

Ming Chuan University Integrated Student Counseling Committee Organizational Charter

Established on September 31, 1995

Revised on October 17, 1997

Revised and Passed at the Student Affairs Committee Meeting on June 3, 2010

- Article 1 The Ming Chuan University Integrated Student Counseling Committee Organizational Charter was established in accordance with Article 45 of the Ming Chuan University Organizational Code.
- Article 2 This committee is in charge of integrating human resources of administration and academic units in the university. It assists each department in promoting student counseling affairs, deals with serious student problems, and raises overall counseling effectiveness.
- Article 3 The president will be the committee chairperson and the Dean of Student Affairs the Executive Secretary. The committee members are the Dean of Academic Affairs, the Dean of General Affairs, the Executive Director of Taoyuan Campus Administration Division, the Executive Director of Career Planning and Counselling Division, the Military Training Director, deans from each school, the chairs from each department, the directors from each program, the section chiefs of Student Affairs and the Section Chief in the Student Affairs Section of Taoyuan Campus. Some advisory committee members will be recruited from experts and scholars with specializations in counseling, law, and psychiatry fields.
- Article 4 A Counseling Project Meeting is set up under this committee and chaired by the Executive Secretary. The members are the Executive Director of Career Planning and Counselling Division, the Military Training Director, and the Section Chief of Student Advising Section. The meeting will be held on a monthly basis and the relevant department chairs and class advisors may be invited to attend the meeting.
- Article 5 The meeting will be hold once every semester and special meetings may be called as necessary.
- Article 6 At least 50 percent of members must be in attendance to hold a meeting and at least two third of members must be in attendance to pass a resolution.
- Article 7 The term of the committee members is one academic year and members can be re-nominated when the term expires. Should a committee member find himself or herself unable to continue his or her appointment due to career changes or other reasons during the term, he or she is automatically considered to have resigned. The vacancy may be filled by a candidate selected by the president; the successor will keep the appointment until the term expires.
- Article 8 Upon being passed at the Student Affairs Meeting and approved by the president, this charter was 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.****