

# Ming Chuan University Organizational Code

Passed at the 18th University Affairs Committee Meeting on November 10, 2005  
Passed at the 8th Board Meeting of the 13th Term of the Board of Directors on November 17, 2005  
Approved as MOE document Tai Gao (2) 0950000369 on January 6, 2006  
Revised and passed at the 20th University Affairs Committee Meeting on June 4, 2007  
Revised and passed at the 5th Board Meeting of the 14th Term of the Board of Directors on June 20, 2007  
Approved as MOE document Tai Gao (2) 0960124890 on August 23, 2007  
Revised and passed at the 22nd University Affairs Committee Meeting on June 2, 2008  
Revised and passed at the 7th Board Meeting of the 14th Term of the Board of Directors on June 10, 2008  
Approved as MOE document Tai Gao (2) 0970145034 on July 23, 2008  
Passed at the 24th University Affairs Committee Meeting on June 4, 2009  
Approved as MOE document Tai Gao (2) 0980168094 on October 2, 2009  
Revised and passed at the 25th University Affairs Committee Meeting on November 23, 2009  
Revised and passed at the 3rd Board Meeting of the 15th Term of the Board of Directors on November 25, 2009  
Approved as MOE document Tai Gao (2) 0980221343 on December 29, 2009  
Revised and passed at the 29th University Affairs Committee Meeting on November 22, 2010  
Revised and passed at the 5th Board Meeting of the 15th Term of the Board of Directors on November 24, 2010  
Approved as MOE document Tai Gao (2) 100046181 on March 23, 2011  
Revised and passed at the 31st University Affairs Committee Meeting on June 21, 2011  
Revised and passed at the 6th Board Meeting of the 15th Term of the Board of Directors on June 29, 2011  
Approved as MOE document Tai Gao 1000162293 on September 8, 2011  
Approved as MOE document Tai Gao 1000185199 on October 12, 2011  
Approved as MOE document Tai Gao 1000206650 on November 11, 2011  
Revised and passed at the 33rd University Affairs Committee Meeting on December 26, 2011  
Revised and passed at the 8th Board Meeting of the 15th Term of the Board of Directors on January 4, 2012  
Approved as MOE document Tai Gao 1010053727 on March 27, 2012  
Approved as MOE document Tai Gao 1010080295 on May 3, 2012  
Revised and passed at the 34th University Affairs Committee Meeting on May 28, 2012  
Revised and passed at the 9th Board Meeting of the 15th Term of the Board of Directors on June 13, 2012  
Approved as MOE document Tai Gao (2) 1010172688 on September 14, 2012  
Revised and passed at the 35th University Affairs Committee Meeting on November 26, 2012  
Revised and passed at the 12th Board Meeting of the 15th Term of the Board of Directors on November 28, 2012  
Approved as MOE document Tai Gao (3) 1010247521 on December 22, 2012

- Article 1 This code was established in accordance with the University Act and Private School Law.
- Article 2 This university is called Ming Chuan University and will be referred to as “the university” below.
- Article 3 The university complies with the rules found in the University Act. Its aims are to conduct academic research, cultivate talent, raise the level of culture, serve society, promote the development of the country, and create a university with its own unique characteristics.
- Article 4 A Board of Directors has been established in this university and its organizational charter is listed elsewhere.
- Article 5 The university has established various schools, departments, graduate schools, and specialized degree programs. Details regarding their constitutions can be found in Appendix I, Ming Chuan University Chart of

Schools, Departments, Graduate Schools, and Specialized Degree Programs. In the interests of continued development, the university may submit proposals for the expansion, restructuring, or discontinuation of individual schools, departments, graduate schools, or specialized degree programs. When a proposal is passed at the University Affairs Committee Meeting and submitted to the Ministry of Education, Appendix I of this code will be revised accordingly.

- Article 6      The university has established the position of president as a general overseer of the affairs of the university.
- The nomination of the president is conducted by the President Nomination Committee, an entity created by the Board of Directors. Two or three candidates are presented as nominees to the Board of Directors and the Board resolves to appoint one of the candidates as the president. The resolution will then be submitted to the Ministry of Education for approval. The Nominating Committee consists of representatives of instructors, administrators, alumni, and non-university related individuals with recognized integrity. Within the committee, the number of instructor representatives must be half or more of the total number. Details of the committee's structure and operation are listed elsewhere.
- Article 7      The term of the president is four years. When the term expires, the president may serve a second term if permitted by the Board of Directors. Should the Ministry of Education require the Board of Directors to terminate the president's appointment prior to its expiration, the Board will nominate one of the vice presidents to replace the president and the new appointment will be submitted to the Ministry of Education for approval.
- Article 8      The university has one or two vice presidents to assist the president in administering university affairs. The president assigns the vice president from among full-time Professors. The term of the vice president is in accordance with the term of the president.
- If an individual is found to not be suitable for the position, the president can dismiss the vice president and appoint another individual for this position.
- Article 9      There are three major divisions in the university consisting of Academic Affairs, Student Affairs, and General Affairs which are each headed by deans who are in charge of all related affairs. Deans of the divisions are

nominated from among full-time Professors and are appointed by the president. However, the position of the Dean of General Affairs can be filled by an administrator with appropriate qualifications. Positions such as the Dean of Academic Affairs and Dean of Student Affairs must be filled by faculty members. The term of the Deans of Academic Affairs, Student Affairs, and General Affairs is three years in principle.

Article 10 The Teaching and Learning Resources Center, headed by one director, is under the Academic Affairs Division. The director is appointed by the president from among full-time Associate Professors or above or administrators with appropriate qualifications. The Academic Affairs Division also includes the Registrar Section, the Curriculum Section, the Enrollment Section, the Graduate Education Section, and the Academic Affairs Section on Taoyuan Campus. There are individual Section Chiefs heading each section, and one secretary and a number of staff members who manage various matters related to academic affairs.

Article 11 The Military Training Office is headed by one director, under the Student Affairs Division. A number of Military Training Drillmasters and Nursing Instructors serve in the Military Training Office and perform related teaching responsibilities and administrative tasks. The director is assigned by the president, who either appoints from full-time Assistant Professors or above or a person of appropriate rank or a candidate from two or three nominees recommended by the Ministry of Education. Additional sections within this division are the Student Advising Section, the Extracurricular Activities Section, the Campus Health Services Section, the Housing Service Section, the Overseas and Mainland Chinese Students Service Section and the Student Affairs Section on Taoyuan Campus. All are headed by Section Chiefs where Military Training Drillmasters may serve as the Section Chiefs for the Student Advising Section and the Student Affairs Section on Taoyuan Campus. Within the division, one secretary and a number of staff members serve to administer related student matters.

Article 12 The General Affairs Division includes the Operations Section, the Bursar Section, the Construction and Buildings Section, the Inventory Control Section, the Purchasing Section, and the General Affairs Section on Taoyuan Campus, and all are headed by Section Chiefs. One secretary

and a number of staff members serve to administer related general matters.

Article 13 The university has one General Secretary's Division, which is headed by a Secretary General. The Secretary General is appointed by the president from among faculty members who currently hold the position of full-time Associate Professor or above or an administrator with appropriate qualifications. The Audit Office, headed by a Section Chief who is appointed by the president from among full-time Associate Professors or above or administrators with appropriate qualifications, is under the General Secretary's Division. A number of staff members serve to administer related internal auditing. In addition, the Documents Section, the Public Relations Section, the Journalism Section and the Alumni Relations Section, each headed by a Section Chief, are under the General Secretary's Division. A number of staff members serve to administer related document management, news announcement, university publications editing, and alumni contact matters.

Article 14 The University Library is headed by a Dean of Libraries. The president makes the appointment from among faculty members with the level of full-time Associate Professor or above or staff members with appropriate qualifications. The library includes an Acquisition and Cataloguing Section, a Readers' Services Section, an Electronic Resources and Information Technology Section, all of which are headed by Section Chiefs and supported by a number of staff members. The library team is responsible for gathering resources relating to teaching and research and for providing books and related information technology resources.

Article 15 The university's Human Resources Division is headed by one Executive Director and broken into two sections, the First Section and the Second Section which are headed by Section Chiefs. Based on related regulations, the Executive Director and Section Chiefs are appointed by the president and are supported by a number of staff members who manage related affairs.

Article 16 The university's Controller's Division is headed by one Controller and divided into three sections: the Accounting Section, the Auditing Section, and the Budgeting Section, which are each headed by a Section Chief.

Based on related regulations, the Controller and Section Chiefs are appointed by the president and are supported by a number of staff members who administer related affairs such as accounting, auditing, and budgeting, and so on.

Article 17 The university's Research and Development Division is headed by an Executive Director, who is appointed by the president from among full-time Associate Professors or above. Within this division are the Assessment and Evaluation Section, the Institutional Development and Research Section and the Academia-Industry Innovation Section, which are headed by Section Chiefs. Section Chiefs are supported by a number of staff members who administer the assessment and evaluation, institutional planning, and academia-industry cooperation matters for the university.

Article 18 The university's Mainland China Education and Exchange Division is headed by an Executive Director, who is appointed by the president from among full-time Associate Professors or above or staff members with appropriate qualifications. The division includes the Mainland China Exchange Section, the Mainland China Administration Section, and the Cross-Strait Cooperation Section, which are each headed by a Section Chief and are supported by a number of staff members who administer the Mainland China exchange and promotion matters, and conduct research concerning trade, laws, education, and culture in Mainland China Cross-Strait Relations.

Article 19 (Deleted)

Article 20 The university's International Education and Exchange Division headed by an Executive Director who is appointed by the president from among full-time Associate Professors or above or staff members with appropriate qualifications. The Mandarin Studies and Culture Center and Overseas Youth Vocational Training Center, each headed by Directors, and the International Affairs Section headed by a Section Chief, are within this division. The division is responsible for administering international exchange and international promotional affairs, and is supported by a number of staff members.

Article 20-1 The university's Jihe Complex Administration Division is headed by an

Executive Director who is appointed by the president from among full-time Associate Professors or above or staff members with appropriate qualifications. The Administrative Resources Section, the Creative Design Section, the Product Innovation Section, and the General Affairs Section are within this division, and are headed by Section Chiefs. The division is responsible for Jihe administrative matters and products development, and is supported by a number of staff members.

Article 20-2 The SME Enterprise Incubation Center is headed by a Director who is appointed by the president from among full-time Associate Professors or above or staff members with appropriate qualifications. One special project manager is supported by a number of staff members to handle related matters.

Article 21 (Deleted)

Article 22 The university's Information and Network Division is headed by an Executive Director, who is appointed by the president from among full-time Associate Professors or above or staff members with appropriate qualifications. This division includes the System Development Section, the Equipment Maintenance Section, the Network Technology Section, the Technology Adaptation Section, the A/V Multimedia Section, the Information Network Section on Taoyuan Campus, and the Multimedia Production Section, and all are headed by the Section Chiefs and is supported by a number of staff members. The division is responsible for the development of computerization in teaching and research, for computer education, and for other related training.

Article 23 The university's Career Planning and Counseling Division is headed by an Executive Director, who is appointed by the president from among full-time Associate Professors or above or staff members with appropriate qualifications. Within the division are the Career Counseling and Placement Section, the Counseling and Guidance Section, the Service Learning Section, and the Disabilities Resource Room, which are headed by the Section Chiefs and are supported by a number of staff members. The division is responsible for student career planning, counseling and guidance, volunteer service, and disabled student counseling matters.

- Article 23-1 (Deleted)
- Article 23-2 The university's International Academia-Industry Development Division is headed by an Executive Director. The director is appointed by the president from among faculty members who concurrently hold the position of full-time Associate Professor or above or staff members with appropriate qualifications. The division includes International Academia-Industry Section and International Technology Collaboration Section, which are headed by Section Chiefs and is supported by a number of staff members who conduct the affairs of international academia-industry and international technology collaboration.
- Article 24 The University Extension Division is headed by an Executive Director, who is appointed by the president from among full-time Associate Professors or above or staff members with appropriate qualifications. This division includes the Continuing Education Section and the Cooperative Contracts Section, which are headed by Section Chiefs and is supported by a number of staff members who conduct the affairs related to extension education and cooperative contracts.
- Article 24-1 The International Relations Center is headed by one director who is appointed by the president from among full-time Associate Professors or above or staff members with appropriate qualifications and is supported by a number of staff members. The division administers affairs related to building up and developing the university's international relations as well as international affairs research.
- Article 25 The university's Arts Center is headed by one director who is appointed by the president from among full-time Associate Professors or above or staff members with appropriate qualifications. There are a number of staff members within this center who oversee matters related to the management of rare materials, acquisitions, and exhibitions.
- Article 25-1 The International Student Service Office is headed by one director who is appointed by the president from among full-time Associate Professors or above or staff members with appropriate qualifications. There are a number of staff members within this office who oversee matters related to international student counseling, media relations in Taoyuan and foreign

guest reception.

Article 25-2 The Legal Affairs Office is headed by one director who is appointed by the president from among full-time Associate Professors or above or staff members with appropriate qualifications. The office is supported by a number of staff members who oversee matters related to the university's legislation.

Article 25-3 The Environmental Protection, Occupational Safety and Hygiene Center is headed by one director who serves as Dean of General Affairs and oversees the affairs in this center. Within the center are the General Services Section, the Environmental Protection Section, the Environmental Safety Section, the Environmental Hygiene Section, the Biological Contamination Control Division, and the Institutional Animal Care and Use Section, which are headed by Section Chiefs, recommended by the director according to their professional nature for the president's appointment. This center is supported by a number of staff members who administer matters related to environmental safety and hygiene.

Article 25-4 The International Accreditation Center is headed by one director who is appointed by the president from among full-time Associate Professors or above or staff members with appropriate qualifications. This center is supported by a number of staff members who oversee matters related to the university's international accreditation.

Article 26 The university's Taoyuan Campus Administration Division is headed by an Executive Director, who is appointed by the president from among full-time Associate Professors or above or staff members with appropriate qualifications. Within this division, a number of staff members oversee administrative matters on Taoyuan campus. Staff members from the relevant administrative units as well as Academic, Student, and General Affairs handle administrative matters. Administrative tasks are supervised by the relevant unit administrators from the Academic Affairs Division, the Student Affairs Division and the General Affairs Division. The Executive Director oversees the Section Chiefs of all units, and supervises administrative matters and assesses related staff members' performances.

- Article 27 (Deleted)
- Article 28 The university's Kinmen Branch is headed by a director who is appointed by the president from among full-time Associate Professors or above or staff members with appropriate qualifications. There are a number of staff members who administer related administrative matters in Kinmen. The establishment procedures are stipulated elsewhere.
- Article 28-1 The university's United States' Campus is headed by a branch president who is appointed by the president from among the university's vice presidents. There are a number of staff members who administer related administrative matters in the U.S.A. and are overseen by the university. The establishment procedures are stipulated elsewhere.
- Article 29 Individual schools are headed by a dean, who is appointed by the president from among the full-time Professors. The dean is responsible for school affairs and has the support of one secretary who is appointed by the president. The term of the dean is three years in principle and can be renewed upon the approval of the president.
- During their term, if deans are incompetent for the position, they may be exempted from their duty as approved by the president. The president should also appoint a deputy to fill the position until the end of academic year.
- Regulations in regard to selection, renewal, and dismissal of a dean should be processed in accordance with Ming Chuan University Procedures for Nominating Academic Administrators.
- An Associate Dean will be appointed to assist the dean in promoting the school affairs, depending on need. The standards for setting up an Associate Dean are as following:
1. When the units of School, Department, Graduate School, Center and Specialized Degree Programs reach seven or more, an Associate Dean can be set up.
  2. When the units of School, Department, Graduate School, Center and Specialized Degree Programs are six or fewer, an Associate Dean will be appointed depending on the need. A department chair or graduate program director may be concurrently appointed to be the Associate Dean.
- Article 30 University departments and specialized degree programs are headed by a

chair/director who is appointed by the president from among full-time Associate Professors or above. The chair/director is responsible for his or her department's or specialized degree program's affairs and is supported by one staff member. The term is three years in principle and can be renewed upon the approval of the president. The selection procedures are listed elsewhere.

During their term, if chairs/directors are incompetent for the position, they may be exempted from their duty as approved by the president. The president should also appoint a deputy to fill the position until the end of academic year.

Regulations in regard to selection, renewal, and dismissal of a chair/director should be processed in accordance with Ming Chuan University Procedures for Nominating Academic Administrators.

An Associate Chair will be appointed depending on the department to assist the chair in promoting department affairs.

Article 31 Individual graduate schools or programs are headed by one Director who is appointed by the president from the full-time Associate Professors or above. The Director is responsible for his or her graduate school affairs and is supported by one staff member who is also appointed by the president. The term of the Director is three years in principle and can be renewed upon the approval of the president. The selection procedures are listed elsewhere.

During their term, if directors are incompetent for the position, they may be exempted from their duty as approved by the president. The president should also appoint a deputy to fill the position until the end of academic year.

Regulations in regard to selection, renewal, and dismissal of a director should be processed in accordance with Ming Chuan University Procedures for Nominating Academic Administrators.

Article 31-1 The university's General Education Committee is headed by one Convener who is appointed by the president from full-time Professors. The term is three years in principle and can be renewed upon the approval of the president. The committee is supported by one staff member who is also appointed by the president and is responsible for reviewing elective and required courses in general education, and faculty promotion and employment.

- Article 32 The university's General Education Center is headed by one Director who is appointed by the president from full-time Professors. The center is responsible for matters related to courses in general education and teaching affairs and is supported by a number of staff members who are also appointed by the president. The term of the Director is three years in principle.
- Article 33 The university's Teacher Education Center is headed by one Director who is appointed by the president from among full-time Professors. The division includes the Internship and Placement Section, and the Curriculum Teaching Section which are headed by Section Chiefs and is supported by a number of staff members. The division is responsible for affairs pertaining to planning and promoting teacher education, field experience in teaching, job placement, local education consultancy, and teaching resources
- Article 33-1 The English Language Center, under the School of Education and Applied Languages is headed by one Director who is appointed by the president from full-time Associate Professors. Within the center are the Academic Section and the Administrative Section, which are headed by Section Chiefs and supported by a number of staff members. This center is responsible for matters related to English language teaching.
- Article 33-2 (Delete)
- Article 33-3 The Physical Education Office is headed by a Director who is appointed by the president from among full-time Associate Professors or above. This center is divided into three sections: the Teaching and Research Section, the Activity and Competition Section, and the Administrative and Service Section, which are each headed by a Section Chief, and are responsible for matters related to physical education and administrative affairs and supported by a number of staff members.
- Article 33-4 The university's Cross-Strait Research Center is headed by one director who is appointed by the president from among full-time Associate Professors or above. Besides the research members of the center, who are appointed from among full-time faculty members, the center is

supported by one staff member who administers related administrative matters.

- Article 34 The university's Finance Research Center is headed by one director who is appointed by the president from full-time Professors. Research members of the center are appointed from full-time faculty members.
- Article 35 The university's Media Research Center is headed by one director who is appointed by the president from full-time Professors. Research members of the center are appointed from full-time faculty members.
- Article 35-1 The Ming Chuan Broadcasting Station provides teaching and internship through relevant courses to faculty members and students. Each campus may establish a separate station based on the actual teaching needs. The establishment procedures are stipulated elsewhere.
- Article 36 The appointment of staff members in units under the university's first-level administrative units, such as directors and section chiefs of offices, centers, and sections is undertaken by the president, who appoints instructors or faculty members with the level of Assistant Professor or above, or qualified administrators with appropriate qualifications and abilities to fill the position. Due to the need in developing university affairs, administrators with deputy rank will be hired to assist administrators in their duties when first-level administrative units have heavy responsibilities which reach the level stipulated by the Ministry of Education.
- Article 37 The university's staff member positions include Senior Specialists, Secretaries, Executive Editors, Editors, Counselors, Specialists, Senior Clerks, Superintendents, Clerks, Associate Clerks, Senior Technical Specialists, Technical Specialists, Technicians, Physicians, Registered Nurses, Nurses, and so on.  
The university's personnel quota for staff members and faculty will be organized in accordance with this code and be submitted to the Ministry of Education for approval.
- Article 38 The university's faculty members are divided into four levels, which include Professors, Associate Professors, Assistant Professors, and Instructors. These appointments are all made by the president and must be submitted

to the Ministry of Education for approval.

The university may host special lectures which must be chaired by the Professors. The establishment procedures are stipulated elsewhere. Teaching Assistants may be appointed for facilitating teaching and research tasks.

Researchers may be appointed for conducting research projects and professionals with technical expertise may be appointed for teaching. The university's researchers are divided into four levels which include Researchers, Associate Researchers, Assistant Researchers, and Research Assistants.

- Article 39 The University Affairs Committee consists of the President, the Vice Presidents, representatives of the Academic and Administration Division heads, faculty members, staff members and students. Faculty member representatives should be chosen by election, and must not be less than half of the committee membership. Among the faculty representatives, at least two thirds of them must be of professor or associate professor rank, in principle. Student representatives are to be elected among students and must be at least one tenth of the committee membership. The meeting is chaired by the president. It reviews major university affairs, and its charter is dealt with separately.
- Article 40 The university's Administrative Council consists of the President, the Vice Presidents, the first and second level administrators from the administrative units and the academic units. The committee is chaired by the president and discusses major administrative affairs.
- Article 41 The university's Academic Affairs Committee consists of the President, the Vice Presidents, the Deans of Academic Affairs, Student Affairs, General Affairs, and deans from individual schools, the Executive Director of Taoyuan Campus Administration Division, the Director of Kinmen Branch, the Dean of Libraries, the Executive Director of the Human Resources Division, the Controller of the Controller's Division, the Executive Director of the Research and Development Division, the Executive Director of the Information and Network Division, the Executive Director of the University Extension Division, the Executive Director of the International Education and Exchange Division, the Executive Director of the Career Planning and

Counseling Division, the Executive Director of the Jihe Complex Administration Division, the Director of the Legal Affairs Office, the Director of the General Education Center, the Director of the Teacher Education Center, the Director of the Physical Education Office, the department chairs, the directors of graduate programs, the directors of the specialized degree programs, the Director of the Teaching and Learning Resources Center, the Section Chief of the Registrar, the Curriculum Section Chief, the Graduate Education Section Chief, the Enrollment Section Chief, the Taoyuan Academic Affairs Section Chief, the Director of the Military Training Office, the Director of the English Language Center, and the Student Associations Presidents or other designated representatives. The meeting, chaired by the president, is convened by the Dean of Academic Affairs and discusses major academic affairs. Details of the committee's charters are dealt with separately.

Article 42 The university's Student Affairs Committee consists of the President, the Vice Presidents, the Deans of Academic Affairs, Student Affairs, General Affairs, and deans from individual schools, the Executive Director of the Taoyuan Campus Administration Division, the Director of Kinmen Branch, the Executive Director of the Research and Development Division, the Executive Director of the University Extension Division, the Executive Director of the Career Planning and Counseling Division, the Executive Director of the Mainland China Education and Exchange Division, the Executive Director of the Jihe Complex Administration Division, the Director of the Physical Education Office, the department chairs, the directors of graduate programs, the directors of specialized degree programs, the Section Chiefs under the Student Affairs Division, the Director of the Military Training Office, and the Taoyuan Student Affairs Section Chief. The meeting is chaired by the president and convened by the Dean of Student Affairs and discusses major student affairs. Details of the committee's charters are dealt with separately.

Article 43 The university's General Affairs Committee consists of the President, the Vice Presidents, the Deans of Academic Affairs, Student Affairs, General Affairs, and deans of individual schools, the Executive Director of the Taoyuan Campus Administration Division, the Director of Kinmen Branch, the Dean of the Libraries, the Executive Director of the Human Resources Division, the Controller of the Controller's Division, the Executive Director

of the Research and Development Division, the Executive Director of the University Extension Division, the Executive Director of the International Education and Exchange Division, the Executive Director of the Jihe Complex Administration Division, the Director of the Legal Affairs Office, the Director of the Teacher Education Center, the department chairs, the directors of specialized degree programs, the directors of graduate programs, and the Section Chiefs of the General Affairs Division, and the Section Chief of the Taoyuan General Affairs Section. The meeting is chaired by the president and convened by the Dean of General Affairs Division and discusses important general affairs. Details of the committee's charters are dealt with separately.

Article 44 The university has established School Affairs Committees, the Physical Education Office Committee, the General Education Center and Teacher Education Center Committees, Department Affairs Committees, Graduate Program Affairs Committees, Specialized Degree Program Affairs Committees, and the Teaching Unit Committee. These committees consist of school deans, office directors, center directors, department chairs, graduate school or program directors, specialized degree program directors, and Section Chiefs, as well as various Professors, Associate Professors, Assistant Professors, and Instructors who belong to the units. The committees are chaired by the deans of the schools, the director of the office, the directors of centers, the chairs of the departments, the directors of graduate programs, the directors of specialized degree programs, and the chiefs of teaching units. Unit-related issues are discussed at meetings. Details of the committees' charters are dealt with separately.

Article 45 The university's Student Awards and Punishment Committee consists of 11 members who are nominated and appointed by the president from among full-time instructors. The committee is established to review and discuss student matters related to the awards and punishment of students. Details of the committee's charters are dealt with separately.

Article 46 The university's Student Appeal and Review Committee consists of full-time faculty members and scholars with law, education, and psychology expertise. The number of instructors with no administrative appointment should be no more than half of the total number of members and the Chair is nominated by the members. The committee has been

established to review and discuss student petitions. Details of the committee procedures are dealt with separately and were passed at the University Affairs Committee Meeting and submitted to the Ministry of Education for approval and reference.

Article 47 The university's Faculty Hiring and Promotion Committees at the university, school, and department (program, specialized degree program, center, office, and section) levels were established to evaluate and review faculty appointment, terms of appointment, promotion, non-renewal of contract, suspension of contract, termination of contract, extension of service, reasons for termination, related academic research and sabbatical leave. The General Education Committee was established at the school-level and the committee procedures are dealt with separately.

Article 47-1 The Faculty Evaluation Committee was established to implement the system for evaluating teaching, research, counseling, and service results. The evaluation results are the key reference for faculty members' promotion, renewal of contract, employment, suspension of contract, non-renewal of contract and rewards. The procedures for establishment are dealt with separately. After being passed at the University Affairs Committee Meeting, the relevant regulation for previous evaluation, procedures and measures were implemented.

Article 48 The university's Faculty Appeal and Review Committee consists of representatives of full-time instructors, administrative staff members, scholars with educational expertise, and faculty organizations in the Taipei district or its branches. The number of faculty members with no administrative appointment should be more than two thirds of the total number, and the Chair is nominated from the members. Faculty members may submit a petition to the committee if the university's policy is deemed illegal or inappropriate, or seen to be affecting faculty rights and benefits. Details of the committee procedures are dealt with separately and were implemented upon being approved at the University Affairs Committee Meeting and being approved by the Ministry of Education.

Article 49 The university's Curriculum Committee consists of the President, the Vice Presidents, the Deans of Academic Affairs, Student Affairs, and the deans

of individual schools, the Dean of the Libraries, the Executive Director of the Human Resources Division, the Executive Director of Research and Development Division, the Executive Director of the University Extension Division, the Executive Director of the Career Planning and Counseling Division, the Director of the General Education Center, the Director of Teacher Education Center, the Director of the Physical Education Office, the department chairs, the directors of graduate programs, the directors of Specialized Degree Programs, the Director of Teaching and Learning Resources Center, Section Chiefs of the Registrar, Curriculum Section, Graduate Education Section, Taoyuan Academic Affairs Section, the Director of the English Language Center, and the Director of the Military Training Office as the ex-officio members. In addition, a number of faculty members are appointed by the president as the committee members. The committee is chaired by the president and is convened by the Dean of Academic Affairs to probe, discuss, and review the required subjects of the entire university and the required and elective subjects of individual departments and graduate programs or schools.

Article 50 The university has established a number of other committees, including the Admissions Committee, the Integrated Student Counseling Committee, the Scholarship Review Committee, the Faculty Review and Evaluation Committee, the Student Activity Advisory Committee, the Faculty and Staff Welfare Committee, the Budget Review Committee, the Expenditure Audit Committee, the Gender Equality Education Committee, the International Education Committee, the University Affairs Development Committee, the Employee Review Committee, the Employee Appeal and Review Committee, the Sanitation Committee, the Food Service Inspection Committee, the Student Traffic Safety Education Committee, the Campus Security Committee, the Library Committee, the Regulation Review Committee, the Internship and Placement Committee, and the Campus Space Planning Committee. When the need arises, other committees may be organized. The organizational charters are dealt with separately.

Article 51 As organizations within the Student Affairs Division, the Student Government Organization (Student Government Association) consists of students who tackle issues pertaining to student learning, life-style, rights and benefits, and who promote the activities of student societies. Details of its organizational procedures are dealt with separately.

Article 52 (Deleted)

Article 53 Upon being passed at the University Affairs Committee Meeting and the Board of Directors, and being submitted to the Ministry of Education for approval and reference, this code was implemented. Any revision must follow the same procedure.

Appendix I

Ming Chuan University 2012-13 Chart of Schools, Departments, Graduate Schools, and Specialized Degree Programs

School	Department, Graduate School, and Specialized Degree Program
Management	<p>School of Management, Master's (Program) Executive-II Class Section</p> <p>Business Administration Department: Bachelor Program, Three-year Work Experience Degree Completion Program (Recruitment discontinued from 2010-11 AY), Master's Program, Work Experience Master's Program, Doctoral Program</p> <p>International Business Department: Bachelor Program, Three-year Work Experience Degree Completion Program (Recruitment discontinued from 2011-12 AY), Master's Program, Work Experience Master's Program</p> <p>Finance Department: Bachelor Program, Three-year Work Experience Degree Completion Program (Recruitment discontinued from 2010-11 AY), Master's Program, Work Experience Master's Program</p> <p>Accounting Department: Bachelor Program, Three-year Work Experience Degree Completion Program (Recruitment discontinued from 2008-09 AY), Master's Program</p> <p>Risk Management and Insurance Department: Bachelor Program, Three-year Work Experience Degree Completion Program (Recruitment discontinued from 2010-11 AY), Master's Program, Work Experience Master's Program</p> <p>Economics Department: Bachelor Program, Master's Program, Work Experience Master's Program</p> <p>Applied Statistics and Information Science Department: Bachelor Program, Master's Program</p>
Law	<p>Law Department: Bachelor Program, Master's Program (Science and Technology Law Department was merged into Law Department in 2011-12 AY)</p> <p>Financial Law Department: Bachelor Program</p>
Communication	<p>No differentiated major for the first and second year undergraduate students in the School of Communication</p> <p>Communications Management Department: Bachelor Program, Master's Program, Work Experience Master's Program</p> <p>Radio and TV Department: Bachelor Program</p> <p>Advertising Department: Bachelor Program</p>

School	Department, Graduate School, and Specialized Degree Program
	Journalism Department: Bachelor Program
Design	Commercial Design Department: Bachelor Program, Master's Program Product Design Department: Bachelor Program, Master's Program, Work Experience Master's Program Architecture Department: Bachelor Program, Master's Program Digital Media Design Department: Bachelor Program, Master's Program Urban Planning and Disaster Management Department: Bachelor Program, Master's Program
Education and Applied Languages	Applied English Department: Bachelor Program, Three-year Work Experience Degree Completion Program (Recruitment discontinued from 2010-11 AY), Master's Program, Work Experience Master's Program Applied Chinese Department: Bachelor Program, Master's Program, Work Experience Master's Program, Doctoral Program Applied Japanese Department: Bachelor Program, Three-year Work Experience Degree Completion Program (Recruitment discontinued from 2012-13 AY), Master's Program Graduate School of Education: Master's Program, Work Experience Master's Program Teaching Chinese as a Second Language Department: Bachelor Program
IT	Information Management Department: Bachelor Program, Three-year Work Experience Degree Completion Program (Recruitment discontinued from 2007-08 AY), Master's Program, Work Experience Master's Program Computer and Communication Engineering Department: Bachelor Program, Master's Program Computer Science and Information Engineering Department: Bachelor Program, Master's Program, Industrial Technology R&D Master's Program Information and Telecommunications Engineering Department: Bachelor Program, Master's Program Electronic Engineering Department: Bachelor Program, Master's Program
Tourism	No differentiated major for the first and second year undergraduate students in the School of Tourism Tourism Department: Bachelor Program, Three-year Work Experience Degree Completion Program (Recruitment discontinued from 2007-08 AY), Master's Program, Work Experience Master's

School	Department, Graduate School, and Specialized Degree Program
	<p style="text-align: center;">Program</p> Leisure and Recreation Administration Department: Bachelor Program Hospitality Management Department: Bachelor Program
Social Sciences	Counseling and Industrial/Organizational Psychology Department: Bachelor Program, Master's Program, Work Experience Master's Program Public Affairs Department: Bachelor Program, Master's Program, Work Experience Master's Program (Recruitment discontinued from 2010-11 AY for Kinmen Program; Recruitment resumed from 2012-13 AY for Matsu Program), Executive Master's Program in Cross-Strait Relations and Security Management Security Management and Social Work Department: Bachelor Program, Three-year Work Experience Degree Completion Program (Recruitment discontinued from 2010-11 AY)
Health Technology	Biotechnology Department: Bachelor Program, Master's Program Healthcare Information and Management Department: Bachelor Program Biomedical Engineering Department: Bachelor Program
International College	Graduate School of International Affairs: Master's Program Master's Program in Teaching Chinese as a Second Language (Recruitment discontinued from 2012-13 AY) Professional Chinese Specialized Degree Program (Recruitment discontinued from 2011-12 AY) Professional English Specialized Degree Program (Recruitment discontinued from 2011-12 AY) International Business and Management Program Journalism and Mass Communication Program Travel and Tourism Program Applied Computing Program International Trade and Management Program International Finance Program (Recruitment discontinued from 2012-13 AY) International Affairs and Diplomacy Program