

NATIONAL TAIWAN UNIVERSITY

Regulations for Undergraduate Student Recruitment

June 18, 2021 Passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2020-21
August 18, 2021 Approved by the Ministry of Education via official letter Tai Chiao Kao (4) Tzu No. 1100093854

- Article 1 National Taiwan University (NTU) formulates the *NTU Regulations for Undergraduate 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 the *Special Enrollment Program for Universities* to handle matters relating to undergraduate 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 undergraduate student recruitment, ensuring adherence to the principles of fairness, impartiality, and openness.
- Article 3 The quotas for undergraduate student recruitment shall comply with the relevant regulations of the Ministry of Education's Standards for Student Admission Quotas and Resources at Institutions of Higher Education and shall be passed by the Administrative Meeting and then submitted to the Ministry of Education for approval.
- Article 4 NTU's undergraduate student recruitment shall be handled in accordance with the regulations of the University's Multiple Entrance Program. Special Recruitment shall be handled in accordance with the University's Special Recruitment Program. Screening recruitment for students of four-year Institute of Technology and two-year junior college shall be handled in accordance with the Regulations for Joint Screening Recruitment of Four-year Institute of Technology and Two-Year Junior College.
- NTU's undergraduate student recruitment shall be scheduled in accordance with the University's Multiple Entrance Program, the University's Special Recruitment Program, and plans made by related screening and test recruitment committees.
- Article 5 Recruitment committee members, examination committee members (including application review, oral examination, and written test), and administrative personnel involved in the examinations shall handle relative matters in accordance with each admission prospectus and relevant regulations.
- Each application reviewing committee and oral examination committee shall be composed of at least three faculty members above lecturer level with relevant expertise and research direction from each department and degree program. Teachers are obliged to participate in the handling of examination-related matters.
- Article 6 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.

Each admission prospectus shall be submitted to the NTU Student Recruitment Committee for review and shall be announced no later than 20 days prior to the start of application submission. Information regarding the recruiting department, period of study, quota, eligibility, examination subjects and dates, application procedures, required documents, admission principles and methods, quota transferring principles, criteria for tiebreaking in case of a tie for the same scores, enrollment procedures, procedures of wait-list acceptance, score review request, procedures for handling admission disputes, and other relevant regulations shall be indicated in the admission prospectus. Matters related to the rights and interests of applicants shall be clearly stated.

Each recruitment process may include written tests, oral examinations, application reviews, skill-based assessments, practical work assessments, etc.

Examination subjects, grading criteria, and each subject's respective percentage in the total score shall be indicated in the admission prospectus. Matters related to the rights and interests of applicants shall be clearly stated. Oral examinations, skill-based technical assessments, and practical work assessments shall be recorded by audio, video, or detailed text; the textual record shall be completed before the Student Recruitment Committee decides on the admission list. Reasons for exceptionally high or low scores shall be stated in the scoring records.

Article 7 The admission principles for NTU's undergraduate student recruitment are as follows:

1. Applicants who have missed or scored zero in any examination or subject are not qualified to take the examinations shall not be admitted.
2. The examination subjects, passing grade, and other admission requirements shall be determined by each department and degree program and shall be indicated in the admission prospectus. Applicants who do not meet the requirements shall not be admitted.
3. The admission standards for each examination recruitment shall be determined by NTU, each department and degree program prior to the result announcement. Applicants who meet the standards and whose ranks fall within the admission quota shall be admitted.
4. Each department 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. Those on the wait-list shall meet the admission requirements listed in the prospectus. If the number of applicants who meet the admission criteria is less than the recruitment quota, the department or degree program may, with the approval of the NTU Student Recruitment Committee, admit only those applicants and may not maintain a wait-list.
5. If there are two or more applicants with the same total score to be accepted or wait-listed for the department or degree program, the way to determine which applicant to be admitted, to fill the last available vacancy, and to handle enrollment shortfall shall be stipulated in the admission prospectus.

6. No additional admission is allowed for NTU's Special Recruitment. If the total number of students admitted to NTU is more than the planned number after the screening process of each department and degree program, a University-level Selection Committee shall be formed to discuss and decide the list of accepted and wait-listed students prior to the list announcement meeting.

Article 8 A list of admitted applicants for each recruitment shall be submitted to the NTU Student Recruitment Committee for approval before being announced.

Article 9 The University shall handle matters relating to examinations of each recruitment with due care. Any participant handling such matters shall be under an obligation of confidentiality. If an applicant is the relative of a NTU staff member within the third degree of kinship, whether by blood or by marriage, the staff member shall recuse themselves from participating in the examination process in recruitment.

The scoring records for each recruitment shall be kept with care for one year. However, if a complaint or administrative appeal has been filed, the relevant records shall be kept until the procedures of appeal or administrative remedy ends.

Article 10 Applicants who believe that their rights have been infringed regarding NTU's undergraduate student recruitment may file an appeal in writing to the NTU Student Recruitment Committee within 20 days from the day following the result announcement. The NTU Student Recruitment Committee shall reply with a statement of notification 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 appeal decision of the NTU Student Recruitment Committee's handling may file an administrative litigation in accordance with the law.

Article 11 If any applicant submits forged, falsified, or altered application documents, their admission shall be revoked; for those who have enrolled, their student status shall be canceled and no relevant academic certificates shall be issued; if such misconduct is discovered after graduation, NTU shall revoke their graduation status and invalidate their diploma.

Article 12 If provisions regarding leave of absence, retention of enrollment status, change of major, or years of study are otherwise stipulated in the admission prospectus, such provisions shall prevail.

Article 13 Matters not addressed herein shall be subject to the relevant regulations of the Ministry of Education and NTU.

Article 14 The Regulations shall be passed by the Academic Affairs Meeting, submitted to the Ministry of Education for approval, and then implemented.