

# **Guidelines for Course Committee Establishment**

## **Department of Political Economy,**

## **College of Social Science, National Sun Yat-sen University**

Approved at the 2<sup>nd</sup> Department Affairs Meeting of the 2<sup>nd</sup> semester of the Academic year 2008,  
Oct 14, 2009.

Approved at the 2<sup>nd</sup> Collegiate Affairs Meeting of the 2<sup>nd</sup> semester of the Academic year 2008,  
Oct 29, 2009.

Approved at the 982<sup>nd</sup> meeting of the Curriculum Committee of the College, Nov 30, 2009

Approved at the 122<sup>nd</sup> Academic Affairs Council meeting, Nov 30, 2009.

- I. The Guidelines is enacted by the Department of Political Economy (hereinafter refers to the “Department”) in accordance with “College of Social Sciences Guidelines for Course Committee Establishment” and the “Enforcement Rules of the University Act” in order for review of courses establishment and course-related matters within the Department.
- II. The Course Committee is comprised of full-time teachers and 1 to 3 student representatives of the Department, and if necessary experts, scholars outside of school and 1 to 2 practitioners appointed by selection. The Department Chair will be the convenor and the tenure of each committee member is of 2 years.
- III. The main responsibilities of the Committee include:
  1. Regularly review and modify the courses, structure, and development of the curriculum within the Department (opinions of industry representatives, alumni, and students or their parents are taken into account).
  2. Preliminary review of the list of required courses and other matters relevant to new students.
  3. Preliminary review of the following aspects of new courses:
    - (1) Title (Chinese and English), content, and syllabus of the course.
    - (2) Other related factors such as the correspondence of the new course to the expertise of the instructor, to the development of the Department, and to existing courses
  4. Review of curriculum-related problems.

5. Assign instructors to courses every academic year appropriately in consideration to their expertise and the balance between their research and teaching loads.
  6. Develop an improvement mechanism for the curriculum of the Department and create a proposal for review and approval at Meeting of the Department Affairs Council.
  7. All related decisions must be approved at the Meeting of the Department Affairs Council before being submitted to the Course Committees of College and University and the Academic Affairs Council Meeting for review.
- IV. The Committee hold meeting occasionally, and extraordinary meetings may be convened when necessary. The convenor will be the chair, and if the chair is unable to attend, a committee member should be mandated as a delegate.
- V. The Committee must be hold in accordance with the procedures:
1. Members attended in the meeting of the Committee should exceed half of the Committee members for the initiation of the meeting. Vote must only be approved by the approvement of more than half of the present members.
  2. The chair may invite relevant persons to attend the meeting if needed.
- VI. Matters that have not yet been covered in the Guidelines shall be subject to addressed in accordance with relevant laws and regulations.
- VII. The present Guidelines shall be implemented following approvals of Department Affairs Meeting and College General Meeting, submitted and clarified by Course Committee of the School and the Academic Affairs Council Meeting, and authorized by the Present of the School. The same procedure shall be carried out when amendments are to be made.