

TKU Guidelines on the Admission of Secondary School Teachers to Executive Master's Degree Programs

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Passed in an Admissions Committee Meeting (12/17/2008)

1. These guidelines were formulated in accordance with Article 24 of the University Act, Article 19 of the Enforcement Rules of the University Act, and the Guidelines on Executive Master's Programs for On-the-Job kindergarten, Elementary, and Secondary School Teachers.

2. All matters to do with admissions for education-based executive master's programs must be handled by the TKU Student Admissions Committee in the spirit of openness, impartiality, and equity. The Admissions Committee was established in accordance with the *TKU Regulations on the Establishment of the Student Admissions Committee*. All matters to do with registration procedures, topics for examination, admissions quotas, admission methods, required costs, and all other related items are outlined in the Admissions Handbook. Matters outlined in the Handbook that have to do with applicants' rights must be explained clearly. If necessary, key points may be highlighted in bold text and clear examples provided so as to alert applicants to important items and to prevent misunderstandings.

3. Any newly-established executive master's degree programs, along with any changes to or the cancellation of such programs, should be incorporated into TKU's annual list of new or modified programs and the review procedure for growth in the overall student quota. Together, these reports must be submitted to the Ministry of Education for approval. As a principle, class size for executive master's degree programs should be limited to no more than 30 students. If there are less than 30 students in a class, the extra places may not be used to compensate for excessive student numbers in other courses or programs. However, if admissions is carried out for separate divisions in the one degree program, places in one division may be transferred to balance excess numbers in other divisions.

Course design should be oriented toward professional expertise in the area of education combined with practical intern-based experience. As a principle, class

time for such courses will be scheduled for the summer or winter vacations, evenings, weekends, or other specially-assigned time slots so as to serve the needs of on-the-job teachers. Compulsory classes for executive master's programs must not be combined with classes from regular master's courses.

4. Course programs should be set up in accordance with the existing resources available. It must be directed toward teachers who possess official teacher certification to teach at the level of kindergarten, elementary school, or secondary school. The required admissions criteria and sequence of admission are outlined below:
 - a) Those currently serving as school principle / president or full-time teacher and have at least one year of teaching experience.
 - b) Those currently serving as substitute or replacement teachers who have at least two years of substitute or replacement teaching experience.
 - c) Those who have at least two years of related work experience. The duration of work experience required for such applicants will be determined by the Admissions Committee and stated clearly in the Admissions Handbook. The maximum quota for this category of applicant is five people per class.
5. Apart from a written examination, the selection process for admission may involve interviews, practical examinations, and the evaluation of submitted works or information.
6. Principles for admission:
 - a) Before publishing the examination results, the Admissions Committee must first decide on a minimum standard for admission. Those who reach this minimum standard and who are admitted to study at TKU are referred to as "admitted students". Those who attain the minimum standard but are not admitted to study are placed on a waiting list. If the number of applicants who meet the minimum standard does not reach the course's student quota, those who did not meet the minimum standard may be admitted to the course.
 - b) In the Admissions Handbook, each course program should outline a set of criteria for differentiating applicants who finish with the same admissions score. If there is one final place left in a course and two applicants with an identical score, and if after applying the criteria to differentiate applicants' scores the scores remain the same, the case must be sent to the MOE and an application made to increase the admissions quota. After being approved by the MOE, both students will be admitted to study.

- c) If admitted students fail to register for study on the allocated date for registration, the consequent deficit in enrolled students may be filled by a commensurate number of students from the waiting list by the deadline stipulated in the Admissions Handbook.
7. In special circumstances where the maximum student quota needs to be increased, after a resolution to this effect is passed in an Admissions Committee meeting, the meeting records along with all related documents of proof must be submitted to the MOE before the date of registration for study for new freshmen.
8. If an applicant disagrees with the examination outcome or objects to any aspect of the admissions selection process, he / she must submit a Letter of Appeal – stating related facts and the reason(s) for appeal – along with all related documents and proof to the Admissions Committee within 20 days of the release of admissions results. After receiving the Letter, the Committee must immediately pass the appeal on to the Admissions Appeal Panel (in accordance with the *TKU Guidelines on the Handling of Admissions Appeals*) for investigation, and within 20 days, an Outcome of Appeal Letter must be compiled and sent to the appellant. The *TKU Guidelines on the Handling of Admissions Appeals* are outlined separately.
9. Matters not covered in these regulations must be handled in accordance with related MOE and TKU regulations.
10. This set of guidelines will take effect on the date of its publication after being passed in a Student Admissions Committee meeting and approved by the Ministry of Education. The same applies to any later amendments made.