

Guidelines for the Establishment of the Admissions Committee of the School of Forestry and Resource Conservation, National Taiwan University

1. To handle various admissions-related matters, the School of Forestry and Resource Conservation, College of Bioresources and Agriculture, National Taiwan University (hereinafter referred to as "SFRC") establishes an Admissions Committee (hereinafter referred to as "the Committee") by the " National Taiwan University Directives for the Formation of the Student Admissions Committee."
2. The Committee consists of nine members. The Department Chair serves as an ex officio member and as the convener. The remaining eight members are elected from among the Department's full-time faculty (excluding those on leave, secondment, overseas study, or unpaid leave). Elected members serve a one-year term based on the academic year and may be re-elected.
3. The Committee is responsible for all admission examinations for the Department's undergraduate, master's, in-service master's, and doctoral programs. Its duties include:
 - (1) Drafting the admissions brochures for each program;
 - (2) Planning admission procedures such as document review, test question preparation, grading, and oral examinations;
 - (3) Handling other admission-related matters.
4. The Committee shall convene meetings with the attendance of at least one-half of the members. A resolution requires the approval of a majority of attending members. In urgent or exceptional circumstances, decisions may be made via remote communication.
5. Members of the admissions and examination committees for each type of entrance exam (written test, oral test, document review, practical or skills-based exam) shall be appointed by the convener based on faculty expertise.
6. All committee and examination members must maintain confidentiality regarding all examination-related matters.
7. Any committee or examination member must voluntarily disclose and recuse themselves from involvement if a relative within the third degree of kinship (including by blood or marriage) is applying for admission.

8. The relevant regulations of the University shall handle any matters not covered in these guidelines.
9. These guidelines shall be implemented upon approval by the Departmental and College Affairs Meetings and ratification by the University Admissions Committee.