

TKU Regulations Regarding Admissions for Transfer Students

Secretariat Regulation No. 1040000024 (06/13/2015)

1. These regulations were formulated in accordance with Article 24 of the University Act, Article 19 of the Enforcement Rules of the University Act, and the Guidelines for University Admission Affairs.
2. All matters related to the admission of transfer students should be handled by the TKU Admissions Committee. This Committee is established based on the *TKU Regulations on the Establishment of the Admissions Committee*.
3. If there is a shortage in the number of students admitted into TKU bachelor degree programs, each department (group) in which the shortage has occurred may hold transfer examinations during the summer or winter vacations. The maximum quota for students admitted in such exams shall be based on the number of vacancies that arise after accounting for student admissions and student discontinuation of studies (or expulsion) of each department (group). This quota must not include students whose admission credentials are being held (retained), deferring students, or additional (external) quotas for students. However, first year freshmen or fourth year graduating students cannot be admitted as transfer students.

The maximum quota for the admission of Mainland Chinese students is determined based on the number of vacancies made available after accounting for the officially approved quota for Mainland student admissions, coupled with student discontinuation of studies or expulsion. Deficits or excesses in this quota may not be compensated for using the quota for local Taiwanese students and Mainland Chinese students of other school systems. Departments (or divisions) with official approval to admit Mainland Chinese transfer students must do so in accordance with related Ministry of Education regulations.

4. The TKU Admissions Handbook contains comprehensive information on all matters related to admissions for transfer students, including the transfer student department of study, grade (year of study), quotas for transfer students, eligibility requirements, topics for examination, methods for registration, examination dates, registration procedures, evaluation standards, methods of admission, and

admissions appeal guidelines. The Admissions Handbook should be published one month before registration for study commences, and related data should be simultaneously released on the TKU website.

Admissions for Mainland Chinese students is outlined separately in the Handbook.

5. After being passed by the TKU Admissions Committee, the admissions quota of transfer students for each academic department (group) should be listed in the Admissions Handbook. Admission vacancies in these departments must not be transferred to balance excess numbers of enrollments in departments with human resource restrictions set up by government sectors (departments for teacher training, medicine, etc). Moreover, after holding admission examinations for transfer students, overall student enrollment for each year of study must not exceed the originally stipulated total and for new students. The student quota for each class of each department (group) must be determined in accordance with the MOE's "Standards for Student Admission Quotas and Resources at Institutes of Higher Education."

The actual quota for admissions to each department must be calculated based on department vacancies made available due to discontinuation of studies or expulsion publicized on the day of the admissions examination in that year. Information related to revised department and course quotas should be outlined in the Admissions Handbook after being passed by the university's Admissions Committee.

6. Those applying to transfer into TKU bachelor degree programs (either daytime or evening programs) must meet any one of the following eligibility requirements:
 - a) Have completed at least two semesters of study at a public Taiwanese university or registered private university, or at an overseas university that meets the MOE's acknowledgement criteria.
 - b) Have graduated from a Taiwanese public or registered private vocational college or vocational program or from an overseas vocational college recognized by the MOE.
 - c) Have one of the following credentials and thus possess qualifications equivalent to those who graduated from vocational college:
 - i. Students who have not yet graduated but have completed the maximum stipulated duration of study at vocational colleges.

- ii. Students who have certificates verifying that they passed a proficiency examination at a level equivalent to vocational college studies.
- d) Those who are 22 years of age, hold a diploma (certificate of completion) of a high school or have completed their period of study, have studied the following listed curriculum of a different subject accumulating 80 or more credits and hold proof of those credits:
 - i_ University degree credit courses of a university or open university.
 - ii_ Continuing education credit courses of an institute of higher education.
 - iii. MOE approved non-formal education courses.
- e) Full-time open university students who have already obtained 36 credits may apply to enter second year studies in a similar department. Those who have already obtained 72 credits may apply to enter third year studies in a similar department.
- f) Students studying in a system outlined in Article 7 of the Art Education Act and who have proof of completed academic credits may be eligible to enter TKU under either point 1. or 3. (above) based on whether their course of study is in a vocational college or university.
- g) Mainland Chinese students who have completed two semesters of study at a Taiwanese public university or registered private university may apply to take the TKU bachelor program (daytime program) transfer student examination. Mainland Chinese students studying at schools on outlying Taiwanese islands may not take part in TKU transfer examinations.

TKU students who have violated school regulations or who have had continuously failing grades leading to expulsion cannot register for the transfer exam.

Those who have already completed the credit hours of required courses established in Subparagraph 1 of Paragraph 4 between July 13, 2011 and June 30, 2013 are not restricted by the 22 years of age limit.

- 7. TKU admissions examinations take the form of written examinations, interviews, evaluation of submitted information, practical examinations, or the assessment of innovative works.
- 8. The criteria for evaluating such items should be outlined in the Admissions Handbook. When issuing especially high or especially low marks, reasons for doing so should be listed in the Exam Evaluation Form. Ample recordings should be made of the process of interview, practical exam, or creation of an innovative work. All information related to the evaluation of an applicant's examination should be stored safely for one year. However, if an appeal is launched, the related

information should be kept until appeal procedures conclude or the process of recourse is complete.

9. Rules related to evaluation methods and admissions criteria are outlined to follow:
- a) The maximum score for each assessment item is 100.
 - b) The average grade is obtained by multiplying the score achieved in examinations for each subject by the weighting of the examination to gain a total score. This total score must then be divided by the weighting to attain the average grade.
 - c) The minimum admission standards for each department (group) should be set by the TKU Admissions Committee. Students whose examination results exceed these minimum standards (within the maximum quota for enrolled students) will be admitted to study at TKU, and will be referred to as “admitted students”. All other students who achieve the minimum standard requirement will be placed on a waiting list. If the number of applicants who meet the minimum standard is less than the student quota, a document stating the reason for this discrepancy must be sent to the Admissions Committee. After being approved, applicants who do not meet the minimum standard may be admitted to the course. In this case, a student waiting list will not be compiled. If the applicant receives a score of zero in any of the examined subjects, he / she will not be admitted to study at TKU.
 - d) When a department (group) is in the situation where there is one place left but two students or more with the same score or two students or more on the waiting list with the same total score, the treatment of how to admit or fill the student vacancy are outlined in the Admissions Handbook.
 - e) In special circumstances where the maximum student quota needs to be increased, the issue should be passed to the university-level Admissions Committee for resolution. Committee meeting records along with related documents must then be handled in accordance with the following regulations:
 - i. If the increase is made to facilitate for two students with the same marks, after student registration the corresponding documents should be submitted to the MOE for future reference.
 - ii. If the required increase is the result of a TKU administrative oversight, an extra document – a report on proposed improvements to the admissions process – should be attached and submitted to the MOE for approval before the increase may be made.

The list of admitted students should be submitted to and approved by the TKU

Admissions Committee before being officially publicized.

10. After discovering that an applicant's qualifications do not meet TKU requirements, TKU must take the following actions:
 - a) Cancel their eligibility to sit the examination process if the discrepancy was discovered after the application was made but before the examination was held.
 - b) Cancel their admission to study if the discrepancy was discovered after being admitted to study and upon registration.
 - c) Expulsion, if the discrepancy was discovered after the commencement of study.

11. Admitted students must register for study on the day designated for student registration. Those who are late for registration will forfeit their eligibility to study at TKU. Their place will be taken by a student on the waiting list. The deadline for this replacement process to occur is the first day of study in the same semester, as designated in the TKU Academic Calendar.

12. Those who participate in any aspect of administrative work in the transfer student admission process are obligated to maintain strict confidentiality. Those who may have a vested interest in the admission of an applicant such as when a spouse, a relative within three degrees of kinship, or an in-law want to take the exam must actively avoid participating in the admission process in accordance with administrative procedural regulations.

13. Re-examination of a score is treated in accord with the regulations of the Student Handbook; an applicant should fill in the related information in the "Application form for re-examination of score" provided in the Student Handbook. Then the applicant should mail that form and a photocopy of the score notification form to the university's Admissions Committee to apply for a re-examination. An applicant can apply only one time and any late submissions will not be processed.

Applicants who feel there was an indiscretion during the admission process leading to the infringement or loss of their personal rights, and who exhaust all regular means of recourse without obtaining their desired outcome, may submit a Letter of Appeal – stating the related facts and reasons for appeal – along with all related documents or documentary proof to the TKU Admissions Committee

within 20 days of the publication of the list of admitted students. After receiving the Letter of Appeal, the Admissions Committee must immediately send the Letter to the Admissions Appeal Panel for investigation in accordance with the *TKU Guidelines on the Handling of Admissions Appeals*. Within 20 days, an Outcome of Appeal Letter must be produced and sent to the appellant.

14. The *TKU Guidelines on the Handling of Admissions Appeals* is outlined separately.
15. Matters that are not covered in These Regulations must be handled in accordance with *TKU Study Regulations* and other related TKU regulations.
16. This set of regulations will take effect on the date of its publication after being passed by the Student Admissions Committee and approved by the Ministry of Education. The same applies to any later amendments made.