

Organizational Charter of the Open College Affiliated with NTUB

Approved by Ministry of Education letter Tai-She (I) No. 0940114737 dated August 22, 2005

Approved by Ministry of Education letter Tai-She (I) No. 0970226360 dated November 19, 2008, approving the amendment to Article 14

Approved by Ministry of Education letter Tai-Ji (II) No. 0990204380 dated December 2, 2010, approving the amendments to Articles 8 and 11

Approved by Ministry of Education letter Tai-Jiao-Ji (II) No. 1040047204 dated April 14, 2015, approving the amendments to Articles 1, 10, and 14

Approved by Ministry of Education letter Tai-Jiao-Ji (II) No. 1080005092 dated January 23, 2019, approving the amendment to Article 13

Approved by Ministry of Education letter Tai-Jiao-Ji (III) No. 1080105106 dated August 14, 2019, approving the amendment to Article 13

Amended at the 1st University Affairs Meeting of the 1st Semester of Academic Year 2024 on December 19, 2024, amending Article 8, effective February 1, 2025

Article 1 National Taipei University of Business (hereinafter referred to as the University proper) and its School of Continuing Education (hereinafter referred to as the School) hereby enact the National Taipei University of Business School of Continuing Education Charter (hereinafter referred to as this Charter) pursuant to Article 55 of the National Taipei University of Business Charter.

Article 2 In line with national educational aims, and in response to the practical needs of national economic development and continuing education for adults, the School provides pathways for working adults to pursue further studies, cultivates professional talent, and implements policies on lifelong learning and education re-entry, with the goal of enhancing human capital to meet industry needs.

Article 3 Instruction at the School is delivered through multiple modalities, including television, internet, radio, correspondence, and in-person classes, and makes use of the University proper's teaching facilities.

Article 4 The School has the following departments:

- I. Undergraduate Division
 - Department of Applied Commerce
- II. Junior College Division
 - (1) Department of International Trade
 - (2) Department of Business Administration
 - (3) Department of Accounting and Information Systems
 - (4) Department of Information Management
 - (5) Department of Finance
 - (6) Department of Applied Foreign Languages (English)

To align with national economic development, the School may, when necessary, apply to the Ministry of Education for approval to add or discontinue departments or divisions.

- Article 5 The School has one President, concurrently served by the President of the University proper, who oversees all university affairs of the School.
- Article 6 The School has one Executive Director, appointed concurrently by the President from among full-time University faculty at the rank of Associate Professor or above, to handle School affairs under the President's direction.
- Article 7 The School has one Secretary, concurrently served by the University's Chief Secretary, to assist the President with document coordination, business inspections, and other assignments.
- Article 8 The School has established six sections: Curriculum Section, Registration Section, Student Affairs Section, General Affairs Section, Media Instruction Section, and Information Network Section. Each section has one Section Chief, concurrently served by a full-time University faculty member at the rank of lecturer or above, personnel of equivalent rank, or a civil servant at or above the recommended grade, appointed by the President. Each section may have several staff members to carry out its functions.
- Article 9 The School has a Personnel Office with one Director and several staff members, concurrently staffed by the University's Personnel Office, to handle personnel administration in accordance with law.
- Article 10 The School has an Accounting Office with one Director and several staff members, concurrently staffed by the University's Accounting Office, to administer budgeting, accounting, and statistics in accordance with law.
- Article 11 When operational needs require, the School may establish Regional Instruction and Counseling Centers. Each Center has one Director, concurrently served by a faculty member at the rank of Assistant Professor or above, the principal of the contracted host school, or personnel of equivalent rank.
- Each Center may establish two sections, the Instruction Section and the Student Affairs Section, each headed by one Section Chief who is a concurrently serving lecturer-ranked faculty member or above,

personnel of equivalent rank, or a civil servant at or above the recommended grade, appointed by the Center Director. Each section may have several staff members to carry out its functions.

Matters related to personnel, accounting, and general affairs for each Center shall be handled concurrently by the Personnel Office, Accounting Office, and General Affairs Office of the school administering that Center.

Article 12 Each department in the School has one Chair, concurrently served by the corresponding department chair of the University proper or by a full-time University faculty member at the rank of Associate Professor or above. The Chair works together with the Executive Director to manage departmental affairs and may be assisted by one Staff Officer to handle departmental administration.

Article 13 School staff are either appointed by the President or hired on a contract basis.

The numbers of posts and titles set out in these Regulations are specified separately in the staffing table and shall take effect upon approval by the Ministry of Education. The same procedure applies to amendments.

Article 14 The School convenes the following meetings:

- I. University Affairs Meeting: Composed of the President, the Executive Director, the Directors of each Regional Instruction and Guidance Center, the Chairs of each department, the Chiefs of each section including those of the Centers, one student representative from the Undergraduate Division and one from the Junior College Division, and other key unit heads designated by the President. The President serves as chair. This meeting deliberates major decisions on School affairs.
- II. Administrative Meeting: Composed of the Executive Director, the Chiefs of each section including those of the Centers, and unit heads and staff designated by the Executive Director. The Executive Director serves as chair. This meeting discusses administrative matters.
- III. Academic Affairs Meeting: Composed of the Executive Director, department Chairs, and the Chiefs of each section including those of the Centers. The Executive Director serves

as chair. This meeting discusses important academic affairs.

- IV. Student Affairs Meeting: Composed of the Executive Director, department Chairs, the Chiefs of each section including those of the Centers, the Directors of each Regional Instruction and Guidance Center, and two to four student representatives. Relevant personnel may be invited to attend when necessary. The Executive Director serves as chair. This meeting discusses important student affairs.

Article 15 As needed for operations, the School may establish various committees. Their terms of reference shall be drafted by the School and submitted to the University's University Affairs Meeting for deliberation.

Article 16 Detailed working rules and other bylaws for each unit of the School are to be stipulated separately.

Article 17 These Regulations shall take effect after approval by the School's University Affairs Meeting and deliberation and approval by the University's University Affairs Meeting, followed by approval by the Ministry of Education. The same procedure applies to amendments.