

Regulations for College Affairs Meeting of the College of Engineering of National Sun Yat-sen University

Amended at the 2nd College Affairs Meeting of the 1987 academic year on October 6, 1987

Amended at the 2nd College Affairs Meeting of the 1995 academic year on January 16, 1996

Amended at the 2nd College Affairs Meeting of the 2003 academic year on June 16, 2004

Amended at the 1st College Affairs Meeting of the 2007 academic year on December 27, 2007

Amended at the 1st College Affairs Meeting of the 2009 academic year on November 9, 2009

Article 1: The Regulations for College Affairs Meeting (hereinafter referred to as “the Regulations”) of the College of Engineering (hereinafter referred to as “the College”) are formulated in accordance with Article 42 of the Charter of National Sun Yat-sen University (hereinafter referred to as “NSYSU”) in order to discuss and decide matters related to teaching, research, development, and other affairs of the College.

Article 2: Members of the College Affairs Meeting (hereinafter referred to as “the meeting”) include the dean, vice dean, head of each department/institute, director of Engineering Technology Research and Promotion Center, faculty representatives of each department/institute, and administrative staff representatives. At least half of the members must be faculty representatives. Each department/institute can recommend one student to attend the meeting.

Article 3: The selection procedures and terms of service for faculty and administrative staff representatives are stated below:

- (1) Faculty Representative: Each department/institute elects at least one full-time faculty member at the rank of lecturer or higher as the representative. One additional representative is required if the department/institute has ten or more faculty members. Each department/institute is allowed to elect up to three representatives. Elected representatives serve for one academic year and can be re-elected.
- (2) Administrative Representative: Administrative staff members (including teaching assistants) elect one representative among themselves. The representative serves for one academic year and can be re-elected.

Article 4: The meeting is held if necessary. The dean serves as the chairperson of the meeting. The meeting needs to be held at least once every semester. A written notification shall be sent three days prior to the meeting. At least two-thirds of the

meeting members shall attend the meeting. If a member is unable to attend the meeting, he or she may appoint a proxy to attend the meeting. A motion must be approved by at least half of the members present. A significant decision (establishment of a new department/institute, change of college/department/institute name, or a motion approved by at least half of members present) must be approved by at least two-thirds of the members present.

Article 5: The Regulations become effective after being approved at the College Affairs Meeting. Amendments to the Regulations shall follow the same procedure.