

National Sun Yat-Sen University College of Management

Regulation for Establishment of the International Relations Office

Approved by the 11th Directors' Council on March 23, 2016, Academic Year 104

Approved by the 4th College Affairs Council on April 26, 2016, Academic Year 104

Approved by the University President on May 13, 2016

Amended and Approved by the 3rd College Affairs Council on March 5, 2019, Academic Year 107

Amended and Approved by the University President on March 12, 2019

Amended and Approved by the 2^{ed} College Affairs Council on November 26, 2019, Academic Year 108

Amended and Approved by the University President on April 6, 2020

Article 1. In accordance with the provisions of Article 5 of the 'Organization Act of National Sun Yat-Sen University College of Management', the College established the International Relations under Dean's Office (IRO, hereon referred to as 'the Office') to promote international collaboration and exchange for the addition of international collaboration opportunities, the expansion of global connections and research and development partnerships, the recruitment of outstanding talent abroad and the growth our university's global reputation.

Article 2. Responsibilities of the Office:

1. To assist or handle administrative processes related to the contact and coordination of visits for guests invited by the College
2. To assist or handle academic collaborations with foreign universities or research institutes
3. To assist or handle affairs related to double degrees or the international program
4. To assist current students with student exchange applications and paperwork
5. To assist with the promotion of visiting or exchange scholars and other international exchange-related matters

Article 3. One chief officer and one vice chief officer are to be appointed by the Dean from within the university full-time faculty, to manage the Office's affairs. A number of administrative assistants shall be appointed to provide assistance with work-related affairs.

Article 4. The Office of International Affairs, established by the College, shall be composed of three to five full-time faculty members of the College, invited by the Dean and the Chief Officer. Non-college experts may be appointed as members when necessary, to discuss the development of international collaborations.

Article 5. These Regulation, as well as its amendments, shall be effective upon approval by the College Affairs Council and the University President.

英文法規翻譯內容若有疑義，以中文法規為主。

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.

國立中山大學管理學院國際交流辦公室設置要點

105.3.23 104 學年度第 11 次主管會議通過
105.4.26 104 學年度第 4 次院務會議通過
105.05.13 校長核定
108.03.05 107 學年度第 3 次院務會議修正通過
108.3.12 校長核定修正
108.11.26 108 學年度第 2 次院務會議修正通過
109.04.06 校長核定修正

- 一、為促進本院推動國際合作與交流事務，依據本院組織章程第五條，設置本院「國際交流辦公室（以 International Relations under Dean's Office，IRO）」（以下簡稱本辦公室），以提高國際合作機會，拓展國際聯絡網與研發合作關係，增進延攬國外優秀人才，提高本校國際知名度。
- 二、本辦公室之職掌如下：
 - 1、協助或辦理本院邀請之外賓參訪聯繫、安排及相關行政作業流程。
 - 2、協助或辦理與國外大學及學術研究機構之學術合作締約事宜。
 - 3、協助或辦理雙聯學位、國際學程業務。
 - 4、協助本院交換學生相關申請作業。
 - 5、協助推動本院客座、交換教師來訪，及相關國際交流活動事宜。
- 三、本辦公室置主任、副主任各一人，由院長聘請本校專任教師兼任之，綜理本辦公室業務。並置行政助理人員若干人，協助相關工作推展。
- 四、本院設國際事務委員會，由辦公室主任協同院長邀請本院專任教師 3 至 5 人組成，必要時得聘請院外專家擔任委員，研討本院各項國際交流事務之發展。
- 五、本要點經院務會議通過後，陳請校長核定後實施，修正時亦同。