

National Chung Hsing University General Admission Guidelines

Enacted in the 360th Administrative Meeting on Mar. 7th, 2011
Amended (Articles 6 & 7) in the 397th Administrative Meeting on Jan. 13th, 2016
Amended (Articles 1-16) in the 408th Administrative Meeting on Jun. 14th, 2017
Amended (Article 5) in the 447th Administrative Meeting on Mar. 23rd, 2022
Amended (Article 6) in the 455th Administrative Meeting on May. 10th, 2023
Amended (Article 6) in the 459th Administrative Meeting on Dec. 20th, 2023

- Article 1 To facilitate various admissions processes, the University has established the National Chung Hsing University General Admissions Guidelines (hereinafter referred to as "the Guidelines") in accordance with the Ministry of Education's "University Admissions Review Regulations", the University's admissions regulations, and other relevant laws and regulations.
- Article 2 Each department or institute (college, degree program) is required to establish an Admissions Examination Committee in accordance with these Guidelines to assist with various admissions tasks. The committee will be formed through a resolution passed during a meeting of the respective department (college, degree program), with the section chiefs for divisions serving as the conveners. Additionally, the committee must create its own organizational regulations, which need to be approved by the Dean and submitted to the Office of Academic Affairs for record-keeping purposes.
- Article 3 The organizational regulations of the Admissions Examination Committee for each department or institute (college, degree program) shall clearly define the committee's composition and responsibilities, as well as the qualifications and number of committee members. All admissions examination tasks shall be carried out in accordance with the principles of fairness, justice, and transparency.
- Article 4 The Admissions Examination Committee of each department or institute (college, degree program) shall clearly define matters such as admission quota, eligibility requirements, exam dates, exam subjects, written exam subjects, weightings of exam components, admission standards, and principles for reallocation. These details must be included in the enrollment guide and can only be publicly announced and implemented after approval by the university-level Student Recruiting Committee. The admission quota must also be approved by the Ministry of Education.
- Article 5 The admission exams may include written tests, interviews, documentary reviews, practical skills assessments, hands-on assessments, and other forms. In principle, each examination component and written exam subject shall have a maximum score of 100 points. The weightings for each examination component and written exam subject may be determined and may be given greater emphasis in the scoring.

Article 6 To carry out the review and interview process, the section chiefs for divisions shall serve as the convener and recommend instructors to form the screening panel. The qualifications and number of panel members shall be clearly outlined in the organizational regulations of the Admissions Examination Committee for each department or institute (college, degree program).

For undergraduate program admissions exams, the screening committee must consist of at least three full-time, project-based, or jointly appointed instructors with a rank of lecturer or higher. For master's and doctoral program admissions exams, the committee members must be full-time, project-based, or jointly appointed instructors holding the rank of assistant professor or higher. The committee for master's programs should have at least three members, while the committee for doctoral programs should include at least five members.

In light of special circumstances, each admissions unit may invite external scholars or experts to serve as members of the screening committee, provided they receive approval from the President. However, the number of external members must not exceed one-third of the total committee members.

Article 7 The enrollment guide must specify the materials examinees must submit and the number of required copies for examination components that require review.

The primary objective of examination components involving interviews, practical skills assessments, or hands-on assessments is to evaluate the examinee's skills and qualities. The process shall be recorded through audio, video, or detailed written records. Written records must be completed before the Admissions Examination Committee meeting finalizes the admission list.

The review, interview, practical skills assessments, or hands-on assessment may be conducted in groups, depending on the number of examinees.

Each department or institute (college, degree program) shall establish review and interview scoring sheets. For scores below 60 or above 90, specific facts should be clearly stated in the scoring sheet. Before conducting the review and interview, the screening committee members should first discuss operational details, the methods for the interview and review, define the scope of the interview questions, establish the scoring criteria, and determine the calculation methods.

Article 8 At least two committee members (inclusive) should be appointed for each written exam subject, and a designated individual shall be appointed as the

convener for joint question setting and responsible for compiling the exam questions. If necessary, external professionals from outside of the department (college) may be hired as question-drafting committee members. The written exam scores of each examinee must remain confidential and should not be referenced in the review and interview process.

Committee members tasked with drafting exam questions are presumed to have consented to their online publication after the annual exam concludes. To effectively assess a range of abilities, the question-drafting committee members should distribute exam questions based on their difficulty levels. The exam questions should avoid closely resembling commercially available reference books and minimize reliance on past exam questions.

During the written exam, each exam room should have two invigilators responsible for overseeing the exam. The primary invigilator should be an instructor, and if necessary, an experienced teaching assistant or staff member from within the university may serve in this role.

Article 9 When a department or institute (college, degree program) conducts admissions exams, all personnel involved in the examination process, including committee members responsible for question drafting, printing exam papers, invigilating, grading, reviewing and interviewing, calculating scores, opening sealed envelopes, publishing results, registration, and supplementary admissions, must handle these matters with care. All personnel involved are obligated to maintain confidentiality and avoid conflicts of interest.

Article 10 Personnel involved in the examination process, including committee members responsible for question drafting, grading, reviewing, and interviewing, must choose recusal from participation if their own relatives, or the relatives of their spouse, within the third degree of kinship, are taking the exam in that year.

Individuals who work at cram schools or edit college entrance reference books should recuse themselves from question drafting or interview duties.

Those found in violation of the preceding two paragraphs shall not be hired as examination personnel or participate in the admission exams for the subsequent three years.

Article 11 Before the release of admission exam results, the university-level Student Recruiting Committee must establish the minimum admission bar for each department or institute (college, degree program). The admission list should be published solely by the university-level Student Recruiting Committee;

individual departments (institute, degree program) are not permitted to release it in advance.

- Article 12 Examinees may request a review of their scores for each exam component and written exam subject. The enrollment guide should clearly outline the application procedure for score reviews.
- Article 13 Departments or institutes (colleges, degree programs) should retain relevant admission exam materials including examinees' score data, review materials, soft copy, and related documents for one year. However, if an appeal is filed in accordance with regulations, these materials should be retained until the procedures for administrative remedies are concluded. The examinees' core data should be sealed by the convener after the review and interview process is completed and sent to the Office of Academic Affairs in a sealed, confidential manner by a designated person for safekeeping.
- Article 14 The budget for the operation of enrollment shall abide by the rules in the "Principles of Compiling the Revenues and Expenditures of the Self-organized Enrollment Examination" of the University.
- Article 15 Any matters not mentioned herein should be handled in accordance with the enrollment guide and relevant legal regulations.
- Article 16 These Guidelines shall be implemented after being established by the university's administrative meeting, and the same procedure applies to any amendments.