

## **TKU Regulations on Admissions for Bachelor Degree Evening Program Students**

Secretariat Regulation No. 1020000067 (11/20/2013)

1. These regulations were formulated in accordance with Article 24 of the University Act, Article 19 of the Enforcement Laws of the University Act, as well as the Guidelines for University Admission Affairs.
2. Matters to do with admissions are to be handled by the TKU Admissions Committee. The Admissions Committee is established in accordance with *TKU Regulations on the Establishment of the Admissions Committee*.
3. All matters to do with student admissions mentioned in these regulations, such as the department for admission, admissions quotas, applicant eligibility, topics for examination, method of registration, examination dates, registration procedures, evaluation criteria, methods of admission, guidelines for appeal, and other such items will all be outlined in the Admissions Handbook. The Handbook should be published and released 20 days before the date of registration for study. Related information should simultaneously be uploaded onto the TKU website.
4. Applicant eligibility: Eligible applicants include students who have graduated from a local public or registered private senior high school (or higher), or from an overseas senior high school (or higher) that is acknowledged by the Ministry of Education; or those whose qualifications comply with Article 2, Article 5 and Article 6 of the MOE's Equivalency Qualification Standards for University Admissions.
5. The student quota for each academic department should be incorporated into the TKU annual admissions total before the commencement of the admissions process for that year. The maximum student quota for each study program must be calculated in accordance with the MOE's Standards for Student Admission Quotas and Resources at Institutions of Higher Education and then reported to the MOE for approval in accordance with the annual procedures for the review of growth or amendments to the total number of study programs offered.
6. There are two categories of admissions – “Regular Admissions” and “Application-based Admissions”.
  - a) Regular Admissions:

Items for examination in the regular admissions process include an evaluation of information submitted by the applicant or an interview.

b) Applicant-based admission:

An examination on subjects designated by the College Entrance Examination Center or the system of testing espoused by the Testing Center for Technological and Vocational Education.

Regulations related to this process are outlined separately in the Admissions Handbook.

TKU will take into account the scores of at least three of the above-mentioned exams taken by the applicant. The number of exam subjects counted, the differentiation criteria for students who gain equal scores, and the proportional weighting of each subject examined must be determined by each department. After being passed by the department and college-level Admissions Committees, these standards should be submitted to the university-level Admissions Committee.

7. The time limit for graduating for bachelor degree evening program students is four years. An extension of two additional years may be granted. While studying, such students are not permitted to take courses from alternate study programs (such as daytime program courses or master / PhD courses).

8. Methods of evaluation and standards for admission are listed to follow:

a) The overall score will be attained by adding together the total marks gained in the items (or subjects) for assessment in accordance with regulations outlined in the Admissions Handbook.

b) The maximum possible score for the assessment of candidates' information in the "regular admission" category is 100. This score is calculated by multiplying the scores the candidate receives on the written examination and on the written submission of information for evaluation by the respective weighting distribution apportioned to these items. The maximum score for each subject tested is 100. The average score is obtained by multiplying the score achieved in examinations for each subject by the weighting of the examination, and then dividing this figure by its respective weighting.

c) The minimum admissions standards for each department should be set by the TKU

Admissions Committee prior to releasing admissions results. If the number of applicants who meet the minimum standard falls short of the student quota, a document stating the reason for this discrepancy must be sent to the Admissions Committee. After being approved, applicants who do not meet the minimum standard may be admitted to the course. In this case, a student waiting list will not be compiled.

- d) Apart from the stipulated admissions quota, each department must also designate a “waiting list” quota. When a vacancy in the admissions quota becomes available, it should be filled – in sequential order – by the students on the waiting list. The time limit for this process of replacement should be no later than the first day of class (as designated in the TKU Academic Calendar) in the semester of the year of admission. To be placed on the waiting list, students must attain the stipulated minimum standard for admissions.
  - e) In the case where there is one remaining admissions vacancy and two **or more** eligible applicants with the same admissions score, as well as students on the waiting list with the same overall score, the method for **admission or** filling the vacancy shall be outlined in the Admissions Handbook.
  - f) When the number of admitted students must be increased, it should be put forward in an Admissions Committee meeting for determination. The record of the meeting along with any related documents should be treated according to the following regulations:
    - i) If it is a case where the admissions number must be increased due to the students having the same score, then after registration the MOE should be informed for future reference.
    - ii) If it is a case where the admissions number must be increased due to administrative negligence on the part of the school, then a separate self-review report on the student admissions should be submitted to the MOE for approval after which the situation can start to be resolved.
  - g) The list of admitted students must be confirmed by the TKU Admissions Committee before being officially released.
9. After discovering that any of the applicants are not eligible to apply for admission, TKU must take the following action:
- a) If the discovery is made after the application is filed but before the examination is held, the applicant’s examination eligibility will be cancelled.

- b) If the discovery is made as the applicant registers for study, after already taking the examination and being admitted to study, the applicant's admissions eligibility will be cancelled.
  - c) If the applicant has already started studying, he / she will be expelled from study.
10. Admitted students should register for study on the date(s) designated for registration. Those who are late in registering will forfeit their admissions status and their place will be filled by a student on the waiting list.
  11. Those involved in work related to admissions who have family members or a partner applying for admission must avoid taking part in any such work in accordance with regulations outlined in the Administrative Procedure Act.

All information collected while evaluating admission applications must be kept for a year. However, if an appeal is filed in accordance with related regulations, the information must be retained until the appeal process or process of administrative recourse ends.

12. If an applicant believes any aspect of the admissions process was conducted inappropriately, leading to the loss of their personal rights, and after seeking recourse through the usual means – based on the regulations outlined in the Admissions Handbook – but not attaining the desired outcome, they may submit a Letter of Appeal to the Admissions Committee within 20 days of the admissions results being released. The Letter of Appeal should state related facts and the reason(s) for appeal, and should be affixed with related documents and proof. After receiving the Letter of Appeal, the Admissions Committee must immediately send the Letter to the Admissions Appeal Panel in accordance with the *TKU Guidelines on the Handling of Admissions Appeals* for investigation; and within 20 days a Outcome of Appeal Letter must be compiled and sent to the appellant.
13. The *TKU Guidelines on the Handling of Admissions Appeals* are outlined separately.
14. Matters not covered in these regulations must be handled in accordance with related provisions in the *TKU Study Regulations*.

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15. This set of regulations will take effect on the date of its publication after being passed by the Student Admissions Committee and approved by the Ministry of Education. The same applies to any later amendments made.