

TKU Regulations on Admission to E-Learning Executive Master's Programs

Secretariat Regulation No. 1020000068 (11/20/2013)

1. This set of rules was formulated in accordance with the University Act and its enforcement rules, the Guidelines on the Review Process for University Admissions, the Guidelines on the Review Process for Universities offering On-the-job Master's Programs for kindergarten, Elementary, and Secondary School Teachers, and the Guidelines on the Process of Review and Authentication of Applications to E-learning Executive Master's Programs.
2. Admissions to do with e-learning executive master's programs are handled by the Student Admissions Committee. The Committee was established based on *TKU Regulations Governing the Establishment of the Student Admissions Committee*. Any matters concerning enrolment procedures, examination courses, quotas for student admissions, and related costs have been formulated separately and outlined in the Student Admissions Handbook. In the Handbook, factors affecting the rights of applicants should be stated clearly, and when necessary, bold text should be used to emphasize important points, or in-depth descriptions with examples should be provided, so as to remind students to take extra note and to help avoid any misunderstandings to do with the meaning of Handbook content.
3. For e-learning executive master's programs offered by each department or graduate institute, the maximum enrollment quota for each class is 30 students. This quota is not included in the overall quota for students enrolled at TKU. In addition, TKU must cooperate with foreign affair policies on trial programs, by setting up special programs catering for foreign students. Such programs should be submitted to the Ministry of Education for review. The enrollment quota for such programs is an additional 10% of total foreign student enrollment in that academic year.
4. Qualifications required to register for the entrance examination:
 - a) For e-learning executive master's programs offered by each department or graduate institute:

Candidates should have a bachelor degree or the equivalent from a local Taiwanese university or independent college registered with the Ministry of Education, or from an overseas university or independent college that meets the MOE's criteria for recognition. They should also be currently working and

possess the required length of service of related work experience.

- b) E-learning executive master's programs require that the candidate, apart from having the above-mentioned qualification, also have an accredited teacher's certificate for kindergarten, elementary, or high school instruction. People in the categories listed to follow may be eligible for admission. If their examination scores are equal, candidates will be admitted in the following order:
 - i) Currently-serving school principal or full-time teachers with at least one year of seniority.
 - ii) A currently-serving replacement or substitute teacher with at least two years experience as a replacement or substitute teacher.
 - iii) Those with at least two years of related work experience. Each class will have a maximum quota of five places for people in this third category. This should be explained clearly in the Student Admissions Handbook.

Candidates' years of work experience is calculated based on the period starting from the date on the candidate's certificate of employment and ending on the deadline prescribed in the Handbook.

- 5. Student admissions are based on a selection process, which may involve a written test, interview, practical examinations, or reviews of practical or written works. The weighting for each item of assessment is to be determined by each individual department and submitted to the Student Admissions Committee, which will review the decided weightings and publish them in the Handbook. The proportional weighting for each assessment item should add up to a total score of 100, and other factors to be considered when ascribing marks include the candidate's work experience and level of professionalism, potential for learning, or any other notable achievements, with a scoring system based on tallied points or weightings used to assess these factors. If a candidate receives especially high or especially low marks, reasons for giving such a score should be noted on the scoring sheet. The process of interview, practical examination or construction of the practical work should be recorded, either in an audio recording, video, or detailed transcription. All data to do with the scoring of assessment items should be stored safely for one year. Yet if an appeal is submitted in accordance with related regulations, the data should be kept until the appeal procedures or process of administrative remedy is complete.

6. Criteria for Admission:

- a) The Student Admissions Committee sets a minimum requirement for admissions criteria. Those who are not admitted for study but whose final scores exceed the minimum requirement will be placed on a waiting list. After student registration, if any vacancies become available, these vacancies will be filled by students on the waiting list. If the number of students who attain the minimal requirement is less than the student quota, the program will go ahead with less numbers than originally anticipated.
- b) When admitting students, if there is one last available place but two or more students with the same mark, or if those on the waiting list also receive the same mark, the method of admissions or filling vacant spots in this circumstance will be outlined in the Handbook.
- c) Even if there are still places left in the class quota, candidates who do not gain the minimum threshold will not be admitted.
- d) If in certain circumstances the number of students admitted needs to be increased, a decision on the course of action to take should be made by the Student Admissions Committee. Committee meeting records and related documents of proof should then be submitted to the Ministry of Education before registration day for new students. If the increase in number of students to be admitted is the result of a TKU administrative oversight, a report on proposed improvements to the admissions process should be included among the submitted documents.

7. Those organizing any aspect of the selection process must do so with great care and attention, whether it be devising test questions, printing test papers, designing the tests, marking exams, signing across the seal of test envelopes (to prevent cheating), monitoring examinees, tallying scores, releasing results, and processing registrations. When handling the preparation work for admissions selection and examination, faculty and staff from each department, graduate institute, or related office must carry out their task with the utmost discretion. If, in the academic year in which a faculty / staff member is involved in organizing the selection process, a member of his / her family – even a distant relative – is scheduled to undertake the examination and selection process, the staff or faculty member should actively avoid involvement in the preparation process.

8. Course Format

1. Proposals for setting up e-learning courses must first be submitted to the Ministry of Education. After gaining e-learning course certification, the course

may officially be established.

2. If the course involves experiment-based or face-to-face teaching components, extra classes for experiments or in-person learning should be added.
 3. E-learning courses are courses in which instruction is facilitated through transmission mediums such as communication networks, the Internet, and webcam, etc. The e-learning component of an e-learning course must account for at least 50% of course content.
9. Examinees who have objections regarding the exam results or any related matters must, in accordance with the *TKU Guidelines on the Handling of Admissions Appeals*, submit a letter of appeal that states the facts and reasons for appeal, along with any related documents or evidence, to the Student Admissions Committee. The *TKU Guidelines on the Handling of Admissions Appeals* have been formulated separately.
10. The conferral of degrees to students who complete E-learning Executive Master's Programs is carried out according to the Degree Conferral Act and the Enforcement Rules Regarding Distance Learning by Universities. Graduate certificates for such courses should state that the course completed was a long-distance (correspondence) course.
11. Matters not covered in this set of guidelines should be handled in accordance with related TKU or MOE regulations.
12. This set of regulations will take effect on the date of its publication after being passed in a Student Admissions Committee meeting and approved by the MOE. The same applies to any later amendments made.