

國立中興大學生命科學系常設委員會組織細則

Regulations for Organizing Standing Committees in the Department of Life Sciences at National Chung Hsing University

92年1月10日系務會議通過訂定

94年9月22日系務會議通過修訂

96年1月11日系務會議通過修訂

96年10月9日系務會議通過修訂

97年5月7日系務會議通過修訂

100年3月17日系務會議通過修訂

101年1月5日系務會議通過修訂

104年3月18日系務會議通過修訂

109年9月23日系務會議通過修訂

Approved by the Department Affairs Meeting on Jan. 10, 2003

Amended and approved by the Department Affairs Meeting on Sep. 22, 2005

Amended and approved by the Department Affairs Meeting on Jan. 11, 2007

Amended and approved by the Department Affairs Meeting on Oct. 9, 2007

Amended and approved by the Department Affairs Meeting on May 7, 2008

Amended and approved by the Department Affairs Meeting on Mar. 17, 2011

Amended and approved by the Department Affairs Meeting on Jan. 5, 2012

Amended and approved by the Department Affairs Meeting on Mar. 18, 2015

Amended and approved by the Department Affairs Meeting on Sep. 23, 2020

第一條 本細則係依據「國立中興大學生命科學系組織規程」第六條規定制定之。

Article 1 These regulations are formulated in accordance with Article 6 of the "**Organizational Regulations of the Department of Life Sciences, National Chung Hsing University**".

第二條 教學及課程委員會

Article 2 **Teaching and Curriculum Committee**

一、本會設委員十四人，系主任、副系主任、課業導師及各學術分組召集人為當然委員，由本系專任教師推選各學術分組專任助理教授以上教師一名、業界或畢業系友一名、校外專家學者一名及學生代表二名（一位大學部學生及一位研究生）組成。並指定一人為召集人，委員任期一年，連聘得連任。

1. The committee consists of fourteen members: the Department Chair, Deputy Chair, Academic Advisors, and conveners from each academic cluster serve as ex-officio members.

Additionally, one full-time assistant professor (or above) from each academic cluster, one industry representative or alumnus, one external expert or scholar, and two student representatives (one undergraduate and one graduate student) are elected by the Department's full-time faculty. A convener is appointed for one year and may be reappointed.

二、職責：

2. Responsibilities:

1. 修訂本系之課程。

Revising the Department's curriculum.

2. 評估教學成效。

Evaluating teaching effectiveness.

3. 分配研究生協助教學事宜。

Assigning graduate students to assist in teaching.

4. 統籌規劃系專題演講事宜。

Coordinating departmental seminars.

5. 負責課程審核、規劃及管理事宜。

Overseeing course review, planning, and management.

6. 協議系務會議交議之相關事項。

Deliberating on matters assigned by the Department Affairs Meeting.

第三條 系務發展委員會

Article 3 Department Development Committee

1、本委員會設委員九人，系主任、副系主任及各學術分組召集人為當然委員，其餘委員由助理教授以上專任教師推選之。並指定一人為召集人，委員任期一年，連選得連任。

1. The committee comprises nine members: the department chair, deputy chair, and conveners of each academic cluster, who serve as ex officio members. The remaining members are elected by full-time faculty at the rank of assistant professor or above. A convener is appointed, and the term of office for members is one year, with eligibility for re-election.

二、職責：

2. Responsibilities:

1. 擬定本系學術發展方向及計畫。

Formulating the department's academic development directions and plans.

2. 擬定新聘教師之聘任原則。

Establishing principles for the appointment of new faculty members.

3. 規劃各項招生考試相關事宜。

Planning matters related to admission examinations.

4. 規劃出版事宜。

Planning publication matters.

5. 評議本系學術研究成果。

Evaluating the department's academic research outcomes.

6. 協議系務會議及系主任交議之相關事項。

Deliberating on matters assigned by the Department Affairs Meeting and the Department Chair.

第四條 招生試務委員會

Article 4 Admission Examination Committee:

- 一、**組織**：本委員會由委員九人組成，系主任、副系主任及各學術分組召集人為當然委員，其餘委員於每年7月底前由本系專任教師選舉產生，任期一年，連選得連任。系主任為召集人，若系主任因故應迴避招生試務，則由委員互推一人為召集人。

1. **Organization**: The committee consists of nine members: the Department Chair, the Deputy Chair, and the conveners of each academic cluster serve as ex officio members. The remaining members are elected by the department's full-time faculty before the end of July each year, serving a one-year term with eligibility for re-election. The Department Chair acts as the convener; if the Chair must recuse themselves from admission affairs, the committee members shall elect another member to serve as the convener.

二、**職責**：

2. Responsibilities:

1. 擬定本系各類入學管道之招生簡章細則如招生名額、考試方式、考試日期、檢定科目及標準、成績採計方式、考試項目及佔分比例等。

Formulate detailed admission enforcement rules for various entry pathways, encompassing enrollment quotas, examination types, examination dates, subjects and standards, grading methods, examination items, and their respective weightings.

2. 辦理各項招生考試相關事宜及碩、博士研究生論文口試事宜。

Manage matters related to admission examinations and oral defenses for master's and doctoral theses.

3. 協助國際學生招生事宜。

Assist in matters related to the admission of international students.

4. 訂定本系招生策略、作業流程、監督招生工作之進行及改進事宜。

Establish admission strategies and operational procedures, supervise the admission process, and address improvement matters.

5. 設定學生入學後監測機制及評估學習成效。

Develop mechanisms for monitoring students after admission and evaluating learning outcomes.

三、招生試務委員會組織規則另定之。

3. The Organizational Regulations of the Admission Examination Committee shall be stipulated separately.

第五條 各委員會決議事項應於系務會議中提出報告並討論。

Article 5 Resolutions of each committee should be reported and discussed in the Department Affairs Meeting.

第六條 本細則經系務會議通過後實施，修訂時亦同。

Article 6 These regulations and any amendments made hereto shall be implemented upon passage by the Department Affairs Meeting.

若中文版本與英文翻譯版本有任何差異，以中文版本為準。

In the event of any discrepancies between the Chinese version and its English translation, the Chinese version shall prevail.