

國立中山大學招生規定

Admission Regulations

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一、 本規定依據大學法第二十四條及其施行細則第十九條、大學辦理招生規定審核作業要點訂定之。

I. These regulations are formulated in accordance with Article 24 of the *University Act*, Article 19 of the *Enforcement Rules of the University Act* and the *Guidelines on Formulation of University's Admission Provisions*.

二、 本校為辦理學士班、學士後醫學系公費生、碩士班、碩士在職專班及博士班招生(以下簡稱各項招生)考試，應成立校級招生委員會。各招生單位(院、所、學位學程)應組成系級招生委員會，配合校級招生委員會辦理招生考試相關事宜，其設置要點應送校級招生委員會核備。

II. The Admission Committee (hereinafter referred to as the "Committee") shall be established to administer various admission exams for bachelor's, state funded post baccalaureate medical, (in-service) master's, and doctoral programs. Individual recruiting units shall establish their own admission committees and cooperate with the Committee to handle related affairs. The guidelines on the establishment of the said committees shall be submitted to the Committee for approval.

校招生委員會綜理各學制招生考試相關事宜，成員由校長、副校長、教務長、副教務長、國際長、各學院院長、各系所及學位學程主管組成之。必要時得視需要邀請外部諮詢委員或相關人員列席。

Members of the Committee consist of the President, the senior vice presidents, the vice president for Academic Affairs, the associate vice president for Academic Affairs, the vice president for International Affairs, deans of all colleges, and heads of all departments/institutes/degree programs in handling admission exams of various programs. When the situation dictates, external consultants or relevant personnel may be invited as non-voting attendees.

校招生委員會主任委員由校長擔任；副主任委員由副校長擔任；總幹事由教務長擔任；副總幹事由副教務長擔任。校招生委員會議之文書事務、招生簡章編製及協助協調工作由教務處負責。

The President shall serve as the chairperson of the Committee, with a senior vice president as the deputy; the vice president for Academic Affairs shall serve as the executive officer, and the associate vice president for Academic Affairs as the deputy. The Office of Academic Affairs shall be responsible for the paperwork of meetings, designing the admission information brochure (the “Brochure”) and coordinating admission related affairs.

校招生委員會下設試務工作小組，綜理試務相關工作。試務工作小組得依工作需要，分設秘書、報名、製卷、命題（含印題）、試務、閱卷、放榜及資訊等任務編組，由教務處統籌協調各置負責人一人。

The Committee shall establish a task force to manage exam related affairs, the task force may be divided into secretarial work, application processing, paper preparation, question setting (including printing), test administration, exam grading, announcement of admitted list, and other information tasks. The Office of Academic Affairs shall coordinate and assign a person in charge of each said task.

校招生委員會視招生工作需要，應召開招生委員會議，出席委員半數（含）以上出席始得開會，以多數決方式議決議案。主任委員如不克出席，由副主任委員或總幹事代理，以訂定招生規定、審定各院、系、所、學位學程招生事項、編訂招生簡章、監督招生工作之進行、議決各系（院、所、學位學程）組最低錄取標準及錄取名單、裁決招生爭端及違規事項等。

When the work dictates, the Committee shall convene a meeting with at least half of the members present to resolve motions by majority vote. If the chairperson fails to attend the meeting, the deputy or the executive officer shall serve as a proxy. The Committee meeting shall formulate admission regulations, review the recruiting tasks of individual units, design the Brochure, oversee the admission process, determine the admission thresholds & admission lists of individual recruiting units,

and adjudicate on disputes and violations.

- 三、 各項招生之招生系所、修業年限、招生名額、報考資格、考試日期、報名手續、考試項目、佔分比率、評分標準、錄取原則、成績複查、流用原則、同分參酌比序、報到程序、遞補規定、招生紛爭處理程序及其他相關規定，應詳列於招生簡章，並最遲於受理報名或申請前二十日公告。
- III. The Brochure should specify the following: name of the recruiting unit, the period of studies, admission quota, application qualification, exam dates, registration procedure, evaluation items, scoring percentage, scoring criteria, acceptance principles, applying for double-check of scores, principles for quota-transfer between units, procedure for handling applicants with the same scores, enrollment procedure, replacement policy, procedure for handling disputes, and other related policies. The Brochure shall be available at least twenty days before the application starts.
- 四、 各項招生辦理期間如下：
- IV. The admission schedules for various programs are as follows:
- (一) 博士班：考試入學於每學年第二學期舉行為原則；得為需要，提經校級招生委員會議通過後提前辦理，各班(組)辦理以一次為限。
 - (1) The admission exam of doctoral programs shall be held in the Spring semester, in principle. If necessary, it may be held earlier after the approval by the Committee with the exam held only once.
 - (二) 碩士班：甄試入學於每學年第一學期舉行。考試入學於每學年第二學期舉行。
 - (2) For master's programs, the admission by undergraduate overall performance shall be held in the Fall semester and the admission by entrance exams in the Spring semester.
 - (三) 學士班：依大學多元入學方案及各相關甄試（甄選）入學委員會之期程辦理。
 - (3) Admission procedure of bachelor's programs shall follow the schedule of the College Multiple Admission Channels and various university admission committees commissioned by the Ministry of Education (MOE).
 - (四) 碩士在職專班：於每學年第二學期舉行為原則；得為需要，提經校級招生委員會議通過後提前辦理，各班(組)辦理以一次為限。

- (4) The admission of in-service master's programs shall be conducted in the Spring semester, in principle. If necessary, it may be held earlier after the approval by the Committee and is limited to only once.
- (五) 學士班轉學：於暑假辦理，並得視需要於寒假辦理招生；如與他校辦理聯合招生之相關期程及招生規定另訂，惟聯合招生辦理期程不與前揭辦理期程重覆。
- (5) Transfer admission of bachelor's programs shall be conducted during the summer break, or the winter break if necessary. Any joint admission with other universities and its related regulations shall be formulated separately, and shall be scheduled to avoid overlapping with the aforementioned period.
- (六) 學士後醫學系公費生：於每學年第二學期辦理。
- (6) Admission of the state funded post baccalaureate medical program shall be held in the Spring semester.

各項招生詳細辦理日期以該學年度招生簡章公布為準。各項招生之各招生管道，不得將名額分次招生。

The exact dates for the aforementioned admissions shall follow those stipulated in the Brochure of the current academic year. Processing of each admission channel shall be conducted only once every academic year

五、各項招生名額（不含轉學生招生考試、學士後醫學系公費生），依專科以上學校總量發展規模與資源條件標準相關規定辦理，明列於招生簡章。

V. Admission quota for various programs (excluding the transfer and state funded quotas) shall be handled in accordance with the *Standards for Allocation of Admission Quotas and Resources to Higher Education Institutions* and indicated explicitly in the Brochure.

前項考試招生名額如需流用，應於簡章明定流用原則，並依下列規定辦理：

Admission quotas from entrance exams transferable among recruiting units shall be stipulated in advance in the Brochure and be handled as follows:

- (一) 不同院、系、所、學位學程（包括學籍分組）間不得流用。
- (1) The quota shall not be transferable among different recruiting units (including the MOE-approved divisions);
- (二) 相同院、系、所、學位學程之不同招生管道，招生時程較早之管道辦理完竣後，缺額得流用至招生時程較晚之管道。

- (2) The quota shall be transferable only among different channels of the same recruiting unit. Unfilled quota from an earlier completed admission channel shall be transferred to later channels.
- (三) 相同院、系、所、學位學程之同一招生管道分組（不包括學籍分組）缺額，得於錄取或遞補時逕行流用。
- (3) Quotas of different divisions of the same recruiting unit for the same admission channel may be transferrable, except for the MOE-approved divisions.

各學制班別除教育部核定學籍分組外，得為教學、研究需要，另行設定招生組別，並明列於招生簡章內，惟入學後學籍證件表冊不註記該組別。

For teaching or research purposes, individual recruiting units may establish divisions within the bachelor's, master's, or doctoral programs, other than the MOE-approved division. The divisions shall be clearly specified in the Brochure but not indicated on the enrollment ID or other relevant documents.

碩士班甄試招生名額規劃：碩士班甄試招生名額應包含於當學年度教育部核定本校招生總量內，並以不超過當學年度本校招生名額百分之六十為限。

Master's admission quota by undergraduate overall performance shall not exceed sixty percent (60%) of the total admission quota for the master's programs approved by the MOE for the current academic year.

學士班轉學招生名額規劃：

Bachelor's quota of transfer students:

- (一) 各學系學士班遇有缺額時，得招收轉學生，但一年級及應屆畢業年級不得招收轉學生。本項缺額以各學系學生招生、退學所生之缺額為限，且不含保留入學資格、休學或外加名額造成之缺額。
- (1) Unfilled quota of the bachelor's programs (except in the first year or in the graduating year) shall be filled by recruiting transfer students. The vacancies herein refer to those due to insufficient admission or dismissal, and exclude those due to deferred enrollment, suspension of studies, or supplementary quota.
- (二) 轉學生招生名額及流用規定明列於招生簡章，且不得流用至涉及師資培育、醫學與其他政府部門訂有人力管控之學系。
- (2) Quota and provisions for transfer admission shall be specified

in the Brochure, and shall not apply to programs related to teacher education, medical education, or those under the government's control mechanism for training of human resources.

(三) 辦理轉學招生後，各年級名額內學生總數不得超過各該學年度原核定之新生總數，且各學系師資質量仍應符合專科以上學校總量發展規模與資源條件標準所定基準。

(3) The total number of students in each grade level after transfer admission shall not exceed the originally approved quota. The number of faculty in each recruiting unit shall still meet the *Standards for Allocation of Admission Quotas and Resources to Higher Education Institutions*.

(四) 各學系實際招生名額得以當年度考試舉行當日公告之各學系缺額為準；公告之名額總數，不得低於簡章原定轉學名額數，並應於招生簡章中附註說明之。

(4) The actual number of transfer students admitted by each recruiting unit shall be the number announced on the exam date of the current year, and this shall be indicated in the Brochure. The number shall not be less than what is stipulated in the Brochure.

學士後醫學系公費生招生名額依教育部及衛生福利部核定方式辦理。

The admission quota for the state funded post baccalaureate medical program of the School of Medicine shall be subject to the approval by the Ministry of Education and the Ministry of Health and Welfare.

六、各項招生考試報考資格如下：

VI. The application qualifications for various admission exams are as follows:

(一) 博士班、碩士班、碩士在職專班及學士班：依大學法第二十三條、入學大學同等學力認定標準及相關法規規定辦理。

(1) Applications for the doctoral, (in-service) master's and bachelor's programs shall be handled in accordance with Article 23 of the *University Act*, the *Standards for Recognition of Equivalent Educational Levels for University Admission* and other relevant regulations.

(二) 學士後醫學系公費生：取得學士以上學位者。

(2) Application for the state funded post baccalaureate medical program shall require a bachelor's degree or higher.

(三) 學士班轉學考試：依教育部「入學大學同等學力認定標準」

規定辦理。

- (3) Applications for transfer to bachelor's programs shall be handled in accordance with MOE's *Standards for Recognition of Equivalent Educational Levels for University Admission*.

前項第三款報考者原讀學系或所修學分是否符合擬報考校系條件，由各校系自行規定或認定。

For the applicants stipulated in Subparagraph 3 of Paragraph 6, whether their original department of study or earned credits meet the requirements of the recruiting units shall be determined by the units.

持境外學歷報考者，應符合大學辦理國外學歷採認辦法、大陸地區學歷採認辦法、香港澳門學歷檢覈及採認辦法或入學大學同等學力認定標準第九條與相關法規規定。

Applications with overseas degree certificates shall be handled in accordance with the *Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education*, *Regulations Governing the Assessment and Recognition of Academic Credentials for Mainland Area*, *Regulations Governing the Examination, Recognition of Educational Records from Hong Kong and Macao*, Article 9 of *Standards for Recognition of Equivalent Educational Levels for University Admission* and other relevant regulations.

僑生必需持有教育部分發僑生入學原始分發文件或僑委會發給之正式僑生身分證明書，始得以僑生身分登記。其轉學考試成績不予優待。

Overseas Chinese shall apply with either the pre-admission certificate issued by the University Entrance Committee for Overseas Chinese Students or the overseas Chinese identity certificate issued by the Overseas Community Affairs Council. No preferential treatment shall be given for the transfer exam's results.

以特種身分報考之考生，須繳驗有關證明文件，始可依各該項身分考生升學優待法規規定辦理，否則概依普通身分考生規定，不予優待。

Applicants with special status for the admission exams must submit relevant documents to comply with provisions on preferential treatment; otherwise, they shall be deemed as those with ordinary status and shall not be given preferential treatment.

公費生及有實習或服務（服役）規定者（如師範院校公費生、軍警院校生、現役軍人、警察等），其報考及就讀應由考生自行依相關法令規定辦理。

For state funded students and those who have internship or service

requirements (e.g., state funded students of normal universities, students of military or police academies, or active-duty soldiers or police officers, etc.), their application and enrollment shall be handled in accordance with relevant laws and regulations.

本校學生因操行成績不及格遭退學者，不得報考本校及臺灣綜合大學系統聯合招生轉學考試。

Dismissed students of the University due to failure of conduct assessment shall not apply for the transfer admission to the University, nor the joint transfer admission through the Taiwan Comprehensive University System (TCUS).

本校得依教育部大學辦理特殊選才招生計畫辦理學士班特殊選才招生，招生簡章應載明可資證明學生特殊才能或潛力之明確、客觀條件及相關規定。

The University shall recruit the special talents for the bachelor's program in accordance with the MOE's Special Talents Admission to Colleges. Definite and objective qualifications to testify the special talents or potentials thereof shall be clearly stipulated in the Brochure.

- 七、各項招生考試得依考試性質，採筆試、面試、術科、實作或書面審查等方式進行。考試方式及各項目所佔比例由招生單位（院、系、所、學位學程）會議訂定並明訂於招生簡章。考試如採面試、術科或實作方式進行時，應以錄音、錄影或詳細文字記錄，且文字紀錄應於招生委員會決定錄取名單前完成，對評分成績特優或特低者，應於評分表件中註明理由。

- VII. Depending on the nature of the exam, the selection procedure shall be conducted through the forms of written exams, interviews, performance, or practical work. The scoring method and percentage of each exam subject shall be formulated by individual recruiting units and stipulated accordingly in the Brochure. Any interview, performance, or practical work shall be recorded in the form of audios, videos, or writing. The written records must be completed before the Committee meets to decide the final acceptance list. Any particular high or low scores shall be corroborated by with facts on the evaluation form.

- 八、碩士班甄試入學，以推薦甄選之公開方式辦理甄試招生，甄試申請條件由各系（所、班、學位學程）自訂並載明於招生簡章中。

- VIII. Admissions to the master's program through undergraduate overall performance shall be handled in an open manner. The application requirements shall be formulated by individual recruiting units and stipulated accordingly in the Brochure.

碩士班考試入學，筆試科目至少一科，但以三科為上限，必要時得

增列面試、術科、實作或書面審查等方式進行，並明訂於招生簡章。

Entrance exams for admission to the master's program shall be conducted with one to three subjects. The additional selection procedure in the forms of interviews, performance, practical work, or document review can be conducted, if necessary, and stipulated accordingly in the Brochure.

全英語學位學程碩士班考試入學之筆試科目得不受前項規定之限制。

Entrance exams for the EMI master's programs shall not be subject to the provisions stipulated in the preceding Paragraph.

九、

錄取原則：

IX.

Acceptance principles:

- (一) 各招生單位（院、系、所、學位學程）最低錄取標準應於放榜前決定，提經校級招生委員會核定。在此標準以上且於招生名額內之考生，列為正取生，其餘列為備取生。
- (1) The admission threshold of each recruiting unit shall be approved by the Committee before the announcement of the admitted list. Applicants meeting the threshold and the number of whom is within the admission quota shall be admitted with the rest on a wait list.
- (二) 各學制班別考生成績達最低錄取標準之人數不足招生名額時，得檢具理由，提經校級招生委員會核定後，得不足額錄取，並不得列備取生。
- (2) When the number of applicants meeting the threshold is less than the admission quota, the recruiting unit may leave the admission quota unfilled with no wait list after the Committee's approval.
- (三) 正取生報到後，遇缺額得以備取生遞補至原核定招生名額數（轉學生遞補至簡章內所列招生名額為止）。
- (3) The unfulfilled quota due to the fact of any admitted applicants who fail to enroll by the deadline stipulated in the Brochure shall be taken by those on the wait list to reach the original quota. (Note: The quota for transferring applicant shall be filled as stipulated in the Brochure.)
- (四) 各班（組）錄取學生最後一名如有二人以上總成績分數相同，及備取生總成績分數相同遞補正取生缺額之處理方式，應於招生簡章規定。
- (4) Individual recruiting units shall follow the procedure stipulated in the Brochure for handling the applicants with the same scores

when there exists only one last place available.

- (五) 各項招生遇有特殊情形需增額錄取者，應由校級招生委員會開會決議之，並將會議紀錄連同有關證明文件，依下列規定辦理：
- (5) When special situation dictates additional admission beyond quota, the meeting minutes and supporting documents shall be submitted to the Committee for deliberation and resolution in accordance with the following provisions:
1. 屬同分致增額錄取者，應於入學年度當學期行事曆所定開始上課日後兩週內報教育部備查。但學士班特殊選才及學士後醫學系公費生如有二人以上錄取生之各項成績經比序仍同分，須再提該系招生委員會議定錄取之先後順序，不得同分增額錄取。
 - i. Cases for additional admissions due to applicants scoring the same shall be reported to the MOE for reference within two weeks after the start of current semester of the admission year, as stipulated in the academic calendar. Nevertheless, the bachelor's special talents program and state funded post baccalaureate medical program shall not increase the quota due to applicants with the same score, with the order of admission to be deliberated upon by the department admission committee.
 2. 屬校內行政疏失致增額錄取者，應另檢附招生檢討報告，於事實確認後一個月內報教育部核定後始得辦理。
 - ii. Cases for additional admissions due to administrative negligence shall be submitted to the MOE, along with a review report, for approval within one month after the fact is confirmed.
- (六) 碩士班甄試及寒假轉學考遞補期限不得逾辦理學年度第二學期行事曆所定開始上課日；碩、博士班考試入學、碩士在職專班及學士班轉學備取生遞補期限不得逾入學年度當學期行事曆所定開始上課日。
- (6) The master's admission by undergraduate overall performance and bachelor's transfer admission during the winter break shall be completed before the start of the Spring semester of the current academic year. The procedure for (in-service) master's, doctoral programs and the bachelor's transfer from the wait list shall not exceed the start of the current semester in the

admission year.

錄取名單應經校級招生委員會確認後正式公告。

The acceptance list shall be officially announced after the approval by the Committee.

- 十、 各項招生考試之錄取生得否辦理保留入學資格，應依相關規定及招生性質考量，並明訂於招生簡章。

Whether the admitted can apply for enrollment deferral shall be stipulated in the Brochure based on the nature of the admission channel, and be handled in accordance with relevant regulations.

學士後醫學系公費生其錄取及入學後之權利及義務，應依衛生福利部該計畫及其服務要點之相關規定辦理。

The admission as well as the rights and obligations of the state funded post baccalaureate medical students shall be governed by the program provisions and service guidelines formulated by the Ministry of Health and Welfare.

- 十一、 辦理招生試務工作應妥慎處理，參與人員對於各項試務應負保密義務；具下列情形之一者，應自行迴避：

X. The University shall handle the exam affairs with due diligence. The exam staff have the obligation of keeping all tasks confidential. They shall recuse themselves under one of the following conditions:

(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 fair grading.

(三) 在相關補習班任教。

(3) they teach concurrently in cram schools.

所有應試評分資料須妥予保存一年。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。

Applicants' evaluation documentation shall be kept for one year. When an applicant files an appeal against the evaluation result in accordance with relevant regulations, the corresponding documentation shall be retained until the settlement of the appeal.

- 十二、 為確保考生權益，校級招生委員會於規定期限內收到考生正式書面具名申訴時，應於一個月內正式答覆，並告知考生如不服申訴決定時，得依法提起行政爭訟。如遇重大招生糾紛申訴案件時，本校得成立招生糾紛處理小組公正調查處理；招生糾紛處理小組置委員五至十一名，由校長聘任之，以教務長為召集人。
- XI. To ensure the applicants' rights, the Committee shall formally respond to the appeal within one month upon the receipt, and inform the applicant of possible administrative remedy procedures if the applicant doesn't agree with the result. If the appeal is involved with a major admission dispute, an ad hoc task force shall be organized to conduct an impartial investigation. The President shall appoint five to eleven committee members thereto, with the vice president of Academic Affairs as the convener.
- 十三、 各學院、系、所、學位學程赴境外設碩士班、碩士在職專班招生者，應依教育部所訂相關規定辦理。
- XII. Individual colleges, institutes, departments, and degree programs shall follow the MOE's relevant regulations when collaborating with overseas institutes or enterprises to offer (in-service) master's programs overseas..
- 十四、 本規定如有未盡事宜，依教育部、相關主管機關及本校相關規定辦理。
- XIII. Matters not covered herein shall be handled in accordance with relevant regulations stipulated by the MOE, competent authorities, and the University.
- 十五、 本規定經校級招生委員會會議通過，並報教育部核定後實施，修正時亦同。
- XIV. These regulations are approved by the Committee and the MOE before implementation. Amendments to these regulations shall follow the same procedures.