

**Department of International Business & Bachelor Degree Program of International
MICE Management, Chang Jung Christian University**

Guidelines for Setting up AACSB Accreditation Working Committee

Approved by the 5th Department Affairs Meeting on December 20, 2017

- Article 1 These Guidelines concern work related to the accreditation of The Association to Advance Collegiate Schools of Business (AACSB).
- Article 2 The Committee is comprised of the Head of the Department and three members. The Committee members are selected from teachers specialized in international trade, international marketing, and MICE management fields. The Committee has one Chair and two Vice-Chairs.
- Article 3 Duties of the Committee include:
1. Organization of seminars related to AACSB accreditation work for the Department;
 2. Participation in the AACSB accreditation-related meetings organized by the College of Management;
 3. Establishment of procedures and information related to AACSB accreditation for the Department;
 4. Review of other AACSB accreditation-related work.
- Article 4 The Chair is appointed for two years and may be renewed. Alternatively, a new Chair may be selected from the current Vice-Chairs and approved by the Department Affairs Meeting.
- Article 5 Committee meetings should be conducted at least once a month.
- Article 6 All of the concluded matters related to AACSB accreditation work shall be reported and reviewed by the Department Affairs Meeting.
- Article 7 Relevant staff may be invited to join the meeting if necessary.
- Article 8 The Guidelines and amendments are promulgated after being approved by the Department Affairs Meeting.