

國立中山大學海洋科學系 系務會議設置要點及議事規則

Guidelines for the Establishment and Rules of Department Affairs Council Meeting

經 101 年 12 月 5 日籌備會議通過

Approved at the preparatory meeting on December 5, 2012

經 102 年 9 月 25 日系務會議通過

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

經 103 年 1 月 8 日系務會議修訂通過

Amended and approved at the Department Affairs Council meeting on Jan 8, 2014

經 104 年 4 月 15 日系務會議修訂通過

Amended and approved at the Department Affairs Council meeting on April 15, 2015

經 110 年 5 月 12 日系務會議修訂通過

Amended and approved at the Department Affairs Council meeting on May 12, 2021

- 一、國立中山大學海洋科學系(以下簡稱本系)為建立海洋科學系系務之制度化，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「國立中山大學海洋科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 Oceanography at National Sun Yat-sen University (hereinafter "the Department") in order to institutionalize the administration of departmental affairs and ensure their effective implementation, hereby establishes the "Guidelines Governing the Establishment of the Department Affairs Council Meeting of the Department of Oceanography at National Sun Yat-sen University" (hereinafter "the Guidelines") in accordance with the Organizational Regulations of National Sun Yat-sen University.

- 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，應邀請大學部與碩、博士班學生代表各一名出席會議；系學會會長為大學部學生之當然委員；必要時得邀請本系其他同仁列席。

All full-time faculty members of the Department at the rank of Assistant Professor or above shall serve as ex officio members of the Department Affairs Council. Faculty members who are on secondment, conducting research abroad, on sabbatical leave, or serving as first-level or higher university administrators may apply, on a semester basis, for exemption from attending the meetings. When proposals concerning regulations related to students' academic performance, campus life, or awards and penalties are discussed, one undergraduate student representative and one graduate student representative shall be invited to attend. The president of the Department Student Association shall serve as the ex officio undergraduate member. When necessary, other departmental colleagues may be invited to attend the meeting as non-voting participants.

- 三、系務會議下分設課程、招生、學術委員會、資源委員會及學生事務委員會，由全體專任教師輪值各委員會。各委員會委員不含系主任至少三人，並由系

主任擔任召集人。每位委員最多參與兩個委員會為原則。各委員會之運作組織及職掌另訂之。

The Department Affairs Council shall establish the Curriculum Committee, Admissions Committee, Academic Committee, Resources Committee, and Student Affairs Committee. All full-time faculty members shall serve on these committees on a rotational basis. Each committee shall consist of at least three members, excluding the Department Chair, who serves as the convener. Each faculty member may serve on up to two committees. The organizational structure and duties of each committee shall be stipulated separately.

- 四、系務會議每學期至少舉行一次，由系主任召集並擔任主席。系主任因故不能主持會議時，得由出席委員互推一人代理之。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 Chair shall convene and preside over at least one Department Affairs Council meeting each semester. If the Chair is unable to preside, one attending member may be elected as acting chair. A meeting shall be valid only when attended by more than one-half of all members of the Council, and resolutions shall be adopted only upon approval by more than one-half of the attending members.

- 五、系務會議討論事項包含系務發展計畫、各委員會提議事項、經兩位以上當然委員連署之議案、或經本系學會學生代表聯席會討論通過之提案等。臨時動議由出席的當然委員提出，並需有提案者以外之當然委員一人以上附議始得成案。

Matters to be discussed in the Department Affairs Council meeting include departmental development plans, proposals submitted by committees, motions jointly proposed by at least two ex officio members, and proposals approved by the Joint Meeting of Student Representatives of the Department Student Association. Ad hoc motions may be raised by attending ex officio members and must be seconded by at least one other ex officio member to be considered.

- 六、本規則經系務會議通過後實施，修正時亦同。

The Guidelines, as well as all amendments thereto, shall come into effect upon approval by the Department Affairs Council.

Disclaimer: This document contains both Chinese and English text. In case of any discrepancy between the two versions, the Chinese version shall prevail.