

# **College of Business and Management, Tamkang University**

## **Guidelines for Establishing the Academic Affairs Meeting**

Approved by the Departmental Executive Board Meeting of College of Business and Management on August 7, 2012  
Approved by the Academic Affairs Meeting of College of Business and Management on October 4, 2012

- Article 1 College of Business and Management (the “College”), Tamkang University (the “University”) establishes the Academic Affairs Meeting (the “Meeting”) in accordance with Article 21 of Organization Charter of Tamkang University.
- Article 2 The Committee is comprised of:
1. Dean of the College of Business and Management
  2. All Department Chairs of the College
  3. Faculty representatives. Each department needs to elect one faculty as faculty representative.
  4. Six student representatives sponsored by each department in turns.
- The tenure of committee members is one year.
- Article 3 The Meeting’s purviews are as follows:
1. The Development Plan of the College
  2. Promotion of teaching, research and administration matters of the College.
  3. Review of the curriculum and admission matters of the College.
  4. Review of the Faculty and Student Development matters of the College.
  5. Instigation, amendment and termination of the internal rules and regulations of the College.
  6. Matters assigned by the University administration
  7. Other matters relevant to the College academic affairs
- Article 4 The committee is to be convened at least once every semester and chaired by the Dean. Extraordinary meetings can be convened if deemed necessary.
- Article 5 The persons concerned may attend the meeting by invitation. Each department needs to elect one representative present.
- Article 6 The quorum necessary for the Committee to convene shall be more than half of the total number of the committee members then in office; and matters shall be approved if more than half of the committee members present vote in favor.
- Article 7 The proposals relevant to courses or admissions shall be approved first by the curriculum committee or admissions committee.
- Article 8 The Guidelines and its amendments, after being approved by the College Affairs Meeting and promulgated by the President, shall become effective on the date of its announcement.