

Tajen University

Regulations for the Establishment of the Department Affairs Council

Department of Fire Safety

Approved as amended by the Department Affairs Council on August 6, 2026

Article 1

These **Regulations for the Establishment of the Department Affairs Council of the Department of Fire Safety, Tajen University** (hereinafter referred to as “these Regulations”) are established pursuant to Article 4 of the **Regulations for the Establishment of the Department of Fire Safety of Tajen University**.

Article 2

The Department Affairs Council shall be composed of all full-time and project-based faculty members and student representatives of the Department of Fire Safety. The Chair of the Department shall serve as the chairperson of the Council.

If the Chair of the Department is unable to attend a meeting due to circumstances, the attending full-time or project-based faculty members shall elect one member among themselves to serve as the acting chairperson and preside over the meeting.

Article 3

The Department Affairs Council shall convene at least once each semester. A meeting may not be convened unless at least one-half (inclusive) of the required members are present. A resolution on any proposal shall require the approval of at least one-half (inclusive) of the attending members.

All resolutions of the Council shall be recorded in meeting minutes and announced or notified to all faculty members and relevant personnel. Extraordinary Department Affairs Council meetings may be convened when necessary.

Article 4

The Department Affairs Council may establish various committees according to the development and operational needs of the Department of Fire Safety. The organization and duties of each committee shall be separately prescribed.

Article 5

The Department Affairs Council shall review important matters of the Department of Fire Safety that are not under the jurisdiction of the Faculty Evaluation Committee. Its duties are as follows:

1. Development plans and annual budgets of the Department of Fire Safety.
2. The establishment, amendment, and repeal of important regulations and guidelines of the Department of Fire Safety.
3. Important matters concerning curriculum planning, teaching, student recruitment, practical training, and student affairs of the Department of Fire Safety.
4. Matters concerning the establishment and operation of various committees of the Department of Fire Safety.
5. Important administrative matters of the Department of Fire Safety and other matters that are required by law or regulations to be reviewed by the Department Affairs Council.

Article 6

When necessary, the Department Affairs Council may invite scholars and experts from within or outside the University, relevant administrators, administrative staff, or students to attend meetings as non-voting participants. Such attendees shall not have voting rights.

Article 7

These Regulations shall be promulgated and implemented upon approval by the Department Affairs Council and ratification by the Dean of the College of Pharmacy and Health Care. The same procedure shall apply to any amendments thereto.

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Fire Safety

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