

## **TKU Regulations Regarding Admission to Executive Master and Two-Year Executive Bachelor Programs**

Secretariat Regulation No. 1020000005 (01/15/2013)

1. These regulations were formulated in accordance with Article 24 of the University Act and Article 19 of its enforcement rules, as well as the Guidelines for University Admissions and Review Procedures.

2. All matters to do with executive degree programs should be dealt with by the Student Admissions Committee. This Committee was set up based on the *TKU Regulations on the Establishment of the Student Admissions Committee*. All details related to admissions, such as enrollment procedures, exam courses, admissions quotas, methods of admission, costs involved, and other related matters are outlined separately in the Student Admissions Handbook.

All issues related to the rights of students taking entrance examinations should be detailed clearly in the Handbook, and when necessary, bold font should be used to emphasize key items, and examples provided to remind students to be aware of certain specifics and to avoid misunderstandings.

3. The departments or institutes that may offer executive master's programs are limited to colleges, departments, or graduate institutes that currently offer master's programs or master's studies. The provision of two-year executive bachelor degree programs is limited to existing departments that offer bachelor or master's level courses that provide a mixture of theory and practice for people currently working in a specialized field.

The establishment, changes made to, or termination of executive degree programs, as well as admissions quotas for such programs, should be handled in accordance with the Standards for Student Admission Quotas and Resources at Institutions of Higher Education.

For each unit or division of each department or graduate institute, the admissions quota must be reasonably distributed, keeping within the scope of the total number of places allocated for student admission by the Ministry of Education. In situations where the admissions quota is not filled, whether or not these vacant places can be utilized by other departments will stipulated in the Handbook.

#### 4. Eligibility Requirements for the Entrance Examination:

##### a) Executive Master's Programs.

Those who possess one of the following credentials and have the required amount of work experience may register for the examination:

i) Those who have obtained a bachelor's degree from a local Taiwanese university or independent college registered with the Ministry of Education (MOE).

ii) Those who have obtained a bachelor's degree from an overseas university or independent college recognized by the MOE.

iii) Those who have equivalent credentials to a bachelor's degree and whose credentials meet the MOE requirements for university entrance examinations.

##### b) Two-year Executive Bachelor's Programs.

Those who possess one of the following credentials and have the required amount of work experience may register for the examination:

i) Those who graduate from a vocational college registered with the MOE.

ii) Those who graduate from an overseas vocational level college (or higher) that meets MOE criteria for recognition.

iii) Those with credentials equivalent to that required to enter a two-year executive bachelor's degree. Such qualifications must be assessed using the MOE's Standards for Recognition of Equivalent Qualifications for University Entrance Examination.

c) Those who register for the TKU entrance examination should possess the minimum number of years of work experience stipulated by each individual department.

d) The Admissions Handbook and *TKU Study Regulations* should list clearly the documents of proof that the applicant must submit so as to substantiate their identity as an employee, their employment experience, and accumulated years of service. In the process of verifying such documents, if it is found that any of the documents have been forged, modified, borrowed, used fraudulently, or are false, those who have not yet entered TKU will have their admissions eligibility revoked, while those who have

already started studying (at TKU) will have their student status removed.

5. The admissions “examination” refers to a process of evaluation and selection that involves a written test, interview, practical examination, and the submission of students’ practical work or writing. The proportional weighting carried by each of these items should be determined by each individual department and then submitted to the Student Admissions Committee. The Committee will then review and evaluate the proposed weightings, and list them in great detail in the Admissions Handbook. The total of all items taken together should be 100, and weighting should be added or deducted to account for the applicant’s work experience, work-based achievements, learning ability, and any other notable accomplishments. If the score given by the person evaluating is especially low or especially high, he or she must state the reason for giving this score on the score sheet used. The process of interview, practical examination, and the creation of an innovative work must either be recorded (audio), filmed, or documented in writing. All data obtained during the selection process must be stored safely for one year. However, if an applicant lodges an appeal in accordance with appeal regulations, the data must be kept until the appeal or its administrative forms of recourse have been finalized.

#### 6. Criteria for Admission

a) Before releasing the results of student admission applications, the Student Admissions Committee must first establish a set of minimum criteria for accepting students into TKU. Students who fulfill the minimum criteria will be accepted into TKU until the quota for student admissions is filled. Such students are referred to as “admitted students”. Other students, who achieved the minimum requirements but are not admitted into TKU due to the admissions quota, will be placed on a waiting list. If the number of students who meet the minimum criteria is not enough to fill the student quota, the reason for this discrepancy must be submitted to the university-level Student Admissions Committee. After gaining approval to do so, the relevant department or graduate institute may lower the admissions quota. Consequently, students who did not meet the minimum criteria will not be accepted, and a waiting list will not be generated.

b) If admitted students do not register for study, leading to the opening of vacant places, these vacant places may be filled by students on the waiting list, who must register for study within the time limit stipulated in the Admissions Handbook. This time limit must be no later than the first day of the commencement of classes in the semester in which they enter TKU, as specified in the TKU Academic Calendar.

c) In the situation where there is just one spot left for “admitted students” but two or more applicants with the same score, or if students at the top of the waiting list have the same score and a vacancy becomes available because of admitted students not registering for study, the methods for handling such situations are explained in the Admissions Handbook.

d) If an applicant does not obtain the specified minimum criteria for admission, he or she will not be admitted to study, even if the department he or she applied for has open places.

e) In special circumstances, when an increase in the number of admitted students is required, a resolution to do so must be passed in a meeting held by the Student Admissions Committee. The meeting records and all related documents should then be submitted to the MOE for approval prior to the date on which new students are scheduled to enroll for study. If the required increase in the number of admitted students comes as the result of an administrative oversight, TKU must also submit a report on proposed improvements to the admissions process.

7. Every step of the admissions process should be handled carefully, including the formulation of exam questions, the printing of exam papers, the production of exam papers, the marking of exams, the sealing of exams, exam monitoring, calculation of grades, the publication of exam results, and student registration. Administrative staff involved in the preparation of any aspect of the admissions or student selection process must go about their work with the utmost discretion. Those who have family members – even distant ones – that undertake the admissions and selection process in a particular academic year should actively avoid taking part in related work in that academic year.

8. To comply with students’ work schedules, executive programs must feature flexible class times, with classes in the large part to be held in the evenings or on weekends. Executive program classes are not to be combined with regular master’s program classes.

9. To offer an executive master’s degree program in another country, an application for approval must first be submitted to the MOE. Before submitting the application, the organizing body must first ensure that the program offered corresponds to local demands, that the venue in which it will be held contains the facilities necessary to

carry out all class tasks, and that the establishment of the program conforms to the following regulations:

a) The establishment of and amendments made to executive master's programs overseas, as well as all matters related to admission, applicant eligibility, admission quotas, selection methods, scoring methods, admissions criteria, arbitration procedures for admission-based disputes, class times, time limits on graduation, and the costs involved should all be handled in accordance with these regulations and related MOE regulations.

b) Eligible applicants and student admissions quotas:

Eligible applicants include all Taiwanese citizens who hold ROC passports, as well as overseas Chinese or foreign students who have foreign nationality (not including those who qualify under point 4., above). The student quota for this kind of program is calculated in addition to the regular TKU student quota, and the quota for the intake of new first year students is 30.

c) The method of selection and scoring: such students are not bound by the restrictions set forth in point 5. (above).

d) Venue for instruction: The venue in which instruction is delivered must be an extant venue that, through negotiations, is available for use by TKU. It must contain sufficient and necessary book-based resources, machines, or equipment.

e) Criteria for instructors: at least 50% of instruction provided in such courses should be carried out by full-time TKU faculty and governed by ROC Regulations on the Effective Maintenance of Instruction and Research Quality by Teachers Working Overseas Part-Time.

f) Course duration: To maintain the quality of instruction offered in the executive degree programs and guarantee students' rights to instruction, the programs must not be delivered in a short-term, intensive course format.

g) Proposal content and review for overseas executive programs:

The proposal must describe in detail the reasons for applying, the laws and regulations in the country selected, the current situation of the venue for instruction (including student numbers, hired instructors, facilities and equipment – including books and machines – and the proposed use of available space), syllabi, admission credentials

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and quotas, methods of selecting students and admissions criteria, scheduled examination dates, class times, venues, and methods of instruction, as well as the time limit for graduation and tuition costs.

ii) Those responsible for setting up overseas programs must submit an application to the MOE for approval each year before October 31.

h) Bodies responsible for setting up overseas executive master's programs must at all times consider and protect the image of the ROC abroad, operate under the principles of dignity and equality, and adhere to local laws.

10. If applicants to executive degree programs object to the results of the selection process or any matters related to the process, they must submit a Letter of Appeal – clearly stating related facts and reasons for appeal, and affixing relevant documents and proof – to the Student Admissions Committee within 20 days of the announcement of admission results. After receiving the Letter of Appeal, the Committee, in accordance with the *TKU Guidelines on the Handling of Admissions Appeals*, must immediately send the appeal to the Student Admission Appeal Panel for investigation. Within 20 days of receiving the appeal, the Panel must produce a Review and Evaluation Report, and issue the Report to the appellant. The *TKU Guidelines on the Handling of Admissions Appeals* are formulated separately.

11. Matters not covered by these regulations will be handled in accordance with related regulations stipulated by the MOE and TKU.

12. This set of regulations will take effect on the date of its publication after being passed in an Admissions Committee meeting and approved by the MOE. The same applies to any later amendments made.