

國立中興大學基因體暨生物資訊學研究所招生試務工作委員會組織規則

100 年 4 月 28 日所務會議通過

- 一、本所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。
- 二、本委員會以所長為當然委員，其餘委員由所長於每年 8 月底前推薦本所助理教授(含)以上專任教師五至七人擔任之，委員任期一年，得連任。若所長因故應迴避招生試務工作，則由委員互推一人為召集人。
- 三、本委員會置召集人一人，由所長擔任，綜理本所的各项招生事務。
- 四、委員會職掌為：
 - (一) 擬定及修正本所招生簡章細則(含招生名額、考試方式、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(含碩士班甄試、碩士班一般入學及其它招生項目等)。
 - (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) 訂定本所招生策略及招生宣導事宜。
 - (七) 研議各項招生改進事宜及回饋機制。
- 五、本委員會依招生工作進度，由召集人召開會議。會議應有三分之二以上委員出席始得開會。必要時，本委員會議得邀請本所教職員及學生代表列席。
- 六、本所為辦理審查、面試及筆試測驗，由所長推薦適當人員於考試前組成甄審小組，其甄審委員之組成為：
 - (一) 碩士班招生：由本所專任助理教授(含)以上教師擔任，必要時得推薦系所(校外)教師。
 - (二) 筆試各科之命題委員由本校教師二人(含)以上擔任為原則。
 - (三) 辦理面試時，得視考生人數分組同時進行，但每組甄審委員不得少於二人。
- 七、甄審小組之運作：
 - (一) 由召集人召集甄審委員於考試前召開協調會議，確認工作細節及試務流程、決定審查及面試方式、面試時間、出題範圍及評分標準等。
 - (二) 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。
 - (三) 各考試項目及筆試科目以一百分為滿分。
 - (四) 考生成績達六十分以下或九十分以上者，甄審委員應於評分單中寫明具體

事實。

八、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所當年度考試者。
- (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。

九、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，本所不得先行發佈錄取名單。

十、本所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。

十一、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。

十二、各考試項目及各筆試科目均應受理考生申請成績複查，本所經複查後函覆考生。

十三、本組織規則由本所所務會議通過，經院長同意後送教務處備查後實施，修正時亦同。

Graduate Institute of Genomics and Bioinformatics, National Chung Hsing University, Regulations for the Admissions Committee

Approved by the Institute Council on April 28, 2011

Article 1

To facilitate admissions-related tasks, the Institute establishes the Admissions Committee (hereinafter referred to as "the Committee") in accordance with relevant laws and Article 2 of the University's General Admissions Guidelines. The Committee shall handle admissions affairs under the principles of fairness, impartiality, and transparency.

Article 2

The Director of the Institute serves as an ex-officio member of the Committee. The Director shall nominate five to seven full-time faculty members at the rank of assistant professor or above before the end of August each year to serve as members. The term of office for committee members is one year, and reappointment is allowed. If the Director must recuse themselves from admissions work, the Committee shall elect a convener from among its members.

Article 3

The Committee shall have one convener, who is the Director of the Institute and oversees all admissions affairs.

Article 4

The responsibilities of the Committee include:

1. Drafting and revising the Institute's admissions guidelines, including admission quotas, examination methods, subjects, implementation procedures, and the proportion of scores allocated to interviews, written tests, and evaluations.
2. Managing all admissions-related matters, including master's program special admissions, regular admissions, and other admission processes.
3. Supervising the admissions process.
4. Determining the minimum admission standards and the number of alternate candidates for each group.
5. Resolving disputes and addressing violations related to the admissions process.
6. Establishing admissions strategies and promotional activities.
7. Reviewing and improving the admissions process and developing feedback mechanisms.

Article 5

The Committee shall convene meetings based on the progress of admissions tasks. Meetings require the attendance of at least two-thirds of the committee members to proceed. If necessary, faculty, staff, and student representatives may be invited to attend.

Article 6

To facilitate evaluations, interviews, and written tests, the Director shall recommend appropriate personnel to form the Evaluation Panel prior to the examination. The composition of the panel is as follows:

1. For master's program admissions: The panel shall consist of full-time faculty members at the rank of assistant professor or above. External faculty may be invited if necessary.
2. Written test questions for each subject should, in principle, be prepared by at least two

university faculty members.

3. For interviews, candidates may be divided into groups based on the number of applicants. Each group must have at least two evaluators.

Article 7

The operations of the Evaluation Panel include:

1. The convener shall hold a coordination meeting with evaluators before the examination to confirm details of the process, including evaluation and interview methods, interview schedules, question scopes, and scoring criteria.
2. Evaluators shall independently score candidates based on the evaluation criteria. The final score for each candidate is the average of all evaluators' scores, calculated to one decimal place.
3. Each examination item and written test subject is scored out of 100 points.
4. For scores below 60 or above 90, evaluators must provide specific justifications in the scoring sheet.

Article 8

Individuals with the following conditions may not serve as evaluators or question setters:

1. If the individual, their spouse, or a relative within three degrees of kinship is a candidate for the Institute's admission exam that year.
2. If the individual is employed at a tutoring center or similar institution.
3. If the individual has authored preparatory materials for entrance exams.
4. If the individual has specific interests that could compromise the fairness of the examination.
5. Other conditions that may affect examination fairness.

Article 9

Before announcing admission results, the Committee shall establish the minimum admission standards and allocation principles for each group. In cases of insufficient qualified candidates, detailed explanations must be provided and submitted to the University Admissions Committee for approval. The University Admissions Committee is responsible for officially announcing the admission results, and the Institute may not release the results beforehand.

Article 10

During the admissions process, tasks such as question setting, printing, sealing, invigilation, grading, score calculation, result announcements, replacements, and registrations must be handled with care, and all personnel involved must maintain confidentiality.

Article 11

All admission-related materials, including candidate scores, examination papers, evaluation documents, electronic files, and related documents, must be retained for at least one year. If an appeal is filed, the materials must be preserved until the appeal process or administrative relief procedure is concluded. Candidate scores must be submitted to the University Admissions Committee for record-keeping.

Article 12

For each examination item and written test subject, candidates may request a review of their scores. The Institute will review the request and provide a response to the candidate.

Article 13

These regulations are implemented upon approval by the Institute Council, endorsement by

the Dean, and filing with the Office of Academic Affairs. Amendments follow the same procedure.