

National Chung Hsing University Doctoral Program in Data Science and Industrial Analytics Meeting Guidelines

October 4, 2019 Formulated by the Program Meeting

- Article 1 The Doctoral Program in Data Science and Industrial Analytics (hereinafter referred to as “the Program”) has formulated the *Doctoral Program in Data Science and Industrial Analytics Meeting Guidelines* (hereinafter referred to as “the Guidelines”) in accordance with the *National Chung Hsing University Organizational Charter*.
- Article 2 Degree program (or “Program” for short) meetings shall comprise the Program director, at least five faculty member representatives, and one student representative. The Program director shall recommend faculty representatives from relevant fields to be appointed following approval by the college dean.
- Article 3 Program meetings shall be held at least once per semester. If one-third or more of the required attendees sign a petition to hold an extraordinary meeting, the Program director shall convene one within 15 days.
- Article 4 Program meetings require the attendance of more than half of the required members to proceed. Approval requires a majority vote of the members present. When calculating the quorum, individuals unable to attend the meetings because they are ill or on official leaves shall be excluded.
- Article 5 The Program director shall serve as the chair of Program meetings. If the Program director is unable to attend a meeting, attendees shall elect one faculty member at the rank of associate professor or above to serve as acting chair to discuss important matters related to the Program.
- Article 6 A minute taker shall be assigned. Meeting minutes shall be distributed to all meeting participants and the college within two weeks and be made publicly available in accordance with the *Personal Data Protection Act*.
- Article 7 The chair may invite relevant individuals to attend meetings as necessary. Invited attendees may present opinions on agenda items but do not have voting rights.
- Article 8 The Directives and any amendments made hereto shall take effect upon passage by the Program Meetings and approval by the college dean.