**University of Taipei**

**Guidelines Governing the Committee on Internationalization**

Passed at the First Meeting of the University Council for the First Semester of the 2017-2018 Academic Year on

October 24, 2017

1. The University of Taipei Committee on Internationalization (“the Committee”) was established in accordance with Article 7 of the University’s Organizational Regulations.
2. The Committee is composed of nineteen members. Both genders must be represented by at least one-third of Committee members. The composition of the Committee is as follows:
3. Ex officio members: the President, Vice-President of Academics, Vice-President of Administration, Dean of Academic Affairs, Dean of Student Affairs, Dean of Research and Development, Dean of International Affairs, the Director of Accounting, the Director of Human Resources, and the Deans of all Colleges.
4. Five external members and faculty representatives: the Office of International Affairs will nominate several full-time University faculty members who hold the position of assistant professor or above and scholars or experts from off-campus. The list of nominees will be submitted to the President to make the appointment. At least three appointees must be external members.

When a faculty representative or external member is unable to attend a meeting, the President will select a replacement from the list of nominees to serve out the remainder of the original member’s term.

Committee members serve a one-year term and may be reappointed.

1. The Committee has one Chair. The President serves as Chair and directs Committee meetings. When the Chair is unable to attend a meeting, they will select a replacement from among the ex officio members.
2. The Committee has one Executive Secretary. The Dean of International Affairs serves as Executive Secretary and is responsible for the managing the operations of the Committee.
3. Based on need, the Committee may invite relevant personnel to attend meetings.
4. The Committee has the following duties:
5. To plan and supervise all work related to international affairs;
6. To review international activities held on campus and assess development goals and strategies;
7. To discuss improvements to international affairs and offer suggestions to improve future activities and strategic plans;
8. To follow the instructions of the Ministry of Education with respect to internationalization;
9. To review other important matters related to internationalization.
10. The Committee convenes at least once per semester. More than one-half of members must be in attendance to convene a meeting. A resolution may only be passed with the support of a majority of members in attendance.
11. The Committee may establish a Review Panel composed of several Committee members to conduct a review of the Office of International Affairs and then deliver a report of its findings at a Committee meeting.
12. Any matters not covered in these Guidelines will be handled in accordance with related regulations.
13. These Guidelines were passed by the University Council and implemented after the approval of the President.