

Department of Photonics National Sun Yat-sen University

Guidelines for Establishment of Admission Committee

June 7, 2010	Approved at the 6 th meeting of the Regulation Subcommittee in Academic Year 2009.
June 21, 2010	Approved at the 8 th department affairs meeting of Academic Year 2009.
June 28, 2010	Approved at the 5 th college affairs meeting of Academic Year 2009.
Nov. 26, 2010	Approved for filing at the 2 nd joint meeting of the Postgraduate Students Admission Committee and the 3 rd joint meeting of the Undergraduate Students Admission Committee in Academic Year 2011.
June 28, 2018	Amended according to the Letter date June 28, 2018 of Office of Academic Affairs, Ref. No. Zhong-Jiao-Fa-Zi No. 1070700598.
Sep. 26, 2018	Approved at the 1 st department affairs meeting of Academic Year 2018.
Nov. 27, 2018	Approved at the 2 nd college affairs meeting of Academic Year 2018.
Feb. 25, 2019	Approved for filing at the 4 th joint meeting of Postgraduate Students Admission Committee and the Undergraduate Students Admission Committee in Academic Year 2019.

- I. The “Guidelines for Establishment of Admission Committee of the Department of Photonics” are established in accordance with the “Regulations for Admission of Students” of the University in order to deal with matters related to admission examinations of this Department.
- II. The Admission Committee (hereinafter referred to as the Committee) has 5 members. The chairperson of the Department is an ex officio member of the Committee, and **the convener shall be elected among the members.** The chairperson shall take charge of the affairs of the Committee. The other members shall be elected by the full-time teachers of the Department.
- III. The office of the term of the committee members is one year, and they can be re-elected.
- VI. Duties of the Committee are as follows:
 1. To formulate the enrollment guidelines.
 2. To determine on the enrollment quotas for various classes (groups).
 3. To decide on the direction of the propositions and grading standards.
 4. To decide on matters related to review and interview.
 5. To determine on the admission criteria and quotas.
 6. To handle other matters related to enrollment.
- V. The resolutions passed by the Committee in accordance with its powers and duties shall be submitted to relevant meetings for review if necessary.

- VI. The convener shall convene a regular meeting once every semester. If necessary, an interim meeting may be held.
- VII. A meeting of the Committee may be held only if a majority of the committee members attend, and the resolution passed in the meeting can be executed only after it is approved by a majority of the committee members attended.
- VIII. Matters not covered in these Guidelines shall be handled in accordance with relevant laws and regulations.
- IX. The Guidelines shall be approved by the department affairs meeting and college affairs meeting and shall be implemented after being submitted to and approved by the admission committee of the university. The same procedure shall apply to any amendment of the Guidelines.