

# 國立中山大學海洋環境及工程學系系務會議 設置要點及議事規則

## Guidelines for the Establishment and Rules of Department Council Meeting

104.04.09 103 學年度第 11 次系務會議通過

Approved at the 11th Department Council meeting on April 9, 2015

104.05.25 104 學年度第 16 次系務會議通過

Approved at the 16th Department Council meeting on May 25, 2015

106.03.01 106 學年度第 4 次系務會議通過

Approved at the 4th Department Council meeting on March 1, 2017

107.09.13 107 學年度第 1 次系務會議通過

Approved at the 1st Department Council meeting on September 13, 2018

- 一、國立中山大學海洋環境及工程學系（以下簡稱本系）為建立系務之制度化，並有效推動系務之執行，依據國立中山大學組織規程之規定訂定「國立中山大學海洋環境及工程學系系務會議設置要點及議事規則」（以下簡稱本規則）。

The Department of Marine Environment and Engineering at National Sun Yat-sen University (hereinafter referred to as "the Department") has established the "*Guidelines for the Establishment and Rules of Department Council Meeting of the Department of Marine Environment and Engineering at National Sun Yat-sen University*" (hereinafter referred to as "the *Guidelines*") in accordance with the *Charter of National Sun Yat-sen University*. The Guidelines aim to institutionalize departmental affairs and effectively facilitate their implementation.

- 二、本系所有專任助理教授以上教師為系務會議當然委員。借調、出國研究、教授休假及出任本校一級主管以上者得以學期為單位申請不參與會議。討論與學生學業生活及獎懲有關規章之提案時，得邀請大學部學生與研究生代表各一名出席會議；必要時得邀請本系其他同仁列席。

All full-time faculty members at the rank of assistant professor or above shall be ex-officio members of the Department Council. Faculty members on secondment, conducting research abroad, on sabbatical leave, or serving as senior administrators at the University may apply for exemption from participation on a

semester basis. When discussing proposals related to student academics, campus life, and disciplinary regulations, one representative from the undergraduate and graduate students may be invited to attend the meeting. If necessary, other faculty and staff members of the Department may also be invited to attend.

- 三、系務會議每學期至少舉行一次，由系主任召集並擔任主席。開會時須全體委員二分之一以上出席，並經出席委員二分之一以上同意，始得通過議案。

The Department Council Meeting shall convene at least once per semester, chaired by the Department Chair. Meetings require the attendance of more than half of all committee members, and resolutions shall be passed with the approval of more than half of the attending members.

- 四、系務會議討論事項包含系務發展計畫、各委員會提議事項、經二人以上連署之議案、或經本系學會學生代表聯席會討論通過之提案等。

The Department Council Meeting shall deliberate on matters including the Department's development plan, proposals from various committees, motions endorsed by at least two members, or proposals approved by the Joint Meeting of Student Representatives of the Department Student Association.

- 五、遇重大議案討論時需全體委員四分之三以上出席，並經出席委員三分之二以上同意，始得通過議案。

休假教師、出國研究教師、或借調教師，需徵詢是否放棄出席會議之權利。

重大議案定義如下：人事案、空間之分配、非慣例性質之經費分配、必修科目修改及系務會議決議認定之事項。

When discussing major proposals, at least three-fourths of all committee members must be present, and approval requires the consent of at least two-thirds of the attending members. Faculty members on leave, conducting overseas research, or on secondment must be consulted on whether they wish to forgo their right to attend the meeting. Major proposals are defined as follows: personnel matters, allocation of space resources, non-routine budget allocations,

modifications to mandatory courses, and matters recognized as major proposals by the Department Council.

六、本規則經系務會議通過後實施，修正時亦同。

These guidelines have been approved and implemented by the Department Council. Amendments to these guidelines shall follow the same procedure.