

Ming Chuan University Organizational Code

Passed at the 18th University Affairs Committee Meeting on Nov. 10, 2005
Revised and passed at the 8th Board Meeting of the 13th Term of the Board of Directors on Nov. 17, 2005
Approved as MOE document Tai Gao (2) 0950000369 on Jan. 6, 2006
Revised and passed at the 20th University Affairs Committee Meeting on Jun. 4, 2007
Revised and passed at the 5th Board Meeting of the 14th Term of the Board of Directors on Jun. 20, 2007
Approved as MOE document Tai Gao (2) 0960124890 on Aug. 23, 2007
Revised and passed at the 22nd University Affairs Committee Meeting on Jun. 2, 2008
Revised and passed at the 7th Board Meeting of the 14th Term of the Board of Directors on Jun. 10, 2008
Approved as MOE document Tai Gao (2) 0970145034 on Jul. 23, 2008
Revised and passed at the 24th University Affairs Committee Meeting on Jun. 4, 2009
Approved as MOE document Tai Gao (2) 0980168094 on Oct. 2, 2009
Passed at the 25th University Affairs Committee Meeting on Nov. 23, 2009
Revised and passed at the 3rd Board Meeting of the 15th Term of the Board of Directors on Nov. 25, 2009
Approved as MOE document Tai Gao (2) 0980221343 on Dec. 29, 2009
Revised and passed at the 29th University Affairs Committee Meeting on Nov. 22, 2010
Revised and passed at the 5th Board Meeting of the 15th Term of the Board of Directors on Nov. 24, 2010
Approved as MOE document Tai Gao (2) 100046181 on Mar. 23, 2011
Revised and passed at the 31st University Affairs Committee Meeting on Jun. 21, 2011
Revised and passed at the 6th Board Meeting of the 15th Term of the Board of Directors on Jun. 29, 2011
Approved as MOE document Tai Gao 1000162293 on Sept. 8, 2011
Approved as MOE document Tai Gao 1000185199 on Oct. 12, 2011
Approved as MOE document Tai Gao 1000206650 on Nov. 11, 2011
Revised and passed at the 33rd University Affairs Committee Meeting on Dec. 26, 2011
Revised and passed at the 8th Board Meeting of the 15th Term of the Board of Directors on Jan. 4, 2012
Approved as MOE document Tai Gao 1010053727 on Mar. 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 Jun. 13, 2012
Approved as MOE document Tai Gao (2) 1010172688 on Sept. 14, 2012
Revised and passed at the 35th University Affairs Committee Meeting on Nov. 26, 2012
Revised and passed at the 12th Board Meeting of the 15th Term of the Board of Directors on Nov. 28, 2013
Approved as MOE document Tai Gao (3) 1010247521 on Dec. 22, 2012
Revised and passed at the 36th University Affairs Committee Meeting on Mar. 4, 2013
Revised and passed at the 2nd Board Meeting of the 16th Term of the Board of Directors on Mar. 27, 2013
Approved as MOE document Tai Gao (1) 1020077366 on May 24, 2013
Revised and passed at the 39th University Affairs Committee Meeting on Oct. 21, 2013
Revised and passed at the 4th Board Meeting of the 16th Term of the Board of Directors on Nov. 20, 2013
Approved as MOE document Tai Gao (1) 1020187870 on Dec. 17, 2013
Revised and passed at the 42nd University Affairs Committee Meeting on Nov. 17, 2014
Revised and passed at the 6th Board Meeting of the 16th Term of the Board of Directors on Nov. 19, 2014
Approved as MOE document Tai Gao (1) 1030186534 on Dec. 18, 2014
Revised and passed at the 45th University Affairs Committee Meeting on Nov. 16, 2015
Revised and passed at the 8th Board Meeting of the 16th Term of the Board of Directors on Nov. 25, 2015
Approved as MOE document Tai Gao (1) 1050007833 on Feb. 2, 2016
Revised and passed at the 51st University Affairs Committee Meeting on Nov. 6, 2017
Revised and passed at the 4th Board Meeting of the 17th Term of the Board of Directors on Nov. 15, 2017
Approved as MOE document Tai Gao (1) 1060182320 on Jan. 4, 2018
Revised and passed at the 52nd University Affairs Committee Meeting on Dec. 25, 2017
Revised and passed at the 5th Board Meeting of the 17th Term of the Board of Directors on Mar. 21, 2018
Approved as MOE document Tai Gao (1) 1070053964 on Apr. 25, 2018
Revised and passed at the 52nd University Affairs Committee Meeting on June 11, 2018
Revised and passed at the 6th Board Meeting of the 17th Term of the Board of Directors on June 13, 2018
Approved as MOE document Tai Gao (1) 1070116811 on July 30, 2018
Revised and passed at the 55th University Affairs Committee Meeting on August 13, 2018
Revised and passed at the 10th Board Meeting of the 17th Term of the Board of Directors on August 31, 2018
Approved as MOE document Tai Gao (1) 1070182231 on October 17, 2018
Revised and passed at the 56th University Affairs Committee Meeting on December 12, 2018
Revised and passed at the 12th Board Meeting of the 17th Term of the Board of Directors on December 13, 2018
Approved as MOE document Tai Gao (1) 1070220651 on January 3, 2019
Revised and passed at the 59th University Affairs Committee Meeting on October 28, 2018
Revised and passed at the 16th Board Meeting of the 17th Term of the Board of Directors on October 30, 2019
Approved as MOE document Tai Gao (1) 1080167480 on December 13, 2019
Approved as MOE document Tai Gao (1) 1090005912 on January 22, 2020
Revised and passed at the 61st University Affairs Committee Meeting on May 4, 2020
Revised and passed at the 17th Board Meeting of the 17th Term of the Board of Directors on June 17, 2020
Approved as MOE document Tai Gao (1) 1090071959 on June 15, 2020
Revised and passed at the 70th University Affairs Committee Meeting on June 13, 2022

Revised and passed at the 18th Board Meeting of the 7th Term of the Board of Directors on June 22, 2022
Approved as MOE document Tai Gao (1) 1110065071 on July 8, 2022
Passed at the 71st University Affairs Committee Meeting on September 19, 2022
Passed at the 18th Board Meeting of the 8th Term of the Board of Directors on October 19, 2022
Passed at the 72nd University Affairs Committee Meeting on December 5, 2022
Approved as MOE document Tai Gao (1) 1110124107 on December 27, 2022
Passed at the 77th University Affairs Committee Meeting on May 27, 2024
Passed at the 18th Board Meeting of the 12th Term of the Board of Directors on June 19, 2024
Approved as MOE document Tai Gao (1) 1130072296 on July 23, 2024

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, specialized degree programs, and continuing education units. Details regarding their constitutions can be found in Appendix I, Ming Chuan University Chart of Schools, Departments, Graduate Schools, Specialized Degree Programs, and Continuing Education Units. In the interests of continued development, the university may submit proposals for the expansion, restructuring, or discontinuation of individual schools, departments, graduate schools, specialized degree programs, or continuing education units. 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 and have been implemented after being approved by the Ministry of Education.

Article 7

The term of the President is three years and, in principle, a term starts from August 1 or February 1. When the term expires, the President may serve a second term if permitted by the Board of Directors. Should the university meet Article 9 and Article 10 item 1 of "University Assessment Regulation", and have been assessed as an outstanding university, the age limit of the President may be extended to 75 years old. When the term expires or a vacancy arises, during the selection of a new President and before the new President takes office, the Board will select and appoint one professor from among all current full-time faculty members who can work toward university affairs development beneficially as the Acting President to handle university affairs.

Article 8

The university has one to five Vice Presidents to assist the President in administering university affairs. The President assigns the Vice Presidents from among Professors or full-time faculty members with global view and capability. If a Vice President is hired externally under contract, he/she must have abundant experience in administration or business. The term of Vice President(s) 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 8-1

The university has one Institutional Research Office, which is headed by one Director, the President of the institution. There is an Executive Secretary, who is appointed from among full-time Associate Professors and a number of staff members who manage various matters related to institutional research affairs.

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 positions of Dean of Student Affairs and Dean of General Affairs may be filled by members of staff.

Article 10

The Teaching and Learning Resources Center and Enrollment Center, each headed by one Director, are under the Academic Affairs Division. The Directors are appointed by the President from among full-time Professors or members of staff. The Academic Affairs Division also includes the Registrar Section, the Curriculum Section, the General Academic Affairs 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, headed by one Director, is under the Student Affairs Division. A number of Military Training Drillmasters and Nursing Instructors serve in the Military Training Office, and the Director is assigned by the President, who either appoints a member of staff or a candidate from two or three nominees recommended by the Ministry of Education, to perform related teaching responsibilities and administrative tasks. An Indigenous Students' Resource Center, headed by one Director, is under the Student Affairs Division. The Director is assigned by the President from among full-time Associate Professors or above or a member of staff to handle affairs related to indigenous students. The other six sections within this Division are the Student Advising Section, the Extracurricular Activities Section, the Campus Health Services Section, the Housing Service Section, Overseas and Mainland Chinese Students Service Section, and Taoyuan Student Affairs Section. All are headed by Section Chiefs. The Section Chiefs of the Student Advising Section and Taoyuan Student Affairs Section can be Military Training Drillmasters. 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 Purchasing Section, and 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 Secretary General's Office, 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 a member of staff. Under this, an Audit Office, Alumni Service Center, Documents Section, Public Relations Section and Journalism Section are established. The Audit Office is headed by a Director, who 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. A number of staff members serve to administer university internal audit affairs. The Alumni Service Center, Documents Section, Public Relations Section and Journalism Section, each headed by a Director or Section Chief, are also under the Secretary General's Office. A number of staff members serve to administer related alumni contact matters, document management, news announcements and editing of Ming Chuan periodicals.

Article 13-1

The university has one Audit Office headed by a Director, who is appointed by the President from among full-time faculty members or a member of staff. A number of staff members serve to administer university internal audit affairs

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 Associate Professor or above or a member of staff. The library includes an Acquisition and Cataloguing Section, a Readers' Services Section, a Rare Materials 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 is appointed by the President and is 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 is appointed by the President and 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 Professors. Within this division are the Research and Assessment Section and Institutional Development and Research Section, which are headed by Section Chiefs. Section Chiefs are supported by a number of staff members who

administer the research, assessment and development matters for the university.

Article 18

The university's Mainland China Education and Exchange Division is headed by one 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 a member of staff. Within this division are the Mainland China Administration, Mainland China Exchange and Mainland China Contact Section, which are headed by Section Chiefs and supported by a number of staff members who conduct research concerning economy, trade, laws, education, and culture in Mainland China Cross-straits 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 a member of staff. The division includes the Overseas Youth Vocational Training Center, the International Foundation Program, and the International Affairs Section, all of which are headed by a Director or Section Chief and supported by a number of staff members. The division is responsible for administering international exchange and international promotional affairs, as well as academic, student and international affairs, and other relevant affairs of the International Foundation Program.

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 a member of staff. The Product Innovation Center, Administrative Resources Section, Creative Design Section and General Affairs Section are within this division and are headed by the Director and Section Chiefs supported by a number of staff members. The division is responsible for matters related to administrative affairs in Jihe Complex and product development affairs.

Article 20-2

The Innovation & Incubation Center is headed by an Executive Director who is appointed by the President from among full-time Associate Professors or above or a member of staff. 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 a member of staff. This division includes the System Development Section, the Taipei Information Service Section and Taoyuan Information Service Section, and all are headed by the Section Chiefs 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 22-1

The university's Digital Education and Internet Television Station Division is headed by an Executive Director, who is appointed by the President from among full-time Associate Professors or above or a member of staff supported by a number of staff members. This division includes the Multimedia Production Section, headed by the Section Chiefs supported by a number of staff members. The division is responsible for collecting, handling, storing, displaying and developing skills related to campus media and marketing products related to campus media.

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 a member of staff. This division includes the Counseling and Guidance Center, the Career Development Center and University Social Responsibility Promotion Office; each is headed by a Director, who is appointed by the President from among full-time Assistant Professors or a member of staff, and supported by a number of staff members. The division is responsible for students' career and psychological counseling, volunteer service, disabled student counseling and University Social Responsibility Project Implementation.

Article 23-1

(Deleted).

Article 23-2

The university's Industry-academia Collaboration and University Extension 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 a member of staff. This division includes the Mandarin Studies and Culture Center, Industry-academia Collaboration Section and Continuing Education Section, and are headed by a Director or a Section Chief and supported by a number of staff members who conduct the affairs of Mandarin courses, industry-academia collaboration, patent, technology transfer, extension education and cooperative contracts.

Article 24

(Deleted).

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 a member of staff, 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 Multifunction Hall is headed by one Director who is appointed by the President from among full-time Associate Professors or above or a member of staff. One Deputy Director is appointed by the President from among full-time Assistant Professors or above or a member of staff. There are one secretary and a number of staff members within this unit. The unit includes Global Education Hall, Liu Ming-Chuan Memorial Hall, Archives Hall and Founder Pao Memorial Hall, where cultural acquisitions, exhibitions, seminars, workshops, symposiums and related matters are organized and arranged.

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 a member of staff. There are a number of staff members within this center who oversee matters related to international student counseling, media relations in Taoyuan and foreign guest reception.

Article 25-2

The Legal Affairs Division is headed by one Executive Director who is appointed by the President from among full-time Associate Professors or above or a member of staff. There are a number of staff members within this office who oversee matters related to legal affairs.

Article 25-3

The Environmental Protection, Occupational Safety and Hygiene Center is headed by one Director, who is appointed by the President from among full-time Assistant Professors or above or a member of staff. This center includes 5 sections, which are General Services Section, Environmental Protection Section, Environmental Safety Section, Environmental Hygiene Section and Biological Contamination Control Section, which are each headed by one Section Chief and supported by a number of staff members who conduct the affairs related to environmental protection, occupational 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 a member of staff. There are a number of staff members within this office who conduct matters related to accreditation.

Article 25-5

The Sustainable Development **Division** is headed by one **Executive Director** who is appointed by the President from among full-time Associate Professors or above or a member of staff. There are a number of staff members within this office who conduct matters related to sustainable development.

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 a member of staff. 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, supervises administrative matters and assesses related staff members' performances. The Division also includes Chengkung Administration and Energy Management Section, which is headed by a Section Chief and supported by a number of staff members and is responsible for matters related to energy management and facilities maintenance.

Article 27

(Deleted)

Article 28

The university's Kinmen Location is headed by a Director who is appointed by the President from among full-time Associate Professors or above or a member of staff. This division includes the General Affairs Section and General Administrative Affairs Section which are headed by the Section Chiefs and supported by a number of staff members who administer related administrative matters in Kinmen. The establishment procedures are dealt with separately.

Article 28-1

The Ming Chuan University – Michigan Location is headed by a location President, who is appointed by the President from Professors with appropriate qualifications. There are a number of staff members who administer related administrative matters in the United States and are supervised by Ming Chuan University. The establishment procedures are dealt with separately.

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 the term is three years, in principle. Within each school, one secretary will be appointed. The procedures for the tenure, renewal and dismissal of the dean shall be handled in accordance with the University Law and Ming Chuan University Procedures for Nominating Academic Administrators.

Any school dean who has been found incompetent may be discharged from the post after a decision by the President. In such cases, a deputy will be appointed by the President to serve until the end of the academic year.

An Associate Dean may be appointed to assist the dean in promoting the school's affairs, depending on need. The standards for setting up an Associate Dean are as follows:

When the number of Departments, Graduate Schools, Centers and Specialized Degree Programs in one School reach seven or more, an Associate Dean can be set up.

When the number of Departments, Graduate Schools, Centers and Specialized Degree Programs in a School 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 responsible for the department's or specialized degree program's affairs and is appointed by the President from among full-time Associate Professors or above, for a term of three years, in principle. The Chair/Director is supported by one staff member. The procedures for the tenure, renewal and dismissal of the Chair/Director shall be handled in accordance with the University Law and Ming Chuan University Procedures for Nominating Academic Administrators.

Any Chair/Director who has been found incompetent may be discharged from the post after that decision is approved by the President. A deputy will be appointed by the President to serve till the end of the academic year.

An Associate Chair may be appointed, depending on the department needs, 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, and the term is three years, in principle. The Director is supported by one staff member. The procedures for the tenure, renewal and dismissal of the Director shall be handled in accordance with the University Law and Ming Chuan University Procedures for Nominating Academic Administrators.

Any Director who has been found incompetent may be discharged from the post after that decision is approved by the President. A deputy will be appointed by the President to serve till the end of the academic year.

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. The Convener is supported by one staff member who is also appointed by the President. The Committee is responsible for matters related to reviewing required and elective general education courses and faculty promotion and hiring.

Article 32

The university's General Education Center is headed by one Director who is appointed by the President from full-time Associate Professors or above. The Director is responsible for matters related to required courses and courses in general education and is supported by several staff members who are also appointed by the President. The term of Director is three years in principle.

Article 33

The university's Teacher Education Center is headed by an Executive Director who is appointed by the President from among full-time Professors. The division has Internship and Placement Section and Curriculum Teaching Section, each headed by a Section Chief, and are 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 a Director who is appointed by the President from full-time Associate Professors. The center includes the Academic Section and Administration 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. This center is divided into three sections: the Teaching

and Research Section, the Activity and Competition Section, and the Administration Section, which are each headed by a Section Chief, and are responsible for matters related to physical education and sports and supported by a number of staff members.

Article 33-4

The Cross-Strait Research Center is headed by a Director who is appointed by the President from full-time Associate Professors. Research members of the center are appointed from full-time faculty members and supported by a staff member. This center is responsible for matters related to cross-strait research.

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 34

The university's International Academic Publications Research Center is headed by one Director who is appointed by the President from full-time Professors. Researcher 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 university's Radio Station is responsible for course-related matters. Each campus may establish substations according to actual needs. The Procedures of establishment are dealt with separately.

Article 36

The appointment of staff members in units under the university's first-level administrative units, such as staff members of offices, centers, locations 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.

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 President, representatives of the Academic and Administration Division heads, faculty members, staff members and students.

The faculty representatives are selected through election, with the number no less than half of the number of all committee members. In principle, among these faculty representatives, more than two thirds have to be professors and associate professors. Student representatives are selected through student election. The number should be at least one tenth of the number of all participants.

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 President, 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 Managing Director

of University Affairs Development, the Vice Presidents, the Secretary General, the Deans of Academic Affairs, Student Affairs, General Affairs, and deans from individual schools, the Dean of Institute of General Education, the Executive Director of Taoyuan Campus Administration Division, the Director of the Kinmen Location, the Dean of Libraries, the Executive Director of the Human Resources Division, the Executive Director 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 International Education and Exchange Division, the Executive Director of Mainland China Education and Exchange Division, the Executive Director of Industry-academia Collaboration and University Extension Division, the Executive Director of the Career Resources and Counseling Division, the Executive Director of the Jihe Complex Administration Division, the Director of the Legal Affairs Division, 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 Military Training Office, the Director of the English Language Center, the Section Chief of the Registrar, the Curriculum Section Chief, the Graduate Education Section Chief, the Enrollment Section Chief, and the Teaching and Learning Resources Center, the Section Chiefs within the Taoyuan Campus Academic Affairs Division, and president of Student Government Organization or assigned 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 Joint Meeting consists of the President, the Managing Director of University Affairs Development, the Vice Presidents, the Secretary General, the Deans of Academic Affairs, Student Affairs, General Affairs, the Executive Director of Human Resources Division, the Controller, the Executive Director of Information and Network Division, the Dean of the Library, the Executive Director of the Research and Development Division, the Executive Director of the Taoyuan Campus, the Director of the Kinmen Location, the Executive Director of the Jihe Complex Administration Division, the Executive Director of the Career Resources and Counseling Division, the Executive Director of Mainland China Education and Exchange Division, the Executive Director of International Education and Exchange Division, the Executive Director of Industry-academia Collaboration and University Extension Division, the Director of the Legal Affairs Division, the Director of the Physical Education Office, the Director of the Military Training Office, the Director of Office of International Student Service, the Director of Cross-Strait Cultural Exchange Center, the Director of Teacher Education Center, the Director of General Education Center, the Convener of General Education Committee and deans from individual schools, the department chairs, the directors of graduate programs, the directors of specialized degree programs, the Section Chiefs under the Student Affairs Division,

and the Section Chiefs of the Taoyuan Student Affairs Section and student representatives. The meeting is held once every academic year and is chaired by the President and convened by the Dean of Student Affairs. Special meetings may be called as necessary.

Article 43

The university's General Affairs Committee consists of the President, the Managing Director of University Affairs Development, the Vice Presidents, the Secretary General, 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 the Kinmen Location, the Dean of the Libraries, the Executive Director of the Human Resources Division, the Executive Director of the Controller's Division, the Executive Director of the Research and Development Division, the Executive Director of the International Education and Exchange Division, the Executive Director of Mainland China Education and Exchange Division, the Executive Director of Industry-academia Collaboration and University Extension Division, the Executive Director of the Jihe Complex Administration Division, the Director of the Legal Affairs Division, 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, the Section Chief of the Taoyuan Campus General Affairs Section and the Section Chief of the Chengkung Administration and Energy Management 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 Committee, the General Education Committee, the Teacher Education Committee, Department Affairs Committees, Graduate Program Affairs Committees, the specialized degree programs committees, and teaching unit committees. These committees consist of school deans, center directors, department chairs, graduate school or 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, directors of centers, the chairs of the departments, the directors of graduate 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 Reward 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 reward 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 Evaluation 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 Institute of General Education Faculty Evaluation Committee is established at school-level and the committee procedures are dealt with separately.

Article 47-1

The Faculty Hiring and Promotion Committee was established to implement the system for evaluating teaching, research, counseling, and teaching 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 Managing Director of University Affairs Development, the Vice Presidents, the Secretary General, the Dean of Academic Affairs, the Dean of Student Affairs, the deans of individual schools, the Dean of Libraries, the Executive Director of the Human Resources Division, the Executive Director of Research and Development Division, the Executive Director of the International Education and Exchange Division, the Executive Director of the Career Resources and Counseling Division, the Executive Director of Mainland China Education and Exchange Division, the Executive Director of Industry-academia Collaboration and University Extension Division, 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 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 English Language Center, the Director of the Military Training Office, in addition to the committee members appointed by the President. 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 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 and Internal Control Committee. When the need arises, other committees may be organized. The organizational charters are dealt with separately.

Article 51

The Student Affairs Division guides the Student Government Organizations (Student Associations) to handle issues pertaining to student learning, campus life, rights and benefits, and to promote all the activities of student clubs. Details of Student Government Organizations' (Student Associations') 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 announced and implemented. Any revision must follow the same procedure.

***In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.*

Appendix 1

Ming Chuan University 2024-25 AY Schools, Departments, Graduate and Undergraduate Programs List

School	Departments, Graduate and Undergraduate Programs
School of Management	Executive Master of Business Administration International Business Department: Bachelor's Program, Master's Program, Work Experience Master's Program Accounting Department: Bachelor's Program, Master's Program, Work Experience Master's Program (recruitment suspended in 2019-20AY) Risk Management and Insurance Department: Bachelor's Program, Master's Program, Work Experience Master's Program Business Administration Department: Bachelor's Program, Master's Program, Doctoral Program, Work Experience Master's Program Finance Department: Bachelor's Program, Master's Program, Work Experience Master's Program
School of Information Technology	Information Management Department: Bachelor's Program, Master's Program, Work Experience Master's Program Bachelor's Program, Master's Program Computer Science and Information Engineering Department: Bachelor's Program, Master's Program Information and Telecommunications Engineering Department: Bachelor's Program, Master's Program Electronic Engineering Department: Bachelor's Program, Master's Program Bachelor's Specialized Degree Program in Semiconductor Applications: Bachelor's Program
School of Communication	Radio and TV Department: Bachelor's Program Department of Audiovisual Journalism and Social Media Communication: Bachelor's Program Department of Advertising and Strategic Marketing: Bachelor's Program Department of New Media and Communication Administration: Bachelor's Program, Master's Program, Work Experience Master's Program
School of Law	Law Department: Bachelor's Program, Master's Program, Work Experience Master's Program Financial Law Department: Bachelor's Program, Master's Program
School of Tourism	Tourism Department: Bachelor's Program, Master's Program, Work Experience Master's Program Leisure and Recreation Management Department: Bachelor's Program Hospitality Management Department: Bachelor's Program

School	Departments, Graduate and Undergraduate Programs
School of Education and Applied Languages	Applied Chinese Department: Bachelor's Program, Master's Program, Doctoral Program, Work Experience Master's Program Applied English Department: Bachelor's Program, Master's Program, Work Experience Master's Program Applied Japanese Department: Bachelor's Program, Master's Program Graduate School of Education: Master's Program, Work Experience Master's Program Teaching Chinese as a Second Language Department: Bachelor's Program
School of Design	Commercial Design Department: Bachelor's Program, Master's Program in Creative Design and Research Product Design Department: Bachelor's Program, Master's Program in Design Innovation and Management, Work Experience Master's Program in Design Innovation and Management (Work Experience Master's Program recruitment suspended in 2021-22AY) Digital Media Design Department: Bachelor's Program, Master's Program Urban Planning and Disaster Management Department: Bachelor's Program, Master's Program, Work Experience Master's Program Digital Media Design Department: Bachelor's Program, Master's Program Animation and Comic Creative Industries Design Program
School of Social Sciences	Department of Public Affairs and Administration: Bachelor's Program, Master's Program, Work Experience Master's Program Counseling and Industrial/Organizational Psychology (CIOP) Department: Bachelor's Program, Master's Program (Clinical Psychology Track, Counseling Psychology Track), Work Experience Master's Program Department of Criminal Justice: Bachelor's Program, Master's Program, Work Experience Master's Program in Cross-Strait and Criminal Justice
School of Health Technology	Biotechnology Department: Bachelor's Program, Master's Program Healthcare Information and Management Department: Bachelor's Program, Master's Program in Healthcare Organization Management Biomedical Engineering Department: Bachelor's Program
School of Financial Technology	Applied Statistics and Information Science Department: Bachelor's Program, Master's Program Money and Banking Department: Bachelor's Program, Master's Program Financial Technology Applications Program Master's Program in Financial Technology

School	Departments, Graduate and Undergraduate Programs
International College	International Business and Trade Program Journalism and Mass Communication Program Travel and Tourism Program Information Technology Management Program International Affairs and Diplomacy Program Master's Program in International Affairs (international students only) Fashion and Innovation Management Program Applied Computing Program (internal recruitment suspended in 2021-22 AY) Fashion and Innovation Management Program (internal recruitment suspended in 2021-22 AY)
Michigan Location	Master's Program in Teaching Chinese as a Second Language Master's Program in New Media and Communication Administration