

National Chengchi University Academic Affairs Meeting Rules

June 13, 2001	Passed by the Academic Affairs Meeting of the University, spring semester, Academic Year 2019-2000.
December 26, 2005	Passed by the Academic Affairs Meeting, fall semester, Academic Year 2005-2006.
October 20, 2008	Passed by the Academic Affairs Meeting, fall semester, Academic Year 2007-2008.
November 9, 2009	Passed by the Academic Affairs Meeting, fall semester, Academic Year 2009-2010.
June 3, 2019	Passed by the Academic Affairs Meeting, spring semester, Academic Year 2019-2020.
March 30, 2020	Passed by the Academic Affairs Meetin, spring semester, Academic Year 2019-2020.

Article 1 These rules are formulated in accordance with Article 40 of the National Chengchi University (NCCU or “the University”) Organizational Regulations.

Article 2 The Academic Affairs Meeting consists of Vice President for Academic Affairs, Vice President for Student Affairs, Vice President for General Affairs, Vice President for Research and Development, Vice President for International Cooperation, Deans of each college, Chairs of each department, Heads of each degree program, Heads of each graduate institute, Dean of the Library, Head of the Computer Center, Head of the Physical Education Office, one faculty representative from each college, one representative from the Graduate Student Association, one representative from the Student Association, and one student representative from each college. The Vice President for of Academic Affairs serves as the chairperson to discuss academic affairs, and relevant personnel may be invited to attend the meeting if necessary.

Each college faculty representative in the preceding paragraph is recommended by the college, with a term of one year and may be reappointed.

The term of office for the representatives of the Graduate Student Association and the Student Association in the preceding paragraph is one year and may be reappointed.

The student representatives from each college are recommended by the Student Council, with a term of one semester and may be reappointed.

The aforesaid terms follow the academic year, from August 1 to July 31 of the following year.

Article 3 The Academic Affairs Meeting is called and chaired by the Vice President for of Academic Affairs twice every semester, with additional meetings called if needed. The administrative affairs of the Academic Affairs Meeting are handled by the Office of Academic Affairs under the orders of the chairperson.

Article 4 Proposals in the Academic Affairs Meeting include the following :

- (1) Instructions from the President;
- (2) Proposals passed by the College, Department, or Institute Affairs Meetings;
- (3) Proposals from administrative units and centers represented in the Academic Affairs Meeting;
- (4) Proposals co-signed by five or more representatives of the Academic Affairs Meeting;
- (5) Proposals passed by the Curriculum Committee, the General Education Center Committee, or the E-Learning Promotion Committee;
- (6) Proposals on major academic affairs by the Office of Academic Affairs.

The aforesaid proposals must be properly processed and submitted in written form to the Office of Academic Affairs at least ten working days before the Academic Affairs Meeting.

Article 5 The Academic Affairs Meeting can only be called with the attendance of more than half of the representatives. If the required quorum is not met within thirty minutes of the scheduled meeting time, the chairperson shall dismiss the meeting.

Article 6 Representatives of the Academic Affairs Meeting must attend the meeting in person. However, if a head of teaching or administrative is unable to attend the meeting, they may appoint a representative to attend.

Article 7 Representatives of the Academic Affairs Meeting may speak up to three times, for five minutes each time, regarding each proposal. However, an exception applies to descriptions of a proposal, responses to inquiries, supplemental factual information, reports of work or significant matters, and extraordinary circumstances with the consent of the chairperson.

Article 8 The chairperson of the Academic Affairs Meeting is responsible for maintaining order during a meeting. Representatives who violate meeting rules or disrupt the order of the meeting may be prohibited from further speaking.

Article 9 Voting in the Academic Affairs Meeting may be conducted by show of hands, by standing, or by ballot as decided by the chair. In case of equal votes under voting by show of hands or by standing in the preceding paragraph, the chairperson shall have the deciding vote.

Article 10 The resolutions and implementation from the previous meeting shall be read out at the beginning of each the Academic Affairs Meeting.

Article 11 Matters not specified in these Rules shall be handled in accordance with other relevant laws and regulations.

Article 12 These Rules shall be implemented after being approved by the Academic Affairs Meeting and promulgated by the President. Any amendments shall be processed accordingly.