

# **Asia University Inservice Teacher Education**

## **Guidelines**

2006.02.22 Established by the 7<sup>th</sup> Administration Meeting of the 2005 Academic Year

2006.03.17 No.9501193 Issued by Office of Secretariat

2007.10.24 Amended Article 2, 4 and 7 by the 3<sup>rd</sup> Administration Meeting of the 2007 Academic Year

2007.11.05 No.0960007062 Issued by Office of Secretariat

2009.08.19 Amended Article 2 by the 1<sup>st</sup> Administration Meeting of the 2009 Academic Year

2009.09.01 No.0980007811 Issued by Office of Secretariat

2011.09.21 Amended Article 2 by the 2<sup>nd</sup> Administration Meeting of the 2011 Academic Year

No.1000011386 Issued by Office of Secretariat

2013.09.11 Approved by the 2<sup>nd</sup> Administration Meeting of the 2013 Academic Year

2013.10.08 No.1020011109 Issued by Office of Secretariat

1. Asia University (hereinafter "University") specifically establishes the guidelines (hereinafter "Guidelines") to improve teachers' teaching experience and skills and develop their specialties in order to cultivate good students.
2. Implementation:
  - (1) After starting to teach in the University, a full-time teacher has to take inservice education courses at least 15 hours every academic year.
  - (2) Every college (center) should hold workshops or seminars related to professional fields.
  - (3) Teaching Resources and Faculty Development Center should hold teaching workshops or seminars and recognize teachers for their learning hours.
  - (4) A teacher can participate in external relevant workshops or seminars. The teacher's college (center) will recognize him or her for learning hours.
  - (5) Every college (center) should submit an application and relevant documents to apply for inservice education hours a week before the event is held. Related documents should be submitted for Teaching Resources and Faculty Development Center to register learning hours in the inservice education system a week after the event is finished.
3. Subsidies:
  - (1) Every college (center) can apply for subsidies for holding workshops or seminars related to professional fields.
  - (2) The University gives priority to all internal inservice education activities. If a teacher attends an external one, he or she can apply for transportation fee, twice per year.
4. Subsidy Application:
  - (1) Please fill in Asia University Transportation Subsidy Application for External Inservice Education Activities and ask the executive in charge to sign the application and provide opinions. Then the application shall be submitted to Teaching Resources and Faculty Development Center for approval.
  - (2) Business trip application, receipts, inservice education certificate or external inservice education hour application, inservice education report and business trip expense report

shall be submitted to Teaching Resources and Faculty Development Center for budget cancellation two weeks after attending the event.

5. Every college (center) can make the budget and submit it to Teaching Resources and Faculty Development Center for budget allocation. The center will make proper adjustments according to the circumstances.
6. Other matters not stated in the Guidelines are addressed according to relevant regulations established by the University.
7. The Guidelines have been approved by Administration Meeting and become effective after ratification by the principal. The same procedure must be followed for amendments.