

Organizational Regulations for Committee of Student Recruitment and Examination Affairs of the Department of History, National Chung Hsing University

- Article 1 The Department shall establish the Committee of Student Recruitment and Examination Affairs (hereinafter referred to as the “Committee”) in accordance with the relevant regulations and Article 2 in “National Chung Hsing University Common Criteria on Enrollment of Student”, to establish an enrollment guide and govern recruitment affairs with the principles of fairness, integrity, and transparency.
- Article 2 The Department Head shall serve as the ex-officio member and convener of the Committee, and the remaining six members are mutually elected by all full-time department faculty with lecturer rank or above whom is concurrently appointed as the member of the Committee of Admission and Student Affairs, with the possibility of renewal. When the Department Head is required to enter recusal for reasons, the member shall nominate one member as the convener by mutual election.
- Article 3 The Convener shall be responsible for Student Recruitment and Examination Affairs of the Department. The Committee shall be responsible for:
- (1) Establishing enrollment guidelines, including admission quota, type of examinations, date of examination, subjects and standard of examination, grading criteria, and grading ratio.
 - (2) Establishing the admission procedure.
 - (3) Discussing improvements and feedback mechanisms on admission.
- Article 4 The Committee shall be held by the convener in accordance with the student recruitment progress. The Committee shall meet when one-half of the members are present, and resolutions shall be made by voting. Topics with deadlines shall be discussed on the next meeting of the Committee of Admission and Student Affairs.
- Article 5 The Department Head shall recommend faculty to establish the Promotion Review Taskforce for handling the review and interview, the member of the taskforce shall be:
- (1) For undergraduate admission: At least three full-time or joint appointed faculty with lecturer rank or above.
 - (2) For postgraduate admission: Five full-time or joint appointed faculty with assistant professor rank or above.
- Article 6 The operation of Promotion Review Taskforce:
- (1) The convener shall hold the meeting before the examination to establish the procedure of student recruitment and examination affairs.
 - (2) Establishment of the content, length, range and grading criteria of review and interview.
 - (3) The taskforce member shall grade independently on the scoring chart. The final score shall be the average sum of each taskforce member.
 - (4) The maximum grade of the examination shall be 100, the taskforce members shall provide specific reasons for grading candidates with grades below 60 or above 90.

- Article 7 The number of members for establishment of written test shall be two or above. External professionals shall be invited as the member for establishment of written test. The members shall arrange grading ratio in accordance with the difficulty of the question. The maximum grade of the written test shall be 100.
- Article 8 Personnel shall not be the member of the Promotion Review Taskforce under one of the following circumstances:
- (1) The person, spouse, or relatives by marriage within third degree of relationship attend the examination of current year
 - (2) Work at tutoring center
 - (3) Have published reference book
 - (4) Have conflict of interest with specific candidate, and may affect the fairness of the examination
 - (5) Other matters which may affect the fairness of the examination
- Article 9 The Committee shall decide on the minimum admission standard before the results are released. If the admission quota is remaining, a statement of reasons shall be submitted to the University's Enrollment Committee for approval. The admission list will be announced by the Admissions Committee, the Department must not announce the admission list in advance.
- Article 10 When establishing the student recruitment and examination affairs, the staffs involved in the question drafting, printing and sealing, invigilating, reviewing, calculating grades, announcing result, vacancy-filling and registering shall keep the tasks confidential.
- Article 11 All evaluation data, including candidate grading, exam paper and reviewing materials, shall be preserved for one year. However, in the case of grievances being filed, related files shall be kept until the end of the case. The candidate data shall be submitted to the University's Enrollment Committee.
- Article 12 Candidate may apply for review of grades on the content of examination or written test. The University or the Department shall reply to the candidate after completion of the review.
- Article 13 These regulations are implemented upon approval by the Departmental Affairs Meeting, approval by the Dean, and submission to the Office of Academic Affairs. Any amendments thereto shall be subject to the same process.