

# **Department of Oceanography, National Sun Yat-sen University**

## **Guidelines Governing the Establishment of the Curriculum Committee**

Approved at the preparatory meeting on December 5, 2012

Approved at the preparatory meeting on March 13, 2013

Approved at the Department Affairs Council meeting on September 25, 2013

Amended at the 139th Academic Affairs Council meeting on March 20, 2014

Article 1. The Curriculum Committee (hereinafter “the Committee”) of the Department of Oceanography (hereinafter “the Department”) was established in accordance with the National Sun Yat-Sen University Curriculum Committees Establishment Guidelines.

Article 2. The Committee is composed of the Department Director and three full-time faculty members (one from each of the three divisions). The Department Director serves as the convener. When necessary, one student representative and one to two external experts/scholars may be selected as attendants of the Committee meeting. Each member shall serve a term of one year with a term limit of two terms.

Article 3. Two meetings shall be convened every semester, and extraordinary meetings may be convened when necessary.

Article 4. Duties of the Committee are as specified in Article 7 entitled “Duties of the department-level curriculum committee” of the National Sun Yat-Sen University Curriculum Committees Establishment Guidelines:

1. Regularly reviewing and modifying the courses, structure, and development of the curriculum within the Department (taking into account the opinions of industry representatives, alumni, and students or their parents).
2. Preliminary review of the list of required courses and other matters relevant to new students.
3. Preliminary review of the following aspects of new courses:
  - (1) Title (Chinese and English), content, and syllabus of the course.
  - (2) Other related factors such as the correspondence of the new course to the expertise of the instructor, to the development of the department, and to existing courses.

4. Review of curriculum-related problems.
5. Assigning instructors to courses every academic year appropriately in consideration to his/her expertise and the balance between his/her research and teaching loads.
6. Developing an improvement mechanism for the Department curriculum and making a proposal for review and approval at a meeting of the Department Affairs Council.
7. All related decisions must be approved at a meeting of the Department Affairs Council before being submitted to the college-level curriculum committee for review.

Article 5. Matters that have not yet been covered in these Guidelines shall be subject to relevant laws and regulations.

Article 6. These Guidelines, as well as all amendments thereto, have been approved at a meeting of the Department's Committee, the Academic Affairs Council, and college-level curriculum committee before their submission to the university-level curriculum committee and the Academic Affairs Council for review and approval; they shall come into effect upon ratification by the University President.

Disclaimer. The document was translated from its Chinese version. The Chinese guidelines supersede the English ones shall there be discordance between the documents.