

Admission Rules of I-Shou University

Adopted on May 23, 2011 at the third meeting of the university-level Admissions Committee of Academic Year 2011

Approved on August 11, 2011 under the Ministry of Education Letter No. Tai-Kao-1-Tzu 1000140297

Adopted on June 26, 2012 at the second meeting of the university-level Admissions Committee of Academic Year 2012

Approved on July 11, 2012 under the Ministry of Education's Letter No. Tai-Kao-1-Tzu 1010125590

Adopted on December 25, 2013 at the third meeting of the university-level Admissions Committee of Academic Year 2014

Considered and reviewed on March 3, 2014 under the Ministry of Education's Letter No. Tai-Jiao-Kao-4-Tzu 1030028481

Adopted on September 19, 2014 at the first meeting of the university-level Admissions Committee of Academic Year 2015

Considered and reviewed on November 3, 2014 under the Ministry of Education's Letter No. Tai-Jiao-Kao-4-Tzu 1030160948G

- I. The Admission Rules of I-Shou University (hereinafter referred to as the "Rules") are established pursuant to Article 24 of the University Act and Article 19 of the Enforcement Rules of the University Act.
- II. For the purposes of admissions and student recruitment into different levels of education (such as doctoral programs, master's programs, in-service master's programs, bachelor's degree programs, bachelor's degree programs for indigenous peoples, the School of Chinese Medicine for Post Baccalaureate, two-year in-service bachelor's degree programs, and evening bachelor's degree programs) and through different channels (examination, individual application, independent recruitment, transfer exam, etc.), I-Shou University (hereinafter referred to as the "University") hereby establishes different admissions committees in

accordance with the Regulations for the Organization of Admissions Committees of I-Shou University to draw up respective admission guidelines and to conduct student recruitment in a fair, just and open manner.

The admission guidelines for mainland Chinese students via transfer exam shall be drawn up separately.

Admission to bachelor's degree programs shall be conducted in accordance with the Multiple Entrance Program. Independent recruitment pilot plans, such as the recruitment of general and vocational high school students with special skills, shall be subject to the laws and regulations of the Ministry of Education (hereinafter referred to as the "Ministry"), and proposals concerning student recruitment shall be submitted to the university-level Admissions Committee for approval.

III. The admission quota for each and every level of education at the University shall be subject to the Standards for Student Admission Quotas and Resources at Institutions of Higher Education under the auspices of the Ministry. In addition to the tracks within a program approved by the Ministry, the University may have other tracks to satisfy its teaching or research needs.

1. The rules about admission quotas for doctoral and master's programs are as follows:
 - a. In general, a doctoral or master's program recruits two kinds of students: full-time postgraduate students and in-service postgraduate students.
 - b. The number of candidates offered admission to a doctoral/master's program through screening test in a given academic year shall be included in the total admission quota allocated by the Ministry in the same academic year and not exceed 50% of the quota allocated by the Ministry to the doctoral/master's program in the same academic year. In case of any special needs for student recruitment, the University may submit a special petition to the Ministry for approval.
2. The number of candidates offered admission to in-service master's programs, bachelor's degree programs, the School of Chinese Medicine for Post Baccalaureate, two-year in-service bachelor's degree programs, and evening bachelor's degree programs in a given academic year shall be included in the total admission quota allocated by the Ministry in the same academic year. The planned number of admission shall be reported to the Ministry for approval prior to student recruitment.
3. Once the establishment of a bachelor's degree program for indigenous peoples is approved by the Ministry, its admission quota is not necessarily included in the total admission quota allocated by the Ministry. The planned number of admission shall be annually reported to the Ministry for approval according to the schedule announced by the Ministry.

4. Once an application for independent recruitment of general and vocational high school students with special skills is granted by the Ministry, the admission quota may be included in the total admission quota allocated by the Ministry, and the planned number of admission shall be annually reported to the Ministry for approval according to the schedule announced by the Ministry.
5. The rules about admission quotas for bachelor's degree programs and evening bachelor's degree programs via transfer exam are as follows:
 - a. The number of transfer candidates offered admission to one department depends on the number of vacancies at the department caused by insufficient registration and school withdrawal, excluding those caused by a deferral of admission, school suspension, or additional quota.
 - b. Unfilled vacancies of one department may be carried forward to another department, and the following rules shall be observed:
 - (1) The carry-forward of unfilled vacancies among departments shall be clearly stated in the admission guidelines.
 - (2) Unfilled vacancies must not be carried forward to a department relating to teacher education or medicine or to a department subject to government restrictions on admission quota.
 - c. Upon completion of recruitment process through transfer exam, the total number of students enrolled in each year shall not exceed the quota of new students previously allocated by the Ministry in the academic year of admission.
 - d. The exact number of candidates accepted by one department shall be subject to the announcement made on the exam date, and such a possible difference shall be clearly stated in the admission guidelines. Upon the completion of registration by successful candidates, the total number of students enrolled in each year shall not exceed the quota of new students previously allocated by the Ministry in the academic year of admission.
 - e. The planned number of candidates offered admission to each department (program) shall be clearly stated in the admission guidelines.
6. The number of mainland Chinese transfer candidates offered admission in a given academic year depends on the number of vacancies caused by insufficient registration and school withdrawal under the quota of mainland Chinese students allocated by the Ministry in the same academic year, and the said vacancies must not include those for general students of R.O.C. nationality or for mainland Chinese students under other levels of education. The departments (programs) that are allowed to accept mainland Chinese transfer students shall comply with the laws and regulations of the Ministry.

IV. In order to be eligible to take an entrance exam for admission, a candidate shall satisfy any of the following requirements, depending on which program they intend to pursue:

1. Doctoral programs: having graduated from the master's program of a local or foreign public or accredited private university or independent college and received a master's degree; or having satisfied the Standards for Recognition of Equivalent Educational Level as Qualified for Entering University as well as applicable laws and regulations.
2. Master's programs: having graduated from a local or foreign public or accredited private university or independent college and received a bachelor's degree; or having satisfied the Standards for Recognition of Equivalent Educational Level as Qualified for Entering University as well as applicable laws and regulations.
3. In-service master's programs: having graduated from a local or foreign public or accredited private university or independent college and received a bachelor's degree, or having satisfied the Standards for Recognition of Equivalent Educational Level as Qualified for Entering University as well as applicable laws and regulations, and at the same time meeting the requirements for work experience/seniority as set out in the admission guidelines.
4. Bachelor's degree programs for indigenous peoples: having graduated from a local or foreign public or accredited private senior high school; or having satisfied the Standards for Recognition of Equivalent Educational Level as Qualified for Entering University as well as applicable laws and regulations.

The recognition of the status as an indigenous student shall be subject to applicable laws and regulations.
5. Independent recruitment of general and vocational high school students with special skills: having graduated from a local or foreign public or accredited private senior high school, or having satisfied the Standards for Recognition of Equivalent Educational Level as Qualified for Entering University as well as applicable laws and regulations, and at the same time meeting the recruitment requirements stated in the admission guidelines.
6. Bachelor's degree programs and evening bachelor's degree programs: having graduated from a local or foreign public or accredited private senior high school; or having satisfied the Standards for Recognition of Equivalent Educational Level as Qualified for Entering University as well as applicable laws and regulations.
7. Two-year in-service bachelor's degree programs: having graduated from a local or foreign public or accredited private junior college or above, or having satisfied Article 3 of the Standards for Recognition of Equivalent Educational Level as Qualified for Entering University, and at the same time meeting the requirements for work experience/seniority as set out in the admission guidelines.

8. School of Chinese Medicine for Post Baccalaureate: having graduated from a local or foreign public or accredited private university or independent college and received a bachelor's degree or a higher degree.
9. In order to be eligible to take a transfer exam for admission to a bachelor's degree program or evening bachelor's degree program, a candidate shall satisfy any of the requirements in the following items:
 - a. He/she has studied at a local or foreign public or accredited private university, completing the studies for two full semesters, but didn't graduate.
 - b. He/she has graduated from a local or foreign public or accredited private junior college/specialized program or above.
 - c. A candidate satisfying either of the following two requirements may take a transfer exam by an education level equivalent to graduation from a junior college:
 - (1) being a junior college student who have completed all mandatory study but didn't graduate; or
 - (2) possessing a pass certificate of the test of the education level equivalent to graduation from a junior college.
 - d. He/she is 22 years old or older; has a diploma (certificate of completion) issued by a senior high school or has completed courses with passing grades; and has earned at least 80 credits from any of the following and are able to provide proof thereof:
 - (1) college-level credit courses offered by universities or open universities;
 - (2) credit-based extension education programs offered by institutions of higher education; or
 - (3) non-regular programs accredited by the Ministry.
 - e. A full-time student of an open university who didn't graduate may take a transfer exam for admission to the second year of a department of similar nature if he/she has earned 36 credits, or to the third year of a department of similar nature if he/she has earned 72 credits.
10. A mainland Chinese student who has completed the studies for two full semesters at a local or accredited private university may take a transfer exam for admission to a daytime bachelor's degree program, but he/she will not be assigned to a lower year. No transfer exam is available to mainland Chinese students currently studying at a school on an offshore island or a department at the offshore campus of a school.
11. If a candidate has studied at but didn't graduate from a single-track educational system as specified in Article 7 of the Arts Education Act, possess a certificate of attendance, and intend to take a transfer exam for admission to a bachelor's degree program, evening bachelor's degree program or two-year in-service bachelor's degree

program, Item 1 or 3 of Subparagraph 9 will apply depending on whether he/she is recognized as having studied at a university or junior college.

12. A candidate will be exempt from the age restriction as referred to in Item 4 of Subparagraph 9 if he/she has already earned the required number of credits as specified in the same item between July 13, 2011 and June 13, 2013 (i.e. after the enforcement of the amendments to the Implementation Regulations Governing Continuing Education at Institutions of Higher Education and before the enforcement of the amendments to the Guidelines for University Admission Affairs).

13. The laws and regulations of the Ministry relating to the recognition of foreign academic credentials shall be complied with if a candidate's application for taking an entrance or transfer exam is supported by such credentials.

V. Exam-related affairs shall be dealt with in a fair, just and open manner, and persons involved in exam-related affairs shall keep confidential all information received during the exam process. Those involved in a conflict of interest shall recuse themselves.

VI. The admission guidelines shall detail the departments offering admission, the prescribed duration of study, the number of vacancies, test registration requirements, exam subjects, exam dates, registration procedures, scoring criteria, methods of acceptance for admission, check-in procedures, rules about filling vacancies by wait-listed candidates, the procedure for handling exam-related disputes, and other related rules. The admission guidelines shall be made public normally not later than 20 days before the University begins to accept applications.

VII. The exam methods and subjects shall be determined by respective admissions committees. Exam methods include, but are not limited to, written tests, oral tests (interviews), document review, practical tests, and performance assessment. Exam subjects, scoring methods and the percentage of each subject shall be clearly stated in the admissions guidelines.

Recommendation and screening may be adopted for admission to doctoral programs and master's programs, depending on actual needs, and the application requirements will be set out at the discretion of the University. If there are vacancies left upon completion of the recruitment through screening test, the doctoral or master's program may administer an entrance exam to accept general candidates.

For entrance exams for independent recruitment (bachelor's degree programs for indigenous peoples, recruitment of general and vocational high school students with special skills, and School of Chinese Medicine for Post Baccalaureate), exam methods include, but are not limited to, written tests, oral tests (interviews), document review, practical tests, and performance assessment. Exam subjects, scoring methods and the percentage of each subject shall be clearly stated in the admissions guidelines.

Candidates may apply for admission to an evening bachelor's degree program by submitting the result of a) the Subject Competence Test or the Assigned-Subject Test administered by the College Entrance Examination Center or b) of the Common Entrance Examination of the Testing Center for Technological and Vocational Education.

The process of oral tests (interviews), practical tests and performance assessment shall be tape-recorded, videotaped or recorded in writing; written records shall be completed before the admissions committee decides a roll of successful candidates. If any candidate has received an extremely high or low grade, concrete reasons shall be clearly stated in the scoring sheet.

All exam-related documents and scoring data shall be kept for one year. Notwithstanding the foregoing, these documents and/or data shall be kept until an appeal or administrative remedy process is finished, if a candidate has put forward an appeal by law.

VIII. The recruitment period for respective levels of education is as follows:

1. Doctoral programs: during the second semester of every academic year; a roll of successful candidates shall be announced before June 30. If screening test is adopted for admission, the recruitment shall be conducted in the first semester of every academic year.
2. Master's programs: during the second semester of every academic year; a roll of successful candidates shall be announced before June 30. If screening test is adopted for admission, the recruitment shall be conducted in the first semester of every academic year.
3. In-service master's programs and two-year in-service bachelor's degree programs: in principle during the second semester of every academic year.
4. Bachelor's degree programs for indigenous peoples and School of Chinese Medicine for Post Baccalaureate: the recruitment period is determined at the discretion of the University.
5. Independent recruitment of general and vocational high school students with special skills: the recruitment period is determined at the discretion of the University based on the deadline given by the Ministry.
6. Evening bachelor's degree programs: during the second semester or summer vacation of every academic year.
7. Transfer exams for admission to bachelor's degree programs and evening bachelor's degree programs: during the winter or summer vacation, excluding the freshman year and the last year of study.
8. Transfer exams for admission to bachelor's degree programs by mainland Chinese students shall be administered during the winter or summer vacation, but no transfer

Chinese student is allowed to be admitted to the freshman year or the last year of study.

9. No department (program) is allowed to divide the admission quota (or vacancies) and conduct more than one recruitment, regardless of recruitment channels.

IX. The University shall determine the minimum acceptance criteria before a roll of successful candidates is announced. Candidates who have satisfied the minimum acceptance criteria and are included in the admission quota will be accepted candidates, while others are wait-listed candidates.

When the number of candidates who have satisfied the minimum acceptance criteria for admission to a department (program) is less than the planned number of admission, the responsible admissions committee may report to the university-level Admissions Committee with concrete reasons and request permission for accepting only those satisfying the minimum acceptance criteria; under such circumstances, no wait-listed candidates are available. If there are still vacancies unfilled after the check-in deadline for accepted students, the responsible admissions committee may, before the deadline stated in the admission guidelines, accept wait-listed students until all vacancies are filled. The said deadline must not be later than the first day of classes specified in the academic calendar of the semester of admission.

The admission guidelines shall detail how to accept a) accepted candidates when two or more have the same final grade and both are ranked last and b) wait-listed candidates when two or more have the same final grade.

When it is necessary to increase the planned number of admission, a proposal, the meeting minutes and supporting documents shall be submitted to the university-level Admissions Committee for approval:

1. If the increase occurs when two or more candidates have the same final grade, the University shall report to the Ministry for future reference after the registration.
2. If the increase occurs because of an administrative error, a recruitment review report shall be submitted as well. The increase will not be applied until approved by the Ministry.

The roll of successful candidates shall not be announced until confirmed by the responsible admissions committee.

X. Student registration and enrollment shall be conducted in accordance with the following rules and clearly stated in the admission guidelines:

1. Candidates officially accepted by the University shall complete the check-in procedure with the prescribed period; otherwise, they will become disqualified from admission for late or failure to complete the said procedure before the deadline.
2. Candidates officially accepted by the University shall complete the registration procedure and submit the diploma (or academic credentials).
3. A candidate will be denied admission to the University if he/she is found, upon

registration, to have used a false or assumed name or provided false or misleading information in his/her application. If a candidate is found to have been involved in any of the said acts after admission, he/she will be academically dismissed. If a student is found to have been involved in any of the said acts after graduation, his/her degree will be revoked and the diploma nullified.

4. Credit transfer shall be conducted in accordance with applicable regulations and rules of the University as well as the Academic Rules of I-Shou University.
5. In principle, candidates admitted to a bachelor's degree program for indigenous peoples are not allowed to transfer to another department (program) during the period of study. Notwithstanding the foregoing, students under special circumstances may be exempt from the aforesaid rule provided that prior consent has been obtained from the University Academic Council.
6. After a mainland Chinese transfer student has completed the transfer-in procedure, the University shall immediately report his/her transfer to the Ministry, the Mainland Affairs Council, and the National Immigration Agency via a timely reporting system.

XI. If a candidate has questions about his/her score for any of the exam subjects, he/she shall apply for reconsideration in writing within the period specified in the admission guidelines, and reconsideration will be granted only once. The University shall reply in writing to the applicant with the reconsideration result within fifteen days of receiving the application.

If a candidate has doubts about something related to an entrance (or transfer) exam, he/she may put forward an appeal in writing to the responsible admissions committee within the period specified in the admission guidelines. The responsible admissions committee shall reply in writing to the complainant within one month of receiving the appeal. An investigation panel may be set up when the committee considers it necessary for the purpose of fair investigation, and the complainant shall be notified of how to seek administrative remedy as well.

XII. Entrance (or transfer) exams shall be administered based on the following items, and these items must be included in the admission guidelines:

1. test registration requirements:
 - a. The responsible admissions committee shall determine whether a candidate shall have graduated from a related department (program);
 - b. In case of a transfer exam, the responsible admissions committee shall determine whether the department (program) a candidate previously studied at or the credits a candidate previously earned shall conform to the nature of the department (program) and/or the year he/she intend to transfer to, or whether a candidate must not have a failing grade in any course (including personal conduct) at the previous school.

These requirements shall be clearly stated in the admission guidelines, and if necessary, a comparison table showing departments (programs or credits) of similar nature may be included in the admission guidelines for reference.

- c. The responsible admissions committee shall decide whether a student expelled from the University due to a failing conduct score is eligible to take a transfer exam administered by the University, and this restriction shall be clearly stated in the admission guidelines, if any.
 - d. Upon check-in or registration, successful transfer candidates shall submit a certificate of study suspension or a certificate of attendance as required by the University as well as supporting documents as specified in the admission guidelines.
 - e. If the University intends to recruit in-service or state-financed candidates, the responsible admissions committee shall set out requirements for work experience or seniority.
 - f. Candidates for admission to in-service programs shall have a certain period of work experience. The minimum work experience (seniority) requirement and the calculation thereof shall be subject to the admission guidelines.
 - g. Candidates who wish to study at the University through independent recruitment of general and vocational high school students with special skills shall satisfy the recruitment requirements set out in the admission guidelines.
2. planned number of admission:
 - a. When a doctoral or master's program intends to recruit in-service postgraduate students as well, respective planned number of general and in-service candidates shall be clearly stated in the admission guidelines.
 - b. The planned number of general and in-service candidates to be accepted (or the planned number of admission to tracks, excluding those approved by the Ministry) within one college, department, institute or program will be adjusted and allocated by the University based on the admission quota allocated by the Ministry to the college, department, institute or program. The admission guidelines shall detail whether unfilled vacancies can be carried forward within the same college, department, institute or program.
 3. The admission guidelines shall clearly state candidates' rights and benefits, which may be highlighted in bold or illustrated by practical examples to attract candidates' attention and avoid any possible misunderstanding.
 4. The exam subjects and the minimum acceptance criteria applicable to in-service candidates may be determined separately, and personal experience and achievements may

be taken into consideration.

5. Candidates with a special status:

- a. The admission guidelines for a transfer exam shall stipulate that a candidate who signs up for the exam with a special status must submit supporting documents; otherwise, he/she will not be eligible for any academic advancement incentives granted for the special status. The diploma (academic credentials) and supporting documents to be submitted shall be clearly stated in the admission guidelines.
 - b. Whether or not overseas compatriot students, students from Hong Kong & Macau, and international students who have no Taiwan's Alien Resident Certificate or Alien Permanent Resident Certificate are eligible to take an entrance (or transfer) exam for admission to evening bachelor's degree programs, two-year in-service bachelor's degree program or in-service master's programs shall be subject to applicable laws and regulations.
 - c. For vacancies which offer government scholarships or require an internship or compulsory (military) service, such as students of teacher education with government scholarships, students of military and police academies, officers in active service and policemen, candidates themselves shall sign up for the exam and complete the registration procedure in accordance with applicable laws and regulations. The admission guidelines shall also stipulate whether a deferral of admission will be granted if a successful candidate is unable to study as scheduled.
6. The schedule of classes for evening bachelor's degree programs and in-service programs will be flexibly arranged to suit the need of pursuing further education while working. No combination of required courses between evening (in-service) programs and daytime programs is allowed, unless agreed by the whole class. Regarding the diplomas awarded to graduates from evening bachelor's degree programs and in-service programs, the University may add such words as "evening" or "in-service program" at its discretion.
7. All the income and expenditure related to entrance (or transfer) exams shall be dealt with in accordance with accounting-related regulations and rules.

XIII. Regarding independent recruitment of outstanding students majoring in specific sports, admission to second-specialty post-baccalaureate programs, admission to industrial master's programs, recruitment of international students by application, admission to the School of Medicine for International Students, independent recruitment of overseas compatriot students, and independent recruitment of students from Hong Kong & Macau, the University shall follow applicable laws and regulations to draw up respective admission rules, and then submit these rules to the Ministry for approval.

XIV. The establishment of overseas bachelor's degree and master's programs shall be subject to

applicable laws and regulations.

- XV. Any other matter shall be subject to respective admission guidelines as well as applicable laws and regulations. Any disputes or doubts arising from legal ambiguity shall be resolved by the responsible admission committees.
- XVI. The Rules become effective after being adopted by the university-level Admissions Committee and approved by the Ministry of Education. The same procedure applies to any amendment to the Rules.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Rules, the Chinese language version shall prevail.