



## Tunghai University International Students Entrance Requirements Guidelines

Amendment Approved by Meeting of Academic Affairs on November 27, 2012

Approved on December 22, 2012 MOE Tai-Wen- No. 1010248253 Letter

Amendment Approved by Meeting of Academic Affairs on April 16, 2013

Article 1. The Guidelines hereof are stipulated in accordance with MOE's "Regulations Regarding International Students Undertaking Studies in Taiwan".

Article 2. An individual of foreign nationality, who has never held nationality status from the Republic of China ("R.O.C.") and does not possess an overseas Chinese student status at the time of the application, may apply for admission to Tunghai University (THU) under the regulations herein.

An individual of foreign nationality, pursuant to the following regulations and who has stayed overseas continuously for no less than 6 years, also may apply for admission under the regulations herein.

2-1. An individual who has a nationality status, as one of his or her nationality statuses, from the Republic of China at the time of the application, must have never held a household registration in Taiwan.

2-2. An individual who has had nationality status from the Republic of China but has no R.O.C. nationality at the time of the application shall have an annulled status regarding his or her R.O.C. nationality for no less than eight years after an annulment of his or her R.O.C. nationality permitted by the Ministry of the Interior.

2-3. Regarding individuals mentioned in both of the above subparagraphs, they must not have studied in Taiwan under the status of an overseas Chinese nor received placement permission during the same year of the application by the University Entrance Committee for Overseas Chinese Students.

According to the Education Cooperation Framework Agreement, a foreign national who was selected by a foreign government, organization, or school, and has not held a household registration in Taiwan from the time of his or her birth is not subject to the limitations as prescribed in the preceding two paragraphs after receiving the approval from the authorized government educational institutions.

The six and eight years calculation period as prescribed in Paragraph 2 shall be calculated from the starting date of the semester (Feb. 1st or Aug. 1st) as the designated due date for the time of study.

"Overseas" as prescribed in Paragraph 2 is limited to countries or regions other than Mainland China, Hong Kong and Macao; the term "continuously" means that an



individual stays in Taiwan for no more than a total of 120 days per calendar year, but any individual who meets one of the following situations and produces relevant supporting documents is not included; the period the student stays in Taiwan shall not be aggregately counted in the term of being overseas:

- 2-3-1. Attending Overseas Youth training courses organized by the Overseas Compatriot Affairs Council or technical training special classes ratified by the Ministry of Education
- 2-3-2. Studying in various universities' or colleges' Chinese language centers approved to recruit foreign students by the Ministry of Education for a total of less than two years.
- 2-3-3. An exchange student whose term of exchange has not reached two years.
- 2-3-4. Approved by the central competent authority to practically training in Taiwan for a total of less than two years.

An individual, who has both foreign and R.O.C. nationalities and has applied for an annulment of their R.O.C. nationality before Feb. 1st, 2011, the effective date of this amendment, may apply for admission under the original regulations and shall not be subject to the limitation as prescribed in Paragraph 2.

Article 3. Any individual who has both foreign nationality and Hong Kong or Macao permanent residency, and has not held a household registration in Taiwan from the time of their birth, and has stayed continuously for six years in Hong Kong, Macao or overseas at the time of the application, may apply for admissions under the Regulations herein.

The term “continuously” prescribed in the preceding Paragraph means that an individual stays in Taiwan for no more than a total of 120 days per calendar year. However, an individual, in line with one of the circumstances prescribed in the subparagraph 1 to 4, Paragraph 5 of the preceding Article and possessing related documents, shall not be included; and the period of its domestic stay will not be incorporated into the calculation of continuous residence as prescribed in the preceding Paragraph.

An individual used to have Mainland China's nationality and has not held a household registration in Taiwan from the time of his birth and had continuously stayed overseas for more than a total of six years, may apply for admissions under the Regulations herein.

The term “continuously” prescribed in the preceding Paragraph means that an individual stays in Taiwan for no more than a total of 120 days per calendar year.



However, an individual, in line with one of the circumstances prescribed in the subparagraph 1 to 4, Paragraph 5 of the preceding Article and possessing related documents, shall not be included; and the period of its domestic stay will not be incorporated into the calculation of continuously overseas residence.

The six and eight years calculation period as prescribed in Paragraph 1 and 3 shall be calculated from the starting date of the semester (Feb. 1st or Aug. 1st) as the designated due date for the time of study.

The term "overseas" as prescribed in Paragraph 1 to 4 also applies, *mutatis mutandis*, to Paragraph 5 of the preceding Article.

Article 4. Upon completion of the course of study at a school in Taiwan, for which an international student applied, the student's admission to continue study shall be handled in a manner identical to the procedures of admission for local students, except that an application for master's degree or higher level of graduate studies may be processed under the rules of our School.

Article 5. The quotas for admission allocated for international students at our School, shall be no more than ten percent of the number of positions allocated for our School for local students each year. The number should be calculated into the total number of positions yearly and reported to the Ministry of Education for ratification.

If the quotas for admission which have been allocated for local students have not been filled, the School may give the quotas to international students according to the total number of designated yearly positions that are open for international students.

The quotas for admission, as prescribed in Paragraph 1, shall not include international students without a formal academic status.

Article 6. Before recruiting the students, the School shall create a set of general enrollment regulations for International students that outline the degree programs offered, quotas for the admission, requirements of applications, manners of review and selection and other related regulations.

Article 7. International students applying for admissions shall submit their applications attached with the following documents directly to the Admission Office of Academic Affairs of THU on the designated dates prescribed in the general enrollment regulations, applications failed to make on the designated dates or incomplete documents shall be dismissed:

7-1. Application form



7-2. Documents of academic credentials:

7-2-1. Academic credentials from Mainland China: The Regulations Governing the Accreditation of Schools in Mainland China shall apply.

7-2-2. Academic credentials from Hong Kong or Macao: Academic Credential Verification and Accreditation Methods adopted in Hong Kong and Macao shall apply.

7-2-3. Academic credentials from other areas:

7-2-3-a. Academic credentials earned at overseas Taiwan schools or Taiwan schools in Mainland China shall be regarded as the same as those at domestic schools with equivalent levels.

7-2-3-b. Academic credentials referred to the preceding 2 Items shall be subject to the Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education. However, academic credentials earned from institutes or branches established in Mainland China by foreign schools shall require public notarization in Mainland China and be verified and examined by an institute established or appointed by, or through a private agency commissioned by the Executive Yuan.

7-3. Provided validated financial statements by financial institutions, indicating that sufficient funds are available to support that applicant during his or her stay in Taiwan, or supporting documents on a full scholarship provided by government or civil institutions.

7-4. Other documents prescribed by THU and each department or institution.

In the event there is any doubt regarding the documentation of any international documents as being unauthenticated by one of Taiwan's embassies and consulates, overseas representative offices, agencies or other institutions authorized by the Ministry of Foreign Affairs (hereinafter referred to as the Embassy), agencies established or designated by or civil associations commissioned by the Executive Yuan in Subparagraph 2 to 4 of the preceding Paragraph during the evaluation process of applications from international students, the School may require these international documents be authenticated by the Embassy; for documents having been authenticated, the School may request an aid of verification from the Embassy. International students shall submit and be verified their formal diploma or certificates of equivalent qualifications, students failed to submit such documents shall not be enrolled in school.



Article 8. An international student who has completed a bachelor's degree or higher degree in Taiwan and applied for a master's program or higher program shall produce graduation certifications and transcripts for each consecutive semester issued by the institutions in Taiwan and apply for admissions under the regulations of THU, and may be exempt from the rules listed in Subparagraph 2, Paragraph 1 of the preceding Article.

International students graduated from schools that enroll foreign residents in Taiwan, or from bilingual programs affiliated with local high schools or foreign programs of public and private under secondary schools may submit graduation certificates and transcripts for each academic semester to apply for admission, and are exempt from the rules listed in Article 4 and Subparagraph 2, Paragraph 1 of the preceding Article.

International students applying for transfer in Bachelor's program of THU, its application procedures and methods shall be handled, mutatis mutandis, to which the provisions of the preceding Article and Article 9 apply. The subjects and credits taken at the original school may be handled based on the School Regulations and the Regulations of Student Credits Waiver and Transference.

International students who are dismissed from school after admission because of behavior issues, poor academic performance or a conviction under the Criminal Law may thereafter not apply for admission under the regulations herein.

Article 9. International students applying for admissions who meet the application requirements preliminarily evaluated by the Office of Academic Affairs, and was sent to related faculties for review (an enrollment test may also be held, if necessary), shall be issued an admission after passed the review (or test) and reported to the Dean of Academic Affairs for approval.

Article 10. Fees that are to be paid by International students shall be handled pursuant to the charge standard of THU. But students admitted according to provisions of Paragraph 3 of Article 2 shall be handled pursuant to agreements.

At the time of registration, a new international student shall present proof of a medical and injury insurance policy with validity of at least six months from the date the student arrives in Taiwan. Current students at school shall present relevant supporting documents on Taiwan's National Health Insurance.

If the above mentioned documents of insurance were issued in foreign countries, they shall be verified by the Embassy.



- Article 11. The School shall promptly log in International students' school entrance, school transfer, suspension, dismissal, changes or loss of student status etc, at the information system of international students data management designated by the Ministry of Education.
- Article 12. International students may not apply for enrollment in recurrent education of Bachelor's programs, Master's degree on the job programs and others only taught at night or on holidays opened by THU, but foreign students in Taiwan already have legal residency status or the programs they attend belong to those programs approved by the Ministry of Education, are not included.
- Article 13. The time an admitted international student registers not beyond one-third of the first semester of the academic year, the student shall be admitted in the current semester; if it is beyond one-third of the first semester of the current academic year, the student shall be admitted in the second semester or the next academic year.
- Article 14. The School may sign education cooperation agreements with foreign schools and recruit international exchange students on the condition that it will not affect normal teaching routines; and the Tunghai University International Students Entrance Requirements Guidelines shall apply, mutatis mutandis, to the agreement, and as the case may recruit international students as selective students.
- Article 15. The special international student programs established by the Schools for the reason of international academic cooperation programs or other special needs, shall comply with relevant regulations on universities' total quantity development scale and resource conditions, and shall be reported to the Ministry of Education for approval.
- Article 16. In order to encourage outstanding international students to study at our School, the School particularly set up scholarships / financial aid, the regulations shall be stipulated separately.
- Article 17. The Office of International Education & Programs shall be responsible for coordinating and handle the matters of International students' admission applications, counseling, contact, home-stay arrangement and counseling for International students to learn our language and culture in order to enhance the understanding of our country.
- The Office of International Education & Programs also irregularly hold counseling activities for International students in each academic year or activities to promote



the campus internationalization, improve exchanges and interaction between our students and International students.

Article 18. Matters regarding International students' admission retention, school transfer, department transfer, suspension, withdrawal, academic status, academic study and evaluation on life assessment, shall be handled according to the School Regulations and related laws and regulations.

In the event of international students' suspension, dropouts or changes or loss of their students' identity, the Office of International Education & Programs must notify the Bureau of Consular Affairs of the Ministry of Foreign Affairs, Office of the Service Center of National Immigration Agency, the Ministry of the Interior of where our School located and dublicately notify the Ministry of Education.

If international students violate any provision of the Employment Services Act, the Office of International Education & Programs of THU must coordinate with the Office of Academic Affairs and the Office of Student Affairs and immediately handle the cases in accordance with the related regulations after proved to be true.

Article 19. An international student approved for an internship after graduation from THU may have his or her international student status extended for one year at most after graduation.

During the term of study in Taiwan, international students having undertaken initial household registration, resident registration, naturalization or restoration of the R.O.C. nationality, will lose their international student status and shall be dismissed by the School.

International students dismissed from school after admission because of behavior issues, poor academic performance or a conviction under the Criminal Law may thereafter not apply for admission under the Regulations herein; if violated and proved to be true, their admission qualifications shall be canceled or shall be dismissed from school.

Article 20. An international student intending to enroll in Chinese language programs at THU shall, at his or her choice, apply with the Chinese Language Center of THU, provisions of Paragraph 1, 3 and 4 of Article 7 shall apply, mutatis mutandis, to the application procedures. The student may produce the letter of notification issued by the THU and apply with the Embassy for a visa.

Counseling of life and academic study of the students of the preceding Paragraph shall be provided by the Chinese Language Center. The student's registration,



absence for more than one fourth of total teaching hours of a semester and public notice of changes or loss of student's identity shall apply, mutatis mutandis, to Paragraph 3 of Article 7 and Article 10, 11 and 18.

Article 21. Matters not mentioned in the Guidelines hereof, shall be handled in accordance with provisions of the MOE's " Regulations Regarding International Students Undertaking Studies in Taiwan" and related laws and regulations.

Article 22. The Guidelines herein shall be approved by the meeting of Academic Affairs and implemented after submitted to the Ministry of Education for review and ratification.