

National Sun Yat-sen University
Institute of Undersea Technology

Guidelines for the Establishment of the Curriculum Committee

Approved by:

- 5th Institute Curriculum Committee Meeting of Academic Year 2009 (March 9, 2010)
 - 4th University Curriculum Committee Meeting of Academic Year 2009 (May 31, 2010)
 - 124th Academic Affairs Meeting (June 15, 2010)
 - Revised and approved by the 2nd Institute Curriculum Committee Meeting of Academic Year 2013 (May 15, 2014)
 - Revised and approved by the 6th Institute Affairs Meeting of Academic Year 2014 (March 23, 2015)
 - Approved by the 4th University Curriculum Committee Meeting of Academic Year 2014 (May 28, 2015)
 - Approved by the 144th Academic Affairs Meeting (June 16, 2015)
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To enhance course quality and strengthen the curriculum structure and content, the **Institute of Undersea Technology, National Sun Yat-sen University** (hereinafter referred to as “the Institute”) has established these **Guidelines for the Establishment of the Curriculum Committee** (hereinafter referred to as “the Guidelines”) in accordance with the *University’s Guidelines for the Establishment of Curriculum Committees*.

1. Composition of the Committee

The **Curriculum Committee** (hereinafter referred to as “the Committee”) shall consist of all **full-time faculty members** of the Institute.

The **Director** of the Institute serves **ex officio** as the **convener**.

When necessary, **one to two external experts or scholars** may be invited to

participate in meetings.

The term of office for members is **one year**, and reappointment is permitted.

2. Meetings

The Committee shall meet **at least twice per semester**, and additional meetings may be convened by the Director or upon the joint petition of **one-half or more** of the Committee members.

A quorum requires **at least one-half** of all members to be present, and resolutions shall be passed with the approval of **at least one-half** of attending members.

When discussing curriculum planning, **student representatives** shall be invited to participate in the discussion of relevant matters.

3. Responsibilities of the Committee

The Committee is responsible for the following tasks:

1. Periodically reviewing and revising the Institute's courses, curriculum structure, and development direction (including collecting feedback from industry, alumni, students, and parents).
2. Conducting preliminary review of the required course list for newly admitted students.
3. Reviewing newly proposed courses, including:
 - Course title (in Chinese and English),
 - Course content, and
 - Course syllabus.Considerations shall include alignment with faculty expertise, relevance to the Institute's development direction, and relation to existing courses.
4. Reviewing and resolving curriculum-related issues.
5. Planning and assigning instructors for each academic year's courses, balancing faculty expertise and research-teaching workload.
6. Discussing and formulating improvement mechanisms for curriculum development, and submitting proposals to the Institute Affairs Meeting for discussion.

7. Submitting resolutions approved by the Institute Affairs Meeting to the **College Curriculum Committee** for further review.
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4. Miscellaneous

Any matters not specified in these Guidelines shall be handled in accordance with relevant university regulations.

These Guidelines shall be implemented upon approval by the **Institute Affairs Meeting** and the **College Curriculum Committee**, and ratification by the **University Curriculum Committee**.

The same procedure shall apply to any amendments.