

Guidelines for the Affairs Committee in the Bachelor's Degree Program of International Business English, Wenzao Ursuline University of Languages

April 18, 2014 Approved by the Bachelor's Degree Program of International Business English Preparation Committee
April 22, 2014 Approved by the Dean of the College of English and International Studies
March 9, 2015 Approved by the Affairs Committee in the Bachelor's Degree Program of International Business English
April 29, 2015 Approved by the College Affairs Committee at the College of English and International Studies
May 21, 2015 Approved by the Dean of the College of English and International Studies

- I. The Bachelor's Degree Program of the International Business English (hereinafter referred to as "the Program") shall establish the Bachelor's Degree Program of International Business English Affairs Committee (hereinafter referred to as "the Committee") as stipulated by the program guideline.
- II. The Committee shall serve as the highest decision-making committee of the Program.
- III. The Committee shall consist of five members, including the program chair, the chair of the Department of International Business Administration and three faculty representatives. Faculty representatives shall be appointed by the program chair. The program chair shall serve as the ex-officio committee chair, and the chair of the Department of International Business Administration shall serve as an ex-officio member and the acting committee chair in the event the program chair is absent. Faculty representatives shall serve for a period of one year with possible re-appointment.
- IV. The Committee shall be held at least once per semester. A special meeting can also be convened by the program chair as needed, or by petition from two or more committee members.
- V. The Committee shall only be conducted when three or more members are present; matters requiring approval shall only be considered approved upon agreement from three or more presenting members.
- VI. The Committee may establish various special task forces or committees as deemed necessary to process all relevant affairs.
- VII. The Committee is in charge of reviewing the following items:
 - (1) Program development plan and budget
 - (2) Establishment and modification of various regulations and guidelines
 - (3) Matters decided by the special task forces or committees that were established by the said meeting
- VIII. Members must submit their leave of absence in the event of being unable to attend the said meeting. Other supervisors and members may also attend the said meeting as needed.
- IX. Matters not addressed in this guideline shall be handled by other relevant guidelines of the school.
- X. Guidelines established by the Committee shall become effective upon approval by the Dean of

the College of English and International Studies. The same process applies to modification of the guidelines.