

Ming Chuan University Internship and Placement Committee Organizational Charter

Passed at Regulation Committee Meeting (written review) on March 12, 2009

Passed at Administrative Council Meeting on March 16, 2009

Passed at Regulation Committee Meeting (written review) on April 13, 2011

Passed at Administrative Council Meeting on May 2, 2011

Article 1: Purpose

In order to provide internship and employment arrangements, internship-related consultation services, enterprise internship eligibility evaluation and other related matters for MCU students (including graduates), Internship and Placement Committee (hereinafter referred to as the Committee) is established to handle the abovementioned tasks.

Article 2: The responsibilities of the Committee are as follows:

- (1) Provide internship and employment proposals, and internship-related consultation sessions for MCU students
- (2) Review budget plan regarding MCU internship programs
- (3) Evaluate enterprise internship eligibility
- (4) Evaluate all the MCU internship agreements
- (5) Set up measures regarding conflict resolution for internship-related matters
- (6) Review MCU internship evaluation outcomes periodically.
- (7) Promote MCU internship and employment-related events

Article 3: Committee Members and Terms

The Committee has 13 members in total, with the president of Ming Chuan University serving as the Committee chairperson. Ex-officio committee members comprise: Secretary General, Executive

Director of Research and Development Division, Dean of Academic Affairs Division, Dean of Student Affairs Division, Section Chief of Research and Development Division, Director of School of Education and Applied Languages and two student representatives. Other than the ex-officio members, there should be at least four enterprise representatives and other committee members selected by the president. The term of the committee members is one academic year and committee members can be re-nominated when the term expires.

Article 4: Meeting Time and Quorum

If necessary, provisional meetings of the Committee will be held and moderated by the chairperson. In principle, a meeting will be held once each semester. The Committee must have a quorum present to conduct a meeting, and resolutions can only be passed by agreement of a majority of those in attendance.

Article 5: Confirmation and Implementation

Upon being passed by the Administrative Council and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.