

National Sun Yat-sen University Guidelines for forming the Student Recruitment Committee

Approved by the 1st Graduate programs committee meeting of 2004 Academic Year, 10/08/2003

Approved by the 1st Graduate programs committee meeting of 2007 Academic Year, 27/09/2007

Approved by the 2nd Graduate programs committee meeting of 2008 Academic Year, 24/10/2008

Approved by the 4th Graduate programs committee meeting of 2010 Academic Year, 09/03/2010

Approved by the 5th Graduate programs committee meeting of the 2nd semester, 2010 Academic Year, 21/04/2010

Approved by the 1st Graduate programs committee and undergraduate programs joint meeting of 2016 Academic Year, 15/08/2016

- Article 1 For student recruitment purpose, NSYSU forms a student recruitment committee in accordance with article no 24 of the University Act and rule no. 24 of the Enforcement Rules of the University Act.
- Article 2 Depending on different degree paths, under the University student recruitment committee, sub- student recruitment committees are created for undergraduate degree courses and graduate courses respectively. Each individual recruitment office must set up departmental (college, centre and degree paths) student recruitment committees. These committees are in charge of issues relating to student entrance exams. Guidelines for each committee must be submitted to the NSYSU committee in advance for approval.
- Article 3 For the purpose of drafting student admission plans and entrance examinations for undergraduate courses, the student recruitment committee consists of the president, senior presidents, vice president for academic affairs, associate vice president for academic affairs, vice president for international affairs, deans of all colleges and chairmen of all departments. The student recruitment committee for graduate programs for the purpose of drafting student admission plans and entrance exams for graduate programs, the student recruitment committee consists of the president, senior presidents, vice president for academic affairs, associate vice president for academic affairs, vice president for international affairs, deans of all colleges and chairmen of all departments. When necessary, invitation to committee meetings could be extended to external advisors or anyone who may be involved in the matter
- Article 4 Posts in the NSYSU student recruitment committee are appointed as follows: the president acts as the chairman; senior vice presidents acts as the the vice-chairmen; vice president for academic affairs acts as the executive secretary; associate vice president for academic affairs acts as the deputy executive secretary. Office for general affairs is in charge of all issues relating to office administration, print-out and distribution of student admission leaflets and offering assistance in collaboration when required.
- Article 5 The examination team under the NSYSU student recruitment committee is responsible for all tasks relating to entrance examinations. For the purpose of running the examination team, one member of staff is assigned as the person in charge for each individual task by the Office of Academic Affairs including secretary, registration, preparing examination questions (including printing out examination papers), examination administration, examination marking, release of examination results and information.
- Article 6 The NSYSU student recruitment committee shall hold committee meetings when necessary to set admission criteria and procedures, to review admission procedures for all departments, colleges and degree paths, to compile university prospectus, to supervise the working progress of the student recruitment process, to make decisions on the minimum requirements for admissions and confirmed places for all departments, colleges and degree paths, and to resolve cases involving admission disputes and breach of regulation. The NSYSU student recruitment committee can only be held when more than 50% of its members attend the meeting. Decisions are made by a majority votes cast.
- Article 7 The guidelines were approved at the NSYSU student recruitment committee and administrative affairs meetings and complied with the Principal's approval and so were the amendments.