

# 銘傳大學校務會議組織章程

## Ming Chuan University

### University Affairs Committee Organizational Charter

中華民國 86 年 7 月 22 日第 3 次校務會議通過  
Passed at the 3rd University Affairs Committee Meeting on July 22, 1997  
中華民國 86 年 9 月 12 日第 11 屆第 2 次董事會議通過  
Passed at the 2nd Board Meeting of the 11th Term of the Board of Directors on September 12, 1997  
中華民國 86 年 10 月 13 日教育部台 (86)高(三)字第八六一一九〇〇六號函核定  
Approved as MOE document Tai (86) Kao (3) 86119006 on October 13, 1997  
中華民國 95 年 4 月 27 日法規會議通過  
Revised and passed at the Regulation Review Committee Meeting on April 27, 2006  
中華民國 95 年 6 月 19 日第 19 次校務會議修正通過  
Passed and revised at the 19th University Affairs Committee Meeting on July 22, 2006  
中華民國 96 年 6 月 20 日第 14 屆第 5 次董事會議通過  
Passed at the 5th Board Meeting of the 14th Term of the Board of Directors on June 20, 2007  
中華民國 97 年 10 月 24 日法規審查會議通過  
Revised and passed at the Regulation Review Committee Meeting on October 24, 2008  
中華民國 97 年 10 月 27 日第 23 次校務會議通過  
Passed and revised at the 23rd University Affairs Committee Meeting on July 22, 2008  
中華民國 97 年 11 月 12 日第 14 屆第 8 次董事會議通過  
Passed at the 8th Board Meeting of the 14th Term of the Board of Directors on November 12, 2008  
中華民國 98 年 11 月 23 日第 25 次校務會議通過  
Passed and revised at the 25<sup>th</sup> University Affairs Committee Meeting on November 23, 2009  
中華民國 98 年 11 月 25 日第 15 屆第 3 次董事會通過  
Passed at the 3rd Board Meeting of the 15th Term of the Board of Directors on November 25, 2009  
中華民國 99 年 12 月 30 日法規審查會議通過  
Revised and passed at the Regulation Review Committee Meeting on December 30, 2010  
中華民國 100 年 06 月 09 日法規審查會議通過  
Revised and passed at the Regulation Review Committee Meeting on June 9, 2011  
中華民國 100 年 06 月 21 日第 31 次校務會議通過  
Passed and revised at the 31st University Affairs Committee Meeting on June 21, 2011  
中華民國 100 年 06 月 29 日第 15 屆第 6 次董事會議通過  
Passed at the 6th Board Meeting of the 15th Term of the Board of Directors on June 29, 2011  
中華民國106年12月15日法規會書審通過  
Revised and passed at the Regulation Review Committee Meeting on December 15, 2017  
中華民國106年12月25日第52次校務會議通過  
Passed and revised at the 52<sup>nd</sup> University Affairs Committee Meeting on December 25, 2017  
中華民國107年06月13日第17屆第6次董事會議通過  
Passed at the 6th Board Meeting of the 17th Term of the Board of Directors on June 13, 2018

第一條 依大學法第十五條暨本校組織規程第三十九條之規定，訂定銘傳大學校務會議(以下簡稱本會議)組織章程。

**Article 1** This charter was established in accordance with Article 15 of the University Law and Article 39 of the University Affairs Committee (herewith called the Committee) Organizational Charter.

第二條 本會議為校務最高決策會議，議決校務重大事項，由校長、副校長、學術與行政主管、教師、職員、學生等代表組成之。

**Article 2** The University Affairs Committee, with the highest policy-making authority within the university, resolves all important university affairs, and consists of the President, the Vice Presidents, administrators of academic and administrative units, faculty members, staff members, and students.

第三條 前條所稱代表之資格：

**Article 3** The qualifications for the representatives mentioned in Article 2 are as follows:

一、學術與行政主管代表——學術單位一、二級主管；行政單位一級主管。

Administrators of academic and administrative units: the 1st and 2nd Level directors of academic and administrative units.

二、教師代表——本校專任教授、副教授、助理教授及講師。

Faculty representatives: Full-time Professors, Associate Professors, Assistant Professors, and Instructors of this university.

三、職員代表——本校職員(大學法施行細則第十四條所規定之職稱)。

Staff representatives: Staff members of this university.

(Position ranks will be in accordance with Article 14 of the University Law Implementation Bylaws.)

四、學生代表——台北校區學生會會長、畢聯會會長、學生議會議長、系學會會長及桃園校區學生會會長、畢聯會會長、學生議會議長、系學會會長。

Student representatives from both Taipei and Taoyuan campuses: Presidents of Student Government Associations, Presidents of the Graduating Class Activities Association, Chairs of Student Council, Department Student Association Presidents.

第四條 本會議之代表除學術與行政主管代表為當然代表外，其餘代表均須經選舉產生，人數如下：

**Article 4** Only the administrators of academic and administrative

units are ex-officio members; other representatives are elected. The numbers of representatives will be as follows:

- 一、 教師代表—每系、所二人，通識教育中心、師資培育中心二人，各系班級數為十班(含)以上者另增一人，教師代表人數不得少於全體會議人員之二分之一，其中具備教授或副教授資格者，以不少於教師代表人數之三分之二為原則。

Faculty representatives: Two persons from each department and graduate program; two persons each from the General Education Center and the Teacher Education Center. If there are ten or more classes in a given department, one more representative may be added. The number of faculty representatives must not be less than half of the number of all committee members. In principle, among these faculty representatives, more than two thirds must be professors and associate professors.

- 二、 職員代表—共計五人。

Staff representatives: five persons.

- 三、 學生代表—由學生選舉產生之台北及桃園校區學生會會長、學生議會議長、畢聯會會長、系學會會長皆具代表出席本會議資格。學生人數須達全體會議人數十分之一。

Student representatives from both Taipei and Taoyuan campuses: Presidents of Student Government Associations, Presidents of the Graduating Class Activities Association, Chairs of Student Council, Department Student Association Presidents, as selected by students are qualified to attend the meeting. The total number of voting students is to be one-tenth of the total number of voting members on the entire Committee.

上列各款之代表其任期均為一年，連選得連任，若本會議代表於任期內喪失代表應具備資格者，即喪失代表身份，不另選人員遞補。

The term of service for each representative is one year and representatives may serve for another year if reelected. If representatives lose their qualifications to serve during their

terms, they will lose their right to serve in the position. No replacement will be selected.

第五條 本會議由校長召集並擔任主席，每學期至少召開一次，經校務會議應出席人員五分之一以上請求召開臨時校務會議時，校長應於十五日內召開之，或有其他必要時得召開臨時會議。

**Article 5** The Committee will meet at least once every semester, and will be convened and chaired by the President. If more than one fifth of the committee members request a provisional meeting, the President shall convene the meeting within 15 days, and special meetings may be called as necessary.

第六條 本會議審議下列事項：

**Article 6** This Committee deliberates the following matters:

一、校務發展計畫及預算。

Planning and budget for university affairs development.

二、組織規程及各種重要章程。

Charters and major regulations.

三、學院、學系、研究所及附設機構之設立、變更與停辦。

Establishment, change, and closing of schools, departments, graduate schools and affiliated units.

四、教務、學生事務、總務、研究及其他校內重要事項。

Academic affairs, student affairs, general affairs, research, and other important university affairs.

五、有關教學評鑑辦法之研議。

Issues related to teaching assessment procedures.

六、校務會議所設委員會或專案小組決議事項。

Matters related to resolutions of committees or special project teams.

七、會議提案及校長提議事項。

Proposals raised at the meeting and comments offered by the president.

第七條 本會議應有代表二分之一以上出席，方得開議，決議時須有出席代表二分之一以上之同意方為通過。出席人數不足

時，校長應擇期再召集之。代表應親自出席會議，不得委託他人代理。

**Article 7** At least a majority of members must be in attendance to hold a meeting, and at least a majority of members in attendance must concur to pass a resolution. The President should convene another meeting if there is insufficient attendance to hold a meeting. Committee members shall attend the meeting personally; no proxy is permitted.

第八條 本會議於必要時得設各種委員會或專案小組，處理校務會議交議事項，其名稱、任務及組成方式，經校務會議通過，報請教育部核定後組成之。

**Article 8** When necessary, committees or special project teams for the Committee may be established to examine university affairs. The names, responsibilities, and composition of committees or teams should be approved at a University Affairs Committee Meeting and reported to the Ministry of Education.

第九條 本會議如有必要，得邀請相關人員列席。

**Article 9** Other relevant persons may be invited to attend meetings as necessary.

第十條 本會議所通過之事項如係屬私立學校法所規定董事會職權者，須報請董事會議通過後執行之，其餘由校長立即交由有關單位執行之；但有關單位如提出與法律抵觸或事實上窒礙難行者，應列舉具體理由報告校長，校長如認為理由不充分應即執行，如認為理由充分時可裁示暫緩執行，並送本會重新審議。如經審議仍維持原議，除明顯抵觸法律外，校長應即交有關單位執行。

**Article 10** If the Committee passes regulations related to the authority of the Board of Directors as detailed in Private School Law, the matter should be reported to the Board of Directors and receive approval prior to being implemented; other matters should be reported to the relevant units by the President. If anything is found to be

contrary to the law or for matters wherein it is impossible for units to proceed in reality, units should provide concrete reasons and report the matter to the president. If the reasons provided are insufficient, the president has the authority to call for implementation. If the reasons are sufficient, the regulations which have been passed may be postponed and submitted for further review. If the review upholds the original decision, unless there is an obvious legal reason, the president should require the relevant units to implement the Committee's resolutions.

第十一條 本章程經校務會議及董事會審議通過，報請教育部核定後實施，修正時亦同。

**Article 11** Upon being approved by the University Affairs Committee and by the Board of Directors, this charter was implemented and submitted to the Ministry of Education. Any revision must follow the same procedure.

\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\*