

文藻外語大學翻譯系暨多國語複譯研究所課程規劃小組設置要點

民國 94 年 12 月 22 日翻譯系系務會議通過

民國 98 年 11 月 02 日系所務會議修訂通過

民國 98 年 12 月 15 日系所務會議修訂通過

民國 99 年 07 月 12 日教務會議修訂通過

民國 102 年 9 月 5 日系所務會議通過

民國 102 年 10 月 31 日英語暨國際學院院務會議通過

- 一、翻譯系暨多國語複譯研究所(以下簡稱本系所)為依照培育目標規劃相關課程，特設立翻譯系暨多國語複譯研究所課程規劃小組(以下簡稱本小組)。
- 二、本小組成員以五至十人為原則，系主任(所長)為本小組召集人，其餘為選任成員。成員應曾在本系所任教一年(含)以上，由全體專任教師以公開選舉方式產生；任期一年，得予連任。
- 三、本小組權責如下：
 - (一)、規畫本系所課程發展方向。
 - (二)、規畫本系所課程地圖內容，包含課程綱要、課程目標、對應之產業別與知能、對應之升學領域與知能、各年級配對能力指標等。
 - (三)、初審本系所每學期上傳之教學綱要。
 - (四)、初審本系所每學期網路輔助教學課程內容。
 - (五)、初審系所新設課程。
 - (六)、初審系所遠距教學課程。
 - (七)、規畫本系輔系、雙主修、學程相關課程及修習規定。
 - (八)、規畫本系所抵免相關辦法。
 - (九)、初審其他與課程相關之重要事項。
- 四、本小組會議由召集人召開，或經二分之一(含)以上成員連署召開。開會時應有三分之二(含)以上成員出席，議決事項應有出席人數二分之一(含)以上同意，方為通過。
- 五、本小組會議召開時，不克出席者須辦理請假手續，並得由其他人員代理。
- 六、本小組得視需要邀請相關人員、學生代表、校友代表、業界專家或校內外學者列席。
- 七、本小組議決事項及結果應提報系所務會議審議。
- 八、本小組設置要點經系所務會議與英語暨國際學院院務會議通過，陳請校長核定後實施，修正時亦同。

Guidelines for Establishment of Curriculum Planning Team
of Department of Translation and Interpreting (DTI) and Graduate Institute of
Multilingual Translation and Interpreting (GIMTI),
Wenzao Ursuline University of Languages

Approved in the Departmental Meeting of DTI on Dec. 22nd, 2005

Revised in Departmental Meeting of DTI/GIMTI on Nov. 2nd, 2009

Revised in Departmental Meeting of DTI/GIMTI on Dec. 15th,
2009

Revised in Departmental Meeting of DTI/GIMTI on July 12th, 2010

Revised in Departmental Meeting of DTI/GIMTI on Sep. 5th, 2013

Approved in College Meeting of College of English and
International Studies on Oct. 31st, 2013

- I. The Curriculum Planning Team(hereinafter referred to as the Team) of the Department of Translation and Interpreting (hereinafter referred to as DTI) and the Graduate Institute of Multilingual Translation and Interpreting (GIMTI) is established to plan relevant curriculum according to the educational objectives of DTI and GIMTI.
- II. The Team is composed of 5 to 10 members, with the Chairperson of DTI (and/or GIMTI) as the convener. The remaining members are elected. The members of the Team should have taught in DTI and/or GIMTI for 1 year (and above) and should be democratically elected by all faculty members of DTI/GIMTI. Each member will serve 1 year and members can be elected continuously.
- III. The responsibilities of the Team are as follows:
 1. Planning of the future direction of the curriculum of DTI/GIMTI.
 2. Planning of the content of the curriculum map of DTI/GIMTI, including course syllabi, course objectives, corresponding industry and competence, corresponding academic field and competence and corresponding yearly competence criteria.
 3. Reviewing course syllabi uploaded by the faculty members of DTI/GIMTI every semester.
 4. Reviewing content of teaching materials provided on the e-learning platform of DTI/GIMTI every semester.
 5. Reviewing newly offered courses of DTI/GIMTI.
 6. Reviewing long-distance course offered by DTI/GIMTI.
 7. Planning of curriculum for minor, second major and module(s) and relevant regulations.
 8. Planning of credit transfer regulations.
 9. Reviewing important issues related to curriculum planning.
- IV. The meeting of the Team will be convened by the convener or held with signatures of over 1/2 of the Team members. Two thirds of the Team members should attend for the meeting to be valid. Approval is valid when 1/2 of the attending members vote in favor.

- V. Team members who are unable to attend the Team meeting should complete the procedure to ask for leave and may ask someone else to act as substitute.
- VI. If appropriate, the Team may invite student representative, alumni representative, experts in the industry and scholars from the University and other universities to attend.
- VII. The decisions approved by the Team should be reviewed and approved by the Departmental Meeting of GTI/GIMTI.
- VIII. The Guidelines shall be approved by the Departmental Meeting and the College Meeting of English and International Studies and enforced after being submitted to and approved by the President of the University. The same procedure applies to any amendment.