文藻外語大學英/外語能力診斷輔導中心設置辦法

中華民國 102 年 7 月 29 日教務會議通過
中華民國 109 年 4 月 21 日教務會議通過
中華民國 115 年 10 月 13 日教務會議通過

第一條 文藻外語大學(以下簡稱本校)為提升學生英/外語能力，進行診斷其學習需求、量身訂作英/外語學習策略技巧的應用練習，並定期追蹤輔導等機制實施，特設置「英/外語能力診斷輔導中心」(以下簡稱本中心)。

第二條 本中心之組織架構

本中心置主任一人，負責綜理本中心之業務。並各得置職員若干人，協助中心業務執行。

第三條 本中心業務職掌如下:

一、執行教育部補助計畫相關活動。

二、推動管理駐診老師、口語小老師、自學軟體資源預約使用。

三、籌辦與推動處方課程。

四、籌辦外語學習講座活動。

五、籌辦校內外英/外相關競賽活動。

六、辦理英文實力養成方案相關課程。

七、推動文藻外語學習 E(移)動力相關活動。

八、追蹤駐診老師輔導成效、學員學習成效。

第四條 服務對象設定含本校全校師生、校外國高中(職)生及南區夥伴大專校院師生。

第五條 本中心相關學習資源預約使用、課程活動參與執行依「英/外語能力診斷輔導中心預約/報名辦法」辦理。

第六條 本中心經費由本校相關經費項下支應。

第七條 本辦法如有未盡事宜，悉依相關規定辦理。

第八條 本辦法經教務會議通過後實施，修正時亦同。

Wenzao Ursuline University of Languages
Guidelines for Setting up Language Diagnostic & Consulting Center

Approved at the Academic Affairs Committee on July 29, 2013
Approved at the Academic Affairs Committee on April 21, 2020
Approved at the Academic Affairs Committee on October 13, 2026

I. Language Diagnostic & Consulting Center (hereinafter 0referred to as LDCC) is founded as Wenzao Ursuline University of Languages (hereinafter referred to as the university) aims to enhance students' English/foreign language competence, diagnose their learning needs, recommend customized English/foreign language learning strategies and skills and implement return appointments and regular consultations.

II. Structure of LDCC
In LDCC, the director is responsible for the overall management of administration work and the staff assist in performing various administrative tasks.

III. The administration work of LDCC are listed as follows:
1. implement activities related to the project of the Ministry of Education
2. promote and manage the learning resources such as English/foreign language consultations with language advisors, oral practices with language tutors, and self-learning software
3. organize and promote prescriptive courses
4. organize language-learning-related lectures
5. organize on-campus and off-campus English and foreign language competitions
6. offer courses related to the English Language Proficiency Enhancement Program
7. promote activities for the Wenzao's E-Mobility Program
8. administer the satisfaction survey of using the learning resources in LDCC

IV. LDCC provides all the teachers and students of the university, students of secondary schools and teachers and students of partner colleges and universities in the southern part of Taiwan with its service.

V. The use of all the learning resources in LDCC abides by the regulations for use announced by LDCC.

VI. The funds of LDCC shall be supported by the relevant funds of the university.

VII. Any matters which are not stipulated herein should be conducted in accordance with the relevant regulations of the university.

VIII. The guidelines become effective after being approved at the Academic Affairs Committee. Amendments must follow the same procedure.