

National Chung Hsing University Regulations for Handling the Appeals on Enrollment Affairs

Enacted in the 330th Administrative Meeting on Sep. 19th, 2007

Amended (Articles 3 & 4) in the 362nd Administrative Meeting on May. 11th, 2011

Amended (Articles 3 & 4) in the 372nd Administrative Meeting on Sep. 12th, 2012

Amended (Article 7) in the 380th Administrative Meeting on Sep. 12th, 2013

Amended (Article 3 & 7) in the Student Recruiting Committee Meeting for the 2018 Academic Year on Sep. 13th, 2017

- Article 1 National Chung Hsing University (NCHU) has established these regulations to uphold the fairness of its admissions examinations, protect the rights of examinees, and effectively address any disputes arising from the admissions process.
- Article 2 Examinees who believe that significant administrative errors have occurred during the university's admission process, resulting in harm to their rights, or who find the enrollment guide unclear or have doubts regarding admissions procedures, may file a complaint with the Student Recruiting Committee. However, if the enrollment guide or relevant regulations have already provided clear stipulations, if the appeal period has expired, or if the case is deemed minor, the request will not be accepted. The examination affairs office will directly issue a formal response.
- Article 3 To review and handle examinee' appeals, the University shall establish a "Taskforce of Handling the Appeal on Enrollment Affairs." The regulations governing its organization, term of office, and operations are as follows:
1. The Taskforce of Handling the Appeal on Enrollment Affairs shall consist of seven committee members. The President shall appoint five members from among the section chiefs for divisions related to enrollment affairs, and the section chief of the examination affairs unit shall also serve as a member. The Vice President for Academic Affairs shall act as the convener.
 2. The term of office for committee members of the Taskforce for Handling Appeals on Enrollment Affairs shall be one year, with the possibility of reappointment.
 3. The Taskforce for Handling Appeals on Enrollment Affairs meetings require the attendance of at least two-thirds of its committee members to begin. Decisions regarding evaluation outcomes must be approved by at least two-thirds of the members present. Resolutions on other matters will be passed by a majority vote of the attending members. A committee member unable to attend a meeting may designate a faculty instructor appointed by their respective section chief for the division to attend on their behalf. If a committee member is absent during their term of office or resigns from their position, the new section chief of their respective

division shall appoint a replacement. The replacement's term shall last until the original term expires.

4. The heads of the relevant department or institute and other concerned personnel shall attend the meeting to explain the events related to the appeal.
5. The Taskforce for Handling Appeals on Enrollment Affairs shall submit the evaluation results in writing for the President's approval, after which a formal response will be issued to the complainant.
6. Any member of the Taskforce who has a conflict of interest in the appeal case shall recuse themselves and shall not participate in the proceedings.
7. If necessary, the Taskforce for Handling Appeals on Enrollment Affairs may increase the number of committee members or invite the university's legal advisor to participate based on the circumstances.

Article 4 Examinees must submit a written, signed appeal to the Student Recruiting Committee within ten days from the occurrence of the relevant admission examination (sent by registered mail, with the postmark as proof). Appeals submitted after this period will not be accepted. After the Student Recruiting Committee accepts an examinee's appeal, the case shall be referred to the Taskforce of Handling the Appeal on Enrollment Affairs for review.

Article 5 The appeal submitted by the examinee must include the following information:

1. The complainant's name, gender, date of birth, National Identification Card number, admission examination name, applied department or institute, admission ticket number, contact address, and phone number.
2. The facts and reasons for the appeal, along with the remedies requested by the complainant.
3. If necessary, relevant documentary proof and evidence shall be attached.
4. The complainant's signature, along with the date of the appeal.

Article 6 Once an examinee's appeal is accepted, the University shall reach a decision on the appeal within thirty days following the receipt of the appeal. The University will then issue an official reply to the complainant, providing information about the procedures for administrative remedies. If necessary, the Enrollment Appeals Taskforce may refer the appeal to the Student Recruiting Committee for review and action.

Article 7 These Regulations shall be implemented and announced upon approval by the university-level Student Recruiting Committee and subsequent ratification by the President. The same procedure applies when amendments are made.