

# National Kaohsiung University of Science and Technology Guidelines for the Establishment of the Translation Center of the College of Foreign Languages

Passed at the 3rd Administrative Meeting held on October 13, 2021

## Article 1

To achieve the goal of creating a bilingual international campus and facilitating the establishment of a Bilingual University in 2028, the College of Foreign Languages (hereinafter referred to as “the College”) in National Kaohsiung University of Science and Technology (hereinafter referred to as “the University”) established the Translation Center of the College of Foreign Languages (TCFLC, hereinafter referred to as “the Center”) in accordance with the Guidelines for the Establishment and Management of College-Level Research Centers in the University, and formulated the Guidelines for the Establishment of the Translation Center of the Foreign Languages College in the University (hereinafter referred to as “the Guidelines”).

## Article 2

The major duties of the Center are as follows:

1. Assisting the offices of the University with the translation of their official websites and documents for the purpose of establishing a Chinese-English bilingual international university.
2. Coordinating the work of all instructors specialized in translation and foreign languages to provide English translation counseling services to the students and the faculty in the University.
3. Assisting all campuses with the organization of translation workshops and seminars on translation practices.
4. Building Chinese-English bilingual websites that provide translation learning resources for the students and the faculty in the University to download and access for online learning.
5. Regularly announcing information regarding national and international translation-related activities to the students and the faculty in the University.

### Article 3

A director is appointed for the Center, who takes charge of all relevant internal business and serves as the representative of the Center.

Part-time assistants may be hired by the Center to help with administrative tasks, programs, and activities.

When necessary, the Center may hire scholars or experts on or outside campus excelling in translation, cultural research, and information technology to serve as consultants, and regularly provide advice and support to facilitate the operation of the Center.

### Article 4

The Administrative Section, the Foreign Language Talents Training Section, and the Translation and Counseling Services Section are established in the Center. The duties of each section are as follows:

1. The Administrative Section: Fulfill the responsibilities of reimbursing expenses, handling relevant businesses, organizing academic or talent training activities, and collecting necessary information for proposal writing.
2. The Foreign Language Talents Training Section: Conduct the translation and foreign language talent training programs commissioned by public or private organizations and offer extension education programs.
3. The Translation and Counseling Services Section: Accept translation projects and offer counseling services.

### Article 5

The Center is economically self-sufficient. All expenses shall be covered by the income of the Center. The budgeting and expenditures shall be handled in accordance with relevant government regulations.

The funding sources of the Center include translation services on and outside campus, industry-government-university cooperation projects, the National Science and Technology Council projects, and talent training courses.

## Article 6

The College shall establish a college-level review committee to take charge of the annual appraisal of college-level research centers (including the Center). The list of committee members shall be submitted for approval by the University President.

## Article 7

Matters not mentioned herein shall be handled in accordance with the relevant laws and regulations.

## Article 8

The Guidelines shall be implemented upon their approval by the Committee at the Administrative Meeting and by the University President, and the same shall be done unto any amendment thereto.