

ACADEMIC REGULATIONS OF INTERNATIONAL FOUNDATION PROGRAM, PROVIDENCE UNIVERSITY

民國 112 年 04 月 26 日行政會議通過

- Article 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 of Providence University recruits international students to regulate student tuition fees, course continuity, and Chinese language proficiency testing incentive mechanisms. This regulation is hereby established.
- Article 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. Those who apply to come to Taiwan to study at the International Foundation 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.
- Article 3 Admission review procedure:
1. After the applicant is qualified by the department, the International Foundation Program of Providence University issues a conditional admission permit to the Chinese preparatory students and reports 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 by the student are found to be forged, borrowed, or counterfeited, their 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.
- Article 4 Academic Regulations:
1. The International Foundation Program's degree preparatory students (hereinafter referred to as preparatory students) are limited to one year of study during which they must take 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 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 the preparatory students' academic performance includes regular assessments, mid-term exams, and final exams. 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 the preparatory student's grades are evaluated by the teacher, they shall be sent to the International Foundation Program and cannot be changed. However, if there is an error or omission on the teacher's part, the teacher must prepare a "student grade correction application form" and relevant information, and submit it to the International Foundation Program in writing to correct the grades no later than one week after the start of the next semester.
 4. Students who meet one of the following conditions are allowed to take makeup exams:
 - (1) During the mid-term and final exams, those who are hospitalized due to illness and have been approved for leave (with hospital certification).
 - (2) During the mid-term and final exams, those who cannot take the exam due to bereavement, public leave (with relevant certification), or an uncontrollable accident.Those who do not meet the above two conditions will not be allowed to take makeup exams, and the semester's academic makeup exams and grade calculations shall be subject to the "Providence University Regulations on Leave of Absence for Exams and Taking Make-up Exams."
 5. Students who cheat during the exam, after verification, will be punished according to the Student Reward and Discipline Regulations according to the seriousness of the case, also the grade of the test of the subject will be recorded as zero.
 6. 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 public leave) is able to leave. Those are considered absent without leave if they are absent without applying for leave or their leave has not been approved.
 7. If the 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, they will not be allowed to take the final exam for that subject. Their final grade for that subject will be recorded as zero, while their grades for class participation and mid-term exam will still be counted.

8. After completing one year of Chinese Language courses, preparatory students are required to take the Test of Chinese as a Foreign Language (TOCFL) and reach at least A2 level for listening and reading. Those who reach the required standard (A2 or above) are allowed to continue studying the first-year courses in their respective departments. Those who fail to meet the standard will be expelled from the school.
9. Preparatory students who have studied for one year in the International Foundation Program and passed Level A2 listening and reading tests of the Test of Chinese as a Foreign Language (TOCFL) must bridge to the department they were originally admitted to. Those who cannot comply with this requirement must withdraw from the university and are not allowed to continue studying in the International Foundation Program. The Office of International and Cross-Strait Affairs should notify the offices of the National Immigration Agency, the Consular Affairs Bureau of the Ministry of Foreign Affairs, and inform the Ministry of Education.
10. During the studying of 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 the Bachelor's degree program, students may apply to transfer to another department or school, but only to programs that are related to the manufacturing industry, construction industry, agriculture, and long-term care industry, which comply with the regulations of the Ministry of Education.
11. The Chinese Language courses taken by preparatory students cannot be counted towards graduation credits. After students pass the Test of Chinese as a Foreign Language (TOCFL) with a A2 Level in listening and reading, they can bridge to the formal bachelor's degree program. They must follow the graduation requirements of each department (college) for foreign students at the university to meet the graduation criteria.
12. Upon completion of the International Foundation Program and reach at least A2 Level of the Test of Chinese as a Foreign Language (TOCFL) in listening and reading, preparatory students will receive the credit certificate and non-credit certificate from the International Foundation Program.
13. The application procedure, life supporting system and academic supporting system is in charged by the International Foundation Program and related department.
14. When the preparatory students bridge to the regular bachelor program, matters such as leave of absence, withdrawal from school, academic records, academic performance, and life guidance assessments shall be handled in accordance with the school regulations and relevant laws and regulations. Those who complete the required credits and achieve excellent grades within the prescribed period of study

may apply in accordance with the relevant regulations of the school.

Article 5 Scholarship Information:

1. During the study of the International Foundation Program, preparatory students who reach A2 Level of the Test of Chinese as a Foreign Language (TOCFL) can apply for the Grant NTD. 4000; those who reach B1 Level of the Test of Chinese as a Foreign Language (TOCFL) can apply for the Grant NTD. 8000; those who reach B2 Level of the Test of Chinese as a Foreign Language (TOCFL) can apply for the Grant NTD. 12,000. The Grant Application for each level is subject to once.
2. After the preparatory students bridge to the regular bachelor program, the scholarship (Providence Grant) will be according to the Article 3 of Providence University Implementation Regulations for Scholarships and Grants.

Article 6 Work Permit:

During the study in the International Foundation Program, preparatory students can apply for the work permit to the Workforce Development Agency, Ministry of Labor and ensure the student employment complies with the legal regulations that limit work hours to 20 hours per week during the semester, and have no limit during winter and summer breaks.

Article 7 Tuition and Miscellaneous Fees:

1. Tuition and Miscellaneous fees during the International Foundation Program is NTD. 40,000 per semester, together with the Computer and Internet Usage Fee, Sport Facilities Fees and other administration fees. When preparatory students bridge to the regular bachelor program, the tuition and miscellaneous fees will be based on their Department (College) requirement.
2. The withdrawal and refund policy for preparatory students shall be handled in accordance with the schedule for general enrolled students. However, registration for the second semester is only allowed for those who have no outstanding fees. The same rule applies when bridging to the first-year of the regular bachelor program. Those who fail to pay the tuition fees as required shall be expelled from the school.

Article 8 Preparatory students need to provide the medical and accident insurance certificate for at least 6 months upon arrival. If the insurance certificate is issued by foreign insurance company, the certificate should be notarized by the Taiwan Representative Office or an Embassy.

Article 9 Any matters not covered in these regulations shall be handled in accordance with other relevant regulations of the school.

Article 10 These regulations shall be implemented after being approved by the administrative meeting and announced by the president of the school. They shall also be revised in the same manner.

文件編號：PU-11660-B-0801-20230412

管理單位：國際暨兩岸事務處

版次：2

文件名稱：靜宜大學國際專修部學生修業辦法

西元：2023年04月26日修

民國 111 年 06 月 01 日行政會議通過

民國 112 年 04 月 26 日行政會議通過