

# National Chengchi University

## Guidelines for Setting up the Curriculum Committee

Approved by the 84<sup>th</sup> University Affairs Meeting on June 16, 1995.  
Letter No. 047144 referred to by the Ministry of Education, September 26, 1995.  
Article 1, 2, 4, 6 and 8 were amended and approved by the 145<sup>th</sup> University Affairs Meeting, September 14, 2007.  
Article 2 was amended and approved by the 152<sup>nd</sup> University Affairs Meeting on January 16, 2009.

- Article 1 These Guidelines accord with Article 24 of University Law and Article 8 of Organization Rules of National Chengchi University.
- Article 2 The Committee is comprised of 13-15 committee members and one convener, who is the Director of Academic Affairs. The committee members are on-campus and off-campus experts or scholars hired by the President of NCCU, representatives from industry and two student representatives.
- Article 3 Duties of the Committee:
1. Reviewing compulsory courses of the university.
  2. Reviewing compulsory professional courses offered by all departments and graduate institutes.
  3. Conducting research on how to improve the curriculum offered by all colleges, departments and graduate institutes.
  4. Conducting research on other issues relevant to improvement of the curriculum.
- A proposal can be submitted once more than three representatives of the Committee sign it.
- All proposals shall be submitted in written form to the curriculum division in the Office of Academic Affairs 10 days before the convention of the Committee.
- Article 4 The Committee is to be convened once every semester in principle and chaired by the convener. Occasional meetings can be convened if deemed necessary.
- Article 5 Members of the Committee are designated by the President of National Chengchi University. The tenure of student representatives is one year; other members hold the position for two years and are eligible to resume the position once elected again.
- Article 6 All the concluded matters in the Committee shall be reviewed by the Academic Affairs Meeting.
- Article 7 The Guidelines and amendments are promulgated after being approved by the Academic Affairs Meeting of National Chengchi University.