

元智大學管理學院國際事務委員會組織辦法

99.03.23 九十八學年度第七次管院組織調整任務委員會會議通過

99.05.05 九十八學年度第八次院務會議通過

115.06.16 一一四學年度第十三次主管會議修訂通過

115.09.10 一一五學年度第一次院務會議修訂通過

元智大學管理學院（以下簡稱本院）為推動國際學術合作，提升整體國際競爭力，並促進國際事務決策之效率與品質，特設置「國際事務辦公室」（以下簡稱本辦公室），負責相關業務之推動與執行。

第一條 本辦公室另設立「國際事務委員會」（以下簡稱本會），本會由本院院長、國際事務辦公室主任、博士班、經營管理碩士班(英語專班)、財務金融暨會計碩士班(英語專班)單位代表、學士英語專班主任及各學群教師代表一名組成，並由國際事務辦公室主任擔任會議召集人及會議主席。委員任期一學年，任期屆滿得調整或續任。

第二條 本辦公室主要職掌如下：

- 一、辦理本院國際學術合作之推動與執行。
- 二、推動本院國際事務之對外聯繫與交流。負責本院與國外各大專校院之聯繫，辦理國際事務交流活動、接待國外貴賓至本院參訪，並推動本院學生之國際交流，以促進國際合作關係之建立與發展。
- 三、辦理本院國際事務之對內整合與支持。負責院級幕僚單位之整合與協調，並辦理本院學生（含各學士、碩士及博士班之本籍、外籍及各類非學籍學生）獎學金審查與支持等相關事務。
- 四、辦理本院國際事務其他相關事項之處理。

第三條 本會主要職掌如下：

- 一、審議本院國際學術合作之推動事項。
- 二、審議本院國際事務發展之相關事務。
- 三、審議本院學生國際交流與獎學金審查相關事宜。
- 四、審議本院國際事務交流活動之規劃。
- 五、審議本院國際事務其他相關事項之處理。

第四條 本會須有委員二分之一以上出席，始得開會。召集人因事不能出席時，由其他委員互選一人擔任主席，主持會議。

第五條 本會以每學期至少召開會議一次為原則。審議案件之處理方式如下：

- 一、與學生相關之審查案件，經各班主管審查通過後，得不再提送主管會議核備；必要時，得提請主管會議審議。
- 二、涉及國際學術合作相關事項者，應提送主管會議核備。

第六條 本辦法經院務會議通過後實施，修正時亦同。

元智大學管理學院國際事務委員會組織辦法(修改後全文)
International Affairs Committee Organization Regulations in the
College of Management, Yuan Ze University

Please see Chinese version for the regulation revision history.

The College of Management, Yuan Ze University (hereinafter referred to as “the College”), in order to promote international academic cooperation, enhance overall international competitiveness, and improve the efficiency and quality of decision-making in international affairs, establishes the Office of International Programs (hereinafter referred to as “the Office”) to be responsible for the promotion and execution of related affairs.

Article 1

The College establishes the Office and further establishes the International Affairs Committee (hereinafter referred to as “the Committee”).

The Committee shall consist of the Dean of the College, the Director of the Office of International Programs, representatives from the doctoral program, Global Master of Business Administration Program, Global Master of Science in Finance and Accounting, the Director of the Bachelor’s English Program, and one faculty representative from each academic discipline. The Director of the Office of International Programs shall serve as the convener and chair of the meetings. The term of the members is one academic year, with re-election possible.

Article 2

The primary responsibilities of this Office are as follows:

1. To assist in the promotion of international affairs within the College.
2. To promote external liaison and international exchange of the College, including maintaining contacts with overseas universities and higher education institutions, organizing international exchange activities, hosting international visitors, and promoting student international mobility to support the establishment and development of international cooperation.
3. To assist in matters related to student exchange and scholarship review within the College. This includes the review and support of students at the bachelor’s, master’s, and doctoral levels (including domestic, international, Mainland Chinese, and non-degree students).
4. To handle other related matters concerning international affairs of the College.

Article 3

The primary responsibilities of the Committee are as follows:

1. To review matters related to the promotion of international academic cooperation.
2. To review matters related to the development of international affairs.
3. To review matters related to student international exchange and scholarship review.
4. To review the planning of international exchange activities.
5. To review other matters related to international affairs.

Article 4

A meeting can only be convened when more than half of the Committee members are present. If the convener is unable to attend, another member shall be elected among the present members to chair the meeting.

Article 5

The Committee must meet at least once per semester as a principle.

The handling of approved matters shall be as follows:

1. Student-related review matters
Matters related to students, after being reviewed and approved by the respective program directors, need not be submitted to the College Affairs Meeting for verification. When necessary, such matters may be submitted to the College Affairs Meeting for further review.
2. International academic cooperation matters
Matters related to international academic cooperation shall be submitted to the College Affairs Meeting for verification.

Article 6

These regulations are implemented following approval by the College Affairs Meeting. The same applies to amendments.