

CYCU Transfer Students Enrollment Guide

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Article 1. CYCU hereby establishes the Guide in accordance with Article 24 of the University Act and Article 19 of the Enforcement Rules of University Act and Operating Directions Governing Review of University Enrollment Affairs, in order to establish the multiple entrance program enrollment channels and independent selection of talents.

Article 2. CYCU deals with the enrollment affairs in the principle of fairness, justice and transparency, and establishes the school-wide enrollment committee (hereinafter referred to as the "Enrollment Committee"). The members and functions of the Committee shall be handled in accordance with the "CYCU Articles of Association for Enrollment Committee".

Article 3. In the case of any vacancies of the bachelor session of any department/institute (group) or degree program, it may organize the transfer exam to enroll transfer students during winter or summer vacation, provided that no transfer students may be admitted as freshman and fresh graduates.

The enrollment quota and principle of transfer about transfer students of the bachelor's sessions of the enrolling departments (groups) or degree programs shall be handled in the following manners and expressly stated in the enrollment policy:

1. The enrollment quota of transfer students of various departments (groups) or degree programs shall be limited to the vacancies caused by enrollment or withdrawal of study of the various departments (groups) or degree programs (excluding the departments or degree programs which cease the

enrollment), exclusive of the vacancies caused by retainment of student status, suspension of study or increase in the quota.

2. Upon completion of the transfer student enrollment, the total number of students within the quota for each grade shall be no more than the total number of freshman initially authorized for the given school year. Meanwhile, the quality of faculty of various departments (groups) or degree programs shall still satisfy the criteria set by the Standards for Student Admission Quotas and Resources at Institutions of Higher Education of Ministry of Education.
3. The actual enrollment quota of various departments (groups) or degree programs shall be subject to the vacancies of the various departments (groups) or degree programs published on the same day when the exam of the current school year is held. The total quota as published shall be no less than the quota of transfer students initially specified in the enrollment policy and shall be explained in the notes to the enrollment policy.
4. The vacancies by group (exclusive the group by student ID) of the same enrollment channel adopted by the same department or degree program may be transferred at the time of admission or filling vacancies by election.
5. The enrollment quota shall not be transferred to the departments that are subject to the human resource control defined by the Center for Teacher Education and other government entities.

The enrollment quota of Mainland China transfer students shall be limited to the vacancies of various departments (groups) or degree programs authorized by Ministry of Education to enroll Mainland China students in the given school year caused by enrollment or withdrawal of study of the bachelor's sessions thereof, while it shall not be transferred to the other educational systems engaged in enrolling the ordinary students and Mainland China students.

The enrollment quota of transfer students of the indigenous program shall be limited to the vacancies of additional quota authorized by Ministry of Education caused by enrollment or withdrawal of study of the program. The enrollment quota of the other transfer students shall be subject to the same requirements referred to in the subparagraph 2~4 of Paragraph 2.

Article 4. A person who satisfies any of the following eligibility criteria is considered to have equivalent educational level and may take an examination to transfer into the second or third year of a university bachelor's degree program (not including two-year bachelor's degree programs), as appropriate:

1. The student has not completed a bachelor's degree program and is in one of the following categories, and is able to provide a certificate of

attendance, transfer certificate, or certificate for withdrawal of study, each with a transcript of their results for all academic years attached:

- (1) A transfer student whose completed studies accumulated together adds up to two or more semesters may transfer into the first semester of the second year.
 - (2) A transfer student whose completed studies add up to three or more semesters may transfer into the second semester of the second year.
 - (3) A transfer student whose completed studies accumulated together adds up to four or more semesters may transfer into the first semester of the third year.
 - (4) A transfer student whose completed studies accumulated together adds up to five or more semesters may transfer into the second semester of the third year.
2. The student has not completed a two-year bachelor's degree program but completed the first semester of the first year of the program and is able to provide a certificate of attendance, transfer certificate, or certificate for withdrawal of study, each with a transcript of their results for all academic years attached.
 3. A junior college student who satisfies any of the following circumstances:
 - (1) The student has been awarded a junior college diploma or graduated from a vocational training program; or
 - (2) The student studied for the prescribed number of years but did not complete the prescribed program, and is able to provide a certificate of attendance, transfer certificate, or certificate for withdrawal of study, together with a transcript of their results for all academic years attached.
 4. The person passed the Self-study Academic Ability Assessment Examination and is able to provide a certificate attesting that their academic ability is equivalent to junior college level.
 5. The person is aged at least 22 years old; or graduated from senior high school (or completed senior secondary school education); or completed the prescribed program length of study at a senior high school; and is also able to provide documentary evidence that they have accumulated a total of 80 credits or more, studying different courses of the sort listed below:
 - (1) University level credit courses at a university or an open university; or
 - (2) Continuing education credit courses at a junior college, tertiary college, or university; or
 - (3) Non-formal education programs accredited by the Ministry of

Education; or

- (4) Vocational continuing education credit courses at the junior college and higher education levels offered by a vocational training institute which have been accredited by the Ministry of Education; or
 - (5) Vocational continuing education credit courses offered by a junior college and higher education levels.
6. A full-time student at an open university who has not completed their program but has completed 36 credits may take an entrance examination to begin studying at the second-year level of a program in a university department of a similar nature to the open university department they were formerly studying in; a full-time student at an open university who has not completed their program but has completed 72 credits may take an entrance examination to begin studying at the third-year level of a program in a university department of a similar nature.

If a student undertook, but failed to complete, a comprehensive educational program implemented in accordance with the Arts Education Act, and is able to provide a certificate of attendance, the subparagraph 1 and 3 of Paragraph 1 may apply, *mutatis mutandis*, depending on whether the student was formerly undertaking a five-year junior college or a university bachelor's degree program.

A student who earned the course credits stipulated in the subparagraph 5(2) of Paragraph 1 after the promulgation of the revised Continuing Education Regulations for Junior Colleges and Universities on July 13, 2011 and before June 13, 2013 is not subject to the age limit of 22 years old.

Whether the original departments or credits undertaken by the applicants referred to in the various subparagraphs of Paragraph 1, which year of grade is applicable to the applicants, and whether the applicants' study performance in the original schools must pass the minimum grades are subject to CYCU's requirements (decision) and shall be expressly stated in the enrollment policy. If necessary, the school may define the comparative list applicable to departments (credits) similar in nature on its own and include the same into the enrollment policy for the examinees' reference.

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.

The students who withdraw study for violation of the school rules or failure to pass the minimum conduct scores before graduation are not allowed to apply for attendance in CYCU's transfer student exam.

Mainland China students whose completed studies in any domestic public university or accredited private university accumulated together add up to two or more semesters are allowed to apply for attendance in CYCU's transfer student exam for a bachelor's degree program of day division. Mainland China students who studied in any off-islands schools or branch schools, and were ordered to withdraw study for failure to pass the minimum conduct scores or conviction of sentence for criminal case upon admission to school are not allowed to apply for attendance in CYCU's transfer student exam.

In addition to the applicant's qualifications referred to in Paragraphs 1~6, only indigenous students are allowed to apply for the transfer student exam for the indigenous program. The indigenous students' status shall be determined in accordance with the relevant requirements defined by the Council of Indigenous Peoples.

Article 5. For the applications for admission to state financed student and internship or service (military service) programs (e.g. state financed student teachers, military/police school students, active servicemen, and policemen, etc.), the examinees shall apply the related laws and regulations voluntarily.

Overseas-compatriot students are not allowed to register in the capacity of overseas-compatriot student, unless they present the original admission certificate of overseas-compatriot students issued by Ministry of Education or the official overseas-compatriot student ID issued by Overseas Community Affairs Council. No academic incentive is applicable to their transfer student exam results.

The examinees who file the application in the capacity of special student shall submit the relevant certificates to prove that they may apply the laws and regulations about academic advancement incentives applicable to such special students. Those who fail to submit the relevant certificates shall file the application in the capacity of ordinary student and no academic advancement incentive may apply.

Article 6. The exam may include written exam, interview, documentary review, technical test, or capstone course.

Where an interview, technical test or capstone course is adopted by the exam referred to in the preceding paragraph, 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.

Article 7. The enrollment policy shall specify the enrollment department (group), degree program, 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.

The enrollment policies for transfer student exams of Mainland China student and indigenous student programs shall be established and promulgated separately.

Article 8. The enrollment may consist of enrollment by group or enrollment by single department. The admission policy is stated as following:

1. Enrollment by group

- (1) Enrollment Committee shall decide the minimum admission standard for each group before releasing the enrollment result. The examinees whose performance is beyond the standard may adopt the admission to specific department (group) or degree program by registration and placement, and arrange the priority of admission to the relevant departments (groups) or degree programs in the order of the total scores from high to low.
- (2) Where the number of examinees whose performance meets the minimum admission standard for the admission to specific department (group) or degree program by registration and placement is less than the enrollment quota, please submit the relevant reasons to the school-wide enrollment committee for authorization of the admission under insufficient enrollment quota and exemption from candidates.
- (3) Where more than two examinees get the same total scores for the admission to specific department (group) or degree program by registration and placement, the admission priority shall be decided in the manner applicable to the same scores as prescribed in the admission policy. Where the scores are still held the same after that and it is still impossible to decide the admission priority in the manner applicable to the same scores, the admission quota shall be

increased and the examinees shall be admitted in whole.

- (4) Where there are still vacancies after the admitted students complete the admission to specific department (group) or degree program by registration and placement, the candidates may fill the vacancies in the order of registration until the authorized enrollment quota are met by the time limit prescribed in the enrollment policy.

2. Enrollment by single department

- (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 school-wide enrollment committee for authorization of the admission under insufficient enrollment quota and exemption from candidates.
- (3) Where more than two examinees admitted to specific department (group) or degree program 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.
- (4) 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 enrollment policy.

The time limits for filling the vacancies referred to in the subparagraph 1(4) and subparagraph 2(4) of the preceding paragraph shall be no later than the starting date prescribed in CYCU's calendar for the given semester of the admission year.

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

Article 9. Where it is necessary to increase the admission quota, please propose a motion to the school-wide 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.

Article 10. Where any examinee has dispute over his/her personal 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 for the information about 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 11. The admitted students shall submit the certificate of attendance, transfer certificate, or certificate for withdrawal of study, together with a transcript of their results for all academic years attached and certificates to be submitted pursuant to the enrollment policy at the time of enrollment or registration.

A transferring student who plans to enroll in courses at both his/her former school or CYCU pursuant to the dual enrollment requirements of the former school and CYCU, after being admitted upon the transfer student exam, and thereby it is impossible for him/her to apply for withdrawal of study or suspension of study may file an application with CYCU for the permission to provide a transcript of his/her results for all academic years in replace of the relevant certificate.

Article 12. The transfer student's waiver of credits after admission shall be handled in accordance with the "CYCU Directions Governing Review on Students' Application for Waiver of Credits" and CYCU's school regulations.

Article 13. 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 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 14. The collection and expenditure of funds for CYCU's enrollment operation shall be processed in accordance with the relevant accounting policy.

Article 15. 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.

All of the examinees' scoring information and records shall be kept for one (1) year. Notwithstanding, the scoring information and records of the examinee who files a complaint shall be kept until the complaining procedure or administrative remedy ends.

Article 16. Any matters covered herein shall be implemented in accordance with the related laws and regulations.

Article 17. 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.