

國立臺灣大學文學院外國語文學系課程委員會設置要點

97年6月11日 96學年度第2學期第2次系務會議通過
97年10月17日 97學年度第1學期第2次系務會議通訊投票修正通過
98年1月7日 97學年度第1學期第2次院務會議修正通過
98年3月13日 97學年度第2學期第1次教務會議通過
98年12月23日 98學年度第1學期外文系系務會議通過
99年3月3日 98學年度第2學期第1次外文系系務會議通過
99年3月17日 98學年度第2學期第1次文學院院務會議修正通過
99年10月20日 99學年度第1學期第1次外文系系務會議通過
100年1月5日 99學年度第1學期第4次文學院院務會議通過

- 一、國立臺灣大學外國語文學系（以下簡稱本系）為規劃及審議本系課程及處理本系之課程事務，依本校各級教學單位課程委員會第二點設置要點設置系課程委員會（以下簡稱本委員會），並訂定本辦法。
- 二、本委員會之委員共十七人，由下列人員組成之：
 - (一)本系主任為當然委員。
 - (二)本系各學群召集人為當然委員，包含大學部文學學群、大學部文化研究學群、語言學學群、英語教學學群（大一英文、英語口語訓練、作文）、歐洲語言學群、研究所學群等六個學群，共六人。另以普選方式選出專任教師八人。由委員會互推一人為召集人，並由召集人洽請其中一人擔任秘書。
 - (三)大學部與研究所學生代表各一人。
 - (四)本系未擔任課程委員之專任教師均得列席討論，但無票決權。
- 三、本委員會委員任期二年，連選得連任，普選委員每年改選半數。
- 四、本委員會之執掌為：
 - (一)規劃及審議本系必、選修課程內容及課程結構
 - (二)依規定審議本系學期課程之開設及異動
 - (三)其它與課程或教學有關事項之協調、整合或改進
 - (四)依據本系教師授課時數計算準則調整個別教師授課量與所開設之課程
 - (五)學生成績更正之議定
 - (六)系主任交議有關課程之事項
- 五、本系另設研究所課程小組，專責研究所課程事務，其組成方式另訂之。
- 六、本系師生對課程如有建議事項，均先由秘書彙整，再行提會討論。
- 七、本委員會每學期至少召開一次，必要時得由召集人或本委員會六名委員之連署召開臨時會議。會議應經半數以上委員出席始得開議，出席委員表決過半數同意始得決議。
- 八、本辦法經系務會議通過並送院務會議核備後，自發布日施行。

Establishment Guidelines for DFLL Curriculum Committee

Passed by the College of Liberal Arts on January 5, 2011.

- I . Based on National Taiwan University’s Principles on Establishing Curriculum Committees, in order to plan the curriculum and handle curricular affairs, the Department of Foreign Languages and Literatures establishes the Curriculum Committee to set up guidelines and regulations.
- II . The Committee is composed of the following seventeen members.
 1. The Department Chair is the ex-officio member.
 2. The six coordinators of the six specialty groups are also the ex-officio members. Each member will serve a one-year term but can be re-elected. The six groups are: literature for undergraduates, cultural studies for undergraduates, linguistics, English teaching, European Languages, and graduate courses. Another eight members will be elected from all other full-time faculty members. The Committee will elect one coordinator, who will choose one of the members as the secretary.
 3. Two student representatives: one from the undergraduate student association and the other from the graduate school.
 4. All other full-time teachers can attend the meeting but have no voting right.
- III . The Committee is elected for a term of two years, but if reelected, can remain at the post. Half of the eight members elected from all other full-time faculty members will be reelected every year.
- IV . Duties:
 1. To plan and examine the content and structure of DFLL required and elective courses;
 2. To discuss the courses offered by the Department every semester and changes to the course list;
 3. To coordinate, integrate, and improve the affairs related to curriculum and teaching;
 4. To regulate the teaching hours and course offerings of each teacher according to the teaching hours regulated by the University;
 5. To discuss the correction of students’ grades;
 6. To execute the curricular matters announced by the chair.
- V . The Department should organize a working group to arrange graduate courses..
- VI . If the DFLL teachers and students have suggestions for the curriculum, the suggestions will be submitted to the secretary for further discussions at the meeting.
- VII . The curriculum meeting should be convened at least once each semester; when necessary, an additional meeting can be held if the coordinator or six committee members sign and call for a meeting. In order to conduct a meeting, a quorum of at least half of the Committee members must be present. Proposals are passed if more than half of the present Committee members approve.
- VIII . These establishment guidelines, including their modifications, after the approval at the Departmental Affairs Meeting and the College Affairs Meeting, will take effect since the day of announcement.