

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, [public funded students in School of Post-Baccalaureate Medicine](#), continuous education for undergraduate programs and transfers in undergraduate programs and Extension Programs (hereinafter refer to as respective 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. Recruiting rules will be set alternatively in joint recruitment between respective departments (colleges, degree programs) of the University and other universities.

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, quota transfer principle, evaluation rules 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 departments, (colleges, programs) maybe further categorized for recruitment to meet the needs of instruction and research.

If the preceding admission quota requires transfer, the rules shall be clearly stated on the guideline and implemented according to the following rules:

- I . Admission quota is not transferable between different faculties, departments, colleges, degree programs (including enrollment module)
- II . If there are different recruitment channels in the same faculty, department, college, degree program (including enrollment module), the recruitment channel that comes in later may gain the admission quota from other recruitment channel that completed the recruitment process earlier shall there be any positions left.
- III . Admission quota maybe used for the same faculty, department, college, degree program that uses the same recruitment channel (not including enrollment module) when needed.

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 has to 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 60 percent of the total admission quota of the University in that academic year.

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 included.

- II. 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.
- III. 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.
- IV. 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, the number of vacancies shall not be less than the set transfer student vacancies on the guideline, and shall be noted in the enrollment guide.

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.

The admission quota for public funded students in the School of Post-Baccalaureate Medicine shall abide by the methods approved by the Ministry of Education and Ministry of Health and Welfare.

Article 5 The application eligibility for attending the entrance examination of each program module 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. Public funded students in School of Post-Baccalaureate Medicine: bachelor's

degree or above.

III. Transfer exam for undergraduate programs and extension programs: shall abide by Article 4 of the Standards for Recognition of Equivalent Educational Levels for University Admission by the Ministry of Education.

IV. 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.

V. 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.

VI. 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.

VII. 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.

VIII. 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.

The admitted students of each program module 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 and other applicable articles.

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 recruitment of students of undergraduate programs shall abide by the guidelines of University multi-diversity Recruitment Project and University Independent Recruitment Plan.

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.

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

- I .Doctoral program and master's program: recruitment by audition is being held in the first semester of each academic year; recruitment by exam is being held in the second semester of each academic year.
- II .In-service master's programs: being held in the second semester of every academic year in principle, maybe moved to the first semester when necessary, limited to once a 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 admission from 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.

VI.Public funded students in School of Post-Baccalaureate Medicine: In the second semester of each academic year.

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 for admission by audition for graduate program and winter vacation transfer exam shall not be later than the day when the school begins as specified in the University's calendar at the second semester of the academic year, the time limit for other modules shall not be later than the day when the school begins as specified in the University's calendar.

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 clearly 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 within two weeks of school beginning date as marked by the school calendar. However, for students with special skills or public funded students applying for School of Post-Baccalaureate Medicine, if there are more than two students who passed the audition or the examination with the same scores, 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 within one month after fact checking for approval

The admission list will be publicly announced by the Admissions Committee after confirmation.

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.

When respective faculty (college, academic degree program) conduct various examinations, such as interview, practical experiment and such, the process shall be recorded by voice recording, video recording, or detailed written record. Written record shall be completed prior the decision of the Admission Committee on admission list. Candidates with outstanding, or especially poor performance,

the reason shall be stated on the evaluation data.

All evaluation data shall be preserved for one year. However, in the case of grievances being filed, related files shall be kept until the end of the case.

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 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.

The rights and obligations of admitted public funded students in School of Post-Baccalaureate Medicine shall be stated expressly in the enrollment guide in accordance with the provisions of the Ministry of Health and Welfare and relevant units.

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.