

# **National Chung Hsing University Guidelines for Enrollment in the Multidisciplinary Specialization Program**

Enacted in the 415<sup>th</sup> Administrative Meeting on May. 23<sup>rd</sup>, 2018

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Amended (Article 1) in the 424<sup>th</sup> Administrative Meeting on May. 8<sup>th</sup>, 2019

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**Article 1** To provide opportunities for interdisciplinary learning, cultivate diverse professional skills, and create a learner-centered open learning environment, National Chung Hsing University offers post-baccalaureate multidisciplinary specialization courses. The National Chung Hsing University Guidelines for Enrollment in the Multidisciplinary Specialization Program (hereinafter referred to as "these Guidelines") are established in accordance with Article 24 of the University Act, which pertains to the Guidelines for University Admissions Review Procedures.

**Article 2** The University shall establish a university-level Student Recruiting Committee (hereinafter referred to as "the Recruiting Committee") to develop the enrollment guide and manage the recruitment process based on fairness, impartiality, and transparency.

The Student Recruiting Committee members shall consist of the President, one vice president, the Vice President for Academic Affairs, the dean of the department (degree program) recruiting, section chiefs for divisions of the recruiting department (degree program) and relevant divisions, the Chief Director of Computer Center, Director of the Office of Accounting, the chiefs of Registration Division and Admission division in the Office of Academic Affairs. 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 hold recruitment meetings to evaluate the enrollment guide, supervise the recruitment process, 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. Relevant individuals may be invited to attend the meeting when necessary.

Article 3 The enrollment guide shall clearly state the name of the recruiting department (degree program), 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 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.

The recruitment for this program shall take place during the spring semester of each academic year.

Article 4 Individuals who have obtained a bachelor's degree or higher are eligible to apply for this recruitment.

Applicants with foreign diplomas must comply with the requirements outlined in the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education, the Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao, and the Regulations for the Recognition of Academic Credentials from Mainland China, and other relevant regulations.

Article 5 The class format for this recruitment shall be conducted either as a specialized class or through auditing regular classes. For those enrolled through auditing regular classes, the total number of students in the class shall be limited to sixty.

The admission quota shall be approved by the Ministry of Education and shall not be included in the total admission quota for the extension education undergraduate program of the respective department (degree program) as approved by the Ministry of Education. However, the student-to-faculty ratio for the entire university must comply with the standards set for the total scale and resource conditions of higher education institutions.

The admission quota for this recruitment may not be divided into multiple admissions.

Article 6 Students admitted through this recruitment may apply for credit transfer/exemption for credits earned prior to admission, in accordance with relevant regulations of the University. The number of credits recognized through credit transfer/exemption shall be added to the professional course

credits of the department (degree program) pursued after admission, and the total number of credits must reach at least 48 credits. However, the actual number of credits earned after admission, must not be less than 12.

The minimum study period for students is one year, and the maximum is four years. Students who complete the required study period and meet relevant requirements in this program shall be awarded a bachelor's degree noting "Post-Baccalaureate Multidisciplinary Specialization" or similar wordings.

Article 7 This recruitment may be conducted through methods such as written exams, interviews, reviews, practical skills assessments, or application-based admissions.

Article 8 If the examination involves interviews, practical skills assessments, or hands-on assessments, it should be recorded through audio, video, or detailed written documentation. The written documentation shall be completed before the Student Recruiting Committee finalizes the list of selected candidates. For examinees with exceptionally high or low scores, the reasons shall be noted in the evaluation records.

All examination scoring materials shall be properly stored for one year. However, if a complaint or administrative remedy is filed in accordance with regulations, the materials shall be retained until the appeal or administrative remedy process is finalized.

Article 9 The Student Recruiting Committee shall establish the minimum admission bar for each department (degree program) before announcing the admission list. Examinees who meet these standards and fall within the available admission quota shall be listed as admitted students, while those who do not qualify shall be listed as candidates and placed on a waiting list.

If the number of examinees whose total grades meet the minimum admission bar is less than the admission quota, a statement of reasons must be submitted to the Student Recruiting Committee. The examinees may then be admitted upon the Committee's approval.

If there are remaining spots after the admitted students have reported, candidates on the waiting list may be admitted in sequence to fill the quota. The deadline for admitting candidates on the waiting list shall not exceed the first day of classes as outlined in the academic calendar for the current academic year and semester.

If examinees have the same total score, their admission priority shall be determined by the criteria specified in the guide. If two or more examinees still have identical scores after this comparison, the Student Recruiting Committee shall decide the final admission order.

In the event of extra-quota recruitment due to administrative errors within the University, the matter shall be submitted to the Student Recruiting Committee for a decision. The meeting minutes, along with relevant documentary proof and a recruitment review report, must be submitted to the Ministry of Education for approval within one month after the facts are confirmed before proceeding with the admission.

The admission list for this recruitment shall be announced after being confirmed by the Student Recruiting Committee.

Article 10 If a student who has been admitted shall be found to have submitted counterfeit or false academic records, credit certificates, or transcripts, their admission qualification shall be revoked. If the student is already enrolled, their student status shall be canceled. If this discovery occurs after graduation, in addition to the legal recovery of the degree certificate, their eligibility to graduate shall be revoked and publicly announced.

Article 11 If examinees have any questions regarding exam grades, they may file a recheck application with the University within the specified time limit defined in the enrollment guide.

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 12 All personnel involved in the admission exams, including those handling exam administration, review, practical skills assessments committee members, and interview committee members, shall carry out their duties with due care. All participating personnel shall keep the tasks confidential and avoid conflict of interest.

The review committee member, practical skills assessments committee member, and interview committee member shall choose recusal from any matters related to the examination of their own, their spouse's, or any blood or in-law relatives within the third degree of kinship.

Committee members serving as the ombudsman invigilator and examination affairs personnel must recuse themselves from any duties related to the admission exams if they, their spouse, or any blood relative or relative by marriage within the third degree of kinship is attending.

Those found in violation of the preceding paragraphs 2 and 3 shall not be hired as examination staff or participate in the enrollment examination tasks for the subsequent three years.

The review, practical skills assessments, interview committee members, invigilators, and examination personnel must strictly keep all examination matters confidential. Favoritism, irregularities, and revealing examination questions are strictly prohibited. Violators shall be subject to legal penalties.

Article 13 The revenues and expenditures for the operation of recruitment shall abide by the rules in the "Principles of Compiling the Revenues and Expenditures of the Self-organized Admission Examinations" of the University and other relevant regulations of accounting operations.

Article 14 Any matters not mentioned herein in these regulations shall be handled in accordance with the enrollment guide and relevant regulations.

Article 15 These Guidelines 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.