

National Chung Hsing University Regulations for Overseas Program Admissions

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Article 1 To manage admissions for overseas programs, the University has established the "National Chung Hsing University Regulations for Overseas Program Admissions" (hereinafter referred to as "these Regulations"). This is done in accordance with Article 24 of the University Act, Article 19 of its enforcement rules, the Ministry of Education's "Guidelines for the Application and Review of Overseas Programs Offered by Institutions of Higher Education," and other relevant regulations.

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

1. Overseas Region: Refers to areas outside of Taiwan, excluding the islands of Taiwan, Penghu, Kinmen, and Matsu.
2. Overseas Program: A program approved by the Ministry of Education, established in cooperation with local schools in international regions that legally confer degrees.

Article 3 The University shall establish an Overseas Program Student Recruiting Committee (hereinafter referred to as the "Recruiting Committee"). The members of this committee shall include the President, one Vice President, the Vice President for Academic Affairs, the Dean of the recruiting college, the Supervisor of the recruiting department or institute (college, degree program), the Director of the Office of Accounting, the Chief Director of the Computer Center, the Division Chief of the Registration Division, the Division Chief of the Admissions Division, and the supervisors of relevant administrative offices. The President shall act as the Chair of the committee, and the Vice President and the Vice President for Academic Affairs shall act as the deputies.

The Student Recruiting Committee shall handle admission matters in accordance with the principles of fairness, impartiality, and transparency. In accordance with the needs of the admission process, hold two to three meetings per year to review the enrollment guide, decide the minimum admission bar, discuss extra-quota recruitment and possible situations of recruiting fewer students when their scores do not meet the standards, handle disputes and violations, announce the admission list, handle examinees' complaints and any affair related to recruitment.

The Student Recruiting Committee meetings shall only begin if at least half of the committee members are present. Resolutions shall be made via a

majority voting system. When a committee member is unable to attend the meeting for certain reasons, the division's section chief shall appoint a proxy to act on behalf of the absent committee member.

The recruiting department or institute (college, degree program) shall establish the "Student Recruiting and Examination Affairs Committee" to implement the student recruiting affairs of the department (college, degree program).

- Article 4 The enrollment guide shall clearly state the name of the recruiting department or institute, study period, admission quota, application eligibility, subjects of examination, date of examination, application procedures, grading criteria, mode of qualification, evaluation order 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 the examinees' interests and rights. If necessary, such matters shall be expressed in bold letters and illustrated by examples to remind examinees and avoid any misunderstanding.

- Article 5 The admission quota for the Overseas Program shall be handled as an additional quota and shall not be included in the total admission quota calculation. The admission quotas for each academic program are as follows:

1. The admission quota for each undergraduate program shall not exceed 60 students per class.
2. The admission quota for each master's program and in-service master's program (including subgroups) shall be limited to a maximum of 30 students per class.

Each department or institute (colleges, degree programs) shall evaluate its teaching resources and ensure high-quality education when developing its program plans within the time frame established by the Ministry of Education. The plans must undergo review and approval in accordance with the University's administrative procedures before being submitted to the Ministry of Education for final approval. Recruitment can only commence once the plans have been approved. Enrollment may take place in either the spring or fall semester, based on the approved plan.

Article 6 Individuals who hold a Republic of China passport, residents of Hong Kong and Macao, or foreign nationals must meet the following qualifications to apply:

1. For undergraduate programs: Applicants must have graduated from a senior secondary school or possess an equivalent educational level.
2. For the master's program: Applicants must hold an undergraduate degree or possess an equivalent educational level.
3. For in-service master's program: In addition to meeting the requirements specified in Subsection 2, applicants must also meet the University's criteria for local residence or work experience. The required duration of residence or work experience shall be clearly stated in the enrollment guide.

The admission qualifications mentioned in the previous paragraph require applicants holding diplomas from universities outside of Taiwan to comply with Regulations Governing the Assessment and Recognition of Foreign Academic Records by 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.

For applicants to the in-service master's program, if any submitted proof of employment status, experience, or years of service is found to be counterfeit, altered, falsely borrowed, misused, or fraudulent, their admission shall be canceled if they have not yet enrolled. If they have already enrolled, their student status shall be revoked, and they shall be held legally responsible.

Article 7 The overseas program shall have separate admissions conducted openly. Admissions for the spring semester shall be conducted in the fall semester of each academic year, while admissions for the autumn semester shall take place in the spring semester of each academic year. However, the admission quota for each program shall not be divided into multiple recruitment sessions.

Exams may be conducted in the form of written tests, interviews, documentary reviews, practical skills assessments, implementation, and etc. The subjects of the written test, the weight of each examination item, and other related details shall be clearly stated in the enrollment guide.

Article 8 The University's Student Recruitment Committee shall decide on the minimum admission bar before the results are released. Examinees with

total scores above the minimum enrollment standard and falling within the admission quota shall be admitted students, and the others shall be identified as candidates on the admission waiting list. The admission list shall be publicly announced by the Student Recruiting Committee after confirmation.

If the number of examinees whose scores meet the minimum admission bar for each degree program is insufficient to fill the admission quota, a justification may be submitted for approval by the Student Recruiting Committee. After approval, the remaining spots may not be filled, and no additional candidates shall be placed on the waiting list.

For each program, if vacancies occur upon admitted students' completion of registration, they 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.

If the last admission spot of the department or institute (college, degree program) has two or more admitted students 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.

If there are vacancies in the admission quotas for different groups within the same department or institute (college or degree program), excluding the enrollment module, the quotas may be reallocated among the groups.

Article 9 If special circumstances necessitate extra-quota recruitment for overseas programs, the decision shall be made during a meeting of the Student Recruiting Committee. The minutes of this meeting, along with any documentary proof, shall be processed in accordance with the regulations outlined below:

1. If extra-quota recruitment is necessary due to applicants having the same total score, the matter shall be reported to the Ministry of Education for record-keeping after registration.
2. If extra-quota recruitment is required due to internal administrative oversight, an admissions review report shall be submitted. The process may only proceed after approval from the Ministry of Education.

Article 10 If the department or institute (college, degree programs) conduct examinations interviews, practical skills assessments, or hands-on assessments, the process shall be recorded through audio, video, or detailed written documentation. The written documentation shall be completed before the Student Recruiting Committee finalizes the admission list. For candidates

with exceptionally high or low scores, the reasons shall be noted in the evaluation records.

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 or termination of procedures for administrative remedies.

Article 11 All personnel involved in admission exams, question drafters and test paper reviewers, and review and interview committee members shall carefully implement every examination task. All personnel of examination tasks shall keep the tasks confidential and avoid conflict of interest.

Committee members involved in drafting questions, marking, reviewing, and interviewing must recuse themselves from the question drafting, marking, review, and oral defense of the department or institute's admission examinations if they, or their spouse, have a blood relative or relative by marriage participating in the examination within the third degree of kinship.

The ombudsman invigilator and examination affairs personnel employed shall choose recusal from invigilating, entering examination quarters, and grading verification of the admission exams that the committee member himself/herself, the committee member's spouse, or any blood relative or relative by marriage within the third degree of kinship is attending.

Those found in violation of the preceding two paragraphs shall not be hired as examination personnel or participate in the admission exams for the subsequent three years.

Questions drafting, marking, review, and oral defense committee members, invigilators, and examination personnel 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 12 Examinees shall submit a written appeal to the Student Recruiting Committee according to the University's "Regulations for Handling Appeals on Enrollment Affairs" if they have any questions regarding enrollment matters. The Student Recruiting Committee shall give an official reply within 30 days of receiving the written appeal. If necessary, a "Taskforce of handling the Appeal on Enrollment Affairs" shall be convened for a fair investigation, and the complainant shall be informed of the procedures for administrative remedies.

Article 13 The recognition of diploma qualifications, determination of equivalent educational level, study period, student enrollment status, required credits for graduation, and awarding of degrees for overseas programs shall be

handled in accordance with the University's Student Study Regulation and relevant laws and regulations.

Article 14 The teaching schedule for overseas programs shall be handled as follows:

1. Each credit shall involve at least eighteen hours of instruction, and the quality of teaching for the program shall be ensured to protect the students' right to education.
2. The credits earned from remote learning courses that count toward the total graduation credits shall not exceed half of the total required credits for graduation.

Article 15 The establishment of overseas programs must prioritize the nation's image, dignity, and reciprocity while adhering to local laws and regulations.

Article 16 The establishment of overseas programs shall take into account the teaching costs and set reasonable fee standards. All income and expenditures shall be handled in accordance with relevant accounting procedures.

Article 17 Any matters not mentioned herein by these regulations shall be handled in accordance with the NCHU Student Study Regulation and relevant provisions of the Ministry of Education.

Article 18 These Regulations shall be enforced upon approval of the University's Administrative Meeting and reported to and approved by the Ministry of Education for review. The same shall apply when these Regulations are amended.