

Chinese Culture University International Foundation Program Student Regulations

Approved by 1817 Administrative Council Meeting dated Jul. 03, 2024

Modified by 1831 Administrative Council Meeting dated Sep 3, 2025

Article 1

To recruit overseas students under the Ministry of Education's "Implementation Plan for Expanding Enrollment of Overseas Students in Key Industrial Fields," the Chinese Culture University International Foundation Program establishes the "Chinese Culture University International Foundation Program Student Regulations" (hereinafter referred to as the "Regulations") to encourage academic diligence and regulate matters such as tuition fees, accommodation fees, course articulation, and reward mechanisms.

Article 2: Applicability

These Regulations apply exclusively to Mandarin preparatory students (hereinafter referred to as "Preparatory Students") enrolled in the International Foundation Program for a maximum period of one year. Preparatory Students who successfully complete their Mandarin studies and are admitted to an undergraduate program shall then be subject to the University's Academic Regulations.

Article 3: Eligibility for Admission

1. Applicants must meet the criteria outlined in the "Regulations Regarding International Students Undertaking Studies in Taiwan," the "Regulations Regarding Residents of Hong Kong and Macau Undertaking Studies in Taiwan," and the "Regulations Regarding Overseas Chinese Students Returning to Taiwan for Studies" and possess qualifications for undergraduate admission.
2. Application for admission to the Mandarin preparatory program in the International Foundation Program shall only be done once per individual. In exceptional cases where studies are interrupted, students may reapply once with the approval of the Ministry of Education.

Article 4: Admission Review

1. Overseas Chinese and Hong Kong/Macau students shall follow the guidelines and review procedures outlined annually by the Overseas Joint Admissions Committee.
2. International students shall undergo departmental qualification reviews. Following this, the University convenes an "Admissions Committee Meeting" to determine admission results, notify admitted students, and submit the admission list to the Ministry of Education. Upon approval, the list will be forwarded to the Ministry of Foreign Affairs Bureau of Consular

Affairs as well as relevant embassies or representative offices abroad.

3. Admission documents submitted by students, if found to be forged, borrowed, or altered, shall result in revocation of admission. Students already enrolled shall have their student status revoked without issuance of any academic certifications. If discovered after graduation, the University shall revoke their graduation status and annul the degree certificate.

Article 5: Course Requirements

1. The preparatory period is limited to one year, during which students may only enroll in Mandarin courses. Students must complete a minimum of 15 hours of coursework weekly, totaling 720 hours annually. Re-enrolled students must retake the full 720 hours, as previously accrued hours will not be credited.
2. Academic performance evaluations for Preparatory Students include class participation, midterm, and final exam grades. Evaluation criteria and methods are determined by course instructors and announced in the course syllabus.
3. Absence and leave policies shall adhere to "Chapter 4, Part 2" of the University's Academic Regulations. Lateness for over 20 minutes for each session is considered one hour of absence.
4. During midterm and final exams, students unable to attend due to major illness or accidents may request make-up exams afterwards. Those who do not meet such requirements shall not be eligible to do so.
5. Preparatory Students shall be dismissed under the following conditions, except for absences caused by significant incidents:
 - (a) Three accumulated occasions of absence of over 15 hours in any single month during Mandarin learning period.
 - (b) Two accumulated occasions of absence of over 30 hours in any single month during Mandarin learning period.
 - (c) Absence exceeding 45 hours in any single month during Mandarin learning period.The Office of International and Mainland China Affairs (hereinafter referred to as the "Office of International Affairs") shall conduct monthly counseling meetings for students exceeding the monthly absence threshold. Students reaching dismissal thresholds shall be reviewed by the Office of International Affairs and Mandarin Language Center as well as the University.
6. Students must pass the Test of Chinese as a Foreign Language (TOCFL) A2 Level in Listening and Reading to transition into their undergraduate program. Students failing to achieve this requirement shall be dismissed.
7. Preparatory Students may not transfer programs or schools or take a leave of absence during the preparatory period. However, after one year of undergraduate study, students

may apply for transfer to other programs or institutions as permitted by Ministry of Education regulations.

8. Credits from Mandarin courses taken during the preparatory period are not counted toward graduation requirements. After transitioning to undergraduate programs, students must meet all graduation requirements as per the University's Academic Regulations.
9. Matters concerning admissions, student welfare, academic guidance, insurance, and residency for Preparatory Students shall be jointly handled by their department, the Office of Academic Affairs, the Office of International Affairs, and other relevant units.

Article 6: Work Permits

1. Preparatory Students may apply for work permits through the Ministry of Labor, following the same procedures as Overseas Chinese and international students.
2. Students with work permits must comply with Article 50 of the Employment Service Act, which limits work hours to a maximum of 20 hours per week, except for winter and summer breaks.
3. Students must regularly report their employment status to the University for on-site inspections.

Article 7: Awards and Incentives

1. Tuition Fee Waiver: Handled according to the "Chinese Culture University International Foundation Program Scholarship Regulations."
2. Accommodation Fee Waiver:
 - (a) Handled according to the above-mentioned scholarship regulations.
 - (b) Students shall lose eligibility for accommodation fee waivers under the following conditions during the Mandarin preparatory period (excluding weekends and public holidays):
 - i. Failing to check in at the dormitory for three consecutive days on three occasions, Monday to Thursday.
 - ii. Failing to check in for two consecutive days on five occasions, Monday to Thursday.
 - iii. Staying off-campus without prior notification on three occasions.
3. Review Procedures: At the end of each semester, the Office of International Affairs, in coordination with department representatives, shall recommend nominees and scholarship amounts for approval by the University President.

Article 8: Tuition and Fee Standards

1. Preparatory Students shall be exempted from tuition and miscellaneous fees during the Mandarin preparatory period, except for international student textbook fees, TOCFL test fees, medical insurance, student group insurance, network usage fees, and dormitory

deposit fees.

2. Refund policies for tuition and fees shall be processed the same as regular students. Failure to complete payment shall result in dismissal.

Article 9: Supplementary Provisions

Matters not covered in these Regulations shall be handled in accordance with the University Act, its Enforcement Rules, the University's Academic Regulations, and relevant laws.

Article 10

These Regulations shall be promulgated and implemented upon approval by the Administrative Council Meeting. Any amendments shall be processed accordingly.