

Guidelines for Student Recruitment and Admission Committee of the Department of Spanish, Wenzao Ursuline University of Languages

Final approval by Department Affairs Committee on the 5th of September, 2013

Article I. For the purpose of student recruitment and admission, the Department of Spanish (hereinafter “Department”) establishes the Student Recruitment and Admission Committee (hereinafter “Committee”) on the basis of the Regulations of Student Recruitment Committee of Wenzao Ursuline University Languages (hereinafter “University”).

Article II. The Committee is composed of one coordinator, assumed by the Department Chair, and three to five committee members selected among the faculty members of the Department by voting.

Article III. The Committee’s missions are as follow:

1. To establish criteria for applicant evaluation, items of evaluation, number of students admitted, etc.
2. The Committee meeting shall be held when in need to discuss matters on admission and student recruitment.

Article IV. The position of Committee member is without remuneration; the service term is one year. Members may be reelected.

Article V. Members must excuse themselves from those cases of admission and recruitment in which third-degree relatives or closer are involved.

Article VI. The decisions made by the Committee must be reviewed by the Spanish Department Affairs Committee, which is authorized to make any change to the contents when necessary.

Article VII. Matters not stated in the above guidelines should be managed in accordance with the relevant University regulations.

Article VIII. The above guidelines have been approved by the Department Committee, with final approval of the University’s Student Recruitment Committee. The same process applies to all future revisions.