

## **Ming Chuan University Procedures for Establishing Cross-school, Cross-department, and Cross-disciplinary Degree and Course Programs**

Passed at the University Affairs Committee Meeting on June 19, 2006  
Passed at the University Affairs Committee Meeting on June 4, 2007  
Passed at the University Affairs Committee Meeting on October 27, 2008  
Passed at the University Affairs Committee Meeting on June 4, 2009

- Article 1 These procedures have been established in accordance with Article 11 of University Law.
- Article 2 All academic units in Ming Chuan University can plan and establish cross-school, cross-department, cross-program, cross-section, and cross-disciplinary degree and focused course programs.
- Article 3 When academic units establish focused course programs, bylaws should be created according to these procedures. The content should include objectives, the name of the degree or program, the chair and the curriculum committee members, matters concerning curriculum planning and credits, requirements for taking courses, enrollment limits, procedures for applying to and withdrawing from the program, and so on. Upon being passed at the Academic Affairs Committee Meeting and approved by the president, the bylaws may be announced and implemented.
- Article 4 Focused course programs for undergraduate should include at least 20 course credits, at least 12 course credits for the master's program, among which 6 should be taken outside students' original department, section, or the specialized degree program of their major or minor. When students drop focused course programs, courses already taken will be recognized by students' original departments, sections or specialized degree programs.
- Article 5 When students select courses that reach a certain number, additional classes may be established for the program. Students who select only those courses should make Credit Hour Tuition payment.
- Article 6 If students taking these programs meet the requirements for graduation in their original department or graduate program but have not completed the credits required for the Focused Course Program, they may apply to extend their study periods in accordance with regulations outlined in Procedures for Establishing Teacher Education Centers. Students who take other kinds of programs will be limited by regulations outlined in University Law and may not extend the number of years required for graduation.
- Article 7 Students can apply for Focused Course Program Certificates from the relevant units; after the application is reviewed by the Academic Affairs Division and approved by the president, the certificate will be issued by the university. If

courses are taken without approval, a Focused Course Program Certificate will not be issued.

- Article 8 Academic units may establish regular Focused Course Programs (which are not cross-school, cross-department, or cross-program Focused Course Programs) and handle administrative matters on their own. Such programs will not be governed by these procedures.
- Article 9 The Focused Course Programs set by the academic units should be reviewed periodically, including the number of applicants, certificates obtained, and students' satisfaction levels. Revision or termination of programs should be made according to the assessment results.
- Article 10 When terminating any course programs, the academic units should report the reasons for termination to the Academic Affairs Committee and obtain approval from the president prior any announcement.
- Article 11 Matters not covered in these procedures will be dealt with in accordance with the General Provisions for Study which have been established at this institution, and other relevant regulations.
- Article 12 Upon being passed at the University Affairs Committee Meeting and approved by the president, these procedures were announced and implemented.

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