

# National Sun Yat-sen University Guidelines for Student Entrance Examinations and Interview procedure

Approved by the 2nd Graduate recruitment committee meeting of 2002 Academic Year, 13/12/2001

Amended for and complied with No. 90186247, issued by Ministry of Education ROC (90), Higher Education (1), 27/12/2001

Approved by the 2nd Graduate recruitment committee meeting of 2007 Academic Year, 28/11/2006

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

- Article 1 The guidelines are designed to provide baseline criteria for administering interview and evaluation procedures for all departments so as to ensure fairness of examinations
- Article 2 Prior to commencing the interview and evaluation process, an admission committee must be formed consisting of members who are selected from all classes (groups). A minimum of three members are selected for an interviewing panel and a minimum of three members are selected for an evaluation panel. Among the panel members, one chairman will be appointed from each panel.
- Article 3 The interview and reviewing committee members are nominated by the chairman of the student recruitment committee of each recruitment office. For graduate programs, the candidates must be current NSYSU full-time assistant processors or above; for undergraduate programs, the candidates must be current NSYSU full-time lecturers or above. Prior approvals are required for nominees with special circumstances
- Article 4 Anyone who may have a conflict of interest should avoid being involved in any examination-related task, including 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 the relationship may affect the exam results.
  - (3) Anyone who is employed as a teaching staff at tutorial schools.
- Article 5 Explicit evaluation criteria must be established and complied with prior to and during the evaluation and interview processes which should strive to be fair, objective and transparent.
- Article 6 For any evaluation process involving face-to-face interviews, examinations on specialist subjects or hands-on demonstrations, video /voice recording or detailed documentation are required during the process.
- Article 7 All interview and evaluation committee members from all departments must follow the items listed on the evaluation form, giving a score for each individual item. The final score of each applicant is calculated as the average scores of the total scores given by all panel members. Panel members must provide evidence and reasons when giving a score of above 90 points or below 60 points.
- Article 8 Members of staff of all departments who are involved in examination process must accurately calculate and review the final scores of all applicants and record the scores in the final evaluation form. All information involving the examination process should be treated as strictly confidential. Staff who may have a conflict of interest (i.e. spouse or close family members/relatives who are the examination takers) must avoid being involved in the process.
- Article 9 Examination documents and results must be kept by each department for 1 year, except for documentations which involve appeals against results where the full documentation should be kept until the case is resolved or when the procedure for administrative remedies has come to an end.
- Article 10 All departments must administer the interview and evaluation processes with upmost care. If any form of misconduct is reported by the candidate and later proven a valid complaint, the recruitment procedure must be reviewed and the final review report needs to be submitted to, and approved by, the Office for Academic Affairs.
- Article 11 The guidelines were approved by the Graduate recruitment committee and so were the amendments.