

Department of Photonics

National Sun Yat-sen University

Guidelines for Establishment of Curriculum Committee

Oct. 9, 2009	Approved at the 3 rd meeting of the Regulation Subcommittee in Academic Year 2009.
Oct. 9, 2009	Approved at the 1 st department affairs meeting of Academic Year 2009.
Nov. 25, 2009	Amended and approved at the 2 nd department affairs meeting of Academic Year 2009.
Jan. 19, 2010	Approved at the 4 th meeting of the Curriculum Committee in Academic Year 2009.
April 16, 2010	Amended and approved at the 5 th meeting of the Regulation Subcommittee in Academic Year 2009.
April 21, 2010	Amended and approved at the 7 th department affairs meeting of Academic Year 2009.
May 11, 2010	Approved at the 5 th meeting of the Curriculum Committee of the College in Academic Year 2009.
May 31, 2010	Approved at the 4 th meeting of the Curriculum Committee of the College in Academic Year 2009.
June 15, 2010	Approved at the 124 th academic affairs meeting.
Sep. 18, 2013	Approved at the 3 rd department affairs meeting of Academic Year 2013.
Nov. 5, 2013	Approved at the 2 nd meeting of the Curriculum Committee of the College in Academic Year 2013.
Nov. 25, 2013	Approved at the 2 nd meeting of the Curriculum Committee of the College in Academic Year 2013.
Dec. 17, 2013	Approved at the 138 th academic affairs meeting.
Oct. 12, 2016	Approved at the 149 th academic affairs meeting.
Nov. 9, 2016	Approved at the 2 nd meeting of the Curriculum Committee of the College in Academic Year 2016.
Dec. 12, 2016	Approved at the 150 th academic affairs meeting.
Jan. 3, 2017	Approved at the 5 th meeting of the Curriculum Committee of the Department in Academic Year 2017.
April 18, 2017	Approved at the 3 rd meeting of the Curriculum Committee of the College in Academic Year 2017.
Sep. 26, 2018	Amended and approved at the 1 st department affairs meeting of Academic Year 2018.
Oct. 22, 2018	Approved at the 1 st meeting of the Curriculum Committee of the College in Academic Year 2018.

Article 1 These Guidelines are established according to the “Guidelines for Establishment of Curriculum Committee” of the University and the Articles of Association of the Department of Photonics in order to improve course quality as well as to enhance the framework and contents of the courses of the Department.

Article 2 The curriculum committee members are elected in the following manners:

- 1. The chairperson of the Department is an ex officio member of the Committee, and the convener shall be elected among the members.**
- Four full-time teachers of the Department shall be nominated by the chairperson of the Department and appointed after voting by the department affairs meeting.
- One or two student representatives and one or two external experts and scholars (including industry representatives) may be included as members.

Article 3 The term of office of the Committee representatives is one year, and they may be re-elected for a term of office coinciding with the academic year.

Article 4 The duties of the committee members:

- To review and amend the courses, and the structure and development of

the curriculum of the Department (taking into account the opinions of the industry representatives, graduate alumni and students or their parents).

2. To review the list of newly added required courses and other related matters.
3. To review titles (in Chinese and English), contents, and syllabus of the newly added courses, taking other relevant factors into consideration, such as the correspondence of the new courses with specialties of the teachers (harmonization between the new courses and the teachers' specialties), the development of the Department and the connection with the existing courses.
4. To schedule and arrange teachers for the academic year, taking the specialty of each teacher, balance between his/her lecturing and research, and teaching loads into account.
5. To handle matters related to degree examinations, advisors for seminars, and advisors for master's thesis.
6. To research and discuss relevant improvement mechanisms for curricula of the Department and submit a proposal to the department affairs meeting for review and discussion.
7. To handle other matters related to teaching or courses.
8. To handle matters related to teaching evaluation and improvement mechanisms.
9. To review the core competencies of students.
10. To handle matters related to applications for scholarships, special grants for projects of Sun Yat-sen University, recommendation of outstanding graduates, applications for the Phi Tau Phi Scholarships and other scholarships, etc.

Article 5 When the Curriculum Committee holds a curriculum planning meeting, there should be student representatives participating in the discussion of relevant proposals.

Article 6 The Guidelines shall be approved by the department affairs meeting and implemented after being submitted to and approved by the College Curriculum Committee and the academic affairs meeting. The same procedure shall apply to any amendment of the Guidelines.