

國立中山大學社會科學院亞太事務英語碩士學位學程課程委員會設置要點

The Establishment Guidelines for the Curriculum Committee of the International Master Program in Asia-Pacific Affairs, College of Social Sciences, National Sun Yat-sen University

101.10.02 101 學年度第 1 次學程業務會議通過

101.10.31 101 學年度第 1 次院務會議通過

101.11.26 101 學年度第 2 次校課程委員會通過

101.12.17 第 134 次教務會議通過

102.3.21 校長核定

Approved by the 1st Program Operating Meeting for the Academic Year 2012 on 10/02/2012

Approved by the 1st College Council Meeting for the Academic Year 2012 on 10/31/2012

Approved by the 2nd Curriculum Committee for the Academic Year 2012 on 11/26/2012

Approved at the 134th meeting of Academic Affairs on 12/17/2012

Approved by the President on 3./21/2013

- 一、亞太事務英語碩士學位學程（以下簡稱本學程）為辦理開設課程審查及其他相關事宜，依據大學法施行細則及本校課程委員會設置要點，特設置「國立中山大學社會科學院亞太事務英語碩士學位學程課程委員會（以下簡稱本委員會）」，本設置要點以下簡稱本要點。

In order to review the new program and to carry out other related matters, the International Master Program in Asia-Pacific Affairs (hereinafter referred to as the “Program”) hereby establishes the “Curriculum Committee of the International Master Program in Asia-Pacific Affairs, College of Social Sciences, National Sun Yat-sen University” (hereinafter referred to as the “Committee”) in accordance with the Enforcement Rules of the University Act and the Establishment Guidelines for the Curriculum Committee in the College of Social Sciences. The Establishment Guidelines are hereinafter called the “Guidelines”.

- 二、本委員會由本學程主任邀請社科院專任助理教授以上之教師代表 4-7 人組成，並視需要遴聘校外專家學者、實務界 1-2 人參與會議。本學程主任兼任本會召集人，委員任期兩年，任期屆滿得連任。本會於討論課程規劃議案時，需邀請本學程學生代表 1-2 人參與討論，學生代表任期一年。

The Committee of the Program comprises 4-7 committee members who are teacher representatives invited by the director of the Program among the teachers of full-time assistant professor grade or above in the College of Social Sciences. 1-2 external experts/scholars and/or professionals from the industry can be selected and recruited to attend the meetings, if necessary. The director of the Program will serve as the convener of the Committee concurrently. The tenure of the committee members is two years and can be extended upon expiration. In the event of a discussion about the agenda of curriculum planning, the

Committee should invite 1-2 student representatives of the Program to join the discussion. The tenure of the student representatives is one year.

三、本委員會之工作職掌包括：

- (一)定期檢討修正本學程課程、課程結構與發展方向。
- (二)初審入學新生必修科目表之相關事宜。
- (三)初審新開設課程，包含下列項目：
 1. 課程名稱（中、英文）、課程內容、課程大綱。
 2. 考量其他相關因素，如新開設課程與教師專長之配合、與系所發展方向之配合、與現有課程之關連等。
- (四)課程相關問題之審議。
- (五)考量教師專長及平衡研究、教學之負擔，規劃及安排每學年度課程授課教師。
- (六)研議本學程課程相關改善機制，作成議案提學程業務會議討論。
- (七)相關決議經學程業務會議通過後，送院課程委員會審議。

The duties of the Committee include:

- (1) Review and amend regularly the curriculum of the Program, the structure of the curriculum and the direction towards which the development of the curriculum is oriented.
- (2) Conduct the initial review of the required courses for first-year students and related matters.
- (3) Conduct the initial review of the new courses, including the following items:
 - a. Names of the courses (in Chinese and English), contents of the courses and outlines of the courses
 - b. Considering other relevant factors, such as harmonization between the new courses and the teachers' specialties, conformity with the direction towards which the development of the departments is oriented and the connection with the existing courses
- (4) Review and discuss the issues related to the curriculum.
- (5) Schedule and arrange the lecturers in charge of each course in every academic year, considering each teacher's specialty and the balance between lecturing and his/her research.
- (6) Research and discuss relevant mechanisms to improve the Program; draft the proposals and submit the proposals to the Program Affairs Meeting for discussion.
- (7) Submit the resolutions reached by the Program Affairs Meeting to the College Curriculum Committee for review and discussion.

四、本委員會每學期定期開會二次，必要時得召開臨時會議，由召集人擔任主席，主席因故無法出席時，須指定一名委員為代理人。

The Committee shall be held twice a semester. A special meeting can be convened if necessary. The convener shall be the chairman of the meeting. In the event that the chairman is absent for any cause, a committee member shall be appointed to act on his/her behalf.

五、本委員會須有過半數以上委員出席始得開會，表決須有出席委員之過半數同意，始得通過。

A Committee meeting may be held only if more than half of the committee members attend. A resolution may be adopted only if more than half of the attended committee members reach an agreement.

六、本要點未盡事宜，悉依相關法令規定辦理。

Any matter beyond the Guidelines shall be conducted in compliance with the related laws and regulations.

七、本要點經本學程業務會議、院務會議通過後，提校課程委員會、教務會議核備，陳請校長核定後實施，修正時亦同。

The Guidelines shall be approved by the Program Affairs Meeting and the College Council Meeting, sanctioned by the University Curriculum Committee and the Academic Council and enforced after being submitted to and approved by the President of the University. The same procedure applies to any amendment.