國立中山大學醫學院護理學系系務會議設置要點
Guidelines on the Establishment of the Department Council of the Department of Nursing in the College of Medicine

114 年 01 月 15 日 113 學年度第 1 次籌備委員會訂定通過
114 年 03 月 25 日 113 學年度第 3 次籌備委員會修正通過
114 年 04 月 10 日 114 學年度第 4 次院務會議審議通過
Approved at the 4th College Council Meeting on April 10, 2025

一、國立中山大學護理學系(以下簡稱本系)為利系務發展與推動，依據本校組織規程第四十四條訂定本系系務會議設置要點。

I. These guidelines are formulated in accordance with Article 44 of the of *National Sun Yat-sen University Charter* to facilitate the departmental development and promotion of the affairs in the Department of Nursing (hereinafter referred to as the "Department").

二、本系系務會議由下列人員組成之：

II. The Department Council shall be composed of the following members:

(一) 當然委員：系主任及本系全體專任教師。

(1) Ex-officio members: The Department Chair and all full-time faculty members of the Department.

(二) 學生代表：由系學會會長擔任之，若無系學會會長，則由各年級班代互推一名擔任之。

(2) Student representative: Served by the President of the Department Student Association. If there is no President in the Department Student Association, one representative shall be elected from and by the class representatives of each grade level.

三、委員有親自出席會議之義務。

III. Members have the obligation to attend meetings in person.

四、系務會議審議下列事項：

The Department Council shall deliberate on the following matters:

(一)系務發展計畫。

(1) Departmental development plans.

(二) 定期審議各種重要章則。

(2) Periodic review of key rules and regulations.

Any dispute over interpretations of these regulations shall be resolved in a court of law based on the Chinese version.

(三) 教務、學生事務、總務、研究及其他系內重要事項。

(3) Academic affairs, student affairs, general affairs, research, and other important matters within the department.

(四) 各委員會或小組之設置及其組織與權責。

(4) Establishment, organization, and powers and responsibilities of all committees or task forces.

(五) 其他系務相關事項。

(5) Other matters related to departmental affairs.

五、系務會議由系主任擔任主席，系主任如不克出席得由職務代理人代理之。

IV. The Department Council shall be chaired by the Department Chair. If the Department Chair is unable to attend, an proxy may act on their behalf.

六、必要時得邀請各主要教學醫院臨床護理教師列席。

V. Clinical nursing instructors from major teaching hospitals may be invited to attend the meeting as non-voting delegates when necessary.

七、系務會議每學期至少召開一次，必要時召開臨時系務會議，均由系主任召集之。系務會議委員三分之一(含)認為有必要時，亦得請系主任召開臨時系務會議。

VI. The Department Council meeting shall be convened at least once each semester. Additional meetings may be convened when necessary. All the meetings shall be convened by the Department Chair. When one-third (inclusive) or more of the members deem it necessary, they may also request the Department Chair to convene an additional meeting.

八、系務會議應有委員二分之一(含)以上出席始得開議，決議事項需經出席委員二分之一(含)以上同意始得通過。

VII. A quorum of one-half (inclusive) or more of the members shall be required to convene a Department Council meeting. Resolutions shall be adopted only with the consent of one-half (inclusive) or more of the members present.

九、系務會議開會時除第二條規定人員應出席外，必要時得邀請相關人員列席。

VIII. In addition to the personnel required to attend under Article 2, relevant personnel may be invited to attend the Department Council meeting as non-voting delegates when necessary.

十、如有未盡事宜，悉依相關法令或本校相關規定辦理。

IX. Matters not covered herein shall be handled in accordance with relevant regulations.

Any dispute over interpretations of these regulations shall be resolved in a court of law based on the Chinese version.

十一、本要點經系務會議及院務會議審議通過後實施，修正時亦同。

X. These guidelines are approved by the Department Council and the College Council before implementation. Amendments to these guidelines shall follow the same procedure.

Any dispute over interpretations of these regulations shall be resolved in a court of law based on the Chinese version.