

NCHU Department of Business Administration Guidelines for Organization of the Student Recruitment and Examination Affairs Committee

Enacted in the Departmental Affairs Meeting on Apr. 20, 2011

Amended (Article 2,5) in the Departmental Affairs Meeting on Jan. 13, 2025

Article 1 The department has established the Student Recruitment and Examination Affairs Committee (hereinafter referred to as Committee) in accordance with relevant laws and Article 2 of the University's Admission Guidelines. The Committee handles all admission tasks in accordance with the principles of fairness, justice, and transparency.

Article 2 The committee is composed of the department chairperson as the ex-officio committee member and convener, overseeing all admission affairs of the department. The remaining members are elected by the attendees of the Departmental Affairs Meeting, who select four to six full-time assistant professors or above. The term of office for members is one academic year, with the possibility of reappointment. If the department chairperson must recuse themselves from admission-related tasks, the members will elect one person to serve as the convener.

Article 3 The responsibilities of the Committee are as follows:

1. To draft regulations for various admission channels of the department, such as admission quotas, examination methods, examination dates, evaluation subjects and standards, grading methods, examination items, and weight distribution
2. The chairperson of the department or the committee will establish the admission standards and the principles for quota transfer.
3. To formulate the admission process.
4. To determine the department's admission strategies and promotional activities.
5. To discuss improvements in the admission process and establish feedback mechanisms.

Article 4 The convener will convene the meeting based on the admission tasks process. The meeting can only be held if at least two-thirds of the members are present, and decisions will be made by majority vote. When necessary, the committee may invite the department's faculty, staff, and students to attend the meetings.

Article 5 In order to handle the examination, interview, and written test, the chairperson will recommend the members of the Review Task Group before the examination. The composition of the group is as follows:

1. Bachelor's degree admissions: three to six full-time lecturers or above of the department.
2. Master's degree admissions: three to seven full-time assistant professors or above of the department.
Doctoral program admissions: five to seven full-time assistant professors or above of the department.

In special circumstances, with the President's approval, external scholars and experts may be invited to serve as the Review Task Group members, but their number shall not exceed one-third of the total number of the group members.

3. Question drafters of written examination will be conducted by at least two internal members of the university
4. Interviews may be conducted in groups simultaneously, depending on the number of examinees.

Article 6 Operation of Review Task Group:

1. The convenor will organize a meeting with the review task group members before the examination to confirm the examination process, and to decide on the methods of review and interview, the interview schedule, the question scope, and the scoring criteria.
2. Each item will be graded individually according to the criteria listed in the grading form. The actual score of the examinee will be the average of the scores given by each review task group member, calculated to one decimal place.
3. Each examination component and written examination subject will be scored out of 100.
4. Question drafting should be careful to ensure sufficient discrimination. The distribution of question difficulty should follow the principle of 50% for difficult questions and 50% for general questions.
5. If an examinee's score is below 60 or above 90, the reviewer should provide specific reasons in the grading form.

Article 7 The following individuals shall not be eligible to serve as members of the review task group or question drafters:

1. The person per se, his/her spouse, and blood relatives within the third degree of the relationship who takes the department's examination in the current year.
2. Those who teach or hold other positions in cram schools.
3. Those who have edited reference books for further studies.
4. Those who have a vested interest in a particular examinee, which may affect the fairness of the examination.
5. Others whose involvement may affect the fairness of the examination.

Article 8 Prior to the release of each admission examination result, the chairperson or the committee will establish the admission standards and the principles for quota transfer. In the event of under-admission, specific reasons should be provided and submitted to the University student recruitment committee for approval. The admission list should be released by the University student recruitment committee, and the department should not release the list in advance.

Article 9 When the department conducts the enrollment examinations, all staff involved in the preparation of question drafters, printing of examination papers, sealing the papers, supervision for the exam, marking scripts, calculation for results, announcement of results, replacements, and student registration should treat with caution and pay attention to confidentiality matters.

Article 10 Information related to examinees' scores, test papers, examination documents, electronic files, and related documents for the admission examinations shall be kept for at least one year. However, in the case of grievances being filed, related files shall be kept until the end of the case. The examinee's score document shall be sent to the University's Admissions Committee for record-keeping.

Article 11 Examinees may apply for grade reviews for all examination items, and the department will respond to them after that.

Article 12 The guidelines and any amendments shall be implemented after being passed by the Departmental Affairs Meeting, agreed upon by the Dean and approved by the Office of Academic Affairs.

※ In case of discrepancy between the Chinese version of terms & rules and its English translation, the Chinese version shall prevail.