

Yuan Ze University Regulations for Recruiting Students of Industrial Technology Master Program

Passed by the 4th Student Recruitment Committee of the 2013 School Year, December 19, 2012

Approved for future reference by Ministry of Education in Letter Tai-Kao-4-Tzu No.1020025481E, February 25, 2013

Article 1 Yuan Ze University (hereafter, ‘the university’) shall process matters relating to student recruitment on industrial technology master program based on relevant regulations. These regulations are provided pursuant to ‘Regulations Regarding the Assessment of Industrial Technology Master Programs’, Article 24 of University Act as well as Article 19 of its Enforcement Rules.

Article 2 Composition of Student Recruitment Committee

Student Recruitment Committee for Industrial Technology Master Program is established to process matters relating to the recruiting affairs of industrial technology master program. The composition and tasks of the committee shall be in accordance with ‘Yuan Ze University Organizational Rules of Student Recruitment Committee’.

Article 3 Student Recruitment Regulation

Student Recruitment Regulations shall include the followings: industrial technology master program offered, admission quota, years of the program, qualifications and requirements, examination date, examination subjects, grading of test results, admission criteria, resolving procedures for disputes over recruitment affairs, documents required, provisions related to the rights and responsibilities between industry-academic cooperation, rules for taking an examination, rules for reviewing the grades, procedures of registration and other related information. Student Recruitment Regulations shall be announced at least twenty days before the date accepting the sign-up. Stipulations of recruitment concerning the interests of the examinees shall be specified in Student Recruitment Regulations.

Article 4 Admission methods

1. The method of student recruitment on industrial technology master program will be independent recruitment held by its department twice of a school year, spring semester and fall semester. Student recruitment for the spring semester shall be held beginning from September to December; student recruitment for the fall semester shall be held beginning from March to June.
2. Students on industrial technology master program shall be full-time students instead of being recruited as on-job students.

Article 5 Admission quota

The number of students accepted shall not be counted into the total admission quotas permitted by the Ministry of Education. The number of students for each class shall not exceed thirty students.

Article 6 Admission qualifications

1. Examinees who have graduated with a Bachelor's degree from a domestic accredited university or from an independent institution that meets the criteria for overseas university or independent institution set by the Ministry of Education; or students who have the equivalent education qualification.
2. Examinees with foreign degrees shall meet the qualifications specified in provisions governing recognition of foreign diplomas in accordance with 'Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education'. Examinees with overseas degrees shall meet the qualifications specified in provisions governing recognition of overseas diplomas.
3. To determine whether the departments originally majored by the examinees are compliant with the nature of the program they intend to enroll, the University shall specify it clearly in Student Recruitment Regulations.
4. To determine whether the military status of male examinees is qualified for admission into this program, the University and the cooperative industry shall have a discussion and the results shall be clearly specified in Student Recruitment Regulations.

Article 7 Examining methods, subjects, percentage that each subject counts for

Examinations can be held through written test, oral test, written review, field test, practical work or aptitude test. Examination methods, percentage that each subject counts for, subjects of the written test, and numbers of the written test shall be established by the program, approved by Student Recruitment Committee for Industrial Technology Master Program, and specified in Student Recruitment Regulations.

Article 8 Grading of test results

Matters relating to the grading of test results shall be processed based on the principles of equity, justice and openness. In the case that examinees may be marked with unusually high or low grades, detailed explanations shall be given on the grading documents. If the examination is held through oral test, field test or practical work, the process shall be audio taped, video taped or transcribed in details. The detailed transcript shall be finished before Student Recruitment Committee for Industrial Technology Master Program makes the final decision about the admission list. 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 9 Admission criteria

1. Industrial technology master programs shall establish the minimum requirements for acceptance before the announcement of admission notification. These minimum requirements shall be approved by Student Recruitment Committee for Industrial Technology Master Program. Those examinees who meet the minimum requirements for acceptance and are top ranked within the admission quota shall be seemed as qualifiers; those who don't shall be seemed as alternates on the waiting list. (If the number of examinees 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.) In the case that examinees get the same total score, the order of admission shall be subject to the method stipulated in Student Recruitment Regulations. In case of failure to determine the order of admission, a meeting shall be convened by Student Recruitment Committee for Industrial Technology Master Program to reach the resolution and make a final decision. Those examinees who don't meet the minimum requirements for acceptance shall not be accepted even there is quota vacancy. The admission list shall be confirmed and officially announced by the committee. In the case the vacancy isn't filled up due to the fact that the number of examinees meeting the minimum requirements for acceptance is less than the admission quota, the reasons (detailed explanations for the settings and rationalities of the minimum requirements for acceptance) shall be submitted to the committee for approval.
2. The number of employees working for the cooperative industry admitted into the program shall not exceed 40 percent of the admission quota.
3. Students being accepted shall register to the University before the deadline; students who fail to do so shall be regarded as giving up the acceptance and the quota vacancy may be filled up with alternates on the waiting list.
4. Students being accepted shall not apply for the maintenance of admission qualifications; those who don't enroll in the appointed semester shall be deprived of their admission qualifications. Matters related to courses taking shall be processed in accordance with regulations of each program; above mentioned regulations shall be established separately.
5. Students being accepted shall be informed by the program with an admission notification and a contract specified the rights and responsibilities between industry-academic cooperation. Students shall sign a training contract with the cooperative industry while registering to the University.
6. In the special case of extra quota of admission, it shall be approved by Student Recruitment Committee for Industrial Technology Master Program; all the minutes from the committee along with relevant documents shall be reported to and verified as well by the Ministry of Education before the enrollment of accepted students. In the case that extra quota of admission is permitted due to administrative negligence, a review report for student recruitment affairs shall be submitted.

7. The rights and responsibilities between students and cooperative industry, and the punishment for breach of contract shall be clearly specified in Student Recruitment Regulations.
8. Accepted students who have enrolled into the program but apply for a suspension of study shall not be guaranteed for reinstatement of schooling and further employment.

Article 10 Cases of counterfeited or impersonated documents

If the documents presented by examinees found to be forged, counterfeited, borrowing, impersonated or untrue, examinees who haven't enrolled into the program shall be deprived of their admission qualifications; examinees who have enrolled into the program shall be ordered to withdraw from schooling and no academic records or documents shall be issued. If the situation is discovered after the student has graduated from the University or has been ordered to withdraw from schooling, the diploma or course certificate must be returned upon request and the qualification for graduation shall be revoked; students in this case shall be transferred to the prosecuting authority for legal treatment. Relevant regulations shall be clearly specified in Student Recruitment Regulations.

Article 11 The income and expenditures of industrial technology programs should be handled in accordance with the University's applicable regulations for accounting. The expenditures of each program must not exceed its income.

Article 12 Filing of an appeal

Examinees may file appeals if they have doubts about matters relating to recruiting affairs. Any appeal shall be made in written form and submitted to Student Recruitment Committee for Industrial Technology Master Program within a week of the date of receiving the test results. The case of appeal shall be replied by the committee within a month upon receipt of it. The committee may organize a team to go through a fair investigation when necessary and the appellants shall be informed of the administrative remedy procedure.

Article 13 Examination affairs for attention

Recruitment team members in each program shall not be the ones who are related to the examinees within three degrees of kinship or those who are teaching in extension schools/institutes in order to keep the principles of interest avoidance. Regulations regarding the principles of interest avoidance shall be established separately. Any personnel engaged in handling examinations have the obligation to keep the examination affairs confidential.

Article 14 Matters not specified herein shall be governed by the university's regulations and other

relevant provisions.

Article 15 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.