

# **College of Business and Management, Tamkang University**

## **Guidelines for Establishing the Admissions Committee**

Approved by the Departmental Executive Board Meeting of College of Business and Management on August 7, 2012  
Approved by the Academic Affairs Meeting of College of Business and Management on October 4, 2012  
Approved by the Departmental Executive Board Meeting of College of Business and Management on November 22, 2012  
Approved by the Academic Affairs Meeting of College of Business and Management on March 27, 2014

Article 1 College of Business and Management (the “College”), Tamkang University (the “University”) establishes the Admission Committee (the “Committee”) in accordance with the Guidelines for Establishing the Admission Committee (the “Guidelines”).

Article 2 Duties of the Committee:

1. Analyzing and formulating the admission and recruitment strategy
2. Planning and production of admission brochures and materials
3. Instigation and implementation of the various admission and promotion campaign
4. Planning of enrollment figures
5. Review of the admission rules and regulations
6. Other relevant admission matters

Article 3 The Committee is comprised of:

1. Ex-officio Members: Dean and the Department Chairs
2. Elected Members: four to nine faculty members of Assistant Professor or higher rank

The tenure of committee members is one year and may be renewed.

Article 4 The committee is to be convened at least once every semester and chaired by the Dean. Extraordinary meetings can be convened if deemed necessary.

Article 5 The persons concerned may attend the meeting by invitation.

Article 6 The quorum necessary for the Committee to convene shall be more than half of the total number of the committee members then in office; and matters shall be approved if more than half of the committee members present vote in favor.

Article 7 All other matters not set forth in the Guidelines shall be dealt with in accordance with the applicable laws, rules, and regulations.

Article 8 The Guidelines and its amendments, after being approved by the College Affairs Meeting and promulgated by the President, shall become effective on the date of its announcement.