

國立中興大學外國語文學系招生試務工作委員會組織規則

100 年 2 月 23 日系務會議通過

- 一、本系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、本委員會由委員七人組成，系主任為當然委員並擔任召集人，其餘委員於每年 8 月底前由本系專任助理教授（含）以上選舉產生，任期一年，得連任。若系主任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系各項招生試務工作，委員會職掌為：
 - （一）擬定本系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、檢定科目及標準、成績採計方式、考試項目及佔分比例等。
 - （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）訂定本系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。
 - （六）其他與招生試務相關工作。
- 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（含）以上委員出席始得開會，以多數決方式議決議案。必要時，本系教師得列席會議。
- 五、本系為辦理審查、面試及筆試測驗，由系主任擔任召集人並推薦教師組成甄審小組，其甄審委員之組成為：
 - （一）學士班招生由本系講師以上之專任教師至少四人擔任；碩士班招生由本系助理教授以上專任教師至少五人擔任，必要時得推薦系（校）外老師擔任。
 - （二）筆試各科之命題委員由本校教師二人（含）以上擔任為原則。
- 六、甄審小組之運作：召集人必要時得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。
 - （一）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。
 - （二）考試項目及筆試科目各以一百分為滿分。
 - （三）命題時應注意試題之鑑別度，試題難易度之佔分比例以較難題目佔 30%、一般性題目佔 50%、較容易題目佔 20%為原則。
 - （四）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。

(五) 非筆試科目成績低於六十分或高於九十分者，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，不得擔任本系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系當年度考試者。

(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，本系不得先行發佈錄取名單。

九、本系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、各考試項目及各筆試科目均應受理考生申請成績複查，本系經複查後函復考生。

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

National Chung Hsing University

Department of Foreign Languages and Literatures

Admissions and Examination Committee

Organizational Rules

Approved by the Department Affairs Meeting on February 23, 2011

Article 1

To assist in the organization of various admission-related tasks, the Department of Foreign Languages and Literatures has established the Admissions and Examination Committee (hereinafter referred to as "the Committee") in accordance with relevant laws and the university's admissions guidelines (Article 2). The Committee operates under the principles of fairness, impartiality, and transparency.

Article 2

The Committee consists of seven members, with the department chairperson as an ex officio member and convenor. The remaining members are elected by full-time assistant professors (or higher) in the department before the end of August each year, and their term is one year, with the possibility of re-election. If the department chairperson is unable to perform the duties of convenor due to conflict of interest, the members will elect a new convenor.

Article 3

The Committee is responsible for overseeing the department's admissions and examination procedures, including:

1. Drafting detailed guidelines for various admissions channels, such as the number of admissions, examination methods, exam dates, subjects and standards, grading methods, and exam item weighting.
2. Determining the minimum admission standards for each group and the principles for cross-group allocations.
3. Developing the admissions process workflow.
4. Establishing the department's admissions strategy and outreach efforts.
5. Discussing improvements to the admissions process and establishing feedback mechanisms.
6. Other tasks related to admissions and examinations.

Article 4

The convenor shall call meetings of the Committee according to the progress of the admissions process. At least two-thirds of the members must be present to hold a meeting. Decisions are made by a majority vote. Faculty members may attend meetings if necessary.

Article 5

For reviewing, interviewing, and conducting written exams, the department chairperson shall serve as convenor and recommend faculty members to form the review panel. The composition of the panel is as follows:

1. For undergraduate admissions, at least four full-time faculty members above the rank of lecturer will serve on the panel. For graduate admissions, at least five full-time faculty members above the rank of assistant professor will serve. If necessary, faculty members from other departments or institutions may be invited.
2. The examiners for each written exam subject shall be two or more faculty members from the university.

Article 6

The operation of the review panel includes:

1. The convenor may convene the review panel prior to the exam to coordinate the exam details and process.
2. Deciding the review and interview methods, whether the interviews will be conducted in groups, determining interview times, outlining exam content, and establishing grading criteria.
3. The exam items and written exam subjects should each be scored out of 100 points.
4. When formulating exam questions, the difficulty level should be balanced, with difficult questions making up 30%, medium-level questions 50%, and easier questions 20%.
5. Each examiner shall grade according to the items listed on the grading form, and the candidate's score will be the average of all the examiners' scores, rounded to one decimal place.
6. If the score for a non-written exam subject is below 60 or above 90, the examiner must provide specific justifications on the grading form.

Article 7

Individuals cannot serve as examiners or question setters if they meet any of the following criteria:

1. They, their spouses, or any blood relatives within three degrees of kinship are candidates for the department's exams.
2. They teach or hold another position at a cram school.
3. They have edited reference books for entrance exams.
4. They have a specific interest in a candidate that may influence the fairness of the exam.
5. Any other circumstance that could impact the fairness of the exam.

Article 8

Before the release of the exam results, the Committee shall determine the minimum admission standards and allocation principles. If there are insufficient admissions, the Committee must provide a detailed explanation and obtain approval from the university's Admissions Committee. The final list of admitted candidates shall be released by the university's Admissions Committee, and the department shall not release the list beforehand.

Article 9

During the organization of admissions and examination tasks, all personnel involved in areas such as question setting, paper printing, sealing, proctoring, grading, score calculation, result release, waitlisting, and registration must handle their tasks with caution and maintain confidentiality.

Article 10

All examination-related documents, including student score data, exam papers, review materials, electronic files, and other related documents, must be kept for at least one year. If a formal appeal is made, these documents must be kept until the appeal or administrative relief process concludes. Student score data should be sent to the university's Admissions Committee for record-keeping.

Article 11

Candidates may request a review of their exam scores for any exam item or written exam subject. The department will respond to the candidate after the review.

Article 12

These organizational rules are adopted upon approval by the Department Affairs Meeting and the Dean's consent, followed by submission to the Office of Academic Affairs for record-keeping. Any amendments will follow the same procedure.