

國立中興大學醫學院學士後醫學系招生試務工作委員會組織規則
**National Chung Hsing University Post-Baccalaureate Medicine Admissions
Examination Working Committee Organizational Rules**

111年9月8日111學年第1學期第2次系務會議訂定

111年12月8日111學年度第1學期第5次系務會議修正

113年9月12日113學年第1學期第2次系務會議通過

113年10月17日113學年第1學期第3次系務會議通過

113年12月12日113學年第1學期第6次系務會議修正

Determined at the 2nd department meeting of the 1st semester of the 111 academic year on September 8, 2011

Revised at the 5th department meeting of the 1st semester of the 111 academic year on December 8, 2011

Passed by the second department meeting of the first semester of the academic year on September 12, 2013

Passed at the 3rd department meeting of the 1st semester of the 2013 academic year on October 17, 2013

Revised at the 6th department meeting of the first semester of the academic year on December 12, 2013

一、依據有關法令及本校招生作業共同準則第 2 條之規定，設置學士後醫學系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。

(一)本委員會由本會置委員若干人由系主任遴聘具資格之教師擔任，委員人數不得少於六人。

(二)由系主任擔任當然委員兼召集人，院長及副系主任為當然委員，其餘不足額委員由本系專任、專案教師於每年9月底前選舉產生，任期一年，得連任三年。若系主任因故應迴避招生試務工作，則由委員互推一人為召集人。

(三)本委員會之面試命題小組共計10位，同時為面試委員小組成員。

Article 1

In accordance with the provisions of relevant laws and regulations and Article 2 of the Common Guidelines for Admissions Operations of our school, the Post-Baccalaureate Medicine Department Admissions Examination Working Committee (hereinafter referred to as this committee) is established to handle all admissions examinations in accordance with the principles of fairness, impartiality and openness.

(1) This committee shall be composed of qualified teachers selected by the department head. The number of members shall not be less than six.

(2) The dean of the department shall serve as the ex-officio member and convener, the dean and the deputy dean shall serve as ex-officio members, and the remaining remaining members shall be elected by the full-time and project teachers of the department before the end of September each year for a one-year term and may be re-elected for three years. If the department head should avoid the admission examination work for some reason, the committee members will nominate one person from each other as the convener.

(3) There are a total of 10 people in the interview panel of this committee, who are also

members of the interview committee panel.

二、本委員會由召集人綜理本系各項招生試務工作，委員會職掌為：

- (一)擬定本系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、考試項目及佔分比例等。每年招生名額之調整須送系務會議核備。
- (二)擬訂最低錄取標準及備取名額。
- (三)擬訂招生作業流程。
- (四)訂定本系招生策略及招生宣導事宜。
- (五)研議各項招生改進事宜及回饋機制。
- (六)裁決招生爭端及違規事項等。

Article 2

The convener of this committee shall comprehensively manage all the admissions examination work of the department. The responsibilities of the committee are:

- (1) Formulate the detailed admissions brochures for various admission channels of the department, such as admission quota, examination methods, examination dates, examination subjects and standards, score calculation methods, examination items and score ratios, etc. Adjustments to the annual enrollment quota must be submitted to the departmental meeting for approval.
- (2) Formulate minimum admission standards and reserve quotas.
- (3) Formulate admissions procedures.
- (4) Formulate the department's enrollment strategy and enrollment promotion matters.
- (5) Discuss various enrollment improvement matters and feedback mechanisms.
- (6) To adjudicate enrollment disputes and irregularities, etc.

三、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，本系教師得列席會議。

Article 3

The committee will convene a meeting based on the progress of the enrollment work. A committee meeting must be attended by more than two-thirds of the members before it can meet, and resolutions can be passed by majority vote. If necessary, teachers from the department may attend the meeting.

四、本委員會設四個工作小組，分別為筆試命題小組、面試命題小組、書面審查小組、面試委員小組，由系主任擔任召集人並推薦之，工作小組成員皆需參加招生共識會議。工作小組之人數如下：

	筆試命題小組	面試命題小組	書面審查小組	面試委員小組
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人數	數位含召集人、命題與審題。	數位，面試教案5關。	數位，書審人數20:2，需有女性(佔25%)。	數位，需有女性。
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- (一)本系助理教授以上之專任、專案教師擔任。
- (二)筆試各科之命題委員由本系召集人指定專業人士擔任命題委員。
- (三)甄審委員負責進行考生書面審查及面試之評審作業，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。

Article 4

This committee has four working groups, namely the written examination group, the interview group, the written review group, and the interview committee group. The department chair serves as the convener and recommends the committee. All members of the working group need to participate in the admissions consensus meeting. The size of the working group is as follows:

	Written test proposition group	Interview question group	written review panel	interview panel
Number of people	The number includes the convener, proposition and examination questions.	Several people, 5 levels of interview lesson plans.	Several people, Number of reviewers 20:2, need to be female(佔25%).	Several people, need to be female.

- (1) Full-time and project teachers of the department who are assistant professors or above.
- (2) The committee members for each subject of the written examination shall be professionals designated by the convener of the department to serve as the committee members.
- (3) The screening committee members are responsible for conducting the examination of candidates' written examinations and interviews. When conducting interviews, they may be divided into groups and conducted at the same time depending on the number of candidates, but each group shall have no less than two screening committee members.

五、甄審小組之運作：

- (一)由召集人召集甄審委員於考試前召開會議，協調試務工作細節及流程。
- (二)決定審查及面試方式、面試時間、出題範圍及評分標準等。
- (三)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兩位。
- (四)各考試項目及筆試科目之滿分分數，由當年度委員會另定之。
- (五)為使各科試題具較佳鑑別度，命題委員應適當分配試題難易之所佔比例。
- (六)考生書面審查或面試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。

Article 5

Operation of the screening team:

- (1) The convener shall convene the selection committee to hold a meeting before the examination to coordinate the details and procedures of the examination work.
- (2) Determine the review and interview methods, interview time, question range and scoring standards, etc.
- (3) Each committee member will score individually according to the items listed on the score sheet. The candidate's score will be the average of the sum of the scores of each screening committee member as the actual score. The score will be calculated to two decimal places.
- (4) The full marks for each examination item and written examination subject will be determined by the committee for the current year.
- (5) In order to ensure better differentiation of test questions for each subject, the proposition committee should appropriately allocate the proportion of difficult test questions.
- (6) If a candidate's written examination or interview score reaches below 60 points or above 90 points, the screening committee shall write down the specific facts in the score sheet.

六、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及姻親參加本系當年度考試者。
- (二)於補習班任教或擔任補教業其他相關工作者。
- (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。

Article 6

Anyone who has any of the following circumstances shall not serve as a selection committee member or proposition committee member of this department:

- (1) The applicant, his/her spouse and relatives by blood and marriage within the third degree of kinship participate in the current year examination of this department.
- (2) Teach in cram schools or other related workers in the cram school industry.
- (3) Those who have edited reference books for further studies.
- (4) Those who have specific interests with specific candidates and may affect the fairness of the examination.
- (5) Others that may affect the fairness of the examination.

七、參與試務人員本人、配偶、三親等內之血親及姻親參加本系當年度考試者，亦應自行迴避。

Article 7

Those who participate in the examination, their spouses, blood relatives within the third degree, and relatives in law who participate in the current year's examination of this department should also voluntarily withdraw.

八、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，如有不足額錄取之情形時，應載明具體事實理由，送校招生委員會同意。錄取名單應由校招生委員會統一發佈錄取名單，本系不得先行發佈錄取名單。

Article 8

Before the results of each admissions examination are released, the committee will formulate the minimum admission standards and application principles for each group. If there is insufficient admission, the specific facts and reasons should be stated and sent to the school admissions committee for approval. The admission list shall be published uniformly by the school admissions committee, and the department shall not publish the admission list in advance.

九、本系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。

Article 9

When the department handles various admissions examinations, participants should handle matters such as propositions, paper preparation, sealing, supervision, grading, calculation of scores, release of results, supplementary work, registration, etc. with due care and attention to confidentiality matters.

十、有關各項招生考試考生成績資料、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。考生成績資料應送教務處存查。

Article 10

Candidate performance data, test papers, review materials, electronic files and related documents for various admissions examinations should be kept for more than one year. However, if an appeal is filed in accordance with regulations, it should be kept until the end of the appeal process or the administrative relief process. Candidates' score information should be sent to the Academic Affairs Office for review.

十一、各考試項目及各筆試科目均應受理考生申請成績複查，申請辦法由校招生委員會訂定，並明列於招生簡章中。

Article 11

All examination items and all written examination subjects shall accept candidates' application

for score review. The application method shall be determined by the school admissions committee and shall be clearly listed in the admissions brochure.

十二、本組織規則由系務會議通過，經院長同意送教務處備查後實施，修正時亦同。

Article 12

The rules of this organization shall be adopted by the departmental meeting, and shall be implemented after being approved by the dean and sent to the Academic Affairs Office for review. The same applies to amendments.