

## 國立政治大學東南亞語文學系課程委員會設置辦法

113年3月4日東南亞語文學系籌備委員會通過

113年3月12日院課程委員會修訂

113年4月29日校課程委員會修訂

113年9月27日院課程委員會核備

- 第一條 國立政治大學東南亞語文學系(以下簡稱本系)為規劃本系課程相關事宜，依據「國立政治大學課程委員會設置辦法」，設置「國立政治大學東南亞語文學系課程委員會」(以下簡稱本委員會)。
- 第二條 本委員會由本系主任擔任召集人，全體專任及專任約聘教師、本系在學生代表至少一人為當然委員；另聘校內外專家學者、產業界人士及本系畢業生代表一至三人。兼任教師得在召集人邀請下列席。
- 第三條 本委員會職掌如下：  
一、本系專業必修及選修課程之研議審定；  
二、本系課程改進之研究；  
三、新開課程審議；  
四、其他課程相關事宜。
- 第四條 本委員會以每學期集會一次為原則，必要時得臨時召集之，由召集人擔任主席。
- 第五條 本委員會校外委員及學生代表由系主任聘任之，校內外委員任期二年，學生代表任期一年。必要時本委員會得邀請相關人士列席。
- 第六條 本委員會應有三分之二以上委員出席始得開會，出席委員過半數之同意始得議決。委員應親自出席會議，因故無法出席時，得以書面委託代理人出席行使職權。
- 第七條 本辦法經系務會議通過，送院課程委員會核備後實施，修正時亦同。

**Regulations for the Establishment of the Curriculum Committee**  
**Department of Southeast Asian Languages and Cultures at National Chengchi University**

Approved by the Preparatory Committee for the Department on the 4 of March, 2024  
Amended by the Curriculum Committee of the College on the 12 of March, 2024  
Amended by the Curriculum Committee of the University on the 29 of April, 2024  
Reported to the Curriculum Committee of the College on the 27 of September, 2024

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

- Article 1 The Curriculum Committee of the Department of Southeast Asian Languages and Cultures at National Chengchi University (hereinafter referred to as "the Committee") is established in accordance with the "Regulations for the Establishment of Curriculum Committees at National Chengchi University".
- Article 2 The Committee is convened by the Chair of the Department, who serves as the convener. Regular members include full-time and full-time contracted faculty members and **at least one student representative from the Department**. Additionally, one to three experts or scholars from both academia and industry, as well as **graduate representatives**, may be appointed. Adjunct faculty members may attend upon invitation by the convener.
- Article 3 The responsibilities of the Committee include 1. deliberating and approving mandatory and elective courses offered by the Department, 2. researching improvements to the curriculum, 3. reviewing proposals for new courses, and 4. addressing other curriculum-related matters.
- Article 4 The Committee will convene at least once per semester, with the option for ad-hoc meetings, if necessary, chaired by the convener.
- Article 5 External committee members and student representatives are appointed by the Department Chair. The tenure for both internal and external committee members is two years, while student representatives serve for one year. The Committee may invite relevant individuals to attend meetings when necessary.
- Article 6 A meeting may only proceed if more than two-thirds of the committee members are present, and decisions require the consent of over half of the attending members. Members are expected to attend meetings in person; however, in their absence due to unavoidable circumstances, they may appoint a proxy to exercise their voting rights in writing.
- Article 7 These regulations are passed by the Departmental Affairs Meeting, then submitted to the College Curriculum Committee for approval and implementation. Any amendments to these regulations follow the same process.