EMBA Course and Lecture Instructions of Chang Jung Christian University

Approved at the 4th EMBA Program Meeting held in the 2016 academic year on May 5, 2017

Approved at the final College of Management Meeting held in the spring semester of

the 2016 academic year on May 12, 2017

The EMBA Course and Lecture Instructions (hereinafter referred to as “the Instructions”) are established to successfully implement the EMBA Program of the College of Management, improve teaching quality, protect EMBA students’ rights, and ensure the faculty’s right to lecture.

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| Article 1 | The EMBA Program has been providing 9 main required courses of the College of Management based on rules of Accreditation of Chinese Collegiate School of Business (ACCSB), other required courses, and advanced elective courses since the 2016 academic year. |
| Article 2 | New elective courses will be provided in the following semester only when the EMBA Program, the Curriculum Committee Meeting, and the College Curriculum Meeting approve it in the current semester. The College of Management does not accept individual applications for creating a new EMBA course and giving lectures in such a course. |
| Article 3 | If an elective course cannot be provided in 2 consecutive semesters, the EMBA Program and the Curriculum Committee Meeting may resolve to cancel the course to streamline elective curriculum design. |
| Article 4 | The Director of the EMBA Program, the EMBA Program, and the Curriculum Committee Meeting shall make resolutions to recruit suitable faculty from the College of Management and the management industry with the Dean’s approval in the current semester, in order to provide courses in the following semester. |
| Article 5 | The content and teaching methods of any EMBA course shall not be the same as those for regular graduate courses because EMBA is related to different specialties. |
| Article 6 | The Dean of the College of Management appoints internal full-time faculty to teach EMBA courses based on the principles and order of priority set by ACCSB as follows:  1.Obtain Teaching Case Certificate or College/University-Level Outstanding Teaching Award  2. Provide a syllabus, including details of weekly progress and practical lectures  3. Provide team teaching with field experts  4. Have specialties related to a course to be offered |
| Article 7 | The Dean of the College of Management appoints experts as part-time faculty to teach EMBA courses based on the following principles and order of priority set by ACCSB:  1. Obtain teacher certificate of assistant professor or above issued by the Ministry of Education.  2. Have practical experience related to a course to be offered. |
| Article 8 | The Instructions become effective after being approved in the College of Management Meeting. Amendments must follow the same procedure. |