

Yuan Ze University Regulations for Criteria of Reviewing Recruiting Procedure of Undergraduate Students through Selection

Passed by the 9th Student Recruitment Committee of the 2022 School Year, April 22, 2022

Article 1 “Yuan Ze University Regulations for Criteria of Reviewing Recruiting Procedure of Undergraduate Students through Selection” are provided pursuant to Regulations for Criteria of Reviewing Recruiting Procedure of Universities, as well as “Yuan Ze University Regulations for Admission of Undergraduate Students through Selection”. The reviewing of recruiting procedure which may include document review, an oral examination, or a written examination shall be subject to these regulations.

Article 2 All personnel engaged in examination affairs shall process matters relating to the recruitment of students based on student recruitment regulations and relevant regulations.

Article 3 The examination can be held through document review, interview, or written examination. For document review and interview, at least three (or above) members of the examination committee shall be involved. For written examination, at least two (or above) members shall be responsible for the setting of test questions for each examination subject.

Article 4 Due to special circumstances, each department (or class) may, with the approval of its departmental meeting, employ professors from other departments (or classes) or retired professors as document review committee members and interview committee members, but the members shall not exceed one-third of the total members of each program (or group). Members shall have the teacher qualifications issued by the Ministry of Education. Interview committee members shall participate in the entire interview process.

Article 5 The personnel engaged in examination affairs shall be obligated to keep the examination affairs confidential and avoid conflicts of interests under the following circumstances:

1. The appointed examination (including paper correction, document review, and interview) committee members who work in cram schools, or whose spouses and relatives related to the examinee within three degrees of kinship shall initiatively withdraw from examination-related affairs to avoid conflicts of interests.
2. The appointed supervisors or examination affairs staff whose spouses and relatives related to the examinee within three degrees of kinship shall initiatively withdraw from examination-related affairs to avoid conflicts of interests.
3. If the professors who serve as examination affairs staff or examination committee members for the current year have conducted simulated reviews or interviews for high school students, they shall

withdraw from the examination-related affairs.

4. Other related conflicts of interest.

Document review and interview conveners shall strengthen the word and deed standards for the document review committee members and interview committee members as well, to avoid controversies caused by inappropriate words.

Article 6 Prior to document reviews, interviews, and written examinations, each department (or class) shall hold a preparatory meeting to discuss issues such as evaluation items, evaluation standards, and evaluation methods, and implement the principles of fairness and justice. The evaluation items and standards for document reviews and interviews in the preceding paragraph shall be formulated by each department (or class) before document reviews and interviews.

Article 7 If the examination is held through interview, field test or practical work, the process shall be tape-recorded, videotaped or recorded in writing; written records shall be completed before the Student Recruitment Committee decides a roll of successful candidates. If any candidate has received an extremely high or low grade, concrete reasons shall be clearly stated in the scoring sheet.

All documents relating to the grading of test results shall be retained for at least one year; all documents shall be retained till the termination of the appealing or administrative remedy procedure in the case that an appeal has been filed by an examinee.

Article 8 The personnel engaged in examination affairs (document review, interview, or written examination) shall be obligated to keep the examination affairs confidential.

Article 9 Matters not specified herein shall be governed by other relevant provisions made by the Ministry of Education.

Article 10 These regulations will be adopted by Student Recruitment Committee before being reported to the Ministry of Education for ratification and implementation, as shall amendments when they are made.