

NATIONAL SUN YAT-SEN UNIVERSITY

Department of Foreign Languages and Literature Guidelines for Curriculum Committee Establishment

Approved by the 1st Department of Foreign Languages and Literature Curriculum Committee Meeting on October 22, 2009, Academic Year 98.

Approved by the 1st Department of Foreign Languages and Literature General Meeting on October 28, 2009, Academic Year 98.

Approved by the 1st Department of Foreign Languages and Literature Unscheduled Curriculum Committee Meeting on January 6, 2010, Academic Year 98.

Approved by the 2nd Department of Foreign Languages and Literature Unscheduled Curriculum Committee Meeting on January 8, 2010, Academic Year 98.

Reviewed and approved by the 3rd Curriculum Committee Meeting of College of Liberal Arts on January 15, 2010, Academic Year 98.

Reviewed and approved by the 3rd University Curriculum Committee on March 8, 2010, Academic Year 98.

Approved by the 2nd Department Curriculum Meeting and the 3rd Department Graduate meeting on November 17, 2016, Academic Year 105

Approved by the 3rd General Affairs Meeting of the Department on November 30, 2016, Academic Year 105

Approved by the 4th General Affairs Meeting of the Department on December 29, 2016, Academic Year 105

Reviewed and approved by the 4th University Curriculum Committee on May 15, 2017, Academic Year 105.

Reviewed and approved by 152 University General Affairs Meeting on May 31, 2017, Academic Year 105.

Approved by the 6th Department general affairs meeting and the 12th Department Curriculum Meeting on April 26, 2022, Academic Year 110

Reviewed and approved by the 2nd University Curriculum Meeting on November 24, 2022, Academic Year 111

Reviewed and approved by the 174th University General Affairs Meeting on December 05, 2022, Academic Year 111

- I. This set of guidelines is issued in accordance with Article III of National Sun Yat-sen University's (NSYSU's) "Guidelines for Curriculum Committee Establishment."
- II. The curriculum committee is composed of 11 members, including the chairperson, 7 representatives of full-time faculty, 2 student representatives, and an external expert or scholar (including industry representatives).

The seven regular members are elected among full-time faculty members with positions of lecturers or above. The term of the first half of members receiving the most votes is two years, and the term of the remaining members is one year with prospect of term continuation through re-election. The term ends when new members start their services in the new school year. Three of the committee members shall serve as conveners for writing courses, translation courses, and oral training courses. One of the committee members shall serve as the department representative of general education English language courses. Faculty members who have taught the aforementioned courses shall be the candidates of the conveners.

The student representative is nominated by both the department graduate student association and the undergraduate student association, with each organization recommending one person.

The external expert scholar (including industry representatives) is invited and appointed by the chairperson.

- III. According to review items, the committee may:
 - A. Invite scholars/experts from outside the university with respective specialties in relevant fields to participate in discussions.
 - B. Invite relevant personnel to provide supplementary information as nonvoting delegate.
- IV. The committee is responsible for the overall course planning of undergraduate programs of the department, English language courses for general education, and other matters relevant to course planning. In accordance with Article VII of "NSYSU Guidelines for Curriculum Committee Establishment," the committee's duties include:
 - A. Regular review of courses, course framework, and development direction of the department/institute (including gathering opinions from industries, alumni/alumnae, and students/ parents).
 - B. Preliminary review of matters relevant to tables of compulsory subjects for new students.

- C. Preliminary review of the following items of newly established courses:
 - 1. Course titles (in Chinese and English), course contents, and course outlines.
 - 2. Considerations of other relevant issues, such as faculty members with appropriate specialties for newly established courses, whether or not the courses are appropriate to the development direction of the department/institute, their relationships with existing courses, etc.
 - D. Review of matters relevant to courses.
 - E. Consideration of faculty member's specialties, the balance between teaching and research, and arrangement of responsible faculty for courses in each school year.
 - F. Investigation of course improvement strategies for the department/institute and production of suggestion cases to submit to department general meetings.
 - G. Relevant resolutions shall be approved in department general meetings prior to submitting to the College Curriculum Committee for further reviews.
- V. The present guidelines shall be approved by the department course committee and department general meetings prior to submitting to the College and University Curriculum Committees as well as academic affairs meetings for reviews. The same procedure shall be carried out when amendments are to be made.