

# Regulations for Establishment of Career Development Center at I-Shou University

Ratified and promulgated by the President on March 19,  
2011

Amendments to Articles 2 and 3 ratified and promulgated  
by the President on October 31, 2011

- Article 1 The Career Development Center (hereinafter referred to as the “Center”) is hereby established for overall planning and implementation of students’ career development and employment counseling services as well as alumni-related services, and the Regulations for Establishment of Career Development Center at I-Shou University (hereinafter referred to as the “Regulations”) are enacted accordingly.
- Article 2 The Center has one director to take charge of all affairs related to the Center. The Director shall be a teacher at or above the level of Associate Professor and appointed by the President, or one of the University’s staff members.
- Article 3 The Center has two sections, and their duties and organizations are as follows:
1. Career and Employment Counseling Section:
    - a. assisting departments and institutes in establishing career development maps and learning maps based on respective professional characteristics;
    - b. organizing workshops on career counseling for teachers to improve their competence in students’ career planning;
    - c. offering career counseling services and aptitude tests;
    - d. organizing promotional campaigns for professional certificates, providing information on professional certificates, and drawing up regulations for encouragement;
    - e. offering off-campus internships and hands-on opportunities, and providing employment counseling and matching services;
    - f. providing information on further education and employment opportunities, and organizing relevant activities;
    - g. handling any other matters related to career development and employment counseling.
  2. Alumni Service Section:
    - a. offering guidance to the Union of ISU Graduates, and organizing forums

- for representatives of graduating classes as well as graduation ceremonies;
- b. establishing an alumni follow-up program and conducting graduate follow-up surveys to have a full understanding of alumni development;
  - c. assisting alumni in establishing relevant organizations and holding gathering activities for alumni to build a strong sense of cohesiveness among them;
  - d. conducting surveys on employers' satisfaction with ISU graduates as well as on graduates' job satisfaction; the survey results will be important reference to curriculum improvement;
  - e. carrying out a selection of distinguished alumni and publishing Alumni e-Newsletters;
  - f. handling fundraising-related affairs and organizing fundraising events;
  - g. handling any other matters related to alumni relations and relevant services.

Each section referred to in the preceding paragraph has a section chief and several staff members. The section chief shall be a teacher or research fellow at or above the level of Assistant Professor and appointed by the President, or one of the University's staff members.

- Article 4 The Center may establish committees depending on official necessities to coordinate and promote affairs under the Center's charge. The regulations for establishment of such committees shall be drawn up separately.
- Article 5 Any matters not mentioned herein shall be governed by relevant regulations and rules of the University.
- Article 6 The Regulations become effective on the third day of promulgation after adopted by the University Administration Council and the University Council and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.*