

National Sun Yat-Sen University

Curriculum Committees Establishment Guidelines

Modified and approved at the 77th meeting of academic affairs, October 28, 1998
Approved at the 98th meeting of academic affairs, January 07, 2004
Approved at the 111th meeting of academic affairs, March 16, 2007
Modified and approved at the 115th meeting of academic affairs, March 20, 2008
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Approved at the 150th meeting of academic affairs, December 12, 2016
Amendment approved by the 161st Academic Affairs Council meeting, October 14, 2019
Amendment approved by the 173rd Academic Affairs Council meeting, May 20, 2022

Article 1. These Guidelines are established according to the Enforcement Rules of the University Act to improve the quality of the curriculum and enhance its structure and contents.

Article 2. The curriculum committees are established at three levels:

1. The curriculum committee subordinate to the department, institute, program and each unit of the Center for General Education (hereinafter referred to as the “department level”).
2. The curriculum committee subordinate to the college and Center for General Education (hereinafter referred to as the “college level”).
3. The curriculum committee subordinate to the University.

The department-level curriculum review is made on the three-level-three-review basis, while college-level curriculum review is made on the two-level-two-review basis. The reviewed curriculum must be approved at the meeting of academic affairs for implementation.

Article 3. The university’s curriculum committees are composed of by the Head of the Office of Academic Affairs, Deputy Head of the Office of Academic Affairs, two representatives (they shall come from different institutes /departments, programs or groups then the incumbent or previous supervisors) of each college (Center for General Education), one to two student representatives; the Head of the Office of Academic Affairs should choose one to two professional scholars from outside the university (including certain industry representatives); the Head of the Office of Academic Affairs shall hold the concurrent post of convener.

Curriculum committees of each level of college are composed of head of the unit, a certain number of representatives of full-time teachers, one to two student representatives, one to two professional scholars from outside the university (including certain industry representatives), head of the unit acts as convener; each college, institute or department establishes their own “Curriculum Committees Establishment Guidelines” and sends to the university’s Curriculum Committee for approval.

Article 4. The members of the college-level and department-level curriculum committees have a term of two years.

The members of the university-level curriculum committee can be re-elected, and only half of the members will be replaced every year. Two meetings shall be convened every semester, and extraordinary meetings must be convened if required.

Article 5. Duties of the university-level curriculum committee:

1. Reviewing the structure and development of the curriculum planned by the college-level curriculum committee;
2. Taking full consideration and making decisions on the passing, modification or deletion of new curricula proposed by the college-level curriculum committee;
3. Reviewing the list of required courses and other related matters for new students;
4. Developing regulations regarding the university-level curricula and making final decisions on all curriculum-related disputes;
5. Reviewing other curriculum-related matters.

Article 6. Duties of the college-level curriculum committee

1. Reviewing the structure and development of the curriculum planned by the department-level curriculum committee;
2. Integrating and coordinating new courses within the college and department to avoid repetition or wasting of resources;
3. Reviewing and checking the new courses of each department/institute;
4. Reviewing the list of required courses and other related matters for new students;
5. Reviewing other curriculum-related matters.

Article 7. Duties of the department-level curriculum committee

1. Reviewing and modifying the course, structure and development of the curriculum within the department/institute (taking into account the opinions of the industry representatives, alumni and students or their parents);
2. Initially reviewing the list of required courses and other related matters for new students;
3. Initially reviewing the following items of the new courses:
 - Title (Chinese and English), contents and syllabus of the course;
 - Other related factors such as the correspondence of the new course with the specialty of the teacher, the development of the department/institute and the contents of the existing courses;

If the course is a professional practice one, a plan must be provided, including the contract of industry-university cooperation or the contract of internship cooperation.
4. Review of curriculum-related problems;

5. Taking the specialty of the teacher, balance of the research and teaching loads into account to arrange the teachers for the academic year.
6. Developing the improvement mechanism for the curricula within the department/institute and making a proposal for review and approval at the meeting of departmental affairs;
7. All related decisions must be approved at the meeting of departmental affairs before being submitted to the college-level curriculum committee.

Article 8. The matters that are not covered by the Guidelines shall be subject to the related laws and regulations.

Article 9. The Guidelines are approved by the University-level Curriculum Committee and Academic Affairs Council, sanctioned by the university President prior to implementation. Modifications shall follow the same procedure.

英文版本如有抵觸或不相符之處，應以中文版本為準。

The regulations in English are translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese version prevails.

國立中山大學課程委員會設置要點

87.10.28 第 77 次教務會議修正通過
93.01.07 第 98 次教務會議通過
96.03.16 第 111 次教務會議通過
97.03.20 第 115 次教務會議修正通過
97.12.11 第 118 次教務會議修正通過
98.10.12 第 121 次教務會議通過
98.12.14 第 122 次教務會議通過
105.10.12 第 149 次教務會議通過
105.12.12 第 150 次教務會議通過
108.10.14 第 161 次教務會議修正通過
111.05.20 第 173 次教務會議修正通過

一、為提昇課程品質、強化課程架構與內容，依大學法施行細則相關規定，設置國立中山大學課程委員會。

二、課程委員會分設下列三級：

(一) 系、所、學程及西灣學院各中心課程委員會。(以下簡稱系級)

(二) 院課程委員會。(以下簡稱院級)

(三) 校課程委員會。

系級課程審議須經三級三審、院級課程審議須經二級二審之機制為原則，提教務會議通過後實施。

三、校課程委員會由教務長、副教務長、各院代表 2 人(須為現任或曾任非屬同一系所、學程、組之主管)、學生代表 1 至 2 人、教務長遴聘之校外專家學者(含業界代表)1 至 2 人組成，教務長兼任召集人。

院級課程委員會由單位主管、所屬專任教師代表若干人、學生代表 1 至 2 人、校外專家學者(含業界代表)1 至 2 人組成，單位主管兼任召集人；系級課程委員會由單位主管、所屬專任教師代表若干人，並得增列學生代表 1 至 2 人、校外專家學者(含業界代表)1 至 2 人組成，單位主管兼任召集人；其課程委員會設置要點由各院、系所自訂，並送校課程委員會核備。

四、院、校級課程委員會代表任期為二年。

校級課程委員會委員連選得連任，每年以改選一半為原則。

每學期召開會議二次，必要時得召開臨時會議。

五、校課程委員會之職責：

(一) 核備院級課程委員會規劃之課程結構與發展方向。

(二) 核備院級課程委員會所提之新開設課程。

(三) 核備入學生必修科目表相關之事宜。

(四) 研訂校課程相關規章，就課程相關爭議事項作裁決。

(五) 審議其他課程相關之事宜。

六、院級課程委員會之職責：

- (一) 覆審系級課程委員會規劃之課程結構與發展方向。
- (二) 整合並協調院內系所課程之開設，避免重複與資源之浪費。
- (三) 覆審並查核各系所新開設課程。
- (四) 覆審院內入學生必修科目表相關之事宜。
- (五) 課程相關問題之審議。

七、系級課程委員會之職責：

- (一) 定期檢討修正系所課程、課程結構與發展方向（納入業界、畢業校友及學生(或家長)之意見）。
- (二) 初審入學新生必修科目表相關之事宜。
- (三) 初審新開設課程下列項目：
 - 1. 課程名稱（中、英文）、課程內容、課程大綱。
 - 2. 考量其他相關因素，如新開設課程與教師專長之配合、與系所發展方向之配合、與現有課程之關連等。
屬專業實習課程者，應有計畫書(含合作企業產學合作契約書或實習合作契約書)。
- (四) 課程相關問題之審議。
- (五) 考量教師專長及平衡研究、教學之負擔，規劃及安排每學年度課程授課教師。
- (六) 研議系所課程相關改善機制，作成議案提系所務會議討論。
- (七) 相關決議須經系所務會議通過後方可送院課程委員會審議。

八、本要點未盡事宜，參照有關法令規定辦理。

九、本要點經校課程委員會、教務會議通過，陳請校長核定後實施，修正時亦同。