

## 國立中興大學醫學院院務會議規則

# Regulations of the College Affairs Council of the College of Medicine, National Chung Hsing University

111年8月16日院務會議通過(111年8月5日簽奉校長核定)

Approved by the College Affairs Council on August 16, 2022 (Ratified by the University President on August 5, 2022).

113年6月13日院務會議修正通過(113年8月15日簽奉校長核定)

Amended and approved by the College Affairs Council on June 13, 2024 (Ratified by the University President on August 15, 2024).

一、依據本校組織規程及本校各學院院務會議實施要點之規定，訂定國立中興大學醫學院(以下簡稱本院)院務會議規則(以下簡稱本規則)。

1. In accordance with the university's organizational regulations and the implementation guidelines of the College Affairs Councils of the university's various colleges, the 'Rules of the College Affairs Council of the College of Medicine, National Chung Hsing University' (hereinafter referred to as these Rules) are hereby established.

二、本院院務會議(以下簡稱本院會)由院長召集並擔任會議主席，院長因故不能出席時，由院長指定副院長代理，若無副院長或院長、副院長均無法出席時，則由出席人員公推一人為代理主席。

2. The College Affairs Council of the College (hereinafter referred to as the Council) is convened by the Dean, who serves as the meeting chair. If the Dean cannot attend, the Dean may designate a Vice Dean to serve as the substitute. If there is no Vice Dean or if neither the Dean nor the Vice Dean can attend, the attendees will elect a chairperson from among themselves to preside over the meeting.

三、本院會由下列代表組成之：

(一)當然代表：本院院長、副院長、各系(學位學程)主任及各研究所所長。

(二)選任代表：醫學院內校務基金人事費聘任之基礎學科專任教師(含專業技術人員)至少兩名、各教學醫院全額挹注薪資來源之專任(案)教師六名(屬醫學中心之教學醫院各兩名、其餘教學醫院各一名)。選任代表不得少於全體代表(不含列席代表)二分之一，由全院專任(案)教師互選產生。

(三)推薦代表：因本院組成及規模特殊，必要時得由院長推薦本校非本院相關領域之專任教師1至5人，簽請校長核可後擔任本會議代表。

帶職帶薪、留職停薪、休假研究及被借調校外期間之各單位人員，無被選舉權。

前項選任代表及推薦代表任期內如遇前述情形者，應由候補代表遞補之。教授、副教授代表不得少於教師代表三分之二。

(四)學生代表：大學部(含學士學位學程)及研究所(含碩博士學位學程)至少各一名，由本院大學部各學系學生代表及各研究所學生代表互選之，任期一年。學生代表出席人數為教師應出席代表人數十分之一。

(五)列席代表：

1. 本院附屬單位主管或其代理人。
2. 職工列席代表一名：由本院現有編制職員、工友其所屬單位輪流推派之。
3. 在校學生列席代表至多二名：本院研究生代表一人，由各所(學位學程)推選代表輪流擔任；本院大學部代表一人，由各系推選代表輪流擔任。本院會討論學生之學業、生活及訂定獎懲有關事項時，得為出席代表。
4. 院長指定之列席人員。

3. The College Affairs Council is composed of the following representatives:

- (1) Ex-Officio Representatives: The Dean, Vice Deans, department (or degree program) chairs, and directors of institutes of the College.
- (2) Elected Representatives: At least two full-time faculty members (including professional technical staff) in basic sciences who are employed with funding from the university's administrative fund for personnel costs, and six full-time faculty members (with salaries fully funded by teaching hospitals) from the affiliated teaching hospitals. Two faculty members from medical center teaching hospitals and one faculty member from other teaching hospitals. The number of elected representatives shall not be less than half of the total number of all representatives (excluding attendees), and they shall be elected by all full-time faculty members of the College.
- (3) Appointed Representatives: Due to the special composition and scale of the

College, if necessary, the Dean may recommend 1 to 5 full-time faculty members from fields outside of the College but within the university, to serve as representatives in the Council. These recommendations must be submitted to the University President for approval. Personnel on leave with pay, on suspension without pay, on research leave, or seconded outside the university do not have the right to vote.

If, during their term, any elected or appointed representative faces one of the aforementioned conditions, a substitute representative shall be appointed from the alternates. The number of professor and associate professor representatives shall not be less than two-thirds of the faculty representatives.

(4) Student Representatives: At least one student from the undergraduate program (including the bachelor's degree program) and one student from the graduate program (including master's and doctoral degree programs), who will be elected by the student representatives from each department of the College and from each research institute. The term of office for student representatives is one year. The total number of student representatives shall account for one-tenth of the required number of faculty representatives.

(5) Attending Representatives:

A. Heads of affiliated units or their delegates.

B. One staff representative: to be selected by rotation from the College's current staff and labor groups.

C. There are up to two student representatives: one graduate student representative, elected by the graduate students of each institute (or degree program), and one undergraduate student representative, elected by the departments. These student representatives may attend meetings when topics related to student's academic matters, living conditions, or the establishment of rewards and penalties are discussed.

D. Personnel designated by the Dean to attend as guests.

四、本院會之列席代表得就有關議案陳述意見，但無表決權。

4. Attending representatives of the College Affairs Council may present opinions on relevant agenda items but do not have voting rights.

五、本院會之選任代表任期為一年(自該年八月一日至次年七月三十一日)，連選得連任一次。

5. The term of office for the elected representatives of the College Affairs Council is one year (from August 1 of the current year to July 31 of the following year), and they may be re-elected for one additional term.

六、當然代表因故不能出席時，得以書面委託代理人出席，並於會議中行使應有之權利，其所屬單位對代理人選有特別規定者，從其規定。選任代表及列席代表應親自出席會議。

6. If an ex-officio representative cannot attend, they may delegate a proxy in writing to attend the meeting and exercise the appropriate rights. Those regulations shall apply if the representative's affiliated unit has specific regulations regarding selecting a proxy. Elected representatives and attending representatives must attend the meeting in person.

七、本院會每學期至少召開一次，由院長召集之。惟經院務會議應出席代表三分之一以上連署召開臨時會議時，院長應於十五日內召開之。如遇特殊情況，本院會議案得由院長決定採電子郵件方式進行，其程序如下：

(一)將會會議程及資料以電子郵件傳送本院院務會議全體委員(並請收件者傳送回條)，請委員對議案進行審議。

(二)審議期間以七日內為原則，並以電子郵件或書面回覆。

(三)於審議期間內回覆同意者超過全體委員之半數者，該議案決議通過；回覆同意者未達半數，該議案則送交下一次院務會議討論。

(四)決議後結果以電子郵件發送會議紀錄。

7. The College Affairs Council shall meet at least once each semester, convened by the Dean. However, if more than one-third of the attending representatives of the College Affairs Council request an extraordinary meeting in writing, the Dean shall convene the meeting within fifteen days. In special circumstances, the meeting may be conducted via email, with the following procedure:

(1) The meeting agenda and related documents shall be sent by email to all members of the College Affairs Council (with a request for a read receipt), asking the members to review the agenda items.

(2) The review period is seven days, and responses must be made by email or in writing.

(3) If more than half of the members respond in agreement during the review period, the proposal shall be approved. If fewer than half agree, it shall be submitted for discussion at the next College Affairs Council meeting.

(4) The meeting minutes shall be emailed to all members after the decision.

八、本院會有應出席代表過半數之出席，始得開議；有出席代表過半數之贊成始得決議。應出席人員之計算，以院務會議代表總額減除因公、因病人數計算之。

8. The College Affairs Council may only begin its deliberations if more than half of the required representatives are present. A decision may only be made if more than half of the attending representatives approve the proposal. The attendance calculation for required representatives is based on the total number of College Affairs Council representatives, minus those absent due to official duties or illness.

九、院務會議討論本院組織、教學、研究、推廣、發展及其他有關院務事項。議案以下列方式提出之：

(一)院長交議者。

(二)系、所、學位學程、班務會議提案者（附會議紀錄）。

(三)院務會議代表三人以上連署提案者。

(四)臨時動議案須有出席代表十分之一（至少三人）以上之連署。

議案經主管會議審核通過後，始列入議程。議案審核原則：(1)審核議案是否符合程序。(2)建議補件或補充說明。(3)處理排序及併案。

9. The College Affairs Council discusses matters related to the College's organization, teaching, research, outreach, development, and other relevant affairs. Proposals may be submitted in the following ways:

(1) Proposals submitted by the Dean.

(2) Proposals submitted by the department, institute, degree program, or class meetings (with meeting minutes attached).

(3) Proposals submitted by three or more representatives of the College Affairs Council.

(4) Proposals for urgent motions must be supported by signatures from at least one-tenth of the attending representatives (at least three people).

Proposals will only be included in the agenda after being reviewed and approved by the Executive Committee. The review principles for proposals are as follows:

- (1) Ensure the proposal complies with procedural requirements.
- (2) Suggest additional documents or clarifications if needed.
- (3) Determine the order of discussion and potential consolidation of proposals.

十、本院會應有專人記錄，其紀錄應於會議結束後二週內分送各代表並公布之，公布時應符合個資法之規定。

10. The College Affairs Council shall have a designated person to take meeting minutes. The minutes should be distributed to all representatives and published within two weeks after the meeting. The publication must comply with the Personal Data Protection Act.

十一、本規則經院務會議通過報校長核定後實施，修正時亦同。

11. These rules shall be implemented after being approved by the College Affairs Council and submitted to the University President for approval. The same procedure applies for any amendments.