Office of Academic Affairs, Fu Jen Catholic University

Administration Office

Name	Primary Responsibilities	Contact Information
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Enrolment Strategy Office

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CHAO Chun-Hui	1. Diversified elective courses for Catholic and key high schools in Taiwan 2. Curriculum and teaching-related project applications and grants 3. Oversight of English Listening Test exam coordination	Tel: 02-2905-6762 E-mail: 149279@mail.fju.edu.tw

University Social Responsibility (USR) Office

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CHEN Yu-Tang	1. Assisting with USR strategy planning and project evaluation 2. Financial control of the University's USR projects 3. Operations related to the Xinzhuang Learning (Micro) Credit Program 4. Compilation of the University's USR project promotional achievements	Tel: 02-2905-3027 E-mail: fj04129@mail.fju.edu.tw

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Admissions Office

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HUANG Chun-Ming	1. High school enrollment promotion and expos 2. Oversight of admission examinations: Athletics-based independent admission, elite athlete talent recruitment/screening, winter/summer transfer students (Day/SOCE Divisions), new immigrant enrollment (all programs), Post-Baccalaureate Department of Law, Post-Baccalaureate Program in Nursing, Post-Baccalaureate Program for Child Caregivers (Dept. of Child and Family Studies), School of Continuing Education application and screening entry, post-baccalaureate diversified empowerment program 3. Gender equality courses and related teaching projects	Tel: 02-2905-2219 E-mail: 041827@mail.fju.edu.tw
CHU Chia-Ming	1. Coordination of enrollment promotion for students from Hong Kong, Macau, and overseas Chinese students 2. Oversight of admission examinations: Hong Kong/Macau and overseas Chinese students, two-year in-service nursing program, in-service master's programs, doctoral and master's program screening, doctoral programs, School of Continuing Education transfer students	Tel: 02-2905-3074 E-mail: 048767@mail.fju.edu.tw
HSU Shu-Ching	1. High school enrollment promotion and expos 2. Oversight of admission examinations: In-service master's programs (including the Indigenous Financial and Economic Law in-service master's program), International Management in-service master's program, master's programs, Catholic Studies Bachelor's degree program, Post-Baccalaureate Nursing Program, Post-Baccalaureate Program for Child Caregivers (Dept. of Child and Family Studies), overseas programs	Tel: 02-2905-3135 E-mail: 051316@mail.fju.edu.tw

LI Hsin-Yi	1. High school enrollment promotion and expos 2. Admission examinations: Doctoral and master's program screening, scholarships for outstanding undergraduate students pursuing master's degrees, special talent selection, doctoral programs, master's programs, summer transfer students (Day/School of Continuing Education divisions)	Tel: 02-2905-3134 E-mail: 053192@mail.fju.edu.tw
LIN Hsuan-Chen	1. Coordination of high school enrollment promotion and expo operations 2. Admission examinations: Special talent selection, university admission screening (Star Program, application admission), university exam distribution admission, technical and vocational elite student admission/screening, doctoral and master's program screening, summer transfer students (Day/School of Continuing Education divisions), master's programs, International Management in-service master's program	Tel: 02-2905-3014 E-mail: 076067@mail.fju.edu.tw
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Registrar

Name	Primary Responsibilities	Contact Information
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Curriculum Division

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CHUANG Ya-Wen	1. Departmental contact: College of Foreign Languages and Literatures, Holistic Education (Foreign Languages) 2. Appointment of degree examination committee members 3. Midterm and final exam management (including exam leave, academic dishonesty, and adjustments for students with disabilities) 4. Academic integrity platform administrator 5. Subsidies for overseas student tutoring	Tel: 02-2905-3036 E-mail: 050014@mail.fju.edu.tw

HSIEH Ming-Chen	1. Departmental contact: College of Liberal Arts, College of Human Ecology, Holistic Education (Physical Education) 2. Inter-university course enrollment (including international) 3. Off-campus internship courses 4. Off-campus instruction	Tel: 02-2905-3062 E-mail: 046631@mail.fju.edu.tw
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TSAI Wen-Chuan	1. Departmental contact (School of Continuing Education): Mass Communication, English, Restaurant, Hotel and Institutional Management, Interior Design, Sports Information and Healthy Lifestyle, and Holistic Education courses (School of Continuing Education) 2. Midterm and final exam management (including exam leave and academic dishonesty)	Tel: 02-2905-2244 E-mail: fj04314@mail.fju.edu.tw

Faculty Development and Instructional Resources Center

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LIAO Yi-Hui	1. Faculty teaching excellence awards 2. English-taught course incentives 3. Website management and maintenance for the Center	Tel: 02-2905-2318 E-mail: fj02047@mail.fju.edu.tw
WU Hsin-Peng	1. Faculty growth community projects for teaching enhancement 2. Innovation courses: Industry-academia outcome-oriented courses, innovative teaching method course proposals 3. Faculty professional development workshops 4. Sustainable teacher training workshops	Tel: 02-2905-3302 E-mail: fj03333@mail.fju.edu.tw
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Resource Center of Foreign Language Teaching and Digital Learning

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PENG Sen-Hung	1. Hardware equipment management: Language labs, interactive classrooms, distance learning equipment, digital recording studios, virtual studios 2. SANAKO language teaching system	Tel: 02-2905-3691 E-mail: 043449@mail.fju.edu.tw
WANG Tzu-Ying	1. Management of audio-visual archives, self-access language learning room, and smart classrooms in the Divine Word Academic Highrise and School of Continuing Education buildings 2. Thursday Cinema and intercultural film festivals 3. International co-learning and intercultural exchange activities	Tel: 02-2905-3748 (Resource Center of Foreign Language Teaching & Digital Learning:02-2905-3310) E-mail: 153852@mail.fju.edu.tw
CHEN Tzu-Ching	1. Management of “eSchool” interdisciplinary self-directed learning space 2. Management of language testing classrooms / Fahy Library language lab (including SANAKO system) 3. Center social media management 4. Foreign language activities for the Higher Education Sprout Project	Tel: 02-2905-3763 (eSchool: 02-2905-2593) E-mail: fj04174@mail.fju.edu.tw
TSOU Ju	1. Foreign language self-learning platform management and language proficiency testing 2. Fr. Franz Giet Building interactive classroom and SANAKO system management 3. Higher Education Sprout Project: Foreign language proficiency and skills enrichment program	Tel: 02-2905-3723 (Fr. Franz Giet office: 02-2905-2555) E-mail: fj04184@mail.fju.edu.tw

LU Yu-Ting	1. MOOCs course self-directed learning credits 2. Management of digital recording studios, virtual studios, material production rooms, and video conference rooms 3. Media management: Digital signage in the Office of Academic Affairs 4. Management of “FUN Learning” spaces (School of Continuing Education building)	Tel: 02-2905-3175 E-mail: fj03619@mail.fju.edu.tw
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HO Sung-Hua	1. Digital course production and promotional video production 2. MyCloud video platform management 3. Co-learning space management and promotion	Tel: 02-2905-6248 E-mail: fj04379@mail.fju.edu.tw