

National Chung Hsing University
Graduate Institute of Clinical Medicine
Organizational Regulations for the Admission Affairs Committee

September 12, 2024 - Approved by the Institute Affairs Meeting

Article 1

To facilitate admission-related tasks, the Graduate Institute of Clinical Medicine (hereafter referred to as "the Institute") establishes the Admission Affairs Committee (hereafter referred to as "the Committee") in accordance with Article 2 of the university's General Admissions Guidelines. The Committee adheres to the principles of fairness, impartiality, and transparency in handling all admission-related affairs.

Article 2

The Director of the Institute serves as an ex-officio member of the Committee. Additionally, the Director shall recommend at least four full-time (or project) faculty members at the rank of Assistant Professor or above to serve as Committee members by the end of September each year. The Committee members serve for one academic year and may be reappointed.

Article 3

The Director serves as the Chair of the Committee, overseeing all admission-related tasks. If the Director must recuse themselves from admission-related tasks, the Committee members shall elect one among them to serve as the Chair.

Article 4

The Committee is responsible for the following tasks:

1. Formulate and update detailed admission guidelines, including admission quotas, examination methods, subjects, implementation procedures, and the scoring proportions for interviews, written tests, and document reviews.
2. Oversee all admission-related tasks, including direct admission for the Master's program, general Master's admissions, and other admission processes.
3. Monitor the execution of admission tasks to ensure fairness and compliance.
4. Determine the minimum admission standards and reserve quotas for each group of candidates.
5. Address disputes and violations related to admissions.
6. Set the institute's admission strategies and promotional activities.
7. Propose improvements to admission procedures and establish feedback mechanisms.

Article 5

The Chair convenes committee meetings based on the progress of the admissions process. At least two-thirds of the Committee members must attend to proceed. Decisions are made by

majority vote and must be reported to the Institute Affairs Meeting.

Article 6

For document reviews, interviews, and written tests, the Director shall recommend suitable personnel to form an Admissions Review Group before examinations. The composition of the Review Group is as follows:

1. Master's Program Admissions: The review committee must consist of at least three full-time (or project) faculty members at the rank of Assistant Professor or above from the institute.
2. Written Test Question Compilation: Each subject's question compilation committee should include at least two faculty members from the institute. A designated lead compiler is responsible for consolidating the test questions. If necessary, external experts may be invited to serve as question compilers.
3. Interviews: Depending on the number of candidates, interviews may be conducted in multiple groups simultaneously. However, each review committee group must include no fewer than three members.

Article 7

The Review Group operates as follows:

1. The Chair convenes a coordination meeting with the review committee members prior to the examination to confirm work details, examination procedures, methods of evaluation and interviews, interview schedules, scope of questions, and scoring standards.
2. Each committee member independently scores candidates based on the criteria listed on the evaluation form. The final score for each candidate is the average of all committee members' scores, calculated to one decimal place.
3. Each examination item and written test subject is scored on a 100-point scale.
4. To ensure appropriate question differentiation, question compilers must proportionally allocate the levels of difficulty across test items.
5. The reviewing committee members must provide specific explanations on the evaluation form for document review and interview scores below 60 or above 90.

Article 8

Committee members and personnel involved in the admissions process must recuse themselves if their spouses or relatives within the third degree of kinship participate in the examination that year. Those engaged in tutorial schools or authors of test preparation materials must voluntarily recuse themselves from question compilation and interview duties.

Article 9

The Committee establishes minimum admission standards and allocation principles before the

announcement of admission results. In cases of insufficient qualified candidates, specific reasons must be provided and approved by the University Admissions Committee. The University Admissions Committee must announce admission results, and the Institute shall not announce them beforehand.

Article 10

All personnel involved in admissions tasks (e.g., question compilation, test preparation, sealing, proctoring, grading, result calculation, result announcements, substitutions, and registration) must handle their duties with diligence and maintain confidentiality.

Article 11

Documents, examination papers, review materials, electronic files, and other related records must be retained for at least one year. If appeals are filed, materials must be retained until the appeals process or administrative remedies are concluded. Examination data must be submitted to the Office of Academic Affairs for recordkeeping.

Article 12

Applications for score reviews for all examination items must be accepted. The review process and guidelines shall be specified by the University Admissions Committee and included in the admissions handbook.

Article 13

These regulations are implemented after approval by the Institute Affairs Meeting and the Dean, followed by submission to the Office of Academic Affairs for recordkeeping. Amendments follow the same procedure.