

National Chung Hsing University Guidelines for Master's Program Admissions Quota Adjustment

Enacted in the 377th Administrative Meeting on Apr. 10th, 2013
Amended (Article 4) in the 397th Administrative Meeting on Jan. 13th, 2016
Amended (Article 5) in the 402nd Administrative Meeting on Oct. 19th, 2016
Amended (Article 6) in the 451st Administrative Meeting on Nov. 30th, 2022

Article 1 To support the Ministry of Education's total development policy for higher education institutions and to promote the healthy growth of the University, the National Chung Hsing University has established the "Guidelines for Adjusting Master's Program Admissions Quotas" (hereinafter referred to as "these Guidelines"). These Guidelines aim to effectively plan the allocation and transfer of admission quotas for both the master's programs and in-service master's programs at National Chung Hsing University.

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

1. **Total Number of Examinees:** The total number of candidates for the master's program refers to the sum of the number of candidates for admission exams and the number of candidates for selection-based admissions for each department, institute, or degree program. The total number of candidates for the in-service master's program refers to the number of candidates applying for enrollment exams.
2. The admission rate is calculated by dividing the approved number of freshmen admission quota by the total number of candidates.
3. The number of enrolled students refers to the sum of the number of freshmen registrations and the number of students with reserved admissions for the current academic year.
4. **Registration Rate:** The number of enrolled students divided by the approved admission quota.
5. **Admission Shortfall:** The approved admission quota minus the number of enrolled students.

Article 3 Departments, institutes, degree programs, and specialized programs established for three years or more may have their admission quotas adjusted in alignment with the overall development of the university 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, 50% of the average admission shortfall may be reassigned.
3. For programs that have ceased admissions, the entire quota shall be reclaimed.
4. Those who have voluntarily adjusted their admission quotas may recover the reduced quotas.
5. If the department, institute, degree program, or specialized program is categorized as conditionally approved or not approved based on its self-evaluation results, it must adjust its admission quotas according to the recommendations of the University's guiding committee.

Article 4 A department, institute, degree program, or specialized program that meets the faculty quality standards established by the Ministry of Education and satisfies any of the following conditions may apply for an increase in its admission quota of up to 10%.

1. If the admission rate has remained consistently below 15% over the past three academic years. If the admission rate for the in-service master's program has been consistently below 50% over the past three academic years.
2. If the registration rate has consistently reached 100% over the past three academic years.

Article 5 For newly approved departments, institutes, degree programs, or specialized programs by the Ministry of Education, admission quotas shall be determined through coordination at relevant college meetings.

Article 6 Before submitting the annual admission quota development plan for the academic year, the University Admissions Quota Review Panel shall determine any adjustments to admission quotas. This panel shall be composed of the President, the Vice President for Academic Affairs, the Vice President for Research and Development, and the deans of each college or their designated representatives. The President shall serve as the chair of the panel.

Article 7 Admission quotas assigned by the university shall be determined by the University Admissions Quota Review Panel based on the admission and registration rates of freshmen, the student-faculty ratio, evaluation results, and research performance of each department, institute, degree program, and specialized program.

Article 8 Departments, institutes, degree programs, or specialized programs seeking to increase their admission quotas must ensure that their faculty quality

standards align with the regulations set by the Ministry of Education after being adjusted. The admission quotas for each program shall only take effect upon being approved and authorized by the Ministry of Education.

Article 9 Any matters not mentioned herein in these Regulations shall be handled in accordance with the Ministry of Education's "Guidelines for the Establishment, Adjustment, and Review of University Departments, Institutes, Degree Programs, and Admission Quotas Development", as well as the University's Student Study Regulation and other relevant provisions.

Article 10 These Regulations and any amendments hereto shall be approved in the administrative meeting before taking effect.