

National Chung Hsing University Rules on Enrollment of Student

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Article 1 The University established the "National Chung Hsing University Student Recruiting Rules" (hereinafter referred to as the "Rules") to implement recruitment for doctoral programs, master's programs, in-service master's programs, industrial Research and Development master's programs, undergraduate programs, continuous education for undergraduate programs and transfers in undergraduate programs and Extension Programs according to Article 24 of the University Act and Article 19 of its enforcement rules and Directions of Recruitment and Evaluation and its enforcement rules.

Article 2 The University shall establish a student recruitment committee (hereinafter referred to as the Student Recruiting Committee) at the school level, to establish an enrollment guide and govern recruitment affairs with the principles of fairness, integrity, and transparency.

The student recruitment committee shall consist of the President, one of the Vice Presidents, Dean of Academic Affairs, Deans of colleges which are recruiting, administrators of departments, institutes and programs which are recruiting, Heads of relevant offices and extramural cooperative units, Chairs of the student recruiting departments (colleges, academic degree program), Director of the Computer Center, Director of the Comptroller's Office and Section Chiefs of the Division of Registration and the Division of Recruitment and Information of the Office of Academic Affairs. The President shall act as the Chair of the committee, and the Vice President and the Dean of Academic Affairs shall act as the deputies.

The Student Recruiting Committee shall hold recruitment meetings to evaluate reenrollment guide, supervise recruitment process, decide the minimum admission bar, discuss the possible situations of recruiting more students or less students when their scores do not meet the standards, handle disputes and violations, announce admission list, handle students' complains and any affair that is related to recruitment. The student recruiting departments (colleges, academic degree programs) shall establish the "Committee of Student Recruitment and Examination Affairs" to implement the student recruitment affairs of the department (college, academic degree program).

The Head of the department (college, academic degree program) implementing the examination shall convene the Department (College, Academic Degree Program) Review Task Group. The name list of the Review Task Group shall be sent to the Office of Academic Affairs for reference.

The Student Recruitment Meeting shall only begin with half of the committee members present. The resolutions shall be made via majority voting system. When a committee member is unable to attend the Meeting for certain reasons, the Head of the member's Unit shall appoint a representative to act on the behalf of the absent committee member.

Article 3 The enrollment guide shall clearly state the name of the recruiting department, study period, admission quota, application eligibility, subjects of examination, date of examination, application procedures, grading criteria, mode of qualification, admission sequence when the scores are the same, review of grade, registration procedures, vacancy-filling regulations, recruitment dispute processing procedures and other related rules, and announce the above-mentioned information no later than 20 days before accepting applications. The Enrollment Guide shall clearly state any matters related to examinees' interest and rights. If necessary, such matters shall be expressed in bold letters and illustrated by examples to remind examinees and avoid any misunderstanding.

The transfer and enrollment guide for Students from the territories of Mainland China (hereinafter referred to as "Chinese students") will be established alternatively.

Article 4 The admission quota per class shall abide by related provisions set by the Ministry of Education about the total development scale and resource conditions standards. Other than being categorized by the Ministry of Education, respective programs maybe further categorized to meet the needs of instruction and research. The setting of the admission quotas for doctoral programs and master's programs shall be implemented according to the following regulations:

I. The recruitment of graduate students of doctoral programs and master's

programs may include regular students and in-service students. Number of students to be recruited for each program are regulated in the enrollment guide.

II. The admission quotas of doctoral programs and master's programs are included into the total school admission quota as authorized by the Ministry of Education in then academic year, and shall not exceed 50 percent of the total admission quota of the University in that academic year. If there is any special circumstances, the University may ask the Ministry of Education for approval.

III. If there are positions left in the admission quota of special admission, they can be moved to the quota for regular admission.

The University shall list the admission quotas for regular students and in-service students of doctoral programs and master's programs separately in the enrollment guide.

The admission quota of regular students and continuous education students of each college, department, institute and academic degree program or each module (enrollment modules are not included) shall be reasonably allocated according to the total school admission quota authorized by the Ministry of Education. Whether the vacancies will be retained and added to the quota next year and its principles shall be expressly stated in the enrollment guide.

The admission quota of each class of the industrial Research and Development master programs shall not exceed 30 persons in principle and this quota is additional to the total enrollment quota of the School, but shall be approved by the Ministry of Education.

Admitted examinees are not allowed to apply for retaining student status.

The setting of the admission quotas of transfer students for undergraduate programs and undergraduates in the Extension Programs shall be implemented according to the following regulations:

I. The admission quota of transfer students of each department and academic degree program (not including department and degree program which stops recruiting) is limited to the number of vacancies resulting from enrollment or students' withdrawal from school. Vacancies resulting from retainment of student status, suspension, or additional admission quota added are not applicable.

II. Upon enrollment of transferred students, the total number of students for each grade in the University within the quota shall be no more than the total of freshmen initially authorized for the given academic year.

However, the teaching quality of teachers shall meet the standards regulated by the Development Scale and Resource Requirements for junior college or schools higher than it.

III. The actual admission quota of each department and academic degree program

shall be based on the vacancies announced on the date of the examination in that academic year, and noted in the enrollment guide.

IV. The reallocation principles applicable to the admission quota of transfer students of each department shall be specified in the Enrollment Guide. The quota may not be re-allocated into the department involving faculty training, or having entered into human resource control with any other government sectors.

The admission of Chinese transfer students shall be implemented according to the following regulations:

I. The admission quota is limited to the amount of the shortfall resulting from inadequate enrollment or students' withdrawal from school in undergraduate programs of the departments authorized by the Ministry of Education to accept Chinese students. Remaining quotas cannot be re-allocated to the admission quotas of domestic regular students and other educational systems accepting Chinese students.

II. Departments recruiting Chinese transfer students shall implement the procedure according to the rules stimulated that year by the Ministry of Education.

Article 5 The application eligibility for attending the entrance examination of each program is as follows:

I. The eligibility for application of doctoral programs, master's programs, in-service master's programs, industrial Research and Development master's programs, undergraduate programs and undergraduates in the Extension Programs shall be in accordance with Article 23 of the University Act, Standards for Recognition of Equivalent Educational Level as Qualified for Entering University and relevant laws & regulations.

II. Students who meet one of the following qualifications may attend the transfer exam for undergraduate programs and extension programs and begin in either the sophomore or junior year:

1. Students who did not complete their original undergraduate program meet the one of the following requirements and have transcript and enrollment certificate, transfer certificate or suspension certificate:

(a) Students who completed no less than 2 semesters may begin in the first semester of the sophomore year.

(b) Students who completed no less than 3 semesters may begin in the second semester of the sophomore year.

(c) Students who completed no less than 4 semesters may transfer to departments similar to their academic fields and begin in the sophomore year or the first year of the junior year.

(d) Students who completed no less than 5 semesters may transfer to

departments similar to their academic fields and begin in the sophomore year and the second semester of the junior year.

2. Students of community college who did not complete their studies but have complete their first semester and have transcript and enrollment certificate transfer certificate or suspension certificate, may transfer to departments that are similar to their academic fields and begin in the junior year or to other departments and begin in the sophomore year.
3. Students of junior college who have one of the following situations may transfer to departments that are similar to their academic field and begin in the junior year or to other departments and begin in the sophomore year:
 - (a) Students who have certificate of graduation or who graduate from special training course.
 - (b) Students who completed their studies in their junior college and have transcript and enrollment certificate transfer certificate or suspension certificate but did not graduate from the college.
4. Students who passed self-learning assessment examination and have certificates of junior college level may transfer to departments that are similar to their academic fields and begin in the junior year and to other departments and begin in the sophomore year.
5. Those who are 22 years old or above, hold a diploma from a senior high school or have completed the regular study period of senior high school, are awarded 80 credits or more accumulatively after studying the following different subjects and hold the certificate of credits:
 - (a) Undergraduate credit courses of universities or open universities;
 - (b) Credit program of continuing education of junior colleges or above;
 - (c) Informal education courses approved by the Ministry of Education.
6. Full-time undergraduates from open universities who have completed 36 credits may apply for enrollment into a department of similar nature as sophomore students, and students who have completed 72 credits may apply for enrollment into a department of similar nature as junior students.
7. Students who are in the single-track educational system regulated by Arts Education Act did not complete their studies in the undergraduate programs or junior college but have enrollment certificate may be applied to subsection 1 and 3.
8. Those who have completed the course credits referred to in the subsection 5 of Paragraph 1 herein after enforcement of the amendments to Implementation Regulations Governing Junior Colleges Continuing Education on July 13, 2011 and before enforcement of the amendments to the Guidelines for University Admission Affairs of the Ministry of Education on June 13th, 2013 may be free from the 22-year-old age

restrictions.

- III. Chinese students who completed 2 semesters in national universities or private universities in Taiwan may attend the transfer examination of our undergraduate program. Chinese students who studied in universities or departments that are in the outlying islands of Taiwan or was expelled because they failed their conduct scores or their sentence of criminal case was passed shall not attend our transfer examination.
- IV. Overseas-Chinese students must hold the original documents for enrollment of overseas-Chinese students assigned by the Ministry of Education or the official overseas-Chinese student ID certificate issued by the Overseas Community Affairs Council, Republic of China (Taiwan) to register in the capacity of overseas-Chinese students. No privileges will be given to Overseas Chinese Students when taking a school transfer examination.
- V. Examinees who apply for admission under special status shall submit the related certificates to apply for the privileges granted for special status in accordance with relevant regulations; otherwise, the examinees shall abide by the regulations for general status with no privileges given.
- VI. The application for admission and enrollment of those who are regulated to engage in internship, services or military services such as public funded students, military school and police school students, military personnel in active service and police officers shall proceed according to relevant regulations by the examinees themselves.
- VII. The University may recruit students with special skills for undergraduate programs. There shall be regulations specifying the objective standards and proof of the students' special skills and potential.
- VIII. Applicants applying as outstanding athletes shall have high school diploma or equivalent qualification, and participate in the College Entrance Examination (CEE) of the academic year, meet the score requirement. The applicants shall once been a player of the national team or the school team of respective high school and attained recommendation by the coach.

The admitted students of each program shall submit the regulated supporting documents listed on the enrollment guide upon registration. The required working years of the applicant and the means of calculating the working years; whether the applicant shall conform with relevant department and the grade level that the applicant may apply for; and the academic achievement (including the conduct evaluation score) of the applicant in the original school and other related rules shall be stated expressly in the enrollment guide.

Students who use diploma of universities outside of Taiwan to attend the examination shall meet the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education,

Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao, Regulations Regarding the Assessment and Recognition of Academic Credentials of China or Article 9 of Standards for Recognition of Equivalent Educational Levels for University Admission. The departments and credits taken by the students shall be examined by the university to see if they meet the requirements of enrollment.

Article 6 The entrance examinations of each program may be conducted in the form of written tests, interview, documentary review, skill subjects, implementation, and etc.

The examination subjects, grading method and the percentage of the score accounted for each subject in the total score shall be stated expressly in the enrollment guide.

The recruitment of students of doctoral programs or master's programs may be implemented through enrollment examinations or audition if necessary. Regular student recruitment examination of master's program shall include at least one written test.

The examination for recruitment of extension education undergraduate program shall include written tests for at least three subjects. The grade of University Entrance Examination Center General Scholastic Ability Test, Department Designed Subjects Test, or the Entrance Examination of Testing Center for Technological and Vocational Education maybe used for application.

The enrollment will be regulated in other regulations when the departments, institutes and degree programs of the university recruit students with other universities.

Article 7 The application period for the recruitment of respective programs is as follows:

- I. Doctoral program and master's program: being held in the second semester of each academic year, and the result will be released before June 30. Examinations will be held in the first semester of every academic year.
- II. In-service master's programs: being held in the second semester of every academic year.
- III. Research and Development Master's Program recruitment is held twice a year according to the timing of projects, which includes once in the spring semester and once in the fall semester.
- IV. Transfer students of undergraduates and undergraduates in the Extension Programs: Registration is held in summer vacation. If necessary, there may be an audition in winter vacation. However, no transfer students may be enrolled as freshmen or graduates of the semester.
- V. Extension education program undergraduate program: held in the second

semester of every academic year or in summer vacation.

The enrollment channels for respective programs shall not conduct the enrollment by gradation of the admission quota.

Article 8

The School's Student Recruitment Committee shall decide on the minimum admission standard before the results are released. Examinees with total scores above the minimum enrollment standard and fall within the admission quota shall be enrolled as admitted students, and the others shall be identified as candidates on the admission waiting list.

If the number of examinees whose total grades meet the minimum enrollment standard is less than the admission quota, a statement of reasons shall be submitted to the University's Enrollment Committee and the examinees may be admitted upon the Committee's approval, and list no candidates for admission waiting list.

The vacancies occurred upon admitted students' completion of the registration may be filled by the candidates on the admission waiting list before the deadline prescribed in the Enrollment Guide according to their ranking on the list until reaching the original admission quota set. The time limit shall not be later than the day when the school begins as specified in the University's calendar at the semester of the academic year of the enrollment.

If the last admission spot of respective college, department and academic program has two or more (candidates of) with the same score, or when the candidates on the admission waiting list have the same total scores, the method of accepting or vacancy-filling admitted students shall be defined in the enrollment guide.

The admission list shall be officially announced after the verification of enrollment committee.

Any addition quota of admission required by any program shall be determined by the meeting of enrollment committee where relevant supporting documents and the meeting minutes shall be provided.

The process is as follows:

- I. When additional quota for admission is required due to students with the same scores, such admission shall be reported to the Ministry of Education after students' registration. However, if there are more than two students who passed the examination with the same scores in the audition for students with special skills, their scores shall be discussed by the enrollment committee to decide the admission order.
- II. When additional quota for admission is required due to the University's administrative negligence, an admission review report shall be submitted to the Ministry of Education for approval and then the additional students may be admitted upon attaining approval of the Ministry of Education.

- Article 9 If examinees have any question regarding exam grades, they may file a recheck application with the University's Enrollment Committee within the specified time limit defined in the Enrollment Guide. Review of grades is limited to the scopes such as misregistration of grades, wrong calculation of grades, and missed checked answers and etc. Other than those, submission of recheck and re-evaluate and requirement of viewing is not allowed. Objection of examinees is not allowed if the admission outcome changes due to a change of grades of grade recheck.
- Article 10 All staffs involved in the enrollment exam, question drafters and test paper reviewers, and review and interview committee members shall carefully implement every examination task. All staffs of examination tasks shall keep the tasks confidential and avoid conflict of interest.
- Question drafters, marking, review and interview committee members employed shall choose recusal from the question drafting, marking, review and interview of the enrollment examination of the department when the person or the spouse any blood relative or relative by marriage within third degree of relationship is participating in the said examination.
- The ombudsman invigilator, staffs of examination affairs employed shall choose to be recused from the invigilation, entering examination quarters and grading verification of the enrollment examination that the committee member himself/herself, spouse of the committee member or any blood relative or relative by marriage within third degree of relationship is attending. Those who are found in violation of the preceding two paragraphs shall not be hired as a staff of examination or participate in the enrollment examination tasks for subsequent three years. The questions drafter, marking, review and interview committee members, invigilators and staffs of examination shall strictly keep all examination matters confidential. Playing favoritism, committing irregularities and revealing the examination questions are strictly prohibited. Violators will be punished by law.
- Article 11 Examinees shall submit a written appeal to the enrollment committee if they have any question concerning the enrollment affairs according to the "Regulations for Handling the Appeals on Enrollment Affairs" of the University. The enrollment committee shall give an official reply within 30 days after the day of receiving the written appeal. The University shall hold the "Taskforce of handling the Appeal on Enrollment Affairs" and investigate the case impartially if necessary, and inform the complainant the procedures for administrative remedies.
- Article 12 The revenues and expenditures for the operation of enrollment shall abide by the rules in the "Principles of Compiling the Revenues and Expenditures of the Self-organized Enrollment Examination" of the University and other relevant

regulations of accounting operations.

Article 13 If the examination of each department, college, institute, academic degree program is conducted in the form of interview, skill subjects or implementation, the whole process shall be sound recorded, video recorded or recorded in detailed texts. The written record shall be completed before the Enrollment Committee decides the admission list. The reasons for outstanding or worst grading shall be specified in the evaluation form.

All evaluation information shall be preserved for one year. However, if any examinee files an appeal according to relevant rules, the relevant evaluation information shall be preserved until the end of the appeal procedures or administrative remedies procedure.

Research and Development Master's Programs shall specify the rights and obligations of the admitted student and the cooperating enterprise, the punishments of not fulfilling the contract and other related rules shall be stated expressly in the enrollment guide.

The teaching timetables of Undergraduates in the Extension Programs and in-service education programs shall be arranged flexibly according to the needs of in-service continuing education. Compulsory courses of Undergraduates in the Extension Programs and in-service education programs shall not be merged into classes of daytime programs unless agreed by all the students of the class.

Classes of each program shall take place in the campuses of the University. However, classes of Extension Programs requiring special regional needs reported and approved by the Ministry of Education with all the needed related teaching resources and facilities ready are not subject to this restriction.

The establishment of overseas master's programs and undergraduate programs shall be reported and approved by the Ministry of Education, and implemented according to related rules.

Article 14 These Regulations shall be enforced upon approval of the Administrative Meeting and reported to and approved by the Ministry of Education for review. The same shall apply when these Regulations are amended.