

## TKU Guidelines for Admission of Overseas Special Classes Students

Secretariat Regulation No.1020000079(12/09/2013)

1. In order to promote the internationalization of higher education, strengthen academic exchange, increase the business output of higher education and raise international competitiveness, these regulations were established in accordance with the MOE "University Act Article 24 and Enforcement Rules of the University Act Article 19" and "Guidelines for the Application and Review of Operations of Universities Establishing Overseas Special Classes".
2. The definitions of terms used in these regulations are as follows:
  - a) Overseas area: this refers to areas outside of Taiwan, Penghu, Kinmen and Matsu.
  - b) Overseas Special Class: according to these regulations and the case approval of the Ministry of Education, this refers to a school that goes to an overseas area and cooperates with a local school to establish classes and confer academic degrees in accordance with the law.
3. Any overseas special classes established by this school must conform to the following class regulations:
  - a) The financial affairs and the accounting system must be sound, and there must be no major irregularities within the most recent year.
  - b) Any classes offered are limited to those that already exist in the university's colleges and departments. Furthermore, the college or department must have passed with a top rating in the most recent evaluation.
  - c) Both schools should have concluded an agreement of cooperation.
  - d) The cooperation should be approved by the local authorities in charge.
4. The university's admission of students for overseas special classes will be conducted according to TKU Admissions Committee. The Admissions Committee shall be constituted in accordance with the regulations of TKU's "Measures for Installing the Admissions Committee". The committee shall be responsible to consider the general rules for admission, determine admissions standards and other related matters. The committee shall uphold the principles of fairness, impartiality and openness when conducting matters of admissions.
5. The general rules of admission for TKU's overseas special classes must be in accord with what is stipulated by the related regulations of the Ministry of Education as to department, number of students, testing qualifications, test subjects, manner of application, application procedures, test date and location, marking standard, manner of admissions, admissions appeal procedure and other related matters.
6. Admissions System:

- a) Daytime and evening bachelor degree programs (including two year programs and four or more year programs).
- b) Daytime and evening master degree programs,
- c) The preceding two subsections both include executive programs.

7. Cooperating School:

- a) The school should be established by the local authorities, a registered university, or a school of corresponding rank.
- b) The school should provide appropriate instructional site, or sufficient teachers, books, apparatuses and equipment.

8. The target of admissions is the people of Taiwan who hold R.O.C. passports, Hong Kong and Macau residents, or foreign nationals; they should possess the following qualifications:

- a) Two year bachelor students: they have graduated from a two year technical junior college or higher, or hold an equivalent academic achievement.
- b) Four year or more bachelor students: they have graduated from high school or higher, or hold an equivalent academic achievement.
- c) Master students: they have a bachelor degree or an equivalent academic achievement.
- d) Executive students: besides the preceding three sections, students should meet TKU's local resident status or the fixed number of years of work experience; the fixed number of years of work experience is stipulated in TKU's general rules of admission.

The qualifications of the executive students to apply for an exam according to the preceding paragraph are they must hold an overseas area school transcript or an equivalent academic achievement; students should transact the related regulations following the Ministry of Education's regulations for recognizing educational qualifications, the recognized standard of an equivalent academic achievement for entering a university, and apply for an exam having the qualification of a school transcript or academic equivalent of a two year technical school of recognized standard.

Those executive students who in accordance with paragraph 1 of subsection 4 apply for an exam, if their proof of profession, experience and age is upon inspection found to be counterfeit, altered, fake, fraudulent or not real, and if they have not entered the school yet, they shall have their admission revoked; and if they have entered the school, they shall have their student status revoked; they shall be held legally responsible.

9. Number of Students to Be Admitted:

- a) For daytime and evening bachelor degree programs, each class shall not exceed sixty students.
- b) For daytime and evening master degree programs, each class (including different sections) shall not exceed thirty students.

- c) In the preceding two subsections, the number of students to be admitted must adopt an external method of treatment and should be not enrolled in the overall count of students that are admitted. TKU must deliberate carefully about educational resources and plan for them in order to insure the quality of domestic instruction.

10. Teacher Stipulations:

- a) Each special class should have more than one half of the curriculum taught by full-time and part-time teachers of TKU.
- b) In addition to the preceding subsection, teachers who are hired by TKU from among the local cooperating school to instruct classes should be limited to qualified full-time and part-time teachers who maintain the instructional quality needed.
- c) The teachers of the preceding two subsections shall be based upon the needs of each school's customary teaching practice and in principle give priority to hiring industry experts to teach classes. The number of hours of classes taught shall not exceed one fourth of the total combined hours of classes taught.
- d) TKU shall handle the above in accordance with the related laws and regulations and insure the quality of the teachers' research and instruction.

11. As for the items related to official recognition of transcript, recognition of academic attainment, length of schooling, student status, number of credits required for graduation, conferral of degree, etc., they should be handled in accordance with related laws and regulations and in accordance with TKU's related regulations.

12. The number of years overseas special classes students can study in Taiwan are as follows:

- a) Daytime bachelor students with four or more years should attend school in Taiwan eight or more months.
- b) Daytime master students and two year bachelor students should attend school in Taiwan four or more months.
- c) Evening bachelor students, evening master students and executive students are not restricted by the two preceding sections.

13. Class Hours:

- a) Each credit hour is equal to eighteen hours of class instruction. Moreover instructional quality of classes should be insured and short term intensive classes should be avoided in order to uphold the students' instructional rights.
- b) Those classes which are offered as distance learning instruction should be in accordance with Implementation Regulations Regarding Distance Learning by Universities.

14. Regulations for Admissions Standards are as follows:

- a) For each class, the TKU Admissions Committee will designate the lowest passing score prior to posting the name list. And the list will include the names of those on the waiting list; the scores of those on the waiting list must meet the lowest passing score standard. When there is a vacancy among the formally admitted students, names of students on the waiting list will be used to fill vacancies in proper order up to the allotted quota. The time for filling vacancies shall not exceed the day of starting classes for that semester in accordance with the calendar of the admission year.
  - b) When the overall scores are the same, they should follow the admission sequence as stipulated in the general rules for the admission standards. But those who do not meet the lowest passing score will not be admitted even though there are vacancies. After the Admissions Committee sets the admission's name list, it will be posted and official notifications will be dispatched.
  - c) When the number of the students whose scores exceed the lowest passing score is insufficient to meet the quota of students allowed, after the reason has been checked, and after the admissions committee has been notified and it has been approved, the lack can be made up, but it cannot be entered on the waiting list.
15. Admitted students should complete their registration procedures within the stipulated time. Those who exceed the time limit will be viewed as giving up their admissions qualification and the vacancy will be filled from the waiting list.
16. Those who assist in the related work of admissions must maintain secrecy; if anyone is a close relative within three degrees or less of one who has registered for the test, he or she should in accordance with the regulations of the Administrative Procedure Act voluntarily withdraw.
- All materials related to the test and grading should be appropriately stored for one year; however, according to regulations for anyone who makes an appeal, the materials should be stored until the appeal procedure is concluded or until any administrative remedial procedure is terminated.
17. If a testee feels the admissions selection has anything that is improper and damaging to individual rights, he/she should within twenty days of the posting of the passing name list make an appeal to the TKU Admissions Committee and submit the relevant documentation and materials for inspection. After receiving the appeal the Admissions Committee shall in accordance with TKU Guidelines on the Handling of Admissions Appeals immediately form a Panel for the Handling of Admission-based Appeals to start an investigation and shall within twenty days complete an Outcome of Appeal Letter and officially deliver it to the appellant.
18. TKU shall deliberate over the cost of instruction and set a reasonable fee standard; each sum of income and expenditure will be handled in accord with the related accounting work regulations.

19. TKU's admissions Guidelines should specify the admissions committee work group formation procedure, admissions quota, qualifications for testing, manner of admissions, manner of admittance, admissions disputes and appeals procedures and other matters related to the testees' rights and obligations.
20. When TKU offers special classes, the university should value the national image, honor, and principles of reciprocity; the university should also respect the local laws of the land.
21. The Ministry of Education shall undertake visits as required for improper conduct or for what has not been treated in accordance with the related rules; the MOE can set a time limit for improvement or readjust the admissions quota of students. Where efforts for improvement do not meet the time limit, admission of students will be suspended or operations will be terminated according to the law, and it will be entered as a major administrative failure.
22. If the following Guidelines have any deficiencies, they will be treated in accord with Ministry of Education's "Guidelines for Applications and Examination Operations for Universities that Establish Overseas Special Classes" and TKU's related rules and regulations.
23. This set of Guidelines will take effect on the date of its publication after being passed in an Admissions Committee meeting and approved by the MOE. The same applies to any later amendments made.