

臺北醫學大學人文暨社會科學院院務會議組織辦法

100 年 2 月 21 日院務會議新訂通過
100 年 5 月 25 日北醫校秘字第 1002100677 號令訂定，全文 9 條
104 年 3 月 27 日院務會議修正通過
104 年 4 月 21 日北醫校秘字第 1042100846 號令訂定，全文 9 條
107 年 11 月 9 日院務會議修正通過
108 年 1 月 16 日院務會議修正通過
108 年 3 月 12 日北醫校秘字第 1072104123 號令訂定，全文 9 條
110 年 10 月 4 日院務會議修正通過
111 年 3 月 31 日北醫校秘字第 1112100887 號令訂定，全文 9 條
114 年 7 月 22 日院務會議修正通過
114 年 8 月 8 日北醫校秘字第 1144500034 號令訂定，全文 8 條

第一條 (目的)

臺北醫學大學(以下簡稱本校)人文暨社會科學院(以下簡稱本學院)，為使院務正常運作，特依據本校組織規程第三十六條第八項訂定之(以下簡稱本辦法)。

第二條 (委員之設置)

本學院之院務會議委員，以院長、副院長、各研究所主管為當然代表。其餘委員由每所之所務會議各推派一位教師代表為委員。各研究所並得推薦一名學生，由院長從中圈選一位為學生代表。

前項除當然委員外，教師及學生代表任期一年，連選得連任。但該學年度休假、請假、借調或預定出國研究、進修超過半年以上者不得擔任委員。

所有院內教師可列席並發言。院長認為必要時，得邀請其他相關人員列席會議。

第三條 (任務)

院務會議審議下列事項：

- 一、院務發展計畫。
- 二、組織章程及各種重要章則。
- 三、學系、研究所及附設中心之設立、變更與停辦。
- 四、教務、學生事務、研究及其他院內重要事項。
- 五、有關教學、課程規劃之研擬。
- 六、院務會議所設委員會或專案小組決議事項。
- 七、會議提案及院長提議事項。

第四條 (會議召開頻率)

院務會議由院長召集之，每學期至少召開一次，必要時得召開臨時院務會議。院長因故不能主持會議時，由職務代理人為代理主席。

第五條 (出席及決議人數)

院務會議應有過半數之人員出席始得開議，實際出席人員之過半數(含)同意，始得決議。唯列席者不得參與表決。

第六條 (議案表決方式)

院務會議議案之表決，得以無記名或舉手方式行之。決議事項應正式列入紀錄，由院長推行之。

第七條 (未盡事宜)

本辦法如有未盡事宜，應依本校相關規定及政府相關法令辦理。

第八條 (核決權限)

本辦法經院務會議通過，陳請校長核定後施行；修正時亦同。

Regulations for the College Affairs Meetings of the College of Humanities and Social Sciences, Taipei Medical University

Formulated and approved at the college affairs council meeting on February 21, 2011

Formulated all 9 articles as per the official document (code: Taipei Medical University No. 1002100677) on May 25, 2011

Amended and approved at the college affairs council meeting on March 27, 2015

Formulated all 9 articles as per the official document (code: Taipei Medical University No. 1002100677) on April, 2015

Amended and approved at the college affairs council meeting on November 9, 2018

Amended and approved at the college affairs council meeting on January 16, 2019

Formulated all 9 articles as per the official document (code: Taipei Medical University No. 1002100677) on March 12, 2019

Amended and approved at the college affairs council meeting on October 4, 2021

Formulated all 9 articles as per the official document (code: Taipei Medical University No. 1102100887) on March 31, 2022

Amended and approved at the college affairs council meeting on July 22, 2025

Formulated all 8 articles as per the official document (code: Taipei Medical University No. 1144500034) on August 8, 2025

Article 1 (Purpose)

The College of Humanities and Social Sciences of Taipei Medical University (hereinafter referred to as "the College") establishes these Regulations (hereinafter referred to as "the Regulations") in accordance with Article 36, Item 8 of the Organizational Regulations of Taipei Medical University (hereinafter referred to as "the University") to ensure the proper functioning of college affairs.

Article 2 (Composition of the Committee)

The members of the College Affairs Meeting shall include the Dean, Associate Dean, and directors of each graduate institute as ex officio members.

In addition, each graduate institute shall nominate one faculty representative through its respective institute affairs meeting to serve as a committee member. Each graduate institute may also recommend one student candidate, from whom the Dean shall select one as the student representative.

Except for ex officio members, the term of office for faculty and student representatives shall be one year and may be renewed. However, individuals who are on leave, secondment, or expected to study or conduct research abroad for more than six months during the academic year shall not be eligible to serve as committee members.

All faculty members of the College may attend the meetings and express their opinions.

When deemed necessary, the Dean may invite other relevant personnel to attend the meeting as non-voting participants.

Article 3 (Duties)

The College Affairs Meeting shall deliberate on the following matters:

1. Development plans for the College.
2. Organizational regulations and other important rules and policies.
3. Establishment, modification, or termination of academic departments, graduate institutes, and affiliated centers.
4. Academic affairs, student affairs, research, and other significant matters of the College.
5. Planning related to teaching and curriculum.
6. Resolutions made by committees or task forces established under the College Affairs Meeting.
7. Proposals submitted by meeting members and initiatives proposed by the Dean.

Article 4 (Meeting Frequency)

The College Affairs Meeting shall be convened by the Dean at least once per semester. Extraordinary meetings may be convened when necessary.

If the Dean is unable to preside over the meeting, the designated deputy shall act as the chairperson.

Article 5 (Quorum and Resolutions)

The meeting shall be convened only when more than half of the members are present. Resolutions shall be adopted by a majority vote of the attending members. Non-voting attendees may not participate in voting.

Article 6 (Voting Methods)

Voting on proposals at the College Affairs Meeting may be conducted by anonymous ballot or by a show of hands.

Resolutions shall be formally recorded in the minutes and implemented by the Dean.

Article 7 (Matters Not Covered)

Any matters not covered in these Regulations may be revised during the College Affairs Meeting.

Article 8 (Approval Authority)

These Regulations shall be implemented upon approval by the College Affairs Meeting and ratification by the University President. The same procedure shall apply to any amendments.