

NATIONAL TAIWAN UNIVERSITY

Regulations for Master's Program and Ph.D. Program Student Recruitment

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Article 1 National Taiwan University (NTU) formulates the *NTU Regulations for Master's Program and Ph.D. Program Student Recruitment* ("the Regulations") in accordance with Article 24 of the *University Act*, Article 19 of the *Enforcement Rules of the University Act*, the *Directions for Reviewing University Enrollment Stipulations*, and other applicable regulations to handle matters relating to graduate student recruitment.

Article 2 NTU establishes a Student Recruitment Committee in accordance with the NTU Directives for Student Recruitment Committee Establishment to handle matters relating to graduate student recruitment, ensuring adherence to the principles of fairness, impartiality, and openness.

Article 3 NTU's graduate school recruitment includes recruitment for Ph.D. programs, master's programs, and in-service master's programs (hereinafter referred to as "each recruitment").

Applicants' eligibility for each recruitment shall comply with Article 23 of the University Act, the Standards for Recognition of Equivalent Educational Levels for University Admission, and other relevant regulations.

Applicants with foreign academic qualifications shall meet the requirements set forth in 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 Educational Records from Mainland China, or Article 9 of the Standards for Recognition of Equivalent Educational Levels for University Admission.

Article 4 The quotas for each recruitment shall comply with the relevant regulations of the Standards for Development Scale and Resource Circumstances of Junior Colleges and Institutions of Higher Education and shall be passed by the Administrative Meeting and then submitted to the Ministry of Education for approval.

Recruitment of Ph.D. and master's programs may be conducted by screening and test, and the quota shall be included in the total recruitment quota approved by the

Ministry of Education for the academic year and shall not exceed 60 percent of the total recruitment quota for the academic year. The number of students recruited through screening and test in each department, graduate institute, or degree program may, under special circumstances and with the approval of the Vice President for Academic Affairs, exceed 60 percent of the total recruitment quota approved by the Ministry of Education for the department, graduate institute, or degree program of the academic year. If there are remaining vacancies in the quota left after the screening and test process, they may be added to the general examination recruitment quota.

Each department, graduate institute, or degree program may, for the purpose of teaching or research, set up certain groups for recruitment (e.g., group A, B, C, etc.) in addition to those based on student status approved by the Ministry of Education. The groups, however, will not be recorded in the student status form after enrollment.

Recruitment quotas for general and in-service students or groups (excluding those based on student status) shall be reasonably allocated within the total recruitment quota of the department, graduate institute, or degree program as approved by the Ministry of Education; if the recruitment quotas are to be transferred, the principles of transfer shall be specified in the admission prospectus and the following regulations shall apply:

1. Each quota may not be transferred to a different college, department, graduate institute, degree program, or recruitment group.
2. The quota left after the earlier recruitment is completed may be transferred to the later recruitment of the same college, department, graduate institute, or degree program.
3. Except for those in the groups based on student status, the remaining quota within the same recruitment may be transferred in the same college, department, graduate institute, or degree program.

Article 5 NTU Ph.D. and master's programs may recruit general and in-service students. The recruitment quota for in-service students shall be indicated separately from that of general students, and their eligibility, examination subjects, and admission criteria may be different from those of general students. Applicants for in-service programs shall have certain years of work experience, the calculation of which shall be stipulated in the admissions prospectus for the year.

Article 6 Each recruitment process may include application materials reviews, written tests, oral examinations, etc.

The examination subjects and their percentages of each recruitment are determined by each department, graduate institute, and degree program and shall be indicated in the admission prospectus.

Article 7 Screening and test recruitment for Ph.D. and master's programs are scheduled for the fall semester of each academic year. Each department, graduate institute, and degree program shall evaluate whether to conduct such recruitment. Newly admitted students with a diploma or other equivalent qualifications may register and be enrolled one semester in advance.

General recruitment for master's programs is scheduled for the spring semester of each academic year, with the results announced by June 30.

General recruitment for Ph.D. programs is scheduled for the spring semester of each academic year in principle.

Except for the College of Management in-service master's program recruitment, which is held in the fall semester of each academic year, recruitment for in-service master's programs of each college, department, graduate institute, or degree program shall, in principle, be held in the spring semester each academic year.

The quota for one recruitment may not be filled in through multiple recruitment processes.

Article 8 The admission standards for each examination recruitment shall be determined by NTU and each department, graduate institute, and degree program prior to the result announcement. Applicants who meet the standards and fall within the admission quota will be accepted.

Each department, graduate institute, and degree program may, with the approval of the NTU Student Recruitment Committee, determine the quota for the wait-list prior to the result announcement. Applicants on the wait-list shall meet the admission requirements listed in the prospectus.

If the number of applicants who meet the admission criteria is lower than the recruitment quota, the department, graduate institute, or degree program may, with the approval of the NTU Student Recruitment Committee, admit only those applicants and may not maintain a wait-list for additional candidates.

Applicants who have missed or scored zero in any examination or are not qualified to take the examinations shall not be admitted.

If there is a shortage of enrolled students after the registration period for accepted applicants, candidates on the wait-list may fill the vacancies by the deadline specified in the admissions prospectus. Vacancies for screening and test-based recruitment of master's and Ph.D. programs shall be filled no later than the school start date of the spring semester indicated on the NTU calendar. For the other recruitment groups, vacancies shall be filled no later than the school start date of the semester for enrollment indicated on the NTU calendar.

For general recruitment in Ph.D. programs and in-service master's programs and screening and test recruitment in Ph.D. and master's programs that involve examination subjects aside from application material review, the department, graduate institute, or degree program may admit those with outstanding scores in their application material review, and the quota for such admission shall be specified in the admission prospectus.

If there are two or more applicants with the same total score to be accepted or on the waiting list, the way to determine which applicant to be accepted or to fill the last available vacancy shall be stipulated in the admission prospectus.

If additional admissions are required for each recruitment, the decision shall be made at a meeting of the NTU Student Recruitment Committee and the minutes of the meeting, together with relevant supporting documents, shall be submitted in

accordance with the following regulations:

1. If the additional admission requirement results from applicants having the same total score, the said documents shall be submitted to the Ministry of Education for reference within two weeks of the school start date of the enrolling semester on the NTU calendar.
2. If the additional admission requirement results from NTU's administrative mistake, a recruitment review report shall be submitted along with the said documents within one month of fact confirmation to the Ministry of Education for approval before additional applicants may be admitted.

The list of the accepted and wait-listed applicants for each recruitment shall be submitted to the NTU Student Recruitment Committee for confirmation before being announced.

- Article 9 Information regarding the recruiting department, graduate institute, or degree program details; study duration, recruitment quota, eligibility, examination subjects and dates, application procedures, scoring standards, admission principles and methods, quota transferring principles, criteria for determining admission order in case of the same total score, score review process, enrollment procedures, regulations for filling vacancies, procedures for handling admission disputes, and other relevant regulations shall be stated in the admission prospectus and announced no later than 20 days prior to the start of application acceptance.
- Article 10 If an applicant is a third-degree relative of an NTU staff member, the staff member shall recuse themselves from participating in the examination process in recruitment.
- Article 11 The scoring records for each recruitment's examinations shall be kept for one year after the results are announced. However, if a complaint, administrative appeal, or administrative litigation has been filed, the relevant records shall be kept until the case is closed.
- Article 12 Applicants who believe that their rights have been infringed regarding the recruitment examinations may file a complaint in writing to the NTU Student Recruitment Committee within 30 days of the result announcement. The NTU Student Recruitment Committee shall reply with a formal letter within one month of receipt, and if necessary, shall form an ad hoc group to conduct an impartial investigation and inform the complainant of the administrative remedy procedures. Those who are not satisfied with the results of the NTU Student Recruitment Committee's handling of their complaint may file further administrative litigation in accordance with the law.
- Article 13 All colleges, departments, graduate institutes, and degree programs that offer master's programs and recruit students abroad shall comply with the relevant regulations of the Ministry of Education.
- Article 14 Matters not addressed herein shall be subject to the relevant regulations of the Ministry of Education and NTU.
- Article 15 The Regulations shall be passed by the Academic Affairs Meeting, submitted to the Ministry of Education for approval, and then implemented on the date of promulgation.