

CYCU Enrollment Exam Dispute Settlement Procedure

Approved by 1st Enrollment Expansion Meeting in the school year of 2000 on October 20, 1999

Amended by 1st Enrollment Committee Meeting in the school year of 2007 on July 16, 2007

Authorized by the letter of Ministry of Education under Tai-Gao (1) Zi No. 0960168370 dated November 5, 2007

Amended by 5th Enrollment Committee Meeting in the school year of 2012 on June 3, 2013

Amended per the official letter under Yuan-Mi-Zi No. 1050002657 dated August 25, 2016

Amended by 5th Enrollment Committee Meeting in the school year of 2016 on December 5, 2016

- Article 1. The “CYCU Enrollment Exam Dispute Settlement Procedure” (hereinafter referred to as the “Procedure”) is established in order to maintain the fairness of various enrollment exams, protect the examinees’ interest and right and settle any enrollment exam dispute effectively.
- Article 2. The exam dispute settlement shall be researched by CYCU’s Enrollment Committee (hereinafter referred to as the “Enrollment Committee”).
- Article 3. The resolution on dispute shall be subject to a majority of the present members at the Enrollment Committee Meeting attended by a majority of the Enrollment Committee members.
- Article 4. Any examinees attending CYCU enrollment exams who consider the resolution made by CYCU’s Enrollment Committee on them personally infringe upon their interest and right may file a complaint in writing.
- Article 5. The complaint will be processed in the following manners:
- I. The examinee shall file a complaint with the Enrollment Committee in writing within seven (7) days following his/her awareness of the occurrence of fact. The complaint filed beyond said-noted time limit will not be accepted, provided that where the complaint is filed beyond said-noted time limit due to force majeure, the examinee may state the reasons to the Enrollment Committee and ask the Enrollment Committee for permission. The complaint form shall specify the examinee’s name, admission ticket No. and mailing address, and facts and reasons of the complaint.
 - II. The Enrollment Committee Meeting shall be held privately, provided that the examinee may be notified to make statement at the meeting.
 - III. The Enrollment Committee shall resolve the complaint and respond to the examinee within one month upon the date following its acceptance of the complaint, and also advise the procedure for administrative remedy.
 - IV. The statement made at the Enrollment Committee meeting which involves the examinee’s privacy and basic information shall be kept confidential. The written resolution shall be signed by the chairperson, including the Main Text, fact and reasons (a written resolution shall also be produced for the complaint which is not accepted, including the Main Text and reasons).
 - V. In principle, no more than one complaint may be filed against the same case.
- Article 6. Where the examinee disagrees to the resolution, he/she may file an appeal with Ministry of Education, attached with CYCU’s written resolution, within thirty (30) days following the date of receipt of the resolution.
- Article 7. Where it is necessary to conduct investigation or site survey on the complaint, three committee members may be delegated to form the “investigation taskforce” subject to resolution by the Enrollment Committee.
- Article 8. Where the examinee, upon filing a complaint, files an appeal, administrative litigation or civil action against the complaint, he/she shall notify the Enrollment Committee in

writing immediately. Upon receipt of the notice, the Enrollment Committee shall suspend the research and resume the research after the cause is addressed.

The examinee may withdraw the complaint before the Enrollment Committee makes any resolution.

Article 9. Upon production of the resolution, the Enrollment Committee shall submit the written resolution to the examinee, with one (1) carbon copy to related units, and adopt the resolution immediately.

Article 10. Where the appeal decision or administrative litigation judgment is rendered separately, if any, CYCU shall revoke the original resolution in the manners as required in order to protect the examinee's interest and right.

Article 11. The Procedure is passed by the Enrollment Committee Meeting, and shall be promulgated and enforced by the Principal. The same shall apply where the Procedure is amended.