

## **TKU Regulations on Admissions for Master's and PhD Programs**

Secretariat Regulation No. 1020000081 (12/26/2013)

1. These regulations were formulated based on Article 24 of the University Act and Article 19 of its enforcement rules, as well as the Guidelines for University Admission Affairs.

2. The establishment of the Student Admissions Committee has been handled in accordance with the Committee's rules and regulations, and all admissions results for applying students should be reviewed and verified by the Committee before being officially released.

3. There are three separate ways of gaining admission to TKU for master's and PhD students: entrance through examination, selection, or application. These three methods are explained below:

Entrance by examination: Anyone who graduates and obtains a bachelor's degree from a local university or independent college officially registered with the MOE; or from an overseas university or independent college that meets the criteria for acknowledgement set forth by the MOE; or those who possess equivalent credentials and thus fulfill the official criteria for equivalent qualifications set forth by the MOE may each register to take part in the entrance examination for master's programs. After being admitted, such persons may undertake a master's degree program at TKU.

Anyone who graduates and obtains a master's degree from a local university or independent college officially registered with the MOE, or from an overseas university or independent college that meets the criteria for acknowledgement set forth by the MOE, or those who possess equivalent credentials and thus fulfill the official criteria for equivalent qualifications set forth by the MOE may register to take part in the entrance examination for PhD programs. After being admitted, such persons may undertake a PhD program at TKU. The regulations regarding admissions for executive master's programs are formulated separately in TKU regulations governing admissions to executive degree programs.

Entrance by selection: Those who meet the eligibility requirements to register for master's or PhD programs, who received outstanding grades in their previous degree program(s), and who meet the criteria to take part in the selection process, as specified

in the TKU Admissions Handbook, may register to participate in the selection process. After being admitted, such applicants may undertake a Master's or PhD program at TKU.

Entrance by application: This method of admission is reserved for foreign and overseas Chinese students, and its regulations are formulated separately. Regulations governing the admission of PhD candidates who enter PhD programs directly from master's level study are also outlined separately.

Questions such as whether those applying for admission through examination or selection are required to have obtained a bachelor or master's degree in an academic field related to that of the master's or PhD program they are applying for, or whether or not those applying for admission to executive master's or PhD programs are required to have work experience or seniority in an area related to the program they are taking must be determined by each individual department. After being submitted to the TKU Student Admissions Committee, such requirements and stipulations are then listed clearly in the Admission Handbook.

4. Entrance examinations for master's programs are held in the second semester of each academic year, and results are released by June 30. The date of the entrance examination for PhD programs is decided on and announced by the Student Admissions Committee. Master's students admitted to TKU include both regular students and executive master's students. The stipulation of a maximum admissions quota for such students is handled in accordance with the MOE's Standards for Student Admission Quotas and Resources at Universities and Colleges. After being approved in a TKU administrative conference, the determined totals must then be reported to the MOE and clearly stated in the Admissions Handbook.

The areas examined in the entrance examination and related admissions criteria must differ for executive master's and regular master's students. Separate divisions or "units" from the same degree program or the same department, graduate institute, or college may conduct the admissions process separately based on their individual research and instruction-based needs. The topics set for examination (entrance exam) and the admissions quota for each degree program should be clearly outlined in the Admissions Handbook. If faced with the problem of insufficient student numbers, students may be reallocated from other groups or "units" in the same degree program (unless these groups are divided into distinct academic disciplines). Reallocations may also occur between regular master's and executive master's programs. The

admissions quota for separate groups in a degree program and principles for student reallocation should be outlined clearly in the Admissions Handbook. Students who were formally on a waiting list and subsequently admitted to a TKU master's program are given a deadline to register for study. Registration must be completed no later than the first day of the commencement of classes in the semester in which they enter TKU, the date of which is specified in the TKU Academic Calendar.

The course entrance examination for master's and PhD students involves a written examination, interview, review of related documents and a practical examination or submission of an innovative work. For the master's program, a maximum of three subjects may be covered in the written examination and for the doctoral program a maximum of four subjects may be covered in the written examination. The weighting of the interview stage must account for no more than 40% of the overall score.

5. The selection process for admission to TKU is held in the first semester of each academic year, and results are released by March 30. The process of selection for courses involves a written examination, interview, review of related documents, and a practical examination or submission of an innovative work. This process is limited to a maximum of 4 courses. The weighting of the interview must account for no more than 60% of the overall score.

The quota for enrolling students admitted through the selection process is included in the overall student quota for the academic year as approved by the MOE, and must not equate to more than 50% of the total number of students admitted to TKU in that academic year. In special circumstances, there may be exceptions made if a student submits an application and gains approval from the MOE. A waiting list must be constructed with students who applied for entrance by selection. If the number of students on the list is insufficient, this deficit may be compensated for by students who applied for entrance by examination.

6. Enrollment issues involving the doctoral and master program will be handled by the Student Admissions Committee. They will deal with all related issues regarding registration procedures, exam subjects, admission quotas, methods of admission, and any other related items, each of which are elucidated in the Admissions Handbook.

Sections in the Handbook that relate to the rights of examinees should be explained clearly and, when necessary, words should be highlighted in bold, and examples

provided, so as to caution students of the need to be careful and avoid misunderstanding.

7. In the situation where there is just one vacancy left for admission in a department or graduate institute, and yet two or more applicants with the same score, or if two or more students at the top of the waiting list have the same score and just one vacancy becomes available because of admitted students not registering for study, the method for handling such issues should be explained in the Admissions Handbook.

If there needs to be an increase in the number of students admitted, a meeting must be convened by the university-level Student Admissions Committee and a resolution passed. Meeting records and related documents must then be collected and dealt with in the following ways:

a) If the required increase to the number of admitted students is due to two or more students with the same score, after the students have registered for study, the documents should be submitted to the MOE for future reference.

b) If the increase is due to an administrative oversight, an extra document – a report on proposed improvements to the admissions process – should be affixed to the other documents and submitted to the MOE for approval. Only after gaining approval can the increase to the number of students be made.

8. Every aspect of the administrative process of admission should be approached with a sense of equity, justice, transparency, and with the utmost care. This includes the formulation of exam questions, the printing and production of exam papers, the marking of exams, the sealing of exams, exam monitoring, calculation and checking of grades, the publication of exam results, student registration, or any other related matters. If admission involves an interview, practical examination, or submission of an innovative work, the process should be recorded in an audio file, video, or in writing. All information obtained during the selection process must be stored safely for one year. However, if the applicant lodges an appeal in accordance with appeal regulations, the information must be kept until the appeal or its administrative forms of recourse have been finalized.

Those whose work involves any aspect of the admissions process must go about their work with the utmost discretion. In situations which have the potential for conflicting allegiances – such as if a staff member’s close relative is applying for admission to TKU – the staff member should actively avoid working on related tasks in accordance

with regulations on administrative procedures.

9. If applicants believe that any aspect of the admissions examination or selection process was handled inappropriately, leading to the violation of their rights, and if after following the normal complaint procedures they do not obtain the desired outcome, they may lodge an appeal. To do so, they must submit a Letter of Appeal – clearly stating related facts and reasons for appeal, and affixing relevant documents of proof – to the Student Admissions Committee within 20 days of the announcement of admission results. After receiving the Letter of Appeal, the Committee, in accordance with the *TKU Guidelines on the Handling of Admissions Appeals*, must immediately send the appeal to the Admissions Appeal Panel for investigation. Within 20 days of receiving the appeal, the Panel must produce an Outcome of Appeal Letter and issue the Letter to the appellant. The above-mentioned *TKU Guidelines on the Handling of Admissions Appeals* are formulated separately.

10. This set of regulations will take effect on the date of its publication after being passed in a Student Admissions Committee meeting and approved by the MOE. The same applies to any later amendments made.