

## NATIONAL TAIWAN UNIVERSITY

# Regulations Governing the Recruitment of Transfer Students

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Article 1 The *National Taiwan University* (NTU or “the University”) *Regulations Governing the Recruitment of Transfer Students* (“the Regulations”) are formulated in accordance with Article 24 of the *University Act*, Article 19 of the *Enforcement Rules of the University Act*, the *Standards for Recognition of Equivalent Educational Levels for University Admission*, the *Guidelines for Reviewing University Admission Regulations*, and the *Regulations Governing the Admission of Mainland Chinese Students to Junior Colleges and Institutions of Higher Education in Taiwan*.

Article 2 The NTU Student Recruitment Committee shall be responsible for the recruitment of transfer students into the University’s day-time undergraduate programs (“the recruitment”) as stipulated in the *Directives Governing the Establishment of the Student Recruitment Committee*.

Article 3 Each undergraduate program/division (not including academic programs suspended from recruiting students) may recruit transfer students in summer to fill the vacancies arising from unfilled admission quota or dismissal/withdrawal in the previous academic year. However, transfer students may not be admitted to the first or last year of a program.

The transfer student quota may not be appropriated to departments that involve teacher or medical education or to departments with government-stipulated quotas. After each transfer examination, the total number of students in each year of studies may not exceed the original admissions quota for that academic year. The quota for each class shall be set in accordance with the *Regulations Governing the Overall Development Scale and Resource Distribution at Junior Colleges and Institutions of Higher Education*. “Unfilled quota” in the preceding paragraph shall not include unfilled seats resulting from retention of student status, leaves of absence, or additional quotas.

The quota for Mainland Chinese transfer students for each undergraduate program shall be limited to the program’s unfilled quota approved by the Ministry of Education left from the admission of Mainland Chinese students and the unfilled seats resulting from withdrawal in that academic year. The unfilled quota shall not undergo virement with that of regular local students. Departments and divisions that accept Mainland Chinese transfer students shall handle all relevant matters in accordance with the regulations stipulated by the Ministry of Education.

Article 4 An individual who meets any of the following criteria may take an examination to transfer into the second or third year of an undergraduate program at NTU with equivalent educational qualifications:

1. An undergraduate student who has not completed the current undergraduate program, who meets one of the following criteria, and who is able to present a certificate of studies, transfer certificate, or leave-of-absence certificate with full academic transcript attached:
  - 1) Completed two or more semesters of study may transfer into the fall semester at the second-year level;
  - 2) Completed three or more semesters of study may transfer into the spring semester at the second-year level;
  - 3) Completed four or more semesters of study may transfer into the fall semester at the third-year level;
  - 4) Completed five or more semesters of study may transfer into the spring semester at the third-year level.
2. An undergraduate student who has not completed the current two-year undergraduate program but has completed the fall semester of the first year of the program and is able to present a certificate of studies, transfer certificate, or leave-of-absence certificate with full academic transcript attached.
3. A junior college student who meets any of the following criteria:
  - 1) Awarded a junior college diploma or who graduated from a vocational training program;
  - 2) Completed the required years of study but has not completed their current program, and who is able to present a certificate of studies, transfer certificate, or leave-of-absence certificate with full academic transcript attached.
4. An individual who has passed the Self-study Academic Ability Assessment Examination and who holds a junior college-equivalent educational level certificate.
5. An individual aged 22 or older who graduated from a senior high school (or completed senior high school education) or completed the required years of study at a senior high school, and who took 80 credits of the following subjects and holds the credit certificates:
  - 1) University-level credit courses at a university or open university;
  - 2) Continuing education credit courses at a junior college or above;
  - 3) Non-formal education programs recognized by the Ministry of Education;
  - 4) Vocational continuing education credit courses at the junior college, tertiary college, or university level offered by a vocational training institute recognized by the Ministry of

Education;

- 5) Vocational continuing education credit courses offered by a junior college, tertiary college, or university.
6. A full-time student at an open university who has completed 36 credits without a degree may take an entrance examination for admission into the second year of a program of a similar nature. A full-time student at an open university who has completed 72 credits without a degree may take an entrance examination for admission into the third year of a program of a similar nature.

The provisions of Paragraph 1, Subparagraphs 1 and 3 shall apply *mutatis mutandis* to a student taking a comprehensive educational program implemented in accordance with the *Arts Education Act* who holds a certificate of study equivalent to a university undergraduate or five-year junior college program.

The 22-year-old age limit shall not apply to students who have taken the course credits stipulated in Paragraph 1, Subparagraph 5 before June 13, 2013 and after the amendment and promulgation of the *Regulations Governing the Implementation of Continuing Education at Junior Colleges and Institutions of Higher Education* on July 13, 2011.

Students with non-domestic academic records taking a transfer examination shall meet the provisions of the *Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education*, the *Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao*, the *Regulations Governing the Recognition of Academic Records from the Mainland Area*, or Article 9 of the *Standards for Recognition of Equivalent Educational Levels for University Admission*.

Mainland Chinese students who have completed over two semesters of study at a public or registered private university may sign up for the recruitment. However, Mainland Chinese students enrolled in a university, or an academic program in a campus, on an outlying island who are dismissed due to a failing conduct grade or criminal sentencing may not take the transfer examination.

Article 5 The recruitment examination may be conducted in the form of a written test, interview, application review, skills test, or hands-on test.

The written test in the preceding paragraph shall include the general core subjects Chinese and English as well as 2–3 specialized subjects.

An audio, video, or detailed text record shall be kept of all interviews, skills tests, and hands-on tests. Text records should be completed before the NTU Student Recruitment Committee finalizes the admission list. For students graded with an exceptionally high or low score, the reasons for the grade should be indicated on the evaluation form.

Article 6 Candidates who register as special status students shall submit the relevant supporting documents in order to take the examination with the affirmative action admissions benefits stipulated for their status. Otherwise, they shall

be treated as regular candidates with no affirmative benefits.

Overseas Chinese students must present the original copy of their overseas Chinese student admission-via-placement document issued by the Ministry of Education or their official Overseas Chinese Student Identity Certificate issued by the Overseas Community Affairs Council in order to register as an overseas Chinese student. Overseas Chinese students shall not be granted affirmative benefits in the grading of their transfer examinations.

State-financed students and students who are required to complete internships or public (or military) service (e.g., state-financed students in teaching education programs, students of military or police academies, active military or police personnel) shall comply with the relevant laws and regulations.

Article 7 The recruiting department(s) or division(s), year level, admissions quota, registration procedures, required documents for submission, test items, examination date, admissions criteria, order of priority, result announcement, grade review, and credit waivers related to the recruitment examination at the University shall be clearly stated in the enrollment guidelines, which shall be published at least twenty days prior to examination registration.

Article 8 The minimum admissions criteria for the recruitment shall be stipulated by the NTU Student Recruitment Committee prior to result announcement. Those above the criteria and within the enrollment quota shall be listed as admitted, with the remainder listed as waitlisted.

Candidates in any of the following circumstances shall not be admitted:

1. Receiving an average score of less than 50 across all subjects;
2. Missing any subject or receiving a score of 0 in any subject;
3. Failing to meet the minimum admissions criteria stipulated for each department (division);
4. The candidate's total score is below the minimum admissions criteria stipulated for each department (division).

In the event of a tied score between two or more candidates, candidates shall be admitted or waitlisted in accordance with the order of priority stipulated in the enrollment guidelines.

If the number of candidates who meet the minimum admissions criteria is lower than the admissions quota, a request to enroll a smaller number of students may be submitted, with reasons given for the decision, to the NTU Student Recruitment Committee for approval, and no candidates shall be waitlisted.

In case of special circumstances that require an additional admissions quota, a resolution shall be reached by the NTU Student Recruitment Committee, which shall handle the meeting minutes and relevant supporting documents in accordance with the following provisions:

1. If an additional admissions quota is required due to a tied total score, the decision shall be reported to the Ministry of Education for reference

within two weeks after the start of classes in the semester of the candidates' admission as announced in the academic calendar of that academic year.

2. If an additional admissions quota is required due to NTU administrative errors, an additional recruitment review report shall be submitted within a month after confirmation to the Ministry of Education for approval before implementation.

The admissions list shall be submitted to the NTU Student Recruitment Committee for confirmation before the official announcement.

Any unfilled quota after the enrollment shall be filled by waitlisted students. The waitlist registration deadline may not be later than the start of classes in the semester of admission as stipulated in the Academic Calendar of that academic year.

After Mainland Chinese transfer students complete their registration, the University shall comply with the relevant regulations and report the students' transfer to the Ministry of Education, Mainland Affairs Council, and National Immigration Agency via the University Entrance Committee for Mainland Chinese Students reporting system.

- Article 9 Candidates who believe the result of the recruitment examination is detrimental to their rights and interests may file an appeal in writing with the university-level Student Recruitment Committee within thirty days after the day following the admissions announcement. The university-level Student Recruitment Committee shall reply in an official capacity within a month of receiving the appeal. If necessary, a task force shall be formed to conduct an impartial investigation into the matter and inform the complainant of the administrative appeal procedures. Examinees who are dissatisfied with the result of their appeal as handled by the NTU Student Recruitment Committee may file an administrative dispute in accordance with the law.
- Article 10 The recruitment examination grades and related documents shall be retained for one year after the date of the admissions announcement. However, the retention of documents involved in an appeal filed in accordance with the relevant regulations shall be extended until the end of the appeal or administrative remedy process.
- Article 11 NTU personnel who are within the third degree of kinship to an examinee shall recuse from examination-related duties.
- Article 12 Matters not addressed herein shall be handled in accordance with the relevant regulations.
- Article 13 The Regulations shall be passed by the Academic Affairs Meeting, submitted to the Ministry of Education for approval, and then implemented.