

Yuan Ze University Regulations for Recruiting Students of Master/Doctoral Program And On-job Students of Master Program

Passed by the 2nd Student Recruitment Committee of the 2012 School Year, October 5, 2011

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Article 1 Establishment:

Yuan Ze University Regulations for Recruiting Students of Master/Doctoral Program And On-job Students of Master Program (hereafter, “these regulations”) are provided pursuant to Article 24 of University Act as well as Article 19 of its Enforcement Rules.

Article 2 Student Recruitment Committee:

While processing matters relating to the recruitment of students of Master/Doctoral program and On-job students of Master program, the University shall establish Student Recruitment Committee (hereafter, “the Committee”) and process all matters based on the principles of equity, justice and openness. The committee shall be established according to “Yuan Ze University Organizational Rules of Student Recruitment Committee”.

Article 3 Methods of admission:

1. Methods of admission for recruiting graduate students of a doctoral program include admission through recommendation, admission through examination, and direct admission into doctoral program.
2. Methods of admission for recruiting graduate students of a master program include admission through recommendation and admission through examination.
3. The admission for recruiting on-job graduate students of a master program will be based on admission through recommendation.

Article 4 Quota of admission:

1. The admission quota for various academic programs and classes shall comply with the regulations regarding “Standards for Student Admission Quotas and Resources at Institutions of Higher Education” promulgated by the Ministry of Education, and be reported to Ministry of Education for approval.
2. The classes under various academic programs may be grouped upon authorization of the Ministry of Education, and may also be grouped separately to meet the needs for teaching and conducting researches. Examination subjects and admission quota for classes under various academic programs shall be specified in student recruitment regulations.
3. In the case of vacancy or insufficient admission, the quota may be re-allocated. The re-allocation principles shall be defined in the student recruitment regulations as the followings:
 - (1) The admission quota of each group (including that by enrollment status) of different

- departments/institutes shall not be re-allocated.
- (2) The admission quota of different groups of the same department/institute may be re-allocated based on the principle: the quota vacancies left from an earlier recruitment may be re-allocated to the later recruitment.
 - (3) The admission quota of the same group (other than that by enrollment status) of the same department/institute may be allocated discretionarily within the total admission quota.
4. While planning the quota of admission for recruiting students of Master/Doctoral program, it shall be processed based on the following rules:
- (1) Quota of admission for recruiting students of Master/Doctoral program shall include regular students as well as on-job students; both quota shall be specified respectively.
 - (2) The number of students of Master/Doctoral program accepted through the recommendation process shall not exceed 60 percent of the total admission quota for each department/college/institute permitted by the Ministry of Education for that academic year.

Article 5 Qualifications of admission:

1. Qualifications of admission for master/doctoral programs and on-job master programs shall be enacted pursuant to Article 23 of “University Act”, “Standards for Recognition of Equivalent Qualifications for University Entrance Examination”, as well as relevant provisions regulated by the Ministry of Education.
2. Examinees with foreign degrees shall meet the qualifications specified in provisions governing recognition of foreign diplomas: “Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for 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 from the Mainland Area”, or Article 9 of “Standards for Recognition of Equivalent Educational Levels for University Admission”.

Article 6 Admission criteria:

1. The 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; the others shall be identified as candidates on the waiting list.
2. 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 Committee to explain why the quota is not filled up and no candidates will be on the waiting list.
3. If more than two admitted students have the same total grade, the order of being admitted shall be subject to the same-score comparison measure for special enrollment stipulated in student recruitment regulations. If the same-score comparison measure fails to determine the order of being admitted, extra quota of admission may be accepted.

4. The vacancies remaining upon admitted students' completion of the registration, if any, may be filled by the candidates on the waiting list within the specific time limit. For students who apply for Master programs through the recommendation process, said time limit shall not be later than the day when the second semester begins as identified in the University's calendar. For students who apply for other programs or through other processes, 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.
5. When number of admitted student exceeds the admission quota, if necessary, it shall be approved by the Committee; the meeting minutes and related documents shall be handled in the following manners:
 - (1) If it is necessary to admit students more than the quota because of the same scores, this case shall be reported to and verified as well by the Ministry of Education within two weeks after the enrolling semester begins which is specified in the University's calendar.
 - (2) 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 within one month after confirming the existence of facts and then the additional students may be admitted upon approval of the Ministry of Education.
6. The admission list shall be reviewed and published by the Committee.

Article 7 Schedule of recruitment:

1. Doctoral program: The process of recruitment shall be left to the University's discretion.
2. Master program: Admission through recommendation process shall be held during the first semester of each academic year; admission through examination process shall be held during the second semester of each academic year.
3. On-job master program: The recruitment shall be held during the second semester of each academic year; it may be moved up to the first semester if necessary, but it can be done only once during each academic year.
4. The enrollment channels for various academic programs shall not conduct the enrollment by gradation of the admission quota.

Article 8 Avoiding conflicts of interests, keeping grading materials or audio/video tapes

1. The examination affairs personnel shall be obligated to keep the examination affairs confidential. No one related to the examinee within three degrees of kinship is permitted to take part in examination affairs for avoiding conflicts of interests; anyone found to do so must be withdrawn from these examination affairs. keep the examination affairs in confidence.
2. If the examination for admission into an academic program is conducted in the form of oral test, field test or practical work, the process shall be sound recorded, video recorded or detailed in written. The written record shall be completed before the Committee decides the admission list. In the case that examinees may be marked with unusually high or low grades,

detailed explanations shall be given on the grading documents.

3. All grading information shall be preserved for one year. If any examinees disagree with the grading and file an appeal, the relevant grading information shall be preserved until conclusion of the appeal or administrative remedy procedure.

Article 9 Score review:

1. Examinees having objections to their test scores may apply for score review in accordance with the prescribed timeframes and procedures specified in student recruitment regulations.
2. Examinees shall not request to duplicate or regrade their answer sheets or test evaluation sheets. For each written and field test, examinees shall be allowed to apply for score review once only.
3. If there are mistakes found during score review which cause the change of scores, the order of being admitted shall be reranked based on the re-marked results; applicants shall not raise any objection.
4. If re-marked results of the score review turn out to reach the minimum requirements for acceptance, the applicants shall be admitted.
5. If re-marked results of the score review fail to reach the minimum requirements for acceptance, the applicants shall be disqualified from being admitted accordingly, and applicants shall not raise any objection.

Article 10 Examinees' appeals:

1. Examinees may file an appeal to the Committee with statements and reasons for the appeal along with documentary evidence if they have any complaints about recruiting affairs within fifteen days after the date of notification of the result to which it relates. Any appeal filed after the time limit will not be accepted. After receiving the appeal, the Committee shall make a reply within a month. The Committee may form a dedicated taskforce to process the appeal fairly if necessary. The Committee may advise the complainant of any related administrative remedies.
2. Resolving procedures for disputes over recruitment affairs shall be processed according to "Yuan Ze University Regulations Governing Appeals of Examinees".

Article 11 Other proceeding matters:

1. Government funded students and persons who bear the obligation for internship or service (military service) (e.g., government funded students of teacher preparation programs, students of military/police schools, active army and policemen, et al.) who apply for enrollment into the master or doctoral program of the University shall file the application in accordance with relevant regulations established by competent authorities. Students who are deprived of their qualifications due to the above-mentioned regulations shall be deemed as voluntary withdrawal; the University will not retain the admission qualifications of these students.
2. The application and verification for "Direct Admission into Doctoral Program" shall be processed according to relevant regulations.

3. Whether overseas Chinese, Hong Kong and Macao students, and foreign students who do not possess an Alien Resident Certificate or Permanent Resident Certificate can apply for on-job master programs shall be governed by respective regulations.
4. Places for attending courses: Places for attending courses shall be the campuses and branches set up by the University or verified by the Ministry of Education except for the case approved as a special project that is not subject to the restriction (a course established by the University which meets the specific regional needs with well-prepared teaching resources and facilities and there isn't any relevant college department established in that same region).
5. Flexible courses and schedules are planned specifically to meet the special needs of on-job students of the master program. However, on-job students shall not take the same course with regular daytime students of a master program as a combined class except for the case with approval from all the regular daytime students in that course. The University reserves the right to decide whether to print the degree title "on-job program" on the diploma or not.
6. The income and expenditures of recruitment affairs shall be handled in accordance with the University's applicable regulations for accounting.
7. Matters not specified herein shall be governed by other relevant provisions and the University's regulations.

Article 12 The announcement and content of student recruitment regulations:

1. Student recruitment regulations shall be announced within 20 days prior to acceptance of the application or registration, at latest.
2. Student recruitment regulations shall specify in details about the departments offering admission, prescribed duration of study, admission quota, qualification of admission, exam subjects, exam dates, registration procedures, scoring criteria, admission criteria, allocation rules for admission quota, the same-score comparison measure, check-in procedures, rules for filling vacancies, score review, procedures for disputes over recruitment affairs, and other relevant regulations.
3. Qualifications of admission:
 - (1) Rules for whether the examinees shall graduate from the relevant departments/sections they intend to enroll.
 - (2) Rules for whether the examinees applying for on-job programs shall hold the seniority or work experience for the relevant departments/sections in nature. Rules for how the work experience and seniority shall be counted.
4. Examination subjects:
 - (1) Examinations for each academic program can be held through written test, oral test, written review field test, or practical work.
 - (2) The examination subjects and admission criteria of the on-job students shall be set according to their characteristics separately; their working experience and accomplishment shall be taken into consideration.
 - (3) Examination subjects, grading criteria, the percentage that each grade counts for the total score of each academic program shall be established by

department/college/institute, approved by the Committee, and specified in student recruitment regulations.

5. Student recruitment regulations shall specify in details about the same-score comparison measure and the rules for filling quota vacancies of each academic program.
6. Student recruitment regulations shall specify in details about the rules and qualifications for students to apply for enrolling into the University one semester earlier (including students admitted into a doctoral program, a master program through recommendation process, or an on-job master program).
7. Students who have been admitted into the University shall submit required certificates and relevant documents specified in student recruitment regulations when they go through the registration process.
8. Student recruitment regulations shall expressly state any matters related to examinees' interest and right. If necessary, such matters shall be marked in bold letters and enumerated by example to remind examinees and avoid any misunderstanding.

Article 13 These regulations will be adopted by Student Recruitment Committee before being reported to the Ministry of Education for ratification and implementation, as shall amendments when they are made.