

## **CYCU PhD/Master Program Enrollment Guide**

Passed at 3<sup>rd</sup> Enrollment Committee Meeting in the school year of 2014 on December 29, 2014

Authorized by the letter under Tai-Jiao-Kao-(4)-Zi No. 1040000861 dated January 16, 2015

Amended by 19<sup>th</sup> Enrollment Committee Meeting in the school year of 2016 on June 22, 2017

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- Article 1. Chung Yuan Christian University (hereinafter referred to as “CYCU”) establishes the “CYCU PhD/Master Program Enrollment Guide” (hereinafter referred to as the “Guide”) in accordance with Article 24 of the University Act, Article 19 of the Enforcement Rules of University Act, and “Operating Directions Governing Review of University Enrollment Affairs” to handle the PhD, Master and In-Service Master Program enrollment affairs.
- Article 2. CYCU establishes the Enrollment Committee in accordance with the “CYCU Articles of Association for Enrollment Committee”, draft the enrollment policy, and enroll students and deal with related urgent matters in the principle of fairness, justice and transparency.
- Article 3. The admission to CYCU’s PhD Program may be categorized into the admission by recommendation and screening, admission by examination, or direct admission.  
The admission to the Master Program may be categorized into the admission by recommendation and screening, and admission by examination.  
The direction admission to the PhD Program shall be handled in accordance with the “CYCU Operating Regulations Governing Direct Admission to PhD Program”.
- Article 4. Applicant’s Qualifications:
1. PhD Program: Students receiving a master’s degree after graduating from any public university or accredited private university or any overseas university recognized by Ministry of Education, or with the equivalent educational level required by educational laws and regulations, and satisfying the requirements prescribed in CYCU’s enrollment policy. Those applying for admission to the In-Service PhD Program shall be current employees who have accumulated service seniority for no less than one (1) year at the same time when they file the application.
  2. Master Program: Students receiving a bachelor’s degree after graduating from any public university or accredited private university, independent college, or any overseas university recognized by Ministry of Education, or with the equivalent educational level required by educational laws and regulations, and satisfying the requirements prescribed in CYCU’s enrollment policy. Those applying for admission to the In-Service Master Program shall be current employees who have accumulated service seniority for no less than one (1) year at the same time when they file the application.
  3. In-Service Master Program: Students receiving a bachelor’s degree after graduating from any public university or accredited private university, independent college, or any overseas university recognized by Ministry of Education, or with the equivalent educational level required by educational

laws and regulations, and accumulated service seniority for no less than one (1) year, and also satisfying the requirements prescribed in CYCU's enrollment policy.

In addition to the applicant's qualifications referred to in the preceding paragraph, various departments/institutes and degree programs may define their own application requirements including the related service seniority, achievement, experience and other qualifications with respect to the relevant departments and in-service programs, expressly state the same in the enrollment policy.

The equivalent educational level shall be determined in accordance with the Standards for Recognition of Equivalent Educational Levels for University Admission.

Where the applicant applies for the enrollment on the ground of his/her foreign academic record, he/she shall comply with the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education, Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao, Regulations Governing Recognition of Educational Qualifications from Mainland China, or Article 9 of the Standards for Recognition of Equivalent Educational Levels for University Admission.

Article 5. The enrollment quota shall be set and planned in the following manners:

1. The enrollment quota of various departments/institutes and degree programs shall be handled in accordance with the Standards for Student Admission Quotas and Resources at Institutions of Higher Education of Ministry of Education, and authorized by Ministry of Education prior to the enrollment.
2. In addition to the group by student ID as authorized by Ministry of Education, various departments/institutes or degree programs may proceed with the enrollment by group separately, in order to meet the need for teaching and research.
3. The PhD/Master Program students may include the ordinary students and in-service students. The enrollment quota of in-service students shall be identified separately from that of the ordinary students.
4. The enrollment quota of the PhD/Master Program shall be included into CYCU's total admission quota authorized by Ministry of Education for the current school year and shall be no more than 60% of CYCU's enrollment quota for the current school year.

Where it is necessary to transfer the enrollment quota, the principle of transfer shall be expressly stated in the policy, and the quota shall be transferred in the following manners:

1. No transfer is allowed between different colleges, departments/institutes or degree programs (including groups by student ID).
2. In the case of different enrollment channels adopted by the same college, department/institute or degree program, the vacancies may be transferred to the enrollment channels open on a later date, upon completion of the enrollment by the enrollment channels open on an earlier date.
3. The vacancies by group (exclusive the group by student ID) of the same enrollment channel adopted by the same college, department/institute or degree program may be transferred at the time of admission or filling

vacancies by election.

Article 6. Enrollment Schedule:

1. PhD/Master Program: The admission by recommendation and screening takes place at 1<sup>st</sup> semester per school year. The admission by examination takes place at 2<sup>nd</sup> semester per school year.
2. In-Service Master Program: In principle, the admission to the Program takes place at 2<sup>nd</sup> semester per school year. If necessary, it may take place at 1<sup>st</sup> semester upon review and approval of the Enrollment Committee, provided that the admission to each class (group) may take place for no more than once per school year.

The enrollment channels referred to in the preceding paragraph are not allowed to complete the enrollment quota in installment.

Article 7. Enrollment Method:

1. The exam may include written exam, interview, documentary review, technical test, or capstone course.
2. Where an interview, technical test or capstone course is adopted, it shall be voice or video recorded, or recorded in writing in detail. The written record shall be completed before the Enrollment Committee decides the name list of admission. The reasons for the highest or lowest scores shall be specified in the scoring sheet.
3. The PhD/Master Program enrollment may be completed by screening or examination. The conditions thereof shall be defined by various departments/institutes or degree programs on their own.
4. The scope of examination and admission standard applicable to the in-service students may be defined separately based on the in-service students' characteristics, and the personal work experience and achievement shall be taken into consideration.
5. The scope of exam, scoring and itemized performance ratio shall be defined by various departments/institutes or degree programs on their own, and expressly provided in the enrollment policy.

Article 8. Admission Policy:

1. Enrollment Committee shall decide the minimum admission standard before releasing the enrollment result. The examinees whose performance is beyond the Standard shall be identified as admitted students, within the enrollment quota. Those other than the admitted students shall be identified as the candidates.
2. Where the number of examinees whose performance meets the minimum admission standard is less than the enrollment quota, please submit the relevant reasons to the Enrollment Committee for authorization of the admission under insufficient enrollment quota and exemption from candidates.
3. Where there are still vacancies after the admitted students complete registration, the candidates may fill the vacancies until the authorized enrollment quota are met by the time limit prescribed in the CYCU enrollment policy. The time limit in which the candidates are allowed to fill the vacancies of the enrollment quota of the PhD/Master Program through admission by recommendation and screening shall be no later than the starting date prescribed in CYCU's calendar for the 2<sup>nd</sup> semester. The

time limit in which the candidates are allowed to fill the vacancies of the enrollment quota of the PhD/Master Program through admission by examination shall be no later than the starting date prescribed in CYCU's calendar for the given semester of the admission year.

4. Where more than two examinees are in the last place with the same total scores and where any candidates get the same total scores, the admission priority shall be decided in the manner applicable to the same scores as prescribed in the admission policy shall apply. Where the scores are still held the same after that, the admission quota shall be increased and the examinees shall be admitted in whole.
5. Where it is necessary to increase the admission quota, please propose a motion to the Enrollment Committee meeting for resolution, and handle the meeting minute, as well as related certificates, in the following manners:
  - (1) Where the quota need to increase due to same scores, the increase shall be reported to Ministry of Education within two (2) weeks after the starting date prescribed in CYCU's calendar for the given semester of the admission year.
  - (2) Where the quota need to increase due to the school's administrative negligence, an enrollment review report shall be submitted to Ministry of Education for authorization within one (1) month upon verification of the fact, before the increase.

The name list of admission shall be published officially upon verification of the Enrollment Committee.

Article 9. The PhD/Master Program students admitted by recommendation and screening and admitted In-Service Master Program students who satisfy the admission conditions and qualifications may apply for registration of the admission at 1st semester earlier.

Article 10. The enrollment policy shall specify the enrollment department, years of study, enrollment quota, applicant's qualifications, scope of exam, date of exam, application requirements, scoring criteria, admission policy, principle of transfer, evaluation priority for same scores, registration procedure, requirements about filling in vacancies, inquiry on results, enrollment dispute settlement procedure and other related requirements, which shall be made public within twenty (20) days prior to acceptance of applications at latest.

Article 11. Where any examinee has dispute over his/her performance result, he/she may apply for the inquiry on results within the time limit prescribed by the policy. The inquiry on results is limited to the re-calculation of the scores for the exam paper and accumulated scores. The examinee is prohibited from applying for access to or reproduction, transcript, photographing, review, and re-evaluation of, or any information about the scoring standard, reference answers to the exam paper, or identity of the members responsible for proposition, going over exam paper, review and interview.  
The examinee is allowed to apply for the inquiry on results for no more than once.

Article 12. Where any examinee considers that his/her personal interest and right is injured due to the violation of laws or fault by the enrollment affairs, he/she may file a complaint in writing with CYCU Enrollment Committee in accordance with

CYCU's "Enrollment Exam Dispute Settlement Procedure" within seven (7) days upon the date following his/her aware of the occurrence of fact. The Enrollment Committee shall resolve the complaint and respond to the examinee within one (1) month upon the date following its acceptance of the complaint. If necessary, it shall form a task force to conduct a fair and just investigation and also advise the procedures for administrative remedy.

- Article 13. When processing the exam affairs, CYCU shall deal with such issues as proposition, printing of exam paper, preparation of exam paper, access to exam paper, sealing of exam paper, exam supervision, verification of results, release of results and registration carefully. Any participating staff who attends the exam, or whose spouse or relatives within 3rd degree of kinship by blood or marriage attend the exam, shall recuse himself/herself voluntarily from the exam affairs. The participating staff shall be obligated to keep the exam affairs in confidence.
- Article 14. All of the examinees' scoring information and records shall be kept for one (1) year. Notwithstanding, the scoring information and records of the examinee that files a complaint shall be kept until the complaining procedure or administrative remedy ends.
- Article 15. The admitted students shall submit related certificates and supporting documents as required by CYCU at the time of enrollment or registration. Where the students cheat in the entrance examination or the certificates and supporting documents provided by them are found to be forged, tampered, borrowed, misused or false or fails to satisfy the applicant's qualifications, their admission qualifications shall be canceled. If the applicant has not yet been admitted, or their student ID shall be revoked and no academic record will be issued, if the applicant has been admitted. Where said circumstances are found upon the students' graduation, the students' diploma shall be canceled and the students' graduation qualifications shall be revoked too.
- Article 16. The sessions under various educational systems shall attend classes at the venue within CYCU's campus, or branch school approved by Ministry of Education. Notwithstanding, the same shall not apply where otherwise approved by Ministry of Education upon request by the existing departments/institutes of the In-Service Master Program or degree programs. The enrollment quota of the In-Service Master Program referred to in the preceding paragraph allowed to attend classes outside CYCU shall be planned by CYCU independently, and adjustable within the scope of the existing total admission quota, provided that it shall be no more than 1/2 of the enrollment quota of the relevant session in the current school year.
- Article 17. The collection and expenditure of funds for the enrollment operation shall be processed in accordance with the relevant accounting policy.
- Article 18. Any matters not covered herein shall be implemented in accordance with related laws and the enrollment policy.
- Article 19. The Guide shall be passed by the Enrollment Committee Meeting, and then promulgated and enforced upon approval of Ministry of Education. The same shall apply where the Guide is amended.