

中國醫藥大學教師授課時數計算辦法

China Medical University Regulations for the Calculation of Teaching Hours

- 第一條 本校為統一規範各所、系、科、中心教師每學期之授課時數計算標準，使承辦單位有所遵循，特制訂教師授課時數計算辦法（以下簡稱本辦法）。
- To standardize the calculation of teaching hours per semester for faculty members in all institutes, departments, divisions, and centers of CMU, and to provide clear guidelines for administrative units, the Regulations for the Calculation of Teaching Hours (hereinafter referred to as “these Regulations”) are hereby stipulated.
- 第二條 專任教師之基本授課時數以教授每週授課八小時，副教授每週授課九小時，助理教授每週授課九小時，講師每週授課十小時。
- 屬校院互聘且專勤服務於本校醫療體系及獨立研究所、碩博士學位學程之教師基本授課時數以教授每週授課四小時，副教授每週授課五小時，助理教授每週授課五小時，講師每週授課六小時。
- 依「專業技術人員」辦法聘任之體育教師，不分職級每週須授課 20 小時。教師之授課時數以研究所博士班、碩士班、大學部（含二年制）授課時數合併計算。
- 與亞洲大學合聘之教師在兩校授課時數合併計算為基本授課時數，然若已支領亞洲大學鐘點費者，不得再合併計算授課時數。
- 必修課程之主授課教師應由專任教師擔任，特殊狀況得依行政程序報核。
- The basic weekly teaching hours for full-time faculty members are as follows:
- Professors: 8 hours per week
Associate Professors: 9 hours per week
Assistant Professors: 9 hours per week
Lecturers: 10 hours per week
- For faculty members jointly appointed with the affiliated hospital, who are fully engaged in the hospital, independent graduate programs, or master’s and PhD programs, the basic teaching hours are as follows:
- Professors: 4 hours per week
Associate Professors: 5 hours per week
Assistant Professors: 5 hours per week
Lecturers: 6 hours per week
- For physical education instructors hired under the “Professional and Technical Personnel” regulations, regardless of rank, the required teaching is 20 hours per week. Teaching hours may be aggregated from courses taught in PhD, master’s, and undergraduate (including two-year) programs.

For faculty members jointly appointed with Asia University, teaching hours from both institutions may be combined to meet the required basic teaching hour. However, if the faculty member receives hourly compensation from Asia University, the teaching hours from Asia University may not be included in the calculation.

Required courses must be taught by full-time faculty as the main instructor. Exceptions must be approved through appropriate administrative procedures.

第三條 各所、系、科、中心應於第十六週完成下一（新）學期之教學進度表為計算授課時數之依據；新學期之教學進度表各週內容須於開學後第二週結束前完成修改。惟授課教師因重大傷病或不可抗力之因素，得經簽請系所主管、院長及教務長核准後，予以更正教學進度表。

Each institute, department, division, and center shall complete the teaching schedule for the upcoming (new) semester by the 16th week of the current semester, which will serve as the basis for calculating teaching hours. Any necessary modifications to the schedule must be completed by the end of the second week of the new semester. In the case of serious illness or force majeure, the teaching schedule may be revised upon approval by the Director of Department, the Dean of College, and the Dean of Academic Affairs.

第四條 各正課、實驗課及實習課程悉以教務處公佈該科目之學分數為計算基準，自行加課部份不予計算授課時數。

The credit hours officially announced by the Office of Academic Affairs for each lecture, laboratory, and internship courses shall serve as the basis for calculating teaching hours. Additional hours voluntarily added by the instructor shall not be included in the calculation.

第五條 計算方式

一、正課：正課以每週每班授課一小時滿一學期者為一授課時數。每週授課科目，如全學期由同一人授課者，以課程表排定之時數計算授課時數；如由二人（含）以上授課者，依教學進度表計算各人授課時數。

選課學生人數超過設定基準人數時，應增加教師之每週授課時數核計如下：每班設定基準人數最多為 70 人，修課人數超過設定基準時，增加授課時數計算方式為：

(一) 71 至 100 人得計授課時數=科目之學分數 x1.2 倍

(二) 101 至 140 人得計授課時數=科目之學分數 x1.4 倍

(三) 141 至 199 人得計授課時數=科目之學分數 x1.6 倍

(四) 200 人以上得計授課時數=科目之學分數 x1.8 倍

二、實驗課：校內實驗（實習）課授課時數計算方式，得依下述二擇一計算：

(一) 大學部每班 35 名學生以一位教師計算授課時數。每週每班授課一小時滿一學期者，每位授課教師皆以一授課時數計算。

(二) 大學部每班若只安排一位授課教師，設定基準人數最多為 70 人，修課人數超過設定基準時，增加授課時數計算方式為：

1. 71 至 100 人得計授課時數=授課時數 x1.2 倍
2. 101 至 140 人得計授課時數=授課時數 x1.4 倍
3. 141 至 199 人得計授課時數=授課時數 x1.6 倍
4. 200 人以上得計授課時數=授課時數 x1.8 倍

三、海外研習課程：授課時數=科目之學分數 x1.5 倍÷2。

四、服務學習課程：服務學習課程每週每班授課二小時滿一學期者以一授課時數計算。團體服務課程以大學部每班 35 名學生以一位教師計算授課時數為原則，其他授課以一般正課課程方式計算。

五、醫院臨床實（見）習課程：

(一) 分組教學科目，各組應分別安排教學進度，據以分組核計，由校內專任教師全程參與教學者以每一小時折算為三十分之一授課時數，但同一時段同時指導兩組以上學生者，不得重覆計算授課時數。

(二) 醫院臨床實（見）習專任教師授課時數依本校臨床實（見）習教學共同注意事項計算（如附件）。

(三) 負責擔任實（見）習課程授課教師可採計一授課時數，每班 60 名學生以一位教師計算授課時數為原則；研究所實（見）習課程，若授課教師為附設醫院醫師者，以認列醫院臨床實（見）習時數優先，且不得重複採計。

六、臨床技能課程、問題導向小組學習課程（PBL）及團隊導向學習課程

（TBL），以實際參與指導之教師分別以一小時折算為十八分之一計算授課時數，引導教師（tutor）授課時數比照講演課程，每學期最多以 3 授課時數為限。

講演課堂中以臨床技能、問題導向小組學習（PBL）及團隊導向學習（TBL）方式授課者，至少以 5 位學生安排一位教師為原則，分段授課者亦可依教師上限乘以每週時數進行教師之分配。若教師人數超出之課程，經教務處或研究生事務處通知仍不修改者，得由教務處或研究生事務處逕依授課教師順序刪減。講演課堂此類時數不受前項時數之限制。

七、遠距課程：（須經校課程委員會審核通過）

(一) 數位標竿課程，經審核通過後再次開課者，授課時數為該科目授課時數之 1.2 倍，同一門課僅加乘一次。

(二) 跨校區同步課程，授課時數為該科目授課時數之 1.2 倍。

八、業師協同教學授課

(一) 原排定授課之專、兼任教師，其授課時數計算，為該科目當週授課時數乘以 0.5 倍。

(二) 協同教學之業師，以課程表排定之時數計算授課時數。

九、體育及軍訓課程依教師實際授課時數計算。

十、教師指導或共同指導學生研究之計分方式：

(一) 每指導一名大學部學生之獨立研究、專題研究或論文課程，得計 0.2 授課時數，國科會大專生研究計畫，得計 0.5 授課時數，每週最高以 2 授課時數為限，惟獨立研究課程最高以 1 授課時數為限。教育部跨領域研究計畫之指導教師等同指導國科會大專生研究計畫。

(二) 每指導一名碩士班或博士班研究生，得計 0.5 授課時數，每週最高以 2 授課時數為限。

(三) 博士班、碩士班及大學部學生之指導教授名單於每學期開學後第五週前，由系主任（所長）提出，經院長核章，送至教務處審查核定。

(四) 每名教師每學期指導學生研究之學分，每週最高以 3 授課時數採計，但不得支領超支鐘點費。

十一、專任教師主持研究計畫及產學合作計畫之計算方式：

(一) 主持國家型研究計畫或國家衛生研究院研究計畫，得計 0.5 授課時數，每週最高以 1 授課時數為限。

(二) 召集國科會整合型研究計畫，得計 0.5 授課時數，每週最高以 1 授課時數為限。

(三) 主持政府機構或合法立案之財團法人研究機構之研究計畫（含附醫補助計畫），得計 0.25 授課時數，每週最高以 1 授課時數為限。

(四) 主持產學合作計畫金額累計達 50 萬以上者，得計 0.25 授課時數，達 100 萬以上者，得計 0.5 授課時數，每週最高以 1 授課時數為限。多位教師共同參與之產學合作計畫，得由計畫主持人分配參與教師授課時數之比例。

(五) 每名教師每學期主持研究計畫及產學合作計畫之學分，每週最高以 2 授課時數採計，但不得支領超支鐘點費。

十二、專任教師參與學生學習輔導性工作（如：協助教務處之課業輔導、國考證照輔導等），得經教務處依本校「弱勢學生及課業預警學生輔導實施辦法」採計，未滿基本授課時數之教師，應優先補足基本授課時數為原則；已滿基本授課時數之教師依教育部公告之鐘點費辦理。

十三、專任教師擔任導師每學期可折抵授課時數（台中 1 授課時數、北港 1.5 授課時數），則不另發給導師費。

Calculation Methods

1. Lecture Courses:

One teaching hour is counted for each class taught one hour per week for the full semester. If a course is taught by a single instructor throughout the semester, teaching hours are based on the scheduled class time. If a course is taught by two or

more instructors, the hours are calculated according to the individual teaching schedule.

When the number of enrolled students exceeds the standard class size of 70, the weekly teaching hours increase as follows:

71–100 students: credits \times 1.2

101–140 students: credits \times 1.4

141–199 students: credits \times 1.6

200 or more students: credits \times 1.8

2. Laboratory Courses:

Teaching hours for internal laboratory or internship courses may be calculated using one of the following methods:

(1) For undergraduate classes, 1 instructor per 35 students. Each class that meets one hour per week for a full semester earns 1 teaching hour for each instructor.

(2) If only one instructor is assigned, and class size exceeds 70, the teaching hours increase as follows:

71–100 students: hours \times 1.2

101–140 students: hours \times 1.4

141–199 students: hours \times 1.6

200 or more students: hours \times 1.8

3. Overseas Study Courses:

Teaching hours = course credits \times 1.5 \div 2

4. Service Learning Courses:

Courses that meet two hours weekly per class for a full semester count as one teaching hour. For group service learning, 1 teacher per 35 students is used as the standard; other service learning courses follow the standard of lecture course calculation.

5. Clinical Internship Courses:

(1) For group teaching, each group must have a separate schedule and be individually calculated. Full-time faculty involved in teaching may count 1 hour of teaching as 1/30 teaching hour. Teaching two or more groups simultaneously in the same time slot may not be counted multiple times.

(2) Teaching hours for clinical courses taught by full-time or part-time instructors are calculated according to the university's Clinical Internship Teaching Guidelines.

(3) Instructors responsible for clinical courses may count one teaching hour per class, based on one instructor per 60 students. For graduate-level courses taught by affiliated hospital physicians, hospital internship hours take priority and cannot be counted multiple times.

6. Clinical Skills, Problem-Based Learning (PBL), and Team-Based Learning (TBL) Courses:

Teachers participating in actual instruction may count 1 hour as 1/18 teaching hour. Tutors' teaching hours are calculated as lectures, up to 3 hours per semester. For lectures involving clinical skills, PBL, or TBL methods, at least one instructor should be assigned per 5 students. Courses may be divided and assigned proportionally according to teacher limits. If the number of instructors exceeds the course requirements and no adjustments are made after being notified by the Office of Academic Affairs or the Office of Graduate Student Affairs, the offices may reduce the number of instructors according to the order of assignment. This type of lecture instruction is not subject to the 3-hour limit above.
7. Distance Learning Courses (must be approved by the Curriculum Committee):
 - (1) Digital Benchmark Courses, once approved and re-offered, count as 1.2× the original teaching hours (only one adjustment is allowed per course).
 - (2) Synchronous inter-campus courses count as 1.2× the original teaching hours.
8. Industry Expert Co-Teaching:
 - (1) The scheduled instructor's teaching hours count as 0.5× the weekly hours.
 - (2) Industry co-instructors' hours are calculated based on the scheduled class time.
9. Physical Education and Military Training Courses:

Calculated based on actual teaching hours.
10. Supervising or Co-Supervising Student Research:
 - (1) For each undergraduate student supervised in independent study, special project, or thesis course, 0.2 teaching hours may be counted. For each student supervised under the NSTC College Student Research Program, 0.5 teaching hours may be counted. The maximum teaching hours per week shall not exceed 2, with independent study courses up to 1 teaching hour. Faculty supervising projects under the MOE Interdisciplinary Research Program shall be credited in the same manner as supervising an NSTC College Student Research Program.
 - (2) For each graduate student (master's or PhD) supervised, 0.5 teaching hours may be counted, with a maximum of 2 teaching hours per week.
 - (3) Lists of advisors for PhD, master's, and undergraduate students shall be submitted by the Director of Departments (Institutes) before the 5th week of each semester, approved by the Dean of Colleges, and submitted to the Office of Academic Affairs for review and confirmation.
 - (4) The total teaching hours for supervising student research per faculty member per semester shall not exceed 3 hours per week. No additional hourly compensation shall be granted for any excess hours.

11. Full-Time Faculty Serving as Principal Investigators of Research Projects and Academia-Industry Cooperation Projects:
 - (1) Faculty serving as principal investigators of national-level research projects or National Health Research Institutes (NHRI) projects may be credited with 0.5 teaching hours, up to a maximum of 1 teaching hour per week.
 - (2) Faculty serving as coordinators of NSTC integrated research projects may be credited with 0.5 teaching hours, up to a maximum of 1 teaching hour per week.
 - (3) Faculty serving as principal investigators of research projects commissioned by government agencies or legally established foundations and research institutions (including projects funded by the affiliated hospital) may be credited with 0.25 teaching hours, up to a maximum of 1 teaching hour per week.
 - (4) For academia-industry cooperation projects, faculty may be credited with 0.25 teaching hours for accumulated project funding of NT\$500,000 or more, and 0.5 teaching hours for NT\$1,000,000 or more, up to a maximum of 1 teaching hour per week. If multiple faculty members are involved in the same project, the project leader may allocate the teaching hours proportionally among participating faculty.
 - (5) The total teaching hours per week for research projects and academia-industry cooperation projects per faculty member shall not exceed 2 hours. No additional hourly compensation shall be granted for any excess hours.
12. Full-time faculty participating in academic support (including tutoring, national exam preparation) may have their teaching hours credited in accordance with the university's "Guidelines for Supporting Disadvantaged and Academically At-Risk Students." Faculty who have not yet fulfilled their minimum required teaching hours shall prioritize fulfilling the basic teaching hour requirement. Those who already meet the requirement shall be compensated according to the hourly standard of the Ministry of Education.
13. Full-time faculty members serving as student advisors may offset their teaching hours each semester (1 hour for Taichung Campus; 1.5 hours for Beigang Campus), and shall not receive additional advisor compensation.

第六條 專任教師兼任行政職務採計時數原則：

- 一、兼任副校長、主任秘書、教務長、研究生事務長、學務長、總務長、研發長、產學長、國際事務長、研究生事務長、體育室主任、高教深耕執行處執行長、高教深耕執行處主任、附設醫院院長、學院院長、通識教育中心主任、分部主任、人力資源室主任、圖書資訊中心主任、教師發展中心主任、校務研究辦公室主任、各學系主任及生物醫學研究所所長，每週授課時數採計四小時。

- 二、兼任或兼代學院副院長、副教務長、副研究生事務長、副學務長、副總務長、副研發長、副國際事務長、高教深耕執行處副主任、圖書資訊中心副主任、各中心主任、研究所所長、學位學程主任、立夫中醫藥博物館館長、中草藥農林實驗場場長、環安室主任及各處各組（中心）組長（主任）者，每週授課時數採計二小時。
- 三、兼任或兼代各中心副主任、學系副主任、學科主任，每週授課時數採計一小時。教師兼任學校其他行政主管或學術主管工作時，可依情況由單位主管呈校長核准採計授課時數。本校當學期各項主管資料，依人力資源室於當學期公告之名單採計授課時數。
- 四、擔任校教師評審委員會委員，每週授課時數採計一小時。
- 五、兼任兩項以上職務者，以時數多者計算，只計一次。未滿一學期者，依比例計算。

Teaching Hour Calculation Principles for Full-Time Faculty with Administrative Positions:

1. Faculty concurrently serving as Vice President, Chief Secretary, Dean of Academic Affairs, Dean of Graduate Affairs, Dean of Student Affairs, Dean of General Affairs, Dean of Research and Development, Dean of Academia-Industry Cooperation, Dean of Global Affairs, Director of Athletic Department, Director of the Higher Education Sprout Project, Hospital Superintendent, Dean of Colleges, Director of the General Education Center, Director of Branch Campus, Director of Human Resources, Director of Library and Information Center, Director of the Center for Faculty Development, Director of the Institutional Research, Director of Departments, and Director of the Graduate Institute of Biomedical Sciences shall be credited with 4 teaching hours per week.
2. Faculty concurrently serving as Associate Deans (including Academic Affairs, Graduate Student Affairs, General Affairs, Research and Development, and Global Affairs), Deputy Director of the Higher Education Sprout Project, Deputy Director of the Library and Information Center, Directors of Centers, Directors of graduate institutes or degree programs, Director of the Lifu Museum of Chinese Medicine, Director of the Chinese Herbal Garden, Director of the Environmental Safety Office, or section heads or directors of various offices/centers shall be credited with 2 teaching hours per week.
3. Faculty concurrently serving as Deputy Directors of centers, Deputy Director of Departments, or Subject/Discipline Coordinators shall be credited with 1 teaching hour per week. Faculty members holding other administrative or academic supervisory positions may have their teaching hours credited with presidential approval based on recommendations by the respective unit heads. Official teaching hour calculations are based on the list of administrative positions announced by the Office of Human Resources each semester.

4. Faculty serving as members of Faculty Evaluation Committee of the University shall be credited with one teaching hour per week.
5. For those holding two or more positions, only the one with the highest credited hours shall be counted. For terms shorter than one semester, teaching hours shall be calculated proportionally.

第七條

專任教師參與行政服務（如：輔導學生出國、交流或實習、協助行政工作、國外文書處理、協助專案教育計畫、參與政府機構事務等）得經各單位主管簽請校長核准後採計，以每週平均工作四小時採計一小時授課時數為原則。每學術單位之教師協助行政服務採計以四小時授課時數為上限。

Full-time faculty who assist with administrative services (including student guidance for overseas study, exchanges, or internships; administrative support; processing foreign language documents; assisting with special educational projects; or participating in government-related affairs) may be credited with teaching hours upon approval by the President based on recommendations from the unit head. One teaching hour shall be credited for every average of four hours of service per week. Each faculty is limited to a maximum of four credited teaching hours for administrative services per semester.

第八條

到任二年內之初任專任助理教授，為進行教學準備工作，每週可採計授課時數二小時。

前項所稱初任專任助理教授係指自取得部定助理教授證書（依起資年月計）後，在他校及本校工作年資合計未超過二年者。

符合前項規定之初任專任助理教授名單由人力資源室認定。

New full-time assistant professors within their first two years of service may be credited with two teaching hours per week for lesson preparation.

“New full-time assistant professors” refers to those who have obtained an official Assistant Professor Certificate from the Ministry of Education and whose combined teaching experience at CMU and other institutions does not exceed two years (calculated from the certificate issuance date).

The list of faculty members who meet the condition of the preceding paragraph shall be verified by the Office of Human Resources.

第九條

開班人數：

一、本校選修課程，大學部課程最低開班人數為十五人；研究所課程博士班最低開班人數為二人，碩士班最低開班人數為三人。加退選截止後，大學部課程選課人數低於（含）十人及兼任教師選課人數低於十五人者，不予開班。特殊情況者可簽請教務長核准後始得開課。

二、若不足開班人數，但課程負責人仍同意開課且經教務長核准後，則依選課人數比例計算教師之教學授課時數。惟必修課程不受學生人數限制。

三、各系所碩士班與博士班採併（合）班上課者，以一班計算。

四、專、兼任教師於學生加退選後，因選課人數未達下限無法開課者，其於加退選結束前已上課者，專任教師依實際上課鐘點核計授課時數、兼任教師依實際授課時數核發鐘點費。

Minimum Enrollment for Course Offering:

1. For elective courses, the minimum enrollment for undergraduate courses is 15 students; for PhD courses, 2 students; and for master's courses, 3 students. After the add/drop period, undergraduate courses with 10 or fewer students or courses offered by part-time faculty with fewer than 15 students shall not be offered, unless approved by the Dean of Academic Affairs under special circumstances.
2. If the number of enrolled students does not meet the minimum requirement but the course instructor agrees to proceed and is approved by the Dean of Academic Affairs, the teaching hours shall be calculated proportionally based on the number of enrolled students. Required courses are exempt from minimum student number requirements.
3. Courses jointly offered for master's and PhD students shall be counted as a single class.
4. If a course is canceled after the add/drop period due to insufficient enrollment, full-time faculty shall be credited based on the actual hours taught, while part-time faculty shall be paid hourly based on actual teaching time.

第十條 本校專任教師超時授課以不核發超鐘點費為原則。惟校院共聘教師，超過實際授課時數（專任臨床工作人員 2 授課時數、非臨床工作或研究人員 4 授課時數）者，得酌發鐘點費。

In principle, no overtime pay shall be granted for full-time faculty who exceed their required teaching hours. However, faculty jointly appointed by the university and the affiliated hospital may be granted overtime pay if their actual teaching hours exceed the following: 2 teaching hours for full-time clinical personnel; 4 teaching hours for non-clinical or research personnel.

第十一條 一、兼任教師每學期授課鐘點費以實際授課時數支給，每學期核發 4.5 月。兼任教師夜間授課鐘點費及暑修課程教師授課鐘點費，依照教育部公佈之夜間授課教師鐘點費支給標準發給。

二、業界協同教學教師之授課鐘點費按講師職級比照本校「兼任教師鐘點費支給標準表」，欲支付講師級以上之鐘點費，另簽辦理。鐘點費於每學期末依實際授課時數一併核發。

1. Part-time faculty shall be paid based on actual teaching hours, with calculation of 4.5 months per semester. For evening classes and summer courses, hourly pay shall follow the Ministry of Education's standard rates for evening session instructors.

2. Industry co-teaching instructors shall be paid according to the hourly pay rate for lecturers as outlined in the university's "Hourly Pay Standards for Part-Time Faculty." If payment is to be made at a rate equivalent to or higher than lecturer level, separate approval is required. Payment shall be issued at the end of the semester based on actual teaching hours.

第十二條 專任教師之暑修授課課程，若不足支付授課教師鐘點費者，不足部分採計為次一學期之基本授課時數。

For full-time faculty teaching summer courses, if the teaching hours are insufficient to meet the minimum hourly rate, the shortfall shall be counted toward the instructor's basic teaching hours for the following semester.

第十三條 全程以英語教學方式開授之課程，其授課時數計算方式為該科目授課時數之 1.5 倍。

Courses taught in English shall have their teaching hours calculated as 1.5x the actual hours of the course.

第十四條 專任教師之夜間授課課程，授課時數計算方式為科目之學分數 x1.25 倍。選課學生人數超過設定基準人數時，則依第五條之規定計算。專任教師至北港校區授課（不含體育課程及遠距課程線上上課週次），其學分計算方式為該科目之學分數 x1.5 倍。

For full-time faculty teaching evening courses, teaching hours shall be calculated as 1.25x the course credit hours. If student enrollment exceeds the standard, teaching hours shall be calculated in accordance with Article 5. For courses taught at Beigang campus (excluding physical education and online distance classes), teaching hours shall be calculated as 1.5x the course credit hours.

第十五條 專任教師授服務學習課程，台中校區課程 x1.5 倍，北港校區課程 x2 倍。

For service-learning courses taught by full-time faculty, teaching hours shall be calculated as 1.5 times for courses offered at Taichung campus and 2 times for those at Beigang campus.

第十六條 教師參與校級課程於每學期結束兩週內，由教師提出相關證明向教務處或研究生事務處（視開課單位而定）申請採計授課時數之認定，每參與一週課程折算 0.1 授課時數，並採計為下一學期之授課時數，每週最高以 1 授課時數為限。

Faculty participating in university-level courses must submit supporting documentation to the Office of Academic Affairs or the Office of Graduate Student Affairs (depending on the course offering unit) within two weeks after the end of the semester to apply for teaching hours recognition. For each week of participation, 0.1 teaching hour shall be credited toward the following semester, with a maximum of 1 credited teaching hour per week.

第十七條 本辦法經教務會議、行政會議審議通過，陳請校長發布實施，修正時亦同。

These Guidelines shall be implemented upon approval by the Academic Affairs Meeting, Administrative Meeting, and promulgation by the President of the University.

Amendments follow the same procedure.