

# **NCHU Department of Business Administration Regulations for the Establishment of the Curriculum Committee**

Enacted in the Departmental Affairs Meeting on Oct. 9, 2009 Departmental Affairs Meeting  
Amended in the Departmental Affairs Meeting on Aug. 5, 2010 Departmental Affairs Meeting  
Amended in the Departmental Affairs Meeting on Jun. 3, 2011 Departmental Affairs Meeting  
Amended in the Departmental Affairs Meeting on Jun. 24, 2013 Departmental Affairs Meeting  
Amended in the Departmental Affairs Meeting on Apr. 26, 2016 Departmental Affairs Meeting  
Amended in the Departmental Affairs Meeting on Oct. 23, 2018 Departmental Affairs Meeting

Article 1 “The Curriculum Committee of NCHU Department of Business Administration” (hereinafter referred to as Committee) has been established in compliance with Article 5 of NCHU Organizational Rules for Curriculum Committees, and established “NCHU Department of Business Administration Regulations for the Establishment of the Curriculum Committee (hereinafter referred to as Regulations).

Article 2 The Committee shall consist of 5 to 7 members, with the term for appointed members are one year. The convener is selected by the department chair among the full-time faculty teachers. The department chair serves as an ex-officio member, the other members consist of several full-time faculty teachers and one student representative, with the possibility of consecutive terms.

The Committee convener may invite professionals and scholars inside and outside of the University (including the field conveners of the department), industry professionals, and alumni to participate in curriculum discussions as needed during meetings.

Article 3 The responsibility of the Committee are as follows:

1. Based on the department's development features, plan and review the department's curriculum design and the approval of the course syllabus.
2. Coordinate the courses to be offered each semester and the assignment of courses for full-time faculty teachers. Course assignments are prioritized based on the faculty's expertise and teaching opinion survey results.
3. Review of the teaching opinion survey for full-time and part-time faculty teachers of the department.
4. Plan and review the department's student internship program, including the selection of internship unit, the drafting of internship cooperation agreements, the negotiation of student internship rights and appeal cases, and other matters related to the protection of rights.
5. Review of student internship applications.
6. Other course-related matters and the tasks assigned by the department chairperson.

Article 4 The present regulations and any amendments shall be implemented after being passed by the Departmental Affairs Meeting and approved by NCHU President.

※ In case of discrepancy between the Chinese version of terms & rules and its English translation, the Chinese version shall prevail.