

Implementation Guidelines for “Translation and International Meeting, Exhibition and Convention” Credit Program, Wenzao Ursuline University of Languages

Applicable after the first semester of the academic year of 2015
Approved at the Academic Affairs Committee on January 6, 2015

- I. Program name: Translation and International Meeting, Exhibition and Convention Credit Program
- II. Program planning departments: Department of Translation and Interpreting, College of European and Asian Languages and College of English and International Studies
- III. Program coordinator: Department of Translation and Interpreting
- IV. Program objectives: To respond to the international trends and development of international meetings, exhibitions and conventions, to enhance the features of the College of English and International Studies, the Translation and International Meeting, Exhibition and Convention Credit Program (hereinafter referred to as the Program) is established in accordance with “Regulations for Program Establishment and Course Requirements, Wenzao Ursuline University of Languages” to improve the language proficiency and competitiveness of the students of the College of English and International Studies and other departments.
- V. Qualifications for application: Sophomore students of the four-year college program (or above), junior students of the two-year college program (or above) and graduate students can apply before the end of the first semester of their last academic year (excluding students who delay graduation) before the due dates announced by the Office of Academic Affairs. Late applications will not be accepted.
- VI. Application and evaluation procedures:
 - (1) Information required: Applicants should submit application forms and Chinese transcripts of records.
 - (2) Due dates: The due dates will be announced at the beginning of the semester according to the university calendar.
 - (3) Announcement of results: Upon evaluation and approval, the list of students who can join the program will be announced on the website of the Department of Translation and Interpreting and the university bulletin board.
- VII. Credits: The required number of credits and relevant regulations shall be stipulated by program coordinator and the minimum number of credits shall be 20 credits. For students who take the credit program, at least one-half of the credits taken shall not be one of the following:
 - (1) courses offered in the student’s own major (excluding cross-disciplinary courses stipulated by the department or graduate school)
 - (2) courses offered in the student’s own double major
 - (3) courses offered in the student’s own minor
- VIII. Regulations for the issue of program certificate:
 - (1) Review of qualifications: The department in charge of the program should complete the qualification review before students graduate.

- (2) Issue of certificates: According to the results of qualification review provided by the department in charge of the program, the Registration Section should ask for the approval from the Dean of Academic Affairs. Upon approval, the University will issue the certificate for the “Translation and International Meeting, Exhibition and Convention” credit program.

IX. Point of contact: Assistant of the Department of Translation and Interpreting (Extension numbers 6402 and 6403)

X. List of credits and courses of the program

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Category	Course name	credits	Class hours
Compulsory courses	Interpreting Theories and Practicum	3	3
	Introduction to the Conventions, Expositions, and Meetings Industry	3	3
	Introduction to Interpretation Skills	2	2
	Translation: General Topics	4	4
Total		12	12

Category	Course name	Credits	Class hours
Elective courses	International Exhibition Site Planning and Management	3	3
	Consecutive Interpretation	2	2
	International Conference English Presentation	3	3
Total		8	8