

Regulations for Master's and Doctoral Program Admissions of National Taipei University of Business

Approved by the Ministry of Education, via Letter Tai-Jiao-Ji (I) No. 1090010495 dated January 22, 2020
Adopted by the 4th Meeting of the Graduate Admissions Committee for Academic Year 2020 of the University, held on January 16, 2020

- Article 1 National Taipei University of Business (hereinafter referred to as the “University”), for the purpose of administering admissions to doctoral and master’s programs, formulates these Regulations in accordance with the University Act, the Enforcement Rules of the University Act, the Directions for Review of University Admission Regulations, the Directions for Review of Universities’ Industry Master’s Program Project Plans, the Standards for Recognition of Equivalent Educational Level for University Admission, and other relevant laws and regulations.
- Article 2 For the purpose of administering all admissions matters, the University shall, prior to conducting admissions operations for doctoral and master’s programs each academic year, organize a University level admissions committee, the composition of which shall be handled in accordance with the University’s guidelines for establishing the admissions committee.
The University level admissions committee is responsible for matters relating to admissions quotas, eligibility requirements, admissions methods, examination dates, admission principles, procedures for handling admissions disputes, and other matters concerning the rights and obligations of applicants, for the University’s Doctoral and master’s programs, in-service master’s programs, indigenous in-service master’s programs, and industry master’s programs.
- Article 3 Prior to conducting any admissions examination for the University’s doctoral and master’s programs, the University shall establish a doctoral and master’s program admissions committee to coordinate with the University level admissions committee, and its composition shall be determined by each doctoral or master’s program.
- Article 4 The admission methods for the University’s doctoral and master’s programs shall include, in addition to admission by examination, admission by screening, which may be offered by doctoral or master’s programs as needed. The admissions quota shall be handled in accordance with the relevant regulations prescribed in the Ministry of Education’s Standards for Total Quantity Development Scale and Resource Conditions of Universities, and shall, prior to admission, be included in the University’s total annual admissions quota and submitted to the Ministry of Education for approval, and shall be expressly stated in the admissions brochure after such approval. The quota for admission by screening shall be included in the total quota approved by the Ministry of Education for that academic year and shall not exceed 60% of the admissions quota for that academic year.
The admissions quotas for the Industry Master’s Program and the Indigenous In-service Master’s Program shall be handled in accordance with the program types and quotas approved by the Ministry of Education.
- Article 5 The admission periods for the University’s doctoral and master’s programs are as follows:
I. Doctoral and master’s programs: Admission by screening shall be conducted in the first semester of each academic year; admission by examination shall be conducted in the second semester of each academic year, and the admission results shall be announced by June 30.

- II. In-service master's programs and the Indigenous In-service Master's Program: The entrance examination shall, in principle, be conducted in the second semester of each academic year.
- III. Industry Master's Program: Admissions shall be conducted twice each year, for the spring cohort and the fall cohort.
Multiple admissions rounds are not to be conducted by any admissions channel.

Article 6

Eligibility for applicants to the University's doctoral and master's programs:

- I. Doctoral program: Applicants who have graduated (including expected graduates) from a master's program at a domestic university or independent college registered with the Ministry of Education, or from a master's program at a foreign university or independent college recognized by the Ministry of Education, and obtained a master's degree, or who possess equivalent academic level (as determined in accordance with the Standards for Recognition of Equivalent Academic Level for University Admission), and who meet the relevant requirements prescribed in the University's admissions brochure, may apply to take the doctoral program entrance examination and, upon admission, enroll to pursue a doctoral degree.
- II. Master's program: Applicants who have graduated (including expected graduates) from a domestic university or independent college registered with the Ministry of Education, or from a foreign university or independent college recognized by the Ministry of Education, and obtained a bachelor's degree, or who possess equivalent academic level (as determined in accordance with the Standards for Recognition of Equivalent Academic Level for University Admission), and who meet the relevant requirements prescribed in the University's admissions brochure, may apply to take the master's program entrance examination and, upon admission, enroll to pursue a master's degree.
- III. In-service master's program: Applicants who meet the eligibility requirements for the master's program and have relevant work experience of an appropriate length may apply to take the entrance examination for the in-service master's program. Relevant requirements, examination subjects, admission method, required years of work experience, and other matters shall be expressly specified in the admissions brochure.
- IV. Indigenous in-service master's program: Applicants who meet the indigenous status requirements under the Indigenous Peoples Status Act, meet the eligibility requirements for the master's program, and have relevant work experience of an appropriate length may apply to take the entrance examination for the indigenous in-service master's program. Relevant requirements, examination subjects, admission method, required years of work experience, and other matters shall be expressly specified in the admissions brochure.
- V. Industry Master's Program: Applicants who meet the eligibility requirements for the master's program and the relevant requirements prescribed in the admissions brochure may apply to take the entrance examination for the Industry Master's Program and, upon admission, enroll to pursue a master's degree.

Article 7

The entrance examination components for the University's doctoral and master's programs may include written examinations, interviews, review of written materials, and other methods. The components and their respective score weightings shall be expressly specified in the admissions brochure by each doctoral or master's program.

Article 8

To meet teaching or research needs, the University's doctoral and master's programs

may, in addition to the groupings approved by the Ministry of Education, establish additional groups (e.g., Group A, Group B, Group C). However, such group designation shall not be recorded on student status documents and registers after enrollment. The examination subjects and admissions quota for each group shall be expressly specified in the admissions brochure.

Article 9 Principles for Admission to the Various Entrance Examinations:

- I. The minimum admission threshold for admission by screening and admission by examination for the University's doctoral and master's programs shall be approved by the University-level Admissions Committee prior to the announcement of admission results; in addition to admitted applicants, alternate applicants may be listed.
- II. Where the number of applicants to the University's doctoral and master's programs whose scores meet the admission threshold is less than the admissions quota, admission may be granted for fewer than the approved quota. If there are vacancies after the admission by screening process, positions may be filled under the admissions quota for admission by examination. After admitted applicants complete registration, if vacancies remain, alternate applicants may be admitted in sequence to fill the originally approved quota before the deadline specified in the admissions brochure; the deadline for such replacement admission shall not be later than the first day of classes of the semester of the applicant's admission year as prescribed in the University academic calendar. Where vacancies remain after internal grouping and the supplemental admissions process of the University's doctoral and master's programs, admissions quotas shall not be reallocated between groups unless approved by the University-level Admissions Committee. Vacant admissions quotas shall not be reallocated between different doctoral and master's programs.
- III. If two or more applicants have the same total score for the last admitted place under admission by screening or admission by examination for the University's doctoral and master's programs, unless otherwise specified in the admissions brochure, priority for admission by screening shall be determined in the following order based on higher scores: interview, review of written materials; priority for admission by examination shall be determined in the following order based on higher scores: written examination, interview, review of written materials. If all the above scores are still identical, an additional interview may be conducted, and the applicant with the higher score shall be given priority for admission; an applicant who does not attend the interview shall be deemed to have forfeited the opportunity.

Article 10 Where an increase in the admissions quota is required under special circumstances, the University-level Admissions Committee shall convene a meeting to make a decision, and the meeting minutes, together with relevant supporting documents, shall be handled in accordance with the following provisions:

- I. Where the increase is required due to tied scores, the case shall be reported to the Ministry of Education for record within two weeks after the first day of classes of the semester of the University's admission year as prescribed in the University academic calendar.
- II. Where the increase is required due to an internal administrative error, an admissions review report shall be additionally submitted, and the case shall be reported to the Ministry of Education for approval within one month after the

facts are confirmed; the increase may be implemented only after such approval is obtained.

- Article 11 The application procedures, eligibility requirements, examination subjects, admissions quota, admission principles and methods, reallocation principles, tie-breaking criteria, registration procedures, replacement admission rules, score review, handling of admissions disputes, and other relevant provisions for these admissions shall be set forth in the admissions brochure, and shall be announced no later than twenty days before the application period begins.
- Article 12 The admission list for the University's doctoral and master's programs shall be formally announced after confirmation by the University-level Admissions Committee.
- Article 13 Procedures for handling admissions disputes for the University's doctoral and master's programs: If an applicant considers that the admissions examination for these admissions has harmed his or her rights or interests, the applicant may file an appeal in writing with the University-level Admissions Committee within fourteen days from the date of announcement of admission results. When necessary, the University-level Admissions Committee shall form a special task group to conduct an impartial investigation and handle the matter, and shall issue a formal reply within one month after receipt of the appeal. If an applicant disagrees with the Committee's decision on the appeal, the appellant shall be informed of all possible administrative remedy procedures.
- Article 14 The University-level Admissions Committee shall prudently establish recusal principles for persons with conflicts of interest, and all personnel participating in admissions work shall be bound by a duty of confidentiality. Where interviews are adopted as an admissions examination method, the process shall be audio recorded, video recorded, or documented in detailed written records. All examination and scoring materials shall be retained for one year after the announcement of admission results; however, where an appeal is filed in accordance with regulations, such materials shall be retained until the appeal process is concluded or the administrative remedy process is completed.
- Article 15 All revenues and expenditures relating to admissions operations shall be handled in accordance with applicable accounting procedures.
- Article 16 Matters not addressed herein shall be handled in accordance with relevant regulations of the Ministry of Education and the University.
- Article 17 These Regulations shall be implemented after being passed by the University-level Admissions Committee and approved by the Ministry of Education; the same procedure shall apply to any amendments.