

National Chengchi University Academic Affairs Conferences Procedure

Passed on June 13, 2001 by the Academic Affairs Meeting of the 2nd Semester of the 2000 Academic Year

Passed on December 26, 2005 by the Academic Affairs Meeting in its 2nd Meeting of the 1st Semester of the 2005 Academic Year

Passed on October 20, 2008 by the Academic Affairs Meeting in its 1st Meeting of the 1st Semester of the 2008 Academic Year

Passed on November 9, 2009 by the Academic Affairs Meeting in its 1st Meeting of the 1st Semester of the 2009 Academic Year

Article 1 This Procedure is established in pursuance of Article 40 of the National Chengchi University Rules of Organization.

Article 2 The Academic Affairs Meeting consists of the Dean of Academic Affairs, the Dean of Student Affairs, the Dean of General Affairs, the Dean of Office of Research and Development, the Dean of the Office of International Cooperation, deans of the colleges, department chairs, undergraduate program directors, directors of graduate institutes, the Head Librarian, the Director of the Computer Center, the Director of the Center for Teaching and Learning Development, the Director of Physical Education Office, the Acting Chief of Military Education Office, one lecturer from each college, one representative of the graduate student association, one representative of the student association, and one student from each college. The Dean of Academic Affairs will chair the meeting and lead discussions related to academic affairs. Other relevant parties may be invited to attend the meetings when necessary.

The lecturers representing the colleges in the preceding paragraph should be recommended by the colleges and serve a one-year term, and may serve multiple terms.

The students representing the colleges in the preceding paragraph should be recommended by the student council and serve a one-year term, and may serve multiple terms.

The aforesaid terms follow the academic year, and start on August 1 and end on July 31 of the following year.

Article 3 The Academic Affairs Meeting is called and chaired by the Dean of Academic Affairs once every semester. Additional meetings may be called if needed.

Administrative affairs related to the Academic Affairs Meeting will be handled by the Office of Dean of Academic Affairs as the chair.

Article 4 Proposals in the Academic Affairs Meeting will include the following:

I. Instructions from the President;

- II. Proposals passed by the colleges, institutes, or departments in college, institute, or department meetings;
- III. Proposals by administrative units and centers represented in the Academic Affairs Meeting;
- IV. Proposals signed by five or more representatives in the Academic Affairs Meeting;
- V. Proposals passed by the Course Committee, the Course Committee of the Center for General Education, or the Digital Learning Committee; and
- VI. Proposals by the Office of Academic Affairs regarding other important academic affairs.

The proposals listed in the preceding paragraph must be submitted by following the appropriate procedures, and be made in writing by the Office of Dean of Academic Affairs ten working days prior to an Academic Affairs Meeting.

- Article 5 The Academic Affairs Meeting must be attended by half or more of the members before proceeding. The chair shall dismiss a meeting if half or more of the members are still absent 30 minutes past the scheduled start time.
- Article 6 Members of the Academic Affairs Meeting should attend the meetings in person. However, the teaching and administrative directors may send representatives if they are unable to attend a meeting.
- Article 7 Members of the Academic Affairs Meeting may speak up to three times, for five minutes each time, regarding each proposal. However, an exception applies to descriptions of a proposal, responses to questions, supplemental facts and data, reports of work or important matters, and extraordinary circumstances with the consent of the chair.
- Article 8 The chair of the Academic Affairs Meeting is responsible for maintaining order during a meeting, and may remove any member's right to speak for violating the meeting procedure or disrupting the order.
- Article 9 Voting in the Academic Affairs Meeting may be conducted by show of hands, by standing, or by ballot as decided by the chair. In case of equal votes under voting by show of hands or by standing in the preceding paragraph, the chair shall have the deciding vote.
- Article 10 The resolutions and implementation from the previous meeting shall be read at the beginning of each the Academic Affairs Meeting.
- Article 11 Matters not specified in this Procedure shall be subject to the applicable laws and regulations.
- Article 12 This Procedure was approved by the Academic Affairs Meeting and implemented

with the approval of the President. The same shall apply to all subsequent amendments.