

國立中興大學財務金融系招生試務工作委員會組織規則
The Organizational Rules of the Admissions and Examination Committee of the
Department of Finance and Banking, National Chung Hsing University.

100.03.24 系務會議通過
Approved in the Department Meeting on March 24, 2011
113.03.14 系務會議修訂第 5 條通過
Approved in the Department Meeting on March 14, 2024.

一、本系為協辦各項入學招生試務，特依據有關法令及本校招生作業共同準則第 2 條之規定，設置招生試務工作委員會(以下簡稱本委員會)，秉公平、公正、公開原則辦理各項招生試務工作。

1.The Department has established the Admissions and Examination Committee (hereinafter referred to as the Committee) to assist in the organization of various admissions and examination tasks. This is in accordance with relevant laws and the provisions of Article 2 of the University's Common Guidelines for Admissions Procedures. The Committee operates based on the principles of fairness, justice, and transparency in carrying out all admissions-related tasks.

二、本委員會由委員五人組成，系主任為當然委員並擔任召集人，其餘委員於每年 9 月底前由本系專任教師選舉產生，任期一年，得連任。若系主任因故應迴避招生試務工作，則由委員互推一人為召集人。

2.The Committee consists of five members, with the Department Chair serving as an ex officio member and the convener. The remaining members are elected by the full-time faculty of the department by the end of September each year, with a one-year term that is renewable. If the Department Chair needs to recuse themselves from the admissions and examination tasks for any reason, the members will mutually elect one of them to serve as the convener.

三、本委員會由召集人綜理本系各項招生試務工作，委員會職掌為：

- (一) 擬定及修正本系招生簡章細則(含招生名額、考試方試、考試科目及執行方式)，並擬定考試方式中面試、筆試及審查等進行方式及所佔的成績比例。
- (二) 負責所有入學招生相關事宜(含碩博士班甄試、逕行修讀博士班、博士班一般入學、碩士班一般入學、大學甄選入學、轉學招生及其它)。
- (三) 監督招生工作之進行。
- (四) 研擬各組考生的最低錄取標準及備取名額。
- (五) 裁決招生爭端及違規事項等。
- (六) 擬訂招生作業流程。

(七) 訂定本系招生策略及招生宣導事宜。

(八) 研議各項招生改進事宜及回饋機制。

3.The Committee is responsible for overseeing all admissions and examination tasks of the department, with the convener coordinating the work. The responsibilities of the Committee include:

1. Developing and revising the department's admissions guidelines (including admission quotas, examination methods, examination subjects, and execution procedures), as well as determining the procedures and weightings for interviews, written exams, and review processes.
2. Handling all matters related to admissions (including entrance exams for master's and doctoral programs, direct doctoral admissions, general doctoral admissions, general master's admissions, university entrance exams, transfer admissions, and others).
3. Supervising the progress of the admissions process.
4. Establishing the minimum admission standards and reserve quotas for each group of applicants.
5. Resolving disputes and violations related to admissions.
6. Formulating the admissions operation procedures.
7. Establishing the department's admission strategies and promotion efforts.
8. Researching improvements to the admissions process and implementing feedback mechanisms.

四、本委員會依招生工作進度，由召集人召開會議。委員會議應有二分之一以上委員出席始得開會，以多數決方式議決議案。必要時，本系教師得列席會議。

4.The Committee holds meetings as needed, based on the progress of the admissions work, with the convener calling the meetings. A quorum of more than half of the members must be present to hold a meeting, and decisions are made by majority vote. When necessary, faculty members of the department may attend the meetings as observers.

五、本系為辦理審查、面試及筆試測驗，由系主任推薦教師組成甄審小組，其甄審委員之組成為：

- (一) 學士班招生考試之甄審委員以本校講師以上專任、專案或合聘教師擔任，且人數應至少三人；碩士班及博士班招生考試之甄審委員以本校助理教授以上專任、專案或合聘教師擔任，且人數碩士班至少三人，博士班至少五人。若因情況特殊，得簽請校長核可，聘請校外學者專家擔任甄審

委員，但 其人數不得超過委員人數三分之一。

(二) 筆試各科之命題委員由本校教師一人以上擔任為原則。

(三) 甄審委員負責進行考生書面審查及面試之評審作業。

5.To conduct the review, interviews, and written examinations, the Department Chair recommends faculty members to form the review and examination panel. The composition of the panel is as follows:

1. For the undergraduate admissions examination, the review committee members must be full-time, project-based, or jointly appointed faculty members at the rank of lecturer or higher, with at least three members. For the master's and doctoral admissions examinations, the review committee members must be full-time, project-based, or jointly appointed faculty members at the rank of assistant professor or higher, with at least three members for the master's program and at least five members for the doctoral program. In special cases, the appointment of external scholars or experts as committee members may be requested and approved by the University President, but the number of external members shall not exceed one-third of the total number of members.
2. For the written examinations, at least one faculty member from the university shall serve as a member of the examination committee for each subject.
3. The review committee members are responsible for conducting the evaluation of applicants' written materials and interviews.

六、甄審小組之運作：

(一) 由召集人召集甄審委員於考試前召開會議，協調試務工作細節及流程。

(二) 決定審查及面試方式、是否分組面試、考生面試時間、出題範圍及評分標準。

(三) 各委員依評分單所列項目分別單獨評分，考生之得分以各甄審委員評分總和之平均數為實得分數，分數計算至小數點後一位。

(四) 各考試項目及筆試科目以一百分為滿分。

6. Operation of the Review and Examination Panel:

1. The convener will call a meeting of the review committee members before the examination to coordinate the details and procedures of the examination tasks.
2. The committee will decide on the methods for review and interviews, whether to conduct group interviews, the schedule for candidate interviews, the scope of the exam questions, and the grading criteria.
3. Each committee member will independently score according to the items listed on the evaluation sheet. The candidate's final score will be the average of all committee members' scores, rounded to one decimal place.

4. The total score for each examination item and written examination subject will be out of 100 points.

七、凡有下列情形之一者，不得擔任本系甄審委員或命題委員：

- (一) 本人、配偶及三親等內之血親參加本系當年度考試者。
- (二) 於補習班任教或擔任其他工作者。
- (三) 有編輯升學參考書者。
- (四) 與特定考生有特定利益關係，且可能影響考試公平性者。
- (五) 其他可能影響考試公平性者。

7.The following individuals are not eligible to serve as members of the department's review or examination committees:

1. Individuals whose spouse, or blood relatives within three degrees of kinship, are participating in the department's admissions examination for the current year.
2. Individuals who teach at cram schools or hold other related positions.
3. Individuals who have edited reference books for further education.
4. Individuals who have a specific interest or relationship with a particular candidate that may affect the fairness of the examination.
5. Individuals whose involvement may otherwise affect the fairness of the examination.

八、各項招生考試放榜前，由本委員會擬訂各組最低錄取標準及流用原則，如有不足額率取之情形時，應載明具體事實理由，送經校招生委員會同意。錄取名單應由校招生委員會統一發佈錄取名單，本系不得先行發佈錄取名單。

8.Before the release of the admission results, the Committee will establish the minimum admission standards and the principles for reallocating spots. In cases where there are remaining spots, specific reasons and justifications must be provided and submitted to the University Admissions Committee for approval. The list of admitted candidates will be released by the University Admissions Committee, and the department is not permitted to release the admission list in advance.

九、本系辦理各項招生試務工作時，對於命題、製卷、彌封、監試、閱卷、核計成績、放榜、遞補及報到等事宜，參與人員均應妥慎處理並注意保密事宜。

9.When carrying out various admissions and examination tasks, all individuals involved in tasks such as setting exam questions, preparing and sealing exam papers, proctoring, grading, calculating scores, releasing results, handling supplementary admissions, and registration must handle these matters with care and maintain

confidentiality.

十、各項招生考試有關考生成績資料、試卷、審查資料、電子檔案及相關文件應保存一年以上，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。考生成績資料應送校招生委員會存查。

10.All materials related to the admissions examinations, including student scores, exam papers, review documents, electronic files, and related records, should be kept for at least one year. However, if a complaint is filed according to regulations, these materials should be retained until the completion of the appeals process or administrative remedy procedures. Student score data should be submitted to the University Admissions Committee for archival.

十一、各考試項目及各筆試科目均應受理考生申請成績複查，本系經複查後函復考生。

11.Each examination item and written exam subject must accommodate candidates' requests for score reviews. The department will conduct the review and respond to the candidates in writing.

十二、本組織規則由本系系務會議通過，經院長同意後送教務處備查後實施，修正時亦同。

12. These organizational rules are approved by the department meeting, and after being agreed upon by the Dean, they will be submitted to the Office of Academic Affairs for record and implementation. The same procedure applies for any amendments.