

# **Yuan Ze University Regulations for Recruiting Transfer Students**

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Article 1 “Yuan Ze University Regulations for Recruiting Transfer Students” (hereafter ‘these regulations’) are provided pursuant to Article 24 of University Act, Article 19 of its Enforcement Rules as well as Regulations for Criteria of Reviewing Recruiting Procedure of Universities.

Article 2 While processing matters relating to the recruitment of transfer students, the University shall establish Transferring-student Recruitment Committee (hereafter ‘the Recruitment Committee’) according to “Yuan Ze University Organizational Rules of Student Recruitment Committee”; all matters relating to the recruitment of transfer students shall be processed based on the principles of equity, justice and openness.

Article 3 If there is a vacancy for a bachelor’s program of department / college / (hereafter ‘the department’), the department may hold a transfer examination in the summer or winter vacation for recruiting transfer students to fill up the vacancy; but not for the freshmen year and senior year of study. Vacancy mentioned in the previous paragraph shall be limited to the vacancies at the department caused by insufficient registration and school withdrawal, excluding those caused by a deferral of admission, school suspension, or additional quota.

The quota for each department to fill in the vacancy shall be limited to the vacancy caused by insufficient registration and school withdrawal, excluding those caused by a deferral of admission, school suspension, or additional quota. The number of full-time teaching faculty shall be in accordance with the provisions of the Standards for Student Admission Quotas and Resources at Institutions of Higher Education.

The exact number of candidates recruited by the department shall be subject to the announcement made by each department on the exam date. The announced number of

accepted candidates shall not be lower than the quota stated in student recruitment regulations.

The number of mainland Chinese transfer candidates offered admission by the department in a given academic year depends on the number of vacancies caused by insufficient registration and school withdrawal under the quota of mainland Chinese students allocated by Ministry of Education in the same academic year, and the said vacancies must not include those for general students of R.O.C. nationality or for mainland Chinese students under other levels of education. The departments that are allowed to accept mainland Chinese transfer students shall comply with the laws and regulations of Ministry of Education.

No department is allowed to divide the admission quota (or vacancies) and conduct more than one recruitment.

Article 4 The applicant qualifications for transfer student recruitment shall be administered in accordance with Article 4 of Standards for Recognition of Equivalent Educational Levels for University Admission.

The recognition of foreign academic credentials shall be complied with if a candidate's application for taking a transfer exam. A person who received secondary school education in a foreign country shall satisfy the provisions of the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education, or the Regulations Regarding the Assessment and Recognition of Academic Credentials for the Hong Kong and Macao Areas, or the 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, as well as the regulations in student recruitment regulations.

To determine whether the departments originally majored in or credits taken by the examinees applying for the University's transfer examination stated in the previous paragraphs are compliant with the nature of the department they intend to register for the examination and whether their grades and academic achievement (e.g. GPA) at their original schools have to be qualified, the university shall stipulate (determine) and specify it in student recruitment regulations. The University shall also include the comparison table containing information on departments (credits) sharing similar nature in student recruitment regulations as reference for examinees. Students who have been ordered to withdraw from the schooling due to unsatisfactory conduct records or disciplinary dismissal are not allowed to take the University's transfer examination.

Article 5 While processing matters relating to the recruitment of transfer students, the University shall specify certain rules in student recruitment regulations and shall be approved by the Recruitment Committee. The student recruitment regulations shall be made public normally not later than 20 days before the University begins to accept applications.

The student recruitment regulations shall detail the departments offering admission, the prescribed duration of study, the number of vacancies, test registration requirements, exam subjects, exam dates, registration procedures, scoring criteria, methods of acceptance for admission, the preferential increasing of the total score, review of grades, check-in procedures, rules about filling vacancies by wait-listed candidates, the procedure for handling exam-related disputes, and other related rules.

Transfer examinations can be held through written test, oral test, written review, field test, or practical work.

Exam subjects, scoring methods and the percentage of each subject shall be established by the department, approved by the Recruitment Committee, and clearly stated in student recruitment regulations.

If the examination is held through oral test, field test or practical work, the process shall be tape-recorded, videotaped or recorded in writing; written records shall be completed before the Recruitment Committee decides a roll of successful candidates. If any candidate has received an extremely high or low grade, concrete reasons shall be clearly stated in the scoring sheet.

Article 6 The admission list shall be confirmed by the Recruitment Committee and officially announced by the University. The followings are admission criteria:

1. The Recruitment Committee shall determine the minimum acceptance criteria for each department before a roll of successful candidates is announced. Candidates who have satisfied the minimum acceptance criteria and are included in the admission quota will be accepted candidates, while others are wait-listed candidates.
2. If the number of applicants meeting the minimum requirements for acceptance is less than the admission quota, the vacancy may not be filled up and there are no alternates listed on the waiting list, which shall be decided by the Recruitment Committee with detailed explanations.
3. If there are any quota vacancies after the new recruits enroll into the University, the vacancy may be filled up with alternates on the waiting list before the deadline specified in student recruitment regulations. In the case that the transfer

examination is held in the summer vacation, the deadline for filling up vacancies shall be by the date the enrolling semester begins which is specified in the University's school calendar. In the case that the transfer examination is held in the winter vacation, the deadline for filling up vacancies shall be by the date the second semester of the enrolling academic year begins which is specified in the University's school calendar.

4. If there are more than two examinees with the same total scores for the last one quota for each department, or there are alternates on the waiting list with the same total scores, the accepting standard or the order of admission for filling the vacancies shall be subject to the method stipulated in student recruitment regulations.

Article 7 In the special case of extra quota of admission, it shall be approved by Student Recruitment Committee; all the minutes from Student Recruitment Committee along with relevant documents shall be processed as the followings:

1. In the case that extra quota of admission is permitted due to examinees with the same total scores, this case shall be reported to and verified as well by the Ministry of Education within two weeks after the date the enrolling semester begins which is specified in the University's school calendar. The Ministry of Education may adjust the recruiting quota of the department for the next school year based on whether the department is fair or not while processing the order of admission for filling the vacancies.
2. Before processing the case that extra quota of admission is permitted due to the University's administrative negligence, a review report for student recruitment affairs shall be submitted to and verified as well by the Ministry of Education within one month after the University confirms the facts. The Ministry of Education may adjust the recruiting quota of the department for the next school year based on the seriousness of the case.

Article 8 Students being accepted shall register to the University through regulated processes, and students who fail to do so shall be regarded as giving up the acceptance. The quota vacancy may be filled up with alternates on the waiting list before the deadline which shall be by the date the enrolling semester begins and specified in the University's school calendar.

Accepted transferring students shall submit a certificate of suspension of study, or a certificate of study, as well as relevant documents specified in student recruitment regulations when they register to the University.

Article 9 Examinees may file an appeal to Student Recruitment Committee with statements and reasons for the appeal along with written documentary evidence if they have any complaints about recruiting affairs within fifteen days of the date of notification of the result to which it relates. Any appeal filed after the time limit expires will not be accepted. After receiving the appeal, Student Recruitment Committee shall make a reply within a month; Student Recruitment Committee may establish a team for handling examinees' appeals impartially if necessary and may inform the appellant with administrative remedy procedure.

Resolving procedures for disputes over recruitment affairs shall be processed according to "Yuan Ze University Regulations Governing Appeals of Examinees".

Article 10 University personnel engaged in handling examinations have the obligation 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 the principles of interest avoidance; anyone found to do so must be withdrawn from these examination affairs. All documents relating to the grading of test results shall be retained for at least one year; all documents shall be retained till the termination of the appealing or administrative remedy procedure in the case that an appeal has been filed by an examinee.

Article 11 Other relating affairs of recruiting transfer students:

1. Students being accepted shall process exemption matters according to Yuan Ze University Regulations for Credit Exemption as well as relevant regulations established by each department / college / degree program.
2. For students receiving government grants and students doing internship or service (military service) such as government sponsorship receivers of teacher preparation programs, students of military or police schools, serviceman, or policeman, they shall follow the admission procedures according to relevant regulations established by competent authorities.
3. In the case of overseas Chinese students, students from Hong Kong and Macau, or international students who have received an Alien Residence Certificate, Permanent Residence Permit, their qualifications for being examinees of the transfer examination shall be according to relevant regulations or provisions.
4. Examinees who apply for the tests with special identities must submit related certification documents and present the documents at the time of registration in order to be arranged based on the regulations for privileged examinees with different identities. Otherwise, they shall follow the requirements for regular

students without privileges. Late applications for special identities with supplemental submission will not be accepted after the examination. For students who have two types of special identities, they can only select one of them for the examination.

5. Matters not specified herein shall be governed by other relevant provisions and the University's regulations.

Article 12 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.

**If any controversies or disputes occurred regarding clauses of the contract, it shall always refer to its Chinese version.**