

國立政治大學東南亞語文學系系務會議組織規則

113年6月7日東南亞語文學系籌備委員會通過

113年10月30日外語學院院務會議修正通過

- 第一條 國立政治大學(以下簡稱本校)東南亞語文學系(以下簡稱本系)依據本校組織規程第四十四條之規定設系務會議(以下簡稱本會)。
- 第二條 本會之職責主在規劃、研議、審理及推動本系教學、研究、人事、發展與其他行政事務，以促進本系發展為目的。
- 第三條 本會由系主任、全體專任教師(不含交換教師)、學生代表三名組成。
必要時得由系主任遴聘本系交換教師、系外專家、學者擔任委員，任期一年。
- 第四條 系主任為本會主席；主任因故不克召集時，得由三分之一以上委員連署召集之，並由出席委員互選一人為主席。
- 第五條 本會每學期至少應舉行一次，由主席召集，如有必要並得召開臨時會議。
- 第六條 本會應有過半數委員之出席，始得開會。本項人數計算，不含出國進修講學、研究、公假、外調、及休假者。
出席委員過半數同意，方得議決。但如有重要事項，須有出席委員三分之二以上同意，方得議決。事項是否為重要，由出席委員之過半數決定之。
本會委員因故無法出席時，得以書面委託其他本會委員代行職權，每位受託者以一人為限。
- 第七條 本會之提案包括：
一、主席交議者。
二、本會委員提案。
三、系辦公室提案。
前項提案需於會議一周前送至本系。
- 第八條 本規則經本會通過，報請院務會議核備後實施，修正時亦同。

Regulations Governing the Organizing of the Department Affair Committee for Department of Southeast Asian Languages and Cultures, National Chengchi University

Approved by the Preparatory Committee for the Department on the 7 of June, 2024
Amended by the College Affairs Committee on the 30 of October, 2024

(In the event that there are interpretation discrepancies between two versions, the Chinese version shall prevail.)

- Article 1 The Department of Southeast Asian Languages and Cultures (hereinafter the Department), National Chengchi University (hereinafter the University) establishes the Department Affair Committee (hereinafter the Committee) in accordance with Article 44 of the Organizational Rules of the University
- Article 2 The responsibilities of this committee primarily focus on planning, discussing, reviewing, and promoting the department's teaching, research, personnel, development, and other administrative affairs, with the aim of advancing the department's development.
- Article 3 The committee consists of the department chair, all full-time faculty members (excluding exchange teachers), and three student representatives.
When necessary, the chair of the department may appoint exchange teachers from the department, as well as external experts and scholars, to serve as committee members for a term of one year.
- Article 4 The chair of the department serves as the chair of the committee. If the chair is unable to convene a meeting, one-third or more of the committee members may jointly sign a request to convene it. The attending members will then elect one among them to act as the chair.
- Article 5 The Committee should call a meeting at least once a semester, convened by the Chair. Additional meetings shall be called when necessary.
- Article 6 The committee meeting requires the attendance of more than half of its members. A resolution can only be passed with the approval of more than half of the attending members. The calculation of the number of attendees excludes those who are abroad on official leave, for advanced study, research, lecturing, secondment, or vacation.
However, for significant matters, a resolution requires the approval of at least two-thirds of the attending members. Whether a matter is considered significant is determined by the majority vote of the attending members.
If a committee member is unable to attend, they may delegate their authority in writing to another committee member, with each delegate limited to representing one person.
- Article 7 The proposals of the Committee shall include:
1. The Chair submits the deliberator.
 2. Proposals made by members of the Department.
 3. Proposal of the Department Administrative Office.
- The proposal referred to in the preceding paragraph should be sent to this Department one week in advance of the meeting.