

Department of Oceanography, National Sun Yat-sen University

Guidelines Governing the Establishment of the Admissions Committee

Approved at the preparatory meeting on December 5, 2012

Revised and approved at the preparatory meeting on March 13, 2013

Approved at the Department Affairs Council meeting on September 25, 2013

- Article 1. To handle admissions-related matters, the Department of Oceanography (hereinafter “the Department”) established the Admissions Committee (hereinafter “the Committee”) based on Article 2 of the “Guidelines for Establishing Admissions Committees” of the National Sun Yat-sen University.
- Article 2. The Committee is composed of the Department Director and three full-time faculty members (one from each of the three divisions). The Department Director serves as the convener. Each member shall serve a term of one year with a term limit of two terms.
- Article 3. Duties of the Committee are as follows:
1. Reaching an agreement on admissions-related regulations,
 2. Determining the number of students admitted to each division,
 3. Reaching an agreement on test construction- and grading-related matters,
 4. Reaching an agreement on review and interview-related matters, and
 5. Discussion on other admissions-related matters.
- Article 4. All resolutions passed by the Committee in accordance with its responsibilities should be sent to relevant committees for review when necessary.
- Article 5. The Committee shall hold meetings as scheduled every academic year and may convene extraordinary meetings when necessary. Both meetings are convened by the Department Director.
- Article 6. A meeting of the Committee is effective only when more than half of committee members are present. A resolution may be adopted only upon agreement of more than one-half of the attendant committee members.
- Article 7. Matters that have not yet been covered in these Guidelines shall be subject to relevant laws and regulations.

Article 8. These Guidelines, as well as all amendments thereto, have been approved at a meeting of the Department Affairs Council, and have been sent to the university-level admissions committee for archive.

Disclaimer. The document was translated from its Chinese version. The Chinese guidelines supersede the English ones shall there be discordance between the documents.