日期以基數且兩位數呈現，如：01、02、15。8.召開第O次會議格式與英譯，例示如下： (1)OOO學年度第O學期第O次校務會議：the University Council at its OOth meeting, fall/spring semester, the Academic Year 20OO-OO (2)第OO次行政會議：the OOth Administrative Meeting (3)OOO學年度第O學期第O次教務會議：the OOth Academic Affairs Meeting, fall/spring semester, Academic Year 20OO-OO 9.沿革之公文字號譯文使用威妥瑪拼音，如：臺高教字 Tai Chiao Kao (4) Tzu 10.英文條次寫法，應依條數及連續與否而所不同，如下：(1)單一條次：Article OO。(2)兩條次：Articles OO and OO。(若皆屬修正/增訂/刪除，條文英譯為複數，如：amended Articles 7 and 13單複數。若分屬修正/增訂/刪除，條文英譯為單數，如added Article 8 and amended Article 13)(3)不連續多條次：Articles OO, OO, and OO，條次間以半形逗號連接，最後1條再以「, and」連接。(4)連續多條次：Articles OO through OO。11.該法規條文若已出現過教育部，末條及沿革的教育部改以簡稱「the MOE」。12.若法規在核定日或核定日後之特定日期發生效力時，適用此句型。13.若法規在核定日前之特定日期生效時，適用此句型。 14.沿革中列有2筆(或以上)日期者，英譯時，所有日期皆改為另起一行書寫、向內縮排，且日期後第1個英文字母大寫。 |