



文藻外語大學
WENZAO URSULINE
UNIVERSITY OF LANGUAGES



Handbook for Exchange Student



Office of International and Cross-Strait Cooperation
(OICC)



Section of Overseas Student Affairs
(SOSA)



SOSA
Facebook

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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 202 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

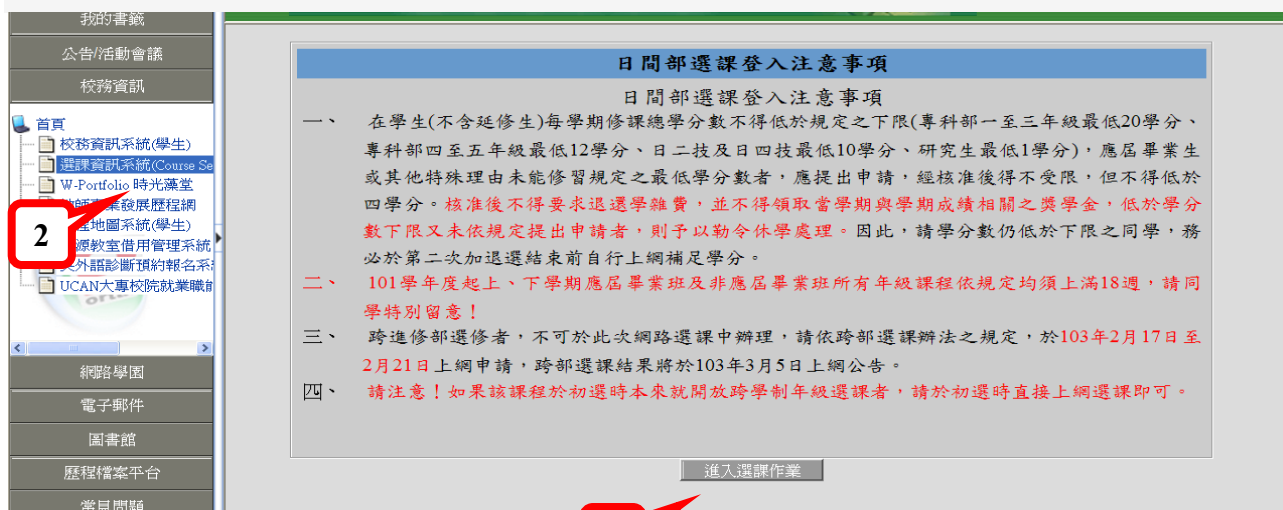
International Exchange Student manual for Course Selection Operations System

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.”



The login page for Wenzao Ursuline University of Languages (WUOL) features a header with the university's name in Chinese and English, and a navigation bar with "資訊服務" and "入口網站". A sidebar on the left lists various services. The main content area contains a login form with fields for "帳號" (Account Number), "密碼" (Password), and a "隨機圖片" (Random Image) with the text "5 f d d m i". A red box with the number "1" highlights the "帳號" field. Below the login form are buttons for "登入" (Log In) and "忘記密碼" (Forgot Password). A "隨機圖文" (Random Image) field is also present, with a red box and the number "1" highlighting it. The page also includes a "Global Campus" logo and links for "查詢教職員編號", "查詢學號", "系統說明", and "登入說明".

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



The interface shows a sidebar on the left with a menu. A red box with the number "2" highlights the "選課資訊系統(Course Selection)" option. The main content area displays a "日間部選課登入注意事項" (Daytime Course Selection Login Notice) with four points. A "進入選課作業" (Enter Course Selection) button is at the bottom. A red box with the number "2" highlights this button.

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，經核准後得不受限，但不得低於四學分。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！

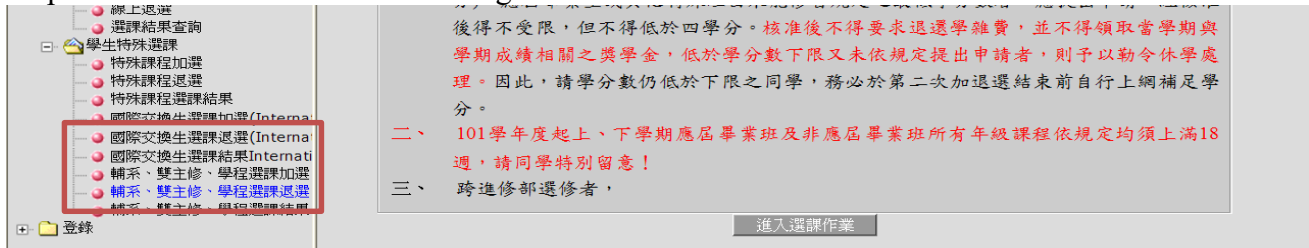
三、 跨進修部選修者，不可於此次網路選課中辦理，請依跨部選課辦法之規定，於103年2月17日至2月21日上網申請，跨部選課結果將於103年3月5日上網公告。

四、 請注意！如果該課程於初選時本來就開放跨學制年級選課者，請於初選時直接上網選課即可。

進入選課作業

Add Course

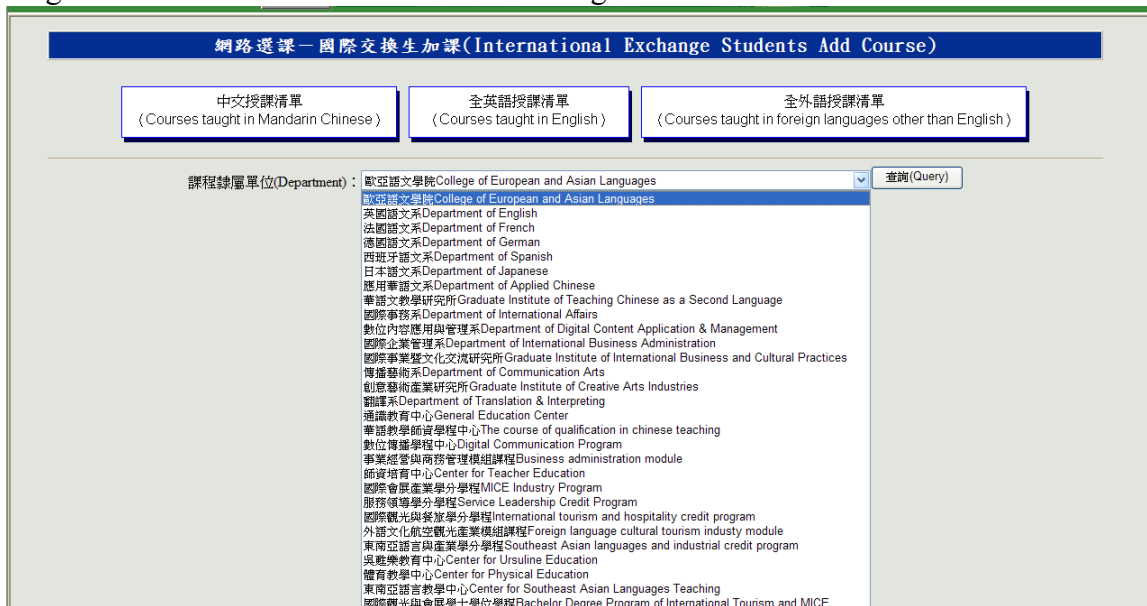
Step1: Click on “International Exchange Students Add Course”.



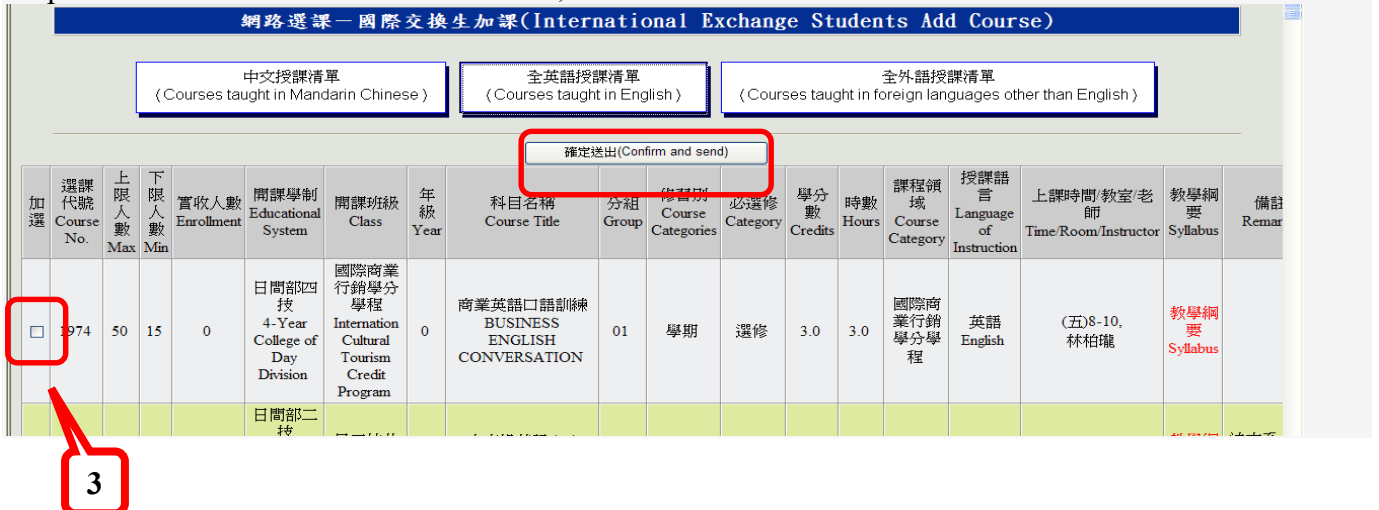
Step2: Select “Courses taught in Mandarin in Chinese”, “Courses taught in English” or “Courses taught in foreign languages other than English”



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 send”.



Drop Course

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

中文選單
Chinese Menu

英文選單
English Menu

選課作業

- 學生網路選課
 - 一般課程加選
 - 教育學程加選
 - 線上退選
 - 選課結果查詢
- 學生特殊選課
 - 特殊課程加選
 - 特殊課程退選
 - 特殊課程選課結果
 - 國際交換生選課加選(International)
 - 國際交換生選課退選(International)
 - 國際交換生選課結果(International)
 - 輔系、雙主修、學程選課加選
 - 輔系、雙主修、學程選課結果

登錄

日間部選課登入注意事項

日間部選課登入注意事項

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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 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 Year103		Semester: 2		Student ID. Number:		With The Identity of Origin: 14 外國交換學生		Signature of Student: _____			
Class:		Name:		Tel:		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”.

文藻外語大學 校務資訊系統 Information System

Account
(student ID NO.)

Password

Send

Reset

◆建議使用 1024*768 之解析度，以獲得最佳瀏覽效果
◆僅支援IE7.0(含)以上版本。
◆離開系統請按“退出”按鈕，否則需等待5分鐘才能退出。
◆IE10使用異常時設定 / 公告 (相容性設定)

※下載教學網要WORD檔空白表格

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

文藻外語大學 校務資訊系統 Information System

100學年度第2學期
 日四技英文一C

學生網路請假作業

日間部四技學生請假注意事項

一、大學部學生請假由任課老師簽核，再依以下請假天數逐級辦理

- ※請假一日內：任課老師【由系統內直接送出審核】
- ※請假二日內：任課老師→導師→系輔導教官
- ※請假三日內：任課老師→導師→系輔導教官→系主任
- ※請假四日以上：任課老師→導師→系輔導教官→系主任→學務長

註：

1. 事假、公假必須事先申請，且公假需印出假單依公假規定逐級呈核。
2. 病假應於一週內完成請假手續，請假二日以上請印出假單，並檢附證明文件逐級呈核。

二、缺曠課扣操行分數之標準：

- ※遲到、早退：1次扣0.3分。
- ※升旗缺席：1次扣0.5分。
- ※病假：1節扣0.1分。
- ※事假：1節扣0.2分。
- ※公、喪假、分娩假：不扣分。
- ※婚假：三天內不扣分，超出之天數則以事假計算。
- ※分娩假：自分娩後給分娩假四十二日（不含例假日）。
- ※流產假：不扣分。
- （一）懷孕滿五個月以上流產者，給流產假四十二日。
- （二）懷孕三個月以上未滿五個月流產者，給流產假二十一日。
- （三）懷孕未滿三個月流產者，給流產假十四日。

※陪產假：二天內不扣分，超出之天數則以事假計算。

三、學生缺課時數（含事、病、公、喪、婚、產、陪產假）：

- （一）缺課時數達該科目總時數百分之十者，該科目學期成績以零分計算。
- （二）缺課時數達該科目總時數百分之二十者，該科目學期成績以不及格計算。

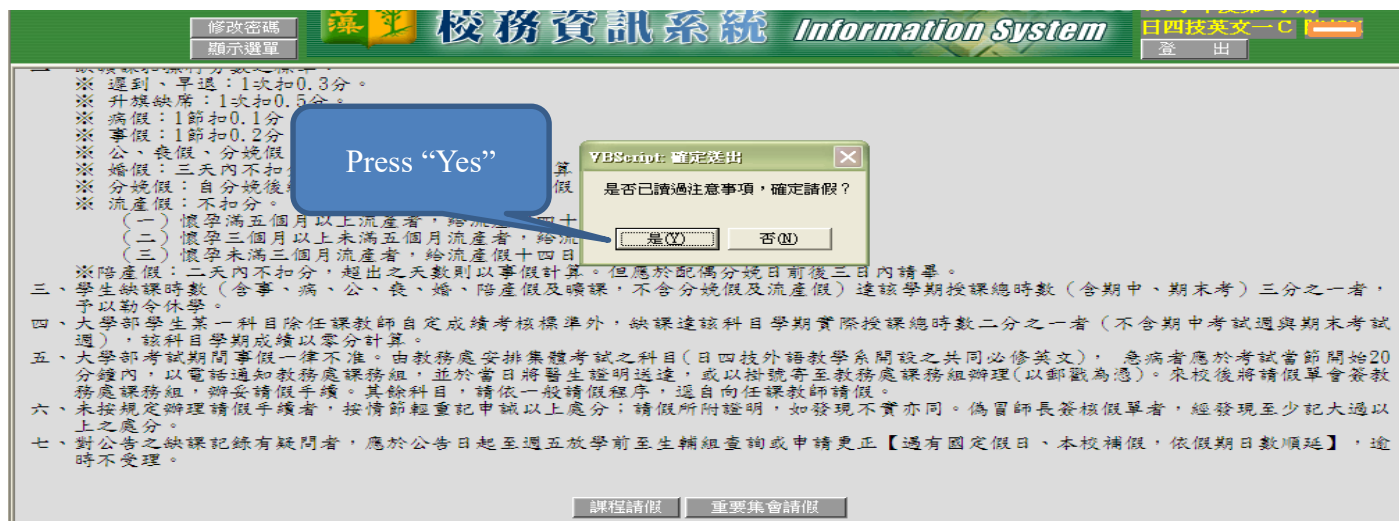
四、大學部學生某一科目除任課老師簽核外，應由該科目導師簽核。

五、大學部考試期間事假一律不准，如有特殊情況，應於考試前二日以前，以電話通知教務處課務組，並檢附證明文件，由教務處課務組簽核。

六、未依規定辦理請假手續者，按缺課處理。

七、對公告之缺課記錄有疑問者，應於公告日起至週五下午五時前至生輔組查詢或申訴，逾期不予受理。

Step 4: Select “Leave request for course” or “Leave request for school event”.



Step 5: After reading the rules of leave request, press "Yes".

文藻 WENZAO URSULINE UNIVERSITY OF LANGUAGES
校務資訊系統 Information System

登出

學生網路請假作業

選擇請假日期：
科系 英文系 班級 日四E A
姓名 學號
請假日期：2014/03/14 to 2014/03/14
回說明事項 確定 查詢申請進度

Department

Name

Leaving Date

Return

Class

Student ID

Application Status Check

Next

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

學生網路請假作業

◆ 選擇請假類別後，即可取消方法則再點選一次。確認無誤後，請點選下方的「確定存檔」鈕存檔。
◆ 若請假期間有上課，可提供學生本人做請假作業。
◆ 欲申請同日，請挑選其他節次。

1.建議加註英文說明，俾利教師閱讀。2.務必敘述明確詳實，切勿再次輸入「假別」(例如病假、事假...等文字)。

假別：病假(Sick Leave) 請假事由：身體不適

快速登錄請假節次		日期	星期	勞作服務	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	請假事由
103/03/14	整天 上午 下午 晚上 清除	103.03.14	五					病	病											身體不適

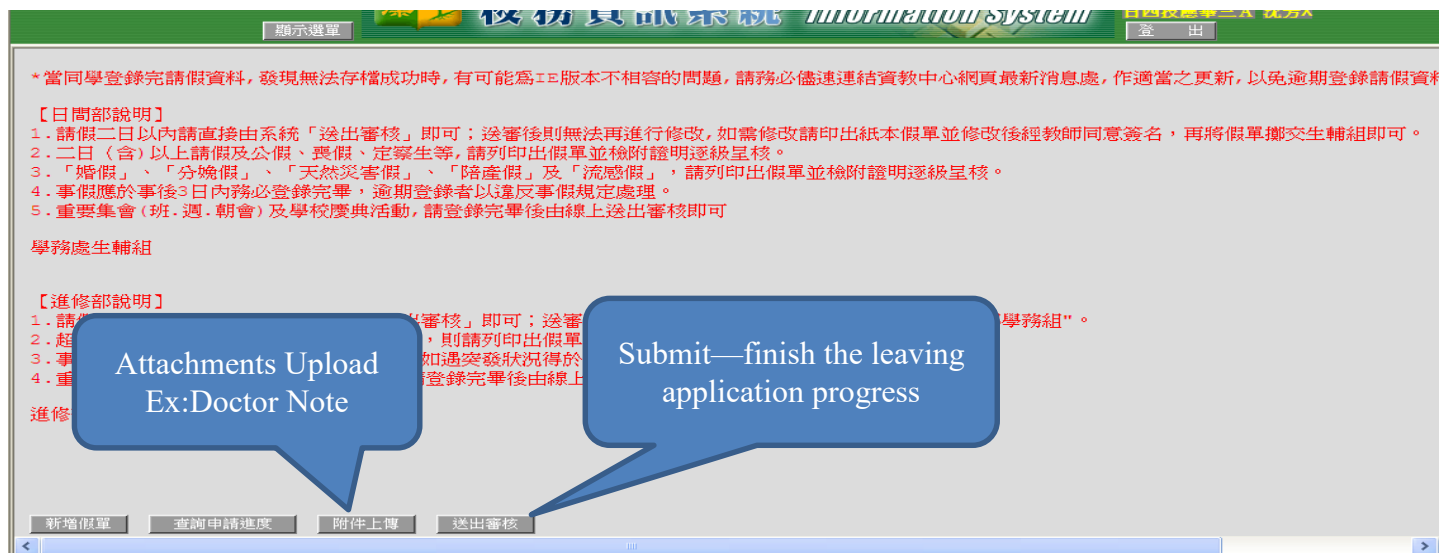
If you take a day off due to sickness, you can see "病"—meaning sick leave—after clicking the blue blocks of the absent courses.

Click the blue blocks of the absent course.

Save

重新選擇請假日期 查詢申請進度 選擇全部 清除全部 存檔

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.

校務資訊系統 Information System

修改密碼 | 顯示選單 | 日四技傳藝一B | 登出

◆ 畫面中藍色色塊代表學生本人於此節有排課，可提供學生本人做請假作業。
 ◆ 畫面中黃色色塊代表此節已申請請假，如欲申請同日，請挑選其他節次。

快速登錄請假節次					日期													請假事由			
整天	上午	下午	晚上	清除	日期													13	14	請假事由	
101.02.20	整天	上午	下午	晚上	清除	101.02.															出國旅遊
101.02.21	整天	上午	下午	晚上	清除	101.02.21	二		事	事								出國旅遊			
101.02.22	整天	上午	下午	晚上	清除	101.02.22	三		事	事	事	事						出國旅遊			

重新選擇請假日期 | 查詢申請進度 | 選擇全部 | 清除全部 | 存檔 | 傳送

[illegible]

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. 2642.

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:
101/7/F., No., 436, Chenggong 1st Rd., Cianjin District, Kaohsiung

- 2. Apply for Resident Permit from Visitor 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 749 per month. **Students who fail to pay for the fee will be regarded as not completing the registration.**

(3) How to Participate:

Please contact Judy Yang, the officer of the Section of Overseas Student Affairs for your application.
(07-3426031 ext. 2642)

(4) Required Documents:

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

Cathay Life 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 Judy Yang, the officer of the Section of Overseas Student Affairs for your application.
(07-3426031 ext. 2642)

(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
<http://c004.wzu.edu.tw/front/bin/ptdetail.phtml?Part=SA00R5> 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). You have to pay NTD 5,000 deposit. After the end of the academic semester, 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:** <http://www.daya-international.com.tw/Kaohsiung/good.html>
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: <http://housing.nfu.edu.tw/index.php?page=viewnews&school=WTUC>

Useful Information

COVID-19 Prevention Regulations



Fees for International Students

School System Item	4-year College	2-year College
Tuition	NT\$54,294/semester (Approx. US\$1,809)	NT\$53,594/semester (Approx. US\$1,786)
Textbooks/Stationery	NT\$3,000/semester (Approx. US\$100)	
Food & Beverages	NT\$6,000/month (Approx. US\$200)	
Public Transportation	NT\$1,000/month (Approx. US\$33)	
Entertainment/Others	NT\$3,000/month (Approx. US\$100)	
Total Estimated Costs	*NT\$260,588/year (Approx. US\$8,686/year)	*NT\$259,188/year (Approx. US\$8,639/year)

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

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

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

For instance: call to USA (212) 345 6789

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

Voltage

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

Type A (two-hole socket)



Type B (three-hole socket)



Weather

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

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

Food Culture

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

1. Chinese style breakfast:

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

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

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

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

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

2. Western style breakfast:

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

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

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

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

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

3. Chinese restaurants:

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

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

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

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

Address: No. 683, Dingjhong Road.

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

4. Western restaurants:

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

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

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

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

Address: 4th floor of the Hanshin Arena.

5. Vegetarian and Islamic restaurants:

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

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

Address: No. 518, Dingjhong Road.

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

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

Address: No. 686, Dingjhong Road.

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

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

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

6. Southeast Asian and Northeast Asian cuisine:

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

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

Very reasonably priced

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

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

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

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

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

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

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

- (5) Han Yue Korean Restaurant: one of the recommended Korean restaurants in Kaohsiung.

Reasonably priced. Address: No. 540, Dashun 1st Road, Zuoying District.

7. Café and Teahouse:

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

- (1) Havecca: located in the small lane opposite the University entrance (Minzu Road). Famous for its home-roasted coffee beans. If you are a first-time visitor, the owner will be glad to recommend a good cup of coffee for you

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

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

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

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

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

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

Stores

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

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

Safe Transportation

1. No driving after drinking

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

2. No riding without wearing helmet or having license

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

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

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

Websites

◎Safe transportation 交通安全入口網

<http://168.motc.gov.tw/TC/Column.aspx>

◎Driving license application for foreigners 外籍人士駕照申領專區

<http://komv.thb.gov.tw/cht/index.php?code=list&ids=1490>

◎Motor Vehicle Driver Information Service 監理站服務訊息

<http://khcmv.thb.gov.tw/DrivingLincence/test/certificates.htm>

◎Living in Taiwan 外國人在台灣

http://iff.immigration.gov.tw/mp.asp?mp=iff_ch

Practical Online Resources

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

Transportation

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

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

Dingjhong Road Entrance: 8021

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

Minzu Road Entrance: 72, 91, Minzu Express

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

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

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

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

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

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

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



Map of Kaohsiung Rapid Transit

營運系統圖 KMRT System

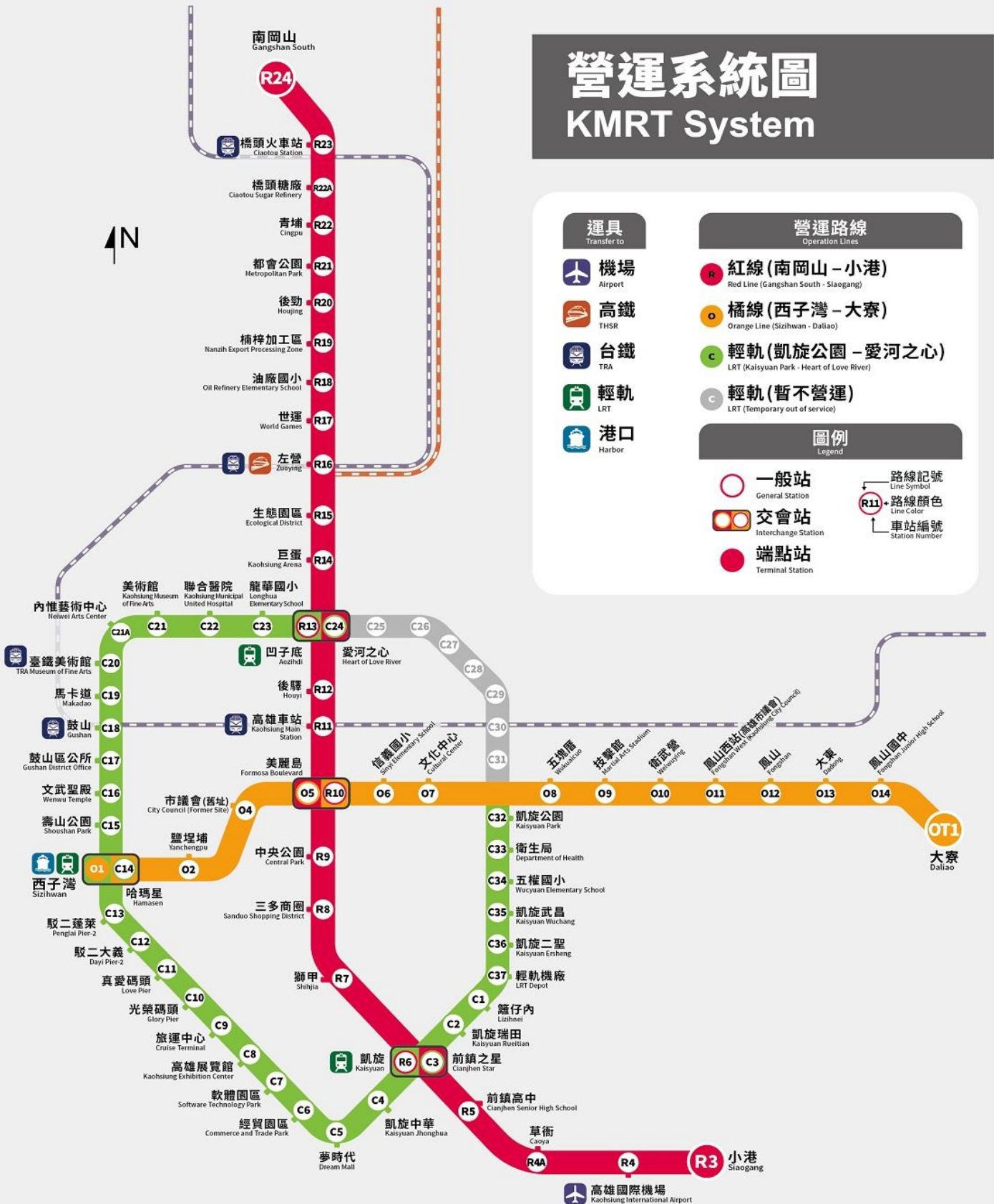
運具 Transfer to



營運路線 Operation Lines

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

圖例 Legend



School Contact Information

Important Contact Phone Numbers

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

Departmental Coordinators

Department	Name	E-mail
Dept. of English	何姿瑩 Terri He	terri.he5@gmail.com
Dept. of French	盧安琪 AGNÈS ROUSSEL SHIH	agnes@mail.wzu.edu.tw
Dept. of German	薛欣怡 Hsin-Yi Hsueh	94131@mail.wzu.edu.tw
Dept. of Spanish	李宜靜 LEE, YI-CHING	97177@mail.wzu.edu.tw
Dept. of Japanese	久保田佐和子 Sawako Kubota	94022@mail.wzu.edu.tw
	段裕行(協助) Hiroyuki Dan	hdan@mail.wzu.edu.tw
	佐藤圭司(協助) Keiji Sato	94023@mail.wzu.edu.tw
Dept. of Applied Chinese	卓福安 Toh Hock An	toh92032@gmail.com
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	吳德華 Francis Wu	94040@mail.wzu.edu.tw

Master's Program of International Business Administration		
Dept. of Digital Content Application and Management	戴莉蓁 LI-ZHEN DAI	96005@mail.wzu.edu.tw
Dept. of Translation & Interpreting	謝志賢 George Hsieh	95112@mail.wzu.edu.tw
Graduate Institute of Multilingual Translation and Interpreting		
Dept. of Communication Arts	CHIEH LIN	kitlam@mail.wzu.edu.tw 87004@mail.wzu.edu.tw
Graduate Institute of Creative Arts Industries		
Dept. of Foreign Language Instruction	YUN-FAN SUN	97066@mail.wzu.edu.tw
Graduate Institute of Foreign Language Education and Cultural Industries		

Contact Information of Academic Units

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

List of Campus Services

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

Campus Map



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

Library

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

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

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



Fitness Center

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

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

Extracurricular Activities(Associations /Clubs)

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

<http://c004.wzu.edu.tw/ezcatfiles/c004/img/img/2077/537680728.pdf>

學術性社團 Academic Clubs

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

技藝性社團 Memory Training Clubs

藝術舞坊 Traditional Dance Club	動漫畫創作研究社 Comic-Strip and Animation Club	中東肚皮舞社 Belly Dancing Club	拉丁打擊樂社 Latin Percussion Club	表演戲劇社 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

Wenzao Ursuline University of Languages Academic Policies

Amended at the Academic Affairs Committee meeting on September 6, 2013
Ratified by document Tai Jiao Ji (4) Zi No. 1020158330 on October 29, 2013

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. 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. Except for students who must apply for deferment based on military service regulations or due to pregnancy or childbirth and can provide documentation, all newly admitted students must complete enrollment procedures, submit academic documentation, and pay applicable fees in person or through a delegate by the prescribed date. If the procedures are not completed on time, the admission offer will be withdrawn. Students who need deferments for other reasons must submit special requests. The conditions and time limits of deferments are stipulated in a separate document.

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 has openings, it may admit transfer students from other departments. Procedures for transferring

to another department are stated in a separate document.

Article IX. When a department 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.

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

Article XI. Students must submit academic records and pay applicable fees in person or through a delegate within the period of time stipulated by the University.

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 cannot complete registration procedures must apply for leave according to established procedures and request an extension. The maximum time for an extension is two weeks. Students who do not have approved leave and do not register within the stipulated time limit will be deemed to have voluntarily withdrawn.

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 25 credits (not including service learning courses). 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 4 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 suspended. 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 but have not reached language proficiency benchmarks must complete registration procedures according to established deadlines of each semester. 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 can request to have their credits transferred. Credits that are approved may be applied towards graduation requirements. Students must be enrolled for at least a year before graduating. The qualifications of said students are subject to related laws and regulations. Procedures for transferring credits are stated in a separate document.

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

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

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

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

Article XX. Student withdrawals and readmissions are subject to procedures established by the University. If a student withdraws due to pregnancy, childbirth, for care of children below the age of three or military service, this time period is not counted towards the maximum time for which students can withdraw. Regulations regarding withdrawal and readmission are stated in a separate document.

Article XXI. Students wishing to withdraw or being expelled must obtain a signed agreement from their parents or guardians. (Students over the age of 20 in the Division of Continuing Education are exempt from the signed agreement.) Students in person or their relatives must complete exit procedures at the University before completing withdrawal and expulsion procedures.

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

A. A student who has not registered during the prescribed time period or one who has previously withdrawn but has not re-registered within the prescribed time period is deemed to be unwilling to register.

B. The Student Awards and Discipline Committee has decided on an order for immediate expulsion.

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

D. For two consecutive semesters, a student in the Division of Continuing Education has failed half of the credits he or she has registered for. This does not apply to students with disabilities.

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.

E. 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 and D in Article XXII.

Article XXIV. Students who violate the University's Rules of Conduct or behave inappropriately before graduation or while on leave are subject to disciplinary measures determined by the University in the form of warnings, demerits, probations,

suspensions, expulsions or revocations of student status.

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. Grades earned between the date of disciplinary action and confirmations of appeal results are not valid. Fees are reimbursed according to regulations. 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. Students receive two kinds of grades--for courses and for conduct. Grades are assigned as percentages with 100 being the highest grade and 60 being the passing grade. Grades for conduct and for transcripts in English are stated in levels of performance. Number grades and their corresponding performance levels are stated in a separate document.

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 for during all semesters (including winter and summer terms).

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. 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.

Article XXXIII. 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. Unless otherwise stipulated by an instructor, students who fail to attend one half of the class sessions (excluding mid-term and final exam week) for personal leave, sick leave, official leave, bereavement leave, wedding leave, paternity leave, miscarriage leave, childbirth or unexcused absences receive a zero as a semester grade for that particular course.

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 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 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. This rule applies to students who have not reached the language proficiency benchmark. Item E of Article XXII applies to students who at the end of the extension period still have not completed all credits. 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.

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

Graduation requirements established by each department must be approved by the Departmental Affairs Committee and the University Affairs Committee before they become effective.

Article XLIII. Students who perform exceptionally well academically may apply for early graduation one semester or one year prior to regulation time if they have completed the courses and credits required by their departments and meet the stipulations in article XLII. Procedures for early graduation are stated in a separate document, which must be submitted to the Ministry of Education for future reference. Students not eligible to graduate early must still register according to established guidelines and pay tuition and fees as regular students.

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 students to in-service graduate programs may not apply for deferment.

Chapter 2 – Payment, Registration, and Course Selection

Article XLVI. 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 XLVII. Graduate students must complete registration procedures according to regulations. Graduate students pay full tuition and fees during their first two academic years. In their third year, graduate students may pay per credit hour unless they register for four or more credits, in which case they pay full tuition and fees. Students in in-service graduate programs pay the full amount in fees but pay tuition per credit hour. Graduate students who have completed all

required courses but have not taken qualifying exams must pay an advising fee (equivalent to three credit hours) every semester. In-service graduate students must pay the full amount in fees.

Article XLVIII. Every semester, graduate students must register for a minimum of one credit and a maximum of 15 credits. Students who have completed all required courses but have not sat for degree qualifying exams are not subject to this rule.

Chapter 3 – Length of Study, Credits, Student Assessment

Article IL. 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.

Article L. Graduate students must complete a minimum of 36 credits. The number of credits required for graduation is determined by each individual college.

Article LI. If necessary for research purposes, graduate students may register for courses in other colleges (or universities) with the permission of the relevant dean of the college. Each college can determine whether the credits earned can be applied towards graduation. If credits earned cannot be applied towards graduation, then grades received are not calculated with the semester grades.

Article LII. Graduate students receive grades with 100 as the maximum and 70 as the passing grade. Students who fail a class may not take make-up exams and do not receive credit for the class. Graduate students who fail required courses must retake those courses. 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 LIII. 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 LIV. Issues related to the transfer or exemptions of credits for graduate students are resolved according to the University's Regulations for Credit Transfer and Exemption. These are stated in a separate document.

Chapter 4 – Withdrawal, Readmission, and Expulsion

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

Article LVI. Graduate students shall be expelled for poor academic performance in any of the situations below:

- A. The student has not completed all required courses and credits and passed the degree qualifying exam within the established period of study.
- B. The student has failed the qualifying exam, is not eligible to retake the exam or has failed the retake exam.

Chapter 5 – Graduation and Degree Conferral

Article LVII. 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 LVIII. Graduate students who meet all the requirements above are awarded Master's degrees and diplomas.

Volume 4 – Administration of Student Records

Article LIX. 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 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 LX. 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 LXI. 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. The diploma of a graduate will reflect the change and be stamped with the seal of the University.

Article LXII. 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.

Article LXIII. 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 LXIV. Within two months of the beginning of every academic year, the University must create a list all student expulsions for the previous semester and keep permanent records.

Volume 5 – Appendix

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

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

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

Academic Calendar

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

Wenzao Ursuline University of Languages Academic Calendar Year 2022



Passed at the Administration Meeting on 12 April 2022
Amended by the Administration Meeting on 7 June 2022
Ratified by document Tai Jiao Ji (19) Zi No.1110062761 on 28 June 2022
Amended by the Administration Meeting on 13 Sep. 2022

2022- Spring Semester												
Year	Month	Week	Calendar							Date (Day)	Events	
			Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.			
2023	Feb.					1	2	3	4	1 (Wed.)	1. Beginning of the spring semester of the school year 2022 2. Application for re-enrollment for the spring semester (1~3) 3. Application for minors, double majors and programs (1~2) Online transcript inquiry is made available	
										3 (Fri.)	Make-up workday (for the Bridge holiday on 27 Jan.)	
										4 (Sat.)	The semester transcripts are mailed	
		5	6	7	8	9	10	11	6 (Mon.)	Course selection for minors, double majors and programs (13~14)		
										13 (Mon.)	1. Make-up examination (Year 1~3 of the 5-Year Junior College) 2. Application to register in different course section(15~16)	
		12	13	14	15	16	17	18	15 (Wed.)	1. Grade submission of the make-up examination 2. Deadline for tuition payment 3. Course selection for course retaking, course fulfilling and course reduction (17~26)		
										17 (Fri.)	1. Deadline for entering course Syllabi 2. Deadline for entering Office Hour 3. Uploading of digital teaching materials to Wenzao Cloud E-Learning	
		1	19	20	21	22	23	24	25	19 (Sun.)	1. Classes begin 2. Application to cross-register(20~22) 3. Course selection (in written forms) (20~24) 4. Second online course adding/dropping for the whole school (20~26) 5. Sharing of teaching experience of the beginning of the semester (2/20~3/12)	
										20 (Mon.)	register for course overload (22~24)	
		2	26	27	28					22 (Wed.)	27 (Mon.) Bridge holiday(Compensatory Holidays for CSEPT on 6 May) 28 (Tue.) Peace Memorial Day	
		Mar.	2				1	2	3	4	1 (Wed.)	Workshop for all counseling tutors
										3 (Fri.)	Application of graduation in-advance	
	3		5	6	7	8	9	10	11			
	4		12	13	14	15	16	17	18			
										20 (Mon.)	Application for course withdrawing (3/20~5/14)	
	5		19	20	21	22	23	24	25	25 (Sat.)	1. Make-up workday/school-day (for the Bridge holiday on Monday, 03 Apr.) 2. The original classes on Saturday will be made-up by teachers at another time	
										29 (Wed.)	Rehearsal for the School sports day (from 15:00~17:00)	
	6		26	27	28	29	30	31		31 (Fri.)	1. School sports day 2. Deadline for refunding 2/3 of the tuition to students in temporary	
	Apr.		6							1		
											3 (Mon.)	Bridge holiday (Make-up work on 25 Mar.)
			7	2	3	4	5	6	7	8	4 (Tue.)	Children's Day
										5 (Wed.)	Tomb Sweeping Day	
		8	9	10	11	12	13	14	15	6 (Thu.)	1. Deadline of submitting mid-term exam questions 2. Mid-term feedbacks on teaching (6~22) 3. Receiving favorable evaluations from advisees (4/6~5/1) 4. The Paschal Triduum (6~8)	
		9	16	17	18	19	20	21	22	9 (Sun.)	Easter	
		10	23	24	25	26	27	28	29	17 (Mon.)	Mid-term exam week (17~23)	
		11	30							19 (Wed.)	Mid-term Mentor Meeting	
										26 (Wed.)	1. Job Fair on Campus 2. Easter concert	
										30 (Sun.)	Deadline for entering mid-term exam grades (Year 1~3 of the 5-Year Junior College)	
		May.	11		1	2	3	4	5	6	1 (Mon.)	Bridge holiday(Compensatory Holidays for CSEPT on 7 May.)
										5 (Fri.)	Online transcript inquiry is made available (Year 1~3 of the 5-Year Junior College)	
										6 (Sat.)	1. Deadline for entering the mid-term alert list 2. CSEPT: Speaking Test (For all 1st & 2nd Year students of 4-Year College) (TBD)	
	12		7	8	9	10	11	12	13	7 (Sun.)	1. CSEPT: Listening, Usage & Reading Test (For all students of 5-Year Junior College/2-Year College /4-Year College) (TBD) 2. CSEPT: Writing Test (For all 1st & 2nd Year students of 4-Year College) (TBD)	
										8 (Mon.)	1. The mid-term transcripts are mailed (Year 1~3 of the 5-Year Junior College)	
										12 (Fri.)	Deadline for refunding 1/3 of the tuition to students in temporary suspension or discontinuance	
	13		14	15	16	17	18	19	20	15 (Mon.)	Entering semester grades of student conducts scores assessment and student recognition and discipline assignment (15~27)	
										17 (Wed.)	Adulthood Ceremony	
	14		21	22	23	24	25	26	27			
	15		28	29	30	31				29 (Mon.)	Final student conducts scores assessment and student recognition and discipline assignment (5/29~6/16)	
	Jun.		15					1	2	3	2 (Fri.)	1. Final feedbacks on teaching (2~18) 2. Application deadline for temporary suspension for the graduating 3. Deadline for submitting the final exam questions
		16	4	5	6	7	8	9	10	5 (Mon.)	1. Course selection for the next semester (5~8) 2. Final exam week for the graduating students (5~11)	
										10 (Sat.)	1. Graduation ceremony 2. Academic investiture ceremony	
										12 (Mon.)	Course review for the graduating classes; teachers can apply for course rescheduling (12~19)	
		17	11	12	13	14	15	16	17	14 (Wed.)	Application deadline for temporary suspension at the end of this semester	
										15 (Thu.)	Final exam week for the current students (15~21)	
										17 (Sat.)	1. Make-up workday/school-day (for the Bridge holiday on Friday, 23 Jun.) 2. The original classes on Saturday will be made-up by teachers at another time	
										18 (Sun.)	Deadline of entering semester grades of the graduating classes (including physical education)	
		18	18	19	20	21	22	23	24	19 (Mon.)	Course review for the graduating classes; teachers can apply for course rescheduling (19~25)	
										22 (Thu.)	Dragon Boat Festival	
										23 (Fri.)	Bridge holiday (Make-up work on 17 Jun.)	
	Jul.									25 (Sun.)	Classes end	
										26 (Mon.)	Summer vacation begins	
									30 (Fri.)	Diplomas available to be collected by the graduates		
								1				
		2	3	4	5	6	7	8	2 (Sun.)	Deadline for entering semester grades of the current students (including physical education)		
									3 (Mon.)	First online course adding/dropping for the fall semester of the next school year for the whole school (3~6)		
									7 (Fri.)	Online transcript inquiry is made available		
		9	10	11	12	13	14	15	10 (Mon.)	1. The semester transcripts are mailed 2. Application deadline for thesis proposal and thesis oral defense		
									15 (Sat.)	Whole Campus maintenance		
		16	17	18	19	20	21	22				
		23	24	25	26	27	28	29				
	30	31						31 (Mon.)	End of the spring semester of the school year 2022			

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



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Office of International and Cross-strait Cooperation