

Procedures and Rules for the Department of German Affairs Committee

Approved for the Implementation by the Dean of the College of European and Asian Languages on Oct. 16th, 2022

approved by Department Meeting on September 16, 2001

approved by Administration Meeting on November 7, 2001

amendment approved by Department Meeting on September 5, 2013

approved by College Meeting on November 28, 2013

amendment approved by Department Meeting on January 3, 2020

approved by College Meeting on March 4, 2020

amendment approved by Department Meeting on September 16, 2022

approved by College Meeting on September 28, 2022

approved by College Dean on October 6, 2022

Article I The “Procedures and Rules for the Department of German Affairs Committee, Wenzao University of Languages” (hereinafter referred to as the Committee) are hereby established based on the University’s organizational regulations.

Article II The Committee is the highest decision-making body of the Department.

Article III The members of the Committee include all full-time (contract) faculty and staff, as well as two student delegates. The Department Chair is an ex officio member.

Article IV Meetings are held at least twice each semester by the Department Chair. A provisional meeting will be held if called by the Department Chair or cosigned by one third or more of the Committee members.

Article V Meetings cannot begin unless two thirds or more of the Committee members are present. No important measures can be passed unless confirmed by one half or more of the present Committee members and ratified by two thirds or more of the present Committee members.

Article VI The Committee shall establish various ad hoc groups or subcommittees to deal with the matters discussed in meetings.

Article VII The Committee is charged with the following departmental tasks:

1. Development plans and budgets.
2. Establishment and revision of various rules and regulations.
3. Works related to academic affairs, student affairs, and other important administrative affairs.
4. Resolutions by ad hoc groups or subcommittees formed by the Committee.

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Article VIII All the members have to attend Committee sessions in person. Those who cannot attend a meeting must apply for leave.

Article IX The Committee can invite relevant authorities and personnel to the meeting when necessary.

Article X Matters that are not covered by the rules and procedures above should be dealt with according to the relevant WUUL regulations.

Article XI Regulations approved by the executive council and certified by the President then go into effect. This process is the same for all revisions.