

# NATIONAL SUN YAT-SEN UNIVERSITY

## Department of Chemistry Guidelines for Establishment of Course Committee

Approved and issued by the 3<sup>rd</sup> Department General Meeting on October 29, 2009, School Year 98.

Approved by the 2<sup>nd</sup> College Course Committee on November 3, 2009, School Year 98.

Amended and approved by the 4<sup>th</sup> Department General Meeting on January 19, 2010, School Year 98.

Approved by the 3<sup>rd</sup> College Course Committee on January 27, 2010, School Year 98.

Amended and approved by the 6<sup>th</sup> College General Meeting on April 20, 2010, School Year 98.

Approved by the 4<sup>th</sup> College Course Committee on May 5, 2010, School Year 98.

Approved by the 4<sup>th</sup> University Course Committee on May 31, 2010, School Year 98.

Approved by the 124<sup>th</sup> Academic Affairs Meeting on June 15, 2010.

- I. This set of regulations is issued in accordance with the university's "Guidelines for Establishment of Course Committee" in order to improve course quality as well as to enhance course framework and contents of the Department of Chemistry.
- II. Apart from the chairman of the department being a ex officio member of the department's course committee, four other members (one from Organic Group, one from Inorganic Group, one from Physics/Chemistry Group, and one from Analysis Group) are elected from all full-time faculty members with positions of assistant professors or above of the department in a department general meeting at the end of each school year. The chairman of the department shall serve as the convener of the committee.
- III. Student representatives shall be invited to participate in discussions of relevant issues in course planning meetings convened by the committee if the relevant issues involve students. The representatives are generated as follows:
  - A. For course issues relevant to undergraduate students: One undergraduate student is elected as the representative by the Department Student Association.
  - B. For course issues relevant to graduate students: One to two representatives are elected among graduate students.
- IV. Each term of a committee member is two years; continuous service is possible. Committee meetings are convened two times every semester, with unscheduled meetings convened when necessary.
- V. Duties of the Committee are as follows:
  - A. Review/amend courses, course framework, and development direction of the department/institute regularly.
  - B. Take charge of examining matters relevant to tables of compulsory courses for new students.
  - C. Take charge of coordinating/arranging course plans of each semester.
  - D. Take charge of curriculum design.
  - E. Collect and arrange opinions of faculty members/students for courses.
  - F. Assist in formulating and amending brochure contents for student recruitment of each educational system.
  - G. Review correlation between each admission approach and student learning effectiveness.
  - H. Take charge of coordinating/arranging matters of graduate student qualification examinations.

- VI. Relevant issues shall be approved in the department general meetings, followed by submitting to the College Course Committee for reviews.
- VII. For unaccomplished matters with respect to the present guidelines, please refer to relevant laws and regulations.
- VIII. The present guidelines shall be approved by college general meetings and the College Course Committee and implemented following approvals of the University Course Committee and academic affairs meetings. The same procedure shall be carried out when amendments are to be made.