

國立中山大學招生考試辦理審查、面試作業原則

Principles for Handling Review and Interview of Entrance Applications

中華民國90年12月13日本校91學年度碩博士班招生委員會第2次會議修訂通過
Amended and approved at the 2nd Admission Committee meeting for graduate programs on Dec. 13th, 2001
依教育部中華民國90年12月27日台(90)高(一)字第90186247號函修訂
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中華民國95年11月28日本校96學年度碩博士班招生委員會第2次會議修訂通過
Amended and approved at the 2nd Admission Committee meeting for graduate programs on Nov. 28th, 2006
中華民國105年8月15日本校106學年度碩博士班暨學士班招生委員會第1次聯席會議通過
Approved at the 1st joint Admission Committees meeting for undergraduate and graduate programs on Aug. 15th, 2016

- 一、 為使各系所辦理審查、面試作業有所依循，以維持考試之公平性，特訂定本原則。
 - I. These principles are formulated for the individual academic units to handle the review and interview of entrance applications in order to maintain the application impartiality.
- 二、 各系所辦理審查、面試前應組成甄選委員會，甄選委員會中各班（組）審查委員、面試委員至少各需三人，並各指定其中一人為召集人。
 - II. Before the process of review and interview, individual department/institute shall form a selection committee consisting of at least three reviewers and three interviewers for each class (group) and one of the three shall serve as a convener.
- 三、 各招生系所主管推薦之審查及面試委員，碩、博士班應為現任本校專任助理教授以上教師，大學部應為本校現任專任講師以上教師，遇特殊情形需專案簽准後方得推薦。
 - III. The reviewers and interviewers shall be nominated by the chair of each individual department/institute. Nominees shall be at least full-time assistant professors or above for graduate programs and lecturers or above for undergraduate programs, respectively. Prior approval from the President for nomination is required when certain situations dictate.
- 四、 若有下列情形之一者，應自行迴避參與試務相關工作：
 - IV. Faculty meeting one of the following conditions shall recuse themselves from application related tasks:
 - (一) 本人或配偶、三親等內之血親或姻親或曾有此關係者報名應試。
 - (1) the applicant is their spouse, a relative by blood within the third degree, or a current or once relative by marriage within the third degree;

(二) 與特定考生有金錢或其他利害關係，可能影響評分公正。

(2) they are involved with the applicant in financial or other matters which may affect the impartiality;

(三) 在相關補習班任教。

(3) they teach concurrently in cram schools.

五、 各系所於辦理審查、面試前，應明訂評分標準，並依標準確實執行，其過程應符合公平、公正、公開之原則。

V. Individual departments/institutes shall establish the evaluation criteria before the review and interview, and implement them accordingly in a fair, impartial and open manner.

六、 各系所辦理面試、術科或實作過程應以錄音、錄影或詳細文字紀錄。

VI. Individual departments/institutes shall record in audios, videos, or writing for any interview, performance, or practical work.

七、 各系所審查委員、面試委員應按審查、面試評分表所列項目分別單獨評分，每一考生之得分，以審查、面試委員評分總和之平均數為實得分數。各委員評分成績高於九十分或低於六十分者應另書明具體事實。

VII. All reviewers and interviewers shall give scores based on the items listed on the evaluation forms. The final score of an applicant is the average of both the review and interview scores. Any scores higher than ninety (90) or lower than sixty (60) shall be corroborated by concrete facts.

八、 各系所參與試務人員應確實核算各考生之實得分數，登錄於評分總表中，並對試務工作負有保密義務；具利害關係者（配偶、三親等以內血親或姻親報名參加該次招生考試），應自行迴避。

VIII. All department/institute staff involved in the evaluation process shall record accurately the actual score of each applicant into the overall scoring table and have the obligation of keeping all tasks confidential. Those who are interested persons with the applicant shall recuse themselves from the related tasks.

九、 考生之評分資料，各系所應妥予保存乙年；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。

IX. The applicants' review/interview documentation shall be kept by the individual departments/institutes for one year. When an applicant files an appeal against the evaluation result in accordance with related regulations, the corresponding documentation shall be retained until the settlement of the appeal.

十、 各系所應妥慎辦理審查及面試作業，如經考生檢舉，確為系所之行

政疏失者，應檢討相關招生作業並將檢討報告送教務處陳核。

X. Individual departments/institutes shall handle the review and interview with due diligence. If any administration negligence is reported by applicants and later validated, the concerned unit shall review relevant procedure and submit a report for improvement to the Office of Academic Affairs.

十一、本作業原則經本校碩博士班招生委員會議通過後施行，修正時亦同。

XI. These principles are approved by the Admission Committee for graduate programs before implementation. Amendments to these principles shall follow the same procedure.