

# Chung Yuan Christian University(CYCU)

## Regulations for Academic Affairs Meeting

Approved by the 829th Administrative Meeting on October 5, 2006

Amended by the 866th Administrative Meeting on September 3, 2009

Amended by Letter No. 1050002657 from the Secretariat on August 25, 2016

Amended by the 983rd Administrative Meeting on September 3, 2020

Amended by Letter No. 1120002325 from the Office of Graduate Studies on July 4, 2023

Amended by the 1027th Administrative Meeting on October 7, 2024

**Article 1** The Chung Yuan Christian University Academic Affairs Meeting Regulations (hereinafter referred to as “these Regulations”) are established in accordance with Article 14 of the Chung Yuan Christian University Organizational Charter.

**Article 2** The Academic Affairs Meeting (hereinafter referred to as “the Meeting”) is composed of the Dean of Academic Affairs, Deputy Dean of Academic Affairs, Deans of each college, department (institute) chairs, the Director of the Library, the Director of the Chaplain's Office, the Director of the Physical Education Office, the Director of the Military Training Office, the Chief Information Officer, the Director of the General Education Center, the Director of the Teacher Training Center, one faculty representative from each college, relevant teaching unit heads, and two student representatives. The Dean of Academic Affairs shall serve as the chair of the Meeting, with relevant teachers and students invited to attend as non-voting participants.

Faculty representatives should have at least three years of service at the university and hold the rank of associate professor or higher, as nominated by each college. If a college has fewer than nine full-time faculty members, it may choose not to nominate a faculty representative.

**Article 3** The items discussed in the Meeting shall include:

1. Matters concerning the improvement and development of teaching.
2. Improvements to registration, course selection, curriculum, credit transfers, examinations, and departmental transfers.
3. Matters related to faculty grade submissions or grade corrections.
4. Other important academic affairs issues.

**Article 4** The Meeting shall be convened at least once each semester. The meeting can only proceed if more than half of the members are present. Major proposals (including grade review matters) require approval from two-thirds of those present to pass.

**Article 5** An Executive Committee is established within the Meeting, consisting of the Dean of Academic Affairs, Deputy Dean of Academic Affairs, Deans of each college, and one faculty representative from each college. The Dean of Academic Affairs shall act as the convener, with the committee tasked with the following duties:

1. Pre-reviewing meeting proposals.
2. Reviewing faculty grade submissions or grade correction cases.
3. Reviewing urgent or important cases.

In cases where issues are urgent, significantly affect student rights, and are time-sensitive, the Executive Committee may, with unanimous agreement, make a decision for immediate implementation or correction. Such decisions shall be reported to the Meeting for record but will not be subject to further review.

**Article 6** A Curriculum Committee shall be established within the Meeting to review matters related to curriculum planning and approval. Its guidelines are to be formulated separately.

**Article 7** Proposals for the Meeting must be submitted in writing to the Office of Academic Affairs ten days before the meeting to be included in the agenda.

**Article 8** The Regulations are passed by the School Administration Council, and shall be promulgated and enforced by the President. The same shall apply where the Regulations are amended.