

National Sun Yat-sen University Regulations for the Admission of Students

Filed on 24/12/2003 with Ministry of Education Tai-Kao (1) No. 0920181433
Filed on 24/10/2005 with Ministry of Education Tai-Kao (1) No. 0940140167
Filed on 24/10/2006 with Ministry of Education Tai-Kao (1) No. 0950155544
Filed on 23/08/2011 with Ministry of Education Tai-Kao (1) No. 1000149003
Filed on 21/03/2012 with Ministry of Education Tai-Kao (1) No. 1010046400
Filed on 23/10/2013 with Ministry of Education Tai-Kao (4) No. 1020154437
Filed on 15/12/2014 with Ministry of Education Tai-Kao (4) No. 1030176103
Filed on 27/11/2015 with Ministry of Education Tai-Kao (4) No. 1040150359
Filed on 03/11/2017 with Ministry of Education Tai-Kao (4) No. 1060157706

Article 1 The rules are created in accordance with Article 24, the University Act, and no. 19, Enforcement Rules of the University Act, and Review and regulations for University Student Admission Affairs.

Article 2 For the purpose of administering entrance examinations for Undergraduate, Master, Master degree path for working professionals and PhD programs (below referred to as 'candidates'), a student recruitment committee should be formed at University level. Sub-committees must be established by each recruitment unit(college, centre and degree path) at departmental level to collaborate with the NSYSU student recruitment committee. The guidelines for setting up a departmental student recruitment committee must be submitted to the University student recruitment committee.

Student recruitment committee in charge of entrance examinations for undergraduate programs is composed of the following members: the University President, Vice-President for Academic Affairs, Dean of Academic Affairs, Deputy Dean of Academic Affairs, Dean of International Affairs, dean of each college and supervisors of each department. Student recruitment committee in charge of entrance examinations for Master and PhD programs is composed of the following members: the University President, Vice-Presidents for Academic Affairs, Dean of Academic Affairs, Deputy Dean of Academic Affairs, Dean of International Affairs, dean of each college and supervisors of each department, supervisors of each Master and PhD program. If there is such need, external advisers or related persons can be invited to participate in the meeting and be consulted with. Posts in the NSYSU student recruitment committee are appointed as follows: the President acts as the chairperson; the Vice-Presidents act as the vice-chairpersons; the Dean of Academic Affairs acts as the executive secretary; the Deputy Dean of Academic Affairs acts as the deputy executive secretary. Office for General Affairs is in charge of all issues relating to committee's administration, print-out and distribution of student admission leaflets and offering assistance in collaboration when required.

The student recruitment committee works in small groups and is responsible for all tasks related to entrance examinations. For the purpose of running tasks related to the examination, one member of staff is assigned as the person in charge of each individual task by the Office of Academic Affairs including secretary, registration, preparing examination topics (including printing out examination papers), examination administration, grading of the exams, releasing the examination results and information.

The NSYSU student recruitment committee shall hold committee meetings when necessary to set admission criteria and procedures, NSYSU student recruitment committee can only be held when 50% or more of its members attend the meeting. Decisions are made by the majority of votes to stipulate and review admission procedures for all colleges, departments, institutes and degree paths, compile university prospectus, supervise the working progress of the student recruitment process, make decisions on the minimum requirements for admissions and confirmed places for all colleges, departments and degree paths and to resolve cases involving admission disputes and violation of regulations.

Article 3 The following information must be disclosed and published in the prospectus no later than 20 days before the application date starts: course offering departments, years of study, number of places available, requirements, examinations dates, application procedures, exam topics, exam weighting, evaluation criteria, criteria for admission, appeals against exam results, flexible admission policy, evaluation priority, registration procedure, waiting list policy, procedures for handling disputes and other regulations.

Article 4 Admission timelines:

1、PhD programs : In principle, the entrance examinations should be held in the 2nd semester of each academic year; should the examinations be held outside of the timeline, prior approval needs to be obtained at the NSYSU student recruitment committee meeting. Only one entrance examination can be

held for each class (group).

- 2、Master programs : Recommendation and assessment program takes place on the 1st semester of each academic year. The entrance examination takes place in the 2nd semester of each academic year. The name list of successful applicants is announced before the 30th of June.
- 3、Undergraduate programs : This depends on the time schedules of the multiple-channel University admission programs and timetables set by the committees for recommendation and assessment program
- 4、Masters programs for continuing education : In principle, the entrance examination should be held in the 2nd semester of each academic year; should the examination be held outside the timeline, prior approval needs to be obtained at the NSYSU student recruitment committee meeting. Only one entrance exam can be held for each class (group)
- 5、Transfer undergraduate student admission : Applications are processed during summer holidays. Application process is allowed during winter holiday if necessary. When conducting the student recruitment process with other universities, separate timelines and deadlines are set and cannot overlapped with existing schedules.

All the relevant dates for the student recruitment process for all departments are published in the University prospectus of each academic year. There should be only one admission cycle for each student recruitment channel.

NSYSU is allowed to run student recruitment programs in accordance with the rules of the 'Admission of Students with Special Talents' by the Ministry Of Education (MOE). The prospectus must explicitly state the requirements to present objective documentation and proof in order to validate the special talent or potential of the prospective student.

Article 5 The maximum student intake for each course(**this does not include transfer admission examinations**) must comply with the **provisions of 'Overall Development Scale and Resource Criteria for Higher Education Institutions'**.

The number of available places for each admission examination (excluding transfer admission examinations) must be included in the University's total enrolment of the academic year and approved by the MOE.

Classes for each degree path are divided into groups based on enrolment status approved by the MOE. In addition, for teaching and research purposes, a separate admission group can be created and published in the prospectus. The name of the group will not be noted in the enrolment ID document of the successful applicant.

Admission target via recommendation and screening route for **Masters programs**: the admission target via recommendation and screening route for **Masters programs** is included in the University's total target enrolment of the academic year, approved by the MOE. It cannot exceed **60%** of the **university's total admission target for the academic year**.

Admission target for **Undergraduate transfer students**:

- 1、Any undersubscribed courses are allowed to admit transfer students, except for first-year and final-year students. The total number of places available made-up from the shortfall from a low intake during the general admission process and from filling up spaces for students who are expelled from the course. This does not include spaces from students who defer entry to a course, or are suspended from a course or unfilled additional numbers.
- 2、Transfer admission target and rules for flexible admission must be clearly defined in the prospectus. It is, however, not applicable to teacher training courses, medicine and any courses that are run under an intake limit set by the government.
- 3、Upon completing the transfer admission process, the total intake for each year group should not exceed the original enrolment target of freshmen for the academic year. The number of qualified academic staff available must comply with the standard as set by the 'Overall development scale and resource criteria for high education institutions.'
- 4、The actual **admission quota** for each department is based on the announced number of **places** available on the day of the examinations. **The announced total quota cannot be lower than the quota for transfer students originally stated in the prospectus.** This process should be explained in the prospectus.

Shall the admission quota be made flexible, this shall be compliant with the prospectus regulations on flexible admission and be handled in accordance with the following rules:

- 1、**The quota cannot be flexible for transfers between different colleges, departments, institutes and degree paths (including groups based on enrolment status).**
- 2、**After the admission channels for the same college, department, institute, degree path whose deadlines come first in the schedule are handled, the undersubscribed quota is flexibly applied to admission channels with later deadlines.**
- 3、**The undersubscribed quota of the same admission channel for the same college, department, institute, degree path (not including groups based on enrolment status), shall be flexibly transferred for those registering or filling in available places.**

Article 6 Assessment Access Requirements:

- 1、PhD programs, masters programs, masters program for continuing education and undergraduate programs: In compliance with Article 23, University Act and rules and regulations in 'Standards for Recognition of Equivalent Educational Level as University.'
- 2、Candidates with any of the following qualification are regarded as having the equivalent educational qualification for undergraduate transfer examinations for year 2 or year 3.
 - (1) Undergraduate students who have any of the following certificates: enrolment certificate, transfer certificate, level of absence certificate, together with a copy of course transcript.
 1. Applicants who have completed 2 semesters or above can be remitted into the 1st semester of the year 2.
 2. Applicants who have completed 3 semesters or above can be remitted into the 2nd semester of the year 2.
 3. Applicants who have completed 4 semesters or above can be remitted into the 1st semester of the year 3.
 4. Applicants who have completed 5 semesters or above can be remitted into the 2nd semester of the year 3
 - (2) Applicants who are on the 2-year undergraduate degree path and have completed the 1st semester of the year 1, and holding enrolment certificate or transfer certificate or leave of absence certificate, together with a copy of transcript.
 - (3) College students who can be qualified if holding one of the following qualifications:
 1. who have been awarded with a college or diploma certificate
 2. who have completed sufficient years of studies with enrolment certificate, transfer certificate or leave of absence certificate, together with a copy of transcript.
 - (4) Home-schooled applicants who have passed academic assessment examinations with a certificate for recognition of equivalent education level as college
 - (5) Applicants who are at least 22 years of age with a high school diploma; or have completed required years of study at a high school with a total credit scores of 80 for all subjects and a validated credit certificate.
 1. Credits awarded by courses run by universities or the open University.
 2. Credits awarded by continuing education courses run by colleges or above.
 3. Non-mainstream academic courses that are recognized by the MOE.
 4. Professional continuing education credit courses of junior college or above level approved by the Ministry of Education organized by professional training institutes.
 5. Professional continuing education credit courses of junior college or above level.
 - (6) Applicants who have obtained 36 credits from the Open University are permitted to apply for entry to the year 2 of similar subject; those who have obtained 72 credits are permitted to apply for entry to the year 3 of similar subject.
 - (7) Applicants with enrolment certificates, who are yet to complete study at schools adopting a comprehensive education system in accordance with the Art Education Act are considered holding an equivalent educational level as university undergraduate or 5-year college. The rule no. 1.1 and 1.3 apply.

Rules and regulations for continuing education in colleges or higher education institutions were amended and enacted since 13th July, 2011. Under the regulations, before 13th June 2013, applicants who have completed credit courses stated in rule 1-(2)-5 are not restricted by the age limit of 22.

Applicants who apply to sit for transfer admission examinations must comply with the regulations of their current University on dual-enrolment status. For those who intend to study at both institutes once being offered a place after the transfer examinations, are permitted to provide the academic transcript only.

Under the above circumstances, whether an applicant's current academic status (current subject of study and credits) is qualified for sitting a transfer examinations depends on the regulations and decisions made by the individual course department. .

An applicant holding overseas academic qualifications shall comply with regulations governed by “Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institution of Higher Education” , “Regulations Regarding the Assessment and Recognition of Educational Qualifications from Mainland China”, “Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao” and Article 9 of “Standards for Recognition of Equivalent Educational Levels for University Admission” .

To register as an overseas Chinese students, the applicant must have initial admission documents or official overseas Chinese student ID issued by the Overseas Community Affairs Council. No extra points can be awarded to the final scores of the transfer examinations.

An applicant holding special status must submit verified document for proof before proceeding with the application via the advantageous route where special circumstances are considered; if unable to present the required document for proof, standard rules and regulations will apply without preferential treatment.

An applicant holding any of the following status, including government scholarship, apprenticeship, or military service (i.e. students of teacher training bursaries program, students of police college or military institutes, current military servicemen, police force..etc) must apply via an appropriate route that best suits his/her own circumstances

NSYSU students who are expelled from the University due to misconduct are banned from sitting student transfer examinations for NSYSU and Taiwan Comprehensive University System

- Article 7 Based on the different nature of the evaluation process, **admission** examinations can be conducted **as** written examinations, face-to-face interviews, examinations on specialist subjects, practical work, or **written research**. Exam method and weighting for each topic must be decided at admission meetings (department, college, centre, and degree path) and published in the prospectus. When conducting interviews, examinations on specialist subjects or practical work demonstration, video recording, voice recording and detailed documentation are required during the process. All written records need to be completed before a list of successful applicants is decided by the admission committee. **A reason must be clearly indicated in the grade list for those with exceptionally high and the lowest grades.**
- Article 8 Masters degree admissions: successful applicants are selected via recommendation and screening programs. Application requirements are set by individual departments (college, **department, institute**, degree path) and published in the prospectus. Entrance examinations for master degree programs consist of at least one written exam and up to three written examinations. Interviews, examinations on specialist subjects, practical work or evaluation on submitted documents can also be included in the process when necessary. Such information must be disclosed in the prospectus. The above-mentioned restrictions do not apply to **written admission examinations for Masters degree programs taught entirely in English**. When conducting written examinations, evaluation or interview procedures for admissions purposes (college, department, centre and degree path), all relevant rules and regulations of NSYSU apply.
- Article 9 Admission criteria :
- 1 、 The minimum entry tariff for each admission unit(**college, department, institute, degree path**) must be decided and approved by the NSYSU student recruitment committee before the list of successful applicants is released. Admission quota will be filled by accepted students with the highest tariff points which meet the minimum tariff point requirement. The remaining applicants are placed on the waiting list. When there are insufficient number of accepted students to fill the admission quota, after being approved by the NSYSU student recruitment committee, the recruitment office may decide not to admit applicants who fail to meet the minimum tariff point requirement. No applicant in this circumstance will be shortlisted.
 - 2 、 The list of **admitted students shall be officially announced after the approval of** the NSYSU student recruitment committee **is issued**.
 - 3 、 After completing registration, students who are admitted via recommendation and screening process are allowed to sit NSYSU standard admission examinations.
 - 4 、 After **the** accepted students **for Master programs** complete the registration process, shortlisted applicants may be offered places to make up for any shortfall in the intake (the number of places available to shortlisted transfer applicants is indicated in the prospectus); offers must be made to shortlisted applicants *no* later than the starting date of each semester listed in the University academic calendar.
 - 5 、 At the bottom of the admission list for each class/group, when two applicants holding exactly the same total points for entry, offer will be made to the applicant, assuming a place is offered to a shortlisted applicant to make up for a shortfall in intake, stipulated by the regulations in the prospectus. For the scheme for students with special talents and potential, the handling procedure for applicants holding the same scores must be stated in the prospectus. If the scores of two applicant remain the same after comparing all elements of their application, the final decision of priority will be made at the

departmental student recruitment committee meeting.

- 6、 When in need of making additional offers to candidates, a decision must be made at the NSYSU student recruitment committee meeting. Applications must be processed in accordance with the following regulations, provided meeting minutes and relevant documentation are submitted:
 - (1) When more offers are made due to applicants holding the same scores, such cases must be reported to MOE within two weeks since the starting date of that semester of the admission year specified in the academic calendar.
 - (2) When more offers are made as a result of administrative errors, a review report is required. Such cases must be approved by the MOE before commencing the process within a month from the confirmation of this fact.
- 7、 Offers for shortlisted applicants of masters program via recommendation route must be made *no* later than the starting date of the 2nd semester listed in the University academic calendar. Offers for shortlisted applicants of masters, PhD, masters in continuing education and undergraduate programs via examinations route must be made *no* later than the starting date of the entry academic year listed in the University academic calendar.

Article 10 Whether an accepted student is qualified to apply to defer an offer is stipulated by the relevant regulations and the nature of the program. Relevant rules must be clearly defined in the prospectus.

Article 11 Admission exam related tasks must be conducted in a cautious manner. All staff involved must keep the exam-related information confidential. Members of staff should avoid taking part in the exam process in case of any of the following circumstances:

- 1、 The examination taker is the examiner himself/herself, is or was the examiner's spouse or close relative by blood ties or marriage.
- 2、 The examination taker has a financial relation with or is in conflict of interest with a particular examination taker, which may affect the exam results.
- 3、 The examination taker is employed as teaching staff at a related cram school.

All data on exam scores shall be stored for a year. Exam records for those who make a valid appeal against the exam results must be kept until the appeal process or procedure for administrative remedies is completed.

Article 12 To safeguard the rights of exam takers, the NSYSU student recruitment committees must make a response within one month after a written appeal, made by the exam taker was received before the appeal deadline. The exam taker must be informed of the right to appeal against the decision via the administrative litigation process.

A dispute resolution team can be created to manage a fair investigation in the time of major disputes and complaints against the admission process. The dispute resolution team consists of a minimum of 5, and up to a maximum of 11, members appointed by the NSYSU president, and chaired by the vice president for academic affairs.

Article 13 All recruitment activities for master programs or master programs for continuing education run by departments, centers or degree paths at their overseas locations must comply with relevant governing rules and regulations of the MOE.

Article 14 Relevant rules and regulations of the MOE and of NSYSU apply to any other outstanding issues.

Article 15 The regulations are approved at NSYSU student recruitment committee meetings and enacted after being approved by the MOE within its specified deadlines, the same applies to the amendments.