

# The Administration of the TIGP-CBMB Program

中央研究院國際研究生學程之化學生物與分子生物物理學學程分項學程委員會施行細則

The Administration of the Chemical Biology and Molecular Biophysics (CBMB) is based on the regulations and policies of the Taiwan International Graduate Program, Academia Sinica and the Program Contract with the partner universities/institutes/departments.

化學生物與分子生物物理學學程分項學程（以下簡稱本學程）根據依據「中央研究院與國內各大學合作辦理國際研究生學程要點」第六條及「學程協議書」訂定本組織章程。

## I. TIGP Education Philosophy 教育理念

本院組織法所賦予之教育任務：

- i. 中央研究院（以下簡稱本院）為善盡組織法所賦予培養高級學術研究人才之任務，與國內外各學研機構合作辦理國際研究生學程進行教學研究，以培養跨領域研究人才、厚植研究創發潛力並提昇臺灣學術競爭力，特訂定本要點。
- ii. 制定分項學程主題方向，定期經由學程評鑑檢視績效。
- iii. 國際研究生學程應基於當前國際學術研究現況，因應未來經濟與社會發展需要，針對具前瞻性、尖端性、競爭力之主題設立分項學程，並透過定期學程評鑑，檢視各分項學程與時俱進、汰舊換新、除莠存良之績效。
- iv. 參與學程之教學與研究人員應具備之信念與應盡之責任：  
參與國際研究生學程之教學與研究人員，應依第一點理念，善盡教育與研究指導之責任。

## II. Organization 組織架構

The Administration of the CBMB Program is composed of the Director, the Coordinator, the Admissions Committee, the Academic Affairs Committee, the Student Affairs Committee, and the Secretary.

本學程相關事務由召集人、辦公室所屬中心之所長或主任、招生委員會、教務委員會、學生事務委員會，以及學程秘書負責。任期與職掌於下分述。

## III. Term of Office 任期

- i. Besides the Director and the Coordinator, the term of office for the committees is calculated by academic years. Each academic year starts from 1 August of the year to 31 July next year.  
除 Director、召集人，各委員會原則上以學年度計算任期，學年度由每年八月一日至隔年七月三十一日計算。
- ii. Coordinator: for a period of three years, renewable once.

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- 召集人三年遴選一次，得連任一次。
- iii. Admissions Committee/Academic Affairs/Student Affairs Committee: for a period of two years, renewable.  
招生委員會、教務委員會、學生事務委員會委員原則上每兩年一任，得連任。
  - iv. Management Committee: for a period of one year, renewable.  
事務管理委員會委員每一年一任，得連任。

#### IV. Director

Director: The Director of the CBMB Host Institute /Research Center will act as the CBMB Director.

本學程辦公室所屬的所、中心為本學程之協辦單位，Director 由所屬所、中心所長擔任。

#### V. Coordinator 召集人

- i. Duties: Planning the CBMB's development, supervising the operation of various committees, communication and coordination with partner universities.  
工作職掌：規劃學程發展、督導各委員會之運作，並負責與各合作大學間之溝通與協調。
- ii. Election procedure: Ideally, at least two candidates are required for each program. Candidates must propose a management plan. A committee of Central Administrative Office will elect the coordinator and submit it to President for appointment.  
遴選流程：各分項學程至少需有 2 名以上之候選人，每位候選人及其協辦之所中心須提出任期內經營學程之規畫，經院方籌組之委員會完成遴選後，由院長任命。遴選委員會之組成，至少一員為院本部代表。遴選過程中，委員會得徵詢相關研究人員意見。
- iii. The coordinator's service will be considered in annual performance review. He/she may receive:  
召集人之服務成效應列入協辦單位之年度考績，並得支領：
  - a. Subsidy for program operation provided by Central Administrative Office (amount to be decided by President)  
由院方提供學程規畫補助費（得視實際執行支用業務費或獎補助費），其金額由院長核定。
  - b. A personal allowance of NT\$15,000 per month (in principle) provided by Host Institute/Research Center  
由協辦單位提供個人工作津貼（從所中心管理費支應），以每月新臺幣 1 萬 5 仟元為原則。

## VI. Committees 委員會

The committees of the CBMB program include the Admissions Committee, the Academic Affairs Committee, and the Student Affairs Committee. Each committee is composed of at least five CBMB faculty members. The chair of the committee is appointed by the Coordinator of the program. The committee members are appointed by the Chair of each committee in consultation with the Coordinator. The term of office is a period of two years, starting from 1 August of the year to 31 July of the next two years. The Management Committee has the right to review any special situation.

Members of the Admissions Committee, the Academic Affairs Committee, and the Student Affairs Committee should fulfill the duties of the committee during their term in office. If a committee member does not fulfill the requirements, they will be removed from the committee upon confirmation of the Management Committee. After their removal from the committee he/she will not have the rights of a committee member.

本學程設立招生委員會、教務委員會、學生事務委員會，分別由五名以上學程老師組成。各委員會主席由召集人指派擔任；委員會成員由各委員會主席指派擔任，且經召集人同意。各委員會成員任期每兩年為一任，得連任。如遇屆滿，於該年度七月重組各委員會，新一任委員會任期始於同年度八月一日。如遇特殊情形，由事務管理委員會核定。委員會所有成員應於任期內履行各委員會之義務，如有違反章程或未盡義務之事宜，經事務管理委員會開會決議，得解除其職務且不得享有委員會權利。

- i. If a discussion topic is related to a committee member, that person should not be involved in the discussion. If the member refuses to excuse themselves, the Chair of the committee should ask the person to leave the meeting.  
各會委員在審查與自身利益有關事項或為討論案件之利害關係人時，應自行迴避。未自行迴避者，主席得請該委員迴避。
- ii. The Management/Admissions/Academic Affairs/Student Affairs Committee should arrange at least one meeting per academic year. The Coordinator may attend each meeting. Additional meetings can be called if needed.  
學程各委員會每學年應召開會議至少一次，各委員會之召開得邀請學程召集人列席。必要時得召開臨時學程會議。
- iii. The quorum for a meeting is three-quarters (75%) of the total committee members. Any decision must be supported by more than half of the committee members at the meeting. If there are special or time-sensitive issues, the committee may discuss and vote via email.  
出席人員達全體應出席人員總額四分之三始得開議，出席委員二分之一以上同意始得決議。如有特殊情況或時效性案件，議決得採電子郵件方式進行。
- iv. If a member of the Management Committee cannot attend the meeting, that member may assign another member from Admissions/Academic Affairs/Student Affairs Committee to

attend and act on their behalf.

If a member of the Admissions/Academic Affairs/Student Affairs Committee cannot attend the meeting, the member may assign a qualified CBMB faculty to attend and act on their behalf.

The substitute participant must be approved by the Chair of the Committee or the Coordinator.

學程事務管理委員會會議之應出席人員因故不能出席時，得指定各委員會之委員代理；各委員會之應出席人員因故不能出席委員會會議時，得指定具同級教師資格非本會委員代理；代理人員應親自出席。代理人員須經過各委員會主席或召集人同意，始得出席會議。

- v. All resolutions from committee meetings should be approved by the Coordinator. All decisions and supporting information should be forwarded to the Management Committee. 為健全本學程機制，各委員會通過之決議經召集人同意後再執行；執行成效提交學程事務會議報備。

## **VII. Admissions Committee 招生委員會**

Duty:

招生委員會執掌如下：

- i. Promotion and advertising for program admissions  
招生宣傳規劃與執行
- ii. Promotion and advertising information  
招生宣傳資料
- iii. Review and revision of the application requirements  
訂定入學報考標準及招生簡章
- iv. Application review, interviews, admissions meeting  
申請者甄選之相關業務（線上系統審查、書面審查、招生口試、入學審查會議）
- v. New student affairs  
新生相關事務
- vi. Co-organizer of program events  
學程活動協辦

## **VIII. Academic Affairs Committee 教務委員會**

Duty:

教務委員會執掌如下：

- i. Review and revision of student graduation requirements  
修業規定之訂定與修改
- ii. Course affairs

- 課程相關事務，如課程審查與規劃、遠距教學安排等
- iii. Exam affairs (qualifying exam, pre-oral exam, final defense)  
資格考、預口試、學位考試相關事務
  - iv. Course reviews and suggestions  
評鑑課程並提供改善建議
  - v. Co-organizer of program events  
學程活動協辦

#### **IX. Student Affairs Committee 學生事務委員會**

Duty:

學生事務委員會執掌如下：

- i. Student event affairs  
學生活動相關事宜
- ii. As supervisors of new students  
擔任新生之導師
- iii. Student counseling and care  
學生輔導與關懷，如日常生活諮詢、生涯規劃、師生關係之協調
- iv. Alumni affairs  
校友會與校友聯繫
- v. Annual progress of the study  
學生之學習進展追蹤
- vi. Rewards and punishments  
學生獎懲事項之建議
- vii. Co-organizer of program events  
學程活動協辦

#### **X. Management Committee 事務管理委員會**

The Management Committee is appointed by the Coordinator of the program, in consultation with the Director of the Host Institute. Members include the Coordinator, the Chairs of the Admissions/Academic Affairs/Student Affairs Committees, representatives from partner universities, and other members invited by the Coordinator or the Director.

An annual meeting is arranged every May and extra meetings may be proposed by the Coordinator. If the meeting cannot be held as scheduled, the Coordinator shall convene an alternative meeting. In addition to regular meetings, the Coordinator may call for extraordinary program meetings as necessary.

事務管理委員會由召集人、Director 邀請學程老師組成，除召集人與 Director、招生委員會、教務委員會、學生事務委員會之主席為事務管理委員會當然成員，另有各合作系所

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代表，且可由召集人、Director 邀請其他學程老師參加。

事務管理委員會於每年五月舉行例行會議，如無法如期舉行，則由召集人另行召開會議。除例行會議外，得於必要時由召集人召開臨時學程會議。

Duty:

事務管理委員會執掌如下：

- i. Application of new faculty  
學程老師申請件審查
- ii. Changes in the status of faculty  
學程老師相關權益之凍結或解除
- iii. Revision of the Administration of the TIGP-CBMB Program  
組織章程修改
- iv. Consideration of proposals from the Coordinator and Committee Chairs  
召集人與各委員會主席提議事項

## **XI. Secretary 學程秘書**

The program secretary is responsible for the administrative affairs of the program, and should assist the affairs of each committee.

學程秘書負責學程所有行政相關事務，並協助各委員會辦理委員會相關事宜。

## **XII. The Administration of the TIGP-CBMB Program is confirmed and finalized by the Management Committee and the TIGP office.**

本組織規程經學程事務會議通過並報請國際研究生學程辦公室核定後實施，修正時亦同