

Regulations for the Establishment of Departmental Meetings in the Department of Applied Chinese at Kainan University

Article 1: In accordance with the provisions of Article 26 of the university's organizational regulations, these regulations are hereby established for the organization of departmental meetings in the Department of Applied Chinese (hereinafter referred to as the department).

Article 2: The fundamental purpose of establishing and convening departmental meetings is to discuss matters related to teaching, research, development, and other departmental affairs.

Article 3: The departmental meetings are naturally represented by all full-time faculty, staff assistants, and student representatives, with the department head serving as the chair.

Article 4: Student representatives consist of the following:

One representative from each year of the undergraduate program, totaling four representatives.

The term of office for student representatives is one year, following the academic year.

The method of selecting student representatives: Represented by the president of the departmental student association.

Article 5: The departmental meetings review the following departmental affairs:

1. Matters related to the department's development plan.
2. Important regulations of the department.
3. Academic affairs, student affairs, general affairs, research, and other important matters within the department.
4. Deliberations on teaching evaluation methods.
5. Establishment, modification, suspension, and work reports of various committees or task forces within the department.
6. Agenda items for departmental meetings and matters submitted by the university for discussion. Other matters related to the department.

Article 6: All members of the departmental meetings have the right to vote and be

elected, except for academic years when they are on secondment or abroad for more than six months.

Article 7: The departmental meetings are convened by the department head, with at least two meetings held each semester. In case of significant reasons, an extraordinary meeting can be convened with the endorsement of one-third or more of the attending representatives, and the department head should convene the meeting within 15 days of receiving the endorsement.

Article 8: The departmental meetings are chaired by the department head. If the head is unable to attend, a chairperson may be elected from the attending representatives.

Article 9: During departmental meetings, the department head may invite relevant university personnel to attend and provide reports or explanations as needed.

Article 10: The departmental assistants and student representatives have the right to speak but not the right to vote on matters related to the establishment or revision of rules concerning teachers' rights, the proposal for the establishment, modification, or closure of graduate institutes and affiliated institutions, and the selection of candidates for scholarships.

Article 11: Matters not covered by these regulations shall be handled in accordance with relevant university regulations.

Article 12: These regulations shall come into effect after being approved by the departmental meetings and submitted to the university council for approval. The same procedure applies to amendments.