

The Regulations

for Establishing the Recruitment Examination Affairs Committee

The International Ph.D Program in Taiwan and Transcultural Studies

College of Liberal Arts, National Chung Hsing University

國立中興大學台灣與跨文化研究國際博士學位學程
招生試務工作委員會組織規則

Established by the first meeting of the Program Affairs Committee on 9 June 2013

Amended by the Program Affairs Committee, September 20, 2022

1. The Ph.D Program sets up the Recruitment Examination Affairs Committee in order to proceed with various examination affairs regarding the recruitment affairs and issues. The establishment of the Committee comply with related laws and the uniform standards of operation for recruitment affairs instituted by the University. The execution of each recruitment examination affair shall act in accord with the principles of equality, fairness, and openness.
2. The Committee comprises five members, including the adviser ex officio, also serving as the coordinator. The other members with title of assistant professorship or that of a higher level, **invited by the adviser ex officio**, shall be chosen from the College. The term is one year and can be extended. If the coordinator is unable to fulfil the job because he/she has to recuse himself/herself to avoid conflict of interest, the other members shall choose one among themselves as the coordinator.
3. The coordinator of the Committee shall be in charge of the management of the various recruitment examination affairs. The Committee's jobs include:
 - a. Establishing and modifying the detailed rules listed in the recruitment brochure, such as the number of students to be recruited, the qualifications of the examinees, the examination dates, the examination items, the written examination subjects, the rating modes, the standards of accepting a student, and the principle of student quota exchange with other programs.
 - b. Establishing the procedure of the recruitment work.
 - c. Setting up strategies and promoting tactics for the Program's recruitment.
 - d. Discussing how to improve the recruitment affairs and feedback mechanism.
 - e. Engaging in affairs related to the recruitment.
4. Based on the progress of recruitment, the Committee members shall convene as requested by the coordinator for a meeting. To be legitimate, a meeting needs to have two thirds of the members to attend. A resolution shall be achieved by the majority of votes. If necessary, people involved in a recruitment issue can be invited to attend as a nonvoting participant.
5. The Ph.D Program shall set up a Screening and Review Committee in order to proceed with application material review, interviews, and written examinations. The Screening and Review Committee shall consists of five members, including the director ex officio, also serving as the coordinator. The other

members, recommended by the director, shall be chosen from the faculty of The College of Liberal Arts with title of assistant professorship or that of a higher level. If needed, the director can recommend members of the same qualification from the other universities. The members' jobs are to review application materials and interview applicants.

6. The operation of The Screening and Review Committee:
 - a. The coordinator and the other members shall convene for a meeting before the examination, checking the details and procedure of the recruitment affairs.
 - b. Deciding how application material review and interviews will proceed, length of time for an interview, the scope of the examination questions, and the grading standards.
 - c. Using the 100-point grading scale.
 - d. When an examiner is preparing questions for each examination subject, the Committee should suggest that he/she divides his/her questions into three categories, each of which takes up a different portion of the examination: (1) difficult questions taking up 30%; (2) fairly difficult questions taking up 50%; (3) easy questions taking up 20%. This rating allocation is considered an effective way of discrimination.
 - e. Each member independently grades a specific section of questions as listed in the grading chart. The score an examinee gains is derived from averaging the total scores given by all the members. The exactness of the score an examinee earns shall extend to the first place of the decimal point.
 - f. If the score earned by an examinee is below 60 points or above 90 points, the grading member is required to provide concrete evidence on the grading chart.
7. Basically at least two question drafters, recommended by the director, are responsible for each written examination subject. A recommended drafter needs to be a full-time NCHU faculty member with title of assistant professorship or that of a higher level. If necessary, professionals or specialists outside NCHU, with qualifications equivalent to those listed above, can be appointed. The director shall appoint one of the drafters to be the coordinator to be in charge of integrating the questions for an examination.
8. One shall not assume the membership of the Screening and Review Committee and the job of being a question drafter if he/she is involved with one of the following conditions:
 - a. His/her spouse, blood relatives, first-degree to third-degree relatives-in-law, or himself/herself are to take the examinations in the same year.
 - b. He/she has worked at a cram school or assumed related jobs.
 - c. He/she has edited reference books for admission.
 - d. He/she has connection of interest with examinees, which is likely to affect the fairness of examination.
 - e. He/she is involved with other factors which is likely to affect the fairness of the examination.
9. Before the announcement of the examination result, the Committee should set up the lowest standard for admission and the principle of quota exchange. If the Committee has decided to admit less students than the quota officially allocated, it should explicate the concrete reasons and submit them to The NCHU Recruitment Committee for consent. The list of acceptance shall be officially announced by The NCHU Recruitment Committee. The Ph.D Program cannot announce its own list of acceptance in advance.
10. When proceeding with various recruitment examination affairs, the Program should be very cautious in dealing with question drafting, examination paper printing, examination proctoring, examination paper grading, score calculation, opening and sealing, announcement of acceptance, reporting, and vacancies to fill up. All the people engaged in the recruitment affairs should abide by the confidential rules.

11. In each recruitment examination, examinees' grade data, examination papers, data reviewed, electronic files, and other related documents should be well stowed for at least one year. However, for those who apply for administrative appeal, the above materials should be stowed till the end of the appeal process or the termination of administrative remedy. Examinees' grade data should be submitted to the Office of Academic Affairs for archiving.
12. Each examinee is entitled to filing a request for a re-check of his/her grade for each written examination. The Program has to inform the requestor of the result of the re-check by email or snail mail.
13. The organizing rules above, after being passed by the Program Affairs Committee, **must be submitted to the Office of Academic Affairs. If further modifications are made, the same process applies.**

*Use with discretion. If errors arise from the above statement, consult the official Chinese version or related regulations established by NCHU or the Ministry of Education.