

National Chung Hsing University Doctoral Program in Data Science and Industrial Analytics

Admissions Affairs Committee Organizational Rules

October 4, 2019 Formulated by the Program Meeting

- Article 1 The Doctoral Program in Data Science and Industrial Analytics (hereinafter referred to as “the Program”) has established the Admissions Affairs Committee (hereinafter referred to as “the Committee”) in accordance with relevant laws and Article 2 of the National Chung Hsing University *Admissions Affairs Common Guidelines* to handle all admissions-related tasks.
- Article 2 The Committee shall comprise five to seven members, with the Program director serving as an ex officio member and convener. Other committee members shall be appointed by the Program director from among faculty members by the end of August each year. Committee members shall serve a term of one year and may be reappointed. If the Program director recuses themselves from admissions affairs, Committee members shall elect one member to serve as acting convener.
- Article 3 The convener shall oversee all admissions-related tasks, while committee members’ responsibilities shall include:
1. Drafting the specific rules for various Program admissions channels, including the number of students admitted, examination-application qualifications, examination dates, examination items, and grading breakdowns.
 2. Establishing the minimum admissions standards and quota allocation principles.
 3. Formulating admissions procedures.
 4. Planning admissions strategies and promotion plans.
 5. Discussing and proposing improvements to admissions procedures.
 6. Handling other admissions-related tasks.
- Article 4 The convener shall convene Committee meetings based on the progress of admissions-related tasks. Committee meetings require the attendance of at least two-thirds of the members to proceed, and approval requires a majority vote of the members present. Other faculty members of the Program may attend the meetings when necessary.
- Article 5 For reviews and interviews, the Program director shall nominate faculty members to form a review team consisting of the following members:
1. Five full-time faculty members at the rank of assistant professor or above. External teachers may be appointed when necessary
 2. Review team members, who are responsible for evaluating applicants through document reviews and interviews
- Article 6 Review team operations are as follows:
1. The convener shall convene a meeting prior to examinations to coordinate related details and procedures.
 2. The review team shall determine the document review and interview methods, whether group interviews are necessary, and if so, the interview schedules and grading standards. For document review and interview grades below 60 or above 90, specific justifications shall be provided in the evaluation forms.
 3. Applicants’ grades shall be the averages of all review team members’ grades, calculated

to one decimal place.

Article 7 Individuals who meet any of the following descriptions may not serve as review team members:

1. They are the individuals writing the examinations in the current year, or are their spouses or relatives by blood or marriage within the third degree of kinship.
2. They teach at cram schools.
3. They have edited reference materials for the entrance examination.
4. They have a conflict of interest with students taking the examination that may compromise the fairness of the grading process.
5. They meet any other conditions that may compromise the fairness of the examination process.

Article 8 Before announcing the admissions examination results, the Committee shall establish the minimum admission standards and submit them to the University Admissions Committee for approval. The University Admissions Committee will then officially release the admission list. The Program may not announce any admission results before the University Admissions Committee does.

Article 9 All admissions examinations-related materials, including candidate grades, review materials, electronic files, and relevant documents, shall be preserved for at least one year. However, if there are appeals filed in accordance with relevant regulations, the materials shall be preserved until the conclusion of the appeal processes or administrative relief procedures. Candidate examination grades shall be sealed by the convener after the review and interview process and delivered by designated personnel to the Office of Academic Affairs in a confidential manner for record-keeping.

Article 10 All examination item grades shall be subject to candidates' requests for grade reviews, with the Office of Academic Affairs to notify the candidates the review results in writing after the reviews.

Article 11 For matters not covered in the *Admissions Affairs Committee Organizational Rules*, they shall be handled in accordance with the *Admissions Guidelines* and relevant laws and regulations.

Article 12 These rules and any amendments made hereto shall take effect upon passage by the Program Meetings, approval by the college dean, and submission to the Office of Academic Affairs for record-keeping.