

## **“Detailed Rules for Implementing the Japanese Business Program” for College of Applied Languages, Ming Chuan University**

Approved by the 4<sup>th</sup> department affairs meeting, academic year  
2010~2011 of the Department of Applied Japanese on  
2010/11/30

Approved by the 1<sup>st</sup> college affairs meeting, academic year  
2010~2011 of the College of Applied Languages on  
2010/12/03

Reviewed and approved by the academic affairs meeting  
procedure committee on 2010/12/16

Reviewed and approved by the 1<sup>st</sup> academic affairs meeting,  
academic year 2010~2011 on 2010/12/23

1. The “Japanese Business Program” was set up by the College for the purpose of helping students of the University to become a professional in the business community, in hopes that students can learn fundamental business knowledge besides their linguistic specialty and that students’ learning fields can be expanded. For this reason, the detailed rules for implementing the “Japanese Business Program” (hereinafter “the Detailed Rules”) are established in accordance with the “Regulations for Establishment of Ming Chuan University Cross-College/Department Programs”
2. The program committee for the Program shall be composed of 5 to 7 teachers from related departments of the College. A convener shall be elected by the committee members. The program committee is responsible for the course planning of the Program.
3. The Department of Applied Japanese under the College shall take charge of all affairs and businesses in relation to the Program.
4. The table of required course credits of the Program shall be implemented after being reviewed and approved by the course committees and academic affairs committees of all levels and then approved by the principle.
5. Undergraduates of the University may apply for the Program using the online student affairs system of the University and, after being approved, become a student of the Program.
6. To complete the Program, a minimum of 20 credits is required for students of the Program, with at least 6 of the credits from courses offered by a department/program other than the students’ original department/program. Students who have obtained the required credits can receive a certificate issued by the University after the qualification is reviewed and sent to the principle for approval.
7. Students of the Program who are eligible to apply for graduation from their original department but haven’t completed the courses and credits required by the Program may only apply for extending the length of study for the Education Program in accordance with the “Regulations for Establishment of Centers for Teacher Education in Universities”. For all the other programs, extending the length of study is not allowed based on the regulations of the University Law.
8. The College shall regularly evaluate the implementation of the Program based on the related regulations of the University. Evaluation criteria shall include the number of student applications, the number of certificates issued, and students’ satisfaction. And the College may modify or terminate the Program based on the evaluation results.
9. For matters not mentioned herein, the University Constitution of the University and related laws and regulations shall apply.
10. The Detailed Rules shall be announced and implemented after being passed by the department/college affairs meetings and academic affairs meeting and

approved by the principle. The same process shall apply to any revision of the Detailed Rules.