

Ming Chuan University Student Admissions Recruitment Committee Organizational Charter

Passed at the University Affairs Committee Meeting on May 27, 2002

Passed at the University Affairs Committee Meeting on June 4, 2007

Passed at the University Admissions Recruitment Committee Meeting on January 27, 2010

Passed at the University Admissions Recruitment Committee Meeting on December 13, 2012

Passed at the University Affairs Committee Meeting on March 4, 2013

Passed at the University Admissions Recruitment Committee Meeting on September 18, 2014

Passed at the University Affairs Committee Meeting on November 17, 2014

Passed at the University Admissions Recruitment Committee Meeting on April 16, 2015

- Article 1 Ming Chuan University Student Admissions Recruitment Committee Organizational Charter (herein referred to as the Committee) is established in order to process recruiting matters in accordance with Article 24 of the University Act, the Enforcement Rules of the University Act, and Ming Chuan University Organizational Charter.
- Article 2 The recruitment referred to in regard to this Committee is recruitment by Ming Chuan University.
- Article 3 The responsibilities of this committee are as follows:
- (1) Establish recruiting-related procedures.
 - (2) Review General Recruitment and Admission Regulations/ Procedures and recruiting advertisement.
 - (3) Establish recruitment task process and schedule.
 - (4) Review recruitment budget and final accounting statement.
 - (5) Decide on matters related to minimum admission qualifications, admissions roster, additional quotas for admission, and insufficient enrollment.
 - (6) Rule on matters related to examination violations and recruitment disputes.
 - (7) Review admissions gains and losses.
 - (8) Review admissions and recruitment improvement plans.
 - (9) Review other recruiting-related matters.
- Article 4 The ex-officio members of this Committee consist of the president, the vice president, the dean of Academic Affairs, the dean of Student Affairs, the dean of General Affairs, the dean of each school, the director of departments/schools that are related to recruitment work, and the unit directors responsible for related affairs. The president will select and appoint the Committee members from among the administrative directors, with the president as the Committee chair, the vice president for Academic Affairs as the deputy chair. As needed, the Committee will invite relevant staff to be present.
The Committee has one executive office, served by the dean of Academic Affairs, to be responsible for admissions and recruitment matters as designated by the Committee chair and deputy chair.
- Article 5 The Committee consists of Exam Item Formulation Group, Registration for and Publication of Examination Results Group, Examination Affairs Group, Computer Operations Group, General Affairs Group, Accounting Group, Examinee Service Group, and Appeals Process Group. Each group has one leader responsible for each section's admissions and recruitment-related affairs.
- Article 6 The Committee will hold meetings as needed, including its entire or partial membership, according to recruitment and admissions progress. These will be convened by the Committee chair. The deputy chair will substitute when the Committee chair is unable to attend the meeting
A quorum must be present to hold a Committee meeting and a majority of those in attendance must be in agreement to pass a resolution. As needed, the Committee may invite other relevant personnel to be present.

- Article 7 Each department/ school should establish an Admissions Recruitment Committee to co-operate with the recruitment affairs managed by this Committee.
- Article 8 Upon being passed by the University Admissions Recruitment Committee, this organizational charter was announced, implemented, and reported to the Ministry of Education for reference. Any revision must follow the same procedures.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****