

# **Yuan Ze University**

## **Academic Regulations of International Foundation Program**

**(The amended regulations shall be applicable starting from incoming students enrolled in the 1st semester of 2025)**

Oct. 18, 2023 Approved at the 6th Executive Council Meeting of 2023 Academic Year

Feb. 21, 2024 Approved at the 13rd Executive Council Meeting of 2023 Academic Year

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Aug. 13, 2025 Approved at the 1st Executive Council Meeting of 2025 Academic Year

**Article 1** International Foundation Program of Yuan Ze University recruit international students in accordance with the Ministry of Education's "Program to Increase Recruitment of Overseas Chinese Students, Student from Hong Kong and Macao, and International Students in Key Industry Sectors". In order to standardize student tuition fees, course continuity, and Chinese language proficiency testing incentive, this regulation is hereby established.

**Article 2** Eligibility criteria:

1. Those who meet the qualifications for international 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. Applicants apply to study the International Foundation Program in Taiwan are limited to apply once. In the event of special circumstances that result in interruption, the applicant may apply again with the approval of the Ministry of Education.

**Article 3** Admission review procedure:

1. After the applicant is qualified by the department, the International Foundation Program of Yuan Ze University issues a conditional admission permit to the Chinese preparatory students and reports the admissions list 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 overseas missions.
2. If the admission documents submitted by the preparatory 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 graduation qualification shall be revoked by the university, and the diploma shall be cancelled.

**Article 4** Academic regulations:

1. Preparatory students of the International Foundation Program (hereinafter referred to as preparatory students) are limited to one year of study, during which they are only allowed to take Chinese language courses; during the semester, they are required to study 20 hours per week, for a total of 720 hours for the academic year. After reapplying to the International Foundation Program in accordance with the provisions of Article 2, Paragraph 2, the preparatory student is required to retake 720 hours of courses, and the hours previously studied will not be recognized.
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 students' 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" with relevant information, and submit it in writing to the International Foundation Program to correct the grades, no later than one week after the start of the next semester.
4. Preparatory 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 "Yuan Ze University Regulations for Student Conduct in Examinations."
5. Preparatory students who violate school regulations will be subject to disciplinary action in accordance with relevant regulations of Yuan Ze University.
6. Preparatory students may apply for a leave in accordance with student leave regulations. Failure to complete a leave application or their leave has not been approved will be considered as absence.
7. When any of the following situations occur, preparatory students shall be dismissed; however, this does not apply to those who are absent due to major incidents:
  - (1) Accumulating three months in a single semester with more than 15 hours of absence in each of those months.
  - (2) Accumulating two months in a single semester with more than 30 hours of absence in each of those months.

(3) Having more than 45 hours of absence in a single month within a semester.

When a student's absences in a single month exceed the prescribed limit, the International Foundation Program will hold monthly counseling meetings to review and understand the student's learning status.

8. Preparatory students who study Chinese language courses for one semester to one academic year and pass the Test of Chinese as a Foreign Language (TOCFL) at least A2 level for listening and reading will be issued a certificate of study hours by the International Foundation Program. They are also eligible to continue studying the first-year courses of their respective departments.
9. Preparatory students who fail to obtain a certificate of study hours upon completion of their studied in the International Foundation Program will be subject to drop out.
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 temporary suspension. However, after one year of formal study in the bachelor's degree program, they may apply to transfer to another department or school. The departments eligible for transfer are limited to those 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 the preparatory students may be recognized as graduation credits in accordance with the regulations on Chinese language credit exemption for international students of Yuan Ze University.
12. The International Foundation Program is responsible for handling applications for admission, daily life and academic counseling for preparatory students, in collaboration with relevant units.
13. Preparatory students who enter the regular bachelor's degree programs shall be subject to the school's regulations and relevant laws regarding suspension, withdrawal, and other academic, student status, and life counseling assessments. When the preparatory students enter 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.

**Article 5**    **Scholarship information:**

Preparatory students are eligible to apply for scholarships in accordance with “Yuan Ze University Regulations of Scholarships for Students of the International Foundation Program” when enter regular bachelor program as first-year student.

**Article 6**    **Work permit:**

1. During the study in the International Foundation Program, preparatory students may apply for the work permit to the Ministry of Labor and ensure the student employment complies with the legal regulations, which limit work hours to 20 hours per week during

the semester, and no restrictions during winter and summer breaks.

2. Preparatory students must truthfully report their part-time work status to the school on a monthly basis for work-study management.

Article 7 Tuition and miscellaneous Fees:

1. Tuition and miscellaneous fees during the International Foundation Program per semester in accordance with the enrollment brochure for that academic year. When preparatory students enter 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 the preparatory students enter to the first-year of the regular bachelor program. Those who fail to pay the tuition fees as required shall be drop out 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. Amendments to the Regulations shall follow the same procedure.