

國立中興大學微生物暨公共衛生學研究所招生試務工作委員會組織規則

100年4月21日所務會議通過
114年2月19日所務會議修正通過(第3條)

- 一、本所為協辦各項入學招生試務，特依據有關法令及本校招生作業共同準則第2條之規定，設置招生試務工作委員會(以下簡稱本委員會)，秉公平、公正、公開原則辦理各項招生試務工作。
- 二、本委員會由本所全體專任教師組成，所長為當然委員並擔任召集人，得連任。若所長因故應迴避招生試務工作，則由委員互推一人為召集人。
- 三、本委員會由召集人綜理本所各項招生試務工作，委員會職掌為：
 - (一)擬定本所各類入學管道之招生簡章細則，如招生名額、考試方式、考試日期、**考試**科目、成績採計方式及佔分比例等。
 - (二)擬訂各組最低錄取標準、各組流用原則。
 - (三)擬訂招生作業流程。
 - (四)訂定本所招生策略及招生宣導事宜。
 - (五)研議各項招生改進事宜及回饋機制。
- 四、本委員會依招生工作進度，由召集人召開會議。委員會議應有三分之二以上委員出席始得開會，以多數決方式議決議案。
- 五、本所為辦理審查及面試，由所長推薦教師組成甄審小組，其甄審委員之組成為：
 - (一)碩博士班招生由本所助理教授以上專任教師擔任，必要時得推薦所外老師擔任。
 - (二)甄審委員負責進行考生書面審查及面試之評審作業。
- 六、甄審小組之運作：
 - (一)由召集人召集甄審委員於考試前召開會議，協調試務工作細節及流程。
 - (二)決定審查及面試方式、是否分組面試、考生面試時間、出題範圍及評分標準。
 - (三)各委員依評分單所列項目分別單獨評分，考生之得分以各甄審委員評分總和之平均數為實得分數，分數計算至小數點後一位。
 - (四)各審查及面試成績以一百分為滿分。
 - (五)考生審查及面試成績為六十分以下或九十分以上者，甄審委員應於評分單中寫明具體事實。
- 七、凡有下列情形之一者，不得擔任本所甄審委員或命題委員：
 - (一)本人、配偶及三親等內之血親參加本所當年度考試者。
 - (二)於補習班任教或擔任其他工作者。
 - (三)有編輯升學參考書者。
 - (四)與特定考生有特定利益關係，且可能影響考試公平性者。
 - (五)其他可能影響考試公平性者。
- 八、各項招生考試放榜前，由本委員會擬訂各組最低錄取標準及流用原則，如有不足額錄取之情形時，應載明具體事實理由，送經校招生委員會同意。錄取名單應由校招生委員會統一發佈錄取名單，本所不得先行發佈錄取名單。
- 九、本所辦理各項招生試務工作時，對於命題、製卷、彌封、監試、閱卷、核計成績、放榜、遞補及報到等事宜，參與人員均應妥慎處理並注意保密事宜。
- 十、各項招生考試有關考生成績資料、試卷、審查資料、電子檔案及相關文件應保存一年以

上，但依規定提起申訴者，應保存至申訴程序結束或行政救濟程序終結為止。考生成績資料應送校招生委員會存查。

十一、各考試項目均應受理考生申請成績複查，本所經複查後函覆考生。

十二、本組織規則由本所所務會議通過，經院長同意後送教務處備查後實施，修正時亦同。

NATIONAL CHUNG HSING UNIVERSITY
GRADUATE INSTITUTE OF MICROBIOLOGY AND PUBLIC HEALTH
Rules for Organization of the Student Recruitment and Examination Affairs
Committee

Amended by the Institute Affairs Meeting on February 19, 2025 (Article 3)

- Article 1 The Institute has formulated 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 consists of all full-time faculty members of the Institute. The Director serves as an ex-officio member and convener, eligible for reappointment. If the Director must recuse themselves from duties related to admissions, the committee members shall nominate and elect one person to serve as the convener.
- Article 3 The convener oversees all admission-related affairs of the Institute. The responsibilities of the Committee include:
1. To draft regulations of the admissions for various enrollment routes, including admission quotas, methods and dates of examination, subjects, grading guidelines, examination items, and weight distribution.
 2. To determine the minimum admission standards and principles for quota transfer in each division.
 3. To establish procedures for admission processes.
 4. To develop the Institute's recruitment strategies and promotion plans.
 5. To deliberate improvements in admission process and establish feedback mechanisms.
- Article 4 The convener shall convene Committee meetings according to the progress of admission work. Meetings require the attendance of at least two-thirds of the members and decisions are made by majority vote.
- Article 5 To handle reviews of written materials/document and interviews, the Director recommends faculty members of the Admission Review Panel, composed as follows:
1. Full-time faculty members at assistant professor level or higher ranks handle master's and doctoral program admissions. External faculty may be recommended if necessary.
 2. Members of Admission Review Panel are responsible for evaluating applicants through review of written materials/document and interviews.
- Article 6 Operations of the Admission Review Panel:
1. The convener organizes a meeting with the review committee members before the examination to coordinate the examination process.
 2. To determine the review and interview methods, whether to conduct group interviews, interview schedules, question scope, and scoring criteria.

3. 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 committee member, calculated to one decimal place.
4. The score of each examination component (for instance: written materials/document and interview) is graded on a 100-point scale.
5. Reviewers must specify concrete reasons on the evaluation sheet for scores of examinees are below 60 or above 90.

Article 7 The following individuals shall not be eligible to serve as members of the Admission Review Panel or question drafters:

1. The applicants per se, their spouse, or a relative within three degrees of kinship who takes the exam at the Institute in the current year.
2. Those who teach or employed at cram schools.
3. Those who have edited admission-related reference materials.
4. Those who have a specific interest relationship with a particular examinee that may affect fairness
5. Any other conditions that might affect exam fairness.

Article 8 Before the release of the admission examination results, the Committee shall determine the minimum admission standards and the principles for quota transfer in each group. In cases of insufficient enrollment, specific reasons should be documented and submitted to the University Admissions Committee for approval. The admission list shall be announced by the University Admissions Committee, and the Institute shall not release the list in advance.

Article 9 During the handling of admission-related affairs, including question-setting, printing and sealing of examination paper, invigilation, grading, score calculation, announcement, candidate replacement, and student registration, all participants must treat with caution and maintain confidentiality.

Article 10 Records related to admission exams, such as applicants' scores, test papers, review materials, electronic files, and other related documents, must be kept for at least one year. For cases involving appeals, these records must be kept until the appeal or administrative relief procedures are concluded. Score records shall be submitted to the University Admissions Committee for record-keeping.

Article 11 The Institute shall accept requests from examinees for review of score for all examination items. After conducting the review, the Institute shall formally respond to the examinee.

Article 12 These Organizational Rules shall be implemented upon approval by the Institute Affairs Meeting, agreed upon by the Dean, followed by submission to the Office of Academic Affairs for record. Any amendments shall be processed accordingly.