

# 義守大學國際商務學系系務會議要點

94年5月24日93學年度第2學期第2次系務會議通過

○年○月○日校長准予核備公布全文

- 一、 本要點依據「義守大學組織規程」第十九條訂定之。
- 二、 本系設系務會議，為系務最高決策會議，議決系務重大事項。系主任與所有專任教師為當然系務委員。系主任得視實際需要，邀請學生或相關人員列席。
- 三、 系務會議之召開，每學期至少兩次；如有三分之一以上應出席人數提議，系主任應召開臨時會議。
- 四、 系務會議應有出席委員三分之二以上出席，以出席人數二分之一以上之同意行使決議。  
前項表決，不得委託他人代理之。
- 五、 系務會議議案之表決，應以無記名或舉手方式行之。
- 六、 本系依實際需要，經系務會議決議後，得設置各項委員會。
- 七、 系務會議討論左列事項：
  - (一) 課程、科目之設計與變更。
  - (二) 研究重點、發展方向之釐定與變更。
  - (三) 新生、轉學生及轉系（組）生之招收事宜。
  - (四) 經費之分配與運用原則。
  - (五) 委員會之設置及其組織與權責。
  - (六) 其他有關事項。
- 八、 系務會議之決議，應正式列入紀錄。
- 九、 本要點經系務會議通過並報校備查後施行之，修正時亦同。

## **Guidelines on Establishment of Departmental Affairs Council of Department of International Business at I-Shou University**

Adopted on May 24, 2005 at the second meeting of the  
Departmental Affairs Council in the second semester of the  
academic year 2004

Ratified and promulgated by the President on XX XX,  
2014.

- I. The Guidelines on Establishment of Departmental Affairs Council at I-Shou University (hereinafter referred to as the “Guidelines”) are enacted by Department of International Business (hereinafter referred to as the “Department”) as per Article 19 of the Charter of I-Shou University.
- II. The Department Affairs Council (hereinafter referred to as the “Council”) is the highest decision-making meeting for major issues regarding Departmental affairs. The Chair of the Department and full-time faculty members of the Department shall be ex-officio members of the Council. The Chair of the Department may invite students or relevant personnel to the meeting when necessary.
- III. The members of the Council shall meet at least twice per semester. The Chair of the Department shall convene extraordinary sessions when at least one-third of full-time faculty members make such a proposal.
- IV. The quorum of the Council requires at least two-thirds of all members. With the consent of at least one-half of the members present, a decision may be made. The members shall not authorize any deputy to vote.
- V. The voting for proposals and motions at the Council may proceed either by secret ballot or a show of hands.
- VI. The Department may take its needs into consideration to establish committees to serve different purposes with the Council’s approval.
- VII. The following issues are deliberated by the Council:
  1. the design and changes to the curriculum;
  2. determining the directions and changes to research and development;
  3. the recruitment of new students, and transfer students from both other departments (concentrations) at the University and other universities;
  4. the distribution and use of funds;
  5. the establishment of committees, the organization and responsibilities thereof, and decisions made by each committee;

6. other relevant issues.

VIII. Resolutions and decisions made by the Departmental Affairs Council shall be recorded in the official meeting minutes.

IX. The Guidelines shall be effective after being adopted by the Departmental Affairs Council and implemented after being filed by the University. The same procedure applies to any amendment to the Guidelines.

*Note : In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.*