

NATIONAL SUN YAT-SEN UNIVERSITY

Institute of Undersea Technology Guidelines for Establishment of Curriculum Committee

Approved by the 5th Institute of Applied Marine Physics and Undersea Technology Curriculum Committee on March 9, 2010, Academic Year 2010.

Approved by the 4th University Curriculum Committee on May 31, 2010, Academic Year 2010.

Approved by the 124th Academic Meeting on June 15, 2010.

Amended and approved by the 2nd Institute of Undersea Technology Curriculum Committee on May 15, 2014, Academic Year 2014.

- Article I. This set of guidelines is specifically issued by the Institute of Undersea Technology (IUT) in accordance with Article III of the “Guidelines for Establishment of Curriculum Committees” of National Sun Yat-sen University (NSYSU) to enhance curriculum quality and improve curriculum frameworks and contents.
- Article II. The Curriculum Committee shall be composed of the IUT’s full-time faculty members and the IUT director shall be an ex officio member and the convener. If necessary, one to two specialists from outside the university may be invited to participate in meetings. The office term of each member shall be one year; a member reelected may serve a following term.
- Article III. The committee shall meet whenever necessary (at least twice per semester in principle). Meetings shall be held at the request of the convener or more than half of the members. The attendance of at least half of the members in person shall be required for meetings to be conducted and decisions shall be valid only when they are approved by half or more of the attending members. Student representatives shall be invited to attend curriculum-planning meetings and participate in discussions.
- Article IV. Committee responsibilities:
- A. Regular review and revision of curricula, curriculum structures, and directions of development (opinions from related industries, alumni, and students or student parents to be taken into consideration)
 - B. Initial review of lists of required courses for freshman students
 - C. Initial review of the following:
 - Names (Chinese and English), contents, and outlines of new courses
 - Assessment of suitability of new courses for faculty members’ expertise and the institute’s future development as well as the connection between new and existing courses
 - D. Review of course-related issues
 - E. Assessment of faculty members’ expertise, research and teaching workload balance, as well as planning and arrangement of lecturing faculty members in each school year
 - F. Establishment and proposal of curriculum improvement measures to be discussed in institute general meetings
 - G. All decisions shall be approved by the institute general meeting before they are presented to be reviewed by the Curriculum Committee of the college.
- Article V. Matters unspecified in this set of guidelines shall be processed according to related regulations.

Article VI. This set of guidelines shall be implemented following the approvals of the institute curriculum committee meeting, the college curriculum committee meeting, the university curriculum committee meeting, and the academic meeting. The same procedure shall be carried out when amendments are to be made.