

# Procedures Governing the Screening of Applicants to the Teacher Education Program at National Central University

Approved by the working group of the Teacher Education Program on May 22, 1996.  
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- Article 1 This program is restricted to students who are currently enrolled in the University.
- Article 2 The screening procedures shall be divided into two stages: during the initial stage, the Center shall be responsible for student registration and the processing of applications, which shall be forwarded to the responsible faculty in the relevant departments and institutes for initial screening and recommendation; during the second stage of the screening, the Center will ask the heads of the schools with which the Center has arranged an internship cooperative agreement or the teachers employed in those institutions to form a “Secondary Screening Committee” to conduct the second screening.
- Article 3 Applicants shall be required to submit the following materials when registration:
1. A completed registration form along with registration fee.
  2. An official transcript from the University (graduate students must also submit transcripts from the undergraduate programs they attended).
  3. A CV and study plan, which should include a description of the applicant's educational background, work experience, and educational ideals.
- Article 4 The procedure for the initial screening procedures (50 percent) shall consist of an evaluation of the applicant’s transcripts and application materials, which shall be reviewed and scored by the responsible faculty in the relevant departments and institutes.
1. The determination of the applicant’s score during this initial screening shall be based on the sum of the applicant’s academic performance (20 points) and application materials (30 points) using the following formula:
    - (1) Academic performance (20 points) =  $\left[1.01 - \frac{a}{b}\right] \times 20$ , where  $a$  equals the student’s class ranking during the previous academic year and  $b$  the total number of students in the department or institute in which the applicant is enrolled.
 

If the applicant has been enrolled in the University for less than one year, the calculation of class ranking shall be made on the basis of the applicant’s fall semester grades. This calculation shall be made by the Center and reviewed by the members of the initial screening committee.
    - (2) The score for the review of application materials (30 points) shall be made by the responsible teachers of the relevant departments or

institutes.

2. The sum of the aforementioned two scores shall be the applicant's final grade for this stage of the screening process. After the results of this initial screening have been determined, the Center shall hold a meeting to determine the number of students allowed to proceed to the final screening; this number shall be based on the number of students registering for each track.
- 3.

Article 5 Final screening procedures (50 percent):

1. The final screening committee shall be made up of the heads of the schools with which the Center has arranged a cooperative internship agreement or the teachers employed in those institutions.
2. This stage of the screening process shall be conducted by the screening committee members of the applicants, who shall interview the students in groups divided by subject area or educational field.
4. The criteria for evaluating the examinee's performance during the interview shall include presentational confidence, verbal clarity and facility of expression, enthusiasm for teaching, personality and character traits as well as educational ideals.

Article 6 The number of students accepted into the program shall be left to the discretion of the faculty attending the Center's admission committee meeting, which shall take into account the performance of the examinees in arriving at their decision; the number of applicants accepted into the program may, where deemed necessary, be less than the number allotted for this program.

Article 7 Any applicant who is found to have submitted transcripts or other documents determined to have been forged, faked, borrowed, stolen or altered, or who engages in irregularities during the screening process shall have his or her eligibility to continue in the screening process or to be admitted into the program immediately revoked; any student found to have committed the aforementioned infractions after being admitted into the program shall be deemed ineligible to continue in the program and no certificate of enrollment shall be issued; those found to have committed such infractions after they have completed the program shall have their "Certificate of Completion of Prior Teacher Education" revoked; moreover, they shall not be permitted to graduate and this cancellation of eligibility shall be made publicly known.

Article 8 To protect the rights and interests of their fellow students, any student who elects to relinquish his or her eligibility to remain in this program after the semester has begun must do so at least three days before the course add-drop period is over. Any student admitted into the program who fails to take at least one of the program's courses in the first semester shall be regarded as having relinquished his eligibility to remain in the program. Any openings arising from student withdrawals may be filled by students on the waiting list in the order in which they are ranked.

Article 9 As stipulated in Article 31, Subparagraph 6 of the *Statute Governing the Appointment of Educators*, those diagnosed as mentally ill by a competent medical authority may not serve as educators; those determined to be mentally ill after being given employment shall have their contract terminated or be relieved of their position.

Article 10 These guidelines shall be implemented and entered into force upon approval by a meeting of the Center. The same procedure applies to any amendment of these guidelines.