

[Promulgated on February 01, 2023]

NATIONAL TAIWAN UNIVERSITY

Regulations for the Establishment of the Academic Writing Education Center

March 25, 2008	Passed by the 2,418 th Administrative Meeting
April 07, 2008	Promulgated via Hsiao Chiao Tzu No. 0970012526
June 01, 2010	Passed by the 2,625 th Administrative Meeting
September 27, 2011	Passed by the 2,686 th Administrative Meeting
February 18, 2014	Passed by the 2,799 th Administrative Meeting
May 10, 2016	Passed by the 2,904 th Administrative Meeting
January 10, 2023	Passed by the 3,138 th Administrative Meeting

Article 1 National Taiwan University (NTU or “the University”) formulates the NTU *Regulations for the Establishment of the Academic Writing Education Center* (“the Regulations”) to establish the NTU Academic Writing Education Center (“the Center”) as an intercollegiate functional unit for enhancing students’ academic writing, oral communication, critical thinking, and creative skills.

Article 2 The duties of the Center are as follows:

1. Planning and offering of academic writing and oral communication courses in both Mandarin Chinese and English
2. Compilation of teaching materials for academic writing and oral communication courses in both Mandarin Chinese and English
3. Development of assessment tools for academic communication in both Mandarin Chinese and English
4. Organization of academic writing lectures, intensive courses, and workshops
5. Extension educational services for academic communication in both Mandarin Chinese and English
6. Assistance in academic writing and oral communication courses and activities in Mandarin Chinese and English, as organized by NTU units
7. Assistance in University-wide teaching projects and activities

Article 3 A director (“the Director”) shall be appointed to oversee the Center’s operations. The Director shall be an NTU faculty member specializing in academic writing and oral communication appointed by the NTU President at the recommendation of the Director of the Center for General Education. The Director shall serve a three-year term in a part-time capacity but may serve consecutive terms if reappointed.

Article 4 The Center shall establish an advisory committee (“the Committee”) to provide advisory and consulting services to the Center.

The Committee shall be composed of 8 to 15 members, with the Director of the Center for General Education as ex officio member. The remaining seats on the Committee shall be filled by scholars and experts in related fields from any college of the University. These individuals shall be appointed by the NTU President at the recommendation of the Director of the Center.

The Director of the Center for General Education shall serve as convener and chair of the Committee's meetings, which shall be convened at least once per academic year.

Article 5 If necessary, the Center may appoint an associate director and establish a number of divisions, each with its own director. The associate director and division directors shall work in concert with the Director to promote and implement the Center's policies.

The associate director and division directors shall be NTU faculty members or research fellows specializing in academic writing and oral communication who shall be appointed by the NTU President at the recommendation of the Director.

The associate director and division directors shall each serve a three-year term in a part-time capacity but may serve consecutive terms if reappointed.

Article 6 To address needs in teaching and the development and compilation of teaching materials, the Center may, in accordance with the applicable regulations of the University, employ internal or external experts and scholars as contract research fellows, whose responsibilities will include conducting research on course materials for academic writing and oral communication, teaching methodologies, and teaching efficacy evaluation. The term of their employment shall be one year but may be renewed as necessary. Furthermore, the Center may employ project-based teachers to offer academic writing and oral communication courses in accordance with the University's *Directives for Appointing Contract Faculty Members and Research Fellows with the University Endowment Fund*.

Article 7 The Center shall regularly convene a Center Affairs Meeting, at least twice per semester. The Director, the associate director, and all division directors shall join and discuss the Center's affairs.

Article 8 The fee structure for activities and extended learning services in academic writing and oral communication provided by the Center shall be formulated separately.

Article 9 The Regulations shall be passed by the Administrative Meeting and then implemented on the date of promulgation.