

## **TKU Recruitment Regulations Governing International Student Admission**

MOE Approved No. 1120079398 (15/08/2023)

1. These regulations were formulated in accordance with Article 6 of the Regulations Regarding International Students Undertaking Studies in Taiwan and issued by the Ministry of Education (the “Ministry”).

2. An individual of foreign nationality, who has never held nationality status from the Republic of China (“R.O.C.”) and who meets the following requirements, is qualified to apply for admission under this regulation.

(1) An individual has never undertaken studies in Taiwan as an overseas Chinese student.

(2) An individual has not been given a placement in the current academic year by the University Entrance Committee for Overseas Chinese Students in accordance with the Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan.

An individual of foreign nationality, pursuant to the following requirements and who in the immediate past has resided overseas continuously for at least six years is also qualified to apply for admission under this regulation.

(1) An individual who also is a national of the R.O.C., but does not hold nor has had a household registration in Taiwan.

(2) An individual who also was a national of the R.O.C. but has no R.O.C. nationality at the time of their application shall have an annulled status regarding their R.O.C. nationality for no less than 8 years after an annulment of R.O.C. nationality by the Ministry of the Interior.

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(3) Regarding individuals mentioned in the preceding 2 subparagraphs shall meet the requirements stipulated in Subparagraph 1 and Subparagraph 2 of the previous paragraph.

According to the Education Cooperation Framework Agreement, a foreign national who was selected by a foreign government, organization, or school, and does not hold a household registration from the time of their birth is not subject to the limitations as prescribed in the preceding 2 paragraphs after receiving the approval from the authorized by the Ministry of Education. If the calculated calendar year is not one complete calendar year, their stay in Taiwan should not exceed 120 days within the calculated calendar year period.

The six year calculation period as prescribed in Paragraph 2 shall be calculated from the starting date of the semester (Feb. 1st or Aug. 1st) as the designated due date for the time of study.

The term “overseas” as prescribed in Paragraph 2 is limited to countries or regions other than Mainland China, Hong Kong and Macau; the term “reside overseas continuously” means that an individual may stay in Taiwan for no more than a total of 120 days per calendar year. The only exceptions to this method of calculation are for those who fulfill one of the following requirements with written supportive proof:

- (a) Attended overseas youth training courses organized by the Overseas Compatriot Affairs Council or technique training classes accredited by the Ministry;
- (b) Attended a Mandarin Chinese language center at a university/college of which foreign student recruitment is approved by the Ministry, and to which the total length of stay is less than 2 years;
- (c) Exchange students, whose length of total exchange is less than 2 years; or

(d) An Internship in Taiwan which has been approved by an authorized central government agency, to which the total length of stay is less than 2 years.

An individual, who has both foreign and R.O.C. nationalities and has applied for an annulment of their R.O.C. nationality before Feb. 1st, 2011, the effective date of this amendment of Regulations Regarding International Students Undertaking Studies in Taiwan issued by the Ministry, will then be qualified to apply for admission as an international student under the amendment effective before Feb. 1st, 2011 and will not be subject to the limitation as prescribed in Paragraph 2.

3. An applicant of foreign nationality, concurrently holding a permanent residence status in Hong Kong or Macao, having no history of a household registration record in Taiwan and, at the time of application, has resided in Hong Kong, Macao, or another foreign country for no less than 6 years is qualified to apply for admission under these regulations.

An applicant being a former citizen of Mainland China and holds a foreign nationality, having no history of household registration record in Taiwan, and at the time of application, has resided overseas continuously for no less than 6 years is qualified to apply for admission under these regulations.

The term “reside overseas continuously” mentioned in the preceding paragraphs means an individual may stay in Taiwan for no more than a total of 120 days per calendar year. However, such a term may be exempt, if any of the conditions prescribed in Subparagraphs 1 through 4, Paragraph 5 of the previous Article applies and is supported with written proof, and the said domestic length of stay shall be excluded from the overseas length of residency.

The six years calculation period as prescribed in Paragraph 1 and Paragraph 3 shall

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be calculated from the starting date of the semester (Feb.1st or Aug.1st) as the designated due date for the time of study.

The term overseas as prescribed in paragraph 5 in previous article shall apply to paragraphs 1 to 3

4. International students applying for schools in Taiwan in accordance with the two previous articles shall be limited to one application only. Upon completion of the course of study, at a school in Taiwan, to which an international student has applied, the student's admission to another school academic level shall be handled in a manner identical to the procedures for admission for local students. However, this requirement does not apply to an international student in either of the following circumstances:

(a) An exception is that an application for a master's degree or higher levels of graduate studies can be processed under this regulation.

(b) An international student applied to come to Taiwan to undertake a bachelor's degree or lower level program in Taiwan and after coming to Taiwan stayed for less than one year for some reason then discontinued their studies or forfeited their student status, that student may lodge another application to come to Taiwan to study, but only one such re-application is permitted.

An international student who with Ministry of Education approval for an internship after their graduation from a university in Taiwan may have his or her international student status may be extended for one year at most after graduation.

During the course of study in Taiwan, international students, who have undertaken initial household registration, resident registration, naturalization or restoration of the R.O.C. nationality, will lose their international student status and shall be

dismissed by the school. However, student whose application was handled in the same manner as the admission procedures for domestic students and who apply for naturalization to acquire the nationality of the ROC in accordance with Subparagraph 1 to 3, Paragraph 1, Article 4 of the Nationality Act is not subject to this requirement.

International students who are dismissed from schools after admission due to behavior issues, poor academic performance or seriously violated any ordinances or the regulations of TKU and the circumstances were serious and as a result, in accordance with the provisions of its regulations governing student awards and penalties had to discontinue their studies or forfeited their status as a registered student may thereafter not apply for admission under this regulation.

International students who have been studying in Taiwan schools can apply for transferring to TKU under this regulation. However, those who are dismissed from Taiwan schools due to poor academic performance can only transfer to the school by the channel of local transfer admission exams. International students who are dismissed from Taiwan schools due to behavior issues, poor academic performance or a conviction under the Criminal Law may thereafter not apply for admission.

5. The enrollment quota for international students indicated in this article means the amount of degree seeking international students. In principle, the actual number of places available for international students to be admitted is limited to an additional ten percent above TKU's admission quota approved for previous academic year by the Ministry of Education, and that number shall be incorporated into the total admission quota and reported to the Ministry of Education for approval. TKU applying to recruit more than an additional ten percent shall submit a report of the

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planned increment (including associated quality control strategy and supportive measures) to the Ministry of Education for approval. The enrollment quota for the special international programs cooperated with foreign universities and ratified by the Ministry is exempted from this Article.

TKU may admit international students to take up places at their institution available to local students within the approved admission quota for previous academic year which remain vacant and shall first report such an increase to the Ministry of Education for approval.

6. TKU recruits and admits international students into any year of its programs shall draw up its own related admission regulations to be made public and submit them to the Ministry of Education for approval. The contents shall include its recruitment method(s), admission eligibility review procedure, teaching language(s) used by departments (programs), student language proficiency criteria, proof of financial resources criteria, and other related matters.

TKU formulate our own admission guidelines for international students that give details of its recruitment method(s), admission eligibility review procedure, the departments (programs) that may admit international students, teaching language(s) used by each of those departments (programs), student language proficiency criteria, the maximum number of years in which each program must be completed, admission quotas, eligibility criteria to apply for admission, proof of financial resources criteria, tuition and miscellaneous fee collection and refund criteria, information about scholarships and/or grants provided by the educational institution, and other related matters.

The TKU publicity and promotion are participating the higher education fairs, the

promotion in TKU website and online education fair. The method of TKU recruitments is basic on the online application system, and not permitted to commission any external institution, legal person, group, or individual to handle related matters. TKU In due course each university and tertiary college shall also verify whether any commissioned party has collected any unreasonable fees from international students, established any loan relationship with any international student, or whether any other violation of related ordinances has occurred, and when necessary, it may check details with international student(s who are applying for admission.

Foreign students' applications for study are processed by the Office of Academic Affairs, which assesses whether all required documents have been submitted (preliminary review). Those who pass this preliminary review will have their documents compiled and sent to the related department or graduate institute for the secondary review.

Each department / graduate institute must then select successful applicants in accordance with their individual admissions criteria and foreign student enrollment quotas. And after producing a list of successful candidates, the department / graduate institute must send the list to the Office of Academic Affairs, which will submit it to the Student Admissions Committee for confirmation. After finalizing the list of successful candidates, the names of such candidates will be released and each candidate informed.

7. International students who wish to apply for study must submit the documents listed below to the Office of Academic Affairs in the application period outlined in the Handbook. Those who pass the review process will be issued a letter of acceptance

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to study at TKU.

Required application documents include:

- (1) Application form.
- (2) The highest or equivalent-level academic credentials:
  - (a) Academic credentials from Mainland China: The Regulations Governing the Accreditation of Schools in Mainland China shall apply.
  - (b) Academic credentials from Hong Kong or Macao: Academic Credential Verification and Accreditation Methods adopted in Hong Kong and Macao shall apply.
  - (c) Academic credentials from other areas:
    - (i) Academic credentials earned at overseas Taiwan schools or Taiwan schools in Mainland China shall be regarded as the same as those at domestic schools with equivalent levels.
    - (ii) Academic credentials referred in the preceding 2 Items shall be subject to the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education. However, academic credentials earned from schools or branches established in Mainland China by foreign schools shall require public notarization in Mainland China and be verified and examined by an institute established or appointed by, or through a private agency commissioned by the Executive Yuan.
- (3) Financial proof that shows financial sustainability for study in Taiwan, or proof of having a full scholarship or grant provided by a government, university, college, or private organization.
- (4) Unless the individual department stipulates otherwise, applicants for PhD programs should also submit their Master's thesis or other related publications.

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- (5) Documentary proof of personal identity and acknowledgement of educational qualifications and any other related documents.
- (6) According to the language of instruction in each department, additional proof of language proficiency may be required. For Chinese Taught Programs, Chinese language proficiency should achieve a level TOCFL A2 or above. For English Taught Programs, English language proficiency should achieve a level CEFR B1 or above.

When TKU reviews an international student's admission application, if any of the documents specified in Subparagraphs 2 to 3 of the preceding paragraph have not been authenticated by an overseas mission, or by an agency established or designated by the Executive Yuan, or by a private organization commissioned by the Executive Yuan, and TKU has any doubts about them, it may request authentication by an overseas agency. If documents that have already been authenticated raise any doubts, the educational institution may request examination of the documents.

An international student who submits any certificate or document as part of their application for admission to TKU that is found to be forged, fabricated, or that has been altered in some way shall have their enrollment eligibility revoked. If the student has already registered and begun classes, their registration as a current student shall be cancelled and they will not be awarded any certification whatsoever regarding their related academic undertakings. If any such circumstances are first discovered after a student has already graduated, TKU shall revoke the former student's eligibility to graduate and shall require any degree already awarded to be returned and shall rescind it. If applicants who have already registered to take the entrance examination but have not yet taken the exam do not meet exam eligibility

requirements, they will have their exam registration cancelled. If such an applicant has already registered for study – after already taking the exam and being admitted to study their admission status will be cancelled. If they have already started studying, their enrollment eligibility will be revoked.

The admission shall set out in detail in both Chinese and English the name of the international student, the name of their program of study, the degree level, the language of instruction, the academic year of enrollment, the date the semester begins, the tuition and miscellaneous fee collection and refund criteria, any scholarship or grant awarded to the student, and any other pertinent information that international students must be notified of, and verify that international students studying in Taiwan understand their associated rights and obligations. A university or tertiary college institution may provide versions of these details in other mother languages of its international students.

8. An international student who has completed a bachelor's degree or a higher degree in Taiwan and applies for a master's program shall be exempt from the rules listed in Article 7, Paragraph 1, Item 2, provided that a graduation certification and transcript for each consecutive semester issued from the schools in Taiwan shall be enclosed.

International students who have graduated from private high schools, lower grade schools for international residents in Taiwan, or from bilingual programs affiliated with senior high schools, or from a foreign curriculum department and classes at private senior high schools or below must submit credentials and transcripts for each academic semester to apply for admission under Article 7, and are exempt from the Article 4, Paragraph 1 and Article 7, Paragraph.

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9. At the time of registration new international students shall present proof of a medical and injury insurance policy which is valid for at least 6 months from the date the student enters Taiwan. Current student shall present written proof that they have joined Taiwan's the National Health Insurance Plan.

The abovementioned written proof of insurance issued in a foreign country shall be authenticated by an overseas mission.

10. After enrolling to study at TKU, international students may apply for a foreign student scholarship with the Office of International and Cross-Strait Affairs (OICSA). Guidelines for these scholarships have been outlined separately.

11. International students may not apply for Extension Programs designed for returning education students, part-time, in-service courses of Master programs, or other programs, which are restricted to night classes and classes during holidays. International students who have obtained legal resident status in Taiwan, or are enrolled in a program ratified by this Ministry, are exempted from this Article.

12. Accepted international students may enroll at the time not beyond one-third of the first semester of the current school year shall register for the first semester; or at the time beyond one-third of the first semester of the current school year shall register for the second semester or the next school year.

13. In the event of establishing special international student programs under international academic cooperation programs or special circumstances shall comply with the Standards for Student Admission Quotas and Resources at Institutions of Higher Education, and report to the Ministry for approval.

14. TKU may sign education cooperation agreements with foreign schools and recruit international exchange students with the condition that it will not compromise

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normal teaching routines.

15. International students shall apply to TKU's Office of Academic Affairs for admission and observe all the regulations promulgated by both our country and TKU upon being accepted. International students shall pay for their schooling fees in accordance with the schooling fee standards except when an agreement is otherwise specified.

OICSA is responsible to handle the consultation, liaison and other related matters for international students in coordination with departments/graduate institutes. In addition, OICSA shall reinforce the arrangement of home stay lodging for international students and assist them to learn Mandarin Chinese and Taiwan culture in order to better enhance their understanding about Taiwan. OICSA shall also arrange non-periodical activities to enhance the globalization of TKU and encourage more exchanges between local and international students.

16. Regarding international students' dropout, expulsion, and change of student's status, TKU shall notify Bureau of Consular Affairs of Ministry of Foreign Affairs, the service center(s) of the National Immigration Agency of the Ministry of the Interior, and shall send a copy to the Ministry.

TKU shall promptly register into the international student data management information system designated by the Ministry the following: school entrance, transfer, suspension or dismissal and any change or loss of student status.

TKU shall immediately handle the cases in accordance with the regulations if international students violate the Employment Services Act after investigation.

17. Article 7, 9, 10, 15 and 16 shall apply to the application procedures, scholarships or subsidies, discipline and guidance, and reporting of change or loss of student status

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regarding international students that are attending the affiliated Mandarin Chinese language center of TKU.

18. Any application not stipulated herein shall be subject to the Regulations Regarding International Students Undertaking Studies in Taiwan issued by the Ministry and other applicable regulations promulgated by TKU.

19. These regulations take effect on the date of its publication after being passed in an academic affairs meeting and approved by the MOE. The same applies to any later amendments made.