

Dharma Drum Institute of Liberal Arts

Directions for Handling Admissions Grievance

Approved at the 1st Institute Affairs Meeting on April 18, 2007

Amendment approved at the 1st Institute Affairs Meeting on August 20, 2008

Amendment approved at the 4th Institute Affairs Meeting on March 25, 2015

Amendment approved at the 2nd Institute Affairs Meeting on January 3, 2018

1. To maintain the fairness of admissions, protect the rights and interests of candidates and deal with admissions disputes, the Institute formulates these Directions in accordance with the admissions regulations of the Institute and the relevant regulations of MOE.
2. If the candidate believes that there are major administrative defects that damage his/her rights and interests, or the provisions of the admissions brochure are unclear or have doubts about the admissions examination, he/she shall first report to the examination organizer within one week from the deadline for the review of the results, and if the matter cannot be resolved after being handled by the examination undertaker or submitted to the relevant supervisor for coordination, he/she may file an grievance to the Admissions Committee.
3. After receiving the admissions grievance case, the Admissions Committee will transfer it to the Candidate Grievance Handling Team for processing. The Grievance Handling Team will send the result to the President for approval within one month, reply to the complainant in writing and send it to the Admissions Committee for future investigation; if necessary, the grievance case may be submitted to the Admissions Committee for resolution.
4. To handle the investigation and review of admissions grievance cases, the Admissions Committee of the Institute shall set up a "Candidate Grievance Handling Team" consisting of 3 to 7 members, with the Director General of the Admissions Committee as the convener and chair its meetings. If necessary, external impartial persons or legal counsel may be invited to attend the meeting.
5. Members of the Admissions Grievance Handling Team shall recuse themselves if they believe that they have an interest in the grievance case.
6. The complainant may withdraw all or part of the grievance in writing to the Institute before the decision is made; once the grievance has been withdrawn, no further claim may be made on the same facts.
7. These Directions shall be approved by the Teaching and Research meeting and approved by the President for implementation; the same shall apply to any amendment thereto .