

國立高雄餐旅大學學務會議設置要點

National Kaohsiung University of Hospitality and Tourism the Establishment Guidelines for the Student Affairs Meeting

114 年 10 月 29 日第 558 次行政會議審議通過
Approved by the 558th Administrative Meeting on October 29, 2025

- 一、國立高雄餐旅大學(以下簡稱本校)為規劃、審議學務相關事務，特依大學法第十四條及本校組織章程第十八條訂定學務會議設置要點(以下簡稱本要點)。

National Kaohsiung University of Hospitality and Tourism (hereinafter referred to as the University) has established these Regulations for the Establishment of the Student Affairs Meeting (hereinafter referred to as these Regulations) in accordance with Article 14 of the University Act and Article 18 of the University's Organizational Charter, to plan and deliberate on student affairs-related matters.

- 二、本會審議學生事務工作之重大決策與法規及其執行。

The Meeting shall deliberate on major decisions, regulations, and their implementation regarding student affairs.

- 三、本校學務會議(以下簡稱本會議)由學生事務長、副學生事務長、教務長、總務長、研發長、國際長、圖資長、永續發展與校務研究中心主任、推廣教育暨技能認證中心主任、體育與健康中心主任、語文中心主任、軍訓室主任、各學院院長及共教會主委、各研究所所長、各科、系、學位學程主任、師資培育中心主任、通識教育中心主任、各科系所學位學程教師代表一人及學生代表八人(含國際生及碩博士生)組成。學生事務長為會議主席，必要時得邀請有關人員列席，並請校長、副校長列席指導。

The University's Student Affairs Meeting (hereinafter referred to as the Meeting) shall be composed of the Director and Deputy Director of Student Affairs, the Academic Affairs Director, General Affairs Director, Research & Development Director, International Affairs Director, Library & Information Director, Director of the Center for Sustainability and University Research, Director of the Extension Education and Skills Certification Center, Director of the Sports and Health Center, Director of the Language Center, Director of the Military Training Office, deans of each college and the chair of the General Education Council, directors of each graduate institute, heads of departments, programs, and degree programs, Director of the Teacher Education Center, Director of the General Education Center, one faculty representative from each department/program/degree program, and eight student representatives

(including international students and graduate students). The Director of Student Affairs shall serve as the chairperson. Relevant personnel may be invited to attend as needed, and the President and Vice President may attend to provide guidance.

- 四、教師代表由各科系所學程推薦，學生代表由學生自治團體推薦，任期均為一年。

Faculty representatives shall be recommended by each department/program, and student representatives shall be recommended by student self-governing bodies.

The term of office for both is one year.

- 五、學生事務處各組長，及與會議議程有關之業務承辦人員均須列席學生事務會議，並提出報告。

Each section head of the Student Affairs Office, as well as personnel responsible for agenda-related matters, must attend the Student Affairs Meeting and present reports.

- 六、學務會議每學期至少召開一次，必要時得召開臨時會議。

The Student Affairs Meeting shall be held at least once per semester, and extraordinary meetings may be convened as necessary

- 七、本會議須應出席人員二分之一以上出席方得開議，必須出席委員二分之一以上同意始可決議。

The Meeting shall be convened only if more than half of the eligible members are present, and decisions shall be made only with the approval of more than half of the attending members.

- 八、本要點經行政會議通過，陳請校長核定後公布實施；修正時亦同。

These Regulations shall be implemented after approval by the Administrative Meeting and ratification by the President; the same procedure applies to any amendments.

本規章負責單位：學生事務處學務長室

Responsible Unit: Office of the Director of Student Affairs