

國立高雄餐旅大學
國際觀光學士學位學程招生甄選小組組織要點

113 年 9 月 20 日 113 學年度第 1 學期第 1 次學程會議審議通過

- 一、依據本校「招生委員會設置辦法」，成立國際觀光學程招生甄選小組（以下簡稱本小組），辦理本系各項招生甄選作業有關事宜。
- 二、系主任為本小組當然委員兼召集人，負責召集會議，召集人請假得指定委員擔任代理人。
- 三、本小組置委員三人（含召集人）及候補委員二人，每學年上學期開學時由本系專任（案）教師推選擔任。
- 四、本小組委員任期一年，每年改選，連選得連任。
- 五、本小組掌理之事項為：
 - （一）擬定招生名額、甄（評）選對象、報名資格及條件。
 - （二）訂定考試項目、評審項目、錄取方式、錄取名額及相關事項。
 - （三）擬定各項考試、甄（評）選項目之評分方式及各項成績配分比例。
 - （四）擬定「推薦資料評審」相關規定。
 - （五）主持書面資料審查、術科考試及面試評分。
 - （六）其他相關試務辦理。
- 六、本小組執行前條事項（一）至（四）款之事項，應由全體或 2/3 以上委員出席，方可開會。委員若為「甄選學生」三親等以內，應主動自行申請迴避。若委員遇不可抗拒之因素不克出席時，得由候補委員遞補之或由召集人指定本系專任（案）教師代理之。
- 七、本小組委員名單及會議資料不得對外公佈，委員於任期內亦不得就招生甄選相關事宜對外發言或接受訪問。
- 八、本要點經系務會議通過後實施，並送教務處備查，修正時亦同。

本規章負責單位：國際觀光學士學位學程

**Organizational Guidelines for the Admissions and Selection Committee of the
International Bachelor Program in Tourism Management National Kaohsiung
University of Hospitality and Tourism**

1. In accordance with the university's "Regulations for the Establishment of the Admissions Committee," the Admissions and Selection Committee for the International Bachelor Program in Tourism Management (hereinafter referred to as "the Committee") is established to handle all matters related to admissions and selection for the program.
2. The Program Director serves as an ex-officio member and the Convener of the Committee, responsible for convening meetings. If the Convener is on leave, they may designate a committee member to act as a proxy.
3. The Committee consists of three members (including the Convener) and two alternate members. They are elected by the full-time and project-appointed faculty members of the program at the beginning of the first semester of each academic year.
4. Committee members serve a one-year term and are re-elected annually. Members may be re-elected for consecutive terms.
5. The duties of the Committee include the following:
 - (1) Formulating admission quotas, target candidates, and application qualifications and requirements.
 - (2) Determining examination subjects, evaluation criteria, admission methods, the number of admitted students, and other related matters.
 - (3) Establishing the grading methods for examinations and evaluations, as well as the weightings for various scores.
 - (4) Formulating regulations for the "Review of Recommendation Materials."
 - (5) Presiding over the review of application materials, practical examinations, and interview scoring.
 - (6) Managing other administrative matters related to admission examinations.
6. To execute the duties listed in Subparagraphs 1 to 4 of the preceding article, meetings require the attendance of all members or a two-thirds majority. If a committee member is related to an applicant within the third degree of kinship, they must proactively recuse themselves. If a member is unable to attend due to unforeseeable circumstances, an alternate member shall take their place, or the Convener may designate a full-time or project-appointed faculty member from the program to act as a proxy.
7. The roster of Committee members and meeting materials shall not be disclosed to the public. During their term, members shall not make public statements or accept interviews regarding

admissions and selection matters.

8. These guidelines are implemented after being approved by the Program Meeting and submitted to the Office of Academic Affairs for record. The same applies when amended.

Responsible unit: International Bachelor Program in Tourism Management