

義守大學企業管理學系系務會議規則

九十三學年度第二學期第一次系務會議通過（94.05.04）

九十七學年度第二學期第四次系務會議通過(98.04.29)

- 第一條 本規則依據「義守大學組織規程」第十九條訂定之。
- 第二條 本系系務會議以系專任教師組成之，以系主任為主席，討論本系教學、研究及其他事項。系主任得視實際需要，邀請學生或相關人員列席。
- 第三條 系務會議之召開，每學期至少兩次；如有三分之一以上應出席人數提議，系主任應召開臨時會議。
- 第四條 系務會議之決議，應有過半數之委員出席，出席委員過半數之同意行之。
- 第五條 系務會議議案之表決，應以無記名或舉手方式行之。前項表決，不得委託他人代理之。
- 第六條 本系依實際需要，經系務會議決議後，得設置各項委員會。
- 第七條 系務會議討論左列事項：
- 一、課程、科目之設計與變更。
 - 二、研究重點、發展方向之釐定與變更。
 - 三、新生、轉學生及轉系（組）生之招收事宜。
 - 四、經費之分配與運用原則。
 - 五、委員會之設置及其組織與權責。
 - 六、其他有關事項。
- 第八條 系務會議之決議，應正式列入紀錄。
- 第九條 本規則經系務會議通過並報校備查後施行之，修正時亦同。

Rules of Procedure of Departmental Affairs Council of Department of Business Administration at I-Shou University

Adopted on May 4, 2005 at the first meeting of the Departmental Affairs Council in the second semester of the academic year of 2004

Adopted on April 29, 2009 at the fourth meeting of the Departmental Affairs Council in the second semester of the academic year 2008

- Article 1 The Rules of Procedure of Departmental Affairs Council of Department of Business Administration at I-Shou University are hereby established pursuant to Article 19 of the Charter of I-Shou University by the Department of Business Administration (hereinafter referred to as the “Department”).
- Article 2 The Departmental Affairs Council of the Department of Business Administration (hereinafter referred to as the “Council”) consists of full-time faculty members of the Department while the Chair of the Department is the chairperson of the Council. The Council is established to discuss issues related to teaching, researching and others. The Chair of the Department may invite students or relevant parties to attend the meeting if necessary.
- Article 3 The members of the Council shall meet at least twice per semester. The Chair shall convene an extraordinary meeting if such a meeting is proposed by more than one-third of the members present.
- Article 4 The quorum of a meeting of the Council shall meet at least one-half of all members. With the consent of at least one-half of the members present, a decision may be made.
- Article 4 The voting for decisions of proposals and motions may proceed either by secret ballot or by a show of hands.
- Article 5 If necessary, the Department may set up various committees with prior approval of the Departmental Affairs Council.
- Article 7 The following issues are deliberated by the Council:
1. the design of and changes to the curriculum;
 2. determining the direction of research and development;
 3. the recruitment of new students, and transfer students from both other departments (concentrations) at the University and other universities;
 4. the distribution and use of funds;

5. the establishment of committees, the organization and responsibilities thereof, and decisions made by each committee; and
6. discussion of other relevant issues.

Article 8 Resolutions and decisions made by the Departmental Affairs Council shall be recorded in the official meeting minutes.

Article 9 The Rules shall be effective after being adopted by the Departmental Affairs Council and implemented after being filed by the University. The same procedure applies to any amendment to the Rules.

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