

National Chung Hsing University Guidelines for Undergraduate Program Admissions Quota Adjustment

Enacted in the 423rd Administrative Meeting on Apr. 10th, 2019

Amended (Articles 3, 4, 6 & 7) in the 451st Administrative Meeting on Nov. 30th, 2022

Article 1 In alignment with the Ministry of Education's "Total Development Scale and Resource Conditions Standards for Higher Education Institutions" and to support the University's development goals, National Chung Hsing University has established the "Guidelines for Adjusting Undergraduate Admissions Quota" (hereinafter referred to as "the Guidelines"). These Guidelines aim to effectively manage the undergraduate program admissions quota, with the goal of enhancing teaching effectiveness and quality while also promoting the University's long-term growth.

Article 2 The definitions of terms used in these Guidelines are as follows:

1. **Quota Adjustment:** The reduction or increase of the admission quota approved by the Ministry of Education (excluding additional quotas), as well as adjustments to the number of admissions through various enrollment channels.
2. **Registration Rate:** The number of freshmen registered divided by the approved admission quota.
3. **Admission Shortfall:** The approved admission quota minus the number of freshmen registered.
4. **Reserved Quota:** The quota set by the Ministry of Education enables the University to retain a certain percentage of the quota. This percentage can be adjusted based on overall university development, national policies, priority cultivation areas, and other factors.
5. **Coordinated Allocation Quota:** The total of the quotas resulting from adjustments made according to these Guidelines, combined with the reserved quotas.

Article 3 The adjustment of admission quotas shall be reviewed by a university-wide Admissions Quota Review Panel (hereinafter referred to as the "Review Panel"). This panel shall consist of the President, the Vice President for Academic Affairs, the Vice President for Research and Development, and the Deans of each college, or their appointed representatives. The President shall serve as the Chair of the Review Panel. The panel shall evaluate the admission quotas for each department (degree program) and the various admission channels for the upcoming academic year.

Article 4 Each college and department (degree program) shall determine the number of admission quotas for each academic program and admission channel in

line with their development goals and enrollment characteristics. This process should also support the university's key development priorities. These quotas must be reported to the Office of Academic Affairs within the timeframe specified by the Ministry of Education. The admissions process may only commence after review and approval by the Admissions Quota Review Panel.

Article 5 Colleges and departments (degree program) established for three years or more may have their admission quotas reduced under the following circumstances, with the university reallocating these quotas:

1. Those who fail to meet the faculty quality standards set by the Ministry of Education, the admission quota for the current academic year shall be reduced by 20% compared to the quota approved for the previous academic year.
2. If the average admission shortfall over the last three academic years reaches two or more students, the entire quota for admission shortfall shall be reclaimed.
3. For programs that have ceased admissions, the entire quota shall be reclaimed.
4. For programs that voluntarily reduce their quotas, the reduced quotas shall be reclaimed.

Article 6 Departments (degree programs) that meet the faculty quality standards established by the Ministry of Education and have not experienced an enrollment shortfall in at least one academic year during the past three years may apply for an increase in their admission quotas.

The principles for reviewing the increase of admission quotas are as follows:

1. Colleges and departments (degree programs) approved by the Ministry of Education for establishment.
2. To align with the University's development plans or meet the needs of major national policies.
3. The allocation of the quotas shall prioritize the development characteristics of each college.
4. Admission shortfall in the past three academic years.
5. The freshmen registration rate in the past three academic years.
6. Other special circumstances approved through discussion by the Review Panel.

Article 7 The percentage of reserved quotas for each academic year shall be established according to the regulations set by the Ministry of Education and the decisions made by the Review Panel.

The Review Panel shall determine the number of additional quotas for each college and department (degree program) based on the total assigned quotas, as well as the admission quotas needed for newly established colleges, departments (degree program).

Article 8 Following the reduction of admission quotas, each college and department (degree program) must ensure that the number of students per class is not fewer than forty, as a general guideline. If the admission quota is reduced to forty students and the shortfall in admissions exceeds two students for three consecutive academic years, a review meeting shall be held. During this meeting, an improvement plan shall be proposed, or consideration shall be given to consolidation.

Article 9 With the exception of newly established colleges, departments (degree programs), applications for an increase in admission quotas shall not, in principle, exceed 10% of the admission quota for the same departments, colleges (degree programs) from the previous academic year.

As a general principle, the class size after the increase in admission quotas shall not exceed fifty-five students per class.

The adjusted faculty quality standards shall comply with the regulations set by the Ministry of Education. The admission quotas shall only take effect after being approved and authorized by the Ministry of Education.

Article 10 For any matters not mentioned herein, please refer to the relevant regulations of the Ministry of Education and the University.

Article 11 These Regulations and any amendments hereto shall be approved in administrative meeting before taking effect.