

國立中興大學運動與健康管理研究所招生試務工作委員會組織規則

National Chung Hsing University Graduate Institute of Sports and Health Management Regulations for the Organization of the Admissions and Examination Affairs Committee

中華民國 100 年 9 月 7 日所務會議通過
106 年 9 月 19 日 106 學年度第 1 學期第 1 次所務會議修訂通過

(Passed by the Institute Affairs Meeting on September 7, 2011)

(Amended and passed by the 1st Institute Affairs Meeting of the 1st semester of the 106th academic year on September 19, 2017)

第一條 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。

To facilitate the handling of various entrance examination affairs, the Institute establishes the Admissions and Examination Affairs Committee (hereinafter referred to as the "Committee") pursuant to relevant laws and regulations and Article 2 of the University's Common Guidelines for Admissions Operations. The Committee shall handle all admissions and examination affairs in accordance with the principles of fairness, impartiality, and transparency.

第二條 本委員會由委員五至七人組成，所長為當然委員並擔任召集人，其餘委員由本所專任教師遴選之，必要時得推薦所(校)外老師擔任；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。

The Committee shall consist of five to seven members. The Institute Director shall serve *ex officio* as a member and convener. The remaining members shall be selected from among the Institute's full-time faculty members. When necessary, faculty members from other institutes (or universities) may be recommended. The term of office is one year, and members are eligible for reappointment. If the Institute Director must recuse themselves from admissions and examination affairs due to a conflict of interest, the members shall elect one member to serve as convener.

第三條 本委員會由召集人綜理本所各項招生試務工作，委員會執掌為：

The convener shall oversee all admissions and examination affairs of the Institute. The responsibilities of the Committee are as follows:

- 一、擬定本所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、檢定科目及標準、成績採計方式、考試項目及占分比例等。

To draft the detailed rules for the Institute's various admission channels, including but not limited to admission quotas, examination methods,

examination dates, assessment subjects and standards, grading methods, examination items, and weight distribution.

二、擬定各組錄取最低標準、各組流用原則。

To propose the minimum passing scores for each category, and the principles for transferring quotas between categories.

三、擬定招生作業流程。

To propose the admissions process workflow.

四、訂定本所招生策略及招生宣導事宜。

To establish the Institute's admissions strategies and promotional activities.

五、研議各項招生改進事宜及回饋機制。

To discuss improvements to the admissions process and establish a feedback mechanism.

第四條 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。必要時，本所教師得列席會議。

The Committee shall convene meetings as needed, based on the progress of admissions work, called by the convener. A quorum of at least two-thirds of the members is required to convene a meeting. Decisions shall be made by a majority vote. When necessary, faculty members of the Institute may attend the meetings as non-voting participants.

第五條 本所為辦理審查筆試測驗，由所長推薦教師組成甄審小組，其甄審委員之組成為：

To handle the review of application materials and written examinations, the Institute Director shall recommend faculty members to form a Review Task Group. The composition of the Review Task Group shall be as follows:

一、招生由本所助理教授以上專任教師五至七人擔任；必要時得推薦所(校)外老師擔任。

For admissions, five to seven full-time assistant professors or above of the Institute shall be appointed. When necessary, faculty members from other institutes (or universities) may be recommended.

二、筆試各科之命題委員由本所教師一人(含)以上擔任為原則。

In principle, the question setters for each subject of the written examination shall be one (inclusive) or more faculty members of the Institute.

三、甄審委員負責進行考生書面審查及面試之評審作業。

The members of the Review Task Group are responsible for conducting the review of application materials and the evaluation of interviews.

第六條 甄審小組之運作：

Operation of the Review Task Group:

- 一、由召集人召集甄審委員於考試前召開會議，協調事務工作細節及流程。

The convener shall organize a meeting with the Review Task Group members before the examination to coordinate the details and procedures of the tasks.

- 二、決定審查出題範圍及評分標準。

To determine the scope of the review and examination questions and the grading standards.

- 三、除筆試測驗之外，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。

Except for written examinations, each committee member shall independently grade each item according to the score sheet. The examinee's score shall be the average of the total scores given by all Review Task Group members, calculated to one decimal place.

- 四、各考試項目及筆試科目以一百分為滿分。

Each examination item and written examination subject shall be scored out of 100 points.

- 五、命題時應注意試題之鑑別度，試題難易度之佔分比例以較難題目佔 30 %、一般性題目佔 50 %、較容易題目佔 20 % 為原則。

When setting examination questions, attention should be paid to the discrimination of the questions. The distribution of question difficulty should, in principle, follow the proportion of 30% for more difficult questions, 50% for general questions, and 20% for easier questions.

- 六、除筆試測驗之外，考生其他項目成績達六十分以下或九十以上者，甄審委員應於評分單中寫明具體事實。

Except for written examinations, if an examinee's score for other items is below 60 or above 90, the Review Task Group member shall provide specific reasons on the score sheet.

第七條 凡有下列情形之一者，不得擔任本所甄審委員或命題委員：

Individuals with any of the following circumstances shall not serve as members of the Institute's Review Task Group or as question setters:

- 一、本人、配偶及三等親內之血親參加本所當年度考試者。

Individuals, their spouses, or blood relatives within the third degree of kinship who are taking the Institute's examination in the current year.

二、於補習班任教或擔任補習班其他工作者。

Individuals who teach or hold other positions in cram schools.

三、有編輯升學參考書者。

Individuals who have edited reference books for university 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。

Individuals who have a specific conflict of interest with a particular examinee that may affect the fairness of the examination.

五、其他可能影響考試公平性者。

Individuals whose involvement may otherwise affect the fairness of the examination.

第八條 各項招生考試放榜前，由擬定各組錄取最低標準及各組流用原則，如有不足額錄取之情形時，應載明具體事實理由，送經招生委員會同意。錄取名單應由校招生委員會統一發布錄取名單，本所不得先行發布錄取名單。

Before the announcement of the results of each entrance examination, the minimum passing scores for each category and the principles for transferring quotas between categories shall be proposed. If there are insufficient qualified candidates, specific reasons must be provided and submitted to the University's Admissions Committee for approval. The list of admitted students shall be announced uniformly by the University's Admissions Committee, and the Institute shall not announce the list in advance.

第九條 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。

When the Institute handles various admissions and examination affairs, all personnel involved in setting questions, preparing examination papers, sealing examination papers, invigilating examinations, grading papers, calculating scores, announcing results, handling replacements, and registration shall handle these matters diligently and maintain strict confidentiality.

第十條 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。

Relevant documents related to each entrance examination, including, but not limited to, examinees' scores, examination papers, review materials, electronic files, and related documents, shall be retained for at least one year. Provided, however, that if an appeal is filed pursuant to the applicable

regulations, the documents shall be retained until the appeal process is completed or the administrative remedy procedure is concluded. Examinees' score data shall be sent to the University's Admissions Committee for record-keeping.

第十一條 各項考試項目及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。

Examinees may apply for a score review for all examination items and written examination subjects. The Institute shall review the scores and respond to the examinees in writing.

第十二條 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。

These Regulations shall take effect after being passed by the Institute Affairs Meeting, approved by the Dean, and submitted to the Office of Academic Affairs for record. The same procedure shall apply to any amendments.