

## **Guidelines for the Bachelor's Degree Program of International Tourism and MICE Affairs Committee at Wenzao Ursuline University of Languages**

April 21, 2014 Approved by the Bachelor Degree Prog of Intl Tourism and MICE Affairs Committee  
April 22, 2014 Approved by the Dean of the College of English and International Studies  
January 26, 2015 Approved by the Bachelor Degree Prog of Intl Tourism and MICE Affairs Committee  
April 29, 2015 Approved by the College of English and International Studies Committee

- I. The Bachelor's Degree Program of International Tourism and MICE (hereinafter referred to as "the Program") shall establish the Bachelor Degree Program of International Tourism and MICE Affairs Committee (hereinafter referred to as "the Committee") as stipulated by the program guideline.
- II. The Committee shall consist of seven members, including the program chair, the chair of the Department of English, the chair of the General Education Center, and four faculty representatives. Faculty representatives shall be appointed by the program chair. The program chair shall serve as the ex-officio committee chair, and the chair of the Department of English and the chair of the General Education Center shall serve as ex-officio members as well as the acting committee chair in the event the program chair is absent. Faculty representatives shall serve for a period of one year with possible re-appointment.
- III. The Committee shall convene at least once per semester. A special meeting can also be convened by the program chair as needed, or by petition from three or more committee members.
- IV. The Committee shall convene only when two-third (or more) of the committee members are present; matters requiring approval shall only be considered approved upon agreement from half (or more) of the committee members.
- V. The Committee may establish various special task forces or committees as deemed necessary to process all relevant affairs.
- VI. The Committee is in charge of reviewing the following items:
  - (1). Program development plan and budget.
  - (2). Establishment and modification of various regulations and guidelines.
  - (3). Matters decided by the special task forces or committees that were established by the said meeting.
- VII. Members must submit their leave of absence in the event of being unable to attend the said meeting. Other supervisors and members may also attend the said meeting as needed.
- VIII. Matters not addressed in this guideline shall be handled by other relevant guidelines of the school.
- IX. Guidelines established by the Committee shall become effective upon approval by the Committee, the College of English and International Studies Affairs Committee, and the Dean of the College of English and International Studies. The same process applies to modification of the guidelines.