

Yuan Ze University Regulations Governing Admission of New Immigrants

Passed by the 9th Student Recruitment Committee of the 2021 School Year, April 22, 2021

Authorized via the letter of the Ministry of Education under Tai-Chiao-Kao-(4)-Tzu No 1100060752, May 21, 2021

Article 1 “Yuan Ze University Regulations Governing Admission of New Immigrants” (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”, “Regulations for Criteria of Reviewing Recruiting Procedure of Universities”, as well as “Regulations Governing Admission of New Immigrants to Universities” to process the admission of new immigrants to the University’s doctoral program, master program (on-job students of master program included), or bachelor program (transfer not included).

Article 2 The University shall establish Recruitment Committee for Admission of New Immigrants (hereafter, ‘the Committee’) and process all matters relating to the admission of new immigrants based on the principles of equity, justice and openness. The committee shall review admission methods, admission quota, the University’s student admission information material, selection principles, the procedure for handling exam-related disputes, and other matters regarding the taking of an admission exam.

The regulations governing the formation of the Committee shall be prescribed separately.

Article 3 In these regulations, the term “new immigrants” refers to persons who have received approval to apply for naturalization in accordance with the provisions of Article 4, Paragraph 1, Subparagraphs 1 to 3 of the “Nationality Act” and lodged an application. New immigrants who are applying for admission to a university shall also submit a copy of their Permit Certificate of Naturalization and a copy of their letter giving permission to apply for naturalization, or other related documentary evidence that is sufficient to prove that they satisfy the eligibility criterion. If any of the documentary evidence has been lost or is impossible to submit, the person applying for admission may authorize the University to verify their eligibility; if an applicant’s documentary evidence has not been submitted and checked by the time they have to register at the University, their eligibility will be cancelled.

New immigrants who have the qualification of graduating from high school or meet the equivalent level of education may apply for the University’s bachelor program. Those who hold a bachelor degree or meet the equivalent level of education may apply for the University’s master program. Those who hold a master degree or meet the equivalent level of education may

apply for the University's doctoral program.

New immigrants who hold overseas school credentials should be handled in accordance with the provisions of "Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education", "Regulations Regarding the Assessment and Recognition of Academic Credentials from the Mainland Area", and "Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao".

Article 4 New immigrants may only register and enroll at a university in accordance with the provisions of the preceding article one time.

Article 5 The University's quota for new immigrants who take part in the admission of first year students to that university by lodging an application for admission is in addition to the admission quotas for the colleges, institutes, departments, divisions, and degree programs. The additional admission quotas for new immigrants are calculated as being two percent of the respective admission quotas that the Ministry of Education has already approved for the colleges, institutes, departments, divisions, and degree programs at the University. If a calculation results in a number that includes a decimal fraction, the number will be rounded up to the next integer. The admission quota of each college, institute, department, division, and degree program shall not be re-allocated.

Article 6 The admission is processed through independent enrollment and shall be processed one time only.

Article 7 The admission guidelines shall be approved by the Committee and be made public not later than 20 days before the University begins to accept applications. The admission guidelines shall detail the departments offering admission, the prescribed duration of study, the admission quota, qualification requirements, exam subjects, exam dates, registration procedures, scoring criteria, methods of acceptance for admission, the ranking order of admission for examinees with the same final entry score, check-in procedures, rules about filling vacancies by wait-listed candidates, review of grades, the procedure for handling exam-related disputes, and other related rules.

The admission guidelines 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.

Assessment methods may include written test, oral test, written review, field test, or practical work; the scores of General Scholastic Ability Test, Advanced Subjects Test, English Listening Comprehension Test, or Testing Center for Technological and Vocational Education shall not be used as admission criteria.

Scoring criteria and percentage of each mentioned assessment method shall be stipulated in the admission guidelines. 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 8 Before a roll of successful candidates is announced, the Committee shall determine the minimum acceptance criteria for each college, institute, department, division, and degree program. The Committee shall rank the examinees' scores. 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 admission guidelines. 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 examinees with the same final entry score, the order of admission shall be subject to the method stipulated in the admission guidelines. If examinees have the same final entry score after having various criteria compared or being further evaluated in some other way, each of them shall be admitted without the University being subject to the additional admission quota of two percent of the approved quota, and the University shall report the circumstances to the Ministry of Education for future reference.

Article 9 After each recruitment unit at the University publicly announces its admission results, the University shall report the number of new immigrant applicants, the number who were admitted, and the number who then enrolled to the Ministry of Education for future reference.

Article 10 All examination affairs shall be carried out cautiously while processing the admission of new immigrants. 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. 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.

Article 11 Examinees may apply for a review of grades or file an appeal within the deadline specified in the admission guidelines if they have any doubts about grading or recruiting affairs which violate their rights and interests. For any unsolvable problem after the processing of personnel in charge of admission affairs, an appeal shall be filed to the Committee with statements and reasons along with documentary evidence within twenty days after the following day of the roll of successful candidates is announced or informed; overdue will not be accepted.

After receiving the appeal, the Committee shall make a reply within a month and advise the appellant of any related administrative remedies. The Committee may form a dedicated taskforce to process the appeal fairly when necessary. Should a conflict of interest arise in the review process among any relevant parties of the Committee meeting, including a Committee member and the appellant, the principle of interest avoidance shall be adopted in accordance with the provisions of Article 32 of “Administrative Procedure Act”.

An appeal shall be filed in writing by the appellant.

The taskforce may, ex officio or upon the appellant’s request, allow the appellant and relevant parties to attend the meeting to give explanations when necessary.

An appellant may file an appeal to the Committee a maximum of once for the same matter. The chairman of the Committee shall inform the appellant in writing of the decision made after a review of the appeal.

Article 12 In the case that the documents presented by new immigrant students found to be forged, borrowing, counterfeited, students who haven’t enrolled into the program shall be deprived of their admission qualifications; students 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 students have graduated from the University, the diploma shall be revoked; the qualification for graduation shall be invalidated and be publicly

announced.

Article 13 Matters not specified herein shall be governed by relevant provisions of the Ministry of Education and the University.

Article 14 These regulations will be adopted by Student Recruitment Committee before the admission guidelines are announced and before being reported to the Ministry of Education for ratification and implementation, as shall amendments when they are made.