

National Chung Cheng University

Regulations on Enrollment of Bachelor, Master, and Doctoral Program Students

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Article 1 National Chung Cheng University (hereinafter referred to as the University) formulates these Regulations in accordance with Article 24 of the University Act and Article 19 of the Enforcement Rules of the University Act in order to process various enrollment examinations.

Article 2 The University shall form an enrollment committee to process various entrance examinations.

The University's Enrollment Committee shall consist of the following members:

- I. A chairman: Served by the University's President.
- II. A vice chairman: Served by the University's Vice President.
- III. Several members: Served by deans of various colleges, chairs of various departments/institutes, Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Dean of R&D, Secretary-General, Director of Computer Center, Director of Accounting Office, Director of Personnel Office, and Director of Physical Education Center.

The guidelines on organization of the Enrollment Committee shall be formulated separately.

Article 3 The enrollment departments/institutes, study period, admission quota, application and eligibility, mode of enrollment, scope of examination and

proportion of the total scores thereof, date of examination, application procedures, principles of recruitment, review of grades, reference order of preference in the case of same scores, registration procedure, vacancy-filling rules, procedure for processing of complaints against enrollment and other requirements about various entrance examinations shall be reviewed by the University's Enrollment Committee and specified in the Enrollment Guide. The Enrollment Guide referred to in the preceding paragraph shall be announced within 20 days prior to acceptance of the application or registration, at latest.

Article 4 The various departments/institutes shall compose the enrollment committees for the departments/institutes to organize various enrollment examinations. The committee shall consist of 5 members. The Head of the Department shall act as a committee member *ex officio*, while the other members shall be recommended by the department council, and retained upon approval of the relevant dean and Dean of Academic Affairs.

The chair of department/institute shall serve as the convener of the department's/institute's enrollment committee. If it is impossible for the chair of department/institute to convene the committee meeting for causes, the convener shall be elected among and by the members.

The position of members dedicated to reviewing application package, judging oral examination, proposition and grading shall be held by the University's full-time faculty members or extramural scholars or experts. There shall be no fewer than 3 members dedicated to document review and oral examination assessment.

The members referred to in the preceding paragraph shall be selected by the chair of department/institute and employed upon approval of the Dean of Academic Affairs before the examination. Candidates for the members shall be kept confidential.

Article 5 The admission quotas for various educational systems and classes shall comply with the regulations regarding the Student Admission Quotas and Resources of junior colleges and above promulgated by the Ministry of Education, and be reported to Ministry of Education for approval upon resolution of the University's Enrollment Committee.

The admission quota for undergraduates recommended under the Twinkling Star Program and personal application for admission, and the admission quota of master's program and doctoral program through examination shall be included into the total quota authorized by the Ministry of Education to the University in then academic year. The principles of proportion thereof shall be based on the related rules promulgated by the Ministry of Education.

Article 6 The admission quota of master's program and doctoral program of each department/institute may be categorized into those for general and in-service

students. The enrollment quota for the general and in-service students shall be specified in the enrollment guide. When the subjects of examination and enrollment standards for in-service students are identical to those of the general students, the admission quota of the in-service students shall be consolidated to those of the general students.

The examination subjects and admission standards of the in-service students shall be set according to their characteristics separately, and their working experience and accomplishment shall be taken into consideration.

The classes under various educational systems may be grouped upon authorization of the Ministry of Education, and may also be grouped separately to meet the need for teaching and research. The admission quota of each group (other than that by enrollment status) or the general and in-service students of the same department/institute shall be allocated discretionarily within the total admission quota authorized by the Ministry of Education. In the case of vacancy or insufficient admission, the quota may be re-allocated. The re-allocation principles shall be defined in the Enrollment Guide.

Article 7 Each department/institute may offer a two-year in-service education program or Master's Program for Working Professionals for the persons engaged in various professional fields. Establishment, modification or suspension of in-service education programs shall be incorporated into the total quantity of the additional classes/groups adjusted in the university's current academic year and the total enrollment quota, and then reported to the Ministry of Education for approval.

Article 8 To deal with the shortfall due to various departments' undergraduate enrollment and expel, the departments may conduct transfer examinations to recruit transferred students, provided that no transfer may be enrolled as freshmen or newly graduates. The shortfall referred to in the preceding paragraph excludes that resulting from reserved admission, voluntary suspension of study or additional quota.

The quota for transfer students of each department shall be specified in the enrollment guide. The actual admission quota shall be based on the shortfall resulting from suspension of study or expel announced on the date of the examination in then academic year, and noted in the enrollment guide.

The re-allocation principles applicable to the admission quota for 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 medicine, or having entered into human resource control with any other government sectors.

Upon enrollment of transfer students, the total number of students for each grade in the University within the quota shall be no more than that of freshmen initially authorized for the given academic year. Besides, the quality and quantity of faculty of each department should fulfill the Standards for Student Admission

Quotas and Resources for Institutions of Higher Education of the Ministry of Education.

Article 9 If the number of applicants for entrance examination of in-service education program of each department/institute is fewer than the admission quota specified in the Enrollment Guide, the University may announce to cease the enrollment in then academic year upon resolution of the University's Enrollment Committee Meeting. Each department shall set a minimum quota for operation of in-service education program and the countermeasures to be taken when the minimum quota is not met, which shall be set forth in the enrollment guide upon resolution of the University's Enrollment Committee.

Article 10 Applicant eligibility for various entrance examinations are as follows:

I. Undergraduates:

1. Students having studied in domestic public high schools or accredited private high schools or above of the equivalent educational level, or students qualified for the entrance examination for undergraduates defined in the Standards for Recognition of Equivalent Educational Levels for University Admissions.
2. The University may implement special recruitment of undergraduate students according to the regulations of the Ministry of Education. Obvious and objective deeds proving special qualifications, talents or potential of the student and other related rules shall be clearly stated in the enrollment guide.

II. Transfer students of undergraduate programs:

1. Students who meet the qualification defined in Article 4 of the Standards for Recognition of Equivalent Educational Levels for University Admissions.
2. Students expelled from student status and students of the University with inadequate conduct scores are not allowed to apply for the University transfer examination.
3. Oversea Chinese students shall hold the original assignment of overseas Chinese students' admission issued by the Ministry of Education or the official overseas Chinese student ID issued by Overseas Community Affairs Council. No fringe benefits will be applicable to their transfer examination grades.
4. Examinees who apply for admission under special status shall submit the related certificates and may comply with the regulations for fringe benefits of further study of examinees under said status; otherwise, the examinees shall comply with the regulations for the general status and no fringe benefits will be granted.

III. Master's programs:

1. Students graduated from domestic universities or independent colleges accredited by the Ministry of Education, conferred with a bachelor's degree, or qualified for master's programs' entrance examinations defined in the Standards for Recognition of Equivalent Educational Levels for University Admissions.
2. In-service students and examinees for in-service education program who apply for attending the examination shall have specific work experience and seniority.

IV. Doctoral programs:

1. Students graduated from domestic universities or independent colleges accredited by the Ministry of Education conferred with a master's degree, or students meeting the qualifications defined in Article 8 of the Standards for Recognition of Equivalent Educational Levels for University Admissions.
2. Part-time students who apply for attending the examination shall have specific work experience and seniority.

Whether the examinees or applicants for the examinations shall graduate from the relevant departments/sections and whether the examinees for in-service program examinations shall hold the seniority or work experience for the relevant departments/sections in nature shall be defined by the relevant department/institute and stated in the Enrollment Guide. Notwithstanding, the work experience and seniority shall be counted from the date specified in the In-Service Certificate.

Students who graduated from foreign universities should satisfy the provisions of the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, the Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao, the Regulations Governing the Accreditation of School Education in Mainland China or Article 9 of the Standards for Recognition of Equivalent Educational Levels for University Admissions.

Whether overseas Chinese, Hong Kong and Macao students, and foreign students who do not possess an Alien Resident Certificate or Permanent Resident Certificate may apply for university transfer examination for undergraduate program and entrance examinations for in-service master programs shall be governed by respective regulations.

The admission of undergraduates shall follow the multiple admission program and guidelines governing applications for independent entrance by universities.

Whether the original departments in which the examinees for undergraduate transfer examination studied or the credits completed by the examinees meet the requirements about the enrollment department and grade, and whether the examinees shall succeed in academic grades (including conduct scores) at the original school shall be defined (determined) by the relevant department

independently and stated in the Enrollment Guide. Each department may establish the comparison list showing departments (credits) similar in nature independently and specify the same in the Enrollment Guide for examinees' reference.

Article 11 In addition to the general enrollment examination, the admission to master's program or doctoral program may be conducted through Application through Recommendation, if necessary. The application qualifications for screening shall be set by various departments/institutes. The vacancies derived upon completion of the screening, if any, may be included into those for the general enrollment examination.

In addition to the university entrance examination, undergraduates may be enrolled under Twinkling Star Program, personal application or independent recruitment.

Article 12 Various entrance examinations may be conducted in the form of written tests, interviews, written opinion, skill tests, and/or practice.

The examination subjects and questions in the written test for in-service education program shall be primarily those related to expertise and practices. The interview, skill tests, practice or written opinion shall take into consideration the work experience, professional performance, learning knowledge or relevant special performance.

The nomination of undergraduates under the Twinkling Star Program and enrollment under personal application shall adopt the general scholastic ability test grade of the College Entrance Examination Center or the Joint Committee of College Admission Practical Examination grade if necessary. The enrollment examination may be categorized into preliminary examination and secondary examination.

If the examination is conducted in the form of interview, skill tests or practice, it shall be sound recorded, video recorded or detailed in written. 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 grading form.

All grading information shall be preserved for one year. Notwithstanding, if any examinees disagree with the grading and file a complaint, the relevant grading information shall be preserved until conclusion of the complaining procedure or administrative remedy procedure.

Article 13 The nomination of undergraduates under Twinkling Star Program and enrollment of undergraduates under personal application shall meet the schedule set by the College Admission committee. The master's program and doctoral program selections shall be conducted at the first semester of each academic year. The entrance examinations for in-service master's programs and doctoral programs

shall be conducted at the second semester of each academic year. The transfer examination shall be conducted in summer vacation.

The dates of the examinations referred to in the preceding paragraph may be adjusted if necessary. The enrollment channels for various educational systems shall not conduct the enrollment by gradation of the admission quota.

Article 14 The University's Enrollment Committee shall determine the minimum enrollment standard of each department/institute (group) before publishing the list of successful candidates. Examinees who get total scores beyond the minimum enrollment standard and fall within the admission quota shall be enrolled as admitted students, and the others shall be identified as candidates for admitted students. If the number of examinees whose total grades meet the minimum enrollment standard is less than the admission quota, a statement of reasons may be submitted to the University's Enrollment Committee and the examinees may be admitted upon the Committee's approval, and no candidates for admitted students will be available.

The vacancies remaining upon admitted students' completion of the registration, if any, may be filled by the candidates for admitted students within the specific time limit prescribed in the Enrollment Guide. Said time limit shall not be later than the day when the school begins as identified in the University's calendar at the semester of the academic year of the enrollment.

If more than two admitted students or candidates for admitted students have the same total grade, they shall be admitted in the order defined in the Enrollment Guide.

The principle of same-score comparison measure for special enrollment for undergraduates should be specified in the enrollment guide; if there are more than 2 admitted students who have the same score in every subject after ranked, the university should submit the case to the enrollment committee of the department to set up the order for enrollment.

When number of admitted student exceeds the admission quota, if necessary, it shall be decided by the University's Enrollment Committee, and the meeting minutes and related certificates shall be handled in the following manners:

- I. If it is necessary to admit students more than the quota because of the same scores, such admissions shall be reported to the Ministry of Education after students' registration.
- II. If it is necessary to admit students more than the quota because of 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 approval of the Ministry of Education.

Article 15 The admission list for entrance examination shall be reviewed and published by the University's Enrollment Committee.

Article 16 Admitted students shall complete the authentication as required. Those who fail to do so will be held waiving the qualification, and the vacancies will be filled by candidates on the waiting list in order within the specific time limit defined in the Enrollment Guide.

The special admitted undergraduate students enrolled in the university cannot apply for the Twinkling Star Program, submit personal application, enter the first stage of application screening of daytime four-year technical and vocational colleges and universities, take entrance examination for universities and joint entrance examination for four-year technical and vocational colleges and two-year junior college program in the same academic year except when the students decline their admission in writing before the deadline specified in the enrollment guide.

Undergraduate students who are admitted under the Twinkling Star Program and personal application cannot attend the college examination and placement and joint entrance examination for four-year technical and vocational colleges and two-year junior college programs in the current academic year, except when they withdraw the admission qualification in written declaration before the deadline specified in the enrollment guide.

Article 17 Examination affairs personnel shall process the affairs about proposition, production of examination paper, printing of examination paper, supervision, paper review, verification of grades, publication of the list of successful candidates, authentication of registration and others pursuant to laws. The examination affairs personnel shall be obligated to keep the examination affairs in confidence.

The examination affairs personnel who are critical to the examination and admission shall recuse themselves if they or their spouses, ex-spouses, relatives within the fourth degree of kinship by blood or relatives within the third degree of kinship by marriage, or any persons who were once said relatives of the personnel attend the examination.

Article 18 The University's Enrollment Committee establishes the taskforce dedicated to processing complaints on admission to process the complaints on admission to ensure examinees' interests and rights. The establishment guidelines governing taskforce dedicated to processing complaints on admission shall be defined separately.

If examinees have any question about the admission, they shall file a complaint in writing with the University's Enrollment Committee within the specific time limit defined in the Enrollment Guide. The Committee shall respond to the complaint officially within one month, and if necessary may form a dedicated taskforce to process the complaint fairly. The University's Enrollment Committee shall advise the complainant of any related administrative remedies.

- Article 19 The Enrollment Guide shall expressly state any matters related to examinees' interest and right. If necessary, such matters shall be expressed in bold letters and enumerated by example to remind examinees and avoid any misunderstanding.
- Article 20 Examinees' educational background (competency) and work experience will be determined based on the relevant information keyed in online or inserted into the application form. If the information keyed in online or inserted into the application form is found inconsistent with that identified in the certificate of educational background (competency) or work experience or such certificate is found false, misused, forged or tampered, the examinees' admission qualification will be cancelled and the examinees shall bear the legal liability solely.
- Article 21 Government funded students and persons who bear the obligation for internship or service (military service) (e.g., government funded students of teacher education, students of military/police schools, active army and policemen, et al.) who apply for enrollment into and study the undergraduate program or master's program or doctoral program of the University shall file the application in accordance with the related laws and regulations. If they are admitted after passing the examination, they shall not apply for maintenance of admission qualifications in said capacities.
- Article 22 All the admission examination registration fee of the University will be collected by phase. The revenue and expenditure thereof shall be handled in accordance with the relevant accounting policy.
- Article 23 In order to organize various entrance examinations, the University needs to collect, process and use examinees' personal information, and will manage and maintain the personal information in its possession in accordance with the "Personal Information Protection Law".
- Article 24 The Regulations shall be approved by the University Enrollment Committee, and enforced upon authorization of the Ministry of Education. The same shall apply where the Regulations are amended.