

Regulations of the Institute Affairs Committee of Graduate School of Curriculum and Instructional Communications Technology, National Taipei University of Education

Established at the 1st Institute Meeting of the 101st Academic Year (August 31, 2012)

1. In order to promote the sound development of the **Graduate School of Curriculum and Instructional Communications Technology** (hereinafter referred to as "the Institute") and implement academic administrative performance, these regulations are established.

2. The Institute Affairs Committee (hereinafter referred to as "the Committee") serves as the highest decision-making body of the Institute. The members of the Committee include full-time and adjunct faculty members of the Institute, and student representatives are invited to attend.

3. The Committee is responsible for the following:

- (a) Formulating the Institute's work plan, development plan, and budget.
- (b) Reviewing proposals from the Institute's Curriculum Committee.
- (c) Reviewing matters related to student awards and scholarships.
- (d) Reviewing major cases of instrument and equipment procurement.
- (e) Deciding on matters related to teaching, student guidance, academic development, and other related affairs of the faculty.
- (f) Deciding on other significant matters related to the development and rights of faculty and students.

4. The Committee shall convene at least two meetings per semester, with the Director of the Institute serving as the chairperson. Ad hoc meetings may also be called as needed. Depending on the discussion topics, internal and external personnel may be invited to attend.

5. For the Committee meeting to proceed, at least two-thirds (inclusive) of the members must be present, and decisions require the approval of at least two-thirds (inclusive) of the attending members.

6. After the organizational regulations are approved at the Institute Affairs Meeting, they shall be submitted to the Administrative Meeting of College of Education for record and reviewed and approved by the President before implementation.