

# 國立中山大學新住民入學單獨招生規定

## Regulations for the Individual Recruitment of New Immigrants

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一、國立中山大學（以下簡稱本校）為辦理新住民學生申請博士班、碩士班（含碩士在職專班）及學士班（含轉學）入學，特依據大學法第二十四條暨施行細則第十九條、大學辦理招生規定審核作業要點及新住民就讀大學辦法規定，訂定「國立中山大學新住民入學單獨招生規定」（以下簡稱本規定）。

I. These regulations are formulated to handle new immigrants' applications for the doctoral, master's (including in-service) and bachelor's programs (including transfer) in accordance with Article 24 of *University Act* and Article 19 of *Enforcement Rules of the University Act, Guidelines on Formulation of the University's Admission Provisions, and Regulations Governing Admission of New Immigrants to Universities*.

二、本校招收新住民學生之申請入學，納入現有校級招生委員會（以下簡稱招生委員會），秉公平、公正、公開原則辦理招生事宜，負責審議招生規定、招生名額、招生簡章、議決錄取標準及招生紛爭處理等其他試務相關事項。

II. The Admission Committee (hereinafter referred to as the "Committee") shall handle the applications in a fair, impartial and open manner. The Committee shall review matters such as provisions, quotas, information brochure (hereinafter referred to as the "Brochure"), acceptance criteria, disputes thereof, and other related affairs.

招生委員會組成方式及相關規定依本校招生規定辦理。

The organization of the Committee and its relevant provisions shall follow the University's related admission provisions.

三、本規定新住民學生係指依國籍法第四條第一項第一款至第三款規定，申請歸化許可者（以下簡稱新住民學生），並應於報名時同時檢附歸化國籍許可證書及其許可函副本，或其他足資證明前項之相關證明文件。

III. New immigrants (hereinafter referred to as the "Applicants") refer to those who are naturalized per Subparagraph 1 to 3, Paragraph 1 of Article 4 of the *Nationality Act*. They shall apply with the Certificate of ROC Naturalization Candidacy and a hard copy of the approval letter or other relevant documentation.

前項證明文件遺失或無法出示者，得由新住民學生授權本校查證，如未能於本校註冊前繳驗者，取消入學資格。

Applicants who fail to provide the said documents may authorize the University to verify their identity; failing to prove their identity before the enrollment shall result in admission disqualification.

新住民學生凡高中畢業或具同等學力者，得申請入學本校學士班；凡取得學士學位或具同等學力者，得申請入學本校碩士班；凡取得碩士學位或具同等學力者，得申請入學本校博士班。

Applicants with a high school diploma, bachelor degree, or master degree (or their equivalent qualifications, respectively) shall apply for the University bachelor's, master's, or doctoral programs.

參加轉學招生者，報考資格依入學大學同等學力認定標準第四條規定辦理。

The application for transferring shall be handled in accordance with the provisions stipulated in Article 4 of the *Standards for Recognition of Equivalent Educational Levels for University Admission*.

持境外學歷申請入學者，應依大學辦理國外學歷採認辦法、大陸地區學歷採認辦法、香港澳門學歷檢覈及採認辦法相關規定辦理。

Applicants with an overseas degree diploma shall have the diploma verified in accordance with *Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education*, *Regulations Regarding the Assessment and Recognition of Academic Credentials for Mainland Area*, and *Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao*.

四、本規定新住民學生依前條新生入學規定且註冊入學者，以一次為限；新住民學生參加轉學招生者，不受前開一次之限制。

IV. The application for admission as a new student in accordance with the provisions of Article 3 shall be limited to only once; the application for transferring shall not be subject to the said restriction.

五、各學制班別院、所、系及學位學程之新生入學招生名額採外加方式辦理，以教育部原核定各院、所、系及學位學程招生名額外加百分之二計算，其計算遇小數點時，採無條件進位法，取整數計算。各院、所、系及學位學程之各學制班別招生名額不得互為流用。

V. The admission quota for new immigrants shall be an additional two per cent (2%) of that for regular students approved by the MOE for the individual recruiting units. Numbers with decimals shall be rounded up to the nearest integer. The said quota shall not be shared among the individual recruiting units.

前項各院、所、系及學位學程(不包括停招學系、學位學程)招生、退學所產生缺額，得納入次一學年度辦理轉學之招生規劃；辦理轉學招生後，各學制班別及各年級，不得超過各院、所、系及學位學程原外加名額數。

Unfilled admission quota and vacancy due to dismissed students may be kept as the quota for transferring students of the recruiting units (excluding suspended units) for the next academic year. The total number of admitted and transferred new immigrants shall not exceed the extra quota of the recruiting unit as stipulated in the preceding Paragraph.

六、本項招生以單獨招生方式辦理，每年以辦理一次為限。

VI. This channel of recruitment shall be conducted independently from other recruitments and accepts applications only once every year.

七、招生簡章應提送招生委員會審議，最遲應於受理報名前二十日公告。招生簡章應詳列招生學系、修業年限、招生名額、申請資格、考試項目、考試日期、報名手續、應繳表件、錄取方式、同分參酌比序、報到程序、遞補流程、成績複查、招生紛爭處理程序及其他相關規定，其中對於涉及考生權益之相關事項，應明確敘明，必要時應以黑體字特別標註或舉例詳予說明，以提醒考生注意並避免誤解。

VII. The Brochure shall be submitted to the Committee for deliberation and announced at least twenty days before the application starts. The Brochure should specify the following: recruiting departments/institutes, the period of studies, admission quota, application qualification, exam subjects, exam dates, registration procedure, required documents, acceptance criteria, procedure for handling applicants with the same scores, enrollment procedure, replacement policy, applying for re-check of scores, the procedure for handling disputes, and other relevant policies. Matters related to the examinees' rights shall be clearly outlined with fonts in bold or citing examples to avoid misunderstandings.

本招生方式得採筆試、面試、書面審查、術科或實作等方式進行，但不得以學測、分科能力測驗、英聽或統測等統一入學考試成績作為入學門檻。甄試項目、評分方式及各項所占成績比率等，應明訂於招生簡章中，其涉及考生權益之相關事項者並應明確敘明。採面試、術科或實作方式者，應以錄音、錄影或詳細文字記錄；文字紀錄應於招生委員會決定錄取名單前完成，對評分成績特優或特低者，應於評分表件中註明理由。

The selection procedure shall be conducted through the forms of written exams, interviews, document review, performance, or practical work, and not incorporate the results of joint entrance exams (e.g. the General Scholastic Ability Test (GSAT), Advanced Subjects Test (AST), Test of English Listening Comprehension (TELC), or Test of Technological and Vocational Education (TTVE).) The Brochure should specify the scoring method and percentage of each exam subject. Matters related to the examinees' rights should also be specified

therein. Any interview, performance, or practical work shall be recorded in the forms of audios, videos, or writing. The written records must be completed before the Committee meets to decide the final acceptance list. Any particular high or low scores shall be corroborated with explanations on the evaluation form.

- 八、招生委員會依簡章規定採計項目之總分，合計總成績後，於放榜前決定各學院、所、系及學位學程最低錄取標準，依考生總成績之高低順序錄取。達到錄取標準以上，且於招生名額內之考生，列為正取生，其餘之非正取生，得列為備取生。

VIII. The Committee shall determine the admission thresholds for individual recruiting units, based on the total score of evaluation items stipulated in the Brochure. Applicants meeting the threshold and the number of whom is within the admission quota shall be admitted with the rest on a wait list.

考生成績達最低錄取標準之人數不足招生名額時，得檢具理由，提送招生委員會核定後，不足額錄取，並不得列備取生。

When the number of applicants meeting the threshold is less than the admission quota, the recruiting unit may leave the admission quota unfilled with no wait list after the Admission Committee's approval.

正取生報到後，如遇缺額，得於招生簡章規定期限前，以備取生遞補至第五條所定原招生名額數；惟遞補期限不得逾入學年度當學期本校行事曆所定開始上課日。

The unfulfilled quota due to the fact of any admitted applicants who fail to enroll by the deadline stipulated in the Brochure shall be taken by those on the wait list to reach the quota stipulated in Article 5. The mentioned procedure shall be completed before the semester starts as per the academic calendar.

各學院、所、系及學位學程錄取生最後一名如有二人以上總成績分數相同時，應依簡章規定之同分參酌順序進行比序，經比序或同分參酌至最後一項結果均相同者，增額錄取，不受招生名額外加百分之二限制，並報請教育部備查。

Individual units shall follow the procedure stipulated in the Brochure for handling cases of applicants with the same scores when there exist only one last place available. The original quota shall be increased and not be subject to the provision stipulated in Article 5 if there are two or more applicants who still remain in a tie even after the said procedure is applied. The new quota shall be submitted to the MOE for reference.

- 九、本校各學制班別招生放榜後，應將新住民學生報名、錄取及註冊人數，於規定時間內，報請教育部備查。

IX. After the admission result is announced, the individual numbers of applicants, the admitted and the enrolled shall be reported to the MOE for future reference within the stipulated period.

十、本校辦理本招生入學，對於試務工作相關事宜，均應妥慎處理。參與人員亦負有保密義務。若有三親等以內之親屬報名者，應主動迴避參與所有試務工作。招生各項評分原始表件應送教務處妥存一年。但依規定提起申訴者，應保存至申訴程序結束或行政救濟程序終結為止。

X.The University shall handle the exam affairs with due diligence. The exam staff have the obligation of keeping all tasks confidential. They shall recuse themselves if the applicant is a relative by blood or by marriage within the third degree. The review/interview documentation shall be kept by the OAA for one year. When the applicant files an appeal against the evaluation result in accordance with relevant regulations, the corresponding documentation shall be retained until the settlement of the appeal.

十一、考生如對入學成績有疑問或認招生試務有不當並損及個人權益時，得按簡章規定，申請成績複查或提出書面申訴。若循正當程序處理，仍無法解決者，得於公告錄取名單或通知之次日起二十日內，以申訴書載明事實及理由，並檢附有關文件及證據，向本校招生委員會提出申訴，逾期不予受理。

XI.Applicants who have doubts about admission results or believe test affairs are administered with flaws detrimental to their personal rights shall apply for a re-check of the results or file a written appeal in accordance to provisions in the Brochure. If the appeal is not resolved, the applicant may file a written complaint to the Admission Committee within 20 days of the date of the announcement of the admissions list, stating the facts and reasons for the complaint, and submitting the relevant documents and evidence. A complaint past the said deadline shall not be considered.

招生委員會於接獲申訴書後，應於一個月內正式答復，並告知申訴人行政救濟程序。必要時應組成專案小組，公正調查處理。專案小組成員與申訴案遇有行政程序法第三十二條情形者，應主動迴避。

Upon receipt of the appeal, the Committee shall formally respond to it within one month and inform the applicant of the administrative remedy procedures. If necessary, an ad hoc task force shall be formed to conduct an impartial investigation. The members of the task force shall recuse themselves if there exist circumstances stipulated in Article 32 of the *Administrative Procedure Act*.

申訴案件之提出，應以考生本人為當事人，並應以書面評議為原則。必要時，專案小組得依職權或申訴人之申請，同意申訴人或關係人列席說明。

The applicant shall be the person filing the written appeal and the appeal shall be handled by documentation review, in principle. If necessary, the ad hoc task force may, in accordance with its authority or the request of the applicant, agree to the presence of the applicant or a related party for explanation.

申訴評議以一次為限。評議結果陳請招生委員會主任委員核定後函復申訴人。

The same case shall be deliberated only once, with the applicant notified of the result after the approval by the Committee's chairperson.

十二、新住民學生所繳入學證明文件有偽造、假借、塗改等情事，應撤銷錄取資格；已註冊入學者，撤銷其學籍，且不發給任何相關學業證明；如畢業後始發現者，由本校撤銷其畢業資格並註銷其學位證書。

XII.If any applicants' submitted documentation is found forged, borrowed, or altered, their admission shall be cancelled, or the enrolled student expelled without any certificate issued. The graduation qualification and diploma shall be revoked if the said instance is discovered after graduation.

十三、本規定未盡事宜，依教育部及本校相關規定處理。

XIII.Matters not covered herein shall be handled in accordance with the MOE and University's relevant regulations.

十四、本規定經招生委員會議通過，於招生簡章公告前，報請教育部核定後實施，修正時亦同。

XIV.These regulations and the Admission Information Brochure are approved by the Admissions Committee and are submitted to the Ministry of Education for approval before their announcement. Amendments to them shall follow the same procedure.