

University of Taipei Academic Regulations for International Foundation Program Chinese Preparatory Program Students

Passed by the Second Administrative Meeting of the 2023 Academic Year on October 3, 2023

Amended and Passed by the Fourth Administrative Meeting of the 2023 Academic Year on December 5, 2023

1. In accordance with the Ministry of Education's "Plan to Expand the Recruitment of Overseas Chinese Students, Hong Kong and Macao Students, and Foreign Students in Key Industries," the International Foundation Program Chinese Preparatory Program of University of Taipei (hereinafter referred to as UTaipei) recruits international students and formulates regulations on eligibility, tuition fees, course continuity, and Chinese language proficiency testing incentive mechanisms for International Foundation Program Chinese Preparatory Program students (hereinafter referred to as preparatory students). This Regulations is hereby established.
2. Eligibility criteria:
 - (1) Those who meet the qualifications for foreign students, Hong Kong and Macao students, and overseas Chinese students as defined in the "Regulations Regarding International Students Undertaking Studies in Taiwan," "Regulations for Hong Kong and Macao Residents Undertaking Studies in Taiwan," and "Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan," and have the qualifications to enroll in a bachelor's degree program.
 - (2) The status of overseas Chinese students and the status of Hong Kong & Macao students shall be validated by the Overseas Community Affairs Council and the Ministry of Education respectively.
 - (3) Those who apply to come to Taiwan to attend the International Foundation Program Chinese Preparatory Program are limited to apply once. In the event of special circumstances that result in interruption, with the approval of the Ministry of Education, they may apply again.
3. Admission review procedure:
 - (1) After their applications are reviewed by respective departments and approved by UTaipei Admission Committee, UTaipei will issue preparatory students a conditional

admission permit and report the list of admissions to the Ministry of Education, which is then forwarded to the Bureau of Consular Affairs of the Ministry of Foreign Affairs for notification to all foreign missions abroad.

- (2) If the admission documents submitted are found to be forged, borrowed, or counterfeited, the students' admission qualification shall be revoked. For those who have already registered and enrolled, their enrollment will be revoked, and no relevant academic certificates shall be issued. If it is discovered after graduation, the diploma shall be revoked by the university, and the degree certificate shall be cancelled.

4. Academic regulations:

- (1) Preparatory students are limited to one year of study during which they shall only study Chinese language courses, summer courses are not available. During the academic year, they must take 20 hours of classes per week, with a total of 720 hours for the entire year. After reapplying to the International Foundation Program in accordance with the provisions of Item 3, Article 2, they must retake 720 hours of courses in accordance with this regulation, and the hours previously taken will not be counted.
- (2) The assessment of preparatory students' academic performance and the standards and methods for evaluating academic performance will be implemented and announced by the teacher based on the actual needs of the course.
- (3) After preparatory students' grades are evaluated by teachers, the UTaipei Guidelines for the Administration of Students' Grades shall be applicable for submission and correction of grades by teachers and filing of grades review and appeal by students.
- (4) For preparatory students who are absent for special reasons, they may apply for leave according to the student leave regulations. Those who have been approved for leave (excluding official leave) are deemed absent from class, whereas a leave without a request or an unapproved leave is considered truancy.
- (5) If a preparatory student's absences (unexcused or excused) in a particular subject reach one-third of the total class hours for that subject in the entire semester, he or she will not be allowed to take the final exam for that subject. The preparatory student's final grade for that subject will be recorded as zero, while his or her grades for class participation and mid-term exam will still be counted.

- (6) Preparatory students who have studied for one year in the International Foundation Program but fail to pass Level A2 listening and reading tests of the Test of Chinese as a Foreign Language (TOCFL) will be expelled from the school; those who have studied for one year in the International Foundation Program and passed Level A2 listening and reading tests of TOCFL must transfer to the department they are originally admitted to.
- (7) Once they are officially attending their bachelor's degree programs, students shall pass Level B1 listening and reading tests of the Test of Chinese as a Foreign Language (TOCFL) by the second year of their bachelor's degree programs. Those who fail to do so shall continue to attend Chinese Language Tutoring classes of UTaipei until they pass the aforementioned tests before they can graduate.
- (8) While studying in the International Foundation Program, preparatory students are not allowed to transfer to another department or school, nor are they allowed to take a leave of absence. However, after one year of formal study in their bachelor's degree programs, students may apply to transfer to another department or school, but only to programs that are related to the manufacturing industry, construction industry, agriculture, long-term care industry, e-commerce (including data processing), and services (tourism, travel and recreation related fields), which comply with the regulations of the Ministry of Education.
- (9) Depending on the type of the Chinese language courses offered by UTaipei (credit or non-credit), UTaipei guidelines for credit exemption may apply for credit courses attended by preparatory students with course contents above Level A2 of the Test of Chinese as a Foreign Language (TOCFL) at a maximum of eight credits; students may transfer into the bachelor's degree programs they are originally admitted to once they pass Level A2 listening and reading tests of the Test of Chinese as a Foreign Language (TOCFL). Once they begin studying in their bachelor's degree programs, preparatory students shall meet graduation requirements in accordance with the curriculum planning of their respective departments.
- (10) If the Chinese preparatory program is outsourced to an external training agency, the academic regulations shall comply with the terms of UTaipei's contract with the agency or the provisions of the said agency.

5. Tuition and miscellaneous fees:

- (1) Tuition and miscellaneous fees during the Chinese Preparatory Program is NTD 10,000 per semester, a total NTD 20,000 for two semesters. Miscellaneous fees include fees for dormitory, Internet usage, safety insurance, and health insurance for international students and overseas Chinese students; once preparatory students start attending the bachelor's degree programs they are originally admitted to, the information about tuition and miscellaneous fees announced by UTaipei shall be applicable.
- (2) Withdrawal of preparatory students shall follow the academic regulations of UTaipei and the International Foundation Program, and refund of tuition and fees shall comply with UTaipei's refund standards for students who withdraw or take study leave; however, students must not have any outstanding payments to be eligible for registration in the second semester and the same rule applies when they attend first-year courses of their bachelor's degree programs. Students who fail to pay tuition and miscellaneous fees in accordance with relevant rules will be expelled.

6. Scholarships/Grants Information:

- (1) During the study of the Chinese Preparatory Program, preparatory students who pass listening and reading tests of the Test of Chinese as a Foreign Language (TOCFL) may apply for UTaipei scholarships/grants:
 - i. Preparatory students passing A2 Level of the Test of Chinese as a Foreign Language (TOCFL) may apply for a grant of NTD 5,000.
 - ii. Preparatory students passing B1 Level of the Test of Chinese as a Foreign Language (TOCFL) may apply for a grant of NTD 8,000.
 - iii. Preparatory students passing B2 Level of the Test of Chinese as a Foreign Language (TOCFL) may apply for a grant of NTD 10,000.
- (2) Scholarship/grant application of preparatory students starting their bachelor's degree programs shall comply with "Guidelines for University of Taipei Scholarship to International Students" and "University of Taipei Guidelines Governing Grants for Overseas Students and Hong Kong and Macau Students."

7. Preparatory students need to provide medical and accident insurance certificates for at least 6 months upon arrival. If the insurance certificates are issued by foreign insurance

companies, the certificates should be notarized by the Taiwan Representative Office or an Embassy.

8. UTaipei shall promptly register into the international student data management information system designated by the Ministry of Education the details of deferral or abandonment of studies and any changes to or loss of student status, and arrange for the students' departure from Taiwan.
9. Any matters not covered in these regulations shall be handled in accordance with other relevant regulations of the Ministry of Education and UTaipei.
10. These regulations shall be implemented after being passed by the administrative meeting and sent to the president of the school for approval.