

# **Conference Setup Method for the International Honors Bachelor's Program at Kai Nan University Business School**

114.03. The 5th academic year program meeting approved the 26th session.

114.04. The 6th Academy Meeting of the Academic Year 30 113 adopted it.

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## **Article 1**

According to Article 26 of the Organizational Regulations of Kai Nan University, this regulation sets out the meeting arrangements for the International Honors Bachelor's degree program in our business school (hereinafter referred to as this regulation).

## **Article 2**

The purpose of setting up and convening meetings for this program is to discuss matters related to teaching, research, development, and other aspects of the program.

## **Article 3**

This academic program meeting is composed of all full-time teachers and administrative staff, with the program director serving as the chair. Necessary invitations may be extended to other relevant parties and student representatives to attend the meeting.

## **Article 4**

This program's meeting reviewed the following matters:

1. Program development plan matters.
2. The key principles of this program.
3. This program covers academic affairs, student affairs, general administration, research, and other important matters within the program.
4. Discussion on Teaching Evaluation Methods.
5. The establishment, changes, suspension, and work reports of various committees or task forces for this course.
6. Agenda items for the academic program meeting and matters discussed by the school.
7. Other matters concerning this program.

## **Article 5**

Except for academic years when delegates are seconded or abroad for more than six months, they have both the right to vote and the right to be elected.

## **Article 6**

The academic program meeting is convened by the academic program director and is held at least once per semester; if there are significant reasons, a special meeting may be convened.

#### **Article 7**

During the meeting of this academic program, attendees should attend in person and must not appoint anyone else to act on their behalf. The resolution of this academic program meeting requires the attendance of more than half of the attendees and the consent of more than half of the attendees.

#### **Article 8**

This academic program meeting is chaired by the program director. If the chairperson is unable to attend, one of the attending representatives may elect a chairperson from among the naturally appointed representatives.

#### **Article 9**

During the meeting of this academic program, relevant personnel from our school may be invited by the program director to attend and report or provide explanations as needed.

#### **Article 10**

Administrative personnel and student representatives have only the right to speak and have no voting rights regarding the formulation or revision of appointment, promotion, and other regulations related to teachers' rights, as well as the selection of scholarships and financial aid.

#### **Article 11**

The meeting of this academic program should be recorded in minutes, documenting the decisions made and the date, which should be signed by the meeting chair and then submitted to relevant units of our school for handling according to our school's bylaws.

#### **Article 12**

All matters not specified in this 办法 will be handled in accordance with the relevant regulations of this school.

#### **Article 13**

This measure is implemented after being approved by the academic program meeting and submitted for review by the institutional committee, and it will also be amended accordingly.