

# 國立中山大學工學院院務會議設置辦法

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

113.9.23 113 學年度第 1 次院務會議修正  
Amended at the 1st College Affairs Meeting of the 2024 academic year on September 23, 2024

第一條：為研議本學院教學、研究、發展及其他有關院務事項，特依本校組織規程第四十二條之規定，訂定本辦法。

I. 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.

第二條：本會議由院長、副院長、各系所主管、各系所教師代表及職員代表組成之，其中教師代表人數不得少於二分之一。各系所得推薦學生一名列席本會議。

II. Members of the College Affairs Meeting (hereinafter referred to as “the meeting”) include the dean, vice dean, head of each department/institute, 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.

第三條：前項教師代表及職員代表產生方式及任期如下：

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

一、教師代表：以系所為單位，推選講師以上之現職專任教師擔任之。每單位至少一名代表，各單位講師以上教師人數每超過十人（含）則增加代表一名，唯同一單位教師代表最多不得超過三人。任期一年與學年同，可連選連任。

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

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.

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.

二、職員代表：由本學院編制內職員（含助教）互選一名。任期一年與學年同，可連選連任。

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.

第四條：本會議依需要不定期召開，以院長為主席。每學期至少召開一次，於會議三日前以書面通知。開會時應有委員三分之二以上（含）之出席，如委員不克出席，可委託代理人出席。投票時須獲出席委員二分之一以上（含）同意為通過，惟表決重大事項（如增設系所、更改院名、系所名、或經出席委員二分之一以上同意者）時，則須獲出席委員三分之二以上（含）同意為通過。

IV. 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.

第五條：本辦法經院務會議通過後實施，修正時亦同。

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