

Charter of I-Shou University

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Chapter One General Principles

- Article 1 The Charter of I-Shou University (hereinafter referred to as “the Charter”) is made pursuant to Article 36 of the University Act, the Private School Law, and the Enforcement Rules of the University Act.
- Article 2 The official name is I-Shou University (hereinafter referred to as “the University”).
- Article 3 The University aspires to cultivate professionals in technology and management. Academic research is also one of the main focuses of the University.
- Article 4 The University’s motto is “Pragmatism & Innovation.”

Chapter Two Organization

- Article 5 The University shall have one president to take charge of overall development of the University and represent the University externally.
The University may have several vice presidents to assist the president in promoting academic research, teaching innovation, industry-university collaboration and other administrative affairs.
- Article 6 The Board of Trustees of the University shall fulfill its obligations according to the powers vested by law, and it shall have secretaries, staffers and clerks.
- Article 7 The University sets up the following colleges, departments, graduate institutes, and the Center for General Education:
1. College of Electrical and Information Engineering
 - (1) Department of Electrical Engineering (including programs for bachelor’s degree, master’s degree & doctoral degree, evening bachelor’s degree programs, and in-service master’s programs)
 - (2) Department of Electronic Engineering (including programs for bachelor’s degree, master’s degree & doctoral degree, and in-service master’s programs)
 - (3) Department of Information Engineering (including programs for bachelor’s degree, master’s degree & doctoral degree, evening bachelor’s degree programs, and in-service master’s programs)
 - (4) Department of Information Management (including programs for bachelor’s degree & master’s degree, evening bachelor’s degree programs, and in-service master’s programs)
 - (5) Department of Communication Engineering
 2. College of Science and Engineering

- (1) Department of Mechanical and Automation Engineering (including programs for bachelor's degree & master's degree, evening bachelor's degree programs, and in-service master's programs)
 - (2) Department of Chemical Engineering
 - (3) Department of Civil and Ecological Engineering (including programs for bachelor's degree and master's degree)
 - (4) Department of Financial and Computational Mathematics
 - (5) Department of Materials Science and Engineering (including programs for bachelor's degree, master's degree & doctoral degree, and in-service master's programs)
 - (6) Institute of Biotechnology and Chemical Engineering (including programs for master's degree & doctoral degree, and in-service master's programs)
3. College of Management
- (1) Department of Industrial Management (including programs for bachelor's degree, master's degree & doctoral degree, evening bachelor's degree programs, and in-service master's programs)
 - (2) Department of Business Administration (including programs for bachelor's degree & master's degree, and evening bachelor's degree programs)
 - (3) Department of Finance (including programs for bachelor's degree & master's degree, evening bachelor's degree programs, and in-service master's programs)
 - (4) Department of Accounting
 - (5) Department of International Business
 - (6) Department of Public Policy and Management (including programs of bachelor's degree & master's degree, and in-service master's programs)
 - (7) MBA, EMBA and IMBA Programs
 - (8) PhD Program in Management
 - (9) PMBA Program
 - (10) Evening Bachelor's Degree Program of College of Management
4. College of Communication and Design
- (1) Department of Mass Communication (including programs for bachelor's degree & master's degree, and evening bachelor's degree programs)
 - (2) Department of Film and Television (including programs for bachelor's degree and evening bachelor's degree programs)
 - (3) Department of Digital Media Design (including programs for bachelor's degree and evening bachelor's degree programs)

- (4) Department of Creative Product Design
 - (5) Bachelor's Degree Program for Indigenous Peoples of College of Communication and Design
 - (6) Evening Bachelor's Degree Program of College of Communication and Design
5. International College
- (1) Department of International Business Administration
 - (2) Department of International Finance
 - (3) Department of International Tourism and Hospitality
 - (4) Department of Entertainment Management
6. College of Tourism and Hospitality
- (1) Department of Leisure Management (including programs for bachelor's degree and evening bachelor's degree programs)
 - (2) Department of Hospitality Management (including programs for bachelor's degree and evening bachelor's degree programs)
 - (3) Department of Tourism (including programs for bachelor's degree and evening bachelor's degree programs)
 - (4) Department of Culinary Arts Management (including programs for bachelor's degree and evening bachelor's degree programs)
 - (5) Bachelor's Degree Program for Indigenous Peoples of College of Tourism and Hospitality
7. College of Language Arts
- (1) Department of Applied English (including programs for bachelor's degree & master's degree, and evening bachelor's degree programs)
 - (2) Department of Applied Japanese (including programs for bachelor's degree & master's degree, and evening bachelor's degree programs)
 - (3) Foreign Language Center
8. College of Medicine
- (1) Department of Biomedical Engineering (including programs for bachelor's degree and master's degree)
 - (2) Department of Medical Imaging and Radiology Sciences (including programs for bachelor's degree and two-year in-service bachelor's degree programs)
 - (3) Department of Biological Science and Technology (including programs for bachelor's degree and master's degree)
 - (4) Department of Physical Therapy

- (5) Department of Occupational Therapy
- (6) Department of Nutrition
- (7) Department of Healthcare Administration (including programs for bachelor's degree & master's degree, and in-service master's programs)
- (8) Department of Health Management (including programs for bachelor's degree and evening bachelor's degree programs)
- (9) Department of Nursing (including programs for bachelor's degree & master's degree, two-year in-service bachelor's degree programs, and bachelor's degree programs for indigenous peoples)
- (10) School of Chinese Medicine for Post Baccalaureate (including programs for bachelor's degree and master's degree)
- (11) School of Medicine for International Students
- (12) Bachelor's Degree Program for Indigenous Peoples in Long-term Care of College of Medicine

9. Center for General Education

Article 8

The University sets up the following administrative units:

1. Office of Academic Affairs: The Office is responsible for handling all academic affairs at the University. The Office shall have one dean who is a faculty member or research fellow at or above the level of professor and duly appointed by the President. The Office may have one deputy dean to assist the dean with related affairs, and the deputy dean shall be a faculty member or research fellow at or above the level of associate professor and duly appointed by the President; it may have one secretary as occasion requires. The Office has three sections: Registration Section, Curriculum Section, and Admissions Section. Each section shall be headed by one section chief who is a staffer, or a faculty member or research fellow at or above the level of assistant professor and duly appointed by the President, and each section shall have several staffers.
2. Office of Student Affairs: The Office is responsible for handling all student-related affairs at the University. The Office shall have one dean who is a faculty member or research fellow at or above the level of professor and duly appointed by the President. The Office may have one deputy dean to assist the dean with related affairs, and the deputy dean shall be a faculty member or research fellow at or above the level of associate professor and duly appointed by the President; it may have one secretary as occasion requires. The Office has five sections and two offices: Student Campus Life Guidance Section, Student

Activity Section, Health Section, Counseling & Guidance Section, Service Education Section, Office of Physical Education, and Office of Military Education. Each section shall be headed by one section chief; except the Student Campus Life Guidance Section whose section chief may be a military training instructor, the section chief shall be a staffer, or a faculty member or research fellow at or above the level of assistant professor and duly appointed by the President; each section shall have several staffers. The Office of Physical Education shall have one director who is a faculty member or research fellow at or above the level of associate professor and duly appointed by the President, and it shall have several physical education teachers, sports coaches and staffers. The Office of Military Education shall have one director who is selected and duly appointed by the President among the 2~3 military training instructors with sufficient qualifications recommended by the Ministry of Education, and it shall have several military training instructors and nursing teachers.

3. Office of General Affairs: The Office is responsible for handling all general affairs at the University. The Office shall have one dean who is a staffer, or a faculty member or research fellow at or above the level of professor and duly appointed by the President. The Office may have one deputy dean to assist the dean with related affairs, and the deputy dean shall be a staffer, or a faculty member or research fellow at or above the level of associate professor and duly appointed by the President; it may have one secretary as occasion requires. The Office has five sections: Documentation Section, Cashier Section, Construction & Maintenance Section, General Affairs Section, and Property Management Section. Each section shall be headed by one section chief who is a staffer, or a faculty member or research fellow at or above the level of assistant professor and duly appointed by the President, and each section shall have several staffers.
4. Office of Research and Development: The Office is responsible for handling all affairs related to academic research and development at the University. The Office shall have one dean who is a faculty member or research fellow at or above the level of professor and duly appointed by the President. The Office may have one deputy dean to assist the dean with related affairs, and the deputy dean shall be a faculty member or research fellow at or above the level of associate professor and duly appointed by the President. The Office has three sections: General Planning Section, Analysis & Evaluation Section, and

Academic Development Section. Each section shall be headed by one section chief who is a staffer, or a faculty member or research fellow at or above the level of assistant professor and duly appointed by the President, and each section shall have several staffers.

5. Office of International and Cross-Strait Affairs: The Office is responsible for handling international and cross-strait affairs, promoting academic exchange and cooperation around the globe, and handling student-related affairs at the University. The Office shall have one dean who is a staffer, or a faculty member or research fellow at or above the level of associate professor and duly appointed by the President. The Office may have one deputy dean to assist the dean with related affairs, and the deputy dean shall be a staffer, or a faculty member or research fellow at or above the level of associate professor and duly appointed by the President. The Office has two sections and one center: International Cooperation Section, International Student Section, and Chinese Language Center. Each section (center) shall be headed by one section chief (director) who is a staffer, or a faculty member or research fellow at or above the level of assistant professor and duly appointed by the President, and each section (center) shall have several staffers.
6. Division of Continuing Education: The Division is responsible for handling all affairs related to continuing education at the University. The Division shall have one director who is a staffer, or a faculty member or research fellow at or above the level of associate professor and duly appointed by the President, and it may have one secretary as occasion requires. The Division has three sections: Academic Affairs Section, Student Affairs Section, and General Affairs Section. Each section shall be headed by one section chief who is a staffer, or a faculty member or research fellow at or above the level of assistant professor and duly appointed by the President, and each section shall have several staffers.
7. Office of Library and Information Services: The Office is responsible for managing library resources, supporting teaching, research and information communication, as well as managing and planning network resources at the University. The Office shall have one dean who is a faculty member or research fellow at or above the level of associate professor and duly appointed by the President. The Office has five sections: Library Resource Section, Circulation & Reference Section, Information Application Section, Information Network Section, and Administrative Systems Management Section. Each section shall be headed by one section chief who is a staffer, or a faculty member or research

fellow at or above the level of assistant professor and duly appointed by the President, and each section shall have several staffers.

8. Center for General Education: The Center is responsible for planning and evaluating the curriculum of general education. The Center shall have one director who is a faculty member or research fellow at or above the level of professor and duly appointed by the President, and it shall have several staffers.
9. Extension Education Center: The Center is responsible for handling all affairs related to extension education. The Center shall have one director who is a staffer, or a faculty member or research fellow at or above the level of associate professor and duly appointed by the President. The Center has two sections: Curriculum Promotion & Planning Section and Administration & Accounting Section. Each section shall be headed by one section chief who is a staffer, or a faculty member or research fellow at or above the level of assistant professor and duly appointed by the President, and each section shall have several staffers.
10. Center for Teaching and Learning Development: The Center is responsible for integrating intramural resources, establishing a system for counseling and guiding students' learning, encouraging the faculty to produce more digital teaching materials or to teach technologically, creating a diverse learning environment, and improving teaching quality. The Center shall have one director, who is the Dean of Academic Affairs. The Center may have one deputy dean, who is the Deputy Dean of Academic Affairs. The Center has two sections: Teaching Excellence Section and Faculty Professional Development Section. Each section shall be headed by one section chief who is a staffer, or a faculty member or research fellow at or above the level of assistant professor and duly appointed by the President, and each section shall have several staffers.
11. Career Development Center: The Center is responsible for facilitating students' future career development, guiding graduates to look for employment, and offering services to alumni. The Center shall have one director who is a staffer, or a faculty member or research fellow at or above the level of associate professor and duly appointed by the President. The Center has two sections: Career & Employment Counseling Section and Alumni Service Section. Each section shall be headed by one section chief who is a staffer, or a faculty member or research fellow at or above the level of assistant professor and duly appointed by the President, and each section shall have several staffers.

12. Indigenous Development Center: The Center is responsible for cultivating young indigenous professionals in education, cultures and business administration. The Center shall have one director who is a staffer, or a faculty member or research fellow at or above the level of assistant professor and duly appointed by the President, and it shall have several staffers.
13. Office of Secretariat: The Office is responsible for planning university development, drawing up rules of procedure, handling affairs related to administrative controlling and supervision, handling legal affairs, managing public relations, and facilitating inter-unit cooperation. The Office shall have one secretary-general who is a staffer, or a faculty member or research fellow at or above the level of associate professor and duly appointed by the President. The Office has three sections: General Affairs Section, Legal Affairs Section, and Public Affairs Section. Each section shall be headed by one section chief who is a staffer, or a faculty member or research fellow at or above the level of assistant professor and duly appointed by the President, and each section shall have several staffers.
14. Office of Human Resources: The Office is responsible for handling affairs related to human resource development, career planning, and performance appraisal. The Office shall have one dean who is duly appointed by the President according to law. The Office has two sections: Human Resource Development Section and Competence Appraisal Section. Each section shall be headed by one section chief and have several staffers.
15. Office of Accounting: The Office is responsible for managing budgets, accounting and compiling statistics. The Office shall have one dean who is duly appointed by the President according to law. The Office has three sections: Budgeting Section, Auditing Section and Accounting Section. Each section shall be headed by one section chief and have several staffers.
16. Labor Safety and Hygiene Office: The Office is responsible for ensuring safety and hygiene of workplaces on campus (including laboratories, practical training factories and testing rooms) according to law. The Office shall have one director who is a staffer, or a faculty member or research fellow at or above the level of associate professor and duly appointed by the President. The Office has two sections: Safety Section and Hygiene Section. Each section shall be headed by one section chief who is a staffer, or a faculty member or research fellow at or above the level of assistant professor and duly appointed by the President, and each section shall have several staffers.

17. Office of Auditing: The Office is responsible for conducting internal control and drawing up internal audit guidelines. The Office shall have one director who is a staffer, or a faculty member or research fellow at or above the level of associate professor and duly appointed by the President, and it shall have several staffers.

Article 9 Each college shall be headed by one dean who is responsible for handling all affairs related to his/her college. The University forms a College Dean Selection Committee to select 2~3 candidates at the level of professor, and submit the candidate list to the President for final selection. Depending on the actual situation, the President may directly appoint one professor to serve concurrently as the first dean of a college. In addition, a college shall have several staffers to assist the dean with college administration.

The regulations concerning the selection of college deans shall be made separately.

A college may have one associate dean to assist the dean with college administration with the President's consent provided that it meets both of the following requirements:

1. The number of faculty and staff members (including the project personnel) exceeds 150; and
2. The number of students exceeds 1,500.

If a college does not meet either of the said requirements, it may, on grounds of special needs, submit a petition to the President for having an associate dean.

A department may have one associate chair to assist the chair with department administration with the President's consent provided that it meets any of the following requirements:

1. The number of faculty and staff members (including the project personnel) exceeds 50, and the number of students exceeds 300;
2. The number of students exceeds 600; or
3. The department offers evening programs.

If a department does not meet any of the said requirements, it may, on grounds of special needs, submit a petition to the President for having an associate chair.

Article 10 The University sets up the following units to meet its needs of developing and promoting teaching, academic research, practical training, experiments, industry-university collaboration, and specific professions:

1. Teaching and Practice Headquarters: The Headquarters shall be headed by one director, who is one of the vice presidents as appointed by the President, to take charge of all affairs of the Headquarters, and it shall have one executive

secretary, who is the Dean of Academic Affairs, to assist the director in operating the Headquarters. The Headquarters have seven centers: Multimedia Center, Center for Tourism and Hospitality Internship, Business Management Training Center, Medical Education and Training Center, Entertainment Management Training Center, Engineering Education, Research and Training Center, and Foreign Language Practice Center. Each center shall be headed by one director who is a college dean or associate dean as appointed by the President.

2. Headquarters for Industry-University Collaboration and Intellectual Property Management: The Headquarters shall be headed by one director who takes charge of all affairs of the Headquarters, and the director shall be a staffer, or a faculty member or research fellow at or above the level of professor and duly appointed by the President. The Headquarters may have one deputy director, who is a faculty member at or above the level of associate professor as recommended by the director and appointed by the President, to assist the director in operating the Headquarters. The Headquarters have two sections and four centers: Industry-University Collaboration Section, Intellectual Property Management & Technology Transfer Section, Center for Innovation & Incubation, Metal Materials Development Center, Biotechnology & Biomedical Engineering Center, and Precious Instrument Center. Each section (center) shall be headed by one section chief (director), who is a staffer, a professional manager, or a faculty member or research fellow at or above the level of assistant professor and duly appointed by the President. The professional manager may be hired under a contractual agreement. Each section (center) shall have several staffers.

The regulations concerning the establishment of the said sections and centers shall be made separately.

Article 11 The faculty and staff size shall be regulated by the Office of Human Resources, and become effective after being ratified by the President and the Ministry of Education.

The job titles and ranks of staffers are as follows:

1. Administrative Personnel: Dean of General Affairs, Dean, Deputy Dean, Center Director, Director, Senior Administrative Officer, Secretary, Section Chief, Senior Staff, Staff, Property Clerk, Clerk, Junior Clerk, Assistant, and Senior Social Worker
2. Technician: Technical Specialist, Senior Technician, Technician, Labor Safety & Hygiene Specialist, and Labor Safety & Hygiene Officer

3. Medical Personnel: Senior Nurse, Nurse, Counselor, and Clinical Psychologist

Chapter Three Councils and Committees

Article 12 The University establishes the University Council to discuss and decide major issues relating to the University. The number of representatives to the University Council is sixty in principle, including ex-officio representatives (i.e. the President, vice presidents, Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Dean of Research & Development, Dean of International & Cross-Strait Affairs, Secretary-General, Director of Continuing Education, Dean of Library & Information Services, college deans, Director of General Education, Dean of Accounting, and Dean of Human Resources), teacher representatives, staff & technician representatives, and student representatives.

Colleges and the Center for General Education are considered electoral units. The number of teacher representatives per electoral unit is calculated based on the number of full-time faculty members of each electoral unit, and the representatives shall be elected among the full-time faculty members of the same electoral unit. The number of teacher representatives shall be equal to or more than half of the total representatives to the University Council. Moreover, the number of teacher representatives who are professors or associate professors shall be equal to or more than two-thirds of the total teacher representatives. The regulations concerning the election of teacher representatives shall be made separately.

Two staff & technician representatives as referred to in Paragraph 1 shall be elected among full-time staff members and technicians. The staff & technician representatives shall serve a one-year term and may be re-elected.

The number of student representatives as referred to in Paragraph 1 shall be equal to or more than one-tenth of the total representatives to the University Council, and the representatives shall be elected by following applicable regulations and rules.

Department chairs and institute directors may attend council meetings as participants without the power to vote, and the President may request related parties to attend any of the council meetings.

The President is the chairperson of the University Council and presides at council meetings, and representatives shall meet at least once every semester. Moreover, the President shall convene an extraordinary session within fifteen days upon request of one-fifth of the total representatives.

Elected representatives shall serve a one-year term and may be re-elected.

The University Council may set up committees or task forces to deal with the affairs

assigned by the University Council. The names, tasks and means of composition of the committees or task forces shall be stipulated separately.

Article 13 The University Council shall discuss, decide or review the following:

1. planning and budgets for the University's future development;
2. the Charter, regulations and rules relating to the University;
3. establishment, change and discontinuation of colleges, departments, graduate institutes, and affiliated organizations;
4. academic, student-related, general and research-related affairs as well as other important issues of the University;
5. regulations and rules concerning the evaluation of faculty members' teaching performance;
6. decisions made by committees or task forces set up by University Council; and
7. proposals submitted to council meetings for deliberation or put forward by the President.

Article 14 The University Council sets up the University Development Committee to deal with related affairs when the University Council is not in session. Committee members shall meet at least once every semester. In addition, what the Committee has done or decided shall be reported in the next meeting.

The establishment of the University Development Committee aims to facilitate the University's development, set up development goals, draw up sound development plans, evaluate possible benefits prior to plan implementation, supervise the implementation of development plans, and review the performance of development plans.

The regulations concerning the establishment of the University Development Committee shall be made by the University Council.

The rules of procedure of the University Council shall be made by the University Council.

Article 15 The University sets up the University Administration Council, and council members are: the President, vice presidents, Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Dean of Research & Development, Dean of International & Cross-Strait Affairs, Secretary-General, Director of Continuing Education, Dean of Library & Information Services, college deans, Director of General Education, Director of Extension Education, Director of Teaching and Learning Development, Director of Career Development, Director of Indigenous Development, Dean of Accounting, Dean of Human Resources, Director of Labor Safety & Hygiene, and Director of Auditing. The President chairs council meetings

to discuss major administrative issues of the University. In principle, council members meet at least once every month. If need be, the President may also invite related parties or student representatives to attend council meetings as participants without the power to vote.

Article 16 The University sets up the University Academic Council, and council members are: Dean of Academic Affairs, Deputy Dean of Academic Affairs, college deans, Dean of International & Cross-Strait Affairs, Director of Continuing Education, Dean of Library & Information Services, Director of General Education, Director of Extension Education, Director of Teaching & Learning Development, department chairs, institute directors, Secretary of the Office of Academic Affairs, section chiefs of the Office of Academic Affairs, and two student representatives. The Dean of Academic Affairs chairs council meetings to discuss major academic issues of the University. Council members shall meet at least once every semester. If need be, the Council may invite other administrative heads to attend council meetings as participants without the power to vote.

Article 17 The University sets up the Student Affairs Council, and council members are: Dean of Student Affairs, Deputy Dean of Student Affairs, college deans, Director of Continuing Education, Dean of Library & Information Services, Director of General Education, department chairs, institute directors, four student representatives, and section chiefs and office directors of the Office of Student Affairs. The Dean of Student Affairs chairs council meetings to discuss major student-related issues. Council members shall meet at least once every semester. If need be, the Council may invite other administrative heads to attend council meetings as participants without the power to vote.

Article 18 The University sets up the General Affairs Council, and council members are: Dean of General Affairs, Deputy Dean of General Affairs, college deans, department chairs, institute directors, Secretary-General, Dean of Accounting, Director of Continuing Education, Director of Labor Safety & Hygiene, and section chiefs of the Office of General Affairs. The Dean of General Affairs chairs council meetings to discuss major general issues of the University. Council members shall meet at least once every semester.

If need be, the Council may invite other administrative heads and student representatives to attend council meetings as participants without the power to vote.

Article 19 Each college sets up the College Affairs Council, and council members include: the dean, the associate dean, department chairs, institute directors, and teacher representatives of the college. The number of teacher representatives shall be equal

to or more than half of the total council members. The dean of the college chairs council meetings to discuss major issues of the college, such as plans for college development, teaching, research or other important collegiate affairs. Council members shall meet at least once every semester.

The Center for General Education sets up the Center Affairs Council, and council members shall be elected among all full-time faculty members of the Center. The Director of the Center chairs council meetings to deliberate administrative issues of the Center.

Each department (institute, program, center or division) sets up the Departmental (Institute, Program, Center or Division) Affairs Council, and all the faculty members of the department (institute, program, center or division) shall attend council meetings. The department chair (institute/program/center/division director) chairs council meetings to discuss important issues related to teaching and research. Council members shall meet at least once every semester.

Article 20 Any academic or administrative unit not mentioned above may set up its own council, which consists of the administrative head and staffers of the unit. The administrative head chairs council meetings to discuss important issues related to the unit. Council members may meet any time whenever necessary.

Article 21 The regulations concerning the establishment of councils as referred to in Article 12 and Articles 15~20 shall be made by each council and become effective after being ratified by the President. These regulations shall also be delivered to the Office of Secretariat for future reference.

Article 22 To promote the development in academic excellence, research and administration, the University sets up the following committees:

1. Teacher Review Committee
2. Faculty Plea and Arbitration Committee
3. Staff Grievance Committee
4. Student Appellate Committee
5. Development Goals & Strategies Planning Committee
6. Curriculum Committee
7. Extension Education Planning Committee
8. Campus Planning Committee
9. Committee of Library and Information Services
10. Budget Management Committee
11. Committee of Gender Equity Education
12. General Education Committee

13. other committees established to satisfy practical needs

The regulations concerning the establishment of the committees mentioned above shall be made separately and submitted to the University Council for approval.

Article 23 The University sets up the university-level, college-level, and department/institute/center-level Teacher Review Committees to review cases about faculty appointment, term of appointment, promotion, suspension/termination of appointment, refusal of reappointment, severance with pay, faculty contracts, and other major issues for full/part-time faculty, project faculty and clinical teachers.

The Regulations for Establishment of Teacher Review Committees at I-Shou University, the Regulations for Faculty Appointment at I-Shou University, the Regulations for Faculty Promotion System at I-Shou University, and the Table of Classification & Division of Labor for Teacher Review Committees at I-Shou University shall be submitted to the University Council for approval and come into effect after being ratified and promulgated by the President.

Article 24 The University sets up the Faculty Plea and Arbitration Committee pursuant to the Regulations for Arbitration of Faculty Pleas and Organization of Faculty Plea and Arbitration Committee at I-Shou University and applicable government laws.

Article 25 The University sets up the Staff Grievance Committee to review important personnel issues (including rewards and punishments). The Committee shall have 13~15 members, and ex-officio members are vice presidents, Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, and Dean of Human Resources. The other members include full-time faculty members, staffers, and administrative heads as appointed by the President. The number of members of either sex shall be equal to or more than one-third of the total members.

Article 26 The University sets up the Student Appellate Committee to deal with appeals put forward by a) enrolled students who believe that the punishment or administrative measures imposed by the University have damaged their rights, which cannot be solved through the administrative procedure or b) the Students' Union or any student self-governing body which raises objections to the punishment meted out by the University or to measures or decisions adopted by the University. The Committee shall have six teacher representatives and three student representatives. Anyone who is already a member of the Student Reward and Disciplinary Committee or concurrently holds an administrative post must not be a representative. The regulations concerning the establishment of the Student Appellate Committee shall be made separately and become effective after being approved by the Ministry of Education.

Chapter Four Qualifications and Rules for Designating Administrative Heads at All Levels

Article 27 The University shall be headed by one president who takes overall charge of university administration. The term of university presidency is four years, and the selection of the President is as follows:

1. New appointment: The Board of Trustees sets up a President Selection Committee to select 2~3 candidates. One of the candidates will be appointed as President with approval from the Board of Trustees and the Ministry of Education. The regulations concerning the selection of the President shall be made separately.
2. Reappointment: The term of the incumbent President may be renewed upon expiry with approval from the Board of Trustees. Under special circumstances, the term may be renewed on a yearly basis with approval from the Board of Trustees until the President reaches the age of 70.
3. Surrogate: The Board of Trustees shall appoint a capable person as Acting President until a new President is sworn into office. The appointment of an acting president shall be reported to the Ministry of Education for future reference.

When the President intends to resign before the term expires, he/she shall state the reasons clearly to the Board of Trustees for approval and report to the Ministry of Education for future reference.

If the presidential position is vacated for any reason, the Board of Trustees shall set up the President Selection Committee again to select candidates for the university presidency. A new president shall be sworn into office after his/her appointment has been approved by the Ministry of Education.

The qualifications for university presidency shall be subject to relevant provisions of the Act of Governing the Appointment of Educators and the University Act.

Article 28 The University may have several vice presidents to assist the President with university administration. Candidates for the vice presidency shall be qualified college teachers from within or outside the University or professionals with abundant knowledge. The appointment of a vice president shall become effective after being ratified by the President and submitted to the Board of Trustees for future reference. In principle, the term of a vice president is as long as that of the President. Notwithstanding the foregoing, if the position of vice president is held by a qualified college teacher, the term will be renewed on a yearly basis pursuant to the Contract

for Full-time Faculty at I-Shou University. If need be, the vice president may be appointed under a contractual agreement.

In the event of any serious occurrence, the vice president may be relieved from the position before the term of the President expires.

Article 29

In principle, the term of first-level administrative heads who are concurrently faculty members or research fellows is three years, and they may be reappointed after the term expires. In the event of any serious occurrence, such an administrative head may be relieved from the position before his/her term expires. The limit to the term of office will not be applicable to the Dean of General Affairs, the Director of Continuing Education, the Director of Extension Education, and the Director of Auditing if the position is held by a staffer of the University.

The Center for General Education shall have one director who serves a three-year term and may be reappointed. In the event of any serious occurrence, the Director may be relieved from the position before his/her term expires upon request of half of the members of the Center Affairs Council and ratification by the President.

The Foreign Language Center shall have one director who is a staffer, or a faculty member or research fellow at or above the level of associate professor and duly appointed by the President. The Director shall serve a three-year term and may be reappointed. In the event of any serious occurrence, the Director may be relieved from the position before his/her term expires upon request of half of the members of the Center Affairs Council and ratification by the President.

In principle, the term of second-level administrative heads who are concurrently faculty members or research fellows is three years, and they may be reappointed after the term expires. In the event of any serious occurrence, a first-level administrative head may request the President to relieve his/her second-level administrative head from the position before the term expires.

The selection and reappointment of college deans shall be subject to the Regulations for Selecting College Deans of I-Shou University. In the event of any serious occurrence, a college dean may be relieved from the position before his/her term expires upon request of half of the members of the College Affairs Council and ratification by the President.

If a college has been approved to have an associate dean, the college dean shall recommend faculty members or research fellows at or above the level of professor to the President for appointment. The term of the associate dean shall be consistent with that of the college dean.

In the event of any serious occurrence, a college dean may request the President to

relieve his/her associate dean from the position before the term expires.

Article 30

Each department (institute) shall have one chair (director) to take overall charge of the department (institute). In principle, a department chair (or institute director) serves a three-year term and may be re-elected once.

1. New appointment: The Departmental (Institute) Affairs Council shall recommend 2~3 full-time faculty members or professional technicians at or above the level of associate professor to the college dean for approval. One of the candidates will then be selected and appointed by the President.
2. Reappointment: A department chair (or institute director) may be reappointed upon the recommendation of the Departmental (Institute) Affairs Council and with the consent of the college dean and the President. When the position of department chair (or institute director) is vacated for any reason before the term expires, the college dean shall appoint one full-time faculty member at or above the level of associate professor of the department (institute) as acting chair (director) with the consent of the President. At the same time, the selection of a new department chair (or institute director) shall begin pursuant to Subparagraph 1 of the preceding paragraph.
3. Dismissal of concurrent service: Should a department chair (or institute director) no longer suit the position before his/her term expires, he/she may be relieved from the position upon request of the college dean or half of the full-time faculty of the department (institute) as well as ratification by the President.

As for departments (institutes) of arts or technology, the position of department chair (or institute director) may be held by professional technicians at or above the level of associate professor.

If a department has been approved to have an associate chair, the department chair (institute director) shall recommend faculty members or research fellows at or above the level of associate professor to the President for appointment. The term of the associate chair shall be consistent with that of the department chair.

In the event of any serious occurrence, a department chair may request the President to relieve his/her associate chair from the position before the term expires.

Chapter Five Classification and Employment of Faculty, Staffers and Technicians

Article 31

The University uses the following designations of rank for its faculty: professor, associate professor, assistant professor, and lecturer. All faculty members shall teach, conduct research, and offer student counseling and relevant services. Generally, faculty appointments shall be reviewed by the Teacher Review Committees at three

different levels: department/institute/program/center-level examination, college/center-level review, and university-level review. A faculty appointment will become effective after being approved by the University-level Teacher Review Committee and ratified by the President.

Based on the principle of integrating resources of all academic units, the appointment of full-time faculty members by the Division of Continuing Education shall be conducted in accordance with the preceding paragraph after the Director of the Division has consulted administrative heads of daytime colleges, departments, institutes, programs and centers.

The University may offer lectures presided by professors. The regulations concerning the appointment of chair professors shall be made separately.

The University may have visiting professors, and the regulations concerning the appointment of visiting professors shall be made separately.

The University may have emeritus professor, and the regulations concerning the appointment of emeritus professors shall be made separately.

The University may engage research personnel for research and professional technicians for teaching. The qualifications, appointment and salary assessment shall be subject to the applicable regulations and rules of the University.

The recruitment and appointment of military training instructors, nursing teachers, physical education teachers, and sports coaches shall be subject to the applicable regulations and rules of the University.

Article 32 The University shall stick to the principles of fairness, justice and openness to recruit and appoint faculty members. The information about teaching openings shall be announced on public media or academic publications.

The term of appointment of faculty members at all academic ranks shall normally be one academic year.

The regulations concerning long-term faculty appointments shall be made separately, and then come into effect after being adopted by the University Council and ratified and promulgated by the President.

In addition to complying with the Teachers' Act and its enforcement rules, the University may set out other rules about the suspension/termination of faculty appointments and the refusal of reappointments based on its needs for academic research development. The said rules shall be included in the faculty contract and come into effect after being adopted by the University Council and ratified and promulgated by the President.

Where a faculty member refuses to accept the decision on the suspension/termination

of his/her appointment or the refusal of his/her reappointment, he/she may put forward an appeal in accordance with Article 24 of the Charter.

The University shall establish a faculty evaluation system to evaluate faculty members' performance on teaching, research, and counseling & service. The evaluation results shall be the basis for considering whether a faculty member shall be promoted, reappointed, appointed for a long period of time, dismissed or rewarded for outstanding performance. The regulations concerning the faculty evaluation shall be made separately, and then come into effect after being adopted by the University Council and ratified and promulgated by the President.

Article 33 All affairs related to the ranks, employment, dismissal, salary assessment, performance evaluation, punishments, rewards, and promotion of staff members shall be subject to the applicable regulations and rules of the University.

Chapter Six Student Affairs and Students' Involvement in University Administration

Article 34 The qualifications for admission, deferral of admission, inter-school transfer, inter/intra-departmental transfer, suspension of schooling, withdrawal, expulsion, academic assessment, summer courses, inter-university course registration, the enrollment status while studying abroad, the prescribed duration of study, acquisition of academic degrees, etc. shall be stipulated in the Academic Rules of I-Shou University by following applicable government laws. The Academic Rules shall come into effect after being approved by the Ministry of Education.

Article 35 The students of the University shall obey all regulations and rules of the University.

Article 36 The University shall safeguard its students' right to and help them to establish a Students' Union, where its members are elected directly by all the students of the University, as well as other self-governing bodies. The University will collect membership fees upon request of the Students' Union. Nevertheless, students can choose to pay the membership fee or not, and the payment of the membership fee must not be one of the requirements for enrollment. The regulations concerning the establishment of student self-governing bodies shall be made separately, and then become effective after being adopted by the University Council and approved by the Ministry of Education.

To improve students' learning outcomes, the University shall assist students in forming student clubs. Each club shall invite a faculty member or administrative head to become a club advisor. In addition, student clubs shall apply for approval to the Office of Student Affairs in accordance with the applicable regulations and rules

of the University before they are formally established.

Article 37 To improve teaching quality and to safeguard students' rights and benefits, the Students' Union and other student self-governing bodies may recommend representatives to attend council/committee meetings about students' life, academic performance, punishments and rewards. The number of student representatives (with or without the power to vote) and the method of selecting the representatives shall be stipulated in the Charter and the regulations concerning the establishment of respective councils/committees.

Chapter Seven Supplementary Provisions

Article 38 The Charter becomes effective after being adopted by the University Council, approved by the Board of Trustees and ratified by the Ministry of Education. The same procedure applies to any amendment to the Charter.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Charter, the Chinese language version shall prevail.