

建國科技大學招收僑生及港澳生來臺就讀單獨招生委員會組織章程

中華民國 103 年 3 月 27 日 本校僑生及港澳生來臺就讀單獨招生第一次招生委員會會議決議

- 第一條** 為辦理建國科技大學僑生及港澳生來臺就讀單獨招生，特組織「建國科技大學僑生及港澳生來臺就讀單獨招生委員會」(以下簡稱本會)。
- 第二條** 本會設主任委員一人，由校長擔任之。副校長、教務長、國際合作與交流處國際長、參與招生之各系主任、國合處中國大陸及港澳事務組組長、必要相關之行政主管為本會委員。
- 第三條** 本會設副主任委員、總幹事、執行幹事等職務，副主任委員由副校長擔任；總幹事由國際合作與交流處國際長擔任、執行幹事由國合處中國大陸及港澳事務組組長擔任，秉承主任委員之命，綜理一切有關招生事宜。
- 第四條** 本會辦理建國科技大學僑生港澳生來台就讀單獨招生事宜，其職掌如下：
一、審議招生簡章及有關招生事務章則。
二、議定甄選工作進度及工作日程。
三、議定及審查推薦條件、甄試項目、錄取方式、錄取名額及相關事項。
四、擬訂招生策略及招生宣傳資料。
五、規劃相關經費之運用。
六、發布本會有關招生之新聞。
七、其它相關甄選試務及招生工作。
- 第五條** 第五條 本會為推展會務，得依實際需要，以任務編組方式設秘書組、綜合事務等工作組，並聘請相關人員兼任之。各組均置組長一人，組員若干人，各組職掌如下：
一、秘書組
(一) 各項招生委員會會議、工作會議之籌開及會議紀錄之整理與簽發。
(二) 典守本會印章。
二、綜合事務組
(一) 招生簡章及甄選程序各項章則及表式之擬定。
(二) 發佈、網路公告招生訊息。
(三) 各項會議之籌劃與會議決議之執行協調。
(四) 有關招生甄審各項詢商與連繫。
(五) 甄審完畢後有關甄選資料之處理。
(六) 甄選結果、錄取名單公告相關事宜。
(七) 收支預算表及決算表之編製。
(八) 各項經費收支標準之訂定及處理。
(九) 各項經費動支之審核、報銷與登記事宜。
(十) 其他有關會計事項。
(十一) 關於招生簡章及報名表之發售。
(十二) 其他有關招生、甄審相關之事項。
- 第六條** 本會設緊急事件處理小組，由主任委員、副主任委員、總幹事、執行幹事、各組組長組成。負責有關突發之重大、緊急事件之資料收集、研判及處理。
主任委員為小組召集人，並得視需要邀請相關人員參加。
- 第七條** 本會委員及工作人員依實際工作得酌發工作津貼。
- 第八條** 本章程陳請校長核准後公布實施，修正時亦同。

Organizational Charter of Chienkuo Technology University Independent Admission Committee for Overseas Chinese Students and Hong Kong and Macau Students in Taiwan

Resolved by first meeting of the Chienkuo Technology University Independent Admission Committee for Overseas Chinese Students and Hong Kong and Macau Students in Taiwan, March 27, 2014.

Article 1 The Chienkuo Technology University Independent Admission Committee for Overseas Chinese Students and Hong Kong and Macau Students in Taiwan (the Committee), was formed to process the admission of overseas Chinese students and Hong Kong and Macau students in Taiwan for Chienkuo Technology University.

Article 2 The chair of the Committee is the University President. Members of the Committee comprise University Vice President, Dean of Academic Affairs, Head of International Affairs Division, the Heads of Departments involved in the admission, Office of International Cooperation's Head of China, Hong Kong, and Macau Affairs, and essential administrative officers.

Article 3 As led by the chair of the Committee, the positions of deputy chair, executive secretary, and executive officer administers all relevant admission affairs. The University Vice President is the deputy chair; the Head of International Affairs Division is the executive secretary, and the Office of International Cooperation's Head of China, Hong Kong, and Macau Affairs is the executive officer.

Article 4 The Committee administers Chienkuo Technology University's admission for overseas Chinese students and Hong Kong and Macau students in Taiwan, with the following responsibilities.

1. Reviewing the Admission Handbook and relevant admission regulations.
2. Determining the schedule for the screening process.
3. Determining and reviewing screening criteria, test subjects, admission channels, admission quota, and other relevant regulations.
4. Drafting admission strategies and promotional materials.
5. Budget planning.
6. Releasing admission information regarding the Committee.
7. Other screening and admission affairs.

Article 5 To further the operation of the Committee, the Committee may, as it sees fit, form task-based groups, including secretary and general affairs groups, and appoint relevant personnel for such positions. A leader is appointed to each group, with one or more members, with the following responsibilities.

1. Secretary group
 - (1) Holding and recording Committee meetings and task meetings and the organization and publication thereof.
 - (2) Safekeeping the Committee seal.
2. General affairs group
 - (1) The drafting of the regulations and formats of the Admission Handbook and screening procedures.
 - (2) Releasing admission information, including on the internet.
 - (3) The holding of meetings and the executive coordination of meeting resolutions.
 - (4) The consultation and communication regarding admission and screening affairs.
 - (5) The handling of application information after the screening process.
 - (6) The release of screening results and list of accepted students.
 - (7) Budget planning and statement compilation.
 - (8) Determining and enforcing budget standards.
 - (9) The review, reimbursement, and documentation of expenses.
 - (10) Other relevant accounting affairs.
 - (11) The sales of Admission Handbook and application forms.

(12) Other admission- and screening-related affairs.

Article 6 The emergency response task force, comprising the chair, deputy chair, executive secretary, executive officer, and group leaders, is responsible for the information collection, interpretation, and handling of major emergencies.

The Committee chair is the organizer of the task force. Additional personnel shall be recruited when necessary.

Article 7 The Committee members and staff shall be compensated based on work performed.

Article 8 This charter and its revisions are published and implemented with approval from the University President.