

## 公 告

主旨：公告本校「英文法規書寫格式」及法規英譯作業流程，請各單位依序規劃並啟動相關作業，共同完善校園雙語環境。

說明：

- 一、為配合校園行政國際化政策，建請各單位針對轄下與境外師生權益相關之法規，逐步規劃並展開英譯作業。書寫格式請務必遵循「弘光科技大學英文法規書寫格式」（詳如附檔）。
- 二、本案採分期實施原則，初期以保障境外師生權益之重要規章為優先。請教務處、學生事務處、國際事務處、圖書資訊處等單位先行著手核心法規之雙語化作業，其餘單位請視業務需求陸續啟動。
- 三、法規英譯作業流程如下：
  - (一) 單位依格式完成英譯後，請至電子表單系統填寫「弘光科技大學法規英譯作業檢核表」（表單編號：FM-10300-030），並上傳中、英文對照之Word檔。
  - (二) 由秘書處、國際事務處及外語暨全英教學中心共同辦理審核作業。
  - (三) 請申請人於收到審核結果通知後，逕行至法規資料庫更新檔案，以維持資料之正確性。
- 四、如有相關疑義，請洽秘書處行政管理組賴秀慈小姐（分機 1137）。

秘書處行政管理組敬啟

115.03.19

## **ANNOUNCEMENT**

**Subject:** Announcement of the University's "English Regulatory Writing Format" and the translation process for English regulations. All units are requested to plan and initiate relevant tasks accordingly to enhance our bilingual campus environment.

### **Details:**

1. **In alignment with the campus administrative internationalization policy**, all units are advised to gradually plan and commence the English translation of regulations related to the rights and interests of international faculty and students. Please ensure that the writing format strictly adheres to the "**Hungkuang University English Regulatory Writing Format**" (see attached file).
2. **This project will be implemented in phases**, with priority given to key regulations that protect the rights of international faculty and students. The Office of Academic Affairs, the Office of Student Affairs, the Office of International Affairs, and the Library and Information Services are requested to lead the bilingualization of core regulations. Other units should initiate their tasks based on operational needs.
3. **The workflow for the English translation of regulations is as follows:**
  - (1) After completing the English translation according to the required format, units must fill out the "**Hungkuang University English Regulatory Translation Checklist**" (Form No.: FM-10300-030) via the electronic form system and upload the Word file containing both the Chinese and English versions.
  - (2) Review and verification will be jointly conducted by the Secretariat, the Office of International Affairs, and the Center for Foreign Languages and English-Medium Instruction.
  - (3) Upon receiving the review results, the applicant should immediately update the files in the Regulations Database to maintain data accuracy.
4. **For any inquiries**, please contact Ms. Hsiu-Tzu Lai of the Administrative Management Section, Secretariat (Ext. 1137).

**Office of Secretariat/Administration Affairs Office**

March 19, 2026