

# 國立中興大學生物科技士學位學程招生試務工作委員會組織規則

## Organization Rules of the Admissions Affairs Working Committee of Bachelor Program in Biotechnology, National Chung Hsing University

100 年 08 月 30 日學程教師群會議訂定通過  
Adopted by the Program Faculty Meeting on August 30, 2011

一、本學程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。In order to assist in all procedures related to entrance admissions, and pursuant to Article 2 of the University's Common Guidelines for Admissions Operations and relevant laws and regulations, the Admissions Affairs Working Committee (hereinafter "the Committee") is hereby established to conduct all admissions-related matters in accordance with the principles of fairness, impartiality, and transparency.

二、本委員會由委員至少七人組成，學程主任為當然委員並擔任召集人，其餘委員於每年 8 月底前由本學程教師群教師選舉產生，任期一年，得連任。若學程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。

The Committee shall consist of at least seven members. The Program Director serves ex officio as a member and convener. The remaining members shall be elected by the program's faculty no later than the end of August each year. The term of office is one year, with eligibility for reappointment. Should the Program Director be required to recuse him- or herself from admissions affairs, the Committee members shall elect one among themselves to act as convener.

三、本委員會由召集人綜理本學程各項招生試務工作，委員會職掌為：

Under the leadership of the convener, the Committee shall oversee all admissions affairs for the program. Its duties include:

(一) 擬定本學程各類入學管道之招生簡章細則，如招生名額、考試方式、考試日期、檢定科目、最低錄取標準、成績採計方式、考試項目及佔分比例等。

Drafting the detailed regulations for each admissions channel—such as quotas, examination formats, dates, subject requirements, minimum qualifying standards, scoring methods, test items, and weightings.

(二) 擬訂招生作業流程。

Formulating the overall admissions workflow.

(三) 訂定本學程招生策略及招生宣導事宜。

Establishing admissions strategies and promotional activities.

(四) 研議各項招生改進事宜及回饋機制。

Reviewing and recommending improvements to admissions procedures, and implementing feedback mechanisms.

四、本委員會依招生工作進度，由召集人召開會議。委員會議應有三分之二以上委員出席始得開會，以多數決方式議決議案。

The convener shall convene meetings as needed, following the progress of admissions work. At least two-thirds of the Committee members must be present to constitute a quorum, and decisions shall be made by a majority vote.

五、本學程為辦理審查、面試及筆試測驗，由學程主任推薦教師群教師至少五人組成甄審小組，負責進行考生資料審查及面試評審作業。

To conduct document reviews, interviews, and written tests, the Program Director shall nominate at least five faculty members to form a Selection Subcommittee, responsible for reviewing applicants' materials and conducting interview evaluations.

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。

The convener shall call a pre-examination meeting of the Subcommittee to coordinate logistics and procedures.

(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。

The Subcommittee shall determine the methods of review and interview (including whether to use separate panels), schedule interview times, define question scopes, and set scoring criteria.

七、凡有下列情形之一者，不得擔任本學程甄審委員或命題委員：

The following individuals may not serve as members of the Selection Subcommittee or as test-item writers:

(一) 本人、配偶及三親等內之血親參加本學程當年度考試者。

Any person whose spouse or blood relative within the third degree is taking the program's entrance examination in the same year.

(二) 於補習班任教或擔任其他工作者。

Any person teaching or working at a cram school.

(三) 有編輯升學參考書者。

Any person who edits educational reference books for entrance examinations.

(四) 與特定考生有特定利益關係，且可能影響考試公平性者。

Any person having a special interest relationship with a specific candidate that may affect exam fairness.

(五) 其他可能影響考試公平性者。

Any other person whose participation might compromise fairness.

八、各項招生考試放榜前，由本委員會擬訂最低錄取標準，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，本學程不得先行發佈錄取名單。

Before publishing results, the Committee shall set minimum admission standards. If admissions fall below quota, the Committee must document the factual reasons and submit them to the University Admissions Committee for approval. The official list of admitted students shall be published only by the University Admissions Committee; the program may not release any admission list in advance.

九、本學程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。

All personnel involved in item-writing, test preparation, sealing, invigilation, grading, tabulation, result publication, waitlisting, and registration must handle materials 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。

All examination-related records (including score data, test booklets, review files, electronic archives, and related documents) shall be retained for at least one year. If a formal appeal is filed, records must be kept until the appeal process or any administrative remedy procedure is concluded. Applicant score data shall also be archived with the University Admissions Committee.

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，本學程經複查後函覆考生。

Requests by candidates to review their scores for any interview or written test shall be accepted; the program shall respond in writing after completing the review.

十二、本組織規則由本學程教師群會議通過，經院長同意後送教務處備查後實施，修正時亦同。

These Rules shall take effect upon passage by the Program Faculty Meeting and approval by the Dean, and shall be filed with the Office of Academic Affairs. Any amendments shall follow the same procedure.