

# College of Engineering

## Guidelines for Course Committee Establishment

Issued by the 1<sup>st</sup> College General Meeting on November 6, 2009, School Year 98.  
Reviewed and approved by the 2<sup>nd</sup> University Course Committee on November 30, 2009, School Year 98.  
Reviewed by the 122<sup>nd</sup> University Academic Affairs Meeting on December 14, 2009.  
Amended and approved by the 1<sup>st</sup> College General Meeting on amended and approved by the 1<sup>st</sup> College General Meeting on January 12, 2015, School Year 103.  
Approved and amended by the 3<sup>rd</sup> University Course Committee Meeting on March 2, 2015, School Year 103.  
Reviewed by the 143<sup>rd</sup> University Academic Affairs Meeting on March 19, 2015, School Year 103.  
Meeting on February 20, 2017, School Year 105.  
Approved and amended by the 3<sup>rd</sup> University Course Committee Meeting on May 15, 2017, School Year 105.  
Reviewed by the 143<sup>rd</sup> University Academic Affairs Meeting on May 31, 2017, School Year 105.  
Meeting on September 18, 2018, School Year 107.  
Approved and amended by the 2<sup>nd</sup> University Course Committee Meeting on November 20, 2018, School Year 107.  
Reviewed by the 158<sup>th</sup> University Academic Affairs Meeting on December 10, 2018, School Year 107.

- I. The College of Engineering Course Committee (hereafter referred to as “the Committee”) is established in accordance with “Enforcement Rules of the University Act” and Article 3 of National Sun Yat-sen University’s (hereafter referred to as “the University”) Establishment Guidelines for Course Committees in order to improve course quality and contents of the College of Engineering (hereafter referred to as “the College”).
- II. The Committee comprises several members, including Dean, Vice Dean, Chairman of departments, and Chairman of programs being the ex officio members of the Committee. In addition, each department and institute shall nominate one full-time faculty member as a Committee member. Each department and institute shall in turns to recommend one undergraduate student and one graduate student to attend relevant meetings. One external expert shall be recommended to attend relevant meetings. The meetings are convened by Dean of the College, and the term for the recommended members is two years.
- III. If the faculty’s representatives at the university course committee are not the members of our committee, the representatives are considered as the members of our committee.
- IV. Committee meetings must present an attendance rate of 50% prior to review. Decisions must be supported by 50% of the attendees.
- V. The obligations of the Committee are in accordance with the University’s establishment guidelines for course committees.
- VI. The present guidelines shall be implemented following approvals of college general meetings, the University Course Committee, and academic affairs meetings. The same procedure shall be carried out when amendments are to be made.

Above guidelines were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.