



文藻外語大學
WENZAOU RSULINE
UNIVERSITY OF LANGUAGES



Handbook for Exchange Students



Office of International and Cross-Strait Cooperation
(OICC)



Section of Overseas Student Affairs
(SOSA)

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Table of Contents

A Letter for International Exchange Students	2
Introduction to Wenzao Ursuline University of Languages.....	3
Learning Information.....	4
International Exchange Student manual for Course Selection Operations System.....	4
Add Course	5
Drop Course.....	6
Course Selection Results	7
Regulations Related to Attendance	8
Online Student Leave Request Operatio.....	9
Visa Application	12
Insurance Information	13
Housing Information	13
Useful Information.....	15
FEES FOR INTERNATIONAL STUDENTS	15
Parking Permit for Motorbikes and Bicycles.....	15
Financial Information	15
Telecommunication.....	15
Food Culture	18
Stores	21
Safe Transportation.....	21
Practical Online Resources	22
Transportation	23
Map of Kaohsiung Rapid Transit	24
School Contact Information.....	25
Important Contact Phone Numbers	25
Departmental Coordinators.....	25
Contact Information of Academic Units.....	28
List of Campus Services	28
Campus Map	29
Library	30
Fitness Center	30
Extracurricular Activities	34
Wenzao Ursuline University of Languages Academic Policies.....	36
Academic Calendar.....	42

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 340 universities and higher education institutions from 29 countries in 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.

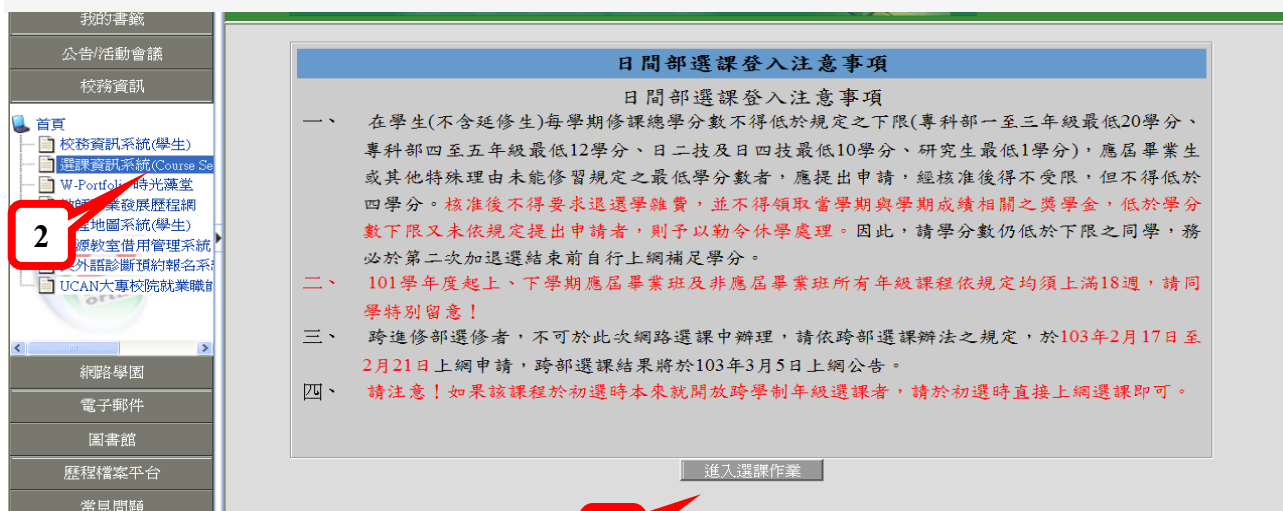
Learning Information

International Exchange Student manual for Course Selection Operations System

Step 1: Enter account number (Student ID) and password. Enter the randomly generated letters and numbers in the “Captcha image” and click on “Log in.”

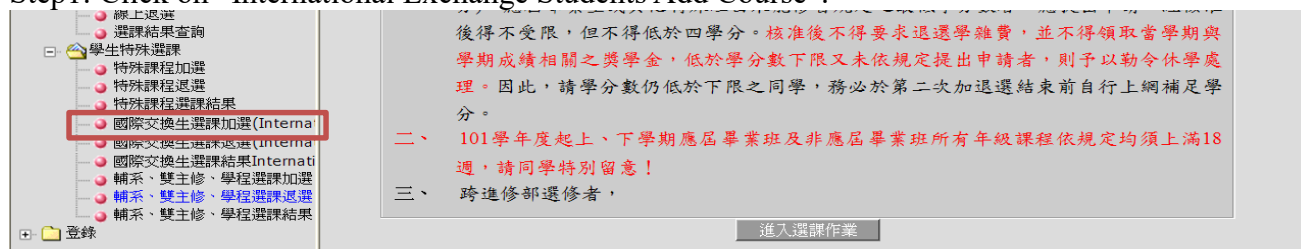


Step 2: Click on “Course Selection Operations System”, then click on Enter.

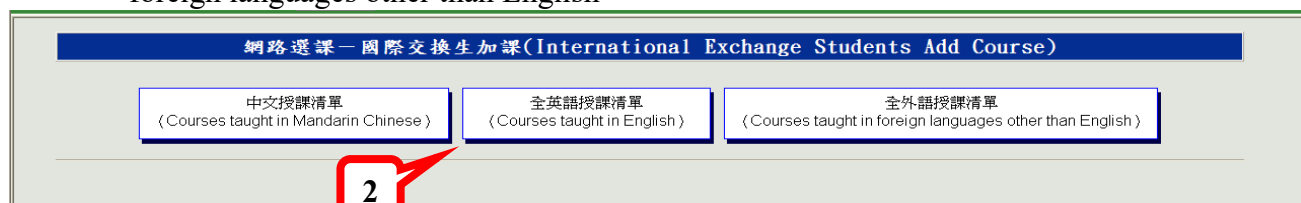


Add Course

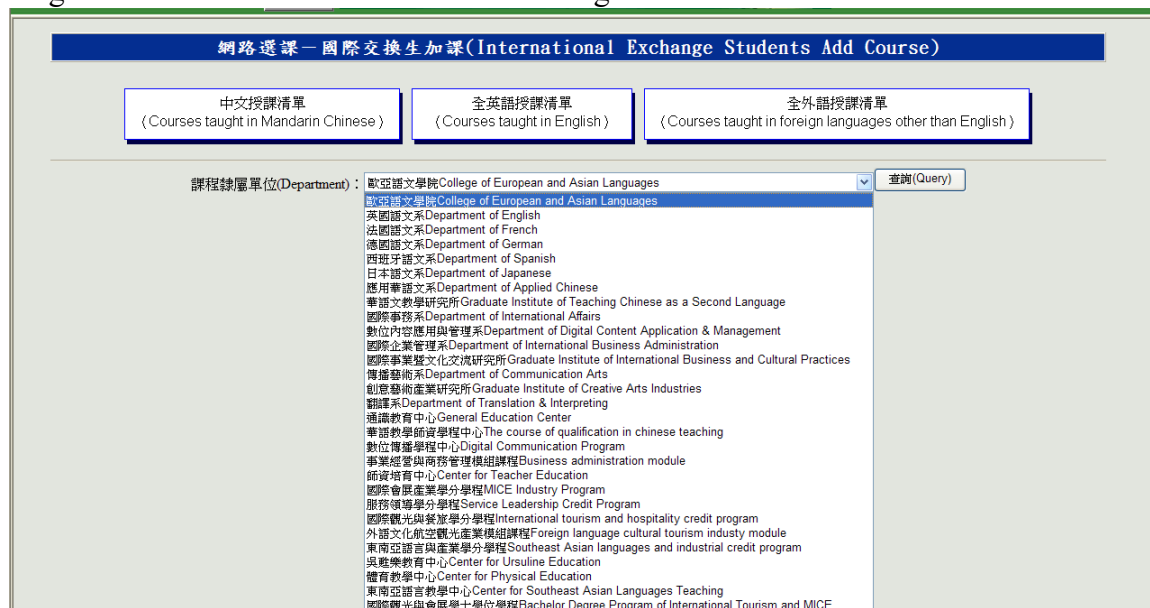
Step1: Click on “International Exchange Students Add Course”.



Step2: Select “Courses taught in Mandarin in Chinese”, ”Courses taught in English” or “Courses taught in foreign languages other than English”



Click “Courses taught in Mandarin”, choose the department and then click “Search”. The list of courses taught in Mandarin will be shown as following.



Step 3: Select the course and make a check, then click on “Confirm and send”.



Drop Course

Step1: Click on “International Exchange Students Drop Course”.

The screenshot shows a web interface for course selection. On the left is a sidebar menu with categories like 'Chinese Menu', 'English Menu', and '選課作業'. Under '選課作業', there are sub-items for '學生網路選課' and '學生特殊選課'. The '國際交換生選課退選(International Exchange Students Drop Course)' option is highlighted with a red box. The main content area is titled '日間部選課登入注意事項' and contains three numbered points regarding course selection rules for international exchange students. A '進入選課作業' button is located at the bottom right of the main content area.

日間部選課登入注意事項

日間部選課登入注意事項

- 一、 在學生(不含延修生)每學期修課總學分數不得低於規定之下限(專科部一至三年級最低20學分、專科部四至五年級最低12學分、日二技及日四技最低10學分、研究生最低1學分)，應屆畢業生或其他特殊理由未能修習規定之最低學分數者，應提出申請，經核准後不得要求退還學雜費，並不得領取當學期與學期成績相關之獎學金，低於學分數下限又未依規定提出申請者，則予以勒令休學處理。因此，請學分數仍低於下限之同學，務必於第二次加退選結束前自行上網補足學分。
- 二、 101學年度起上、下學期應屆畢業班及非應屆畢業班所有年級課程依規定均須上滿18週，請同學特別留意！
- 三、 跨進修部選修者，

進入選課作業

Step 2: Select the course and make a check, then click on “Confirm and send”.

確定送出(Confirm send)

刪除	選課代號 Course No.	上限人數 Max	下限人數 Min	實收人數 Enrollment	科目名稱 Course Title	分組	開課別 Course type	修習別 Category	學分 Credits	時數 Hours	課程領域 Course Category	授課語言 Language of Instruction	上課節次/教室/教師 Time/Room/Instructor	備註 Remarks
<input checked="" type="checkbox"/>	0179	50	15	50	科技英文選讀 ENGLISH FOR SCIENCE AND TECHNOLOGY	01	學年	選修	2.0	2.0	專業選修	法語	(四)6-7.A501 蔡嘉哲	開放專科部四、五年級，日二技四年級與日四技三、四年級學生選修。 【文化模組】

Course Selection Results

Step1: Click on “International exchange Student Course Selection Results”.

日間部選課登入注意事項

日間部選課登入注意事項

- 一、 在學生(不含延修生)每學期修課總學分數不得低於規定之下限(專科部一至三年級最低20學分、專科部四至五年級最低12學分、日二技及日四技最低10學分、研究生最低1學分)，應屆畢業生或其他特殊理由未能修習規定之最低學分數者，應提出申請，經核准後不得要求退還學雜費，並不得領取當學期與學期成績相關之獎學金，低於學分數下限又未依規定提出申請者，則予以勒令休學處理。因此，請學分數仍低於下限之同學，務必於第二次加選退選結束前自行上網補足學分。
- 二、 101學年度起上、下學期應屆畢業班及非應屆畢業班所有年級課程依規定均須上滿18週，請同學特別留意！
- 三、 跨進修部選修者，

進入選課作業

This stage does not mean that the course has been selected. It needs to be reviewed by Office of International and Cross-Strait Cooperation. Finally, Curriculum Section will transfer all the courses to your personal school timetable.

登錄結果(Selected Result)													
選課代號 Course No.	上限人數 Max	下限人數 Min	實收人數 Enrollment	科目名稱 Course Title	分組	開課別 Course type	修習別 Category	學分 Credits	時數 Hours	課程領域 Course Category	授課語言 Language of Instruction	上課節次/教室/教師 Time/Room/Instructor	備註 Remarks
0188	30	15	22	專業英文寫作 PROFESSIONAL ENGLISH WRITING	02	學年	必修	2.0	2.0	專業必修	英語 English	(五)6-7,E207教室 黃苡蓁	
0199	0	0	18	專題英文研究寫作 RESEARCH WRITING IN ENGLISH	04	學年	必修	3.0	3.0	專業必修	英語 English	(二)1-2(三)1,Q101網路同步教學專業 卓惇慧	欲重補修本課程者須向英文系辦公室登記。
0200	56	0	36	語言與文化 LANGUAGE AND CULTURE	01	學年	必修	3.0	3.0	專業必修	英語 English	(二)3-4(三)2,(二,3)S302,(二,4)S302,(三,2)Q101	

Course selection confirmation list

The confirmation list is to make sure the selected courses are correctly chosen; after giving the signature, the selection is completed. If the name of course is not the chosen one, please confirm with OICC.

Course selection confirmation

Wenzao Ursuline University of Languages
Course Checklist

School Year: 103
Semester: 2
Class: _____

Student ID. Number: _____
Name: _____

With The Identity of Origin: 14 外國交換學生
Tel: _____

Signature of Student: _____
Print Date: 104/6/10

Class	Subject Code	Subject Title	Section	Course Code	Course Categories	Required/ Selective Course	Credit	Course Period	Classroom	Instructor	Rem
PL00	04627	INTERNATIONAL PERSPECTIVES AND GLOBAL CONCERN	01	1266	For Academic Smester	Selective Course	2.0	(四)6-7	J202教室		
	04570	PHYSICAL EDUCATION - BAD MIN TON	02	1295	For Academic Year	Required Course	0	(二)8-7			
Total:							2				

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 you 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. (Except a sick leave or personal leave within two days, please print out your application and submit to the unit in charge according to the regulations).
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 before next Friday. 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.

Online Student Leave Request Operation



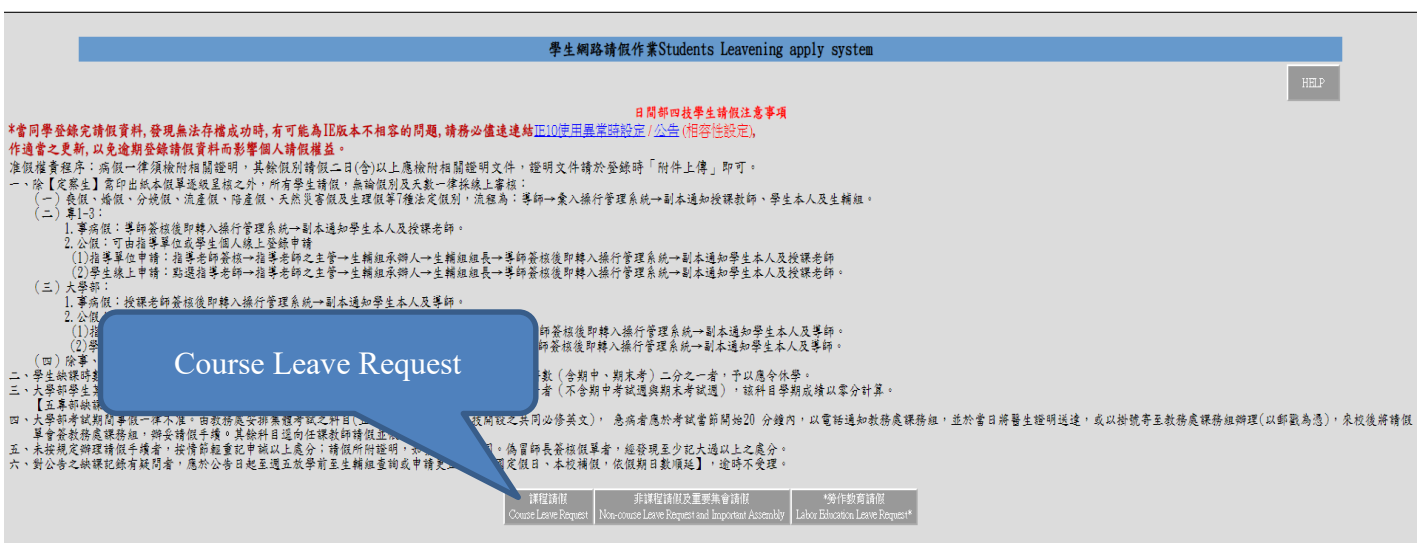
Step 1: Online Leave Request Operation: choose “current student”.



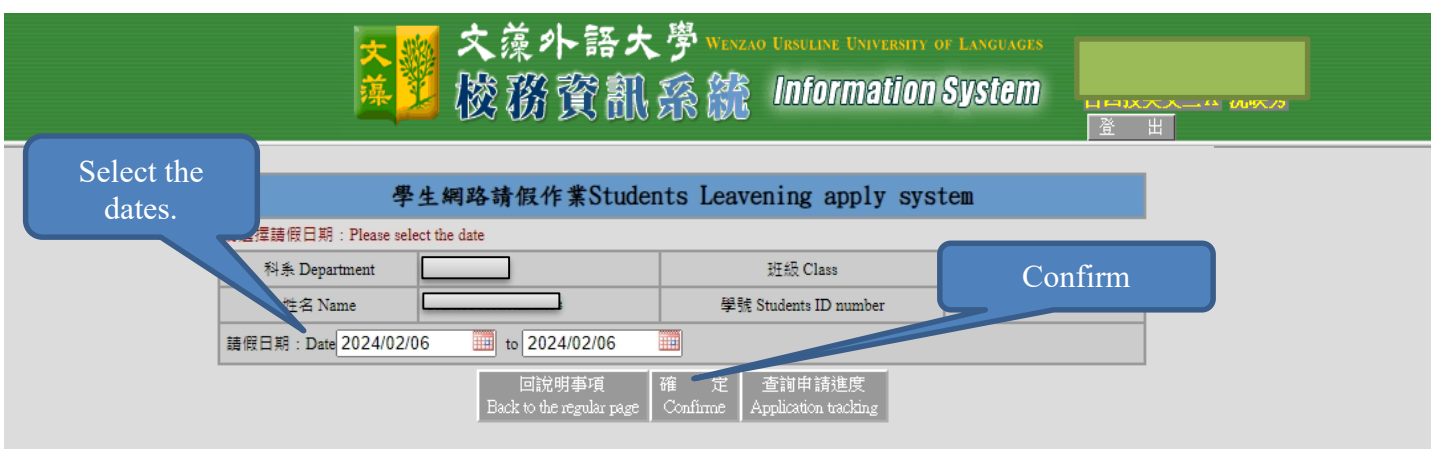
Step 2: Click “online student leave request procedures”.



Step 3: Log into your account number (student ID NO.) and password→submit.



Step 4: Select “Course Leave Request” or “Non-course Leave Request and Important Assembly”.



Step 5: Register the date(s) for the leave.

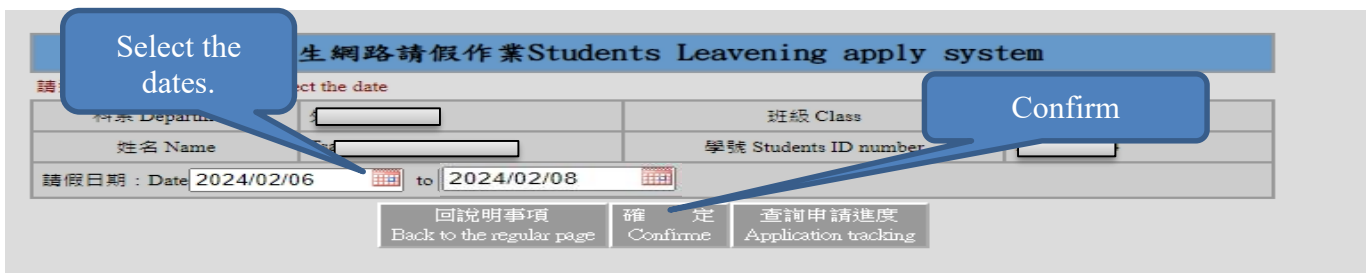


Step 6: Choose “Leave category”, and type the “Leaving Reason” in detail



Click “Send” for approval.

Step 7: If you need, you can upload the attachment of your leave request. Click “Attachments Upload”. (The System will provide the online function)



Step 8: The leave request is more than 2 days: please select accurate dates.



Step 9: If you take a day off due to personal reasons, you can see “事”-meaning personal leave- after clicking the blue blocks of the absent courses.

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.)

Required Documents:

- passport (original copy and photocopy), resident visa (original copy and photocopy) and one 2-inch color ID card-size photo
- 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 or student ID card with the registration seal should be presented and apply for the sufficient length before permit expiration.
- If students completed the registration process: they should present study certificate or student ID card with the registration seal to apply for a 1-year valid Alien Resident Certificate(ARC).
- Application form (* signature has to be given on the Power of Attorney)
Application fee: NTD1000. - (if students do not reside in the dormitory, who should report to the local jurisdiction) the resident certificate is for multiple entries.
Application venue: National Immigration Agency Kaohsiung City First Service Center:
5 F., No. 6, Zhengnan St., Lingya Dist., Kaohsiung City 802304, Taiwan (R.O.C.)

Application website: <https://coa.immigration.gov.tw/coa-frontend/student/entry>

- 2. Apply for Resident Permit from Resident Visa:** students should apply for Alien Resident Certificate within 15 days after submitting school admission.

Required Documents:

- passport (original copy and photocopy), resident visa (original copy and photocopy) and one 2-inch color ID card-size photo
- 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 or student ID card with the registration seal should be presented and apply for the sufficient length before permit expiration.
- If students completed the registration process: they should present study certificate or student ID card with the registration seal to apply for a 1-year valid Alien Resident Certificate (ARC).
- Application form (* signature has to be given on the Power of Attorney)
Application fee: NTD1000. - (if students do not reside in the dormitory, who should report to the local jurisdiction) the resident certificate is for multiple entries.
- Application venue: National Immigration Agency

Insurance Information

National Health Insurance

(1) **Eligible Persons:**

International students (except for students from China) who have stayed in Taiwan for 6 consecutive months and had been once less than 30 days abroad after arrival should participate in National Health Insurance beginning from the 7th month.

(2) **Fee:** NTD 826 per month. **Students who fail to pay for the fee will be regarded as not completing the registration.**

(3) **How to Participate:**

Please contact Ethan Lai, the officer of the Section of Overseas Student Affairs for your application.
(07-3426031 ext. 2644)

(4) **Required Documents:**

Resident permits (ARC) and one ID photo (2x2 inch).

Group Insurance

(1) **Eligible Persons:**

International students who have no insurance or any health insurance after arrival should participate in Cathay Life Group Insurance.

(2) **Fee:**

NTD 500 per month. **Students who fail to pay for the fee will be regarded as not completing the registration.**

(3) **How to Participate:**

Please contact Ethan Lai, the officer of the Section of Overseas Student Affairs for your application.
(07-3426031 ext. 2644)

(4) **Coverage:**

Medical expenses (up to NTD 1,000 for the same illness per day), surgery, and hospitalization (limited to medical treatment in Taiwan).

(5) **Required Documents for Applying Claims:**

Hospital receipt, medical certificate and a copy of your identity document (Passport) and a copy of your bank book (Deposit book).

Housing Information

Dormitory Application

1. Please check the University dormitory regulations <https://c012.wzu.edu.tw/article/479966> 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.
2. The fee of the accommodation for one semester is NTD 12,000 and for one academic year is NTD 24,000 (not include summer and winter vacations). A cleaning fee of NT\$1,000 is required. You have to pay NTD 5,000 deposit. (Exchange students staying for one semester are not required to pay this fee) After the end of the academic year, we will return NTD 5,000 back to you.

Address: 900 Mintzu 1st Road, Sanmin District, Kaohsiung City 80793, Taiwan (Millennium Hall)
Campus Safety Center: 07-3429958



For more information, please check the below website:

<http://c012.wzu.edu.tw/category/134992#>

Rental Housing Matching

1. **DaYa International Apartment:** <https://www.daya.tw/room.php?mid=1>
Reservation Information: mail: daya12921163@gmail.com **Line ID:** @cwa0798w
Address: No. 2, Ln. 556, Dingjinhou Rd., Sanmin Dist., Kaohsiung City
2. Please visit the “Cloud Rental Housing Information for Wenzao Students” for certified rental housing information: <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 2015, 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
2. Photocopy of Alien Resident Certificate
3. Photocopy of passport
4. More than NTD 10 for opening a bank account

Telecommunication

1. **Prepaid 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" <https://www.cwa.gov.tw/V8/C/>

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. Taiwan Education online	http://www.twunet.cn/main.php
12. 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, Minzu Express 90
Dingjhong Road Entrance: 3, 28, 77, 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/UBER: Taxis or Uber 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/UBER fare is about NT 150 dollars.



Map of Kaohsiung Rapid Transit

營運系統圖 KMRT System

營運路線 Operation Lines

- **紅線 (岡山車站-小港)**
Red Line (Gangshan Station - Siaogang)
- **橘線 (哈瑪星-大寮)**
Orange Line (Hamarsen - Daliao)
- **輕軌**
LRT

圖例 Legend

- | | | | |
|--|----------------------------|--|---------------|
| | 一般站
General Station | | 機場
Airport |
| | 端點站
Terminal Station | | 高鐵
THSR |
| | 交會站
Interchange Station | | 台鐵
TR |
| | 輕軌轉乘站
Transfer LRT | | 輕軌
LRT |
| | 路線記號
Line Symbol | | 港口
Harbor |
| | 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/ 2641-2646
Student Grievances Number (Counseling Center): 07-3426031 ext. 2205
3. 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	唐英格 Ingo Tamm	92015@mail.wzu.edu.tw
Dept. of Spanish	李宜靜 LEE, YI-CHING	97177@mail.wzu.edu.tw
Dept. of Japanese	山本佐和子 Sawako Yamamoto	94022@mail.wzu.edu.tw
	佐藤圭司 Keiji Sato	94023@mail.wzu.edu.tw
Dept. of Applied Chinese	盧秀滿 Lu, Hsiu Man	91037@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	黃育文 Joseph Huang	99038@mail.wzu.edu.tw jywhuang@gmail.com
Graduate Institute of Multilingual Translation and Interpreting		
Dept. of Communication Arts	林潔 Kit Lam	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	5901, 5902, 5904
College of European and Asian Languages	5002	
	Department of French	5602
	Department of German	5702
	Department of Spanish	5802-03
	Department of Japanese	5502-03
	Center for Southeast Asian Languages Teaching	7801-7802
	European Union Center	5002
College of Cultural and Educational Innovation	3002	
	Department of Foreign Language Instruction	5201-5202
	Graduate Institute of Foreign Language Education and Cultural Industries	5201-5202
	Department of Communication Arts	6502, 6505
	Graduate Institute of Creative Arts Industries	6502, 6505
	Department of Digital Content Application and Management	6302
College of the Holistic Education	7002	
	General Education Center	7202-03
	Ursuline Education Center	7302-04
	Center for Physical Education	7602-7603
College of Mandarin		
	Department of Applied Chinese	5103-04
	Graduate Institute of Teaching Chinese as a Second Language	5103-04

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, 2222, 2225
	Student Assistance Section	<ul style="list-style-type: none"> ➤ Attendance, absence and leave-taking application 	1 st floor, Administration Building 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. 2641-45
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 	(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	08:00~21:00	08:30~16:30
Sat	09:00~16:00	09:00~16:00
Sun	09:00~16:00	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	Mon~Thu 08:30~16:30 Fri 08:30~12:00
Sat	09:00~18:00	Closed on Sat & Sun
※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 for further information.



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 Performing 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

Frequently asked Questions

➤ Questions regarding degree program application to Wenzao

1. **How to apply to Wenzao?**

Go to Wenzao's admission application website through the link below to register and apply. No registration fees needed.

https://web3.wzu.edu.tw/oc50_1907/index.php?c=registration&act=activity_list

2. **When to apply to Wenzao?**

- a. Master's: December 1st to May 31st
- b. Bachelor's: December 1st to June 30th

3. **Brief intro of Wenzao's programs**

- a. BA and MA programs

<https://d021.wzu.edu.tw/article/504983>

- b. International programs

<https://d021.wzu.edu.tw/article/512749>

4. **Wenzao's English-taught programs**

English-taught programs offered by Wenzao are as follows

- a. Master's programs: MA in English, MA in International Affairs, MA in International Business Administration, and MA in European Studies
- b. Bachelor's programs: BA in English, BA in International Affairs, and BA in Foreign Language Instruction

5. **Wenzao's bilingually-taught programs (English & Chinese)**

- a. Master's programs: MA in Translation & Interpreting and MA in European Studies
- b. Bachelor's program: BA in Translation & Interpreting

6. **Types of scholarships available for overseas students**

- a. Ursuline Scholarships (Exclusive for international students graduating from Ursuline High Schools affiliated with Wenzao)

100% tuition waiver, free school dormitory accommodation, and 10,000 NT meal vouchers

- b. Full Scholarships

100% tuition waiver

- c. Half Scholarships

50% tuition waiver

- d. International Program Scholarships

100% tuition waiver, 50% tuition waiver and 25% tuition waiver.

7. **What to do after being admitted to Wenzao and receiving your admission letter**

- a. Click on the Google survey link provided in the admission notification email to reply and inform us of your accepting the admission. The Acceptance of Wenzao's Scholarship form, on-campus dormitory application form, and Academic Certificate Declaration form need to be uploaded as well.

- b. Apply to Taiwan's office in your region for a student visa. If a paper copy of your admission letter is needed, inform SOSA via email, and it'll be sent to you.

- c. Join the Line group for the freshman overseas students of the year by using the invitation link / QR code in the admission notification email. Important information regarding enrolling in Wenzao and other matters regarding your study will be announced in the Line group.

- d. Once you have received your student visa, book your flight to Taiwan.

e. Fill out the Google survey provided by SOSA, and inform us of your arrival date and flight info.

f. The orientation for freshman overseas students will be held during the week before the school starts. You may attend the orientation, and submit your verified copies of your diploma and transcript.

➤ Questions regarding adding and dropping courses for degree students

1. How to add or drop courses

The student numbers of the incoming freshman students will be provided before mid-August. You need to use your student number and passport number to log in Wenzao's Information Service System. Below is the website link. Watch the video to find out how to add or drop courses on the school's Information Service website.

<https://sso.wzu.edu.tw/Portal/login.htm>

2. When to add or drop courses

The 1st period of time for incoming freshman students to add or drop courses will be the last week of August.

The 1st week of semester will be the 2nd time to add or drop courses.

➤ How to apply for the Alien Resident Card (ARC)

1. Student ARC application website

<https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=zh>

2. Video of how to apply for a student ARC

<https://coa.immigration.gov.tw/coa-frontend/student/entry/foreign-student>

3. Steps and guidelines of applying for a student ARC

➤ How to apply for Work Permit

1. Apply for an account

Click 【 Apply account 】

2. Enter your details

3. Pay the examination fee

1. Click 「 審查費資料 examination fee information 」

2. Choose 【 郵局繳費 payment by post office 】

3. After you have paid at the post office , fill out the 「 Transaction date 」 、 「 Transaction Reference Number 」 and 「 Postal Payment Receipt Number 」

4. Click [Submit for School Review] to proceed with the case review.

個人基本資料 personal information	
申請人姓名(中文) Name of applicant(Chinese)	Lin [按此填入基本資料 Edit personal profile]
申請人姓名(英文) Name of applicant(English)	KU [按此填入基本資料 Edit personal profile]
性別 Gender	(F) 女 [按此填入基本資料 Edit personal profile]
國籍(地區) Nationality (or region)	(037) 香港 HONG KONG
護照號碼 Passport number	A269
居留證統一編號 ARC ID number	
出生年月日 Date of birth	19950226 [按此填入基本資料 Edit personal profile]
聯絡電話 Phone number	0932349213 [按此填入基本資料 Edit personal profile]

➤ Labor Standards Act

1. The regular working time of workers may not exceed eight hours a day nor 40 hours a week.
2. With the consent of a labor union, or if there is no labor union in a business entity, with the approval of a labor-management conference, an employer may distribute the regular working hours, referred to in the preceding paragraph, of any two workdays in every two weeks, to other workdays, provided that no more than two hours shall be distributed to each of the other workdays. However, the total number of working hours shall not exceed forty-eight hours every week.
3. With the prior consent of the labor union, or if there is no labor union exists in a business entity, with the agreement of a labor-management conference, an employer may distribute the regular working hours, referred to in the Paragraph1, in every eight weeks, provided that the regular working time shall not in excess of eight hours a day and the total number of working hours shall not exceed forty-eight hours every week.
4. Employers shall prepare and keep worker attendance records for five years.
5. The attendance records specified in the preceding Paragraph shall register the attendance of workers on a daily basis to the minute. Employers may not refuse when workers request for duplicates or photocopies of the attendance records.
6. Employers may not use the amendment to regular working hours of Paragraph 1 as reason for wage deduction.
7. ****Only students who participate in a one-year exchange program are eligible to apply for a work permit.**

For more information on labor laws, please refer to the official website of the Ministry of Labor website <https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=N0030001>

➤ Questions regarding the health insurance

4. How to Join the NHI?

Eligibility for National Health Insurance (NHI) coverage for resident visa holders begins six months from the date of entry. This means they must have resided continuously in Taiwan for six months, or have made a single departure of no more than 30 days, with their actual period of stay (excluding days of departure) totaling six months. For those who do not hold a resident visa, eligibility is calculated from the date they obtain their Alien Resident Certificate (ARC) in Taiwan.

5. How is NHI Eligibility Calculated with Multiple Entries and Exits Within 6 Months?

For individuals who frequently enter and exit Taiwan during their National Health Insurance (NHI) waiting period, as long as each departure does not exceed 30 days, regardless of the number of entries and exits, the NHI calculation starts six months from the last entry date. (During this period, you can depart once, but it cannot exceed 30 days).

6. Fee of NHI?

The current rate is TWD\$4,956 per semester (TWD \$826/month).

7. Options for insurance claims if you don't yet qualify for National Health Insurance (NHI) in Taiwan

MSIG Taiwan Group Medical Insurance for International Students, the current rate is TWD\$3,000 per semester (TWD \$500/month).

➤ Questions regarding housing in and/or around the school

1. In-campus dormitory

- a. dormitory fee: NT24,000 for 2 semesters
- b. Cleaning fee: NT\$1,000
- c. Deposit: NT\$5,000 (Exchange students staying for one semester are not required to pay this fee)
- d. 4 people per room
- e. curfew hours: 23:00~6:30
- f. Winter/summer vacation is excluded and extra pay is needed during winter/summer vacation: NT1,000/周 week

2. Daya Building

To lease a studio of Daya Building, contact the building superintendent via email or Line
<https://www.daya.tw/room.php?mid=1>

➤ Questions regarding foreign exchange students to Wenzao

1. Application timeline and procedure

Nominated by the university. Timeline: Spring – before November 15; Fall – before June 15.

2. How and when to add or drop courses

The week before the semester starts, course add/drop is conducted online, while during the first week of the semester, it is handled through paper forms.

3. How and when to Extend the Visitor Visa?

International exchange students holding a visitor visa without a stamp of no-extension must apply for an extension at the National Immigration Agency **【within the last 15 days before the visa expires.】**

(Please

note that the day after entering Taiwan is considered the first day)

For more details, please contact the National Immigration Agency

NIA Website: <https://www.immigration.gov.tw/>

➤ Questions regarding payments for the tuition and other fees

1. payment methods

- a. Cash in-person payment at Wenzao Cashier office
- b. Cash payment at 7-Eleven or FamilyMart convenience stores (the payer will bear the service fee)
- c. Local banks on-line transformation
- d. Local credit card on-line payment

e. Foreign credit card

Cash in-person payment at Wenzao Cashier office

Item	Amount
Tuition	39,950
Incidental fees	12,588
Student insurance	895
Charges for use of computers and network communications	1,000
Granted scholarships	-52,544
Total	1,895

Cash payment at 7-Eleven or FamilyMart convenience stores

Local banks on-line transformation

Local credit card on-line payment

Foreign credit card	Please contact SOSA before you are planning to pay
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2. **How to get your tuition and in-campus dormitory bills**

Log in Student Information System → Payment module → Printing tuition and incidental fee →

Tuition and

Incidental Fee/dormitory → Enter -> Print out payment sheet or Ipay

➤ **Other questions**

1. **Locations of the buildings on campus**

<https://c005.wzu.edu.tw/category/132590>

2. **Student clubs**

https://d006.wzu.edu.tw/datas/upload/files/%E5%90%84%E7%A4%BE%E5%9C%98%E7%B6%B2%E7%AB%99%E9%80%A3%E7%B5%90_113.pdf

***Important reminder: Anti-Smoking Awareness Campaign**

- The legal smoking age in Taiwan is **20 years old**, and **the use of e-cigarettes is illegal**. Roads or shops adjacent to campuses are considered part of the school area. If you are caught smoking at the campus gate or on roads next to the campus, you will be **subject to penalties**. Additionally, if **caught by government authorities, you will be fined and may also receive a disciplinary record from the school. After receiving a disciplinary record, your scholarship or financial aid may be revoked. Please take this very seriously.**

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
Amended at the Academic Affairs Committee meeting on October 17, 2023
Amended at the University Affairs Committee meeting on November 15, 2023
Ratified by the University President on December 1, 2023
Ratified by document Tai Jiao Ji (4) Zi No. 1120124127 on December 20, 2024
Amended at the Academic Affairs Committee meeting on October 15, 2024
Amended at the University Affairs Committee meeting on November 13, 2024
Ratified by the University President on December 1, 2024
Ratified by document Tai Jiao Ji (4) Zi No. 1132303704 on December 23, 2024

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.

A. Students in the first to third year of a four-year college program can transfer to other departments in the next semester after their application has been approved.

B. Students in the third year of a two-year college program can transfer to other departments in the next semester after their application has been approved.

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 – Readmission, Suspension, Withdrawal

- Article XX. Student suspension and readmission shall adhere to the procedures established by the University. Application for voluntary suspension may be submitted for one semester, one academic year, or two academic years. The cumulative duration of voluntary suspension must not exceed two academic years. Specific regulations governing suspension and readmission are outlined in a separate document. In cases where suspension is necessitated by pregnancy, childbirth, childcare for children below the age of three, or military service, the suspension time period shall not be included in the maximum duration of two academic years.

If a students' suspension period is approaching the maximum limit of two years and encounters severe illness or other extraordinary circumstances, the student may apply for an extension by providing appropriate supporting documents. Upon verification and approval through the required administrative procedures, the suspension period may be extended for an additional two academic 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 suspension. The suspension period is limited to 3 years, and this period does not count toward the maximum duration for which students can suspend their studies.

Flexible academic arrangements shall be implemented for students affected by significant disasters as recognized by competent education authorities. These arrangements include provisions concerning university entrance eligibility, registration procedures, tuition and fee payments, course enrollment, leave of absence, grading, credit transfers, withdrawal, expulsion, readmission, refunds, study periods, and graduation requirements. Detailed provisions are stipulated in a separate document, which becomes effective following resolutions reached at a university meeting.

Article XXI. Students applying for suspension or withdrawal must obtain a signed consent letter from their parents or legal guardians. (However, students over 18 are exempt from this requirement.) The suspension or withdrawal application must be completed in person by the student. If the student is unable to complete the procedures personally, a relative may be authorized to act on their behalf to finalize the administrative process.

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. Student who has not registered by the deadline, has not resumed studies after the deadline, or cannot apply for an extension because the maximum suspension period 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.

G. 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 met all other graduation requirements established by the University and each department (degree program) .

Graduation requirements of departments (degree programs) stipulated in **III** 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.

A. The student has completed all the courses and credits required for graduation.

B. 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.

C. 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 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 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. Full tuition and miscellaneous fees are payable during the first two academic years of graduate study. Starting from the third academic year, students only need to pay for the

actual course credits they take, except for students who take total four credits or more; those who take four credits or more must pay full tuition and miscellaneous fees.

Master program students who have taken postgraduate courses in the undergraduate stage can apply for transferring credits in accordance with the "Regulations on the Management of Credit Waivers and Credit Transfers". Regardless of how many credits are waived, students are still required to pay full tuition and miscellaneous fees for the first academic year. Starting from the second academic year, those who take courses with a total of four credits or more must pay full tuition and miscellaneous fees, otherwise only the credit fees for the actual courses taken will be paid. Students who do not take any courses are required to pay a thesis supervision fee (calculated as three credits).

Students who have deferred graduation and have not taken any courses are required to pay a thesis supervision fee (calculated as three credits) each 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 must complete at least thirty credits. The credit requirements for graduation are proposed by each graduate institute and become effective after being approved by the Graduate Institute Affairs Committee, College Affairs Committee, and Academic Affairs Committee. They are published in the academic regulations of each department.

Article LII. For research purposes, graduate students may, with the approval of their department chair, register for courses offered by other departments (or universities). Whether the credits earned are counted toward graduation requirements will be determined by each graduate institute. Credits and grades for undergraduate courses that do not count toward graduation credits will not be included in the calculation of the semester's average grade or total credits earned, nor will they be considered in the calculation of graduation credits and grades.

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 suspension 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):
- A. 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.
 - B. A decision of immediate expulsion has been made at the Student Affairs Committee meeting.
 - C. The student has failed to complete the courses and number of credits required.
 - D. The student has failed his/her degree exam, is unqualified for re-examination, or has failed the re-examination,
 - E. The student has failed to meet the requirements stipulated in Article LVIII before the period of study ended.
 - F. The student holds student status at two schools without the consent of this University.
 - G. 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 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 degree names of each institute, as well as regulations regarding whether the old name should be included on the degree certificate after a name change, are proposed by each institute and implemented after approval by the Department Affairs Meeting, College Affairs Meeting, and Academic Affairs Meeting. The same procedure applies to amendments

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.
Regarding the flexible study measures for the four-year bachelor's degree students born after 2005 and who will be conscripted into the Obligatory Military Service starting from January 1, 2023, the document will be stipulated separately and submitted to the Ministry of Education for future reference.
- 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, 2012

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



Academic Calendar

Wenzao Ursuline University of Languages Academic Calendar Year 2025

Passed at the Administration Meeting on 6 May 2025
 Ratified by the President on 19 May 2025
 Ratified by document Tai Hsu Ji (10)25 No.1340206110 on 6 June 2025
 Announced by the Administration Meeting on 1 July 2025
 Ratified by the President on 18 July 2025

2025- Fall Semester												
Year	Month	Week	Calendar							Date	Events	
			Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.			
2025	Aug.							1	2	8/1	1.Beginning of the fall semester of the school year 2025	
			3	4	5	6	7	8	9	8/1-8/10	To cooperate with the school database operations, please upload the Teacher Portfolio (TP) file	
			10	11	12	13	14	15	16	8/4-8/5	Application for re-enrollment for the fall semester	
			17	18	19	20	21	22	23			
			24	25	26	27	28	29	30	8/25-8/27	First course selection for the new students	
			31							8/27-8/28	Orientation for new recruits	
	Sep.	1									9-1-9-2	Application to register in different course section
											9/1-9/5	School preparation week (All teachers return to school)
											9/2-9/3	Professional Development Conference for Faculty
											9/5-9/5	Camp for freshmen of the 4-Year College
											9/4	Make-up examination (Year 1-3 of the 5-Year Junior College)
											9/4-9/12	Course selection for course retaking, course fulfilling and course reduction
											9/5	1.Deadline for tuition payment for the current students 2.Sessions for counseling tutors
											9/7	1.Deadline for entering course Syllabi 2.Uploading of digital teaching materials to Wenzao Cloud E-Learning
											9/8	3.Deadline for entering Office Hour
											9/8	Classes begin (opening ceremony in the morning; classes begin in the afternoon)
	Oct.	2									9/8-9/10	Application to cross-register
											9/8-9/12	Course selection (in written forms)
											9/8-9/15	Second online course adding/dropping for the whole school
											9/8-9/26	Sharing of teaching experience of the beginning of the semester
											9/9	Grade submission of the make-up examination
											9/11-9/12	Application to register for course overload
											9/17-9/28	Training programs for TAs
											9/24	1.Honoring ceremony for Exemplary Teachers 2.Drill for National Disaster Prevention Day
											9/26	1.Application of graduation in-advance 2.Blessing ceremony for freshmen of the 1-Year College
											9/28	Confucius' Birthday / Teachers' Day (Holiday)
	Nov.	3									9/29	Compensatory holiday for Confucius' Birthday / Teachers' Day
											10/6	Mid-Autumn Festival (Holiday)
											10/8	Blessing ceremony for freshmen of the 4-Year College
											10/10	National Day (Holiday)
											10/15	Blessing ceremony for freshmen of the 5-Year Junior College
										10/17	Deadline for refunding 2/3 of the tuition to students in temporary suspension or discontinuance	
										10/18	Alumni Homecoming Day	
										10/20	Anniversary Thanksgiving Mass	
										10/20-11/2	Mid-term feedbacks on teaching	
										10/21	St. Ursula's Day	
Dec.	4									10/22	Mid-term Mentor Meeting	
										10/24	Compensatory holiday for Taiwan Retrocession & Battle of Gungting Victory Day	
										10/25	Memorial Day for Taiwan Retrocession & the Victory in the Battle of Gungting (Holiday)	
										10/26-11/1	Mid-term exam week(Students shall comply with the adjusted exam dates rescheduled by the teachers)	
										11/8	Mountaineering and hiking activities junior college freshmen	
										11/9	Deadline for entering mid-term exam grades (Year 1-3 of the 5-Year Junior College)	
										11/14	Online transcript inquiry is made available (Year 1-3 of the 5-Year Junior College)	
										11/16	Deadline for entering the mid-term alert list	
										11/17-11/28	Application for course withdrawing	
										11/28	Deadline for refunding 1/3 of the tuition to students in temporary suspension or discontinuance	
2026	Jan.									12/1	Christmas Tree Light Up	
										12/1-12/5	Application for minors, double majors and programs	
										12/6	1.School sports day 2.Wenzao School Fair	
										12/8	Compensatory Holidays for School sports day and Wenzao School Fair	
										12/15-1/9	Final feedbacks on teaching	
										12/16-1/4	Final student conducts scores assessment and student recognition and discipline assignment	
										12/24	Christmas Eve Mass	
										12/25	1.Constitution Day (Holiday) 2. Christmas Day Mass	
										12/26	Make-up holiday for May 17, 2026, University English Proficiency Test	
										12/30-1/2	Course selection for the next semester	
2026	Jan.									1/1	New Year's Day (Holiday)	
										1/2	Application deadline for temporary suspension at the end of this semester	
											Final study week	
										1/9	Application deadline for thesis proposal and thesis oral defense	
										1/11	1.Classes end 2.Winter vacation begins	
										1/18	Deadline for entering semester grades (including physical education)	
										1/19-1/21	Course selection for minors, double majors and programs	
										1/19-1/22	First online course adding/dropping for the spring semester for the whole school	
								1/23	Online transcript inquiry is made available			
2026	Jan.									1/24	Whole Campus maintenance	
										1/27	St. Angela's Day	
										1/31	End of the fall semester of the school year 2025	

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



Academic Calendar

Wenzao Ursuline University of Languages Academic Calendar Year 2025

Passed at the Administration Meeting on 6 May 2025
 Ratified by the President on 19 May 2025
 Ratified by document Tai Jiao Ji (er) Zi No. 1140056110 on 6 June 2025
 Announced by the Administration Meeting on 1 July 2025
 Ratified by the President on 16 July 2025

2025- Spring Semester											
Year	Month	Week	Calendar							Date	Events
			Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.		
2026	Feb.		1	2	3	4	5	6	7	2/1 Beginning of the spring semester of the school year 2025	
										2/1-3/10 To cooperate with the school database operations, please upload the Teacher Portfolio (TP) file	
										2/2-2/3 Application for re-enrollment for the spring semester	
										2/9-2/10 Application to register in different course section	
										2/11 Make-up examination (Year 1-2 of the 5-Year Junior College)	
										2/12 Beginning Mentor Meeting	
										2/13 Deadline for Tuition and Fees Payment	
										2/12-2/26 Course selection for course retaking, course fulfilling and course reduction	
										2/14-2/22 Chinese New Year (Holiday)	
										2/22 1. Deadline for entering course Syllabi 2. Uploading of digital teaching materials to Wenzao Cloud E-Learning 3. Deadline for entering Office Hour	
		1	22	23	24	25	26	27	28	2/23 Classes begin	
										2/23-2/25 Application to cross-register	
										2/23-2/26 Course selection (in written forms)	
										2/23-3/2 Second online course adding/dropping for the whole school	
										2/23-3/13 Sharing of teaching experience of the beginning of the semester	
										2/25 Grade submission of the make-up examination	
										2/25-2/26 register for course overload	
										2/27 Make-up holiday for Peace Memorial Day (Holiday)	
										2/28 Peace Memorial Day (Holiday)	
		Mar.	2	1	2	3	4	5	6	7	3/2-3/15 Training programs for TAs
			3	8	9	10	11	12	13	14	
			4	15	16	17	18	19	20	21	3/13 Application of graduation in-advance
			5	22	23	24	25	26	27	28	
			6	29	30	31					
			6				1	2	3	4	4/2 Deadline for refunding 2/3 of the tuition to students in temporary
		Apr.									4/2-4/4 The Paschal Triduum
											4/3 Make-up holiday for Children's Day (Holiday)
											4/4 Children's Day (Holiday)
			7	5	6	7	8	9	10	11	4/5 1. Tomb-Sweeping Festival (Holiday) 2. Easter
											4/6 Make-up holiday for Tomb-Sweeping Festival (Holiday)
											4/7-4/19 Mid-term feedbacks on teaching
	8	12	13	14	15	16	17	18	4/8 Mid-term Mentor Meeting		
	9	19	20	21	22	23	24	25	4/12-4/18 Mid-term exam week (Students shall comply with the adjusted exam dates rescheduled by the teachers)		
	10	26	27	28	29	30			4/20-5/22 Receiving favorable evaluations from advisees		
	10								4/26 Deadline for entering mid-term exam grades (Year 1-3 of the 5-Year Junior College)		
									4/29 Easter concert (Year 1 of the 5-Year Junior College)		
	11						1	2	5/1 1. Labor Day (Holiday) 2. Online transcript inquiry is made available (Year 1-3 of the 5-Year Junior College)		
	May.									5/3 Deadline for entering the mid-term alert list	
										5/4-5/15 Application for course withdrawing	
										5/11-5/15 Application for minors, double majors and programs	
		12	10	11	12	13	14	15	16	5/13 Adulthood Ceremony (Year 4 of the 5-Year Junior College)	
										5/15 Deadline for refunding 1/3 of the tuition to students in temporary suspension or discontinuance	
										5/17 (TBD)/CSEPT/BESTEP: (114-2 Please refer to the LDCC website for more information.)	
	13	17	18	19	20	21	22	23	5/18-6/7 Final student conducts scores assessment and student recognition and discipline assignment		
	14	24	25	26	27	28	29	30	5/18-6/18 Final feedbacks on teaching		
	15	31							5/30 1. Graduation ceremony 2. Academic investiture ceremony		
	15		1	2	3	4	5	6	6/5 Application deadline for temporary suspension for the graduating		
	Jun.									6/7-6/13 Final Assessment for Graduating Class (Students shall comply with the adjusted exam dates rescheduled by the teachers)	
										6/14-6/27 Course review for the graduating classes; teachers can apply for course rescheduling	
		17	14	15	16	17	18	19	20	6/15-6/18 Course selection for the next semester	
										6/18 Application deadline for temporary suspension at the end of this semester	
										6/19 Dragon Boat Festival (Holiday)	
		18	21	22	23	24	25	26	27	Final study week	
									6/21 Deadline of entering semester grades of the graduating classes (including physical education)		
									6/28 1. Classes end 2. Summer vacation begins		
	Jul.				1	2	3	4	7/3 Diplomas available to be collected by the graduates		
										7/5 Deadline for entering semester grades of the current students (including physical education)	
			5	6	7	8	9	10	11	7/10 1. Online transcript inquiry is made available 2. Application deadline for thesis proposal and thesis oral defense	
										7/18 Whole Campus maintenance	
										7/20-7/22 Course selection for minors, double majors and programs for the fall semester of the next school year	
										7/20-7/23 First online course adding/dropping for the fall semester of the next school year for the whole school	
									7/31 End of the spring semester of the school year 2025		

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



文藻外語大學
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