

國立中興大學運動與健康管理研究所所務會議設置辦法  
National Chung Hsing University Graduate Institute of Sports and Health Management  
Regulations for the Establishment of the Institute Affairs Meeting

本辦法於中華民國 97 年 9 月 16 日經所務會議通過  
(Approved at the Institute Affairs Meeting on September 16, 2008)

一、本辦法依據本校組織規程第十二條規定訂定之。

These regulations are formulated in accordance with Article 12 of the University's Organizational Regulations.

二、本所設系務會議（以下簡稱「本會議」）為所務最高決策會議，議決所務重大事項。

The Institute establishes the Institute Affairs Meeting (hereinafter referred to as "the Meeting") as the highest decision-making body for institute affairs, responsible for deliberating major matters related to the Institute.

三、本會議成員為本所專任教師，所長為會議主席。本會議得視事實需要由會議主席邀請兼任教師或有關人員列席。本所專任教師留職停薪或留職停薪進修或請假而未在本校授課、或休假、或出國達三個月以上、或借調校外單位期間，得列席本會議。

The members of the Meeting are the Institute's full-time faculty members, with the Institute Director serving as the chairperson of the Meeting. As necessary, the chairperson may invite adjunct faculty or relevant personnel to attend. Full-time faculty members of the Institute who are on leave without pay for work or study, on leave and not teaching at the University, on vacation, abroad for three months or more, or seconded to an external unit, may attend the Meeting as non-voting members.

四、本會議審議下列事項：

The Meeting deliberates on the following matters:

(一) 本所發展計畫、學年度業務計畫與經費運用。

The Institute's development plans, annual operational plans, and budget utilization.

(二) 專兼任教師或助教之新聘、兼任教師之續聘。

New appointments of full-time/adjunct faculty or teaching assistants, and the reappointment of adjunct faculty.

(三) 本所法規之訂定與修訂。

Formulation and amendment of the Institute's regulations.

(四) 本所開設課程之規劃與科目表之修訂、科目時間表之排定。

Planning of courses offered by the Institute, revisions to course lists, and scheduling of timetables.

(五) 本所教師新開科目教學計畫、已開科目教學研究之評鑑。

Evaluation of teaching plans for new courses proposed by faculty and reviews of teaching and research for existing courses.

(六) 學生學習與生活輔導事項。

Matters related to student guidance and counseling.

(七) 校長、院長、所長提議，或出席人員提案事項。

Proposals made by the University President, College Dean, Institute Director, or members present at the Meeting.

(八) 審議各委員會之決議及提案事項。

Deliberations on decisions and proposals submitted by various committees.

(九) 其他有關本所行政、教學研究及學務事項。

Other administrative, teaching, research, and student affairs related to the Institute.

五、本會議每學期應至少由所長召開一次，亦得由所長提議或經出席人員三人以上連署提案召開臨時會議，出席人員提案召開之臨時會議並應在所長接到書面提案後十日內為之。書面開會通知中應載明議題，並應於開會七日前送達出列席人員，惟因緊急事務需要而召開之臨時會議不在此限。

The Meeting shall be convened by the Institute Director at least once per semester. An extraordinary meeting may also be convened at the proposal of the Institute Director or upon a written request signed by three or more members. For extraordinary meetings initiated by members, the Director shall convene the Meeting within ten days of receiving the written proposal. Written meeting notifications must include the agenda and be sent to all attendees at least seven days before the Meeting. However, in cases of emergency, extraordinary meetings may be convened without adhering to this time frame.

六、本會議有應出席人員三分之二（含）以上出席始得開會。本會議議案決議方式，除本校、本所另有特別規定外，以達出席人數二分之一（含）以上之同意為通過。

The Meeting requires the attendance of at least two-thirds of its eligible members to proceed. Resolutions are passed with the agreement of at least half of the members present, unless otherwise specified by the University or the Institute's regulations.

七、本會議視所務需要，得設委員會或專案小組。

The Meeting may establish committees or task forces as necessary to address institute affairs.

八、本辦法未盡事宜悉依本校級本所有關規定辦理。本辦法經所務會議通過，報院核定後公布施行，修訂時亦同。

Matters not covered by these regulations shall be handled in accordance with relevant regulations of the University and the Institute. These regulations shall take effect upon approval by the Institute Affairs Meeting and ratification by the College, after which they will be announced and implemented. The same procedure shall apply to any amendments.