



文藻外語大學
WENZAO URSULINE
UNIVERSITY OF LANGUAGES



Handbook for International Degree Students



Office of International and Cross-Strait Cooperation
(OICC)



Section of Overseas Student Affairs
(SOSA)



SOSA
Facebook

80793 高雄市三民區民族一路 900 號
900 Mintzu 1st Road, Sanmin District, Kaohsiung City 80793, Taiwan
Tel: 07-3426031 Fax:07-3508591
<http://www.wzu.edu.tw>

Table of Contents

A Letter for International Degree Students	2
Introduction to Wenzao Ursuline University of Languages	3
Learning Information	4
International Degree Student manual for Course Selection Operations System.....	4
Regulations Related to Attendance	10
Online Student Leave Request Operation.....	11
Visa Application	錯誤! 尚未定義書籤。
Insurance Information.....	錯誤! 尚未定義書籤。
Housing Information	19
Useful Information.....	20
Parking Permit for Motorbikes and Bicycles	20
Financial Information.....	20
Telecommunication	20
Food Culture.....	22
Stores.....	26
Safe Transportation	26
Practical Online Resources.....	27
Transportation.....	28
Map of Kaohsiung Rapid Transit.....	28
School Contact Information.....	30
Important Contact Phone Numbers	30
Departmental Coordinators	30
College Coordinators.....	31
Contact Information of Academic Units	32
List of Campus Services.....	33
Campus Map	34
Library/ Fitness Center.....	35
Extracurricular Activities.....	36
Wenzao Ursuline University of Languages Academic Policies.....
Conduct Evaluation Regulations for Students in the Day Division of Wenzao Ursuline University of Languages.....
Wenzao Ursuline University of Languages Guidelines for International Student Scholarships.....
Wang Jing-Chiu Scholarship.....
Academic Calendar.....

Dear Students,

Welcome to Wenzao Ursuline University of Languages. Wenzao is located in Kaohsiung City, renowned for its energy, warmth and hospitality. As Taiwan's second-largest city, Kaohsiung used to be the center of heavy industries; it has now been transformed into a city of culture and innovation. Blessed with the beauty of the mountain and the sea, Kaohsiung also preserves its traditional culture and heritage in old towns such as Zuoying, Fongshan, Ciaotou and Meinong, rendering a flavor of historical depth for this modern and thriving city. Tropical weather in southern Taiwan brings frequent rains in spring and summer, seasons which are usually humid and hot; in autumn and winter, the weather is usually cool and comfortable. The month of May is the plum rain season, while July and August is usually the typhoon season. Afternoon thundershowers are frequent in the summer, which brings some relief to the scorching hot season. The lowest temperature in winter is mostly above 15°C, and the weather is usually cool and dry. For people from Europe or the U.S., the winter weather in Kaohsiung feels more like spring and autumn; however, for students from Southeast Asia and other tropical areas, it is recommended that they bring more winter clothing with them.

Situated in this beautiful city, Wenzao Ursuline University of Languages awaits you with warm greetings, just like the southern sun, always cheerful and bright. On the campus, you will find traditional Chinese-style buildings reminiscent of ancient academies, as well as the most up-to-date hardware facilities. Our mission is to create the most suitable learning environment for all students in Wenzao, and to cultivate in them a gentle temperament and global vision. With the motto, "Revere the divine, love the human", the University is dedicated to the balanced development of its students and to the elevation of their minds, as well as to cultivate the 3Ls: Life, Language and Leadership among the students. In addition, Wenzao's dedicated faculty will always be there for you; they will be your mentors and friends, and accompany you through this journey of learning, sharing with you their knowledge and experience; this is the true treasure you will find in Wenzao.

The mission of the University is to provide the faculty and students with diversified learning experience and development. We hope that teachers will be inspiring and creative, and that students can learn to appreciate diverse cultures in various fields, to contemplate their goals in the future and focus of their studies. Each person, with each role he/she plays, will find different experiences waiting for him/her. Such experiences, including frustration and delight, will surely be the most memorable reward for everyone in Wenzao. Now, please join us on this wonderful campus in this beautiful city, and start your journey for the best treasure in life.

Best Regards,

Wenzao Ursuline University of Languages

Introduction to Wenzao Ursuline University of Languages

Wenzao Ursuline University of Languages was founded by the Ursuline sisters of the Roman Union of the Order of St. Ursula in 1966. It is a catholic university named in honor of Wenzao Lo, the first Chinese Bishop. Wenzao is the first and the only University of languages in Taiwan.

With its motto, “Revere the divine, love the human.” And the motto of all Ursuline schools, “Serviam” (I will serve), Wenzao hopes to develop students spiritually as well as to prepare them for success in this highly demanding and competitive world. It is Taiwan’s first comprehensive university of languages to inspire individual development in professional excellence and service for humanity by leading transformative experience.

The University has established and maintains collaborative relations with over 270 universities and higher education institutions from Asia, America, Europe, Oceania and Africa. Collaboration between Wenzao and foreign universities and institutions covers various areas such as exchange of students and faculty, study visits, and research and teaching collaboration.

To enhance the employability of our students, Wenzao offers them career consultations and a digitized course map to help them choose suitable courses for their future careers as well as to develop their abilities, interests and experiences. Collaboration with industry is also emphasized so as to provide opportunities of internship for students and to bridge the gap between the academe and the world of reality.

Course Selection for Degree students (English Version)



Step 1: Visit the homepage of Wenzao Ursuline University of Languages. Click “Information Service” button on the upper right of the webpage.



Step 2: Please log in with your student ID number and the password (Default: Your passport number). And please be sure to type in the random number shown on the image.



Step 3: Click “course selection system” under “application system”. Please read the notice first and then click the enter at the bottom.



Step 4: Once you are in the system. You will see “course registration module” on the left bar, and there are various functions like “Add Courses”, “Drop Courses”, “Courses Selection Result” and “Student schedule”



Click curriculum, you may choose your department to see which required or selective courses you can select.



Please memorize the course code you want to add on the left. (And make sure your schedule won't conflict, check the time on the right)

課程代碼	學分	教育學系	年級	課程名稱	組別	課程學分	課程類別	學分	時間	課程類別	語言或授課方式	授課老師	上課時間
605	3	Master's Degree Program	1	RESEARCH METHODOLOGY	01	1 semester	Required Course	1.0	1.0		English	ARMEN DITTE	09:00-11:00
6217	3	Master's Degree Program	1	EUROPEAN INTEGRATION AND POLICIES: EVALUATION, ACHIEVEMENTS AND CHALLENGES	01	1 semester	Required Course	1.0	1.0		English	VINCENT KILLET	09:00-11:00
6054	3	Master's Degree Program	2	ACADEMIC WRITING	01	1 semester	Required Course	1.0	1.0		Classroom	SIANG PEI-LI / JIANLIANG GUO	09:00-11:00

1. Add courses

*Please see below picture for more information.



You may click "links" to check the syllabus and click "Add Course" to select course.



If you select the course successfully, you may see the pop-up window as below picture. Please Click 確定 Confirm to continue the course selection.



If there is any class schedule conflict, an error message will be showed either like “Course retaken” or “Class schedule conflict”.

The screenshot shows the 'Add Courses (一般加選)' page. At the top, there is a green header with the university name '文藻外語大學' and '網路選課系統 Course Selection System'. Below the header, there are instructions: '1. Click "Add Courses", and enter the course code.', '2. After entering the course code, the information of the course will be shown.', and '3. Check the information, and click "Add Course" to finish the course selection.' The 'Course Code' field contains '0850'. Below this is a table with the following data:

Course Code	Course Title	Description of standard area	Site description
0850	JAPANESE SCIENCE HISTORY & CULTURE	Course retaken!	

At the bottom of the page, there is a red box around the 'Add Course' button.

The screenshot shows the 'Add Courses (一般加選)' page. At the top, there is a green header with the university name '文藻外語大學' and '網路選課系統 Course Selection System'. Below the header, there are instructions: '1. Click "Add Courses", and enter the course code.', '2. After entering the course code, the information of the course will be shown.', and '3. Check the information, and click "Add Course" to finish the course selection.' The 'Course Code' field contains '1653'. Below this is a table with the following data:

Course Code	Course Title	Description of standard area	Site description
1653	佛學導論	Class schedule conflict 0003 17	

At the bottom of the page, there is a red box around the 'Add Course' button.

1. Drop Courses

If you would like to deselect any courses, please choose the courses on the left column, and click “confirm” to delete. And please be noted that only elective course can be dropped on line. If you would like to drop the required course, please use “Curriculum Section Application Form” as the picture below and hand it to the curriculum section (administration building 2F).

Drop Courses (退選)						
1. Click "Drop Courses", the list of courses you select will be shown.						
2. Check the information, and click "Drop Course" to finish the course selection.						
Select the courses which you want to drop :						
Course Code	Course Title	Credits	Group	Required or Elective course	Course Type	
<input type="checkbox"/>	0013 SKILLS ON ORAL PRESENTATION	2.0	01	Required	1 semester	
<input type="checkbox"/>	0482 ENGLISH 4A	4.0	02	Required	2 semester	
<input type="checkbox"/>	0528 ENGLISH 6	4.0	04	Required	2 semester	
<input type="checkbox"/>	0897 CASE STUDY AND QUALITATIVE ANALYSIS	3.0	01	Elective course	1 semester	
<input type="checkbox"/>	0950 JAPANESE SENTENCE PATTERN & GRAMMAR	2.0	01	Required	2 semester	
<input type="checkbox"/>	0972 SELECTED READINGS OF CLASSICAL CHINESE LITERATURE	2.0	01	Required	2 semester	
<input type="checkbox"/>	1058 GRADUATION THESIS	2.0	11	Required	2 semester	
<input type="checkbox"/>	1459 INTERNATIONAL TRADE PRACTICES	2.0	01	Elective course	2 semester	

Drop Courses (退選)

文藻外語大學
Wenzao Ursuline University of Languages
課務組申請事項申請書
Curriculum Section Application Form

申請日期: 年 月 日
Application Date: year month day

班級 Class	學號 Student ID Number
姓名 Name	連絡電話 Contact Phone Number
申請事項 Thing(s) to Apply	
申請說明 Description	
申請人簽名 Applicant's Signature	
簽署單位 Office to Notify	
課務組承辦人 Curriculum Section Staff	
承辦說明 Description	
單位印章 Office Administrator	

Wenzao Ursuline University of Languages Course Checklist

School Year: _____ Semester: _____ Class: _____ Student ID Number: _____ Name: _____ With The Identity of Origin: _____ Tel: _____ Signature of Student: _____

Print Date: 108/3/14 Classroom: _____ Instructor: _____

Class	Subject Code	Subject Title	Section Code	Course Code	Course Categories	Required/ Selective Course	Credit	Course Period	Classroom	Instructor	Items
LE1A	04308	FUNDAMENTAL ENGLISH WRITING	01	0194	For Academic Year	Required Course	2.0	1-34	E1018教室	J&C	
XJ50	03015	JAPANESE TOURISM	01	1100	For Academic Year	Selective Course	2.0	103-7	3301教室	K&P&F	

※Course Checklist: You'll sign it with your class.



★★How to check your schedule: Please click “Information system”

Please click “Course schedule inquiries”, you’ll see your schedule as the picture at the bottom.



	一	二	三	四	五
第 1 節 0810-0900	西班牙文 (一) 英文院 W005		英文二A 陳毓雲 R404		
第 2 節 0910-1000	西班牙文 (一) 英文院 W005		英文二A 陳毓雲 R404	全人發展：大學入門 (一) 黃奕傑 W005	
第 3 節 1010-1100		西班牙語會談 (一) 杜建銘 S102		英文二A 陳毓雲 R404	邏輯思維與程式設計 楊贊勳 A501
第 4 節 1110-1200		西班牙語會談 (一) 杜建銘 S102		英文二A 陳毓雲 R404	邏輯思維與程式設計 楊贊勳 A501
第 5 節 1210-1300					
第 6 節 1310-1400	西班牙語會談 (一) 杜建銘 S102	英文二A 陳毓雲 R404	西班牙文 (一) 英文院 W005	體育 劉於南	跨文化溝通 (一) 鄭意文 W005
第 7 節 1410-1500	西班牙語會談 (一) 杜建銘 S102	英文二A 陳毓雲 R404	西班牙文 (一) 英文院 W005	體育 劉於南	跨文化溝通 (一) 鄭意文 W005
第 8 節 1510-1600			華語(三) 林景輝 Q202		
第 9 節 1610-1700	華語(三) 林景輝 Q801		華語(三) 林景輝 Q202		
第 10 節 1710-1800	華語(三) 林景輝 Q801		華語(三) 林景輝 Q202		

Regulations Related to Attendance

1. **Attendance system:** Taking attendance is strictly implemented in each class and important meetings. Absence from classes will influence greatly on your learning, so please attend every class.
2. **Procedure of requesting for a leave:** login page of School Information Service -> Login with your account number and password -> Click on “Application” -> “Online requesting for a leave” -> fill in the required information -> click on save -> submit your application for approval.
3. **Check your email provided by the School regularly:** important information will be announced on school’s homepage, personal records such as absence, asking for leave and awards/punishments will all be informed via email. Rectification has to be applied for if there is any error in attendance record within 2 weeks. Late application will not be accepted. Also, you should be aware of your absence record and leave hours, so that your study will not be influenced, and you shall not be punished with forbidding from taking final exams.
4. **Requesting for a leave following the regulations:** If you cannot attend the class, please request for a leave before class following the regulations. Do not request for a leave after your absence is recorded, or you will be at your own risk for not being able to request for a leave due to delay.
5. **Other important notices:**
 - (1) Request for a personal leave on the exam date arranged by the Office of Academic Affairs is not accepted. Students encountering medical emergency should inform the Curriculum Section of the Office of Academic Affairs in 20 minutes after exam starts. Diagnosis statement must be sent or mailed through a registered post to the Curriculum Section on the very day (the date is based on the post stamp). Students then should bring the request form for a leave to the Curriculum Section to complete their request for a leave.
 - (2) If the statement or document enclosed with the request for a leave is found to be forgery, the applicant shall be punished according to his/her situation according to school regulations.
 - (3) Students who have questions about their absence and leave records informed through e-mail shall apply for inquiry or rectification to Student Assistance Section from the arrival date of the e-mail to the Friday of the following week (the due date might be extended when encountering a national holiday or school day off). Late application is not accepted.



學生網路請假操作流程

Online Student Leave Request Operation

(圖一)登錄「文藻首頁」→選取「在校生」

Online Leave Request Operation: choose “current student.”



(圖二)點選『學務相關資訊』→『學生網路請假作業』

Click “online student leave request procedures”



(圖三)登錄「帳號」、「密碼」(即登錄校務資訊系統的帳號、密碼)→確定送出
 Log into your account number(student ID NO.) and password → submit



(圖四)閱畢「學生請假注意事項」→進入「課程請假」、「重要集會請假」或「勞作服務請假」

Select “Leave request for course”, “Leave request for school event” or “Leave request for Labor Education.”



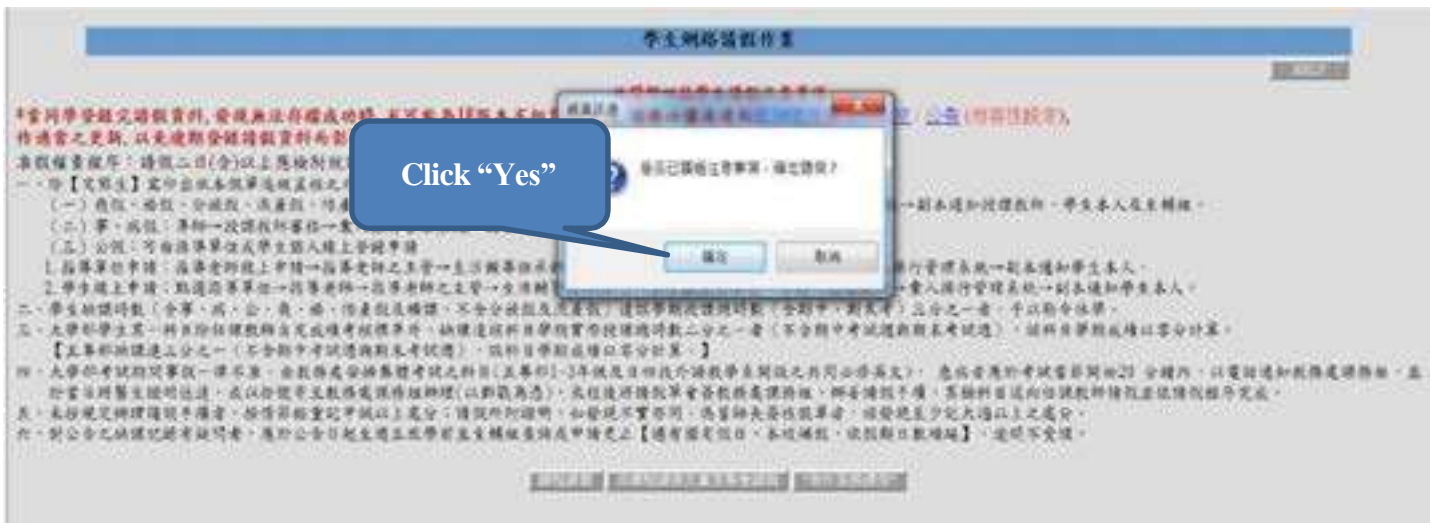
Course Leaving:
regular course

Leave request for
Labor Education

Not Course Leaving / School Event:
Class Meeting, Weekly Meeting, Morning
Rally, and School Ceremony

(圖五)閱畢請假注意事項→請按「是」，並進入「課程請假」

After reading the rules of leave request, click Yes.



(圖六)正確登錄請假日期

Register the date(s) for the leave.



(圖七)選擇「假別」→詳細登錄「請假事由」

Choose "Leave category", and type the "Leaving Reason" in detail.

學生網路請假作業

請假類別: Sick Leave

請假事由: [請假不請]

請假日期	星期	請假原因
100/05/14	五	病

Save

Leaving category

Leaving Reason

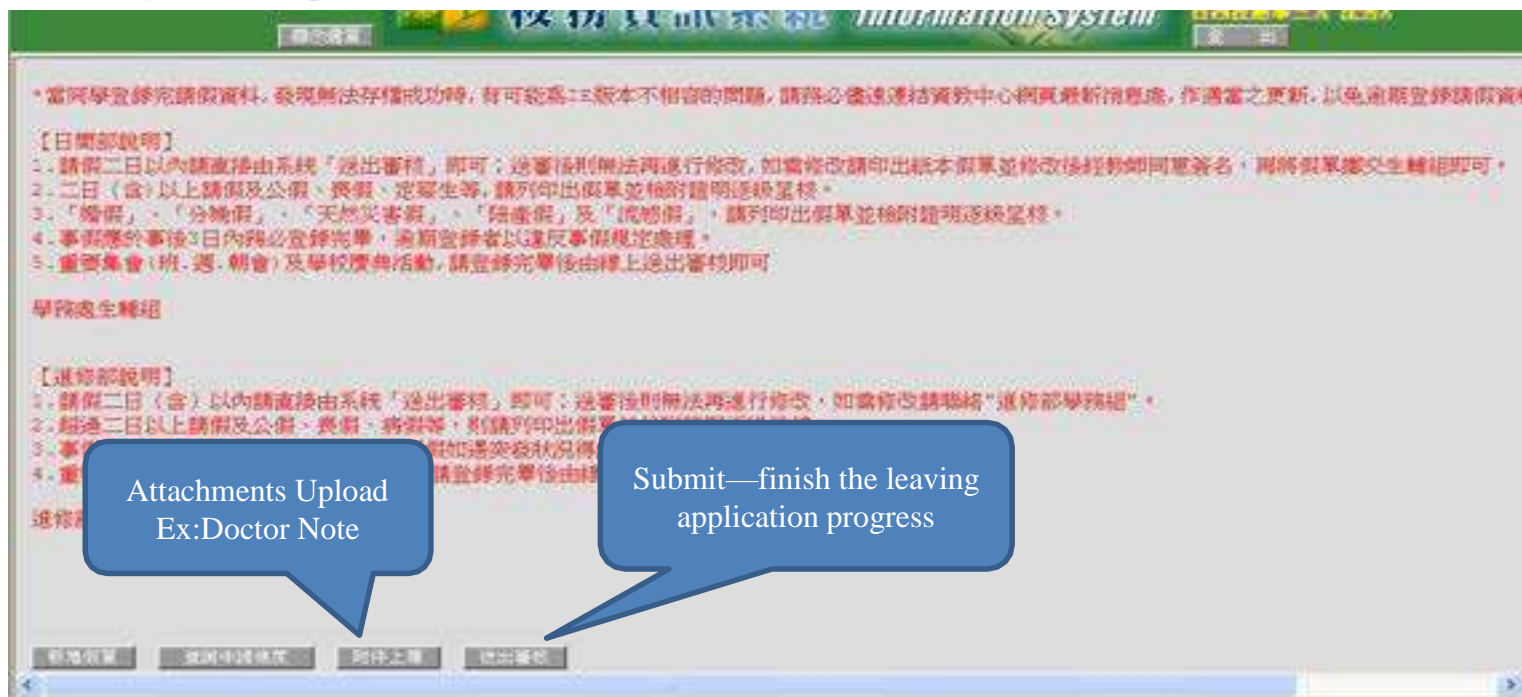
Click the blue blocks of the absent course.

If you take a day off due to sickness, you can see “病”—meaning sick leave—after clicking the blue blocks of the absent courses.

(圖八)送出審核：表示已完成請假程序 Click “Send” for approval

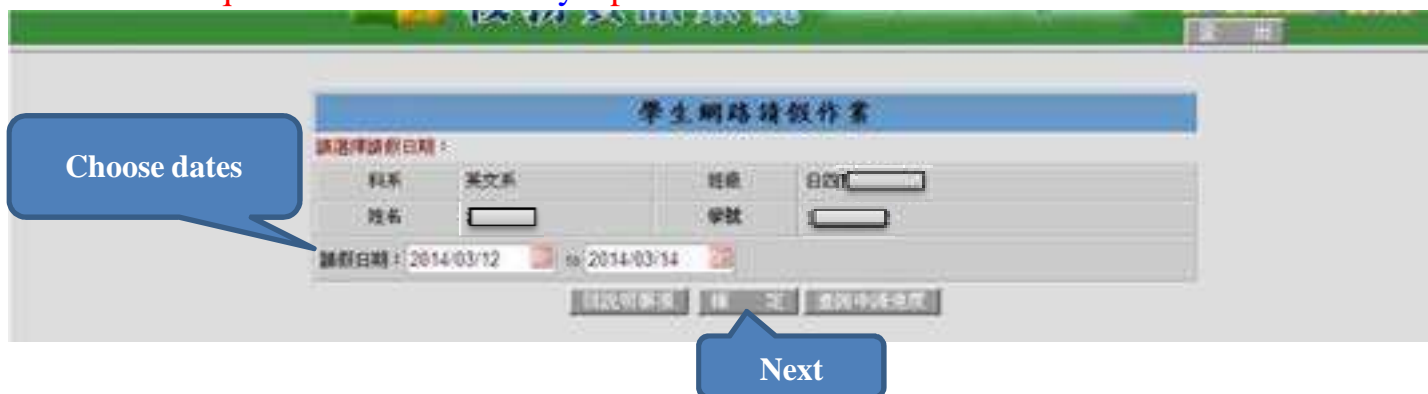
【系統另提供「附件上傳」的功能，倘若有相關證明請務必上傳】

If needed, you can upload the attachment of your leave request. click “ Attachments Upload”.
(the System will provide the online function)



(圖九)請假二日以上：請正確登錄起迄日期（例如：2014.3.12~2014.3.14）

The leave request is more than 2 days: please select accurate dates.



(圖十)請選擇「假別」，並詳細登錄「請假事由」，於請假節次點一下便出現「事」假。

Choose “Leave category”, and type the “Leaving Reason” in detail.



Visa Application

Students with Chinese nationality

The entry permit for students from China should be a single-entry permit. The entry date is valid for at most 6 months, and students are allowed to stay for at most 146 days. Please count accordingly your departure date and double check with the Section of Overseas Student Affairs.

This permit is to be considered as the ID card during the stay in Taiwan. Any exit/re-entry of visa extension, please contact the Section of Overseas Student Affairs, 07-3426031 ext. 2644.


Resident Permit

Visitor VISA	Duration of stay: at most 180 days, for students who are staying for one semester.
Resident VISA	Duration of stay: exceeds 180 days, for students who are staying for one year.

- 1. Apply for Resident Permit from Visitor Visa:** students should apply to the Ministry of Foreign Affairs for change of visitor visa to resident permit during the period of holding the visitor visa after having arrived in Taiwan. Within 15 days after receiving the resident permit, Alien Resident Certificate (ARC) should be applied to the National Immigration Agency. (The reason of receiving the visitor visa is because the unqualified health check result and related treatment has to be carried out or health check is not conducted.)
- 2. Apply for Resident Permit from Visitor Visa:** students should apply for Alien Resident Certificate within 15 days after submitting school admission. (within 30 days during pandemic period)

Required Documents:

- Electronic file of PASSPORT, RESIDENT VISA and ONE 2-inch COLOR ID card-size PHOTO (with white background)
- If students do not complete registration process:** based on the official school admission who should apply for resident visa valid for 6 months. After registration is made, study certificate should be presented and apply for the sufficient length before permit expiration.
- If students completed the registration process:** they should present study certificate to apply for a 1-year valid Alien Resident Certificate (ARC).
- Accommodation contract (for those who live on campus or Daya, SOSA will issue a proof of accommodation)
- Students Online Application System (as the links below)
- Application fee: NTD1000 (Chinese overseas student NTD500).
- Application venue: National Immigration Agency
5 or 6F, No. 6, Zhengnan St. Lingya District, Kaohsiung 高雄市苓雅區政南街 6 號 5、6 樓

	Please referred to System User Guide in the link.
Foreign students and Overseas Chinese students	

Group Foreign Students Health Insurance (GFSHI)

★ **Outpatient/Emergency Treatment Benefit** : While this Policy is still effective, if the Insured suffers an illness or injury and receives outpatient or emergency treatment at a hospital/clinic, the company will reimburse all medical expenses incurred (including registration, diagnosis, prescription, medicine, examination or X-ray inspection, etc.). The payment of benefit shall not exceed the limit of NT\$1,000 per visit.

★ **Room and Board Benefit** : While this Policy is still effective, if the Insured suffers an illness or injury and receives treatment at a hospital as an inpatient, the company will reimburse the following expenses incurred:

1. Ward fees of upgrade hospital rooms excessive of National Health Insurance supplemented.
2. Meals, except for fees of tube feeding.
3. Nursing care fees excluding special nurses fees.

The payment of benefit shall not exceed the limit of NT\$1,000 per day. The maximum days per hospital stay is 365 days.

★ **Hospital Miscellaneous Medical Expenses Benefit:**

While this Policy is still effective, if the Insured suffers an illness or injury and receives treatment at a hospital as an inpatient, the company will reimburse the following expenses incurred.

1. Physician instructions medication.
2. Blood, except for blood transfusions deemed necessary by a doctor providing emergency care.
3. Registration fee and cost of obtaining related certificates.
4. Ambulance fee (from or between hospitals).
5. Physician examination fees (including consultation fees).
6. Operation fee.
7. The application of operation room and its equipment, treatment room and its equipment.
8. Symptomatic prescription drug by attending physician.

9. Dressings, surgical splints and plaster plastic.
10. Laboratory tests, electrocardiogram, basal metabolic rate check.
11. Symptomatic of the necessary physical therapy.
12. The application of Anesthetics and oxygen.
13. X-ray examination.
14. Injection and its liquid medicine.
15. Transfusion of blood or plasma infusion fee for the emergency treatment purpose based on the physician's diagnosis.
16. All kinds of treatment materials (including special materials, surgical materials, with the exception of sanitary materials)
17. Additional medical expenses payable by the National Health Insurance.

The payment of benefit shall not exceed the limit of NT\$120,000 per hospital stay. The maximum days per hospital stay is 365 days.

★ Daily Hospital Indemnity Benefit:

While this Policy is still effective, if the Insured suffers an illness or injury and receives treatment at a hospital as an inpatient, the company will pay Daily Hospital Indemnity benefit NT\$1,000 multiplied by actual days of hospitalization. The maximum days per hospital stay is 365 days. However, if the insured applies for the Daily Hospital Indemnity benefit, she/he cannot apply for Room and Board benefit and Hospital Miscellaneous Medical Expenses benefit for the same hospital stay.

◎ Insured Qualifications : Foreign nationality students (including Mainland China)

◎ Insured Age : Between 15 and 30 years old

◎ Premium Mode : Annually, Semi-Annually, Quarterly, Monthly

※Note :

1. The above information is for reference only. For details of the terms and conditions, please refer to the policy contract (Chinese version).
2. The terms and conditions of insurance policy (Chinese version) shall prevail if there is any inconsistency between the above information and the **insurance policy**.

Housing Information

Dormitory Application

1. Please check the University dormitory regulations and read “Regulations of Student Dormitory”. Based on 4 residents the room is shared that includes individual bed, desk and closet. A card has to be purchased for the central air conditioning system. Hot water is provided 24 hours; there is space for clothes drying and dryers; in B1 there are also washers and dryers that must be paid by coins. Application has to be completed online. Reference link: <http://c012.wzu.edu.tw/>.



Rental Housing Matching

1. **DaYa International Apartment:** <http://www.daya-international.com.tw/Kaohsiung/index.html>



2. Please visit the “Cloud Rental Housing Information for Wenzao Students” for certified rental housing information, reference link: <https://house.nfu.edu.tw/WTUC>.



Useful Information

Parking Permit for Motorbikes and Bicycles

Students who wish to apply for a parking permit for motorbikes or bicycles should do so according to the time and procedure as announced by the Purchasing & Supply Section in the Office of General Affairs after the semester starts. Students should include their driver's license and vehicle license with the application form when applying for parking permit for motorbikes. The required documents should be collected by the class general affairs chief for the application at the Students' Advisors Section. No parking is allowed without the parking permit.

For the academic year, the fees for the parking permit are: non-reserved: NT 200 dollars per semester; reserved: NT 300 dollars per semester; free for bicycles. If you have any questions regarding parking permit, please contact the Purchasing & Supply Section in the Office of General Affairs, 07-3426031 ext. 2512.

Financial Information

Post Office: the nearest Post Office near Wenzao is located at No. 264, Dingciang Street.

How to get there? Turn right from the Dingjhong Road entrance, and go straight along Lane 532.

Required documents:

1. Photocopy of Student ID Card (please bring original document)
2. Photocopy of Alien Resident Certificate (please bring original document)
3. Photocopy of passport (please bring original document)
4. NTD 100 for opening a bank account
5. Stamp (Turn right from the Dingjhong Road entrance, No. 545 Dingjhong Road: Lailai store 來來鎖印店)

Telecommunication

1. **Pre Pay Card:** The card can be purchased at the Caves Book upon presenting the ARC, passport and student ID card.

2. **How to make an international call?**

Dial code number of the card + country code + region code + telephone number

For instance: call to USA (212) 345 6789

Dial 009 (or 002) + 1 + 212 + 345 6789

Voltage

Taiwan electrical appliances and electronic products voltage is 110 V, 60 Hz. The plugs are different from Hong Kong and the Mainland China. They are type A (two-hole socket) and type B which is suitable for Notebook (three hole socket).

Type A (two-hole socket)



Type B (three-hole socket)



Weather

Taiwan lowest temperature in a year is 10 °C in February. The highest temperature is between 38 °C in July and August. April and May is the rainy season. June to September is summer. In this season, there may be an afternoon thundershower. In July and August, it's a peak season of typhoon. And the most comfortable season is in October to December.

Taiwan Weather Links: "Taiwan's Central Weather Bureau" <http://www.cwb.gov.tw/V7/index.htm>

Food Culture

Taiwan is famous for its cuisines and delicacies. You will find a wide selection of restaurants and snacks around the campus. Differing from Western countries, people in Taiwan are used to restaurants that serve take-away bentos or quickly-made dishes. Average spending of a single meal ranges between NT 30 and 100 dollars. You can also find restaurants that are more decent or high-class near the campus. The following provides some useful information sorted by category:

1. Chinese style breakfast:

People in Taiwan take breakfast seriously. Chinese style breakfast is among students' favorites. In addition to clay oven rolls, steamed stuffed buns, pan-fried dumplings, soybean milk and rice milk, there are also Chinese omelets and milk tea. Some people also enjoy having bowl rice cake or rice ball.

(1) Jing Pin Soybean Milk: famous for its Chinese omelets and home-made sauce.

Address: No. 516, Dingjhong Road (on the opposite right of the Dingjhong entrance, next to Guan Hua Drugstore).

(2) Cheng Guan Soybean Milk: comfy and clean interior. Also offers midnight snacks.

Address: No. 369, Dingshan Road (on Tian Siang Road, next to Mr. Mark Bakery)

2. Western style breakfast:

Western style breakfast in Taiwan differs remarkably from Western countries. Hamburgers and sandwiches bear more resemblance to Western breakfast, while dishes such as omelets, milk tea and coffee milk are examples of localized western dishes. Make sure to give them a try.

(1) Laya Hamburger: mainly offers hamburgers of Western style. The price is a bit higher.

(Turn left from the Dingjhong entrance and go straight along Dingjhong Road).

(2) Daindain Hamburger: a combination of Chinese and Western fast food with reasonable price. It has its unique style in Southern Taiwan.

(Turn right from the Dingjhong entrance and cross Tian Siang Road).

3. Chinese restaurants:

For lunch and dinner, people in Taiwan prefer rice and noodles. Generally, the price is very reasonable, and restaurants offer a wide selection of dishes. Pork chop rice, chicken leg rice and beef noodles are among the most common and famous dishes.

- (1) Hong Li Home Restaurant: one of the most popular home restaurants around the campus, most famous for its Japanese miso fish and stewed chicken leg, offers bento at NT 60 dollars, which includes four dishes of vegetables and one dish of meat, which is very reasonably priced. If you have a large appetite, make sure give it a try

(Turn right from the Dingjhong entrance and go straight along Dingjhong Road, and then go along Dingsin Road)

- (2) Hai Zih Wang Dumplings: famous for its reasonably priced and delicious dishes of Northern Chinese style.

Address: No. 683, Dingjhong Road.

Turn left from the Dingjhong entrance and go straight along Dingjhong Road.

4. Western restaurants:

There are many high-class Western restaurants in Kaohsiung. The Riverbank Community near the campus is the best place to find one of these restaurants. In addition, there are various restaurants that offer Mexican style cuisines. However, prices may differ considerably, ranging between 250 or 300 and over 1,000.

- (1) Pasadena French Restaurant: one of the most recommended French restaurants in Kaohsiung. Offers choice ingredients and a wonderful dining experience. Suitable for celebrations.

Address: No. 298, Heti Road, Sanmin District.

- (2) Little Italy: offers authentic Italian pizzas and pasta. Don't forget to try the dessert and espresso

Address: 4th floor of the Hanshin Arena.

5. Vegetarian and Islamic restaurants:

Taiwan is also famous for its vegetarian cuisine. For Muslims, in addition to Islamic restaurants, vegetarian restaurants are also a good choice.

- (1) Huan Si Vegetarian Restaurant: one of the most famous vegetarian restaurants near campus. Noodles and spicy stinky tofu are highly recommended

Address: No. 518, Dingjhong Road.

(Turn right from the Dingjhong entrance and go straight along Dingjhong Road)

- (2) Tian Siang Chu Vegetarian Restaurant: vegetarian cafeteria. Offers a wide selection of dishes. Only 5 minutes of walking distance from the campus.

Address: No. 686, Dingjhong Road.

(Turn left from the Dingjhong entrance and go straight along Dingjhong Road)

- (3) Shanghai Vegetarian Cuisine: all-you-can-eat vegetarian restaurant

Address: No. 777, Bo-ai 2nd Road, Zuoying District. (6th floor of the Hanshin Arena)

6. Southeast Asian and Northeast Asian cuisine:

Taiwan is located at the intersection of Southeast Asia and Northeast Asia. Therefore, you will be able to find many exotic cuisines.

- (1) Linda Thai Food: located near the entrance of the HSR Zuoying Station, offers authentic Thai food. Very reasonably priced

Address: No. 585, Chongsin Road, Zuoying District.

- (2) Kari Makcik: offers delicious Malaysian cuisine and tropical-style dining space.

Address: No. 320, Mengzih Road, Zuoying District.

- (3) Vietnam Saigon Coffee: the open design of the restaurant reminds visitors of the casual lifestyle and open view in Vietnam. Offers authentic Vietnam cuisine and Vietnamese coffee.

Address: No. 32, Mingren Road, Sanmin District.

- (4) I Lang Creative Sushi: located in the Fumin Road area famous for its restaurants. Offers creative Japanese style cuisine.

Address: No. 66, Fumin Road, Zuoying District.

- (5) Han Yue Korean Restaurant: one of the recommended Korean restaurants in Kaohsiung. Reasonably priced. Address: No. 540, Dashun 1st Road, Zuoying District.

7. Café and Teahouse:

Tea culture is an important aspect of Taiwan's culture. Surprisingly, Taiwan also has a unique specialty coffee culture, which in some degree is similar to its tea culture. People in Taiwan tend to appreciate single-origin coffee with its aroma and taste. This is quite different from European coffee which is mostly brewed using mixed beans.

- (1) Havecca: located in the small lane opposite the University entrance (Minzu Road). Famous for its

home-roasted coffee beans. If you are a first-time visitor, the owner will be glad to recommend a good cup of coffee for you

Address: No. 8, Alley 8, Lane 168, Wunshou Road, Zuoying District.

(2) Caffaina Coffee Gallery: if you are into the modern style of Starbucks coffee, then you must give Caffaina Coffee Gallery a try. Offers an experience of metropolitan, modern and cultural taste.

Address: located at the intersection of Mincheng Road and Guangsing Road.

(3) Chun Shui Tang Cultural Tea House: offers good tea, comfortable environment, great gathering experience, and traditional Chinese style interior design.

Address: No. 322, Heti Road, Sanmin District.

		
Dumplings	Beef Noodles	Pork Chop
		
Bubble Milk Tea	Red Bean Cakes	Herbal Jelly

Stores

Whether you live in the University dormitory or rent a room outside the campus, you will definitely need to purchase some household goods and perform some routine chores, such as paying bills, sending mail or parcels, or withdrawing cash for daily use. The following is a list of some useful information:

1. **Convenience stores:** convenience stores in Taiwan offer a wide range of services, and are open 24 hours a day. 7-11 and FamilyMart are the most common. You can buy light meals, drinks, some household goods, and pay for your water bill, electricity bill, cable TV bill and gas bill in convenient stores. You can also get tickets for trains, HRS, and concerts. ATMs are available in convenience stores. You can also send and receive mails and parcels.
2. **Post Office:** the nearest Post Office is located at No. 264, Dingciang Street. To get there, turn right from the Dingjhong Road entrance, and go straight along Lane 532.
3. **Drugstore:** Guan Hua Drogstore is just at the opposite right side of the Dingjhong Road entrance. Alternatively, you will find Sin Gao Cian Drugstore by turning left at Tiansiang Road. Drugstores in Taiwan offer a wide selection of health supplements, cosmetics and medicine. It is recommended to purchase these in Taiwan unless you have special needs.
4. **Household goods mall:** near the campus, you will find the most complete selection of goods at 21st Century Mall.

Safe Transportation

1. No driving after drinking

Driving after drinking or taking drugs is offending against the laws. The current legal limit for BAC is 0.25 mg/l; for drivers who hold no license or have license within two years, if his/her BAC is over 0.15 mg/l or higher than 0.03%, no driving is allowed. If he/she got caught, NTD200,000, the highest amount, will be fined. Meanwhile, his/her car/motorcycle/scooter will be seized and license cancelled. If there are other people injured due to this drunken driving, record of injury will be kept and more penalties paid. If alcohol or drug test is rejected by the drunken driver, NTD90,000, the highest amount, will be fined; meanwhile, his/her license will be cancelled and car/motorcycle/scooter seized.

2. No riding without wearing helmet or having license

According to Article 21 of Road Traffic Act, NTD6,000- NTD12,000 will be fined while driving without license; driving will be stopped right away and car plate seized. NTD500 will be fined for driver if he/she or the passenger is not wearing a helmet.

3. The validity of the international driving license is for 30 days after having arrived in Taiwan.

If the stay is longer than 30 days, a 1-year international driving license has to be applied. If driver has no international driving license, please check the following websites:

Websites

◎Safe transportation 交通安全入口網
<http://168.motc.gov.tw/TC/Column.aspx>

◎Driving license application for foreigners 外籍人士駕照申領專區
<http://komv.thb.gov.tw/cht/index.php?code=list&ids=1490>

◎Motor Vehicle Driver Information Service 監理站服務訊息
<http://khcmv.thb.gov.tw/DrivingLincence/test/certificates.htm>

◎Living in Taiwan 外國人在台灣
http://iff.immigration.gov.tw/mp.asp?mp=iff_ch

Practical Online Resources

Information	Website
1. Bureau of Consular Affairs, Ministry of Foreign Affairs	http://boca.gov.tw/mp?mp=1
2. National Immigration Agency, Ministry of Interior	http://www.immigration.gov.tw/mp.asp?mp=1
3. Living in Taiwan	http://iff.immigration.gov.tw/mp.asp?mp=iff_ch
4. Tourism Bureau	http://taiwan.net.tw/w1.aspx
5. Foreign Representative Office in Taiwan (Ministry of Foreign Affairs)	http://www.mofa.gov.tw/OfficesInROC.aspx?n=8CEB2B5F5436B997&sms=8EBFADC1592C7BFE
6. Youth Fun the World	http://youthtaiwan.net/mp.asp?mp=1603
7. Taiwan Stay	http://taiwanstay.net.tw/
8. Youth Travel	https://youthtravel.tw/
9. Kaohsiung City Government	http://www.kcg.gov.tw/
10. Kaohsiung Travel	http://khh.travel/tw/default1.asp
11. Fb for the international students of Wenzao	https://www.facebook.com/groups/1438700469683747
12. Fb for the international students of Wenzao	https://www.facebook.com/wenzao.oipinbound?v=wall
13. Taiwan Education online	http://www.twunet.cn/main.php
14. Contact Taiwan	https://www.contacttaiwan.tw/main/index.aspx?lang=2

Transportation

➤ **Kaohsiung Bus** (Wenzao Ursuline University of Languages Station)

Minzu Road Entrance: 8023, 8025, 8029, 8032, 8038, 8039, 8040, 8041, 8042, 8046

Dingjhong Road Entrance: 8021

➤ **Kaohsiung City Bus** (Wenzao Ursuline University of Languages Station)

Minzu Road Entrance: 72, 91, Minzu Express

Dingjhong Road Entrance: 3, 28, 77, 91, 24, R36

➤ **Kaohsiung Rapid Transit** (R14-Kaohsiung Arena Station) z

take the KRT to Kaohsiung Arena Station, and then take bus line R36, 3, or 168 to Wenzao.

➤ **From Kaohsiung International Airport to Wenzao:**

1. Kaohsiung Rapid Transit and Bus: take the KRT to Kaohsiung Arena Station, and then take bus line R36, 3, or 168 to Wenzao.
2. Taxi: taxis are all painted yellow in Taiwan. The fare from the airport to Wenzao is about NT 500 dollars.

➤ **From High Speed Rail Zuoying Station to Wenzao:**

1. take bus line 3, R35, or Minzu Express (90).
2. The taxi fare is about NT 150 dollars.



營運系統圖 KMRT System

運具 Transfer to

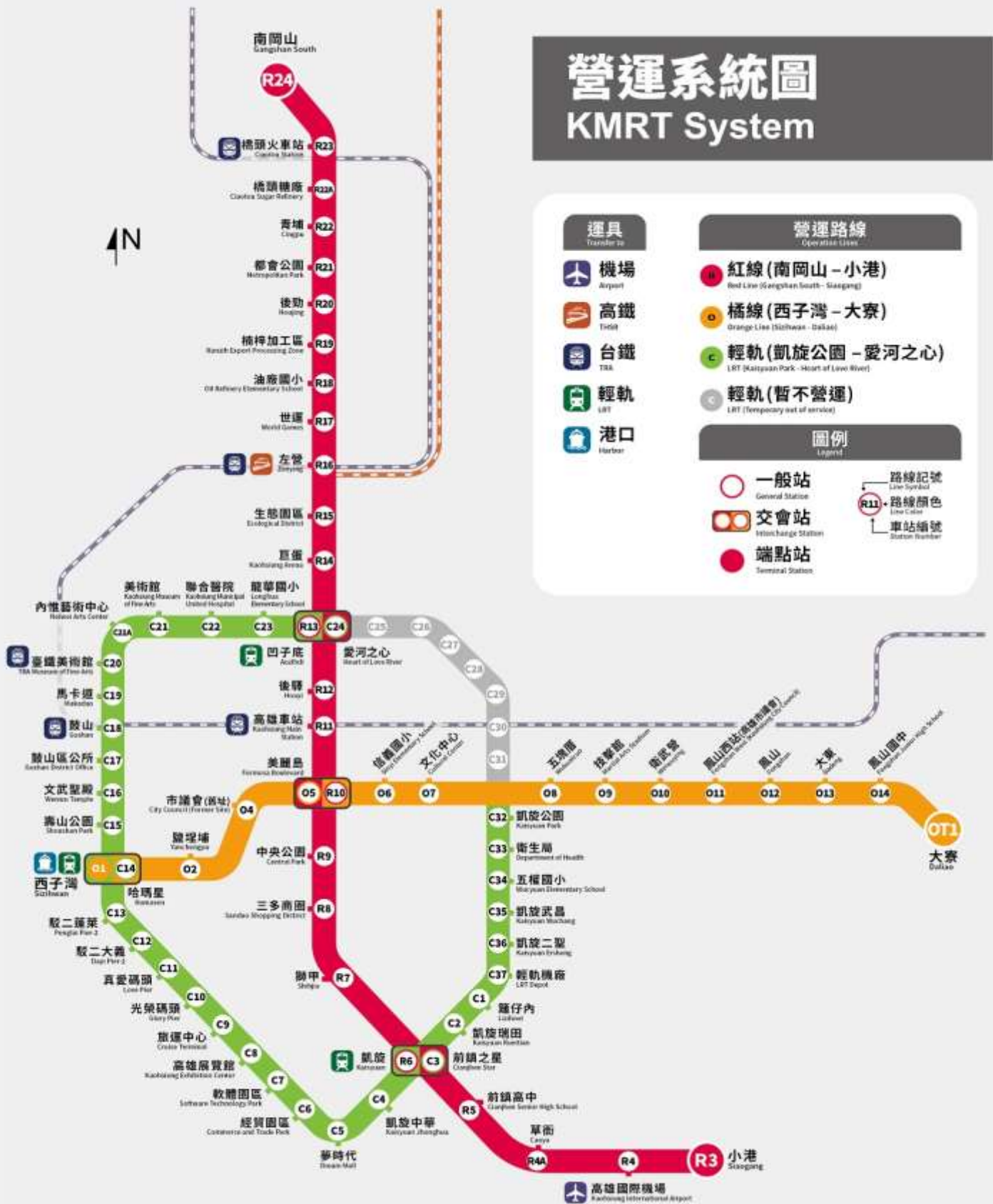
-  機場
Airport
-  高鐵
Train
-  台鐵
TRA
-  輕軌
LRT
-  港口
Harbor

營運路線 Operation Lines

-  紅線(南岡山 - 小港)
Red Line (Gangshan South - Siaogang)
-  橘線(西子灣 - 大寮)
Orange Line (Sishihwan - Dalai)
-  輕軌(凱旋公園 - 愛河之心)
LRT (Kaixuan Park - Heart of Love River)
-  輕軌(暫不營運)
LRT (Temporary out of service)

圖例 Legend

-  一般站
General Station
-  交會站
Interchange Station
-  端點站
Terminal Station
-  路線記號
Line Symbol
-  路線顏色
Line Color
-  車站編號
Station Number



School Contact Information

Important Contact Phone Numbers

1. Campus Emergency Contact Number (24 hours): 07-3429958
2. Office of International and Cross-strait Cooperation (OICC): 07-3426031 #2611-14/ 21-22/ 31/ 41-43
3. Student Grievances Number (Counseling Center): 07-3426031 ext. 2271-79
4. Sexual Assault Prevention Number: 07-3425800

Departmental Coordinators

Department	Name	E-mail
Dept. of English	何姿瑩 Terri He	terri.he5@gmail.com
Dept. of French	盧安琪AGNÈS ROUSSEL SHIH	agnes@mail.wzu.edu.tw
Dept. of German	楊燕詒Yen-I Yang	99703@mail.wzu.edu.tw
Dept. of Spanish	李宜靜 YI-CHING LEE	97177@mail.wzu.edu.tw
Dept. of Japanese	久保田佐和子 Sawako Kubota	94022@mail.wzu.edu.tw
Dept. of Applied Chinese	李家豪 Jia-hao Li	lijiahao@mail.wzu.edu.tw
Dept. of Southeast Asian Studies Master's Program in Southeast Asian Studies	何啟良 Ho Khai Leong	ho_khai_leong@hotmail.com
Dept. of International Affairs Master's Degree of International Affairs	焦源鳴 Yuan-Ming Chiao	ymchiao@gmail.com
Dept. of International Business Administration	胡海豐 Hai-Feng Hu	harris@mail.wzu.edu.tw
Master's Program of International Business Administration		
Dept. of Digital Content Application and Management	戴莉蓁 LI-ZHEN DAI	96005@mail.wzu.edu.tw

Dept. of Translation & Interpreting	謝志賢 George Hsieh	95112@mail.wzu.edu.tw
Graduate Institute of Multilingual Translation and Interpreting		
Dept. of Communication Arts	林潔CHIEH LIN	kitlam@mail.wzu.edu.tw 87004@mail.wzu.edu.tw
Graduate Institute of Creative Arts Industries		
Dept. of Foreign Language Instruction	孫韻芳YUN-FAN SUN	97066@mail.wzu.edu.tw
Graduate Institute of Foreign Language Education and Cultural Industries		

Contact Information of Academic Units

College	Contact Number: 07-3426031 Ext:
College of English and International Studies	6002
Department of English	5304-05
Department of Translation & Interpreting and	6402-03
Graduate Institute of Multilingual Translation and Interpreting	6402-03
Department of International Affairs	6102
Department of International Business Administration	6202-03
Graduate Institute of International Business and Cultural Practices	6202-03
Center for English Language Teaching	5902-03
College of European and Asian Languages	5002
Department of French	5602, 5605
Department of German	5702-03
Department of Spanish	5802-03
Department of Japanese	5502-03
Center for Southeast Asian Languages Teaching	7802
European Union Center	7502
College of Cultural and Educational Innovation	3002
Department of Foreign Language Instruction	5202-03
Graduate Institute of Foreign Language Education and Cultural Industries	5202-03
Department of Applied Chinese	5103-04
Graduate Institute of Teaching Chinese as a Second Language	5103-04
Department of Communication Arts	6502, 6505
Graduate Institute of Creative Arts Industries	6502, 6505
Department of Digital Content Application and Management	6302
Center for Teacher Education	7102
College of the Holistic Education	7002
General Education Center	7202-03
Ursuline Education Center	7302-04
Center for Physical Education	7602

List of Campus Services

First-level	Second-level	Service Items	Contact information
Office of Student Affairs	Campus Safety Center (Military Education Office)	<ul style="list-style-type: none"> ➤ Emergency aid ➤ Campus safety report 	1 st floor, Administration Building 07-3426031 ext. 2401-07
	Health Section	<ul style="list-style-type: none"> ➤ Health Center 	1 st floor, Administration Building 07-3426031 ext. 2241-45
	Counseling Center	<ul style="list-style-type: none"> ➤ Counseling service ➤ Psychological counseling 	2 nd floor, Administration Building 07-3426031 ext. 2271-79
	Extracurricular Activities Section	<ul style="list-style-type: none"> ➤ Student clubs application ➤ Hosting university-level activities 	1 st floor, Administration Building 07-3426031 ext. 2221-25
	Student Assistance Section	<ul style="list-style-type: none"> ➤ Application for Emergency Relief Fund and education subsidy ➤ Attendance, absence and leave-taking application ➤ Dormitory application and management 	1 st floor, Administration Building and Student Dormitory (rental rooms in matching) 07-3426031 ext. 2211-16、2251-52
Office of International and Cross-strait Cooperation	Section of Overseas Student Affairs	<ul style="list-style-type: none"> ➤ Hosting international activities ➤ Organizing multi-language volunteer teams ➤ Group insurance and National Health Insurance for international students ➤ Entry and exit permit, visa issues 	1 st floor, Zhengqi Hall, Room E105 07-3426031 ext. 2641-43
Office of Academic Affairs	Language Diagnostic & Consulting Center	<ul style="list-style-type: none"> ➤ English Learning consultative counseling ➤ Self-Learning system 	3F of Lourdes Hall 07-3426031 ext. 7403
Office of General Affairs	Purchasing & Supply Section (Student Cafeteria)	<ul style="list-style-type: none"> ➤ Breakfast, Lunch, Dinner 	1 st floor, Administration Building 07-3426031 ext. 2221-25 (Student Cafeteria is located at B1, Millennium Hall)
Library	Acquisitions and Cataloging Section	<ul style="list-style-type: none"> ➤ Acquire materials in multiple formats and languages for the library collections 	Library 07-3426031 ext. 2711
	Access Services Section	<ul style="list-style-type: none"> ➤ Maintain the facilities 	Library 07-3426031 ext. 2721

Campus Map



No.	Building Name *Main Location	No.	Building Name *Main Location
1	Administration Building *International Conference Room, Xinchuan Square	11	Zhishan Hall *College of English and International Studies, College of Cultural and Educational Innovation, College of Holistic Education, Department Office, Wenzao Achieves, Cardinal Shan International Conference Hall
2	Wenyan *Wenyan Lecture Hall	12	Scholars' Residence
3	Library	13	Yomei Gymnasium
4	Zhengqi Hall	14	Auditorium *Student Auditorium, Chapel in Praise of Jesus
5	Mingyuan *College of European and Asian Languages, Japanese Department, German Department	15	Ziqiang Hall
6	Millennium Hall *Student dormitory, Yangfu Square	16	Gongjian Hall *French Department, Spanish Department
7	Faculty Residence *Ursuline Convent	17	Zhuangjing Hall *Performing Arts Center
8	St. Angela Spiritual Center *Lu Len Hall	18	Extracurricular Activities center
9	Lourdes Hall *English Department, Chinese Language Center, Center for English Language Teaching	A	School Gate at Minzu Road
10	Qiuzhen Hall *EU Campus	B	School Gate at Dingzhong Road

Library

There are approximately 290,000 books/periodicals/magazines in different languages; excluding 400,000 versions of e-books/periodicals/audiovisuals in Chinese and English. The Reading Circle is on the 2nd floor where laptops or iPad can be linked for e-resources. Gengxin Yuan Study Commons on the 3rd floor is a tranquil reading area. Collaborative Learning Area on the 5th floor provides computers, integrated touch screens and wireless net connection so that instruction, researches, data collection, or editing presentations can be carried out for group learning freely. The Media Resources Area offers various films and music on DVD.

Opening time	During Semester	Winter/Summer Holidays
Mon~Fri	08:00~21:50	08:30~16:20
Sat	09:00~19:50	09:00~15:50
Sun	09:00~15:50	Closed
※Closed on national holidays		

Please check: <http://lib.wzu.edu.tw/>



Fitness Center

The Yumei Gymnasium has multiple functions; beyond instructions, students are welcome to do exercise after curriculums. A sport card is required for the fitness center in B1; for the use of 6-month (March 1-Aug. 31; Sept. 1-Feb. 28) it costs NTD300, otherwise it costs NTD500.-

Opening Time	During Semester	Winter/Summer Holidays
Mon~Fri	08:00~21:30	09:00~18:30
Sat	09:00~18:00	Closed
※Closed on national holidays		

Extracurricular Activities (Associations /Clubs)

There are variety kinds of clubs in our campus, such as academic, memory training, general service and physical education etc. Others like student union, student council, graduation committee, department associations and volunteer groups etc. several councils you can join. Please contact Extracurricular Activities Section of Office of Student Affairs or reach the following website: <http://c004.wzu.edu.tw/ezcatfiles/c004/img/img/2077/537680728.pdf>

學術性社團 Academic Clubs				
英語表達社 English Speech Club	英語辯論社 Taiwan Wenzao English Debate Society	文學藝術創作研究社 Articles of Literature Creation and Study	哲學社 Wenzao University Philosophy club	電腦程式設計研社 Wenzao Computer Programing Club
國際經濟商管學生會 AIESEC WZU	中智佛學社 Middle Way Wisdom Buddhist Club	如來實證社 Buddhism Witness Club	知韓社 All Korea Club	模擬聯合國社 Model United Nation Society
多國語言唱詩社 Multilingual Hymn Singing Club				

技藝性社團 Memory Training Clubs				
藝術舞坊 Traditional Dance Club	動漫畫創作研究社 Comic-Strip and Animation Club	中東肚皮舞社 Belly Dancing Club	拉丁打擊樂社 Latin Percussion Club	表演戲劇社Performin g Drama Club
國際標準舞蹈社 International Standard Dance Society Club	新潮爵士舞蹈社 New Jazz Dance Club	墨香社 Calligraphy Club	賽維亞佛朗明哥社 Sevilla Flamenco Club	壞壞劍玉社 BadBad Kendama Club
御琴風國樂社 Yu Qin Feng Chinese Music Club	小提琴社 Violin Club	攝影社 Photography Club	四技民謠吉他社 Folk Guitar Club	管樂社 Wind Band
民謠吉他社 Folk Rock Guitar Club	流行爵士鋼琴社 Popular Jazz Piano Club	Cosplay 技巧研究社 Cosplay Skill Studio Club	美式歌舞合唱團 Glee Club	魔術社 Magic Club
手工藝社 Handcraft Club	熱門音樂社 Wenzao Rock	流行歌唱社 Pop Music Club	美式潮流踢踏舞社 American Trend Tap Dancing Club	音樂遊戲研究社 Music Game Club
黏土造型社 Clay Modeling Club	四技國標社 Ballroom Dancing Club			

綜合服務性社團 General Service Clubs				
大眾傳播社 Mass Communication Association	手語社 Sign Language	童軍團 Wenzao Scout	國際禮儀社 International Courtesy Club	動物保護社 Animal Care Society
山地服務社 Voluntary Social Service Association	慈濟大專青年社 Tzuchin Teenager Association of Wenzao	原住民新生代 Indigenous of Generation	兒童服務社 Children's Activity Group	愛心服務社 Volunteer Support Group

文藻印尼文化研究社 Wenzao Indonesian Culture Club	榮美彩天領袖社 Glory Beauty Rainbow Heaven New Generation of Leader Club	生活品味社 La Vie Club	高雄南區扶輪青年服務團 Rotaract Club of Kaohsiung South	光明學青志工社 Guang Ming Student Volunteer Club
樂活蔬食社 Lifestyle of Health and Veggie	崇她青年社 Golden-Z club			

體育康樂性社團 Physical Education Clubs

康輔社 Welcome Club	桌球社 Table Tennis Club	籃球社 Basketball Club	街頭舞蹈社 HipHop Club	排球社 Volleyball Club
日本劍道研習社 Kendo Club	足球社 Soccer Club	勁爆舞研社 Crazy Dancing Club	山野社 Wenzao Mountain Climbing Club	羽球社 Badminton Club
瑜珈社 Yoga Club	游泳社 Swimming Club	硬式網球社 Tennis Club	地板舞蹈研究社 Break Dancing Club	國術社 Martial Arts Club
極限滑板社 Skate Boarding Club	飛盤社 Ultimate Frisbee Club			

其他類學生社團 Others

學生會 Wenzao Student Union	學生議會 Wenzao Student Council	優質學生服務會 All-Campus Student Committee	體育校隊 PE School Team	應華系學會 Department of Applied Chinese Student
外教系學會 Department of Foreign Language Instruction	國際事務系學會 Department of International Affairs	天主教大專同學會 文藻分會 Holy Bird	傳播藝術系學會 Department of Communication Arts	國際企業管理系學會 International Business Administration Student
英文志工團 WEVA	翻譯系系學會 Department of Translation & Interpreting Student Association	文藻國際服務學習團 Wenzao International Service Learning Association	Serviam 志工團 Wenzao Serviam Volunteer Association	詠安內思合唱團 Ioannes Choir
學生宿舍自治管理委員會 Student Dormitory Administration Committee	學生校園安全服務會	英文系大學部系學會 Department of English Student Association University Division	英文系專科部學會 Department of English Student Association College Division	法文系大學部系學會 Department of French Student Association University Division
法文系專科部學會 Department of French Student Association College Division	德文系大學部系學會 Department of German Student Association University Division	德文系專科部系學會 Department of German Student Association College Division	西文系大學部系學會 Department of Spanish Student Association University Division	西文系專科部學會 Department of Spanish Student Association College Division
日文系大學部系學會 Department of Japanese Student Association University Division	日文系專科部學會 Department of Japanese Student Association College Division	大學部畢聯會 Wenzao Graduate Students' Association of Wenzao University	五專部畢聯會 Wenzao Graduate Students' Association of Wenzao Junior College	數位內容應用與管理系學會 Department of Digital Content Application and Management Student Association

Wenzao Ursuline University of Languages Academic Policies

Amended at the Academic Affairs Committee meeting on December 22, 2020
Amended at the University Affairs Committee meeting on February 24, 2021
Ratified by the University President on March 18, 2021
Amended at the Academic Affairs Committee meeting on March 23, 2021
Amended at the University Affairs Committee meeting on June 16, 2021
Ratified by the University President on July 9, 2021
Ratified by document Tai Jiao Ji (4) Zi No. 1100101735 on August 31, 2021
Amended at the Academic Affairs Committee meeting on October 12, 2021
Amended at the University Affairs Committee meeting on November 17, 2021
Ratified by the University President on December 2, 2021
Ratified by document Tai Jiao Ji (4) Zi No. 1100170102 on January 4, 2022
Amended at the Academic Affairs Committee meeting on May 30, 2023
Amended at the University Affairs Committee meeting on June 14, 2023
Ratified by the University President on June 29, 2023
Ratified by document Tai Jiao Ji (4) Zi No. 1120071014 on August 14, 2023

Volume 1 – General Regulations

- Article I. The Academic Policies for Wenzao Ursuline University of Languages (hereinafter “University”) have been enacted in accordance to the University Act, Enforcement Rules of the University Act, Degree Conferral Law, and Enforcement Rules of the Degree Conferral Law. Regulations for the postgraduate profession program are stipulated separately. These Academic Policies are also instituted based on the University’s actual circumstances. Unless stated in other laws and regulations, all academic matters are conducted according to these Policies.
- Article II. The University has a Junior College Division whose policies and relevant regulations are stated in a separate document.

Volume 2 – University Division

Chapter 1 – Admissions

- Article III. Admission guidelines for new students must be instituted before entrance exams are held and ratified by the Ministry of Education. Admission qualifications are specified in the recruiting brochure.
- Article IV. The University admits international students. Admission guidelines for international students are stated in a separate document and submitted to the Ministry of Education for ratification.
- Article V. Through international academic collaborations, the University can confer degrees at different levels as well as dual degrees according to relevant laws and regulations. Implementation guidelines for dual degree programs at Wenzao and universities abroad are stated in a separate document.
- Article VI. Admitted new and transfer students, except for those who are required to serve in the military under the Act of Military Service System or those who hold certificates due to serious illness, pregnancy, childbirth, or caring for children under the age of three, shall apply to the school to retain their admission qualification before the start of registration. They should complete the registration on the designated date, submit educational credentials, and pay the required fees. Failure to do so by the deadline will result in the

cancellation of their admission qualification.

Article VII. If any of the following incidents occur and is confirmed upon an investigation, students who are already enrolled immediately lose their student status. Students who have not yet enrolled lose their eligibility to enroll.

A. A student has been found borrowing, hiding, fraudulently using, forging or changing academic documents.

B. A student has cheated on the entrance exam and the incident is confirmed upon an investigation.

If any of the above incidents is discovered after graduation, a student's degree will be nullified and a public announcement nullifying the student's eligibility for graduation will be issued.

Chapter 2 - Transfers between Schools and Departments, Minors, Double Majors

Article VIII. When a department (degree program) has openings, it may admit transfer students from other departments (degree program). Students who are in the following years of their studies can apply for transfer to other departments. Students studying in different divisions or programs cannot apply for transfer to each other's divisions or programs. Procedures for transferring to another department (degree program) are stated in a separate document.

1. Students in the first semester of freshman year and second and third-year students of the Four-Year College Program may apply for transfer to other departments. After the application is approved, they can be transferred to the corresponding departments.

2. Students in the first semester of the Two-Year College Program may apply for transfer to other departments. After the application is approved, they can be transferred to the corresponding departments.

Article IX. When a department(degree program) has openings, it may admit transfer students from other institutions. Procedures for admitting transfer students must be ratified by the Ministry of Education. Admission guidelines are stated in a separate document.

Article X. While enrolled, a student may choose a minor, double major or a concentration (including a Concentration in Education). Regulations regarding concentrations are stated in a separate document which must be submitted to the Ministry of Education for future reference. Regulations regarding a concentration are stated in a separate document.

Chapter 3 – Registration, Payment, Course Selection, and Transfer of Credits

Article XI. **Students must pay applicable fees within the period of time stipulated by the University, which is deemed as the completion of registration.**

Students who wish to withdraw after classes have started must register and pay fees before completing withdrawal procedures.

Readmitted students must complete readmission procedures within the time limit stated in the readmission notice before proceeding with registration procedures.

Article XII. Students who are unable to complete the registration process as scheduled due to certain circumstances may request an extension for registration, with a maximum duration of two weeks. Those who fail to obtain permission for extension and do not complete registration within the designated time, without officially requesting a leave of absence or withdrawal, will be considered as having voluntarily withdrawn from the program.

Article XIII. The amount of tuition reimbursement for students who withdraw or are expelled is calculated according to guidelines established by the Ministry of Education.

Article XIV. Every semester, students must register for a minimum of 10 credits and a maximum of 27 credits (not including a Concentration in Education). Graduating students and other students who are unable to take the minimum required number of credits may request to be exempt from this requirement; however, they may not take fewer than 2 credits. If the request is granted, students may not ask for a reimbursement of fees paid or receive scholarships or grants based on academic performance for the current semester. Students who take fewer than the required number of credits and do not submit the appropriate request will be asked to take a voluntary suspension. Students must select courses following the Guidelines for Selecting Courses, which are stated in a separate document. Students enrolled in double majors, minors, the education concentration or other concentrations are not subject to the regulations above regarding the maximum number of credits.

Article XV. Registration for students extending their studies:

- A. Students who extend their studies beyond regulation time must complete registration procedures according to established deadlines of each semester and pay tuition and fees (including those for practicum courses). Tuition and fees are charged according to the actual number of class hours. Rules regarding the minimum number of required credits do not apply.
- B. Students in the Day Division who extend their studies beyond regulation time and take 10 or more credits pay tuition and fees as regular students.
- C. Students who have completed the courses and number of credits required by each department (degree program) but have not reached language proficiency benchmarks must complete registration procedures according to established deadlines of each semester (No class is not required to pay). Students who do not comply are disciplined according to item A of Article XXII.
- D. Tuition and fee charges stated in items A and B apply to students in the situation described in item C. These students are not subject to the one-

course requirement stated in Article XLI.

- E. Students in the Division of Continuing Education pay tuition and fees according to the actual number of class hours taken.

Article XVI. Newly admitted students who have completed courses and earned credits before enrollment may apply once to have their credits transferred. Under the special circumstances specified, students may apply for credit waiver or credit transfer once every semester and the procedures shall be completed before the second week of the university calendar. Late applications will not be accepted. Credit waiver or credit transfer shall be approved by relevant competent authorities. Credits that are approved may be applied towards graduation requirements. Students must be enrolled for at least a year before graduating. Credit waiver and credit transfer are processed in accordance with the following regulations.

- A. For credits earned from courses taken in the student's original college/university, the passing mark is 60 for college students and 70 for graduate students. Applications for courses that have been transferred by the student's original college/university will not be accepted.
- B. Two courses have the same name or content.
- C. Two courses have the same name and content. Two courses have different names, but their contents are the same or similar. Two courses have different names and contents, but they are designed based on a similar nature.
- D. Where the credits for the course taken exceed those of the course being transferred, the smaller number shall prevail in the calculation of credits transferred. Where the credits for the course taken are less than those of the course being transferred, the discrepancy in the number of the credits shall be made up by taking another course stipulated by the competent authorities.
- E. The credit hours earned from one course can only be used to waive one course (and cannot be used to waive more than one course).
- F. If the responsible department/graduate institute/center/degree program unit determines that verification for credit waiver/transfer is required, an applicant shall take a screening test. Credit waiver/transfer may be granted if the applicant passes the test. The entire process shall be completed before the add/drop period.
- G. Each department/center unit shall specify their respective validity periods of all course credits and exception for the handling principles based on their frequency of updating new professional knowledge.
- H. Graduate and undergraduate students may apply for the credit waiver/transfer for a maximum of one half of the total credits required by departments/graduate institutes/degree program units for graduation.
- I. Those who study credits in the extension education and are counted for the entrance examination qualifications shall not be credited for credits after admission. If credits obtained from a credit program of extension

education are transferred, the student must study for half of the specified time not less than one year and obtain half of the credits required for graduation.

- J. If the credits transferred are obtained from an online credit program of extension education and the number of transferred credits exceeds one third of the number of the credits required for graduation, the University shall make a list and submit it to the Ministry of Education for future review.

Regulations for credit waiver and credit transfer are stated in a separate document. Any matters not stipulated herein shall be conducted in accordance with the Regulations Governing Credit Waiver and Credit Transfer.

Article XVII. The University offers courses at its discretion during summer and winter terms. Guidelines are stated in a separate document.

Article XVIII. Students may apply to register in courses in a different division. Regulations are stated in the separate document.

Article XIX. Students who register in classes at an institution approved by the University receive credit that can be applied towards graduation requirements. Regulations are stated in a separate document.

Chapter 4 – Withdrawal, Readmission, Expulsion, Revocation of Student Status

Article XX. Student withdrawals and readmissions are subject to procedures established by the University. Voluntary withdrawal should last one semester, one academic year or two academic years. In total, the period of voluntary withdrawal should not exceed two academic years. Regulations regarding withdrawal and readmission are stated in a separate document.

If a student withdraws due to pregnancy, childbirth, for care of children below the age of three or military service, this time period is not counted towards the maximum time for which students can withdraw. After two years of suspension, the student may apply to extend the period of suspension with relevant proof and documents due to serious illness or special circumstances. If the application is approved after the completion of administrative procedures, the suspension period may be extended for a maximum of two years.

After being admitted to the university, senior high school graduates who participate in the MOE Youth Education and Employment Savings Account Program can apply for withdrawal. The time limit of withdrawal is 3 years, and this period is not counted towards the maximum time for which students can withdraw.

For students who experience major disasters recognized by competent education authorities, flexible studying regulations regarding their university entrance exam and eligibility, registration, tuition payment and course registration, leave of absence, grades and application for credit transfer, withdrawals, expulsion, readmission, refunds, study period, and graduation requirements are stated in a separate document after resolutions

are reached at a university meeting.

Article XXI. Students wishing to withdraw or being expelled must obtain a signed agreement from their parents or guardians. (Students over the age of 18 in the Division of Continuing Education are exempt from the signed agreement.) Students in person or their relatives must complete exit procedures at the University before completing withdrawal and expulsion procedures.

Article XXII. A student will be expelled if any of the following apply. (All relevant units must notify the student suffering this disciplinary action.)

A. A student has not registered before the deadline or resumed studies after the deadline, or cannot apply for extension because the term limit of suspension has been reached.

B. An order for immediate expulsion has been decided at the Student Affairs Committee meeting.

C. A student in the Day Division has failed two thirds of the credits he or she has registered for two consecutive semesters. This does not apply to students with disabilities.

D. Overseas Chinese students (including students from Hong Kong and Macao), students from China, foreign students, Mongolian and Tibetan students returning to pursue further study, indigenous students, students whose parents are assigned overseas and Physically and mentally-challenged students are excluded, not bound by III and IV.

E. A student's extended period of study has ended but he or she has not fulfilled the requirements for graduation stated in Article XLII.

F. A student holds student status in two institutions simultaneously without the University's consent.

H. Notwithstanding any of the cases stated above, a student requests to be dismissed.

Article XXIII. Students who take nine or fewer credits during a particular semester are not bound by items C in Article XXII.

Article XXIV. Students who violate the University's Rules of Conduct or behave inappropriately on leave, the school may award or punish students based on the severity of the circumstances and in accordance with student rewards and punishments.

Article XXV. Students who are expelled after completing one semester of coursework and have earned grades may request a certificate of attendance from the University. However, students whose student statuses are revoked will not be issued certificates.

Article XXVI. Students who have suffered disciplinary actions, expulsions or revocation of student statuses can appeal by following established procedures if they feel that the disciplinary actions were unjustified. Before the results of the appeals are determined, disciplinary actions are not suspended but students are allowed to continue attending classes. If disciplinary actions are not changed as result of the appeals, then the date of termination of studies will be the date when disciplinary action

was imparted. Credits obtained during the appeal can be certified with a certificate of credits. If students are unsatisfied with the result of the appeals to the University, they may raise an executive appeal. If a higher authority or court determines that the disciplinary actions taken by the University are illegal or inappropriate, the University must modify such actions. The University will help students who as result of disciplinary actions that were later changed but cannot return to classes due to special circumstances get readmitted. For the time period before readmission, students should retroactively apply for withdrawal.

Chapter 5 – Exams, Grades, Make-up Exams, Retaking Courses

Article XXVII. Instructional time for each semester at the University cannot be less than 18 weeks. Classes that meet for one hour every week receive one credit. Internship or laboratory classes receive one credit for every two to three hours of actual class time in a semester.

Article XXVIII. A student's academic performance and conduct will be evaluated based on a percentage system. A maximum of 100 points may be obtained; the passing score is 60. The conversion table of percentage grade, letter grading system and GPA must be provided in the English transcript. The conversion table is defined in the Guidelines for Assessing Students' Academic Performance.

Article XXIX. Student grades will be assigned following the Guidelines for Student Assessment, which are stated in a separate document.

Article XXX. Students' average grades for all the semesters enrolled become their graduation grades. The method for calculating graduation grades is stated below:

- A. The number of points earned is the result of multiplying the number of credits by the points received.
- B. The sum of all the credits taken is the total number of credits.
- C. The sum of all the points earned is the total number of points earned.
- D. The final average grade is obtained by dividing the total number of points earned by the total number of credits.
- E. The final average is calculated including the grades for courses failed but excluding transferred credits.

Article XXXI. Students' graduation grades are determined by the actual number of points earned divided by the total number of credits registered during all semesters (including summer terms and bridging courses).

Article XXXII. Grades submitted by instructors to the Registration Section of the Office of Academic Affairs (or the Academic Affairs Section of the Division of Continuing Education) cannot be changed. If an error or omission is discovered in grade assignment or calculation, it can be corrected by following the Guidelines for Rectifying or Resubmitting Semester Grades. Requests for change of semester grades must be submitted

between the day grade reports are sent and the first two weeks of the following semester.

Article XXXIII. Grading criteria for students' semester grades are decided by individual instructors and announced at the first class meeting of the semester

Article XXXIV. Students who cannot sit for an exam must request a make-up exam from their instructors and present relevant documentation within the stipulated period of time. (However, they must request a leave of absence from the Office of Academic Affairs if they cannot sit for an exam jointly organized by the Office.) Students approved to take make-up exams due to official business, hospitalization, death in the immediate family, childbirth or care for children under the age of three receive the actual score. All others receive a score equal to 80% of what they receive on the make-up exam.

For students who have been approved for personal leave (medical leave) or maternity leave due to pregnancy, childbirth, or caring for children under the age of three, their scores will not be deducted. If their leave of absence exceeds 1/3 of the class sessions, they may take a make-up exam or a remedial action to help them, depending on the nature and requirements of the subjects they take. Their make-up exam scores will be the actual scores they receive.

Article XXXV. Student grades are rounded up to the next digit. The average grade for the semester and for graduation is also rounded up and stated with one digit after the decimal point.

Article XXXVI. Students who fail courses may not take make-up exams and are not granted credits. Students who fail required courses must retake those courses.

Article XXXVII. (DELETE)

Article XXXVIII. Students' passing grades are included in the calculation of graduation grades but the credits do not count towards graduation credits in one of the following circumstances:

- A. A student has completed only one semester of a year-long class.
- B. A student's department (degree program) deems that a previously passed course should not be counted towards graduation credits.

Article XXXIX. While the student is enrolled at the University, all mid-term and final exams are archived by the University or the instructor for a year. After a year, they are destroyed following University regulations. In the case of appeals, the exams are kept until the matters are finalized. Students' grades must be duly entered by the University and maintained permanently in case they need to be searched or reviewed by authorities at education-related government agencies.

Chapter 6 – Length of Study, Credits, Graduation

Article XL. The University operates on the basis of academic years and credits. The time limitation for completion of any of the University's four-year college

programs is four years in principle. Students must complete at least 128 credits. The time limitation for completion of any of the University's two-year college programs is two years in principle. Students must complete at least 72 credits. Individual departments (degree programs) specify required courses for graduation and may raise the number of graduation credits. Students who cannot complete the required number of credits within the time limitation may extend their enrollment time for a maximum of two years for day division, four years for division of continuing education.

This rule applies to students who have not reached the language proficiency benchmark. Students with disabilities may extend their time of study for a maximum of four years. Students who become pregnant, give birth or care for children under the age of three may also extend their time of study.

Those who have completed studies equal to the sophomore year of a senior high school in Taiwan at an equivalent foreign or Hong Kong / Macao high school may apply for undergraduate programs at the University, and at least 12 credits (make-up credits for high school courses) shall be added to credits required for graduation. Courses with which these credits are associated shall be determined by each department (degree program) .

Article XLI. Graduating students who have not completed the necessary credits must extend their studies. Students who must take courses offered in the second semester may apply to withdraw from the University during the first semester and be exempted from registering. Students who register must take at least one course.

Article XLII. Students who attend the full length of the study program and meet all the requirements below are eligible to graduate and are awarded Bachelor's degrees and diplomas. A conferred degree shall be revoked upon verification that the student's course of studies involved dishonesty or fraud, issue a public announcement of degree revocation, and handle the matter according to applicable regulations in the event of violation.

- A. The student has completed the courses and number of credits required by the department (degree program) with passing marks and has received passing marks in conduct.
- B. The student has reached benchmarks established by the University or each department(degree program) on language proficiency exams. The guidelines for language proficiency benchmarks are established by the Office of Academic Affairs and stated in a separate document.
- C. The student has fulfilled the University's requirements for volunteer service and labor service. The guidelines for these are established by the Office of Student Affairs and stated in a separate document.
- D. The student has met all other graduation requirements established by the University and each department (degree program) .

Graduation requirements of departments (degree programs) stipulated in IV of the previous Article, as well as the Chinese and English names of degrees offered by departments (degree programs) and whether they should be added to degree certificates after they have been changed, are proposed by individual departments (degree programs) and become

effective after being ratified by the Departmental (or Degree Program) Affairs Committee, College Affairs Committee, and Academic Affairs Committee. Amendments must follow the same procedure.

Article XLIII. Students who perform exceptionally well academically may apply for early graduation one semester or one year prior to regulation time if the following criteria have been met. Those who do not meet the early graduation criteria should still register and study in accordance with the required credits. Procedures for early graduation are stated in a separate document, which must be submitted to the Ministry of Education for future reference.

- (1) The student has completed all the courses and credits required for graduation.
- (2) At the time of application, the student's grade average over the years enables him/her to be ranked in the top 10% of his/her department (graduate Institute/degree Program) at the time of application, classes with less than ten students be ranked first.
- (3) The student has passed the language proficiency test(s) and met relevant criteria set by his/her department(graduate Institute/degree Program).

Volume 3 – Graduate Division

Chapter 1 – Admissions

Article XLIV. Students who hold bachelor's degrees from national public and private colleges and universities, or international institutions recognized by the Ministry of Education, or equivalent academic credentials and who have passed the University's graduate student entrance exam are admitted for graduate studies. Admission guidelines for international students are stated in a separate document and submitted to the Ministry of Education for ratification. Admission guidelines for new students must be instituted before entrance exams are held and ratified by the Ministry of Education. Students admitted with equivalent academic credentials and students in a program unrelated to their undergraduate major must take relevant foundational courses and credits at the undergraduate level. Guidelines are specified by each college.

Article XLV. Newly admitted graduate students who cannot attend classes due to military duty, serious illness, pregnancy, childbirth or caring for children under the age of three may file a deferment application including relevant documentation before the registration period ends. The conditions and time limits of deferments are stipulated in a separate document.

Chapter 2 – Graduate institute transfer

Article XLVI. Graduate institutes (degree programs) can receive transfer students from other graduate institutes or degree programs. A graduate student may apply for transfer to other graduate institutes. After the application is approved, he/she can be transferred to the corresponding graduate institute accordingly in the following semester. Regulations governing graduate institute (degree program) transfer shall be stipulated in a separate document.

Chapter 3 – Payment, Registration, and Course Selection

Article XLVII Graduate students must complete registration procedures and pay applicable fees within the stipulated period of time. Students who cannot complete registration procedures before the deadline must apply for an extension according to established procedures.

Article XLVIII. Regulations regarding payments to be made by graduate students:

Graduate students pay full tuition and fees during their first two academic years. In their third year, graduate students may pay per credit hour unless they register for four or more credits, in which case they pay full tuition and fees. After being admitted to a graduate institute of the University, an undergraduate student at Wenzao shall pay tuition and incidental fees in full for the first academic year after credits for courses from the graduate institute have been transferred in accordance with the Regulations Governing Credit Exemption and Transfer for Courses. He/she shall pay tuition and incidental fees in full if he/she takes four credits or above, or pay fees for credits taken if he/she takes less than four credits, from the second academic year onwards. If a delayed-graduate student does not choose any courses, he/she should pay a thesis instruction fee (up to 3 credits) every semester.

Article XLIX. Every semester, graduate students must register for a minimum of one credit and a maximum of 15 credits. Delayed-graduate students are not subject to this rule.

Chapter 4 – Length of Study, Credits, Student Assessment

Article L. The time limitation for completion of graduate programs is between one and four years. In-service graduate students who have not completed required courses or graduation theses may extend their period of study for a maximum of one year.

Students may apply for an extension of their study period when they provide proof that they cannot attend classes due to serious illness, pregnancy, childbirth, or caring for children under the age of three.

Article LI. Graduate students should complete at least thirty credits. Credit requirements for graduation are proposed by each graduate institute (degree program) and become effective after being ratified by the Graduate Institute (or Degree Program) Affairs Committee, College Affairs Committee, and Academic Affairs Committee; they are published in each department's (degree program's) academic regulations.

Article LII. If necessary for research purposes, graduate students may register for courses in other department (degree program), colleges (or universities) with the permission of the relevant dean of the college. Each college can determine whether the credits earned can be applied towards graduation. If a student takes a course from the college division, the credit and score of that course will not be included in the average grade and number of credits of the current semester, nor will they be counted in the graduation requirements.

Article LIII. Graduate students receive grades with 100 as the maximum and 70 as the passing grade.

Students who fail to sit for an exam for some reason must request a make-

up exam from their instructors and present relevant documentation within the stipulated period of time. For those who have been approved for personal leave (medical leave) or maternity leave due to pregnancy, childbirth, or caring for children under the age of three, their scores will not be deducted. If their leave of absence exceeds 1/3 of the class sessions, they may take a make-up exam or a remedial action to help them, depending on the nature and requirements of the subjects they take. Their make-up exam scores will be the actual scores they receive.

For graduate students, the passing grade for conduct is 60 points.

The graduation grade for graduate students is the average of the grades earned in all academic courses and the average score received on qualifying exams.

Article LIV. Issues related to the degree qualifying exams of graduate students are resolved according to the University's Guidelines for Graduate Degree Qualifying Exams. These are stated in a separate document, which is submitted to the Ministry of Education for future reference.

Article LV. Issues related to the transfer or exemptions of credits for graduate students are resolved according to Article XVI. Any matters not stipulated herein shall be conducted in accordance with the Regulations Governing Credit Waiver and Credit Transfer. These are stated in a separate document.

Chapter 5 – Withdrawal, Readmission, and Expulsion

Article LVI. Matters related to graduate student withdrawals; readmissions and violations of University's policies are resolved according to relevant articles in the University Academic Policies.

Article LVII. A graduate student will be expelled if one of the following conditions occurs (the responsible office should notify the student before the expulsion):

- I. The student has not registered before the deadline or resumed studies after the deadline, or cannot apply for extension because the term limit of suspension has been reached.
- II. A decision of immediate expulsion has been made at the Student Affairs Committee meeting.
- III. The student has failed to complete the courses and number of credits required.
- IV. The student has failed his/her degree exam, is unqualified for re-examination, or has failed the re-examination,
- V. The student has failed to meet the requirements stipulated in Article LVIII before the period of study ended.
- VI. The student holds student status at two schools without the consent of this University.
- VII. Apply for withdrawal of the student without any of the reasons listed above.

Chapter 6 – Graduation and Degree Conferral

Article LVIII. Graduate students who meet all the requirements below are eligible to graduate:

- A. The student has completed the courses and number of credits required by the college and has received passing marks in academic subjects and conduct within the established period of study.

- B. The student has passed the degree qualifying exam.
- C. The student has completed all other requirements of the college (degree program) within the established period of study.

Article LIX. Graduate students who meet all the requirements above are awarded Master's degrees and diplomas. If the student's course of studies involved dishonesty or fraud, or the thesis, work, proof of achievement, written report, technical report, or professional practice report contains fabricated, altered or plagiarized material, was written by someone else, or involves any other form of fraud, Wenzao Ursuline University of Languages shall revoke a degree and issue a public announcement of degree revocation, and handle the matter according to applicable regulations in the event of violation.

The Chinese and English names of degrees offered by departments (degree programs) and whether they should be added to degree certificates after they have been changed, are proposed by each department (degree program) and become effective after being ratified by the Graduate Institute (Degree Program) Affairs Committee, College Affairs Committee, and Academic Affairs Committee. The University should also submit the titles to the Ministry of Education for future reference. Amendments must follow the same procedure.

Volume 4 – Administration of Student Records

- Article LX. As required by regulations, the University creates permanent records of a student's student ID, name, gender, date of birth, home address, national ID number, nationality of foreign students, country of residence of overseas students, status upon admission, educational background, date of admission, department(degree program) and major, withdrawals, readmissions, minor field of study, courses taken, credits earned, grades, graduation date, names of parents or guardians, contact information, and photographs of the time when the student was admitted and graduated.
- Article LXI. The recorded names, national ID numbers and dates of birth of students will be the ones shown on students' national ID cards. Information on admission eligibility documents that differ from what is stated on national ID cards must be rectified.
- Article LXII. If a current student or a graduate applies for a change in name, national ID number, or date of birth, he or she must notify the University and present valid documentation issued by the Household Registration Office. A degree certificate should include a student's name, date of birth, college (graduate institute, department, degree program), class, month and year of graduation, title of the degree, and certificate number. The certificate for students who obtained double majors or minors at the University or other schools should include the name of the institution and the department from which the double majors or minors were acquired. A reissued certificate should include the date of re-issuance and the University's stamp.
- Article LXIII. Within two months of the beginning of every academic year, the University must create a yearbook and statistical summary of the newly admitted students and keep permanent records. Names of students who

defer enrollment should be kept in a separate file and as permanent records.

Article LXIV. Graduation eligibility is evaluated according to the University's regulations. Within four months of the graduation date, the University must create a list of graduates and a statistical summary to keep as permanent records.

Article LXV. Parents or guardians of students may make an inquiry to the University about information on the students' studies, which the University should process in accordance with the Personal Information Protection Act. The University may actively inform parents or guardian of students about their studies depending on actual needs.

Volume 5 - Appendix

Article LXVI. Procedures for student awards and disciplinary actions, procedures for issuing grades for conduct and other matters are stated in a separate document. However, procedures for student awards and disciplinary actions must be submitted to the Ministry of Education for future reference.

Article LXVII. Guidelines regarding the student status and academic performance of students who are serving mandatory military service or become exchange students are stated in a separate document.

Article LXVIII. These University Academic Policies become effective after approval by the Academic Affairs Committee and the University Affairs Committee, ratification by the President, and submission to the Ministry of Education for future reference. Amendments must follow the same procedure.

Approved at the University Affairs Committee meeting on June 6, 2000
Ratified by document Tai (90) Ji (4) Zi No. 90146092 on October 17, 2001
Amended at the Executive Committee meeting on November 7, 2001
Amended at the University Affairs Committee meeting on December 22, 2001
Amended at the Executive Committee meeting on January 28, 2002
Ratified by document Tai (91) Ji (4) Zi No. 91016486 on February 7, 2002
Ratified by document Tai (91) Ji (4) Zi No. 91022382 on February 22, 2002
Amended at the University Affairs Committee meeting on June 29, 2002
Amended at the University Affairs Committee meeting on January 8, 2005
Ratified by the University President on February 21, 2005
Amended at the University Affairs Committee meeting on April 9, 2005
Ratified by the University President on October 17, 2005
Ratified by the University President on November 22, 2005
Ratified by the University President on September 28, 2006
Ratified by document Tai Ji (4) Zi No. 0950149553 on October 13, 2006
Amended at the Academic Affairs Committee meeting on April 3, 2007
Ratified by the University President on May 8, 2007
Ratified by document Tai Ji (4) Zi No. 0960076616 on May 23, 2007
Amended at the Academic Affairs Committee meeting on February 19, 2008
Ratified by the University President on February 27, 2008
Ratified by the University President on March 14, 2008
Amended at the Academic Affairs Committee meeting on April 1, 2008
Ratified by the University President on April 8, 2008
Ratified by document Tai Ji (4) Zi No. 0970055252 on April 14, 2008
Amended at the Academic Affairs Committee meeting on September 30, 2008
Ratified by the University President on October 23, 2008
Ratified by document Tai Ji (4) Zi No. 0970229251 on November 20, 2008

Amended at the Academic Affairs Committee meeting on September 29, 2008
Ratified by the University President on October 12, 2009
Ratified by document Tai Ji (4) Zi No. 0980187018 on October 29, 2009
Amended at the Academic Affairs Committee meeting on March 23, 2010
Ratified by the University President on April 2, 2010
Ratified by document Tai Ji (4) Zi No. 0990060946 on April 22, 2010
Amended at the Academic Affairs Committee meeting on November 30, 2010
Ratified by the University President on December 21, 2010
Ratified by document Tai Ji (4) Zi No. 1000016254 on February 10, 2011
Amended at the Academic Affairs Committee meeting on May 3, 2011
Ratified by the University President on May 12, 2011
Ratified by document Tai Ji (4) Zi No. 1000088193 on May 24, 2011
Amended at the Academic Affairs Committee meeting on December 20, 2011
Ratified by the University President on January 4, 2012
Ratified by document Tai Ji (4) Zi No. 1010007073 on January 16, 2012
Amended at the Academic Affairs Committee meeting on June 12, 2012
Amended at the University Affairs Committee meeting on June 16, 2012
Ratified by document Tai Ji (4) Zi No. 1010121090 on July 2, 2012
Amended at the Academic Affairs Committee meeting on December 18, 2012
Amended at the University Affairs Committee meeting on January 12, 2013
Ratified by document Tai Jiao Ji (4) Zi No. 1020027243 on February 23, 2013
Amended at the Academic Affairs Committee meeting on July 29, 2013
Amended at the University Affairs Committee meeting on September 6, 2013
Ratified by document Tai Jiao Ji (4) Zi No. 1020158330 on October 29, 2013
Amended at the Academic Affairs Committee meeting on December 17, 2013
Amended at the University Affairs Committee meeting on June 7, 2014
Ratified by document Tai Jiao Ji (4) Zi No. 1030117258 on August 13, 2014
Amended at the Academic Affairs Committee meeting on July 8, 2014
Amended at the University Affairs Committee meeting on November 18, 2014
Ratified by document Tai Jiao Ji (4) Zi No. 1030175914 on December 8, 2014
Amended at the Academic Affairs Committee meeting on October 6, 2015
Amended at the University Affairs Committee meeting on December 2, 2015
Ratified by document Tai Jiao Ji (4) Zi No. 1050009646 on January 26, 2016
Amended at the Academic Affairs Committee meeting on May 31, 2016
Amended at the University Affairs Committee on June 15, 2016
Filed for reference by document Tai Jiao Ji (4) Zi No. 1050105354 on August 17, 2016
Amended at the Academic Affairs Committee on October 4, 2016
Amended at the University Affairs Committee meeting on December 14, 2016
Filed for reference by document Tai Jiao Ji (4) Zi No. 1060012370 on February 7, 2017
Amended at the Academic Affairs Committee meeting on March 21, 2017
Amended at the Academic Affairs Committee meeting on June 6, 2017
Amended at the University Affairs Committee meeting on June 14, 2017
Filed for reference by document Tai Jiao Ji (4) Zi No. 1060108278 on August 4, 2017
Ratified by document Tai Jiao Ji (4) Zi No. 1060146561 on October 20, 2017
Amended at the Academic Affairs Committee meeting on March 27, 2018
Amended at the University Affairs Committee meeting on March 23, 2018
Ratified by document Tai Jiao Ji (4) Zi No. 1070122620 on August 20, 2018
Amended at the Academic Affairs Committee meeting on May 28, 2019
Amended at the University Affairs Committee meeting on June 12, 2019
Ratified by the University President on July 4, 2019
Amended at the Academic Affairs Committee meeting on December 24, 2019
Amended at the Academic Affairs Committee meeting on March 24, 2020
Amended at the Academic Affairs Committee meeting on May 26, 2020
Amended at the University Affairs Committee meeting on June 10, 2020
Ratified by the University President on July 2, 2020
Ratified by document Tai Jiao Ji (4) Zi No. 1090106477 on October 26, 2020

文藻外語大學日間部學生操行成績考查辦法

94年04月20日行政會議通過
96年12月18日行政會議修正通過
99年06月08日學生事務會議修正通過
99年06月18日行政會議修正通過
99年07月19日經校長核定
100年06月14日學生事務會議修訂通過
100年07月28日行政會議修訂通過
100年08月29日經校長核定
101年06月05日學生事務會議修正通過
101年06月26日行政會議修正通過
101年07月14日經校長核定
102年12月17日學生事務會議通過
103年01月07日行政會議修正通過
103年01月28日經校長核定
104年04月20日學生事務會議修定通過
104年06月02日行政會議修定通過
104年07月01日經校長核定通過
105年05月24日學生事務會議修正通過
105年07月05日行政會議修正通過
105年08月16日校長核定
109年12月22日學生事務會議修正通過
民國110年01月05日行政會議修訂通過
民國110年01月20日經校長核定通過
111年03月15日學生事務會議修正通過
民國111年04月12日行政會議修訂通過
民國111年04月25日經校長核定通過
民國112年06月06日學生事務會議修正通過
民國112年07月04日行政會議修訂通過
民國112年07月13日經校長核定通過

第一條 本校依據大學法立法之精神及為確保學生學習效果，建立學生行為規範並培養良好品格，特訂定「文藻外語大學日間部學生操行成績考查辦法」(以下簡稱本辦法)。

第二條 學生操行之考評，於每學期結束前評定操行成績，再併入學生之獎懲及缺曠計分。

一、操行成績計算基準如下：

(一) 一般學生：含導師評分(以82分為基本分，並以加減10分為評分範圍)、獎懲計分、勤缺計分。

(二) 延長修業年限學生：含基本分82分、獎懲計分、勤缺計分。

(三) 定期察看學生：含基本分62分、獎懲計分。

二、獎懲計分標準如下：

(一) 嘉獎乙次加1分，小功乙次加2.5分，大功乙次加7.5分。

(二) 申誡乙次扣1分，小過乙次扣2.5分，大過乙次扣7.5分。

三、勤缺計分標準如下：

- (一) 全學期未缺席者加3分。
- (二) 上課缺課1節扣0.5分，遲到或早退1次扣0.1分。
- (三) 重要集會(班會、開學典禮、全校性共同時間校級活動及學校慶典活動等)缺席1節扣0.5分，遲到或早退1次扣0.1分。
- (四) 事假：1節扣0.1分。
- (五) 公假、病假、婚假、分娩假、流產假、陪產假、喪假、天然災害假、生理假、骨髓或器官捐贈假、原住民族歲時祭儀假等不扣分。
- (六) 遲到、早退、曠課之界定：上課及重要集會：表訂上課時間10分鐘內為遲到；超過10分鐘為曠課(缺席)，下課前10分內離開為早退。
- (七) 出缺勤扣分以10分為上限。

第三條 學生操行成績之等第分五等：90分以上為優等。80分以上不滿90分者為甲等。70分以上不滿80分者為乙等。60分以上不滿70分為丙等。不滿60分者為丁等不及格。

第四條 導師評定學生操行成績標準可依據學生日常生活綜合表現與校內外特殊表現為依據，其參照項目如下：

- 一、待人誠信
- 二、整潔習慣
- 三、禮節周到
- 四、班級服務
- 五、院系活動
- 六、參與校內外競賽情形
- 七、對學校聲譽之影響

第五條 學生操行之成績計算，以學期為單位，學生在校肄業期間所受之功過可抵並累積計算，但退學、開除學籍，不得以功過抵銷計算。

第六條 學生操行不及格，經本校學生獎懲委員會決議次學期定期察看者，其當學期之操行成績改以60分計。

第七條 操行成績評定結果載明於學期成績單。

第八條 本辦法經學生事務會議及行政會議通過，陳請校長核定後實施，修正時亦同。

文藻外語大學外國學生獎學金作業要點(109學年度起入學新生適用)

Wenzao Ursuline University of Languages Guidelines for International Student Scholarships (Applicable to students admitted in and after the 2020 academic year)

94年9月27日行政會議通過
Approved at the Administrative Meeting on September 27, 2005
94年10月11日校長核定
Ratified by the President on October 11, 2005
97年2月19日行政會議通過
Approved at the Administrative Meeting on February 19, 2008
97年3月3日校長核定
Ratified by the President on March 3, 2008
99年6月15日行政會議通過
Approved at the Administrative Meeting on June 15, 2010
99年8月24日校長核定
Ratified by the President on August 24, 2010
100年12月20日行政會議通過
Approved at the Administrative Meeting on December 20, 2011
100年12月26日校長核定
Ratified by the President on December 26, 2011
101年11月27日行政會議通過
Approved at the Administrative Meeting on November 27, 2012
101年12月10日校長核定
Ratified by the President on December 10, 2012
102年8月6日行政會議修正通過
Amended and approved at the Administrative Meeting on August 6, 2013
102年8月15日校長核定
Ratified by the President on August 15, 2013
102年12月03日行政會議通過
Approved at the Administrative Meeting on December 3, 2013
102年12月26日校長核定
Ratified by the President on December 26, 2013
105年01月05日行政會議通過
Approved at the Administrative Meeting on January 5, 2016
105年01月05日校長核定
Ratified by the President on January 5, 2016
108年06月14日國際暨兩岸合作發展委員會會議通過
Approved at the International and Cross-strait Cooperation Committee Meeting on June 14, 2019
108年07月02日行政會議通過
Approved at the Administrative Meeting on July 2, 2019
108年07月23日校長核定
Ratified by the President on July 23, 2019
109年07月07日行政會議通過
Approved at the Administrative Meeting on July 7, 2020
109年07月17日校長核定
Ratified by the President on July 17, 2020

一、為獎勵優秀外國學生申請就讀本校，攻讀正式學位，特訂定本要點。

I. These Guidelines are enacted to encourage outstanding international students to attend and pursue degrees at Wenzao Ursuline University of Languages (hereinafter referred to as “the University”).

二、本要點所稱外國學生，係指依教育部「外國學生來台就學辦法」第2條規定者。

II. In the Guidelines, the term “international students” refers to students as defined in paragraph 2 of the Regulations Regarding International Students Undertaking Studies in Taiwan by the Ministry of Education.

三、本獎學金每學年所需預算，由國際暨兩岸合作處負責編列。就讀專科部者最多獎勵五年，大學部者最多獎勵四年，研究所者最多獎勵兩年。

III. Funds for International Student Scholarships are budgeted by the Office of International and Cross-strait Cooperation every academic year. Students studying in 5-year junior college programs may receive scholarships for up to 5 years. Students studying in undergraduate programs may receive scholarships for up to 4 years. Students in graduate programs may receive scholarships for up to 2 years.

四、獎學金內容依每學年度本校編列之預算而定，擇優獎助「全免獎學金」15名、「全額獎學金」35名及「半額獎學金」100名為原則，得不足額錄取。

IV. The amount of a scholarship is determined by the budget drafted every academic year, during which the University will award 15 full scholarships (with full grant for on-campus housing and meal coupons worth NT\$10,000 for the current semester), 35 full scholarships and 100 half scholarships in principle.

(一) 全免獎學金(15名): 獎助海外各地吳甦樂高中優秀且經濟相對弱勢之畢業生。受獎生於註冊期間，本校得減免其當學期之全額學雜費，並提供當學期免費校內住宿、1萬元餐券補助及一年免費華語課程(受獎生需完成當學期服務時數80小時)。

(I) Full Scholarships with full grant for on-campus housing and meal coupons worth NT\$10,000 (15 students): Only for outstanding and underprivileged students who graduated from Ursuline High School. Recipients are granted the total amount of tuition and incidental fees for the current semester, on-campus housing and meal coupons worth NT\$10,000 and a year of Chinese language courses (they must fulfill 80 service hours during the semester).

(二) 全額獎學金(35名): 受獎生於註冊期間，本校得減免其當學期之全額學雜費，並提供一年免費華語課程(受獎生需完成當學期服務時數80小時)。

(II) Full Scholarships (35 students): Full scholarship awardees are granted the total amount of tuition and incidental fees for the current semester and a year of Chinese language courses (they must fulfill 80 service hours during the semester).

(三) 半額獎學金(100名): 受獎生於註冊期間，本校得減免其當學期之半額學雜費，並提供一年免費華語課程(受獎生需完成當學期服務時數40小時)。

(III) Half Scholarships (100 students): Half scholarship awardees are granted one half of the total amount of tuition and incidental fees for the current semester and a year of Chinese language courses (they must fulfill 40 service hours during the semester).

五、申請審核程序：

V. Application procedure:

(一) 外國學生於申請入學時，向國際暨兩岸合作處境外學生事務組提出獎學金之申請。

(I) International students should submit their applications to the Section of Overseas Student Affairs of the Office of International and Cross-Strait Cooperation upon applying for admission.

(二) 全免獎學金、全額獎學金與半額獎學金名單之核定，由本校招生委員會審議。

(II) Scholarship recipients are determined by the Recruitment Committee of the University.

(三) 獎學金續領標準如下：

(III) Criteria for continuing to receive scholarships are as follows:

1. 「全免獎學金」：學士班受獎生之前一學期學業及操行總成績皆達 70 分至 79 分者，可獲減免當學期學雜費、住宿費及餐費半額（需完成當學期服務時數 40 小時）；達 80 分（含）以上者，可續領原獎學金（需完成當學期服務時數 80 小時）。

1. Full Scholarships with full grant for on-campus housing and meal coupons worth NT\$10,000: Scholarship recipients studying in the 4-year college program must receive a grade of 70-79 in academic performance and conduct in the previous semester to receive a scholarship of half the amount of the tuition and incidental fees, half dormitory fee and NTD5,000 meal coupons for the current semester (they must complete 40 service hours during the semester). Those receiving a grade of 80 or better in academic performance and conduct in the previous semester can continue to receive this scholarship (they must complete 80 service hours during the semester).

2. 「全額獎學金」：碩士班受獎生之前一學期學業及操行總成績皆達 80 分（含）以上者，可續領原獎學金（需完成當學期服務時數 80 小時）。學士班及專科班受獎生之前一學期學業及操行總成績皆達 70 分至 79 分者，可獲減免當學期半額學雜費（需完成當學期服務時數 40 小時）；達 80 分（含）以上者，可續領原獎學金（需完成當學期服務時數 80 小時）。

2. Full Scholarships: Graduate school scholarship recipients must have received a grade of 80 or better in academic performance and conduct in the previous semester to continue to receive this scholarship (they must complete 80 service hours during the semester). Scholarship recipients studying in the 4-year college program and the 5-year junior college program must receive a grade of 70-79 in academic performance and conduct in the previous semester to receive a scholarship of half the amount of the tuition and incidental fees for the current semester (they must complete 40 service hours during the semester). Those receiving a grade of 80 or better in academic performance and conduct in the previous semester can continue to receive this scholarship (they must complete 80 service hours during the semester).

3. 「半額獎學金」：碩士班受獎生之前一學期學業及操行總成績皆達 80 分（含）以上者，可續領原獎學金（需完成當學期服務時數 40 小時）。學士班及專科班受獎生之前一學期學業及操行總成績皆達 70 分（含）以上者，可續領原獎學金（需完成當學期服務時數 40 小時）。
 3. Half Scholarships: Graduate school scholarship recipients must have received a grade of 80 or better in academic performance and conduct in the previous semester to continue to receive this scholarship (they must complete 40 service hours during the semester). Scholarship recipients studying in the 4-year college program and the 5-year junior college program must receive a grade of 70 or better in academic performance and conduct in the previous semester to continue to receive this scholarship (they must complete 40 service hours during the semester).
 4. 受獎生學業及操行成績未達前述標準或未完成服務時數者，暫停發予獎學金；次學期若達前述標準及完成服務時數者，則再恢復給予獎學金之獎勵。
 4. Recipients failing to meet the above criteria will not be granted scholarships. If they meet the above requirements and complete the required service hours in the next semester, they will be granted scholarships again.
- 六、 外國學生若已申領我政府機關核發之台灣獎學金者（不含本校獎學金），不得重複領取本獎學金。
- VI. International students who are already receiving a scholarship awarded by the government of the Republic of China (not including this scholarship) are not eligible.
- 七、 符合獎勵之學生，入學當年度未完成註冊、辦理保留入學資格者，取消其得獎資格。
- VII. Scholarship awardees who have not completed registration or enrollment deferment procedures for the current academic year will lose their eligibility to receive scholarships.
- 八、 領取本獎學金者，經查若有偽造或不實之情事，撤銷其得獎資格，已領取之獎學金應予繳回。
- VIII. Scholarship awardees who have provided forged or false information lose their eligibility to receive scholarships. Any amount of scholarship money awarded must be returned.
- 九、 本要點經行政會議通過，陳請校長核定後實施，修正時亦同。
- IX. The Guidelines become effective after being approved at the Administrative Meeting and ratified by the President. Amendments must follow the same procedure.

Wang Jing-Chiu Scholarship

Eligibility: Overseas students of (1) 2nd to 5th Year of 5-Year Junior college

(2) 2nd to 4th Year of 4-Year College

Requirement: A grade average of 80 or higher

Note.

1. Applicants with proofs of financial needs are prioritized.
2. Contact SOSA for the applicant ion form.

Academic Calendar

Wenzao Ursuline University of Languages
Academic Calendar Year 2023



Passed at the Administration Meeting on 11 April 2023
 Ratified by the President on 19 April 2023
 Ratified by the Academic Ten-Year Plan (w) 23/06/1120047403 on 28 April 2023
 Amended by the Administration Meeting on 12 June 2023

2023- Fall Semester												
Year	Month	Week	Calendar							Date (Day)	Event	
			Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.			
2023	Aug.				1	2	3	4	5	1 (Tue.)	1 Beginning of the fall semester of the school year 2023	
										2 (Wed.)	2 Application for re-enrollment for the fall semester (1-3)	
										5 (Sat.)	5 Wenzao's Camp of Junior College	
										7 (Mon.)	7 Application for minors, double majors, and programs (7-9)	
										21 (Mon.)	21 Course selection for minors, double majors and programs (21-22)	
										23 (Wed.)	23 First course selection for the new students (23-25)	
										28 (Mon.)	28 "Falling in Love with English Camp" for freshmen of the 4-Year College (28-31)	
								31 (Thu.)	31 Orientation for new recruits (8/31-9/1)			
							1	2	1 (Fri.)	1 Make-up examination (Year 1-3 of the 5-Year Junior College)		
									4 (Mon.)	4 1 Application to register in different course section (4-5) 2 School preparation week (All teachers return to school) (4-8)		
									5 (Tue.)	5 Professional Development Conference for Faculty		
				3	4	5	6	7	8	9	6 (Wed.)	6 Course selection for course retaining, course fulfilling and course reduction (6-15)
											7 (Thu.)	7 Sessions for counseling tutors
											8 (Fri.)	8 1 Deadline for tuition payment for the current student 2 Grade submission of the make-up examination
											10 (Sun.)	10 1 Deadline for entering course Syllabi 2 Deadline for entering Office Hour 3 Uploading of digital teaching materials to Wenzao Cloud E-Learning
											11 (Mon.)	11 1 Classes begin (opening ceremony in the morning; classes begin in the afternoon) 2 Application to cross-register (11-13) 3 Course selection (in written form) (11-15) 4 Second online course adding/dropping for the whole school (11-18) 5 Sharing of teaching experience of the beginning of the semester (11-29)
											13 (Wed.)	13 Application to register for course overload (13-15)
											20 (Wed.)	20 Blessing ceremony for freshmen of the 1-Year College
											22 (Fri.)	22 Application of graduation in-advance
											23 (Sat.)	23 Bridge holiday (Compensatory Holidays for CSEPT on 18 May)
											27 (Wed.)	27 1 Honoring ceremony for Exemplary Teachers 2 Drill for National Disaster Prevention Day
											29 (Fri.)	29 Mid-Autumn Festival holiday
				1	2	3	4	5	6	7	9 (Mon.)	9 Bridge holiday
											10 (Tue.)	10 National Day
											11 (Wed.)	11 Blessing ceremony for freshmen of the 5-Year Junior College
											20 (Fri.)	20 1 Deadline for refunding 2/3 of the tuition to students in temporary suspension or discontinuance 2 Anniversary Thanksgiving Mass
											21 (Sat.)	21 Alumni Homecoming Day 2 St. Ursula's Day
											23 (Mon.)	23 Mid-term feedbacks on teaching (10/23-11/6)
											25 (Wed.)	25 Blessing ceremony for freshmen of the 4-Year College
											26 (Thu.)	26 Deadline of submitting mid-term exam questions
											29	29 29 30 31
											1 (Mon.)	1 Mid-term Mentor Meeting
											5 (Mon.)	5 Mid-term exam week (6-12)
											18 (Sat.)	18 Mountaineering and hiking activities junior college freshmen
											19 (Sun.)	19 Deadline for entering mid-term exam grades (Year 1-3 of the 5-Year Junior College)
											20 (Mon.)	20 Application for course withdrawing (11/20-12/1)
											24 (Fri.)	24 Online transcript inquiry is made available (Year 1-3 of the 5-Year Junior College)
											26 (Sun.)	26 Deadline for entering the mid-term alert list
											27 (Mon.)	27 The mid-term transcripts are mailed (Year 1-3 of the 5-Year Junior College)
											1 (Fri.)	1 Deadline for refunding 1/3 of the tuition to students in temporary suspension or discontinuance
											4 (Mon.)	4 Christmas Tree Light Up
											9 (Sat.)	9 Wenzao School Fair
										11 (Mon.)	11 Compensatory Holidays for Wenzao School Fair	
										18 (Mon.)	18 1 final feedbacks on teaching (12/18-1/12) 2 Receiving favorable evaluations from advisees (12/18-1/1) 3 Final student conducts assessment and student recognition and discipline assignment (12/18-1/5)	
										24 (Sun.)	24 Christmas Eve Mass	
										25 (Mon.)	25 1 Bridge holiday (Compensatory Holidays for CSEPT on 19 May) 2 Christmas 3 Christmas Day Mass	
										27 (Wed.)	27 Course selection for the next semester (27-29)	
										28 (Thu.)	28 Deadline for submitting the final exam questions	
										31	31	
										1 (Mon.)	1 New Year's Day	
										5 (Fri.)	5 Application deadline for temporary suspension at the end of this semester	
										6 (Sat.)	6 Final exam week (6-12)	
										10 (Wed.)	10 Application deadline for thesis proposal and thesis oral defense	
										13 (Sat.)	13 Election polling day	
										14 (Sun.)	14 Classes end	
										15 (Mon.)	15 1 Winter vacation begins 2 First online course adding/dropping for the spring semester for the whole school (15-18)	
										21 (Sun.)	21 Deadline for entering semester grades (including physical education)	
										27 (Sat.)	27 St. Angela's Day	
										31 (Wed.)	31 End of the fall semester of the school year 2023	

If there is any change, please refer to the announcement by Office of Academic Affairs as the amendment.

