

# Kaohsiung Medical University (KMU)

## Admission Regulations

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Article 1 The Admission Regulations of Kaohsiung Medical University (hereinafter referred to as the Regulations) was formulated in accordance with Article 24 of the University Act and Article 19 of the Enforcement Rules of the University Act, and Guidelines for University Admission Affairs.

- Article 2 All matters related to the admissions of candidates for Doctorate and Master's program, in-service master's degree program, bachelor's degree program, post-baccalaureate bachelor's degree program, in-service two-year bachelor's degree program, and transfer students for bachelor's degree program shall be transacted by the Admissions Committees. The regulation governing the establishment of the Committees shall be formulated separately.
- Article 3 Entrance examinations for each academic program may be conducted by means of written examinations, interviews, document review, skill tests or practical exams. Students may be admitted to the Doctorate and Master's programs via screening or examination, and the requirements shall be specified in the admission prospectus of each department, institute and degree program. Admissions to bachelor's degree programs should be in accordance with the Policy of University Multiple Entrance Program and the Application Guidelines for Universities Independent Admissions.
- Article 4 The student admission quota for each academic program will be determined pursuant to the relevant provisions in the Standards for Student Admission Quotas and Resources at Institutions of Higher Education and will be submitted to the Ministry of Education for approval. The student admission quota approved by the Ministry of Education may be divided by departments, institutes and degree programs to meet teaching and research needs. If the admission quota mentioned above needs to be reallocated, the principle of allocating admission quota should be specified in the admission prospectus and the following provisions should apply:
1. The admission quota shall not be allocated interchangeably between different departments, institutes and degree programs (including different student statuses).
  2. For different admissions channels of the same department, institution and degree program, after the completion of the admission channel with an earlier admission timeline, the vacancies can be allocated to the later admission channel.
  3. Vacancies may be applied to admitted or waitlisted candidates from the same admission of the same department, institution and degree program (excluding different student statuses). The quota plan of the Doctorate and Master's programs shall be implemented pursuant to the following:
    1. The admission quotas for Doctorate and Master's programs may include ordinary students and in-service students; the admission quotas for ordinary students and in-service students should be listed separately.
    2. The screening admission quota for Doctorate and Master's programs should be included in the University's total admission quota in the academic year approved by the Ministry of Education and should not exceed 60% of the University's total admission quota in the academic year.
- The quota plan of the bachelor's degree programs shall be implemented pursuant to the following provisions:
1. The transfer student quota for each department is limited to the vacancies of students admitted to and dropped out of each department (excluding the suspended departments), and does not include the vacancies caused by the retaining of admission eligibility, students suspending studies, or the additional student admission quota.
  2. For the allocation of transfer student quotas for each department:
    - (1) The allocated quota should be specified in the admission prospectus.
    - (2) The admission quota shall not be allocated to departments involving medicine or any other department with human resource restrictions set up by government sectors.
    - (3) After holding admission examinations for transfer students, overall student enrollment for each year of study must not exceed the originally approved total for new students. The student quota for each department must be determined in accordance with the Standards for Student Admission Quotas and Resources at Institutions of Higher Education.

The actual admission quota for each department shall be determined by the vacancies of each department as announced on the exam date for that academic year; the total quota announced shall not be less than the original admission quota for transfer students as in the prospectus and should be specified in the admission prospectus.

- Article 5 The application periods for each academic program are as follows:
1. Doctorate and Master's programs: screening-based admissions shall be held in the first semester of each academic year; examination-based admissions shall be held in the second semester of each academic year.
  2. In-service master's degree program, in-service two-year bachelor's degree programs: in general the admissions shall be held in the second semester of each academic year. For in-service master's degree programs, admissions may be held early, if necessary, in the first semester, with a limit of one time per academic year.
  3. Post-baccalaureate bachelor's degree program: Admissions should be held in the second semester of each academic year.
  4. Transfer exams for bachelor's degree program: The Joint Transfer Exam shall be held by the Committee of private medical universities during summer vacations. Also, transfer exams in the spring semester may be held by KMU. However, first-year freshmen or fourth year graduating students cannot be admitted as transfer students.
- The admission for each academic program shall not be split into separate occasions of admissions.

- Article 6 The eligibility requirements for candidates to take admission exams for various academic programs are as follows:
1. Doctorate and Master's programs, in-service master's degree program and bachelor's degree program: the eligibility requirements should be in compliance with the provisions of Article 23 of the University Act, the Standards for Recognition of Equivalent Educational Levels for University Admission and related laws and regulations.
  2. Post-baccalaureate bachelor's degree program: having graduated from a domestic or foreign university as well as having a bachelor's degree or higher degree.
  3. In-service two-year bachelor's degree programs: having graduated from a domestic or foreign junior college, or meeting any one of the qualifications stated in Article 3 of the Standards for Recognition of Equivalent Educational Levels for University Admission.
  4. Transfer exams for Bachelor's degree programs: meeting any one of the qualifications stated in Article 4 of the Standards for Recognition of Equivalent Educational Levels for University Admission.
- Transfer exam candidates with foreign academic records should satisfy the requirements stipulated in the provisions of the Regulations Governing the Assessment and Recognition of Foreign Academic Records by Institutions of Higher Education, the Regulations Governing the Examination and Recognition of Educational Records from Hong Kong and Macao, the Regulations Governing the Assessment and Recognition of Academic Credentials from the Mainland China Area, or Article 9 of the Standards for Recognition of Equivalent Educational Levels for University Admission, etc.

- Article 7 The Admission Committee is required to set the minimum admission standards before exam results are published. Students with exam results above the minimum standards and ranked within the admission quota will be admitted, and the remaining students achieving the minimum standards will be placed on the waiting list.
- If the number of candidates meeting the minimum standard is lower than the admission quota of the academic program, the admission may be completed with a shortfall with a document stating the reason sent to the Admissions Committee for approval and no students shall be placed on the waiting list.
- If admitted students late for enrollment, their place will be taken by a student on the waiting list. For Master's programs via screening and transfer exams during winter vacations, the

deadline for this replacement process to occur is the first day of study in the second semester, as designated in the KMU Academic Calendar. For other academic programs, the deadline for this replacement process to occur is the first day of study in the same semester, as designated in the KMU Academic Calendar.

The evaluation priority in the case of applicants with the same score should be specified in the admission prospectus for each department, institute and degree program. In a situation where there is one place left but two students or more with the same score or two students or more on the waiting list with the same total score, the treatment of how to admit and fill the student vacancy shall be specified in the admission prospectus.

When the maximum admission quota of any academic program needs to be increased, the issue should be passed to the Admissions Committee for resolution. Committee meeting minutes along with related documents must then be handled in accordance with the following regulations:

1. If the increase is made to facilitate for two applicants with the same score, the corresponding documents should be submitted to the Ministry of Education for future reference within two weeks after the first day of study as designated in the KMU Academic Calendar.

2. If the required increase of quota is due to a KMU administrative oversight, an extra report on proposed improvements to the admissions process should be attached and submitted to the Ministry of Education for approval one month after ascertaining the facts.

The list of admitted students should be submitted to and approved by the KMU Admissions Committee before being officially publicized.

**Article 8** Candidates of admission exams could apply for reviews of exam results pursuant to the regulations of the admission prospectus. An application form along with the related documents should be mailed to the Admissions Committee to apply for a review of exam results. The application can only be made once and should be made within the designated period. Candidates shall not demand a re-score, check or photocopy of answer sheets (cards) and the review result will be sent to the applicants in print.

Any candidate who believes that there is negligence in examination affairs leading to the infringement of his/her personal rights or violation of the gender equity principle may file written appeal along with the related documents to the Admissions Committee within one week upon the exam result being announced. The appeal can be filed only once and any late submissions will not be accepted. Upon receipt the appeal, the Admissions Committee must produce a formal reply on the result of the investigation within one month. If necessary, a special task panel shall be established to conduct fair investigations and inform the appellant of the administrative remedy procedures available.

**Article 9** Extra discretion should be taken for KMU to be in charge of various examination affairs regarding managing question bank, printing and setting exam sheets, marking papers, sealing answer sheets, invigilation, calculating scores, announcing test results, enrollment etc. Those who participate in any examination affairs are obligated to maintain strict confidentiality, and should recuse themselves from the admission process if related to the candidates by third-degree blood relation or affined relationship.

Admission examinations conducted in the form of interviews, skill tests or practical exams should be recorded by audio, video or detailed written record; the written records should be produced before the decision on the admissions list be made by the Admissions Committee. Reasons for issuing exceptionally high or low marks should be noted in the evaluation sheets. All information and materials related to the evaluation of an applicant's examination should be retained for one year. However, if a complaint is lodged, the related information and materials should be retained until complaint procedures conclude or the administrative remedy procedure is complete.

**Article 10** All matters related to the admission of all academic programs should be handled by the

KMU Admissions Committee in accordance with the principles of fairness, impartiality, and openness. All matters involving the admission candidates should be specified in the admission prospectus and published no later than twenty days prior to the acceptance of applications:

1. The KMU admission prospectus contains comprehensive information on all matters related to the department of study, grade (years of study), quotas for admitted students, eligibility requirements, topics for examination, exam dates, application procedures, grading criteria, methods of admission, quota allocation principles, evaluation priority, review of exam results, enrollment procedure, vacancy filling, procedures for handling admission disputes and other relevant regulations.

2. Eligibility requirements:

(1) whether the applicant is a graduate majored in related disciplines.

(2) whether the applicant's original department of study or the number of credits he/she has taken is consistent with the nature of the department he/she wishes to apply for, the grade he/she is eligible to apply for and the academic (including conduct) performance of the original school.

(3) the backgrounds or work experiences relevant to the nature of the programs that part-time students or government-funded students may require for application.

(4) the equivalent years of working experience that applicants for in-service programs should have, the minimum years of experience and the calculation of the seniority.

3. Exams:

(1) Each department, institute and degree program shall determine its own exam methods, scoring criteria and the weight of each exam.

(2) For part-time students, exam and admission criteria may be determined case-by-case, and individual work experience and achievements will be taken into account.

4. If the examinees admitted to the doctorate and master's programs via screening are already qualified for admission, the new students may register for admission one semester beforehand. The retaining of admission eligibility after registration/enrollment and the requirements for the studies after admission are governed by the KMU General Regulations and regulations of each college, department, institute and degree program.

5. The admitted student is required to provide certificates and documentary evidence in accordance with the KMU's regulations when enrollment or registration.

6. Regulations concerning the rights and the interests of the examinees should be clearly stated and, where necessary, highlighted in boldface or with examples to remind examinees and avoid misleading.

7. Applicants with special status:

(1) The admission prospectus for transfer examination shall specify that applicants applying with the special status should submit the relevant documents before the procedure in accordance with the regulations on preferential treatments for such students. Failed to do so, no preferential treatment will be applied to the applicant. The required certificate and documentary evidence should be specified in the admission prospectus.

(2) Overseas Chinese students, students from Hong Kong and Macau, and foreign students holding Alien Resident Certificates or Alien Permanent Resident Certificates in Taiwan may apply for transfer examinations in accordance with their status under the relevant provisions in the admission prospectus.

(3) Government-funded students and those required to undertake practical training or service/military service (e.g. publicly funded students in accordance with the provisions of Teacher Education Act/under teacher education programs, students of military and police academies/schools, military personnel in service, police officers, etc.) are required to apply and enroll in accordance with the relevant laws and regulations. If a candidate is unable to secure a place, his/her admission eligibility will not be retained and this should be clearly stated in the admission prospectus.

8. The class schedule arrangement for In-service programs should be planned flexibly to meet the needs of in-service learning, and compulsory courses should not be combined with

classes for full time students unless agreed by the class.

9. The income and expenditure of KMU's student recruitments are governed by the relevant accounting regulations.

Article 11 The admissions regulations for recruiting students with special status shall be established separately. Admissions that should be approved by the Ministry of Education shall be dealt with in accordance with relevant regulations.

Article 12 Matters that are not covered herein shall be handled in accordance with the related Ministry of Education and KMU regulations.

Article 13 The regulations will take effect on the date of its publication after being passed by the Academic Affairs Meeting and approved by the Ministry of Education.