

National Sun Yat-sen University Admissions Regulations

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Article 1 These regulations are established in accordance with Article 24 of the University Act, Article 19 of the Enforcement Rules of the University Act, and the Regulations and Review Directions of University Admissions.

Article 2 A university-level Admissions Committee shall be established to administer admissions examinations for bachelor's programs, public-financed post-baccalaureate medical programs, master's programs, master's in-service programs, and doctoral programs (hereinafter referred to as admissions for respective programs). Each enrolling unit (college, institute, degree program) should set up a departmental Admissions Committee to cooperate with the university-level Admissions Committee in matters related to the admissions exam, and its establishment directions should be submitted to the university-level Admissions Committee for approval.

The university-level Admissions Committee is composed of the President, Senior Vice Presidents, Vice President for Academic Affairs, Associate Vice President for Academic Affairs, Vice President for International Affairs, deans of colleges, and chairs of departments and degree programs. If necessary, external advisory members or relevant personnel may be invited to attend.

The President shall be the chairperson of the Admissions Committee; the Senior Vice President shall be the vice chairperson; the Vice President for Academic Affairs shall be the chief executive officer; the Associate Vice President for Academic Affairs shall be the deputy chief executive officer. The Office of Academic Affairs is responsible for the paperwork, preparation of the admissions guide, and assistance and coordination of

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the Admissions Committee meeting.

The Admissions Committee of the University shall establish an Examination Affairs Task Force to oversee matters related to examination administration. According to its needs, the Examination Affairs Task Force may be divided into secretarial, examination registration, preparation of examination papers, question drafting (including printing of questions), examination administration, grading, the announcement of results, and information duties, with one person in charge of each task coordinated by the Office of Academic Affairs.

The university-level Admissions Committee shall hold the Admissions Committee meeting as required by the admissions process. A quorum of more than half (inclusive) of the members is required for the meeting to be valid, and a majority vote is required to resolve motions. If the chairperson of the committee is unable to attend the meeting, the vice chairperson or the chief executive officer of the committee shall act on his/her behalf. The Admission Committee meeting is responsible for formulating admissions regulations, reviewing admissions matters for each college, department, institute, and degree program, preparing the admissions guide, supervising the admissions process, deciding on the minimum admissions standards and admissions lists for each department (college, institute, degree program), and ruling on admissions disputes and irregularities.

Article 3 The admissions guide should list in detail the enrolling institutes and departments, the number of years of study, admission quotas, application requirements, examination dates, application procedures, examination items and their percentages in the final score, scoring criteria, selection principle, score review, principles for quota transfer, evaluation priority for candidates of the same final score, registration procedures, procedures for filling of vacancies, admission dispute handling procedures, and other relevant regulations and published no later than 20 days prior to the acceptance of applications.

Article 4 The application periods for respective programs are as follows:

1. Doctoral programs: The examination for admission is held in the second semester of each academic year; if necessary, the examination can be held in advance after approval by the university-level Admissions Committee meeting, and each program (group) is limited to one application.
2. Master's programs: Admissions through screening tests are held in the first semester of each academic year. Admission through examination is held in the second semester of each academic year.

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3. Bachelor's programs: Admissions are conducted in accordance with the schedule of the University Multiple Entrance Program and the admissions committees of relevant screening tests (selections).
4. Master's in-service programs: Admissions are held in the second semester of each academic year; if necessary, advance applications will be made after approval by the university-level Admissions Committee Meeting, and each program (group) is limited to one application.
5. Transfer admissions to bachelor's programs: The application process is conducted in the summer and, if necessary, during the winter break. The admissions schedule and regulations for joint admissions with other universities are set separately, but the schedule should not overlap with the aforementioned dates.
6. Admissions for public-financed post-baccalaureate medical students: The admissions process is conducted in the second semester of each academic year.

Detailed admission dates for respective programs should be as published in the admissions guide for that academic year.

Quotas for each admissions pathway of respective programs may not be split and used for multiple admissions.

Article 5 Admission quotas for respective programs (excluding those for transfer admissions and admissions of public-financed post-baccalaureate medical students) are in accordance with the Standards for Student Admission Quotas and Resources at Institutions of Higher Education and are listed in the admissions guide.

If it is necessary to transfer admission quotas for the above-mentioned examinations, the principles of transfer should be specified in the admissions guide, and the following regulations should be followed:

1. No quota transfer between different colleges, departments, institutes, and degree programs (including enrollment subprograms) is allowed.
2. After the completion of an earlier admission pathway, the vacancies may be transferred to a later admission pathway of the same college, department, institute, or degree program.
3. Vacancies in the same admission pathway in the same college, department, institute, or degree program may be transferred between groups (excluding subprograms of enrollment) during the admission period or when filling vacancies.

In addition to the subprograms of enrollment approved by the Ministry of Education, each academic program may set up separate admission groups for teaching or research

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purposes and list them in the admissions guide. However, such an admission group will not be recorded in the student's registration certificate or documents after enrollment.

Admission quotas for master's programs through screening tests: The quotas for the admission of master's students through screening tests should be included in the total admission quota approved by the Ministry of Education of the University for the current academic year and should not exceed 60% of the admission quota of the University for the current academic year.

The quotas for transfer admissions to bachelor's programs:

1. Transfer students may be admitted to departments when there are openings in their undergraduate programs, with the exception of first-year students and graduating seniors. The vacancies are limited to those arising from the enrollment or withdrawal of students in each department and do not include those arising from the retainment of student status, leave of absence, or extra-quota admissions.
2. The quotas for transfer admissions and the rules for quota transfer are listed in the admissions guide. The quotas shall not be transferred to departments that involve teacher training or medicine or are subject to manpower control by government agencies.
3. After transfer admissions, the total number of students in each grade shall not exceed the original approved total number of freshmen in the respective academic year, and the quality and quantity of teachers in each department shall still meet the benchmarks set by the Standards for Student Admission Quotas and Resources at Institutions of Higher Education.
4. The actual admission quota of each department may be based on the vacancies of each department announced on the date of the current year's examination; the total number of announced quotas shall not be less than the number of transfer quotas originally stated in the admissions guide, and shall be stated in the guide.

The admission quotas for public-financed post-baccalaureate medical students are subject to the approval of the Ministry of Education and the Ministry of Health and Welfare.

Article 6 The qualifications required for the respective admission examinations are as follows:

1. Doctoral programs, master's programs, master's in-service programs, and bachelor's programs: In accordance with Article 23 of the University Act, the Standards for Recognition of Equivalent Educational Levels for University Admission, and relevant regulations.

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2. The public-financed post-baccalaureate medical program: Obtaining a bachelor's degree or higher.
3. Transfer examinations for bachelor's programs: The provisions of the Ministry of Education's Standards for Recognition of Equivalent Educational Levels for University Admission shall be followed.

Whether the applicant's original department or credits meet the requirements of the intended department referred to in subparagraph 3 of the previous paragraph shall be independently assessed by the university or department involved.

Applicants with foreign academic qualifications should comply with the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education, Regulations Regarding the Assessment and Recognition of Academic Credentials for Mainland Area, Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao, or the Article 9 of Standards for Recognition of Equivalent Educational Levels for University Admission and related regulations. Overseas Chinese students must hold the original assignment document for admission approved by the Ministry of Education or the official Overseas Chinese Student Identity Certificate issued by the Overseas Community Affairs Council to be registered as overseas Chinese students. No preferential treatment will be given regarding their transfer examination results.

Candidates applying with special status must submit relevant documents to be eligible for preferential treatment in accordance with the provisions for special status candidates. Otherwise, preferential treatment will not be granted in accordance with the regulations for candidates with ordinary status.

For public-financed students and those subject to internship or service regulations (e.g., public-financed students from normal colleges or universities, students from military or police academies, active-duty military personnel, police officers, etc.), their application and enrollment should be handled in accordance with the relevant laws and regulations by the candidates themselves.

Students who have been expelled from the University for failing in conduct are not allowed to apply for the transfer examinations for NSYSU and the joint admission of the Taiwan Comprehensive University System.

The University may offer the Admissions for Extraordinary Students Program for bachelor's degrees in accordance with the Ministry of Education's Special Admissions Program for Universities and clear, objective guidelines and requirements for the

demonstration of a student's special ability or potential should be included in the admissions guide.

Article 7 Depending on the nature of the examination, individual admissions examinations may be conducted in the form of written examinations, interviews, skill subject examinations, assessment of actual work, or review of application documents. The format of the examination and the percentage of each item shall be determined at the meeting of the enrolling unit (college, department, institute, degree program) and specified in the admissions guide. If the examination is conducted by interview, skill subject examinations, or assessment of actual work, it should be audiotaped, videotaped, or documented in detail. The written record should be completed before the Admissions Committee decides on the admissions list, and the reasons for the exceptionally high or low scores should be stated in the evaluation sheet.

Article 8 Admissions to the master's degree program through screening tests are based on an open process involving recommendation and selection. The application requirements for the screening test are set by each department (institute, class, or degree program) and listed in the admissions guide.

A minimum of one and a maximum of three subjects will be included in the written examination for admission to the master's program through examination and, if necessary, additional interviews, skill subject examinations, assessment of actual work, or review of application documents will be conducted, all of which will be clearly stated in the admissions guide.

Written examinations for admissions to master's EMI programs are not subject to regulations in the previous paragraph.

Article 9 Selection Principle:

1. The minimum admission standards for each enrolling unit (college, department, institute, degree program) shall be decided before the release of the list and approved by the university-level Admissions Committee. Candidates who meet the admission standards and are within the quota are approved for admission, while the rest are on the waiting list.
2. If the number of candidates meeting the minimum admission standard is less than the admission quota, the number of students admitted can be less than the admission quota, and no students may be placed on the waiting list after justification is submitted to and approved by the Admissions Committee.
3. If there are still vacancies after all admitted students have enrolled, waitlist

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students may be enrolled until the originally approved admission quota is reached (waitlist transfer students will be admitted until the quota listed in the admissions guide is reached).

4. The method of filling the vacancies when there are two or more candidates with the same total score in each class (group) competing for the last quota or when there are waitlist students with the same total score shall be specified in the admissions guide.
5. In the case of special circumstances requiring extra-quota admissions, the university-level Admissions Committee shall meet and resolve the matter and shall submit the minutes of the meeting, together with relevant supporting documents, in accordance with the following regulations.
 - (1) Extra-quota admissions due to tie scores should be reported to the Ministry of Education within two weeks after the start date of classes as specified in the school calendar for the semester of the admission year. If two or more admitted candidates applying for the Admissions for Extraordinary Students Program for bachelor's degrees or public-financed post-baccalaureate medical program are still tied after comparing the scores of each category, the order of admission shall be decided by the Admissions Committee of the department, no extra-quota admissions will be allowed for candidates with tie scores.
 - (2) For extra-quota admissions caused by administrative negligence, an admissions review report shall be submitted within one month after confirmation of the facts to the Ministry of Education for approval before processing.
6. The deadline for filing the vacancies for the master's screening tests and winter vacation transfer examinations shall not exceed the start date of the second semester of the current academic year; the deadline for admitting waitlist students to fill the vacancies for the admissions examinations for the master's degree programs, doctoral degree programs, and master's in-service programs as well as the transfer examinations for the bachelor's degree programs shall not exceed the start date specified in the school calendar of the current semester of the year of admission.

The admissions list shall be officially announced after confirmation by the university-level Admissions Committee.

Article 10 Whether or not students admitted to respective entrance examinations can apply for reservation of admission status shall be considered in accordance with the relevant regulations and the nature of the admissions and shall be clearly stated in the admissions guide.

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The rights and obligations of public-financed post-baccalaureate medical students upon admission and enrollment shall be in accordance with the relevant provisions of the Ministry of Health and Welfare program and the service directives therein.

Article 11 Admissions examinations should be handled with discretion. The staff members involved are under a duty of confidentiality in all examinations. A staff member should recuse himself/herself if:

1. The staff member, his/her spouse, any relative by blood or marriage within the third degree of consanguinity, or any person who used to have the above-mentioned relationship is applying for the examination.
2. The staff member has a pecuniary or other interest in any particular candidate that may affect the fairness of the scoring.
3. The staff member is teaching at a tutoring school relevant to the examination.

All examination and scoring materials shall be retained for one year. However, if a complaint is filed in accordance with the regulations, these materials shall be retained until the end of the complaint process or the end of the administrative remedy process.

Article 12 To ensure the rights and interests of candidates, the university-level Admissions Committee shall, upon receipt of a formal written named appeal from a candidate within the prescribed period, provide a formal reply within one month and inform the candidate that if he/she disagrees with the appeal decision, he/she may file an administrative dispute in accordance with the law.

In the event of a major enrollment dispute, the university may establish an Admissions Dispute Resolution Panel to conduct an impartial investigation. The Admissions Dispute Resolution Panel shall consist of five to eleven members appointed by the President, with the vice president for academic affairs as the convener.

Article 13 Admissions to overseas master's programs and in-service master's programs established by colleges, departments, institutes, and degree programs shall follow the relevant regulations set by the Ministry of Education.

Article 14 Any matters not covered herein will be handled in accordance with the relevant regulations of the Ministry of Education, the relevant authorities, and the University.

Article 15 These regulations are approved by the university-level Admissions Committee Meeting and reported to the Ministry of Education for approval and implementation, and the same applies to any amendments.

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