

# Academic Regulations for the Department of Restaurant, Hotel, and Institutional Management, Fu Jen Catholic University

January 4, 2012. Stipulated during the first departmental affairs meeting, 2011 academic year

March 21, 2012. Approved during the college affairs meeting during the second semester, 2011 academic year

April 26, 2012. Amended during the second academic affairs meeting, 2011 academic year

November 22, 2012. Amended during the academic affairs meeting of the first semester, 2012 academic year

June 4, 2014. Amended during the first departmental affairs meeting of the second semester, 2013 academic year

## **Chapter One General Provisions**

**Article One** This regulation is stipulated pursuant to Article 40 in the constitution of Fu Jen Catholic University (“the University”).

## **Chapter Two Bachelor’s Program**

**Article Two** The Department of Restaurant, Hotel, and Institutional Management of the University (“the Department”) requires students to complete 128 credits before graduation. The course and proficiency test requirements are explained as follows:

- (i) Courses required by the University: Consultant Time (0 credit, 8 semesters), Military Training (0 credit, 2 semesters).
- (ii) Holistic Education Center (HEC) courses: 8 credits.
- (iii) Language courses: 12 credits.
- (iv) General education courses: 12 credits.
- (v) Department required courses: 72 credits.
- (vi) Departmental elective courses: 10 credits minimum.
- (vii) Credits received from the university requirement courses, HEC courses, language and culture courses, general courses, department required courses, and elective courses are counted toward graduation credits (128 credits minimum).
- (viii) Students are required to complete a minimum of 4 credits in departmental professional courses taught in English.
- (ix) Course and Proficiency tests: Students shall pass the Chinese and English proficiency tests required by the University and fulfill the

information literacy requirement by enrolling in and passing computer and information courses recognized by the University.

Article Three Before the end of the junior year, students shall participate in English proficiency tests and fulfill the following score requirement: IBT TOEFL 57 (equivalent to TOEIC 550, GEPT Intermediate Level, and IELTS 4.0). Students who do not fulfill the score requirement shall enroll in English remedial courses and receive passing grades to qualify for graduation.

### **Chapter Three Master's Program**

Article Four The required course and credit requirements for the master's program are described as follows:

- (i) Total graduation credits: 36 credits.
- (ii) Department required course credits: 16 credits, including 6 credits from Master's thesis. Students must enroll in required courses of their own class.

Article Five The course enrollment and credit waiver requirements for the master's program are described as follows:

- (i) Students who have attended the department's graduate or Executive Master of Business Administration (EMBA) graduate credit courses offered by the School of Professional and Continuing Education upon admission may waive up to 6 credits. Credits from the continuing education program of other schools are not recognized for credit waiver.
- (ii) Up to 6 credits are recognized for course completion of other classes, departments, or schools.
- (iii) After enrolling in the master's program, students graduated from other undergraduate departments (not related to the department's discipline) shall attend the Hotel Management and Restaurant Management courses offered by the undergraduate program. According to their professional backgrounds, the students might be required to attend additional undergraduate courses and complete up to 6 credits. The credits are not counted toward graduation credits.

Article Six Master's students shall study in the program for at least 2 years, complete at least 36 credits of required courses, and present a paper based on their graduate thesis. The paper shall be presented in a conference or published in a journal (only the proof of conference acceptance or publication is required for graduation). After passing the thesis proposal oral defense, students shall apply for the master's degree oral defense in the following semester.

#### **Chapter Four Executive Master of Business Administration (EMBA)Program**

Article Seven The department required course and credit requirements for the EMBA program are described as follows:

- (i) Total graduation credits: 36 credits
- (ii) Department required course credits: 20 credits, including 6 credits from graduate thesis. Students must enroll in department required courses of their own class.

Article Eight The course enrollment and credit waiver requirements for the EMBA master's program are described as follows:

- (i) Students who have attended the department's graduate or EMBA graduate credit courses offered by the School of Professional and Continuing Education upon admission may waive up to 6 credits. Credits from the continuing education program of other schools are not recognized for credit waiver.
- (ii) Up to 6 credits are recognized for course completion of other classes, departments, or schools.

Article Nine Students shall study in the program for at least 2 years and complete at least 36 credits of department required courses. After passing the thesis proposal oral defense, students shall apply for the master's degree oral defense in the following semester.

#### **Chapter Five**

##### **Executive Master of Business Administration (EMBA)Program**

Article Ten Credits received from the university requirement courses, HEC courses, language courses, general courses, department required courses, and elective courses are counted toward the graduation credits (128 credits minimum).

#### **Chapter Six Supplementary Provisions**

Article Eleven Subjects that are not covered by this regulation shall be treated according to the Fu Jen Catholic University constitution and other related regulations.

Article Twelve This regulation (and the amended regulation) is introduced after being approved by the departmental affairs, college affairs, and academic affairs meetings.