

# **Chung Yuan Christian University Admissions Committee**

## **Establishment Guidelines**

Approved at the 730th Administrative Meeting on July 2, 1998

Amended at the 754th Administrative Meeting on July 6, 2000

Amended as per Ministry of Education Document No. 0990000878, dated March 30, 2010

Amended at the 927th Administrative Meeting on December 4, 2014

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Amended and ratified at the 948th Administrative Meeting on December 1, 2016

### **Article 1**

In order to handle the admissions of doctoral programs, master's programs, in-service master's programs, bachelor's programs, post-bachelor's second major bachelor's programs, and specialized programs approved by the Ministry of Education, the University shall, in accordance with Article 24 of the University Act, The Chung Yuan Christian University Admissions Committee (hereinafter referred to as the Committee) is established.

### **Article 2**

The composition of the Association is as follows:

1. There shall be one chairman, who shall also be the president, to preside over all matters of the association.
2. There shall be one deputy chairman, who shall also be the vice president, to assist the chairman in handling association affairs.
3. There shall be a number of committee members, who shall be concurrently appointed by the Dean of Academic Affairs, the Vice Dean of Academic Affairs, the Deans of each college, and the heads of other relevant first-level units, all of whom shall be appointed by the President.
4. There shall be one executive director, who shall also serve as the Dean of Academic Affairs, to execute the resolutions of the Association. There shall be one Deputy Executive Director, who shall also be the Deputy Dean of Academic Affairs, one Secretary and several Assistants to assist the Executive Director.

### **Article 3**

The duties and powers of this Association are as follows:

1. Review the admission regulations, enrollment quotas, and admission brochures.

2. Review the minimum admission standards, admission list, additional admissions and reasons for under-admissions.
3. Review the eligibility of candidates who hold the qualifications specified in Article 6, Article 7, or Items 5, 8, and 10 of Article 9 of the university's standards for equivalent academic qualifications.
4. Decide on admission disputes, violations and applicant appeals.
5. Discuss and discuss improvements to the admissions process.
6. Other matters related to admissions.

#### **Article 4**

The meetings of the Association are convened by the Chairman, who also serves as the Chairperson of the meetings. If the Chairman is unable to attend, the Vice Chairman or the Chief Executive Officer shall take his place.

A meeting may only be held if more than half of all members are present. If necessary, more relevant personnel may be invited to hold the meeting.

Its resolutions must be approved by more than half of the members present.

#### **Article 5**

The Association's various enrollment affairs are coordinated by the Academic Affairs Office. The Executive Director may coordinate various units to form working groups according to the needs of the tasks. Their responsibilities are as follows:

1. Examination affairs group: including the groups responsible for admission brochure, question setting, examination affairs, review and registration.
2. Screening group: including review, interview and practical assessment groups.
3. Administrative support group: including service, general affairs, audit, operational audit and information system groups.

#### **Article 6**

These establishment guidelines shall be promulgated and implemented after being approved by the Executive Council and reported to the Ministry of Education for record, and the same shall apply when they are revised.