

臺北基督學院招生委員會組織規程

Organizational Procedure of the Admissions Committee of Christ's College

一百零二年十月十七日 102 學年度第二次行政會議訂定

第一條：為辦理招生事項，依照本校組織規程之規定，設置招生委員會（以下簡稱本會）。

Article 1: In order to administer all affairs related to admissions, the Admissions Committee (hereafter abbreviated as the "Committee") is established in accordance with the rules of Organization Regulation of Christ's College of Taipei.

第二條：本會由校長、副校長、教務長、學務長、總務長、公共事務主任、會計主任、人事暨行政主任、系主任、各主修主任組成之。校長為主席。

Article 2: The Committee consists of the President, Vice President, Dean of Academic Affairs, Dean of Student Affairs & Ministries, Dean of General Affairs, Director of Public Affairs, Director of Finance, Director of Human Resource and Administration and Chairs of Departments and Majors. The President shall be the Chairman of the Committee.

第三條：本會之職掌如下：

Article 3: The responsibilities of the Committee are as follows:

一、議定招生簡章。

I. To deliberate and decide on admissions brochures.

二、議定錄取標準。

II. To deliberate and decide on the admissions criteria.

三、決定錄取名額。

III. To decide on the number of students to be admitted.

四、其他有關招生事宜。

IV. To administer other affairs related to Admissions.

第四條：本會業務由相關處室負責。

Article 4: The affairs of the Committee shall be the responsibilities of relevant offices and groups.

第五條：本會設試務、總務、庶務、推廣等四組，每組之職掌如下：

Article 5: There are four groups, i.e., Testing Affairs, General Affairs, Housing Affairs and Promotion group. The responsibilities of each group are as follows:

一、試務組：

I. Testing Affairs Group:

1、招生簡章及有關入學考試章則之擬訂。

Drafting Admissions brochures and rules and regulations related to entrance exams.

2、有關考生報名。

The administration of the registration for entrance exams.

3、入學考試報名表格及試卷之準備。

The preparations of entrance exam registration forms and exam papers.

4、洽請主監考人員。

Arranging for exam proctors.

5、考生成績覆核分發。

Reviewing entrance exam results and placing them in the appropriate program.

6、錄取學生揭曉及名冊編號。

Developing a roster of admitted students, which lists them in the order of serial identifying serial numbers

7、電子計算機作業。

Administering the computer operation.

8、其他有關試務。

Administering other entrance-exam related affairs.

二、總務組：

II. General Affairs Group:

1、物品購置。

Procurement of all related materials.

2、開會會場、考場、其他場地之佈置招待。

Preparation the decorations and receptions for meeting halls, exam rooms and other places.

3、經費收支及登記。

Managing the admissions fund with expenditure records.

4、其他有關總務、財務。

Administration of other related general affairs or finance.

三、庶務組：

III. Housing Group:

1、需住宿考生申請住宿。

Administering the housing requests made by boarding candidates.

2、安排住宿考生住宿。

Arranging the housing quarters for boarding candidates.

3、維護住宿考生住宿安全。

Maintaining the safety of boarding candidates.

四、推廣組：

IV. Promotion Group:

1、負責招生廣告之製作。

Responsible for the preparation of admissions-related advertisements.

2、負責高中、高職之聯繫及推廣。

Responsible for the contacts with high schools and vocational schools pertinent to the recruitment promotion.

3、負責與各教會聯繫及推廣。

Responsible for the contacts with Christian churches pertinent to recruitment promotion.

第六條：本規程經行政會議通過，報請校長核准後施行。

Article 6: The Procedure shall be passed by Administration Committee meeting and submitted to the President for approval and implementation.