

Yuan Ze University Regulations for Recruiting Active Military Personnel to Enroll in In-service Master Program in The Camp

Reported to Ministry of Education in Letter Yuan-Ze-Tzu No. 1070000738, July 4, 2018

Authorized via the letter of the Ministry of Education under Tai-Chiao-Kao-(4)-Tzu No 1070105394

Article 1

“Yuan Ze University Regulations for Recruiting Active Military Personnel to Enroll in In-service Master Program in The Camp” (hereafter, ‘these regulations’) are provided by Yuan Ze University (hereafter, ‘the University’) pursuant to Article 24 of University Act, Article 19 of its Enforcement Rules, as well as [現役軍人營區在職專班招生辦法](#) to process matters relevant to the recruiting of active military to enroll in in-service master program (hereafter, ‘the program’).

Article 2

While processing recruiting matters of the program, the University shall establish Active Military Recruitment Committee (hereafter, ‘the Committee’) with Ministry of National Defense personnel to be part of the committee members. The committee shall be established according to “Yuan Ze University Organizational Rules of Student Recruitment Committee”. The University shall process all matters based on the principles of equity, justice and openness.

Article 3

Ministry of National Defense and Ministry of Education shall convene a review meeting to designate the admission quota of the program by adding number of students to offer in-service courses in the military camp. The recruitment shall be processed independently on a special case basis.

After Ministry of Education verifies the admission quota, the University may divide the quota into different groups/classes to meet the special needs for teaching and conducting researches. Examination subjects and admission quota under various groups of study shall be stipulated in student recruitment regulations.

In the case of vacancy or insufficient admission, the quota may be re-allocated based on the re-allocation principle defined in the student recruitment regulations. The admission quota of the same group (other than that by enrollment status) of the same department/institute may be

allocated discretionarily within the total admission quota.

Article 4

Qualified candidates are the volunteer active military personnel specified in Article 3 of “Provisional Act of Promoting Military Recruitment System” with certain working experiences, accomplishments, or other relevant qualifications required by the department or institute.

Qualified candidates shall meet at least one of the following requirements:

1. graduated with a Bachelor’s degree from a domestic accredited university
2. graduated with a Bachelor’s degree from an independent institution that meets the criteria for overseas university or independent institution set by the Ministry of Education
3. with the equivalent education qualification specified in “Standards for Recognition of Equivalent Educational Levels for University Admission”
4. Candidates with foreign degrees shall meet the qualifications specified in provisions governing recognition of foreign diplomas: “Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education”, “Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao”, “Regulations Regarding the Assessment and Recognition of Academic Credentials from the Mainland Area”, or Article 9 of “Standards for Recognition of Equivalent Educational Levels for University Admission”.

Candidates’ qualifications shall be verified with the help from personnel department of relevant authorities.

Article 5

The Student Recruitment Committee shall determine the minimum acceptance criteria for each department before a roll of successful candidates is announced. Candidates who have satisfied the minimum criteria and are included in the admission quota will be accepted candidates, while others are wait-listed candidates.

If the number of applicants meeting the minimum requirements for acceptance is less than the admission quota, the quota may not be filled up, which shall be reported to the Committee with detailed explanations to get approval from the Committee. In this case, there shall be no

alternates listed on the waiting list.

If there are any quota vacancies after the new recruits enroll into the University, the vacancy may be filled up with alternates on the waiting list before the deadline specified in the student recruitment regulations. This deadline shall not be later than the day when the school begins as identified in the University's calendar at the semester of the academic year of enrollment.

In the case that there are more than two candidates with the same score to fill the last space for being accepted, or that the candidate who is ranked to fill the last space for admission has the same score as the wait-listed alternate, the order of being accepted shall be subject to the method stipulated in student recruitment regulations.

If more students are accepted than the admission quota due to special circumstances, the Committee shall convey a meeting to reach the resolution and make a final decision. Minutes and related documents shall be filed to the Ministry of Education for future reference or approval.

Above-mentioned conditions shall be handled in the following manners:

1. If more candidates are accepted than the admission quota because they have the same score, this case shall be reported to the Ministry of Education for future reference within two weeks after the enrolling semester begins which is specified in the University's calendar.
2. If more candidates are accepted than the admission quota because of the University's administrative negligence, an admission review report shall be submitted to the Ministry of Education for approval within one month after confirming the existence of facts. The candidates additional to the quota may be admitted upon approval of the Ministry of Education.

The admission list shall be reviewed and published by the Committee.

Article 6

The recruitment of the program shall be held during the second semester of each academic year or during summer vacation.

The examination can be held through written test, oral test, written review, field test, or practical work; scoring criteria and percentage of each mentioned assessment method shall be stipulated in student recruitment regulations.

If the examination is held through oral test, field test or practical work, the process shall be tape-recorded, videotaped or recorded in writing; written records shall be completed before the Committee decides a roll of successful candidates. If any candidate receives an extremely high or low grade, concrete reasons shall be clearly stated in the scoring sheet.

Article 7

The examination affairs personnel shall be obligated to keep the examination affairs confidential. No one related to the examinee within three degrees of kinship is permitted to take part in examination affairs for avoiding conflicts of interests; anyone found to do so must be withdrawn from these examination affairs.

Article 8

Examinees having objections to their test scores may apply for score review in accordance with the prescribed timeframes and procedures specified in student recruitment regulations.

Examinees shall not request to duplicate or regrade their answer sheets or test evaluation sheets. For each written and field test, examinees shall be allowed to apply for score review once only. If there are mistakes found during score review which cause the change of scores, the order of being admitted shall be reranked based on the re-marked results; applicants shall not raise any objection. If re-marked results of the score review turn out to reach the minimum requirements for acceptance, the applicants shall be admitted. If re-marked results of the score review fail to reach the minimum requirements for acceptance, the applicants shall be disqualified from being admitted accordingly, and applicants shall not raise any objection.

Article 9

Examinees may file an appeal to the Committee within the deadline specified in student

recruitment regulations with statements and reasons for the appeal along with documentary evidence if they have any doubts about recruiting affairs. Any appeal filed after the deadline will not be accepted. After receiving the appeal, the Committee shall make a reply within a month. The Committee may form a dedicated taskforce to process the appeal fairly if necessary. The Committee may advise the complainant of any related administrative remedies.

Article 10

All grading information shall be preserved for one year. If any examinees disagree with the grading and file an appeal, the relevant grading information shall be preserved until conclusion of the appeal or administrative remedy procedure. Resolving procedures for disputes over recruitment affairs shall be processed according to “Yuan Ze University Regulations Governing Appeals of Examinees”.

Article 11

Student recruitment regulations shall be announced within 20 days prior to acceptance of the application or registration, at latest. Student recruitment regulations shall specify in details about the departments offering admission, prescribed duration of study, admission quota, qualification of admission, exam subjects, exam dates, registration procedures, scoring criteria, admission criteria, allocation rules for admission quota, the same-score comparison measure, check-in procedures, rules for filling vacancies, score review, procedures for disputes over recruitment affairs, and other relevant regulations.

Students who have been admitted into the University shall submit required certificates and relevant documents stipulated in student recruitment regulations when they go through the registration process.

If the documents presented by examinees found to be forged, counterfeited, borrowing, impersonated or untrue, examinees who haven't enrolled into the program shall be deprived of their admission qualifications; examinees who have enrolled into the program shall be ordered to withdraw from schooling and no academic records or documents shall be issued. If the situation is discovered after the student has graduated from the University or has been ordered to withdraw from schooling, the diploma or course certificate must be returned upon request and

the qualification for graduation shall be revoked; students in this case shall be transferred to the prosecuting authority for legal treatment.

Student recruitment regulations shall expressly state any matters related to examinees' interest and right. If necessary, such matters shall be marked in bold letters and enumerated by example to remind examinees and avoid any misunderstanding.

Article 12

The income and expenditures of the program should be handled in accordance with the University's applicable regulations for accounting. The expenditures of the program must not exceed its income.

Matters not specified herein shall be governed by the University's regulations and other relevant provisions.

Article 13

These regulations will be adopted by Student Recruitment Committee before being reported to the Ministry of Education for ratification and implementation, as shall amendments when they are made.