

# 國立中山大學管理學院國際交流暨認證辦公室設置要點

## College of Management Guidelines for the establishment of the International Relations and Accreditation Office

111.03.08 110 學年度第 3 次院務會議通過

111.04.18 校長核定

Amended and Approved by the 3<sup>rd</sup> College Affairs Council on March 8, 2022, Academic Year 111

Amended and Approved by the University President on April 18, 2022

一、為促進本院推動國際合作交流與同步接軌國際商管教育趨勢，依據本院組織章程第五條，設置本院「國際交流暨認證辦公室（以 International Relations and Accreditation Office, College of Management, IRAO）」（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，培養國際商管教育所需之人才，提高本校國際知名度。

I. To promote international collaboration and adapt global trends in business education, the College established the “International Relations and Accreditation Office (IRAO)” (hereinafter referred to as the Office) in accordance with the College of Management charter. The establishment of the Office is to enhance international collaboration opportunities, expand international networks and research and development partnerships, recruit international talents, cultivate international business management professionals, and raise the university’s global visibility.

二、本辦公室之職掌如下：

II. The Office is responsible for:

(一) 國際交流

- 1、協助或辦理本院邀請之外賓接待及客座教師相關事宜。
- 2、協助或辦理本院與國外大學及學術研究機構之學術合作締約事宜。
- 3、協助或辦理本院雙聯學位及交換學生相關申請作業。
- 4、辦理本院 ACT 全球商管學程。
- 5、協助推動本院提升英語能力相關事宜。
- 6、擔任本院國際排名聯絡窗口及填報相關資料。
- 7、協助推動本院國際交流相關業務。

1. International collaboration

- (1) Assist or handle the College’s invitation to guests and guest lecturers and organize relevant matters
- (2) Assist or handle the College’s academic collaboration agreements with foreign institutions or research institutions
- (3) Assist or handle the College’s dual-degree programs and process the applications for exchange students
- (4) Handle the College’s ACT Global Program

- (5) Assist in promoting English language proficiency matters
- (6) Serve as the contact window for the College's international ranking and handle relevant matters
- (7) Assist in promoting the College's international relations and relevant matters

## (二) 國際認證

- 1、蒐集國際商管認證單位最新認證標準及教育趨勢，辦理本院各項認證作業。
- 2、建置學習成效評量、施測與鼓勵機制，並實施評量。
- 3、根據分析結果對院及院內各系所和學程提供評量報告，供各系所進行改善。
- 4、依據本院學習目標，辦理提升學生學習目標表現的相關活動。
- 5、配合國際認證所需，追蹤學生學習成果表現，及記錄各系所和學程為提升學習成果所作之改善行動，並將有關數據與紀錄撰寫成自我評估報告。
- 6、蒐集及彙整各系所和學程專任（含約聘）教師每年的學術績效報告。
- 7、其他與本院學生學習品質相關之事宜。

## 2. International Accreditation

- (1) Handle the College's accreditation process following accreditation standards and educational trends from international accreditation bodies in business management
- (2) Design a questionnaire for student learning outcomes, and plan and distribute the questionnaire to evaluate students' learning effectiveness
- (3) Provide evaluation reports to the College, the College's institutes, departments, and programs for improvement
- (4) Host activities following the College's learning objectives to enhance students' performance
- (5) To meet the requirements of international accreditation, track students' performance in learning outcomes and record the improvement actions taken by each institute, department, and program to improve learning outcomes. Provide a self-assessment report using the information collected
- (6) Collect and organize the academic performance report of the full-time (including contract employed) faculty members from each institute, department, and program
- (7) Handle relevant matters of the quality of student learning

三、本辦公室置主任一名、副主任一至二名，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。

III. This Office is composed of one director and one to two deputy directors from the full-time faculty members appointed by the College Dean. Several administrative assistants will assist in the work implementation.

四、本院設國際事務推動委員會，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及國際認證準備。

IV. The College's International Affairs Promotion Committee is composed of three to five full-

time faculty members appointed by the College Dean and the Office Dean. Upon request, external expert(s) outside of the College may be appointed as committee member(s) to discuss the development of the College's international relation affairs and the preparation of the international accreditation.

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。

V. This Guideline, as well as its amendments, shall be effective upon approval by the College Affairs Council and the University President

中英文版本如有牴觸或不相符之處，應以中文版本為準。

Above **【guideline】** were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.