

Ming Chuan University Procedures for Holding Class Meetings

Passed and implemented at the Expanded Administrative Council Meeting on September 26, 2005

Passed at the Regulation Committee Meeting on April 13, 2011

Revised and passed at the Administrative Council Meeting on May 2, 2011

Article 1 These procedures were established based on Regulations for Student-organized Class Meetings and modified to meet the needs of this institution.

Article 2 The purpose of the Class Meetings is to promote students' spirit of honesty, sincerity, humility, determination, and team spirit, and to provide timely information concerning university policies and rules, to encourage proper thinking and behavior, and to provide chances for students and their class advisors to interact and solve students' problems.

Article 3 Procedures for holding Class Meetings:

1. Class Meetings will be chaired by the class advisor.
2. Class Meetings are part of regular classes and should be held once a week, and may not be held off campus.
3. Class Meetings will be scheduled by every department in accordance with Academic Affairs Division regulations for scheduling classes. Once the meeting has been scheduled, it can only be rescheduled with the signature of all class members. The change must be approved as a special case.
4. Class leaders are responsible for assembling students and keeping good order when class meetings are held.
5. Rescheduling Class Meetings: Rescheduling is limited to 4 times per semester and two meetings may not be held on the same day.

Article 4 General Rules:

1. Rules for taking attendance are in accordance with Attendance Procedures and Student Roll Call Enforcement Rules.
2. If students are unable to attend Class Meetings, they should ask for leave based on regulations for requesting leave. If students fail to request leave, they will be considered as absent without leave.
3. If students fail to attend over one-third of the total Class Meeting hours, students are required to do two hours of volunteer service for every hour they miss, which will be supervised by a drillmaster from the Military Training Office. Students who do not report for the volunteer work service will be punished in accordance with university regulations.
4. Meeting minutes must be inspected and signed by the class advisor and submitted to department secretary for processing. After being reviewed by the department chair, the minutes will be submitted to the Student Advising Section (Student Affairs Section) before the following Wednesday so the minutes may be further compiled and reported.

Article 5 Upon being passed at the Administrative Council Meeting and approved by the president, these Procedures were 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.