

Organizational Rules for the Admissions and Examination Committee

Graduate Institute of Clinical Nursing, National Chung Hsing University

Approved by the Institute Affairs Meeting on August 20, 2024

1. Purpose

To coordinate various admissions and examination tasks, the institute establishes the Admissions and Examination Committee (hereinafter referred to as the "Committee") in accordance with Article 2 of the university's general admissions guidelines. The Committee operates under the principles of fairness, impartiality, and transparency in handling all admissions-related matters.

2. Composition of the Committee

- The Director of the institute is an ex-officio member.
- By the end of September each year, the Director shall nominate at least four full-time or jointly appointed faculty members, holding assistant professor or higher positions, to form the Committee for the academic year.
- The term of office is one year, and members may be reappointed.

3. Convener

- The Director serves as the Convener of the Committee and oversees all admissions tasks.
- If the Director must recuse themselves from admissions-related duties, the Committee members shall elect one among themselves to serve as the Convener.

4. Responsibilities of the Committee

- (1) Drafting and revising the detailed regulations in the admissions handbook, including quotas, examination methods, subjects, and implementation procedures, as well as determining the weighting of scores for interviews, written tests, and document reviews.
- (2) Managing all matters related to admissions, such as Master's program entrance examinations and other admissions categories.
- (3) Supervising the execution of admissions tasks.
- (4) Establishing minimum admission standards and alternate admission quotas for each applicant group.
- (5) Resolving disputes and addressing violations related to admissions.
- (6) Formulating admissions strategies and promotional activities.
- (7) Proposing improvements and feedback mechanisms for the admissions process.

5. Meetings

The Convener shall convene meetings according to the progress of admissions tasks. A quorum of two-thirds of the Committee members is required to hold a meeting. Decisions are made by majority vote and must be reported to the Institute Affairs Meeting for record.

6. Screening and Examination Teams

- The Director nominates suitable personnel to form a screening team before the examination.
- The composition is as follows:
 - (1) Master's Program Admissions: At least three full-time or jointly appointed faculty members holding assistant professor or higher positions.
 - (2) Written Test Questions: Drafted by at least two faculty members, with a designated coordinator to consolidate questions. External experts may be invited if necessary.
 - (3) Interviews: For large numbers of candidates, interviews may be conducted in groups, but each group must include at least three screening members.

7. Operation of the Screening Team

- (1) The Convener shall call a coordination meeting with screening members before the examination to confirm details, examination procedures, review and interview methods, interview schedules, scope of questions, and evaluation criteria.
- (2) Each member shall independently score candidates based on the evaluation items listed on the scoring sheet. The candidate's final score will be the average of all scores given by screening members, rounded to one decimal place.
- (3) Each examination item and written test subject is scored on a scale of 100 points.
- (4) To ensure better differentiation among test items, question setters should appropriately balance the difficulty levels of the questions.
- (5) For document reviews and interview scores below 60 or above 90, screening members must provide specific justifications on the scoring sheet.

8. Conflict of Interest

- Individuals involved in admissions tasks must recuse themselves if they or their close relatives (within three degrees of kinship, including spouses) are candidates for the current examination year.
- Those engaged in tutoring or editing preparatory materials for admissions must voluntarily avoid participating in question-setting or interview tasks.

9. Result Announcement

Before the results are announced, the Committee shall establish the minimum admission standards and principles for quota adjustments for each group.

- In cases where the number of qualified candidates does not meet the quota, specific reasons must be documented and submitted to the university's Admissions Committee for approval.
- The final list of admitted candidates shall be officially published by the university's Admissions Committee. The institute is not permitted to announce results in advance.

10. Confidentiality and Security

All personnel involved in admissions tasks, such as question-setting, test preparation, invigilation, grading, calculation of scores, result announcement, handling of alternate candidates, and registration, must handle these matters with care and maintain confidentiality.

11. Retention of Examination Records

Examination-related records, including candidates' scores, answer sheets, review materials, electronic files, and other relevant documents, must be retained for at least one year. In cases of appeals or administrative remedies, records must be preserved until the conclusion of such processes. Examination records must be submitted to the Academic Affairs Office for record-keeping.

12. Score Review Requests

Candidates are allowed to request a review of their scores for any examination item or written test subject. Procedures for score review shall be determined by the university's Admissions Committee and clearly stated in the admissions handbook.

13. Implementation and Amendments

These organizational rules shall take effect upon approval by the Institute Affairs Meeting, consent from the Dean, and submission to the Academic Affairs Office for record. Amendments to these rules shall follow the same procedure.