

NATIONAL CHUNG HSING UNIVERSITY
**Department of Applied Mathematics, Graduate Institute of Statistics,
and Graduate Institute of Data Science and Information Computing**
Regulations for Organizing the Admissions Examination Task Committee

May 8, 2019—Passed by the Department/Graduate Institute Affairs Meeting
February 24, 2021—Passed by the Department/Graduate Institute Affairs Meeting
August 29, 2023—Passed by the Department/Graduate Institute Affairs Meeting

- Article 1 The Department of Applied Mathematics, Graduate Institute of Statistics, and Graduate Institute of Data Science and Information Computing (collectively, “the Department/Graduate Institutes”) have established the Admissions Examination Task Committee (hereinafter referred to as “the Committee”) in accordance with Article 2 of the National Chung Hsing University *Admissions Operation General Guidelines* to conduct various admissions examination tasks and ensure that such tasks are handled in a fair, just, and transparent manner.
- Article 2 The Committee shall consist of nine members. The head of the Department/Graduate Institutes shall serve as convener and ex-officio member, while the other eight members, selected by the head from among full-time or jointly appointed faculty members of the Department/Graduate Institutes according to their areas of expertise, shall serve as the Committee members once approved by the Department/Graduate Institute Affairs Meeting. The Committee members shall serve a one-year term and may serve consecutive terms if reappointed. If the Department/Graduate Institute head must recuse themselves from admissions examinations tasks, the Committee members shall elect an acting convener from among themselves.
- Article 3 The Committee, led by the convener, shall oversee the Department/Graduate Institutes’ admissions examination tasks. Its responsibilities are as follows:
- (1) To formulate the Department/Graduate Institutes’ admissions strategies and promotional activities
 - (2) To organize various admissions examinations task groups
 - (3) To draft admissions procedures
 - (4) To establish specific rules for various admissions channels, such as the number of students admitted, examination eligibility criteria, examination methods, examination subjects and standards, scoring weight distributions, admissions standards, and transfer principles
 - (5) To resolve admissions disputes and violations
 - (6) To review admissions applications from international students
 - (7) To discuss admissions examination improvement matters
 - (8) To handle other admissions-related matters

Article 4 To review admissions materials and conduct interviews, pursuant to Article 6 of the National Chung Hsing University *Admissions Operation General Guidelines*, the head of the Department/Graduate Institutes shall recommend faculty members (categorized by their fields of expertise) to form a review panel. The head shall serve as an ex officio member of the review panel, whereas the other panel members shall be appointed in the following manner:

- (1) For undergraduate admissions examinations, the review panel members must be full-time or jointly appointed faculty members of the Department/Graduate Institutes; the review panel must have at least three members.
- (2) For master's and doctoral admissions examinations, the review panel members must be full-time or jointly appointed faculty members of the Department/Graduate Institute; the review panel must have at least five members.

The review panels are responsible for evaluating students' application materials and conducting interviews. The members shall elect one convener to coordinate panel meetings to organize examination task details, such as the document review and interview methods and standards.

Article 5 The Department/Graduate Institute head shall appoint members responsible for preparing the examination questions in accordance with Article 8 of the *National Chung Hsing University Admissions Operation General Guidelines*.

Article 6 Individuals with any of the following conditions shall recuse themselves from the Committee regarding admissions examination tasks of the Department/Graduate Institutes:

- (1) The individuals, their spouses, or relatives by blood or marriage within three degrees of kinship are involved in the admissions examinations.
- (2) The individuals are participants in the current year's examinations, are employed by cram schools, or are involved in editing reference materials for university admissions.
- (3) The individuals have previously served as the candidates' thesis/dissertation advisors.
- (4) Any other circumstances that may compromise the fairness of the examinations.

Article 7 Matters unaddressed herein the *Regulations for Organizing the Admissions Examination Task Committee*, they shall be handled in accordance with the *National Chung Hsing University Admissions Guidelines* and relevant laws and regulations.

Article 8 These Regulations and any amendments made hereto shall come into effect upon approval by the Department/Graduate Institute Affairs Meeting and submission to the Office of Academic Affairs for reference.