

### SOP for Affairs Related to Revising Organizational Code

Procedure	Research and Development Division	University internal meetings procedure	Board of Directors	Ministry of Education	Forms Used
Start	●				
Implementation	2.1 Collate revision opinions for Organizational Code ↓ (Checkpoint 3.1)				<b>【 Revised regulation comparison table】</b>
	2.2 Discuss proposed revisions with respective units →	2.3 Propose at Regulation Review Committee for review. ↓ 2.4 Propose at Administrative Council meeting for review ↓ 2.5 Propose at University Affairs Committee meeting for review	2.6 Report to Board of Directors	2.7 Report to Ministry of Education for approval	
End	●				

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(Checkpoint 3.1)

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2.4 Propose at Administrative Council meeting for review

2.5 Propose at University Affairs Committee meeting for review

2.6 Report to Board of Directors

2.7 Report to Ministry of Education for approval

2.8 Announce and revise organization chart