

## **Tamkang University Organizational Regulations**

Secretariat Regulation No. 1100000048 (12/14/2021)

### **Article 1**

These regulations were enacted in accordance with regulations of Article 36 of the University Act and University Act Enforcement Rules.

### **Article 2**

The name of this university is Tamkang University (hereafter referred to as this/the university); it features the Tamsui campus, Taipei campus, and Lanyang campus.

### **Article 3**

This university takes as its direction globalization, information-orientation and future-orientation; it takes as its objectives instruction, research, service, nurturing talent, promoting academics, contributing to society and thus advancing the nation's development.

### **Article 4**

The university has established the various colleges and degree programs; under the colleges it has established the various departments, graduate institutes, and degree programs; they are detailed as per the "Tamkang University Colleges, Departments, Graduate Institutes and Degree Programs Installation Table". The university must request approval to add or modify the departments, graduate institutes, degree programs and colleges. After passing the university's administrative affairs meeting, it is reported to the MOE for approval after which it may be implemented. The attached table to these regulations should also amend the date and document number in accord with that of the regulations.

### **Article 5**

This university has established the various offices listed below to meet the needs of instruction, research, counseling, service, and development.

1. Office of the Secretariat: assists the President of the University in handling administrative matters and affairs. Responsible for committee work, testing, coordination, public relations, etc.; the Documents Section and the Tamkang News is under this office.
2. Carrie Chang Fine Arts Center: responsible of hosting exhibitions, musical performances, symposia, and increasing collections. The Chinese Calligraphy Research Office, Exhibition Hall, Carrie Chang Music Hall, and the TKU Maritime Museum are under the center.
3. Office of Quality Assurance and Audit: responsible for matters such as instructional assessment,

internal auditing, etc.

4. Center for Institutional Research: responsible for research of topics related to institutional administration and the affairs commissioned on and off campus for projects that research institutional administration.
5. Center for Sustainable Development and Social Innovation: responsible for the UN sustainable development goals and university social responsibility related business. The Social Practice and Strategy Section is under this center.
6. The English Learning and Teaching Section: responsible for the "Bilingual Learning Program for College Students" and the promotion of all English teaching and learning related businesses in the university. An all-English teaching and learning group is under this section.
7. Division of Continuing Education: responsible for matters such as planning and promoting credit classes, non-credit classes, Japanese classes, Chinese classes, English classes, vocational training services. The In-Service Center, Extension Education Center, Japanese Language Center, Chinese Language Center, and Professional License Training Center are under this division.
8. Office of Physical Education: in charge of physical education, research, sports activities, athletic fields and stadiums, and affairs related to physical education. The Physical Education Instruction and Activities Section is under this office.
9. Office of Military Education and Training: in charge of student military training and education, daily life guidance, campus security, and other affairs related to military instruction. The Education Section, Service Section, Administrative Section and Lanyang Campus Section are under this office.
10. Office of International and Cross-Strait Affairs: responsible for matters related to planning and holding international academic and cross-straits academic exchange and cooperation; the International and Cross-Straits Exchange Section and Overseas Student Counseling Section are under this office.
11. Office of Academic Affairs: in charge of student registration, grades, curriculum services, testing services, admissions, printing, and other affairs related to academic administration. The Registration Section, the Curriculum Section, the Center for Teacher Professional Development, the Center for Admission Strategies, and the Center for General Education and Core Curriculum are under this office.

12. Office of Student Affairs: in charge of student affairs and student counseling and related matters. The Guidance Section, Extracurricular Activities Guidance Section, Sanitation and Fitness Section, Student Housing Guidance Section, and the Counseling, Career Development and Learning Center are under this office.
13. Office of General Affairs: manages all affairs related to general services. The General Services Support Section, Energy Conservation and Space Section, Property Section, General Affairs Section, and the Cashier's Section are under this office.
14. Office of Research and Development: in charge of items related to the administrative support of research and development and further promoting matters related to research and development. The Research and Industry-Collaboration Section, Tamkang University Press, Champion Incubator Center, Resource Center for the Visually Impaired, Wind Engineering Research Center, Research Development Center of Construction Law, Intelligent Automation and Robotics Center, Transportation and Logistics Research Center, Center for Murakamiharuki Studies in Tamkang University (CMSTKU), Information Center for Water Environment, Center for Ocean and Underwater Technology Research, and the Center for Advanced Technology are under this office.
15. Office of Human Resources: manages all affairs related to personnel matters. The Management Planning Section and Vocational Training and Welfare Section are under this office.
16. Office of Finance: in charge of matters related to accounting, budgeting, financial auditing, etc. The Accounting Section, and Budgeting Section are under this office.
17. Chueh-Sheng Memorial Library: in charge of procurement, organization, storage and servicing of books, periodicals, non-book materials, and digital resources. The Collections and Technical Services Section, Circulation Services Section, Reference and Information Services Section, Digital Systems Section, and the Tamkang History Section are under the library.
18. Office of Information Services: responsible for the campus network, the university's administrative information systems, supporting teaching and other related information affairs. The Network Management Section, Administrative Information Section, Project Development Section, Advanced Technology Section, Education Support Section, and the Center for Distance Education Development are under this office.
19. Office of Alumni Service and Resources Development: responsible for alumni services work, providing various channels for alumni job placement, studying abroad, continuing education, etc.; the office acts as an interactive bridge between the alumni and the alma mater and promotes fundraising drives. The office actively undertakes fundraising activities for alumni,

society figures with stature, business circles and enthusiastic supporters.

20. Center for Environmental Protection, Safety and Health: coordinates the implementation of related laws and regulations; it supervises and assists the various offices on campus as they undertake environmental protection, and safety and health work. The Environmental Protection Section, Safety and Hygiene Section, and the Poisonous Material Management Section are under this center.
21. College of Liberal Arts Academic Experimental Practice Radio: a practice radio for students; it provides students with a practice opportunity and educational support of real broadcasting. It also encourages the circulation of campus and community information.

The establishment regulations of the above-mentioned Office of Quality Assurance and Audit, Office of Continuing Education, Office of Physical Education, Office of Military Education and Training, Office of Research and Development, Office of Information Services, Office of International and Cross-Strait Affairs, Office of Alumni Service and Resources Development, the various centers, Office of Tamkang Times, and College of Liberal Arts Academic Experimental Practice Radio will be separately enacted.

#### **Article 6**

The university must have one president, who manages affairs of the university. The Board of Directors organizes a president selection committee which in accordance with the Regulations for the Selection of the University President nominates two to three candidates. After being selected by the Board of Directors, the nominees are reported to the MOE for approval and then appointed. A term of office is four years; when a term expires with the agreement of the Board of Directors the president may renew his or her term of office. The Regulations for the Selection of the University President shall be separately enacted.

When the president for any reason is unable to attend to business, the Board of Directors shall designate an existing vice president as the acting president.

When the president for any reason resigns or vacates the office, the Board of Directors shall designate an existing vice president as the acting president up until the time a new president is elected; the new president shall be reported to the MOE.

#### **Article 7**

The university must have three vice presidents who shall assist the president in administering the affairs of the university. The president shall select the individual professors to be appointed. The term of the office of vice presidents in principle shall match the term of the president.

## **Article 8**

The academic heads of the university are divided into the deans of each college, chairs of each department, chairs of each institute, chairs of each degree program, and the manager of the Academic Experimental Practice Radio belonging to the College of Liberal Arts and the chair of each research center belonging to each college.

Each college must have one dean, who shall manage the affairs of the college. The university president will select and appoint a professor, a term is two years in length; when a term is completed, the candidate may be reappointed to the office. The appointment or reappointment of the dean of a college is undertaken by the university president according to one of the following stipulations:

1. Each college shall organize a selection committee and put forth two to three people as candidates; then the results are reported to the president who makes the selection. The Regulations for the Selection of a College Dean shall be separately enacted.
2. The president may look for candidates to select as a dean from within the university or from without; the selection may be determined only after consultation with the heads of the departments and institutes of the college concerned. However, the president is not limited to this limitation for reappointment of a dean.

Each department must have one chair, who shall transact the affairs of the department. As for independently established graduate institutes, each must have one chair, who shall transact the affairs of the institute. Each degree program must have one chair, who shall transact the affairs of the degree program. Each center belonging to each college must have one chair who shall transact the affairs of the center. The president shall engage a person who is an associate professor or above as a chair; a chair's term of office is two years; upon completion of a term of office the incumbent may be reappointed. The engagement or reengagement of one of the above-mentioned chairs shall be carried out according to one of the following stipulations:

1. Each department, institute, degree program, or center shall organize a selection committee to put forth two or three people as candidates to be appointed as chair; the college dean to which the unit belongs reports the choices to the president for selection. The Regulations for the Selection of Department, Institute, or Center Chair shall be separately enacted.
2. The college dean may look for two to three candidates from within the university or from without, and after consulting with the instructors of the concerned department, institute or center, they shall again be reported to the president for selection.
3. The president may look for candidates from within the university or from without, and after

consulting with the dean of the college concerned and the instructors of the department, institute or center concerned, decisions may be made.

College of Liberal Arts Academic Experimental Practice Radio must have a manager, who shall transact the affairs of the station; the manager shall be the current chair of the Department of Mass Communication.

When the head of an academic unit vacates the term of office for any reason, in the case of a college dean, the president shall designate a professor to fill in; and in the case of a chair of a department or an institute, the president shall designate an instructor who is an associate professor or higher as the acting chair up until the completion of the remaining academic year.

When the head of an academic unit during the term of his or her office is indisposed to perform his or her duties, the Office of Human Resources shall report to the president for a determination so as to avoid any vacancy in the office; in the case of a college dean, the president shall designate a professor to fill in the vacancy; in the case of a chair of a department or an institute, the president shall designate an instructor who is an associate professor or higher to be the acting chair up until the end of the current academic year.

#### **Article 9**

The Office of Academic Affairs must have a Dean of Academic Affairs, the Office of Student Affairs shall install a Dean of Student Affairs, the Office of General Affairs must have a Dean of General Affairs and the Office Research and Development must have a Dean of Research and Development. The president shall engage three professors to concurrently be the Dean of Academic Affairs, Dean of Student Affairs, Dean of Research and Development. The president shall engage a staff member or an instructor who is an associate professor or higher to concurrently be the Dean of General Affairs. A term of office is two years, and when the term of office expires, the current dean may be reengaged.

The Office of the Secretariat must have one director; the Carrie Chang Fine Arts Center must have one director; the Office of Quality Assurance and Auditing must have one director; the Center for Institutional Research must have one director; the Library must have one director; the Office of Information Services must have one director; the Office of International and Cross-Strait Affairs must have one director; and the Office of Physical Education must have one director. The Office of Alumni Services and Resources Development, the Office of Continuing Education, and the Center for Learning and Teaching must all have one director. The president shall engage an instructor who is an associate professor or higher or compile a list of aforementioned staff members to serve concurrently as a director; the term of office of the concurrently serving director is two years, and upon expiration of the term the current office holder may be reengaged.

The Office of Human Resources must have one director, and the Office of Finance must have one director; the president shall engage or appoint candidates in accordance with the relevant laws and regulations; a term of service is two years; after a term expires the current office holder may be reengaged or reappointed.

The Center for Environmental Protection, Safety and Health must have one director; the director of General Affairs shall concurrently serve as the director.

The Office of Military Education and Training must have one director. The president shall select staff officers or two or three ranking military instructors recommended by the MOE and appoint one as the director; the term of service is two years; and upon completion of the term the current office holder may be reengaged.

Due to requirements of the development of the affairs of the university, first-level administrative units and the Office of Military Education and Training must have one vice director in accordance with the MOE stipulations recognized as meeting the standards of the attainment of a certain scale or the attainment of a level complexity in business activities. The president shall engage an instructor who is an associate professor or higher or compile a list of aforementioned staff members to serve concurrently as the vice director; the vice director of the Office of Military Education and Training shall be appointed from a ranking military instructor recommended by the MOE; the term of service for the concurrent vice directors is two years; when the term of service expires, the current office holder may be reengaged.

As for each of the colleges, offices, libraries, divisions, and centers of the first-level: with the exception of the several installed secretaries in the Office of the Secretariat, the Office of Academic Affairs, Office of Student Affairs, Office of General Affairs, Libraries, and Office of Information Services may have one to two secretaries; all the remaining may only have one secretary.

#### **Article 10**

Each unit is divided into elements (office, hall, library, center, Tamkang Times) to transact its affairs; each element selects one head (chair, manager); the president engages an instructor, who is a lecturer or higher, a military instructor, or a staff member who is a specialist or higher to fill in the position.

With the exception of the one-year term of office for the chairs of the centers associated with the Office of Research and Development, the remaining concurrent heads (chairs) of each unit and the manager of the Tamkang Times have a two-year term of office; when the term of office expires the current head may be reengaged but the term of office is only one year.

The head of a unit who continues his or her position within the same unit may not exceed ten years; however, those who obtained the president's approval are not limited to this restriction.

### **Article 11**

If for any reason during his or her term of office an administrative head vacates his or her office, the president shall designate a staff member to be the acting head until the end of the current academic year. If the head of an administrative unit during the term of his or her office experiences untoward circumstances, the Office of Human Resources shall report to the president for a determination so as to avoid any vacancy in the office; the president shall designate a staff member to be the acting head until the end of the current academic year.

If an administrative head applies for an early retirement, he or she should coordinate with the current academic year or semester to transact it.

### **Article 12**

Each unit of this university shall include staff members of a certain number; the Office of Military Education and Training shall include military instructors and nursing instructors of a certain number. The staff members shall be called as indicated below:

1. Administrative staff members: commissioner, staff, secretary, section chief, counsellor, clerk.
2. Technical staff members: specialist technician, technician staff, technician, university doctor, university nurse.

### **Article 13**

The staff members of each level of the university all are employed by the president. The organizational table displaying the number of faculty and staff members is reported to the MOE, which after approval may be implemented.

### **Article 14**

The instructors of this university are divided into professor, associate professor, assistant professor, and lecturer; instructors are responsible for teaching, research, counseling, and services.

The university shall set up (a special series of) lectures given by a professor. The regulations for including a professor for the lectures shall be enacted separately.

To meet the needs of teaching and research, the university shall include teaching assistants to help.

The university may extend the employment of specialist technicians for instructional purposes. Regulations for Engaging Specialist Technicians for Instructional Purposes shall be separately



enacted.

### **Article 15**

The university may extend the employment of research personnel to handle the workloads of the research.

The university's research personnel are divided into researcher, associate researcher, assistant researcher, research assistant; Regulations for Hiring Research Personnel shall be separately enacted.

### **Article 16**

The university's engagement of instructors is divided into the initial engagement, reengagement, and long-term engagement. The qualifications and procedures for engagement are handled according to the Regulations for Instructors' Remuneration for Services.

Regulations for Instructors' Remuneration for Services shall be separately enacted; after being approved in the university affairs meeting, it shall be published and implemented.

### **Article 17**

The university shall establish university, college, department (institute) faculty review committees. The committee's concerns shall consist of determining the conditions of matters related to instructors' engagement, term of service, promotion, quitting, dismissal, non-renewal and severance.

The Regulations for Establishing the Faculty Review Committee shall be separately enacted; after being passed in a university affairs meeting, it shall be published and implemented.

### **Article 18**

The university shall establish a faculty appeal review committee; the committee's concerns shall consist of complaints related to instructors' dismissal, non-renewal and other unacceptable decisions. The Regulations for the Make-up and Deliberations of the Faculty Appeal Review Committee shall be separately enacted; after being passed in the university affairs meeting, it shall be published and implemented.

### **Article 19**

The university shall assist students in setting up a Student Association and other related student-governed organizations in order to promote the learning outcomes of students while at university and their ability of self-government. The regulations for such shall be separately enacted.

Students mentioned in the preceding paragraph naturally are members of the Student Association; the Student Association may collect a fee from its members. The university at the request of the Student Association may act as representative to collect a fee for the association.

The university shall establish the Students Appeal Review Committee and also shall explicitly set up regulations for student appeals. The committee shall accept cases of students, the Student Association, and other student governed organizations that disagree with the university's discipline, administrative punishment or other measures and resolutions in order to safeguard the rights and interests of students. The relevant regulations shall be separately enacted; after being passed in the university affairs meeting and reported to the MOE for approval and implementation.

### **Article 20**

Besides the faculty review committee, the faculty appeal review committee, student appeal reviews committee and staff members appeal review committee, the university shall also establish various kinds of committees as listed below:

1. Education Quality Managing Committee: responsible for matters concerning the planning and assessment of developmental plans of the university administration, evaluation of the results of each unit's condition, commissioned research projects of educational problems on-campus or off-campus and the compilation and publishing of related monographic series of educational research projects.
2. The University's Developmental Plans & Execution Committee: responsible for the related affairs concerning drawing up major developmental plans for the university administration, organizing restructuring plans, and tracking and running the effectiveness of the execution of the major plans of the university administration.
3. Admission Committee: responsible for deliberating on the admission quota of each department, institute, degree program, the various kinds of admission regulations and admission procedures, admission standards, and admission quota, adjudicate admission disputes and violations, and other relevant issues.
4. Fundraising Committee: responsible for drawing up, executing, reviewing fundraising plans, and for making suggestions on the usage of the funds contributed.
5. Tamkang Times Committee: responsible for the affairs to strengthen the publicizing of the university administration's developments, lead the culture of academic research and increase the friendly feelings among the teachers, students, staff members and alumni.
6. Academic Affairs Committee: responsible for the affairs concerning the review of teachers'

writings for awards, the review of teachers' writings for promotion, the review of research professors, and the review of other issues related to the teachers' academic research.

7. Internationalization and International Exchange Committee: responsible for affairs related to the examination of the execution and subsidy of each case of international exchange and international cooperation projects.
8. Staff Members Review Committee: responsible for affairs concerning the examination of staff members' evaluation ranking, confirmation of a staff member's promotion, arbitration of the rewards and punishments of staff members and the president's related suggestions.
9. Student Assistance and Scholarship Committee: responsible for affairs concerning the establishment of rules for student scholarships, grants-in-aid, fundraising for scholarships and grants, aides, and the evaluation of applications.
10. Renovation and Procurement Committee: responsible for matters concerning the deliberations about the procurement cases for more than NT\$400,000.
11. Curriculum Committee: responsible for matters concerning the examination of course names, course credit hours, course content and the course distribution of each college, department, institute, the Center for Teacher Education, the Center for General Education and Core Curriculum, and degree programs.
12. Chueh-Sheng Memorial Library Committee: responsible for matters concerning the library's direction of development, the allotment of library finances, evaluation of the library's collections and services, and the communication between the library and readers.
13. Laws and Regulations Deliberation Committee: responsible for affairs concerning deliberating over the proposals of the university administration and on the regulations passed in administrative committees, the suitability, first draft reading, and explanation.
14. Employees Welfare Committee: responsible for managing the funds raised for employee benefits, improving the measures regarding employee welfare, distribution and use of employee welfare income, handling the repayment of the employees' mutual fund and other relevant issues to employee welfare.
15. Student Rewards and Punishment Committee: responsible for matters concerning the application of the Regulations for Student Rewards and Punishment and reviewing the major rewards and punishments of students.

16. Gender Equality Education Committee: responsible for affairs concerning the drafting of plans for implementing gender equality education, proposing activities and curriculum related to conducting gender equality education, and investigating and treating cases related to the Gender Equality Education Act.
17. Service Learning Curriculum Guidance Committee: responsible for deliberating over service learning curriculum policy and supervising the implementation of the service learning curriculum.
18. Research and Development Outcomes Management Committee: responsible for reviewing the applications for intellectual property rights of research and development outcomes, income distribution, management and utilization of equity derivatives, and issues related to technology transfer.
19. General Education Committee: responsible for affairs concerning the planning and execution of general education and also the evaluation of the outcomes of implementing the general and core curriculum.
20. Energy, Environment, Safety and Health Promotion Management Systems Committee: oversees the implementation of the energy, environment, safety and health management systems, reviews the university's energy, environment, safety and health policy, inspects the internal audit reports, carries out task in accordance with the regulations of the procedure manual, establishes, maintains, and improves the environment, safety and health management systems.
21. Traffic Safety Education Committee: responsible for reviewing, supervising, and assessing the implementation of traffic safety education.
22. Environmental Protection, Safety and Health Committee: encourages the campus environmental protection education and the work of pollution prevention, oversees the safety and health of the campus workplaces, prevents campus work hazards, promotes plans for worker safety and health checkups, and also assists upgrading the campus environment and quality of health and worker safety and health.
23. Futurization Committee: responsible for planning the entire development of future projects, evaluating the implementation of future plans and their outcomes, and other future related matters.
24. Remote Learning/Distance Learning Promotion Committee: responsible for planning the direction of distance education development, putting forth the main points of the distance education curriculum, promoting the opening of remote learning courses, examining the subsidy

of teaching materials, establishing regulations for the award subsidies and evaluation, and reviewing the quality of distance education courses.

25. Faculties and Staffs Retirement Pension Funds Management Committee: responsible for the utilization plans of the pension funds, the selection and supervision of the commissioned finance and insurance institution that acts for the university in handling the pension funds, and when the committee disbands the treatment of related matters and other affairs relevant to the pension funds.
26. Labor Pension Reserve Supervisory Committee: responsible for affairs concerned with checking the amount set aside, deposits, withdrawals, and the amount of payment of the labor pension reserve, and deliberations on the suspension of what is set aside and supervising the reserve.
27. Health Committee: responsible for deliberating on, executing and supervising health management and planning.
28. Environmental Sustainability Promotion Committee: responsible for planning, deliberating on and supervising the environment sustainability development of the campus and related strategies for reducing carbon.
29. Information Technology Committee: responsible for deliberation and consultation on determining information technology policy and other affairs related to information technology.
30. Self-Evaluation Guidance Committee: responsible for matters concerning the guidance of the university's self-evaluation plan, and deliberation and consultation on the evaluation outcomes.
31. Research Promotion Committee: responsible for matters concerning the promotion of the university's research and industry-academy developments and also reviewing the establishment, evaluation, rewards and cancelation of research centers.
32. Special Education Promotion Committee: responsible for deliberating on the related expenditures and work plans related to each instance of special education on-campus or off-campus, and for checking on the individualized support plans for each special case and superintending the effectiveness of the related implementation work.
33. Military Instructor Appeals Review Committee: responsible for reviewing any appeals case that has been raised by a military instructor who has undergone military administrative measures that contains illegal or inappropriate dishonesty and that injures his or her rights and interests.
34. Student Off-Campus Internship Committee: responsible for researching and formulating the

direction of the university's students' off-campus internship, supervising students' off-campus internship and other relevant matters.

35. Disaster Prevention and Rescue Committee: responsible for organizing the integration of human resources in the university and promoting the tasks and measures of disaster prevention and rescue on campus.
36. Biosafety Committee: responsible for maintaining the academic and experimental safety of infectious biological materials in the university.
37. Campus Planning Committee: responsible for the overall space development and environmental landscape planning of the campus.
38. Bilingual Teaching Promotion Committee: responsible for the planning and coordination of All-English teaching and learning promotion.

The regulations for setting up each of the committees mentioned in the preceding shall be separately enacted. When necessary additional committees may be set up; if necessary, the aforementioned committees may include a certain number of staff members.

## **Article 21**

This university convenes the following kinds of meetings:

### **1. Administrative Affairs Meeting:**

The President, Vice Presidents, academic and administrative heads, faculty representatives, research worker representatives, staff member representatives, student representatives, and other related staff member representatives constitute meeting assemblage.

The faculty representatives should undergo election to be validated; their number should not be less than one half of the total assembly; the number of faculty representatives who hold professor or associate professor status should not in principle be less than two thirds of the total number of faculty representatives. Student representatives should undergo election to be validated; their number should not be less than 10% of the total number of assembly representatives. When the number of faculty representatives and the number of student representatives meets a decimal point, the assembly should adopt an unconditional carry practice to get a rounded number for calculation. The Academic Affairs Meeting is convened and presided over by the president; the meeting resolves important issues of the university's administrative affairs. The Regulations for Establishing the Administrative Affairs Meeting shall be separately enacted.

### **2. Executive Meeting:**

The President, Vice Presidents, Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Dean of each college, and other unit heads constitute the meeting assemblage; the president is the chair and important executive affairs are discussed.

3. Academic Affairs Meeting:

The Dean of Academic Affairs, Dean of Student Affairs, Dean of each college, Director of the Office of Physical Education, Director of the Office of Military Education and Training, Director of the Library, Director of the Office of Information Services, Director of the Learning and Teaching Center, Director of the Office of International and Cross-Straits Affairs, each department's chair, each graduate institute's chair, each degree program's chair, each center director of centers belonging to the College of Education, Director of the General Education and Core Curriculum Center, each section head of the sections belonging to the Office of Physical Education and Learning and Teaching Center, faculty representatives and the selected student representative of each college constitute the meeting assemblage. The Dean of Academic Affairs is the chair and important academic issues are discussed.

4. Student Affairs Meeting:

The Dean of Student Affairs, Dean of Academic Affairs, Dean of General Affairs, Director of the Office of Physical Education, Director of the Office of Military Education and Training, Director of the Library, Director of the Office of Information Services, Director of the Office of International and Cross-Straits Affairs, each department's chair and each independently established institute's head, the College of Education's Center for Teacher Education chair and faculty representatives (one recommended from each college), student representatives (each college chooses one person; the Student Association and Student Council each choose 3 people) constitute the meeting assemblage. The Dean of the Office of Student Affairs is the meeting chair; important student issues are discussed and resolved.

5. General Affairs Meeting:

First-level supervisors (with the exception of college deans) and the faculty representatives, one each recommended by each college and the Office of Physical Education; student representatives, one each sent by the Student Association and Student Council constitute the meeting assemblage. The Dean of General Affairs is the chair, and important general affairs issues are discussed.

6. College Affairs Meeting:

The college deans, department chairs, graduate institute chairs, faculty representatives, and student representatives constitute the meeting assemblage. The college dean is the chair, and issues of the college affairs are discussed. When necessary, heads of relevant units may be invited to attend. The student representatives must be elected to be validated.

7. Department Affairs Meeting:

Each department's chair, faculty, teaching assistant representatives, and student representatives constitute the meeting's assemblage. The department chair presides over the meeting, and issues of the department's affairs are discussed. The student representatives must be elected to be validated.

8. Institute Affairs Meeting:

Each institute's chair, faculty, teaching assistant representatives, and student representatives constitute the meeting's assemblage. The institute's chair presides over the meeting, and issues of the institute's affairs are discussed. The student representatives must be elected to be validated.

9. Other Units Affairs Meetings:

The unit head and related staff members of each section belonging to the unit constitute the meeting assemblage. The unit head is the chair, and issues of the unit's affairs are discussed.

The university when necessary may set up other meetings.

**Article 22**

The work rules of each unit of the university shall be separately enacted.

**Article 23**

These organizational regulations having passed the Administrative Affairs Meeting shall be reported to the Board of Directors Meeting for approval and then reported to the MOE for approval after which they may be implemented. The same applies to any later amendments made.



**Appended Table “Tamkang University College, Department and Graduate Institute Organization Table” (2021 Academic Year)**

College	Department or Institute
College of Liberal Arts	<ol style="list-style-type: none"> <li>1. Department of Chinese Literature: Bachelor, Bachelor Degree of Continuing Education (Recruitment Discontinued in the 2019 Academic Year), Master, Executive Master (Admission Discontinued in the 2021 Academic Year), Ph.D.</li> <li>2. Department of History: Bachelor, Master, Executive Master (Admission Discontinued in the 2009 Academic Year).</li> <li>3. Department of Information and Library Science: Bachelor, Master, e-Learning Executive Master of Digital Publishing &amp; Collections (Admission Period from the 2015-2019 Academic Year), e-Learning Executive Master.</li> <li>4. Department of Mass Communication: Bachelor, Master</li> <li>5. Department of Information and Communication: Bachelor, Master (Admission Discontinued in the 2018 Academic Year).</li> </ol>
College of Science	<ol style="list-style-type: none"> <li>1. Department of Chemistry: Bachelor (Division of Chemistry and Biochemistry, Division of Material Chemistry), Master (Divisions Combined in the 2018 Academic Year), Ph.D. (Admission Discontinued in the 2019 Academic Year).</li> <li>2. Department of Mathematics: Bachelor (Division of Mathematics, Division of Data Science and Mathematical Statistics), Master of Mathematics and Data Science, Executive Master (Admission Discontinued in the 2021 Academic Year), Ph.D.</li> <li>3. Department of Physics: Bachelor (Division of Optoelectronics, Division of Applied Physics), Master, Ph.D. (Admission Discontinued in the 2019 Academic Year).</li> <li>4. College of Science Undergraduate Program in Advanced Material Sciences.</li> <li>5. College of Science Applied Physics Ph.D. Program.</li> </ol>
College of Engineering	<ol style="list-style-type: none"> <li>1. Department of Architecture: Bachelor, Master</li> <li>2. Department of Civil Engineering: Bachelor (Divisions Combined in the 2018 Academic Year), Master, Ph.D.</li> <li>3. Department of Water Resources and Environmental Engineering: Bachelor</li> </ol>

College	Department or Institute
	<p>(Division of Water Resources Engineering, Division of Environmental Engineering), Master, Ph.D.</p> <p>4. Department of Mechanical and Electro-Mechanical Engineering: Bachelor (Division of Opto-Mechatronics, Division of Precision Machinery), Master, Ph.D.</p> <p>5. Department of Computer Science and Information Engineering: Bachelor, English-Taught Bachelor, Bachelor Degree of Continuing Education, Master, Smart Computing and Application Master, English-Taught Master, Executive Master, Ph.D.</p> <p>6. Department of Chemical and Materials Engineering: Bachelor, Master, Ph.D.</p> <p>7. Department of Electrical Engineering: Bachelor (Division of Electronics and Information Engineering, Division of Communications Engineering, Division of Electronics and Systems Engineering), Bachelor Degree of Continuing Education, Master (Division of Integrated Circuits and Computer Systems, Division of Artificial Intelligence Internet of Things, Division of Artificial Intelligence System Integration, Division of Artificial Intelligence Robotics Master's Program), Executive Master, Ph.D.</p> <p>8. Department of Aerospace Engineering: Bachelor, Master, Executive Master.</p> <p>9. College of Engineering Ph.D. Program in Robotics (Admission Discontinued in the 2021 Academic Year).</p> <p>10. Department of Artificial Innovative Intelligence: Bachelor</p>
<p>College of Business and Management</p>	<p>1. Department of Risk Management and Insurance: Bachelor, Insurance Management Master, Executive Master of Insurance Management.</p> <p>2. Department of Banking and Financing: Bachelor, Bachelor of Global Financial Management English-Taught Program, Bachelor Degree of Continuing Education, Master, Executive Master, Ph.D.</p> <p>3. Department of International Business: Bachelor (Division of International Economics and Management, Division of English-Taught Global Commerce), Bachelor Degree of Continuing Education, Master, Executive Master of International Business Innovation Management, Executive Master of International Marketing.</p> <p>4. Department of Industrial Economics: Bachelor, Master, Ph.D.</p> <p>5. Department of Economics: Bachelor, Master's Program in Economics and Finance.</p>

College	Department or Institute
	<p>6. Department of Business Administration: Bachelor, Bachelor Degree of Continuing Education, Master, Executive Master.</p> <p>7. Department of Statistics: Bachelor, Bachelor Degree of Continuing Education (Admission Discontinued in the 2018 Academic Year), Master of Applied Statistics, Master of Data Science.</p> <p>8. Department of Accounting: Bachelor, Bachelor Degree of Continuing Education (Admission Discontinued in the 2019 Academic Year), Master, Executive Master.</p> <p>9. Department of Information Management: Bachelor, Master, Executive Master.</p> <p>10. Department of Transportation Management: Bachelor, Master of Transportation Sciences.</p> <p>11. Department of Public Administration: Bachelor, Bachelor Degree of Continuing Education, Master's Program of Public Policy, Executive Master's Program of Public Policy (Admission Discontinued in the 2021 Academic Year).</p> <p>12. Department of Management Sciences: Bachelor, Master's Program in Business and Management, English-Taught Master's Program of Business Management, Executive Master's Program in Business and Management, Ph.D.</p> <p>13. Bachelor of Global Financial Management English-Taught Program (Admission Discontinued in the 2021 Academic Year).</p> <p>14. Master of Business Management English-Taught Program (Admission Discontinued in the 2021 Academic Year).</p> <p>15. Tamkang University and Queensland University of Technology Master of Finance English-Taught Dual Degree Program.</p> <p>16. Master of Big Data Analysis and Business Intelligence Degree Program (Admission Discontinued in the 2021 Academic Year).</p> <p>17. Ph.D. of Industrial Finance and Business Management Degree Program (Admission Discontinued in the 2021 Academic Year).</p> <p>18. Master of Digital Business and Economics Degree Program (Admission Discontinued in the 2021 Academic Year).</p>
College of Foreign	1. Department of English: Bachelor, Bachelor Degree of Continuing

College	Department or Institute
Languages and Literatures	<p>Education, Executive Master, Master, Ph.D.</p> <p>2. Department of Spanish: Bachelor, Master (Admission Discontinued in the 2018 Academic Year).</p> <p>3. Department of French: Bachelor, Master</p> <p>4. Department of German: Bachelor</p> <p>5. Department of Japanese: Bachelor, Bachelor Degree of Continuing Education, Two-Year Executive Degree (Admission Discontinued in the 2017 Academic Year), Master, Executive Master (Admission Discontinued in the 2021 Academic Year).</p> <p>6. Department of Russian: Bachelor</p>
College of International Studies	<p>1. Graduate Institute of European Studies: Master (Divisions Combined in the 2018 Academic Year), Ph.D.</p> <p>2. Graduate Institute of American Studies: Master (Division of American Studies, Division of Latin American Studies), Asia-Pacific e-Learning Executive Master (Admission Discontinued in the 2018 Academic Year), Ph.D. (Master and Ph.D. Program Admission Discontinued in the 2016 Academic Year).</p> <p>3. Graduate Institute of International Affairs and Strategic Studies: Master, Executive Master, Ph.D.</p> <p>4. Graduate Institute of Latin American Studies: Master, Asia-Pacific e-Learning Executive Master.</p> <p>5. Graduate Institute of China Studies: Master (Divisions Combined in the 2018 Academic Year), Executive Master.</p> <p>6. Master of Taiwan and Asia Pacific Studies English-Taught Program (Admission Discontinued in the 2021 Academic Year).</p> <p>7. Department of Diplomacy and International Relations (English-Taught Program): Bachelor.</p> <p>8. Graduate Institute of Japanese Political and Economic Studies: Master, Executive Master (Admission Discontinued in the 2021 Academic Year).</p> <p>9. Department of International Tourism Management (English-Taught Program): Bachelor.</p>

College	Department or Institute
	10. Department of Global Political Economy (English-Taught Program): Bachelor.
College of Education	1. Department of Educational Technology: Bachelor, Master, Executive Master (Admission Discontinued in the 2019 Academic Year), e-Learning Executive Master. 2. Graduate Institute of Educational Psychology and Counseling: Master 3. Center for Teacher Education 4. Department of Education and Futures Design: Bachelor, Master of Future Studies, Master of Learning Leadership and Educational Development, Master of Curriculum and Instruction, Executive Master of Curriculum and Instruction, Executive Master (Admission Discontinued in the 2019 Academic Year), Ph.D. of Advanced Educational Leadership and Science and Technology Management. 5. Ph.D. of Educational Leadership and Technology Management Degree Program (Admission Discontinued in the 2021 Academic Year).
College of Artificial Innovative Intelligence	