

Guidelines on the Establishment of Postgraduate Affairs Committee of Department of Biological Science and Technology at I-Shou University

Amendments adopted on April 19, 2010 at the first meeting of the Preparatory Committee of Postgraduate Programs in the second semester of the academic year 2009

Adopted on April 28, 2010 at the third meeting of the Departmental Affairs Council in the second semester of the academic year 2009

- I. The Guidelines on the Establishment of Postgraduate Affairs Committee of Department of Biological Science and Technology at I-Shou University (hereinafter referred to as “the Guidelines”) are developed by the Department of Biological Science and Technology (hereinafter referred to as “the Department”) pursuant to Article 2 of the Guidelines on the Organization of Department of Biological Science and Technology at I-Shou University as well as other applicable regulations and rules.
- II. The Postgraduate Affairs Committee (hereinafter referred to as “the Committee”) shall have four to seven members selected by the Chair of the Department among the full-time faculty members at or above the level of assistant professor within the Department. Committee members shall serve a one-year term and may be re-selected. The Chair of the Department is the ex- officio member.
- III. The Committee shall have one convener selected through voting or discussion among members. Committee members shall meet at least once every semester.
- IV. The Committee is responsible for:
 1. drawing up and amending regulations and rules relating to postgraduates;
 2. adding and rearranging postgraduate programs;
 3. assisting postgraduates in changing supervisors;
 4. arranging postgraduate teaching assistants and handling administrative affairs; and
 5. handling other affairs related to postgraduates.
- V. A quorum of at least two-thirds of the total membership will be required to validate a committee meeting. A resolution shall not be adopted unless at least two-thirds of the members attending the meeting vote in favor of the proposal.
- VI. The Committee may invite persons it thinks necessary to attend meetings to make an oral report or give an explanation.

VII. The Guidelines become effective after being adopted by the Departmental Affairs Council, and the same procedure applies to any amendment to the Guidelines.

Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.