

National Sun Yat-sen University Common Guidelines for Student Recruitment Procedure

Approved by the 4th Graduate Recruitment Committee meeting of 2010 Academic Year, 13/04/2010

Approved by the 1st Graduate Recruitment Committee meeting of 2013 Academic Year, 17/09/2012

Approved by the 1st Undergraduate and Graduate Recruitment Committees joint meeting of 2016 Academic Year, 22/07/2015

Approved by the 1st Undergraduate and Graduate Recruitment Committees joint meeting of 2017 Academic Year, 15/08/2016

- Article 1 For the purpose of student recruitment procedures, "National Sun Yat-sen University Guidelines for Student Recruitment Procedure" (hereafter referred as the "guidelines") are established in compliance with guidelines issued by the Ministry of Education (MOE): "Guidelines for University Admission Affairs" and "Reviewing University Student Transfer Guidelines"; together with "Guidelines for Forming the NSYSU Students Recruitment Committee" and all regulations and rules related to recruitment affairs.
- Article 2 All departments, colleges and degree paths involving in administering student recruitment affairs must form their own student recruitment committees and establish guidelines for forming a student recruitment committees. Guidelines must be approved at the college affairs meeting before being submitted to the NSYSU Student Recruitment Committee.
- Article 3 The maximum number of student intake set by the student recruitment committee for each department, college, centre or degree path must be approved at the NSYSU student recruitment committee meeting before being submitted to the MOE for approval. Negotiations between colleges can be held when necessary.
- Article 4 Examination dates, exam methods, examination topics, examination weightings and admission regulations that are set by the student recruitment committee of each college, department centre or degree path must be approved at the NSYSU student recruitment committee meeting before being published in the student prospectus. Negotiations between colleges can be held when necessary.
- Article 5 There must be a minimum of three examiners for interview and evaluation. For undergraduate courses, question-setting, examination marking, evaluation and interviewing must be conducted by current NSYSU lecturers or above; and for graduate programs, they must be conducted by current NSYSU assistant professors or above. Prior approval must be obtained from the NSYSU president for special circumstances. Two examination invigilators should be present at each written exam venue. The role of the principle invigilator should be given to a member of NSYSU full-time teaching staff. A certain number of full-time teaching staff from each department, depending on the number of intended student intake and the number of candidates, are assigned to provide assistance and support for examination-related tasks
- Article 6 Anyone who may have a conflict of interest should avoid being involved in any examination-related tasks, this includes when:
- (1) The examination taker is the examiner himself/herself, the spouse, or someone who is a close family member or relative.
 - (2) Anyone who may have financial or non-financial mutual benefits with a particular examination taker and such relationship may influence the examination results.
 - (3) Anyone who is employed as a teaching staff at tutorial schools.
- For examinations that are outsourced to external organizations, rules and regulations of the outsourced organization apply.
- Article 7 When administering entrance examinations, every department/college/ centre/degree path must handle the following tasks with extreme caution and care, they are: question-setting, printing exam papers, sealing the document, exam supervision, exam marking, opening sealed exam papers, release of exam results, registration and clearance. All member of staff who are involved in the process must abide by the duty of confidentiality and sign the non-disclosure agreement. The NSYSU student recruitment committee will place orders for the required quantities of exam papers, security seals and envelopes based on the requests made by each department/college/centre/degree path.
- Article 8 When the evaluation process is based on information provided by the applicant, the required contents for submission must be clearly stated in the prospectus. Required information must be defined as compulsory for submission or optional for submission. For face-to-face interviews, committee members must decide on the interview method, interview questions and grading criteria in advance. For written examinations, past papers questions or any questions that can be widely obtained must be avoided. The scores given from the evaluation

and interview processes must be submitted before the deadline. Examiners should leave brief score comments. Reasons for giving a score of more than 90 points or below 60 points must be provided in writing.

- Article 9 Up to a maximum of three examination subjects are set by each student recruitment office. The full marks for each examination are 100 points and a bonus point system can apply. Topic weightings are preset. Results of written examinations should not be used as a reference to judge an applicant during the interview or evaluation process. When marking papers, markers must write down scores in numerical terms on the score column for each section. The final marker or the principle marker will be in charge of adding up the total scores.
- Article 10 Exam subjects are intended for capability-based assessments on candidates. Examination rules and regulations are designed to safeguard the principles of fairness, objectiveness and transparency, *not* for the convenience of any particular examiner's self-interest.
- Article 11 Once the final exam results are reviewed and uploaded, no modification is allowed. If a mistake including typing error, record error or calculation error is confirmed, the modification can be made after an application is submitted to and approved by the head of its student recruitment office, the dean and the chairman of the committee. If any modification on examination scores may result in changes to the final outcome of the student admission, the exam results cannot be modified until being approved at the NSYSU student recruitment meeting. All personnel involved in the case will be requested to attend the meeting when necessary. All examination results and both printed and digital documentation must be kept at each recruitment office for at least one year.
- Article 12 Admission requirements must be clearly defined and published in the prospectus. The minimum requirement for entry must be approved by the NSYSU student recruitment committee. Each recruitment office is prohibited from publishing the name list of successful applicants in advance.
- Article 13 Applications for appeals against examination results must be accepted by examination boards. An appeal can only be made once for each incident. Methods for appeal are published in the university prospectus. For any disputed cases, a final ruling is given by the NSYSU student recruitment committee.
- Article 14 Relevant rules, regulations and information provided in the university prospectus apply to any other outstanding issues
- Article 15 The guidelines were approved at the graduate student recruitment committee meeting and complied with the Principal's approval, and so were the amendments.