

College of Business and Management, Tamkang University

Guidelines for Establishing the Curriculum Committee

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 Curriculum Committee (the “Committee”) in accordance with the Guidelines for Establishing the Curriculum Committee (the “Guidelines”).

Article 2 Duties of the Committee:

1. Review of the courses, credits, curriculum contents and total graduation credits offered by all departments, graduate institutes, degrees and programs of College of Business and Management.
2. Review of the allocation of courses offered by all departments, graduate institute, degrees and programs of College of Business and Management.

Article 3 The Committee is comprised of:

- 1.Ex-officio Members: Dean and the all Department (Institute) Chairs.
2. Elected Members: Assistant Professors or above, students, alumni, off-campus experts or scholars and representatives from industry.

This Committee is comprised of twelve to twenty-five committee members and the tenure of committee members is one year.

Article 4 The Committee’s deliberation and review procedures are conducted in accordance with Article 5 of the Guidelines as set forth herein below.

Article 5 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 6 The persons concerned may attend the meeting by invitation.

Article 7 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 8 All other matters not set forth in the Guidelines shall be dealt with in accordance with the applicable laws, rules, and regulations.

Article 9 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.