

國立中興大學學士後醫學系系務會議規則

Regulations for Departmental Meetings, Post-Baccalaureate Medicine, National Chung Hsing University

111年8月11日 111學年度第1學期第1次系務會議訂定
Established on August 11, 2022, at the 1st Department Meeting of the 1st Semester of the 111th Academic Year.
113年11月14日 113學年度第1學期第5次系務會議修訂
Amended on November 14, 2024, at the 5th Department Meeting of the 1st Semester of the 113th Academic Year.

一、本規則依據本校組織規程及相關法令規定訂定之。

These regulations are established in accordance with the university's organizational regulations and relevant laws.

二、本系系務會議(以下簡稱本會議)由系主任召集並擔任會議主席，系主任因故不能出席時，由系主任指定副系主任代理。

The departmental meeting (hereafter referred to as "the meeting") is convened by the department chair, who also serves as the chairperson. If the department chair is unable to attend, a deputy chair designated by the department chair will act as the proxy.

三、本會議由下列代表組成之：

(一) 當然代表：本系系主任及副系主任。

(二) 選任代表：本系基礎學科專任(案)教師(含專業技術人員)**三名**、屬醫學中心之教學醫院各兩名、其餘教學醫院各一名。選任代表不得少於全體代表(不含列席代表)二分之一，由全系專任(案)教師互選產生。

(三) 推薦代表：必要時得由系主任推薦本校非本系相關領域之專任教師一至三人，簽請校長核可後擔任本會議代表。

(四) 學生代表：**本系在學學生二名，由本系系學會推薦之，任期一年。**

(五) 列席代表：系主任指定之列席人員。

The meeting comprises the following representatives:

1. Ex-officio representatives: The department chair and deputy chair.
2. Elected representatives: **Three** full-time (or adjunct) faculty members (including professional technicians) from the department for basic sciences, two from each affiliated teaching hospital categorized as medical centers, and one from other affiliated teaching hospitals. Elected representatives must constitute no less than half of all representatives (excluding non-voting attendees) and are elected by all full-time (or adjunct) faculty members of the department.

3. Recommended representatives: When necessary, the department chair may recommend one to three full-time faculty members from other related fields of the university, subject to approval by the president.
4. Student representatives: **Two current students of the program, recommended by the student association of the program, serving a one-year term.**
5. Non-voting attendees: Individuals designated by the department chair to attend the meeting.

四、本會議之列席代表得就有關議案陳述意見，但無表決權。

Non-voting attendees may express opinions on agenda items but do not have voting rights.

五、本會議之選任代表任期為一年(自該年八月一日至次年七月三十一日)，連選得連任一次。

The term of elected representatives is one year (August 1 of the current year to July 31 of the following year), and they may be re-elected once consecutively.

六、當然代表因故不能出席時，得以書面委託代理人出席，並於會議中行使應有之權利，其所屬單位對代理人選有特別規定者，從其規定。選任代表及列席代表應親自出席會議。

Ex-officio representatives unable to attend may designate proxies in writing to exercise their rights during the meeting. Proxy selection must comply with specific regulations of the respective unit. Elected and non-voting representatives must attend in person.

七、本會議每月得召開一次，由系主任召集之。惟經本會議應出席代表三分之一以上連署召開臨時會議時，系主任應於十五日內召開之。如遇特殊情況，本會議案得由系主任決定採通訊會議方式進行，其程序如下：

- (一) 系辦公室將會會議程及資料以電子郵件傳送本會議全體代表(並請收件者傳送回條)，請代表對議案進行審議。
- (二) 審議期間以七日內為原則，並以電子郵件或書面回覆。
- (三) 於審議期間內回覆同意者超過全體代表之半數者，該議案決議通過；回覆同意者未達半數，該議案則送交下一次系務會議討論。
- (四) 會議決議以電子郵件發送，並公布之。

The meeting may be convened monthly by the department chair. However, if one-third or more of the representatives request an extraordinary meeting in writing, the chair must convene it within 15 days. For special circumstances, the meeting may be conducted as a teleconference following this procedure:

1. The department office sends the agenda and materials via email to all representatives (with acknowledgment receipts requested).
2. Representatives review the agenda and respond via email or in writing within seven days.
3. If more than half of all representatives approve during the review period, the motion is passed; otherwise, it is deferred to the next departmental meeting.
4. Decisions are announced via email and made public.

八、本會議有應出席代表過半數之出席，始得開議；有出席代表過半數之贊成始得決議。應出席人員之計算，以系務會議代表總額減除因公、因病人數計算之。

A quorum for the meeting requires more than half of the representatives. Resolutions require approval by more than half of the attendees. The calculation of required attendees excludes those absent due to official duties or medical reasons.

九、本會議討論本系組織、教學、研究、推廣、發展及其他有關係務事項。議案以下列方式提出之：

(一) 系主任交議者。

(二) 系務會議代表三人以上連署提案者。但臨時動議須有出席代表至少二人附議，始得成立。

(三) 議案經主管會議審核通過者。

The meeting addresses matters related to the department's organization, teaching, research, outreach, development, and other departmental affairs. Proposals are submitted as follows:

1. By the department chair.
2. By at least three departmental representatives co-signing. Temporary motions require at least two attendees' seconding for establishment.
3. By proposals approved through supervisory meetings.

十、本會議應有專人記錄，其紀錄應於會議結束後二週內分送會議代表並公布之，公布時應符合個資法之規定。

The meeting must have a dedicated recorder. Minutes must be distributed to representatives and made public within two weeks after the meeting, complying with personal data protection laws.

十一、本規則經系務會議通過送請院核備後實施，修正時亦同。

These regulations take effect upon approval by the departmental meeting and submission to the college for recordation. The same procedure applies to amendments.