

# **Organizational Regulations of Yuan Ze University**

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## **Chapter One General Principles**

Article 1 These regulations are established pursuant to Article 36 of University Law.

Article 2 The university is named Yuan Ze University (hereafter “the university”).

Article 3 The purpose of the university is to perform academic research, cultivate talent, elevate culture, serve the society and promote national development.

## **Chapter Two Organizations**

Article 4 The university has established colleges and independent graduate institutes; each college may establish departments or graduate institutes and may offer interdepartmental, inter institute or inter college credit programs or degree programs.

The organizational structure of each unit can be seen in Appendix 1 of this set of regulations “Establishment table of academic units in Yuan Ze University”.

Regulations governing the adjustments which include new establishment, alternation, reorganization, merger or suspension of the university’s colleges, departments, graduate institutes or degree programs shall be otherwise drafted.

Any adjustments of the university’s colleges, departments, graduate institutes or degree programs shall be approved by School Council Meeting and Board Meeting as

well as being reported to the Ministry of Education for ratification. The attached table in the second statement of this article must be revised immediately.

Article 5 The university has the following academic units established in order to achieve the goals mentioned in Article 3:

1. General Education Center: oversees planning, coordination, promotion of the courses and other affairs of general education. A director among teachers with above Professor level shall be appointed by President to hold this concurrent administrative position.
2. Physical Education Office: oversees management of physical education, activities, site and facilities, as well as other affairs of physical education. A director among physical education teachers with above Associate Professor level shall be appointed by President to hold this concurrent administrative position. Several physical education teachers and athletic coaches shall be appointed as well.
3. Military Education Office: oversees planning and teaching of military training and nursing courses; offers assistance in student guidance affairs. A director shall be appointed by President from qualified personnel or from two or three military training instructors recommended by the Ministry of Education. Several military training instructors and nursing teachers shall be appointed as well. The military training instructor who is a deputy for filling in the vacancy of a director shall have served the university for over one year and with above Colonel level.
4. Lifelong Education Center: oversees planning, promotion, practice of lifetime education and community service. A director among teachers with above Associate Professor level or among staff members shall be appointed by President to hold this concurrent administrative position.

The above-mentioned offices and centers may set sections which shall be based on the Appendix 1 “Establishment table of academic units in Yuan Ze University” to meet the needs of official business. Any adjustments shall be approved by both School Council Meeting and Board Meeting.

Article 6 The university has the following administrative units established in order to achieve the goals mentioned in Article 3. Each administrative unit shall have a director appointed by President to be in charge of relevant affairs.

1. Office of Academic Affairs: oversees registration, curriculum affairs, publication, promotion of teaching quality, and other academic affairs. A Dean of Academic Affairs shall be appointed by President among teachers with above Professor level.
2. Office of Student Affairs: oversees mental health guidance, extracurricular activity guidance, life guidance, career development, sanitation and health guidance and guidance in other student affairs. A Dean of Student Affairs shall be appointed by President among teachers with above Professor level.

3. Office of General Affairs: oversees documents, affairs, treasury, civil engineering, safekeeping and other general affairs. A Dean of General Affairs shall be appointed by President among teachers with above Associate Professor level or among staff members.
4. Office of Research and Development: oversees promotion and management of academic researches, industry-education cooperation, interaction with other educational institutions, and supervises the integration and management of the university's various research centers. A Dean of R&D shall be appointed by President among teachers with above Professor level.
5. Office of Library and Information Services: oversees collection and management of teaching and research data, consultation service, development of information system, establishment of information network, training of informational education and other information service affairs. A Chief Information Officer shall be appointed by President among teachers with above Associate Professor level.
6. Personnel Office: oversees personnel management and development of the university's faculties and staffs. A chief shall be appointed by President based on relevant regulations.
7. Controller Office: oversees annual accounting, accounting and statistical affairs. A chief shall be appointed by President based on relevant regulations.
8. Secretariat Office: oversees council affairs, planning of university development, evaluation of university affairs, promotion of administrative quality, other general affairs and secretarial tasks. A Secretary General shall be appointed by President among teachers with above Associate Professor level.
9. Office of Public Affairs: oversees public relations, alumni service and fundraising affairs. A director shall be appointed by President among teachers with above Associate Professor level or among staff members.
10. Environmental Safety and Sanitation Center: oversees protection of university environment, matters governing safety and sanitation. A director shall be appointed by President among teachers with above Associate Professor level or among staff members.

Above-mentioned offices reaching a certain scale mandated by the Ministry of Education or reaching a certain workload standard may appoint a deputy dean or director to assist office affairs. The deputy dean or director shall be appointed by President from teachers with above Associate Professor level, or staff members of equivalent level, or appropriate staff members may serve in the post.

Offices and centers may appoint several staff members based on the university's personnel quota and may set sections to meet the needs of official business. Above-mentioned sections shall have a head or director who is appointed by President from teachers with above Associate Professor level, or staff members of equivalent level, or appropriate staff members may serve in the post.

Offices, centers and their subordinate sections shall be established according to the Appendix 1 “Establishment table of academic units in Yuan Ze University”. Any adjustments shall be approved by both School Council Meeting and Board Meeting.

Article 7 The university may establish various teaching units, research centers or other units due to the teaching, research or promotional needs. Regulations governing the establishment of various units shall be otherwise drafted.

The university may organize inter university research centers. The establishment and alteration of inter university research centers shall be approved by both School Council Meeting and Board Meeting and reported to the Ministry of Education for future reference.

### **Chapter Three Meetings and Committees**

Article 8 The university shall establish School Council Meeting which make important decisions on university matters. It is composed of the university president, the vice president, the deans of the offices of academic affairs, student affairs, general affairs, research and development, and library and information services as well as college deans, directors of general education and lifelong education centers, department chairmen, deans of graduate institutes, secretary general, chiefs or directors of Personnel Office, Controller Office, Office of Public Affairs, Physical Education Office and Military Education Office, faculty delegates, staff delegates and student delegates.

The terms of office is one year for the student delegates and two years for the other delegates, and may be renewed if elected again.

The appointments of teacher delegates, staff delegates and student delegates are based on the following procedures:

1. Faculty delegates shall be elected and at least one delegate shall be appointed to represent for each department and General Education Center. The number of faculty delegates shall not be less than half of all attending members of the meeting and teachers with professor or associate professor titles shall not be less than two-third of all faculty delegates in principle.
2. There shall be three staff delegates who are elected by all the staff members.
3. The election of student delegates shall be held publicly by self-governing student groups. The number of student delegates shall not be less than one-tenth of all attending members of the meeting and regulations governing the election shall be otherwise drafted.

School Council Meetings shall be held by President at least once a semester. Upon request of a temporary meeting required by one-fifth of the attending members of the meeting as non voting delegates, President shall hold the meeting within fifteen days.

Following are various committees established under School Council Meeting: University Affairs Development Committee, Budget Audit Committee and Rules Audit Committee.

Regulations governing the tasks and establishments of the various committees shall be otherwise drafted.

School Council Meeting may form project teams to handle affairs handed over by the meeting accordingly.

Article 9 The School Council Meeting discusses the following issues:

1. Developmental plans and budget for school affairs.
2. Organization regulations and various major regulations.
3. The establishment, alteration and suspension of colleges, departments, graduate institutes, degree programs and affiliate organizations.
4. Academic affairs, student affairs, general affairs, research and other important affairs in the university.
5. Assessment procedures relevant to the performance of teachers' instructions.
6. Resolutions drafted by committees of School Council Meeting or project teams.
7. Council proposals and proposals recommended by President.

Article 10 The university has established the following meetings to promote academic and administrative affairs:

1. Administrative Committee: It is composed of President, Vice President, the deans of the offices of academic affairs, student affairs, general affairs, research and development, and library and information services as well as college deans, directors of general education and lifelong education centers, secretary general, chiefs or directors of Personnel Office, Controller Office, Office of Public Affairs. The President will be the chair and discuss important administrative affairs in the university; other concerned members may be invited to sit in when necessary.
2. Academic Affairs Meeting: It is composed of the deans of the offices of academic affairs, student affairs, library and information services as well as college deans, director of general education center, department chairmen, directors of Physical Education Office and Military Education Office, relevant directors of teaching units and administrative offices, and student delegates. The Academic Dean will be the chair and discuss important academic affairs in the university. The number of student delegates shall be one-eighth of all attending members of the meeting in principle.
3. Student Affairs Meeting: It is composed of Dean of Student Affairs, department chairmen, directors of Physical Education Office and Military Education Office, and student delegates. The Dean of Student Affairs will be the chair and discuss important student affairs in the university. The number of student delegates shall be one-fifth of all attending members of the meeting in principle.
4. General Affairs Meeting: It is composed of Dean of General Affairs, secretary general, Chief of Controller Office, one member of Plan and Budget Audit Committee selected by each college, one faculty delegate selected by Budget Audit

Committee, two staff delegates and student delegates. The Dean of General Affairs will be the chair and discuss important general affairs in the university. The number of student delegates shall be one-eighth of all attending members of the meeting in principle.

5. Research and Development Affairs Meeting: It is composed of Dean of Research and Development, college deans, directors of general education center and each research center, and department chairmen. The Dean of Research and Development will be the chair and discuss important research and development affairs in the university.
6. College Council Meeting: It is composed of college deans, department chairmen and faculty delegates. The college dean will be the chair and discuss important teaching, research and other relevant affairs in the college. Student delegates may be invited by the chair to sit in to discuss student affairs when necessary.
7. Department Meeting: It is composed of the department chairman and full-time faculty members. The department chairman will be the chair and discuss important teaching, research and other relevant affairs in the department. Jointly appointed teachers, student delegates and other personnel may be invited to sit in to discuss relevant affairs when necessary. Each department may decide the number and the selection of student delegates.
8. Meeting of other offices or units: It is composed of the office directors and concerned staff members. The director will be the chair and discuss important affairs of their job content.

The university may establish various meetings due to the actual needs; regulations governing the establishment of various meetings shall be otherwise drafted.

Article 11 The university has established the following committees to ensure the rights of faculties, staffs and students: Faculty Plea and Arbitration Committee, Staff Plea and Arbitration Committee, and Student Plea and Arbitration Committee. Regulations governing the establishment of the committees shall be otherwise drafted.

Regulations governing the establishment and operation of Faculty Plea and Arbitration Committee mentioned above shall be adopted by School Council Meeting and implemented. Regulations governing the establishment of Student Plea and Arbitration Committee shall be reported to the Ministry of Education for ratification and implementation.

The university has established a Gender Equity Education Committee in order to promote substantive gender equality; regulations governing the establishment and operation of the committee shall be otherwise drafted and drawn according to Gender Equity Education Act.

Article 12 The university may establish various committees due to the actual needs of school affairs; regulations governing the establishment of various committees shall be otherwise

drafted.

#### **Chapter Four Appointment of President And Directors/Chiefs**

Article 13 The university may appoint one president responsible for the overall management of the university and development of academic affairs, and represents the university externally. The term of office is three years and each term shall start either on August 1<sup>st</sup> or February 1<sup>st</sup>.

Recruitment and dismissal procedures of President shall be according to relevant regulations and are stated as below:

1. New appointment: Board members shall organize President Select Committee to choose two or three recommended candidates and submit to the board for a final selection. Then the board shall report to the Ministry of Education to appoint a new President. Regulations governing the establishment of President Select Committee shall be reported to the Ministry of Education for ratification and implementation.
2. Continuing term of office: President who has special concrete contributions to the university or has other important reasons can be reelected twice. Board members shall decide whether or not President shall be reelected prior the expiry of each President's tenure.
3. Removal from office:
  - (1) Unwilling to continue the term of office or having been discontinued from the term of office at the expiry of President's tenure.
  - (2) Spontaneous resignation.
  - (3) Discontinuing the term of office due to other reasons.
4. Acting for: The board shall designate Vice President or a professor to act on behalf of President if President is unable to attend to the office or the office becomes vacant for other reasons, reporting this to the Ministry of Education, until a new President is chosen or President comes back to the office.

As discontinuing the term of office mentioned in the third item of the third statement, besides the regulations of Private School Law and of Statute Governing the Appointment of Educators, if a President who is decided on by a joint proposal of more than one-third delegates of School Council Meeting to be unable to fill the post, School Council Meeting may vote to report this to the board for the dismissal of President's employment. A vote of three-fourths consenting out of half attending delegates is required.

Article 14 One or two Vice Presidents may hold office to assist President with university affairs, being selected by President from professors in the university, reported to the board for approval and then appointed to hold the second post. In principle, the term of office of Vice President is the same as that of President.

Article 15 Each college under a university shall appoint a dean responsible for the overall management of the college. The dean is selected from teachers with above Professor level in the college and the term of office is three years. Recruitment procedures of the dean are stated as below:

1. New appointment: President shall appoint Vice President, senior Associate Professors recommended by the college, members of College Management Consultative Committee, and notable public figures outside the university to consist of College Dean Select Committee. The select committee shall choose two to three candidates to be recommended to President who will choose one of them to be the college dean. Regulations governing the selection of a college dean shall be otherwise drafted.
2. Continuing term of office: At the time of six months prior the expiry of the dean's tenure, Vice President may inquire the referable opinions of faculties of the college about the dean's continuing term of office. Each term of office of the dean can be continued once with President's approval.

If the term of office of a college dean is discontinued due to special reasons before the expiry of the dean's tenure, a new dean shall be selected according to the regulations mentioned in the first statement of this article. If a new college dean can't be selected in accordance with relevant regulations, one of the senior Professors of the university, with the college's Professors being the priority, shall be selected by President to be the deputy. The period of the deputy's office term shall be limited to one year.

Article 16 Each department and graduate institute under a university shall appoint a chairman or a director responsible for the overall management of the department or institute. The chairman or director is selected from teachers with above Associate Professor level and the term of office is three years. Recruitment procedures of the dean are stated as below:

1. New appointment: President shall appoint the college dean, senior Associate Professors recommended by the department or institute, members of Department/Institute Management Consultative Committee, and notable public figures outside the university to consist of Department Chairman/Institute Director Committee. The select committee shall choose one to two candidates to be recommended to President who will choose one of them to be the chairman or director. Regulations governing the selection of a department chairman/institute director shall be otherwise drafted.
2. Continuing term of office: At the time of six months prior the expiry of the chairman/director's tenure, the college dean may inquire the referable opinions of faculties of the department about the chairman/director's continuing term of office. Each term of office of the dean can be continued once with President's approval.

If the term of office of a chairman/director is discontinued due to special reasons



before the expiry of the tenure, a new chairman/director shall be selected according to the regulations mentioned in the first statement of this article. If a new chairman/director can't be selected in accordance with relevant regulations, one of the senior Associate Professors of the university, with the department/institute's Associate Professors being the priority, shall be selected by President to be the deputy. The period of the deputy's office term shall be limited to one year.

Article 17 Faculties who are appointed to hold the concurrent administrative positions as office directors mentioned in Article 5 and 6 shall be on a per-term basis; each term is three years and can be extended. In principle, the term of office is the same as that of President.

### **Chapter Five Ranking And Appointment of Faculties And Staffs**

Article 18 Faculties in the university are ranked professors, associate professors, assistant professors and lecturers, engaged in teaching, research, counseling and service.

The university may offer lecture courses presided by professors; regulations governing the establishment of lecture courses shall be otherwise drafted.

The university may be provided with teaching assistants to assist the teaching and research.

The university may appoint professional technicians for teaching.

The appointment of military training instructors shall be processed in accordance with relevant regulations.

Article 19 The university may appoint researchers for doing researches, classifying into four ranks: researchers, associate researchers, assistant researchers, and research assistants. The appointment of researchers shall be processed in accordance with relevant regulations.

Article 20 Appointment of the university's faculties are classified in the initial contract, reengagement and long term engagement; the appointment shall be transacted following the principles of justice, equity and openness. Moreover, initial contract of the university's faculties shall be published in traditional media or academic publications. Qualifications and procedures for the appointment of faculties shall follow the stipulations of the university's regulations. Regulations governing the appointment of faculties shall be otherwise drafted.

The appointment of faculties shall be on a per-term basis; the first and second term shall be one year, but the later renewed terms shall be two years.

The long term engagement of faculties shall be processed in accordance with relevant regulations.

In addition to following the stipulations in Teachers' Act and Statute Governing the

Appointment of Educators, the university may formulate separate stipulations for the suspension or refusal of reengagement of teachers upon requirements of academic research and development, which shall be implemented and provided in the contracts after being approved by School Council Meeting.

The university shall evaluate the achievements of the teaching, research, counseling, services as important reference for promotion, reengagement, long term engagement, suspension, refusal of reengagement and encouragement of faculties.

Regulations governing the evaluation of faculties shall be otherwise drafted and implemented after being approved by the School Council Meeting.

Article 21 The university has established Teacher Evaluation Committee of School, Teacher Evaluation Committee of College, and Teacher Evaluation Committee of Department to examine all faculty affairs concerning employment, duration of employment, promotion, sabbatical leave, service extension, suspension, dismissal, refusal of reengagement, to determine the reason for lay-off, to examine faculty's academic researches and publications, to examine faculty's violation against teacher's obligations. The university's teacher evaluation committees are organized in accordance with the ranks of college, department and institute. Stipulations for ranking, composition and operation of Teacher Evaluation Committees shall be otherwise drafted and implemented after being approved by the School Council Meeting, as shall amendments when they are made.

Regulations drafted by Teacher Evaluation Committee of School shall be implemented after being approved by School Council Meeting. Regulations drafted by Teacher Evaluation Committee of College (or Institute) shall be implemented after being approved by Teacher Evaluation Committee of School. Regulations drafted by Teacher Evaluation Committee of Department shall be verified and implemented by Teacher Evaluation Committee of School after being approved by Teacher Evaluation Committee of College.

Article 22 When three degrees of Teacher Evaluation Committees of the university reach an agreement upon suspension, dismissal, refusal of reengagement of a teacher, the university shall notify the party in writing, stating its reasons. If the party has any disagreement with the committees' decisions, he or she may appeal to Faculty Plea and Arbitration Committee.

Article 23 The university's departments and administrative offices shall report their needs of staff members to President based on the university's personnel quota; President shall then appoint the required staff members.

The ranking, appointment, salary assessment, performance evaluation, reward and punishment, promotion of staffs shall be processed in accordance with relevant rules and

the university's regulations.

Article 24 The organizational chart of the university's personnel quota shall be approved by School Council Meeting and reported to the Ministry of Education for ratification.

### **Chapter Six Student Affairs**

Article 25 The university students' enrolling qualifications, the length of time for pursuing academic studies, minor study in the university or other universities, study of double degrees, courses, interuniversity optional courses, maintenance of admission qualifications, transference to other universities, departments, institutions and courses as well as suspension of school, withdrawal, disciplinary dismissal, grade assessment, transfer of credits and holiday courses, adoption and recognition of foreign degrees, treatment of enrollment relating to military service and going abroad, dual enrollment, acquisition of academic degrees, and other proceedings shall be listed in the academic rules of the university and then reported to the Ministry of Education for future reference.

The regulations of reward and punishment for the university's students will be drafted by Student Affairs Meeting and shall be reported to the Ministry of Education for future reference.

Article 26 The university shall tutor the students to organize a student union, other related self ruling groups and student clubs to improve the students' study and ability of self rule.

The university's students are the members of the student union; the representatives of the student union are elected from students of the whole university. The student union may charge a membership fee from members; the university may be asked to collect the membership fee for the student union. The fees and activities shall be used and applied to the matters concerning the students' school study, living, and student affairs that are directly relevant to the students.

The regulations governing the status, composition, supervision, examination, direction and other proceedings for the establishment of the students' self ruling groups shall be drafted by Student Affairs Meeting and reported to the Ministry of Education for ratification and implementation.

Article 27 In order to protect students' rights, the university shall make the elected delegates of students attend the meetings relating to their study, living and formulating of regulations about reward and punishment. Besides the rules mentioned in Article 9 of these regulations, the regulations governing the number and selection of student delegates attending other meetings shall be drafted by the organizational rules of each meeting or committee.

Article 28 When the student union and other student self ruling groups are against penalties or other measures and decisions from the university, which the solving methods of administrative procedures can't satisfy the students, they may appeal to Student Plea and Arbitration Committee so as to guarantee their rights.

## **Chapter Seven Supplementary Provisions**

Article 29 The university's regulations of different offices or departments shall be otherwise drafted.

Article 30 These organizational regulations will be verified by School Council Meeting and the board before being reported to the Ministry of Education for ratification and implementation, as shall amendments when they are made.

### **[Appendix 1] Establishment table of academic units in Yuan Ze University**

Approved by Letter Kao-2-Tzu No.0960038339 of the Ministry of Education, March 27, 2007

#Academic departments:

#### I. College of Electrical and Communication Engineering

1. Department of Electrical Engineering (include master's and doctorate programs)
2. Department of Communications Engineering (include master's and doctorate programs)
3. Graduate School of Electro-Optical Engineering (include master's and doctorate programs)
4. Department of Manufacturing Engineering and Management Technologies  
(two-year junior college)

#### II. College of Engineering

1. Department of Mechanical Engineering (include master's and doctorate programs)
2. Department of Chemical Engineering and Materials Science  
(include master's and doctorate programs)
3. Department of Industrial Engineering and Management  
(include master's and doctorate programs)
4. Graduate School of Biotechnology and Bioinformatics (include master's program)
5. Department of Resource and Environmental Science Technologies (two-year junior college)

#### III. College of Management

1. Department of Business Administration (include master's program)
2. Department of Finance (include master's and doctorate programs)
3. Department of International Business (include master's program)
4. Department of Accounting (include master's program)
5. Graduate School of Management (include master's and doctorate programs)
6. Department of Business Management Technologies (two-year junior college)
7. Undergraduate Programs in College of Management

#### IV. College of Informatics

1. Department of Computer Science and Engineering  
(include master's and doctorate programs)
2. Department of Information Management (include master's and doctorate programs)
3. Department of Information Communication (include master's program)
4. Graduate School of Social Informatics (include master's program)
5. Department of Information Management Technology (two-year junior college)
6. Department of Information Networking Technology (two-year junior college)

#### V. College of Humanities and Social Sciences

1. Department of Foreign Languages and Applied Linguistics (include master's program)
2. Department of Chinese Linguistics and Literature (include master's program)
3. Department of Socio and Policy Science (include master's program)
4. Graduate School of Visual Arts Management (include master's program)
5. Department of Applied Chinese Languages and Literature (two-year junior college)
6. Department of Foreign Languages and Applied Linguistics (two-year junior college)
7. Department of Early Childhood Care and Education (two-year junior college)
8. Teacher Education Center

#### #Academic offices/centers:

I. General Education Center: International Language and Culture Center

II. Lifelong Education Center

III. Physical Education Office:

1. Teaching Section
2. Section of Activities and Sports Competitions

IV. Military Education Office:

1. Teaching Section
2. Administrative Section
3. Service Section

#### #Administrative offices:

I. Office of Academic Affairs

1. Registration Section
2. Course Section
3. Teaching Service Section
4. Student Recruitment Section
5. Teaching Excellence Center

II. Office of Student Affairs

1. Sanitary & Health Care Section
2. Life Counseling Section
3. Extracurricular Activities Section
4. Counseling & Career Section

III. Office of General Affairs

1. Business Management Section
2. Construction Maintenance Section
3. Finance and Property Management Section
4. Life Resources Section
5. Campus Security Squad

IV. Office of Research and Development

1. R&D Administration Section
2. Industrial Services Section
3. Academic Exchange Affairs Section

V. Office of Library and Information Services

1. Section of Consultation and Promotion

2. Section of Library Management

3. Section of System Development

4. Section of Network and Media

VI. Personnel Office

VII. Controller Office

VIII. Secretariat Office

IX. Office of Public Affairs

X. Environmental Safety and Sanitation Center

XI. General Affairs Section of Environmental Safety and Sanitation Center

**If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.**