



文藻外語大學  
WENZAO URSULINE  
UNIVERSITY OF LANGUAGES

## Orientation for International Degree Students



# Handbook

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Dear Students,

Welcome to Wenzao Ursuline University of Languages. Wenzao is located in Kaohsiung City, renowned for its energy, warmth and hospitality. As Taiwan's second-largest city, Kaohsiung used to be the center of heavy industries; it has now been transformed into a city of culture and innovation. Blessed with the beauty of the mountain and the sea, Kaohsiung also preserves its traditional culture and heritage in old towns such as Zuoying, Fongshan, Ciaotou and Meinong, rendering a flavor of historical depth for this modern and thriving city. Tropical weather in southern Taiwan brings frequent rains in spring and summer, seasons which are usually humid and hot; in autumn and winter, the weather is usually cool and comfortable. The month of May is the plum rain season, while July and August is usually the typhoon season. Afternoon thundershowers are frequent in the summer, which brings some relief to the scorching hot season. The lowest temperature in winter is mostly above 15°C, and the weather is usually cool and dry. For people from Europe or the U.S., the winter weather in Kaohsiung feels more like spring and autumn; however, for students from Southeast Asia and other tropical areas, it is recommended that they bring more winter clothing with them.

Situated in this beautiful city, Wenzao Ursuline University of Languages awaits you with warm greetings, just like the southern sun, always cheerful and bright. On the campus, you will find traditional Chinese-style buildings reminiscent of ancient academies, as well as the most up-to-date hardware facilities. Our mission is to create the most suitable learning environment for all students in Wenzao, and to cultivate in them a gentle temperament and global vision. With the motto, "Revere the divine, love the human", the University is dedicated to the balanced development of its students and to the elevation of their minds, as well as to cultivate the 3Ls: Life, Language and Leadership among the students. In addition, Wenzao's dedicated faculty will always be there for you; they will be your mentors and friends, and accompany you through this journey of learning, sharing with you their knowledge and experience; this is the true treasure you will find in Wenzao.

The mission of the University is to provide the faculty and students with diversified learning experience and development. We hope that teachers will be inspiring and creative, and that students can learn to appreciate diverse cultures in various fields, to contemplate their goals in the future and focus of their studies. Each person, with each role he/she plays, will find different experiences waiting for him/her. Such experiences, including frustration and delight, will surely be the most memorable reward for everyone in Wenzao. Now, please join us on this wonderful campus in this beautiful city, and start your journey for the best treasure in life.

Best Regards,

Wenzao Ursuline University of Languages

# *Introduction to Wenzao Ursuline University of Languages*

Wenzao Ursuline University of Languages was founded by the Ursuline sisters of the Roman Union of the Order of St. Ursula in 1966. It is a catholic university named in honor of Wenzao Lo, the first Chinese Bishop. Wenzao is the first and the only University of languages in Taiwan.

With its motto, “Revere the divine, love the human.” And the motto of all Ursuline schools, “Serviam” (I will serve), Wenzao hopes to develop students spiritually as well as to prepare them for success in this highly demanding and competitive world. It is Taiwan’s first comprehensive university of languages to inspire individual development in professional excellence and service for humanity by leading transformative experience.

The University has established and maintains collaborative relations with over 270 universities and higher education institutions from Asia, America, Europe, Oceania and Africa. Collaboration between Wenzao and foreign universities and institutions covers various areas such as exchange of students and faculty, study visits, and research and teaching collaboration.

To enhance the employability of our students, Wenzao offers them career consultations and a digitized course map to help them choose suitable courses for their future careers as well as to develop their abilities, interests and experiences. Collaboration with industry is also emphasized so as to provide opportunities of internship for students and to bridge the gap between the academe and the world of reality.



# Course Selection for Degree students (English Version)



Step 1: Visit the homepage of Wenzao Ursuline University of Languages. Click “Information Service” button on the upper right of the webpage.



Step 2: Please log in with your student ID number and the password (Default: Your passport number). And please be sure to type in the random number shown on the image.



Step 3: Click “course selection system” under “application system”. Please read the notice first and then click the enter at the bottom.



Step 4: Once you are in the system. You will see “course registration module” on the left bar, and there are various functions like “Add Courses”, “Drop Courses”, “Courses Selection Result” and “Student schedule”



Click curriculum, you may choose your department to see which required or selective courses you can select.

Please memorize the course code you want to add on the left. (And make sure your schedule won't conflict, check the time on the right)

Curriculum											
Course Code	Academic Year	Educational System	Year	Course Title	Group	Course Type	Category	Credits	Hours	Language of Instruction	Instructor
9005	0	Master's Degree Program	1	EUROPEAN CULTURE AND SOCIETY	01	1 semester	Required Course	3.0	3.0	English	ARMENIETTE
9017	1	Master's Degree Program	1	EUROPEAN INTEGRATION AND POLICIES: EVOLUTION, ACHIEVEMENTS AND CHALLENGES	01	1 semester	Required Course	3.0	3.0	English	YINCHEN, POLLE
9018	0	Master's Degree Program	2	ACADEMIC WRITING	01	1 semester	Required Course	3.0	3.0	English	WANG, HUI, HONGKANG

## 1. Add courses

\*Please see below picture for more information.



You may click “links” to check the syllabus and click “Add Course” to select course.



If you select the course successfully, you may see the pop-up window as below picture. Please Click 確定 Confirm to continue the course selection.





If there is any class schedule conflict, an error message will be showed either like “Course retaken” or “Class schedule conflict”.

**大陸外語大學** Taiwan External University of Languages  
**網路選課系統** Course Selection System  
 106 學年選課系統 107/08/17 09:00

**Add Courses (一般加選)**

1. Click "Add Courses", and enter the course code.
2. After entering the course code, the information of the course will be shown.
3. Check the information, and click "Add Course" to finish the course selection.

Course Code:

Course Code	Course Title	Description of individual class	Class description
0850	INDAPPEL REFERENCE INT/100V & 08/08/08/08	Course retaken?	

**大陸外語大學** Taiwan External University of Languages  
**網路選課系統** Course Selection System  
 106 學年選課系統 107/08/17 09:00

**Add Courses (一般加選)**

1. Click "Add Courses", and enter the course code.
2. After entering the course code, the information of the course will be shown.
3. Check the information, and click "Add Course" to finish the course selection.

Course Code:

Course Code	Course Title	Description of individual class	Class description
1653	傳習書	Class schedule conflict 0001 11	



## 1. Drop Courses

If you would like to deselect any courses, please choose the courses on the left column, and click “confirm” to delete. And please be noted that only elective course can be dropped on line. If you would like to drop the required course, please use “Curriculum Section Application Form” as the picture below and hand it to the curriculum section (administration building 2F).

**Drop Courses (退選)**

1. Click "Drop Courses", the list of courses you select will be shown.  
2. Check the information, and click "Drop Course" to finish the course selection.

Select the courses which you want to drop :

Course Code	Course Title	Credits	Group	Required or Elective course	Course Type
0013	SKILLS ON ORAL PRESENTATION	2.0	01	Required	1 semester
0482	ENGLISH 4A	4.0	02	Required	2 semester
0528	ENGLISH 6	4.0	04	Required	2 semester
0597	CASE STUDY AND QUALITATIVE ANALYSIS	3.0	01	Elective course	1 semester
0930	JAPANESE SENTENCE PATTERN & GRAMMAR	2.0	01	Required	2 semester
0977	SELECTED READINGS OF CLASSICAL CHINESE LITERATURE	2.0	01	Required	2 semester
1058	GRADUATION THESIS	2.0	11	Required	2 semester
1459	INTERNATIONAL TRADE PRACTICES	2.0	01	Elective course	2 semester

**Drop Courses (退選)**

**文藻外語大學**  
Wenzao Ursuline University of Languages  
課務組申請事項申請書  
Curriculum Section Application Forms

申請日期: 年 月 日  
Application Date: year mm dd

班級 Class	學號 Student ID Number
姓名 Name	連絡電話 Contact Phone Number
申請事項 Thing(s) to Apply	
申請說明 Description	
申請人簽名 Applicant's Signature	
會簽單位 Offices to Notify	
課務組承辦人 Curriculum Section Staff	
承辦說明 Description	
單位主管 Office Administrator	

## Wenzao Ursuline University of Languages Course Checklist

School Year: \_\_\_\_\_ Semester: \_\_\_\_\_ Class: \_\_\_\_\_ Student ID Number: \_\_\_\_\_ Name: \_\_\_\_\_ With The Identity of Origin: \_\_\_\_\_ Tel: \_\_\_\_\_ Signature of Student: \_\_\_\_\_ Print Date: 108/3/14

Class	Subject Code	Subject Title	Section Course Code	Course Categories	Required/ Selective Course	Credit	Course Period	Classroom	Instructor	Item
UE1A	04308	FUNDAMENTAL ENGLISH WRITING	01 0194	For Academic Year	Required Course	2.0	1-34	E101 華語教室	吳麗心	
XJ50	03915	JAPANESE TOURISM	01 1100	For Academic Year	Selective Course	2.0	1-34	S301 教室	吳麗心	

**✳Course Checklist: You'll sign it with your class.**

★★How to check your schedule: Please click “Information system”



Please click “Course schedule inquiries”, you’ll see your schedule as the picture at the bottom.



【學期課表】					
	一	二	三	四	五
第 1 節 0810-0900	西班牙文 (一) 蔡文隆 W005		英文二A 陳毓雲 R404		
第 2 節 0910-1000	西班牙文 (一) 蔡文隆 W005		英文二A 陳毓雲 R404	全人發展：大學入門 (一) 吳英傑 W005	
第 3 節 1010-1100		西班牙語會話 (一) 杜建銘 S102		英文二A 陳毓雲 R404	運算思維與程式設計 楊贊勳 A501
第 4 節 1110-1200		西班牙語會話 (一) 杜建銘 S102		英文二A 陳毓雲 R404	運算思維與程式設計 楊贊勳 A501
第 5 節 1210-1300					
第 6 節 1310-1400	西班牙語會話 (一) 杜建銘 S102	英文二A 陳毓雲 R404	西班牙文 (一) 蔡文隆 W005	體育 劉於南	跨文化溝通 (一) 鄭金文 W005
第 7 節 1410-1500	西班牙語會話 (一) 杜建銘 S102	英文二A 陳毓雲 R404	西班牙文 (一) 蔡文隆 W005	體育 劉於南	跨文化溝通 (一) 鄭金文 W005
第 8 節 1510-1600			華語(三) 林景輝 Q202		
第 9 節 1610-1700	華語(三) 林景輝 Q801		華語(三) 林景輝 Q202		
第 10 節 1710-1800	華語(三) 林景輝 Q801		華語(三) 林景輝 Q202		

## **Regulations Related to Attendance**

1. **Attendance system:** Taking attendance is strictly implemented in each class and important meetings. Absence from classes will influence greatly on your learning, so please attend every class.
2. **Procedure of requesting for a leave:** login page of School Information Service -> Login with your account number and password -> Click on “Application” -> “Online requesting for a leave” -> fill in the required information -> click on save -> submit your application for approval.
3. **Check your email provided by the School regularly:** important information will be announced on school’s homepage, personal records such as absence, asking for leave and awards/punishments will all be informed via email. Rectification has to be applied for if there is any error in attendance record within 2 weeks. Late application will not be accepted. Also, you should be aware of your absence record and leave hours, so that your study will not be influenced, and you shall not be punished with forbidding from taking final exams.
4. **Requesting for a leave following the regulations:** If you cannot attend the class, please request for a leave before class following the regulations. Do not request for a leave after your absence is recorded, or you will be at your own risk for not being able to request for a leave due to delay.
5. **Other important notices:**
  - (1) Request for a personal leave on the exam date arranged by the Office of Academic Affairs is not accepted. Students encountering medical emergency should inform the Curriculum Section of the Office of Academic Affairs in 20 minutes after exam starts. Diagnosis statement must be sent or mailed through a registered post to the Curriculum Section on the very day (the date is based on the post stamp). Students then should bring the request form for a leave to the Curriculum Section to complete their request for a leave.
  - (2) If the statement or document enclosed with the request for a leave is found to be forgery, the applicant shall be punished according to his/her situation according to school regulations.
  - (3) Students who have questions about their absence and leave records informed through e-mail shall apply for inquiry or rectification to Student Assistance Section from the arrival date of the e-mail to the Friday of the following week (the due date might be extended when encountering a national holiday or school day off). Late application is not accepted.





# 學生網路請假操作流程

## Online Student Leave Request Operation

(圖一)登錄「文藻首頁」→選取「在校生」

Online Leave Request Operation: choose “current student.”



(圖二)點選『學務相關資訊』→『學生網路請假作業』

Click “online student leave request procedures”

### 課務相關資訊 ABOUT COURSES

選課專區  
課程地圖  
重修修對照表  
網路選課、課表及課代補課查詢、教學意見調查作業、申請教學助理及教學助理評量查詢  
雲端學園  
科目學分表  
語言檢定替代課程

### 學務相關資訊 ABOUT STUDENT AFFAIRS

W-Portfolio 時光華堂

**學生網路請假作業**

服務學習與志工招募

學生宿舍

生涯輔導資訊專區

校園安全

學生社團/組織

勞作教育

租屋資訊

**Online student leave request procedures**

### 資訊服務 IT-SERVICE

校務資訊服務入口網

國際交流與合作中心

出國交換生專區

姊妹校

### 線上學習資訊網 E-LEARNING

英語網路學習資源專區

英語學習網站推薦

Dr.E-Learning預約報名系統

英語教學資源網

線上聽力測驗

### 宣導服務 PROMOTION SERVICES

文藻外語大學資訊安全管理政策

智慧財產權宣導網

國家資訊安全會報技術服務中心

### 公告訊息 ANNOUNCEMENT

【活動】越南胡志明市國家大學附屬經濟法律...  
2020-08-11 14:19

圖書館系統資訊組徵工讀生1名-109/08/31截...  
2020-08-11 00:15

【教師・學生必讀】「教學助理培訓」系列課...  
2020-08-10 14:23

【圖書館】新思惟文化沙龍講座・8月開場・...  
2020-08-07 11:11



(圖三)登錄「帳號」、「密碼」(即登錄校務資訊系統的帳號、密碼)→確定送出  
Log into your account number(student ID NO.) and password → submit



(圖四)閱畢「學生請假注意事項」→進入「課程請假」、「重要集會請假」或「勞作服務請假」

Select “Leave request for course”, “Leave request for school event” or “Leave request for Labor Education.”



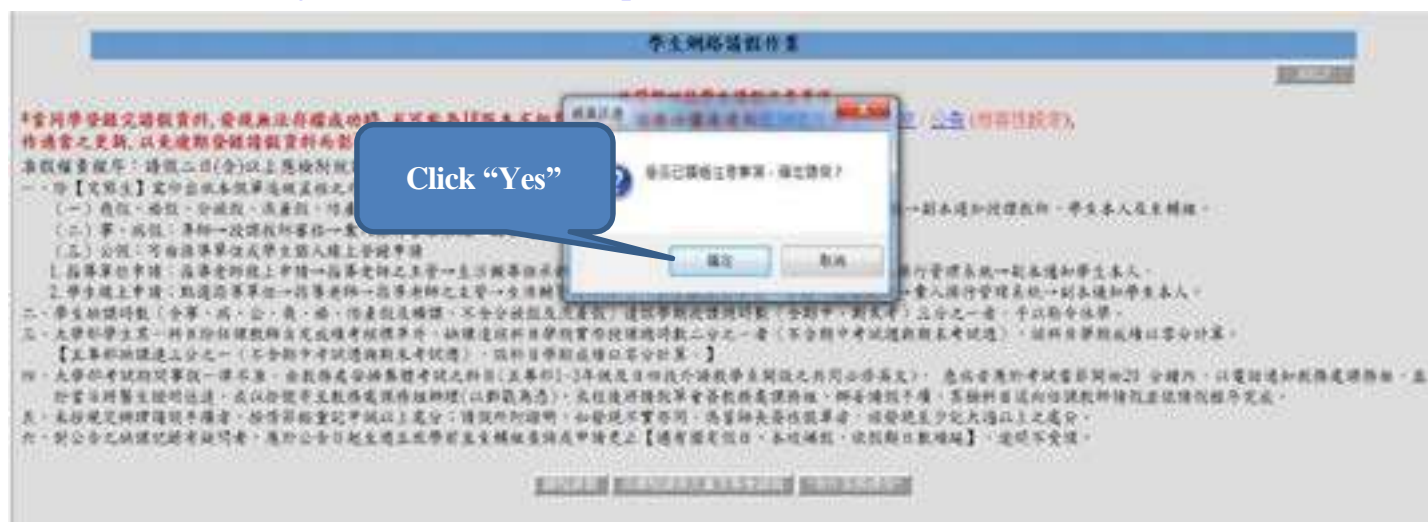
Course Leaving:  
regular course

Leave request for  
Labor Education

Not Course Leaving / School Event:  
Class Meeting, Weekly Meeting, Morning  
Rally, and School Ceremony

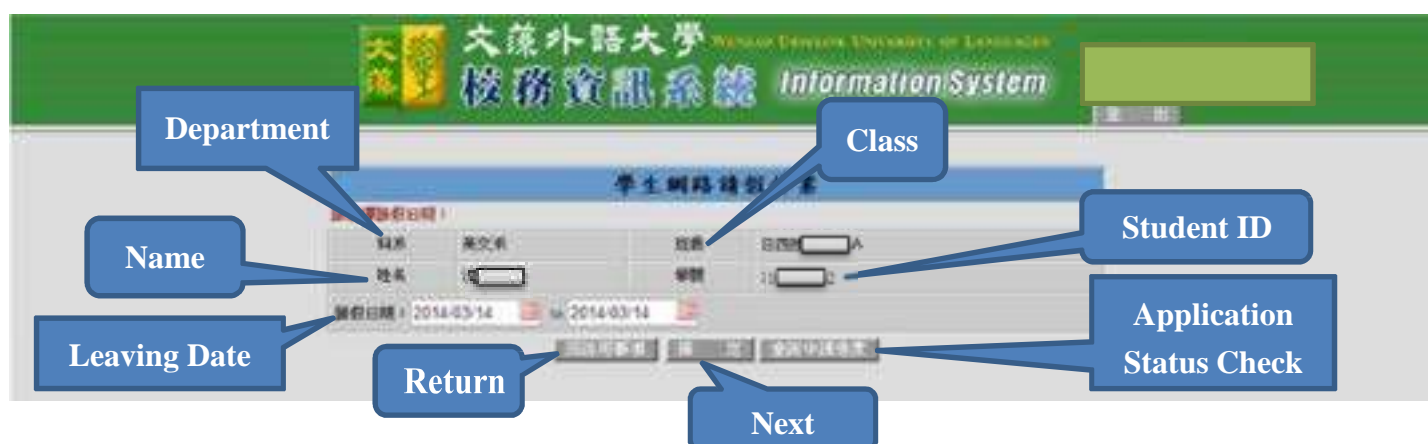
(圖五)閱畢請假注意事項→請按「是」，並進入「課程請假」

After reading the rules of leave request, click Yes.



(圖六)正確登錄請假日期

Register the date(s) for the leave.



(圖七)選擇「假別」→詳細登錄「請假事由」

Choose “Leave category”, and type the “Leaving Reason” in detail.



(圖八)送出審核：表示已完成請假程序 Click “Send” for approval

【系統另提供「附件上傳」的功能，倘若有相關證明請務必上傳】

If needed, you can upload the attachment of your leave request. click “ Attachments Upload”.  
(the System will provide the online function)

The screenshot shows a web-based leave request system. At the top, there's a green header with the text "校務資訊系統" and "INFORMATION SYSTEM". Below the header, there's a red banner with a warning message in Chinese. The main content area is white and contains two sections of instructions, each with a blue callout box pointing to a button at the bottom.

**【日間部說明】**

1. 請假二日（含）以內請直接由系統「送出審核」即可；送審後則無法再進行修改，如需修改請印出紙本假單並修改後經導師同意簽名，再將假單遞交生輔組即可。
2. 二日（含）以上請假及公假、喪假、定額生等，請列印出假單並檢附證明送核呈核。
3. 「婚假」、「分娩假」、「天然災害假」、「陪產假」及「流產假」，請列印出假單並檢附證明送核呈核。
4. 事假應於事後3日內務必登錄完畢，逾期登錄者以違反事假規定處理。
5. 重要集會（班、週、朝會）及學校慶典活動，請登錄完畢後由線上送出審核即可。

學院處生輔組

**【進修部說明】**

1. 請假二日（含）以內請直接由系統「送出審核」即可；送審後則無法再進行修改，如需修改請聯絡「進修部學務組」。
2. 超過二日以上請假及公假、喪假、病假等，則請列印出假單並檢附證明送核呈核。
3. 事假應於事後3日內務必登錄完畢，逾期登錄者以違反事假規定處理。
4. 重要集會（班、週、朝會）及學校慶典活動，請登錄完畢後由線上送出審核即可。

進修部

At the bottom of the interface, there are four buttons: "新增假單", "查詢申請進度", "附件上傳", and "送出審核".

**Callout Box 1 (Left):** Attachments Upload  
Ex: Doctor Note

**Callout Box 2 (Right):** Submit—finish the leaving application progress

(圖九)請假二日以上：請正確登錄起迄日期（例如：2014.3.12～2014.3.14）

The leave request is more than 2 days: please select accurate dates.

學生網路請假作業

請選擇請假日期：

科系：英文系 姓名： 學號： 日期： 2014/03/12 ~ 2014/03/14

Next

(圖十)請選擇「假別」，並詳細登錄「請假事由」，於請假節次點一下便出現「事」假。

Choose “Leave category”, and type the “Leaving Reason” in detail.

校務資訊系統 Information System

Leaving category

Leaving Reason

If you take a day off due to personal reasons, you can see “事”—meaning personal leave—after clicking the blue blocks of the absent courses.



# Visa Application

## Students with Chinese nationality

The entry permit for students from China should be a single-entry permit. The entry date is valid for at most 6 months, and students are allowed to stay for at most 146 days. Please count accordingly your departure date and double check with the Section of Overseas Student Affairs.

This permit is to be considered as the ID card during the stay in Taiwan. Any exit/re-entry of visa extension, please contact the Section of Overseas Student Affairs, 07-3426031 ext. 2644.


## Resident Permit

Visitor VISA	Duration of stay: at most 180 days, for students who are staying for one semester.
Resident VISA	Duration of stay: exceeds 180 days, for students who are staying for one year.

- 1. Apply for Resident Permit from Visitor Visa:** students should apply to the Ministry of Foreign Affairs for change of visitor visa to resident permit during the period of holding the visitor visa after having arrived in Taiwan. Within 15 days after receiving the resident permit, Alien Resident Certificate (ARC) should be applied to the National Immigration Agency. (The reason of receiving the visitor visa is because the unqualified health check result and related treatment has to be carried out or health check is not conducted.)
- 2. Apply for Resident Permit from Visitor Visa:** students should apply for Alien Resident Certificate within 15 days after submitting school admission. (within 30 days during pandemic period)

### Required Documents:

- Electronic file of PASSPORT, RESIDENT VISA and ONE 2-inch COLOR ID card-size PHOTO (with white background)
- If students do not complete registration process:** based on the official school admission who should apply for resident visa valid for 6 months. After registration is made, study certificate should be presented and apply for the sufficient length before permit expiration.
- If students completed the registration process:** they should present study certificate to apply for a 1-year valid Alien Resident Certificate (ARC).
- Accommodation contract (for those who live on campus or Daya, SOSA will issue a proof of accommodation)
- Students Online Application System (as the links below)
- Application fee: NTD1000 (Chinese overseas student NTD500).
- Application venue: National Immigration Agency  
5 or 6F, No. 6, Zhongnan St. Lingya District, Kaohsiung 高雄市苓雅區政南街 6 號 5、6 樓

	<b>Please referred to System User Guide in the link.</b>
Foreign students and Overseas Chinese students	

# *Insurance Information*

## **National Health Insurance**

**(1) Eligible Persons:**

International students (except for students from China) who have stayed in Taiwan for 6 consecutive months and had been once less than 30 days abroad after arrival should participate in National Health Insurance beginning from the 7th month.

**(2) Fee:**

NTD 826 per month. **Students who fail to pay for the fee will be regarded as not completing the registration.**

**(3) How to Participate:**

Please contact Teresa Chiu, the officer of the Section of Overseas Student Affairs for your application. (07-3426031 ext. 2645)

**(4) Required Documents:** Resident permits (ARC) and one ID photo (2x2 inch).

**(5) Please note that international students must join the National Health Insurance in Taiwan if qualified.**

## **Cathay Life Group Insurance**

**(1) Eligible Persons:**

International students who have no insurance or any health insurance after arrival should participate in Cathay Life Group Insurance.

**(2) Fee:**

NTD 500 per month. **Students who fail to pay for the fee will be regarded as not completing the registration.**

**(3) How to Participate:**

Please contact Teresa Chiu, the officer of the Section of Overseas Student Affairs for your application. (07-3426031 ext. 2645)

**(4) Coverage:**

Medical expenses (up to NTD 1,000 for the same illness per day), surgery, and hospitalization (limited to medical treatment in Taiwan).

**(5) Required Documents for Applying Claims:**

Hospital receipt, medical certificate and a copy of your identity document (Passport) and a copy of your bank book (Deposit book).

# Housing Information

## **Dormitory Application**

1. Please check the University dormitory regulations and read “Regulations of Student Dormitory”. Based on 4 residents the room is shared that includes individual bed, desk and closet. A card has to be purchased for the central air conditioning system. Hot water is provided 24 hours; there is space for clothes drying and dryers; in B1 there are also washers and dryers that must be paid by coins. Application has to be completed online. Reference link: <http://c012.wzu.edu.tw/>.



## **Rental Housing Matching**

1. **DaYa International Apartment:** <http://www.daya-international.com.tw/Kaohsiung/index.html>



2. Please visit the “Cloud Rental Housing Information for Wenzao Students” for certified rental housing information, reference link: <https://house.nfu.edu.tw/WTUC>.



# *Useful Information*

## **Parking Permit for Motorbikes and Bicycles**

Students who wish to apply for a parking permit for motorbikes or bicycles should do so according to the time and procedure as announced by the Purchasing & Supply Section in the Office of General Affairs after the semester starts. Students should include their driver's license and vehicle license with the application form when applying for parking permit for motorbikes. The required documents should be collected by the class general affairs chief for the application at the Students' Advisors Section. No parking is allowed without the parking permit.

For the academic year, the fees for the parking permit are: non-reserved: NT 200 dollars per semester; reserved: NT 300 dollars per semester; free for bicycles. If you have any questions regarding parking permit, please contact the Purchasing & Supply Section in the Office of General Affairs, 07-3426031 ext. 2512.

## **Financial Information**

**Post Office:** the nearest Post Office near Wenzao is located at No. 264, Dingciang Street.

**How to get there?** Turn right from the Dingjhong Road entrance, and go straight along Lane 532.

Required documents:

1. Photocopy of Student ID Card (please bring original document)
2. Photocopy of Alien Resident Certificate (please bring original document)
3. Photocopy of passport (please bring original document)
4. NTD 100 for opening a bank account
5. Stamp (Turn right from the Dingjhong Road entrance, No. 545 Dingjhong Road: Lilai store 來來鎖印店)

## **Telecommunication**

1. **Pre Pay Card:** The card can be purchased at the Caves Book upon presenting the ARC, passport and student ID card.

2. **How to make an international call?**

Dial code number of the card + country code + region code + telephone number

For instance: call to USA (212) 345 6789

Dial 009 (or 002) + 1 + 212 + 345 6789

## **Voltage**



Taiwan electrical appliances and electronic products voltage is 110 V, 60 Hz. The plugs are different from Hong Kong and the Mainland China. They are type A (two-hole socket) and type B which is suitable for Notebook (three hole socket).

#### **Type A (two-hole socket)**



#### **Type B (three-hole socket)**



### **Weather**

Taiwan lowest temperature in a year is 10 °C in February. The highest temperature is between 38 °C in July and August. April and May is the rainy season. June to September is summer. In this season, there may be an afternoon thundershower. In July and August, it's a peak season of typhoon. And the most comfortable season is in October to December.

Taiwan Weather Links: "Taiwan's Central Weather Bureau" <http://www.cwb.gov.tw/V7/index.htm>

## **Food Culture**

Taiwan is famous for its cuisines and delicacies. You will find a wide selection of restaurants and snacks around the campus. Differing from Western countries, people in Taiwan are used to restaurants that serve take-away bentos or quickly-made dishes. Average spending of a single meal ranges between NT 30 and 100 dollars. You can also find restaurants that are more decent or high-class near the campus. The following provides some useful information sorted by category:

### **1. Chinese style breakfast:**

People in Taiwan take breakfast seriously. Chinese style breakfast is among students' favorites. In addition to clay oven rolls, steamed stuffed buns, pan-fried dumplings, soybean milk and rice milk, there are also Chinese omelets and milk tea. Some people also enjoy having bowl rice cake or rice ball.

(1) Jing Pin Soybean Milk: famous for its Chinese omelets and home-made sauce.

Address: No. 516, Dingjhong Road (on the opposite right of the Dingjhong entrance, next to Guan Hua Drugstore).

(2) Mingyuan breakfast: cheap and tasty

Address: On campus at Mingyuan building

### **2. Western style breakfast:**

Western style breakfast in Taiwan differs remarkably from Western countries. Hamburgers and sandwiches bear more resemblance to Western breakfast, while dishes such as omelets, milk tea and coffee milk are examples of localized western dishes. Make sure to give them a try.

(1) Chenyang Brunch: mainly offers hamburgers of Western style. The price is a bit higher.

(Straight across from Dingjhong gate).

(2) Dandan Hamburger: a combination of Chinese and Western fast food with reasonable price. It has its unique style in Southern Taiwan.

(Turn right from the Dingjhong entrance and cross Tian Siang Road).

### **3. Chinese restaurants:**

For lunch and dinner, people in Taiwan prefer rice and noodles. Generally, the price is very reasonable, and restaurants offer a wide selection of dishes. Pork chop rice, chicken leg rice and beef noodles are among the most common and famous dishes.

- (1) Jiou Zhou Pork Chop Rice: one of the oldest bento restaurants around the campus, most famous for its pork chop rice and chicken leg rice. The rice is especially chewy.

(Turn right from the Dingjhong entrance and go straight along Dingjhong Road).

- (2) Hong Li Home Restaurant: one of the most popular home restaurants around the campus, most famous for its Japanese miso fish and stewed chicken leg, offers bento at NT 60 dollars, which includes four dishes of vegetables and one dish of meat, which is very reasonably priced. If you have a large appetite, make sure give it a try

(Turn right from the Dingjhong entrance and go straight along Dingjhong Road, and then go along Dingsin Road)

- (3) Hai Zih Wang Dumplings: famous for its reasonably priced and delicious dishes of Northern Chinese style.

Address: No. 683, Dingjhong Road.

Turn left from the Dingjhong entrance and go straight along Dingjhong Road.

#### **4. Western restaurants:**

There are many high-class Western restaurants in Kaohsiung. The Riverbank Community near the campus is the best place to find one of these restaurants. In addition, there are various restaurants that offer Mexican style cuisines. However, prices may differ considerably, ranging between 250 or 300 and over 1,000.

- (1) Pasadena French Restaurant: one of the most recommended French restaurants in Kaohsiung. Offers choice ingredients and a wonderful dining experience. Suitable for celebrations.

Address: No. 298, Heti Road, Sanmin District.

- (2) Meson Espanol Hola: one of the famous Spanish restaurants in the Riverbank Community. Offers comfortable dining space and authentic Southern Europe cuisine

Address: No. 578, Heti Road, Sanmin District.

#### **5. Vegetarian and Islamic restaurants:**

Taiwan is also famous for its vegetarian cuisine. For Muslims, in addition to Islamic restaurants, vegetarian restaurants are also a good choice.

- (1) Huan Si Vegetarian Restaurant: one of the most famous vegetarian restaurants near campus. Noodles

and spicy stinky tofu are highly recommended

Address: No. 518, Dingjhong Road.

(Turn right from the Dingjhong entrance and go straight along Dingjhong Road)

- (2) Tian Siang Chu Vegetarian Restaurant: vegetarian cafeteria. Offers a wide selection of dishes. Only 5 minutes of walking distance from the campus.

Address: No. 686, Dingjhong Road.

(Turn left from the Dingjhong entrance and go straight along Dingjhong Road)

- (3) Hi-Lai Vegetarian Restaurant: high price vegetarian restaurant

Address: No. 777, Bo-ai 2<sup>nd</sup> Road, Zuoying District. (5<sup>th</sup> floor of the Hanshin Arena)

## **6. Southeast Asian and Northeast Asian cuisine:**

Taiwan is located at the intersection of Southeast Asia and Northeast Asia. Therefore, you will be able to find many exotic cuisines.

- (1) Hainan chicken cuisine: offers delicious Malaysian cuisine.

Address: No. 200, Dalian St. Sanmin District.

- (2) Qinglian Vietnamese restaurant: cheap meal on the rear gate of school.

Address: No. 538, Dingjhong Road, Sanmin District.

- (3) Jiangtai Japanese food: located in the Dingjhong Road area. Offers various Japanese style cuisine.

Address: No. 496, Dingjhong Road, Sanmin District.

- (4) Han Yue Korean Restaurant: one of the recommended Korean restaurants in Kaohsiung. Reasonably priced. Address: No. 540, Dashun 1<sup>st</sup> Road, Zuoying District.

## **7. Café and Teahouse:**

Tea culture is an important aspect of Taiwan's culture. Surprisingly, Taiwan also has a unique specialty coffee culture, which in some degree is similar to its tea culture. People in Taiwan tend to appreciate single-origin coffee with its aroma and taste. This is quite different from European coffee which is mostly brewed using mixed beans.

- (1) Chun Shui Tang Cultural Tea House: offers good tea, comfortable environment, great gathering experience, and traditional Chinese style interior design.

Address: No. 322, Heti Road, Sanmin District.





Dumplings



Beef Noodles



Pork Chop



Bubble Milk Tea



Red Bean Cakes



Herbal Jelly

## **Stores**

Whether you live in the University dormitory or rent a room outside the campus, you will definitely need to purchase some household goods and perform some routine chores, such as paying bills, sending mail or parcels, or withdrawing cash for daily use. The following is a list of some useful information:

1. Convenience stores: convenience stores in Taiwan offer a wide range of services, and are open 24 hours a day. 7-11 and FamilyMart are the most common. You can buy light meals, drinks, some household goods, and pay for your water bill, electricity bill, cable TV bill and gas bill in convenient stores. You can also get tickets for trains, HRS, and concerts. ATMs are available in convenience stores. You can also send and receive mails and parcels.
2. Drugstore: Guan Hua Drugstore is just at the opposite right side of the Dingjhong Road entrance. Alternatively, you will find Sin Gao Cian Drugstore by turning left at Tiansiang Road. Drugstores in Taiwan offer a wide selection of health supplements, cosmetics and medicine. It is recommended to purchase these in Taiwan unless you have special needs.
3. Household goods mall: near the campus, you will find the most complete selection of goods at 21<sup>st</sup> Century Mall.

## **Safe Transportation**

### **1. No driving after drinking**

Driving after drinking or taking drugs is offending against the laws. The current legal limit for BAC is 0.15 mg/l or higher than 0.03%, no driving is allowed. If he/she got caught, NTD180,000, the highest amount, will be fined. Meanwhile, his/her car/motorcycle/scooter will be seized and license cancelled. If there are other people injured due to this drunken driving, record of injury will be kept and more penalties paid. If alcohol or drug test is rejected by the drunken driver, NTD180,000, the highest amount, will be fined; meanwhile, his/her license will be cancelled and car/motorcycle/scooter seized.

### **2. No riding without wearing helmet or having license**

According to Article 21 of Road Traffic Act, NTD6,000- NTD12,000 will be fined while driving without license; driving will be stopped right away and car plate seized. NTD500 will be fined for driver if he/she or the passenger is not wearing a helmet.

### **3. The validity of the international driving license is for 30 days after having arrived in Taiwan.**

If the stay is longer than 30 days, a 1-year international driving license has to be applied. If driver has no international driving license, please check the following websites:

## **Websites**


©Safe transportation 交通安全入口網  
<http://168.motc.gov.tw/EN/Default.aspx>

©Directorate General of Highways 中華民國交通部總局  
<https://www.thb.gov.tw/sites/en/>

©Motor Vehicle Driver Information Service 監理站服務訊息  
<https://khcmv.thb.gov.tw/English/E1000/E1100.htm>

©Contact Taiwan  
<https://www.contacttaiwan.tw/main/docdetail.aspx?uid=245&pid=242&docid=54>

### **Practical Online Resources**

Information	Website
1. Bureau of Consular Affairs, Ministry of Foreign Affairs	<a href="https://www.boca.gov.tw/mp-2.html">https://www.boca.gov.tw/mp-2.html</a>
2. National Immigration Agency, Ministry of Interior	<a href="https://www.immigration.gov.tw/mp.asp?mp=2">https://www.immigration.gov.tw/mp.asp?mp=2</a>
3. Tourism Bureau	<a href="https://eng.taiwan.net.tw/">https://eng.taiwan.net.tw/</a>
4. Foreign Representative Office in Taiwan (Ministry of Foreign Affairs)	<a href="https://www.mofa.gov.tw/en/">https://www.mofa.gov.tw/en/</a>
5. Youth Fun the World	<a href="https://www.youthtaiwan.net/Default.aspx">https://www.youthtaiwan.net/Default.aspx</a>
6. Taiwan Stay	<a href="http://taiwanstay.net.tw/">http://taiwanstay.net.tw/</a>
7. Youth Travel	<a href="https://youthtravel.tw/en/index.php">https://youthtravel.tw/en/index.php</a>
8. Kaohsiung City Government	<a href="https://www.kcg.gov.tw/EN/Default.aspx">https://www.kcg.gov.tw/EN/Default.aspx</a>
9. Kaohsiung Travel	<a href="https://khh.travel/index.aspx?l=2">https://khh.travel/index.aspx?l=2</a>
10. Fb for the international students of Wenzao	<a href="https://www.facebook.com/groups/1438700469683747">https://www.facebook.com/groups/1438700469683747</a>
11. Fb for the international students of Wenzao	<a href="https://www.facebook.com/wenzaososa/">https://www.facebook.com/wenzaososa/</a>
12. Taiwan Education online	<a href="https://english.moe.gov.tw/mp-1.html">https://english.moe.gov.tw/mp-1.html</a>
13. Gender Equity Education Committee	

# Transportation

- **Kaohsiung Bus** (Wenzao Ursuline University of Languages Station)  
Minzu Road Entrance: 8023, 8025, 8029, 8032, 8038, 8039, 8040, 8041, 8042, 8046  
Dingjhong Road Entrance: 8021
- **Kaohsiung City Bus** (Wenzao Ursuline University of Languages Station)  
Minzu Road Entrance: 72, 91, Minzu Express  
Dingjhong Road Entrance: 3, 28, 77, 91, 24, R36
- **Kaohsiung Rapid Transit** (R14-Kaohsiung Arena Station) z  
take the KRT to Kaohsiung Arena Station, and then take bus line R36, 3, or 168 to Wenzao.
- **From Kaohsiung International Airport to Wenzao:**
  1. Kaohsiung Rapid Transit and Bus: take the KRT to Kaohsiung Arena Station, and then take bus line R36, 3, or 168 to Wenzao.
  2. Taxi: taxis are all painted yellow in Taiwan. The fare from the airport to Wenzao is about NT 500 dollars.
- **From High Speed Rail Zuoying Station to Wenzao:**
  1. take bus line 3, R35, or Minzu Express (90).
  2. The taxi fare is about NT 150 dollars.



## Map of Kaohsiung Rapid Transit





# School Contact Information

## Important Contact Phone Numbers

1. Campus Emergency Contact Number (24 hours): 07-3429958
2. Office of International and Cross-strait Cooperation (OICC): 07-3426031 #2611-2614/ 2641-2645
3. Student Grievances Number (Counseling Center): 07-3426031 ext. 2271-2274/ 2278-2280/ 2282
4. Sexual Assault Prevention Number: 07-3425800

## Departmental Coordinators

教學單位名稱 Department	姓名 Name	聯絡信箱 E-mail
英國語文系 Dept. of English	何姿瑩 Terri He	terri.he5@gmail.com
法國語文系 Dept. of French	盧安琪 Agnès Roussel Shih	agnes@mail.wzu.edu.tw agneshih@gmail.com
德國語文系 Dept. of German	薛欣怡 Hsin-Yi Hsueh	94131@mail.wzu.edu.tw
西班牙文系 Dept. of Spanish	李宜靜 LEE, YI-CHING	97177@mail.wzu.edu.tw
日本語文系 Dept. of Japanese	久保田佐和子 Sawako Kubota	94022@mail.wzu.edu.tw
	段裕行(協助) Hiroyuki Dan	hdan@mail.wzu.edu.tw
	佐藤圭司(協助) Keiji Sato	94023@mail.wzu.edu.tw
東南亞學系 Dept. of Southeast Asian Studies 東南亞學系碩士班 Master' s Program in Southeast Asian Studies	何啟良 Ho Khai Leong	ho_khai_leong@hotmail.com

<p>應用華語文系 Dept. of Applied Chinese 華語文教學研究所 Graduate Institute of Teaching Chinese as a Second Language</p>	<p>卓福安 Toh Hock An</p>	<p>toh92032@gmail.com</p>
<p>國際事務系 Dept. of International Affairs 國際事務系碩士班 Master' s Degree of International Affairs</p>	<p>焦源鳴 Yuan-Ming Chiao</p>	<p>ymchiao@gmail.com</p>
<p>國際企業管理系 Dept. of International Business Administration 國際企業管理系碩士班 Master' s Program of International Business Administration</p>	<p>吳德華 Francis Wu</p>	<p>ps01@mail.wzu.edu.tw</p>
<p>數位內容應用與管理系 Dept. of Digital Content Application and Management</p>	<p>戴莉蓁 Li-Zhen Dai</p>	<p>96005@mail.wzu.edu.tw</p>
<p>翻譯系 Dept. of Translation &amp; Interpreting 翻譯系碩士班 Master' s Program of Translation and Interpreting</p>	<p>謝志賢 George Hsieh</p>	<p>95112@mail.wzu.edu.tw</p>
<p>傳播藝術系 Dept. of Communication Arts</p>	<p>林潔 Kit Lam</p>	<p>87004@mail.wzu.edu.tw</p>
<p>外語教學系 Dept. of Foreign Language Instruction</p>	<p>孫韵芳 Yun-Fan Sun</p>	<p>97066@mail.wzu.edu.tw</p>

## College Coordinators

學院名稱 College	姓名 Name	聯絡信箱 E-mail
歐洲研究所 Graduate Institute of European Studies (GIES)	羅文笙 Vincent ROLLET	95112@mail.wzu.edu.tw
國際文教暨 涉外事務學院 College of International Culture, Education and Foreign Affairs	葉佰賢 Aiden Pai-Hsien Yeh	93086@mail.wzu.edu.tw aidenyeh@yahoo.com
歐亞語文學院 College of European and Asian Languages	盧安琪 Agnès Roussel Shih	agnes@mail.wzu.edu.tw agneshih@gmail.com
新媒體暨管理學院 College of New Media and Management	廖俊芳 Melody Liao	98074@mail.wzu.edu.tw
華語學院暨營運中心	卓福安 Toh Hock An	toh92032@gmail.com
吳甦樂人文學院 Ursuline College of Liberal Arts	劉於倫 Wu Lun Liu	95174@mail.wzu.edu.tw wulun.liu@gmail.com

## Contact Information of Academic Units

College		Contact Number: 07-3426031 Ext:
College of International Culture, Education and Foreign Affairs		6002
	Department of English and MA in English	5304-5305
	Department of Translation & Interpreting and Master's Program of Translation and Interpreting	6402-6403
	Department of International Affairs and Master's Degree of International Affairs	6102
	Department of Foreign Language Instruction	5202-5203
	Center for English Language Teaching	5901-5903
College of European and Asian Languages		5002
	Department of French	5602, 5605
	Department of German	5702-5703
	Department of Spanish	5802-5803
	Department of Japanese	5502-5503
	Department of Southeast Asian Studies and Master in Southeast Asian Studies	7801-7802
College of New Media and Management		3002
	Department of International Business Administration and Master's Program of International Business Administration	6202-6203
	Department of Applied Chinese and Graduate Institute of Teaching Chinese as a Second Language	5103-5104
	Department of Communication Arts	6502, 6505
	Department of Digital Content Application and Management	6302
Ursuline College of Liberal Arts		7002
	General Education Center	7202-7203
	Ursuline Education Center	7302-7304
	Center for Physical Education	7602

## List of Campus Services

First-level	Second-level	Service Items	Contact information
Office of Student Affairs	Campus Safety Center (Military Education Office)	<ul style="list-style-type: none"> <li>➤ Emergency aid</li> <li>➤ Campus safety report</li> </ul>	1 <sup>st</sup> floor, Administration Building 07-3426031 ext. 2401-2407
	Health Section	<ul style="list-style-type: none"> <li>➤ Health Center</li> </ul>	1 <sup>st</sup> floor, Administration Building 07-3426031 ext. 2241-2245
	Counseling Center	<ul style="list-style-type: none"> <li>➤ Counseling service</li> <li>➤ Psychological counseling</li> </ul>	2 <sup>nd</sup> floor, Administration Building 07-3426031 ext. 2271-2279
	Extracurricular Activities Section	<ul style="list-style-type: none"> <li>➤ Student Clubs application</li> <li>➤ Hosting university-level activities</li> </ul>	1 <sup>st</sup> floor, Administration Building 07-3426031 ext. 2221-2225
	Student Assistance Section	<ul style="list-style-type: none"> <li>➤ Application for Emergency Relief Fund and education subsidy</li> <li>➤ Attendance, absence and leave-taking application</li> <li>➤ Dormitory application and management</li> </ul>	1 <sup>st</sup> floor, Administration Building and Student Dormitory (rental rooms in matching) 07-3426031 ext. 2211-2216 、 2251-2252
Office of International and Cross-strait Cooperation	Section of Overseas Student Affairs	<ul style="list-style-type: none"> <li>➤ Hosting international activities</li> <li>➤ Organizing multi-language volunteer teams</li> <li>➤ Group insurance and National Health Insurance for international students</li> <li>➤ Entry and exit permit, visa issues</li> </ul>	1 <sup>st</sup> floor, Zhengqi Hall, Room E106 07-3426031 ext. 2641-2645
Office of Academic Affairs	Language Diagnostic & Consulting Center	<ul style="list-style-type: none"> <li>➤ English Learning consultative counseling</li> <li>➤ Self-Learning system</li> </ul>	3F of Lourdes Hall 07-3426031 ext. 7403
Office of General Affairs	Purchasing & Supply Section (Student Cafeteria)	<ul style="list-style-type: none"> <li>➤ Breakfast, Lunch, Dinner</li> </ul>	1 <sup>st</sup> floor, Administration Building 07-3426031 ext. 2221-2225 (Student Cafeteria is located at B1, Millennium Hall )
Library	Acquisitions and Cataloging Section	<ul style="list-style-type: none"> <li>➤ Acquire materials in multiple formats and languages for the library collections</li> </ul>	Library 07-3426031 ext. 2711
	Access Services Section	<ul style="list-style-type: none"> <li>➤ Maintain the facilities</li> </ul>	Library 07-3426031 ext. 2721



# Campus Map



No.	Building Name *Main Location	No.	Building Name *Main Location
1	<b>Administration Building (A)</b> *International Conference Room, Xinchuan Square	12	<b>Zhishan Hall (Z)</b> * College of International Culture, Education and Foreign Affairs, College of New Media and Management, Ursuline College of Liberal Arts, Department Office, Wenzao Achieves, Cardinal Shan International Conference Hall
2	<b>Wenyan (W)</b> *Wenyan Lecture Hall	13	<b>Scholars' Residence</b>
3	<b>Library</b>	14	<b>Yomei Gymnasium</b>
4	<b>Zhengqi Hall (E)</b> *Office of Section of Overseas Student Affairs	15	<b>Auditorium</b> *Student Auditorium, Chapel in Praise of Jesus
5	<b>Mingyuan (J)</b> *College of European and Asian Languages, Japanese Department, German Department	16	<b>Ziqiang Hall (F)</b>
6	<b>Wenrui Hall (R)</b> *Classrooms, Student dormitory	17	<b>Gongjian Hall (K)</b> *French Department, Spanish Department
7	<b>Millennium Hall</b> *Student dormitory, Yangfu Square	18	<b>Zhuangjing Hall (S)</b> *Performing Arts Center
8	<b>Faculty Residence</b> *Ursuline Convent	19	<b>Extracurricular Activities center</b>
9	<b>St. Angela Spiritual Center</b> *Lu Len Hall	A	<b>School Gate at Minzu Road</b>
10	<b>Lourdes Hall (G)</b> *English Department, Chinese Language Center, Center for English Language Teaching	B	<b>School Gate at Dingzhong Road</b>
11	<b>Qiuzheng Hall (Q)</b> *EU Campus	C	<b>The Archway of Minzu Gate</b>

## Library

There are approximately 290,000 books/periodicals/magazines in different languages; excluding 400,000 versions of e-books/periodicals/audiovisuals in Chinese and English. The Reading Circle is on the 2<sup>nd</sup> floor where laptops or iPad can be linked for e-resources. Gengxin Yuan Study Commons on the 3<sup>rd</sup> floor is a tranquil reading area. Collaborative Learning Area on the 5<sup>th</sup> floor provides computers, integrated touch screens and wireless net connection so that instruction, researches, data collection, or editing presentations can be carried out for group learning freely. The Media Resources Area offers various films and music on DVD.

Please check: <http://lib.wzu.edu.tw/>

Opening time	During Semester	Winter/Summer Holidays
Mon~Fri	08:00~22:00	08:30~16:30
Sat	09:00~20:00	09:00~16:00
Sun	09:00~16:00	<b>Closed</b>
<b>※Closed on national holidays</b>		



Open-Access



Reading Zone



Fitness Center

## Fitness Center

The Yumei Gymnasium has multiple functions; beyond instructions, students are welcome to do exercise after curriculums. A sport card is required for the fitness center in B1; for the use of 6-month (March 1-Aug. 31; Sept. 1-Feb. 28) it costs NTD300, otherwise it costs NTD500.-

Opening Time	During Semester	Winter/Summer Holidays
Mon~Fri	08:00~21:30	09:00~18:30
Sat	09:00~18:00	<b>Closed</b>
<b>※Closed on national holidays</b>		

## Extracurricular Activities(Associations /Clubs)

There are variety kinds of clubs in our campus, such as academic, memory training, general service and physical education etc. Others like student union, student council, graduation committee, department associations and volunteer groups etc. several councils you can join. Please contact Extracurricular Activities Section of Office of Student Affairs website:



### 學術性社團 Academic Clubs

英語表達社 English Speech Club	英語辯論社 Taiwan Wenzao English Debate Society	文學藝術創作 研究社 Articles of Literature Creation and Study	哲學社 Wenzao University Philosophy club	電腦程式設計研 社 Wenzao Computer Programing Club
國際經濟商管學 生會 AIESEC WZU	中智佛學社 Middle Way Wisdom Buddhist Club	如來實證社 Buddhism Witness Club	知韓社 All Korea Club	模擬聯合國社 Model United Nation Society
多國語言唱詩社 Multilingual Hymn Singing Club				

### 技藝性社團 Memory Training Clubs

藝術舞坊 Traditional Dance Club	動漫畫創作研 究社 Comic-Strip and Animation Club	賽維亞佛朗明哥 社 Sevilla Flamenco Club	拉丁打擊樂社 Latin Percussion Club	表演戲劇社 Performing Drama Club
美式歌舞合唱 團 Glee Club	新潮爵士舞蹈 社 New Jazz Dance Club	墨香社 Calligraphy Club	御琴風國樂社 Yu Qin Feng Chinese Music Club	壞壞劍玉社 BadBad Kendama Club
中東肚皮舞社 Belly Dancing Club	小提琴社 Violin Club	攝影社 Photography Club	四技民謠吉他 社 Folk Guitar Club	管樂社 Wind Band
民謠吉他社 Folk Rock Guitar Club	流行爵士鋼琴 社 Popular Jazz Piano Club	Cosplay 技巧研究 社 Cosplay Skill Studio Club	國際標準舞蹈 社 International Standard Dance Society Club	Beatbox 研習社 Beatbox Acapella Club
手工藝社 Handcraft Club	熱門音樂社 Wenzao Rock	流行歌唱社 Pop Music Club	魔術社 Magic Club	音樂遊戲研究 社 Music Game Club
黏土造型社 Clay Modeling Club	四技國標社 Ballroom Dancing Club	美式潮流踢踏舞 社 American Trend Tap Dancing Club		

綜合服務性社團 General Service Clubs				
崇她青年社 Golden-Z club	手語社 Sign Language	童軍團 Wenzao Scout	生活品味社 La Vie Club	動物保護社 Animal Care Society
山地服務社 Voluntary Social Service Association	慈濟大專青年社 Tzuchin Teenager Association of Wenzao	原住民新生代 Indigenous of Generation	兒童服務社 Children's Activity Group	愛心服務社 Volunteer Support Group
文藻印尼文化研究社 Wenzao Indonesian Culture Club	榮美彩天領袖社 Glory Beauty Rainbow Heaven New Generation of Leader Club	大眾傳播社 Mass Communication Association	高雄南區扶輪青年服務團 Rotaract Club of Kaohsiung South	光明學青志工社 Guang Ming Student Volunteer Club
樂活蔬食社 Lifestyle of Health and Veggie	國際禮儀社 International Courtesy Club			

體育康樂性社團 Physical Education Clubs				
康輔社 Welcome Club	桌球社 Table Tennis Club	籃球社 Basketball Club	街頭舞蹈社 HipHop Club	排球社 Volleyball Club
日本劍道研習社 Kendo Club	足球社 Soccer Club	勁爆舞研社 Crazy Dancing Club	山野社 Wenzao Mountain Climbing Club	羽球社 Badminton Club
瑜珈社 Yoga Club	游泳社 Swimming Club	硬式網球社 Tennis Club	地板舞蹈研究社 Break Dancing Club	國術社 Martial Arts Club
極限滑板社 Skate Boarding Club	飛盤社 Ultimate Frisbee Club			

## 其他類學生社團 Others

學生會 Wenzao Student Union	學生議會 Wenzao Student Council	優質學生服務會 All-Campus Student Committee	體育校隊 PE School Team	應華系學會 Department of Applied Chinese Student
外教系學會 Department of Foreign Language Instruction	國際事務系學會 Department of International Affairs	天主教大專同學會文藻分會 Holy Bird	傳播藝術系學會 Department of Communication Arts	國際企業管理系學會 International Business Administration Student
英文志工團 WEVA	翻譯系系學會 Department of Translation & Interpreting Student Association	文藻國際服務學習團 Wenzao International Service Learning Association	Serviam 志工團 Wenzao Serviam Volunteer Association	詠安內思合唱團 Ioannes Choir
學生宿舍自治管理委員會 Student Dormitory Administration Committee	學生校園安全服務會	英文系大學部系學會 Department of English Student Association University Division	英文系專科部學會 Department of English Student Association College Division	法文系大學部系學會 Department of French Student Association University Division
法文系專科部學會 Department of French Student Association College Division	德文系大學部系學會 Department of German Student Association University Division	德文系專科部系學會 Department of German Student Association College Division	西文系大學部系學會 Department of Spanish Student Association University Division	西文系專科部學會 Department of Spanish Student Association College Division
日文系大學部系學會 Department of Japanese Student Association University Division	日文系專科部學會 Department of Japanese Student Association College Division	大學部畢聯會 Wenzao Graduate Students' Association of Wenzao University	五專部畢聯會 Wenzao Graduate Students' Association of Wenzao Junior College	數位內容應用與管理系學會 Department of Digital Content Application and Management Student Association



# Wenzao Ursuline University of Languages Academic Policies

Amended at the Academic Affairs Committee meeting on May 28, 2019  
Amended at the University Affairs Committee meeting on June 12, 2019  
Ratified by the University President on July 4, 2019  
Amended at the Academic Affairs Committee meeting on December 24, 2019  
Amended at the Academic Affairs Committee meeting on March 24, 2020  
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Amended at the University Affairs Committee meeting on June 10, 2020  
Ratified by the University President on July 2, 2020  
Ratified by document Tai Jiao Ji (4) Zi No. 1090106477 on October 26, 2020  
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Amended at the Academic Affairs Committee meeting on March 23, 2021  
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Ratified by the University President on July 9, 2021  
**Ratified by document Tai Jiao Ji (4) Zi No. 1100101735 on August 31, 2021**

## Volume 1 – General Regulations

- Article I. The Academic Policies for Wenzao Ursuline University of Languages (hereinafter “University”) have been enacted in accordance to the University Act, Enforcement Rules of the University Act, Degree Conferral Law, and Enforcement Rules of the Degree Conferral Law. Regulations for the postgraduate profession program are stipulated separately. These Academic Policies are also instituted based on the University’s actual circumstances. Unless stated in other laws and regulations, all academic matters are conducted according to these Policies.
- Article II. The University has a Junior College Division whose policies and relevant regulations are stated in a separate document.

## Volume 2 – University Division

### Chapter 1 – Admissions

- Article III. Admission guidelines for new students must be instituted before entrance exams are held and ratified by the Ministry of Education. Admission qualifications are specified in the recruiting brochure.
- Article IV. The University admits international students. Admission guidelines for international students are stated in a separate document and submitted to the Ministry of Education for ratification.
- Article V. Through international academic collaborations, the University can confer degrees at different levels as well as dual degrees according to relevant laws and regulations. Implementation guidelines for dual degree programs at Wenzao and universities abroad are stated in a separate document.
- Article VI. Except for students who must apply for deferment based on military service regulations or due to pregnancy or childbirth and can provide documentation, all newly admitted and transfer students must complete enrollment procedures, submit academic documentation, and pay applicable fees in person or through a delegate by the prescribed date. If the procedures are not completed on time, the admission offer will be withdrawn.

After being admitted to the university, senior high school graduates who participate in the MOE Youth Education and Employment Savings Account Program can apply for deferred enrollment. The time limit of deferring enrollment is 3 years, and this period is not counted towards the maximum time for which students can defer enrollment. Students who need deferments for other reasons must submit special requests. The conditions and time limits of deferments are stipulated in a separate document.

Article VII. If any of the following incidents occur and is confirmed upon an investigation, students who are already enrolled immediately lose their student status. Students who have not yet enrolled lose their eligibility to enroll.

- A. A student has been found borrowing, hiding, fraudulently using, forging or changing academic documents.
- B. A student has cheated on the entrance exam and the incident is confirmed upon an investigation.

If any of the above incidents is discovered after graduation, a student's degree will be nullified and a public announcement nullifying the student's eligibility for graduation will be issued.

## Chapter 2 - Transfers between Schools and Departments, Minors, Double Majors Article

VIII. When a department (degree program) has openings, it may admit transfer students from other departments (degree program). Students who are in the following years of their studies can apply for transferring to other departments. Students studying in different divisions or programs cannot apply for transferring to each other's divisions or programs. Procedures for transferring to another department (degree program) are stated in a separate document.

1. The first-year students of the 4-year College Program shall complete one year of study in order to apply for transfer. The second/third-year students of the 4-year College Program may directly apply for transfer to another department.

2. The first-year students of the 2-year College Program shall complete one semester of study in order to apply for transfer to another department.

Article IX. When a department (degree program) has openings, it may admit transfer students from other institutions. Procedures for admitting transfer students must be ratified by the Ministry of Education. Admission guidelines are stated in a separate document.

Article X. While enrolled, a student may choose a minor, double major or a concentration (including a Concentration in Education). Regulations regarding concentrations are stated in a separate document which must be submitted to the Ministry of Education for future reference. Regulations regarding a concentration are stated in a separate document.

## Chapter 3 – Registration, Payment, Course Selection, and Transfer of Credits

Article XI. Students must submit academic records and pay applicable fees in person or through a delegate within the period of time stipulated by the University.

Students who wish to withdraw after classes have started must register and pay fees before completing withdrawal procedures.

Readmitted students must complete readmission procedures within the time limit stated in the readmission notice before proceeding with registration procedures.

Article XII. Students who cannot complete registration procedures must apply for leave according to established procedures and request an extension. The maximum time for an extension is two weeks. Students who do not have approved leave and do not register within the stipulated time limit will be deemed to have voluntarily withdrawn.

Article XIII. The amount of tuition reimbursement for students who withdraw or are expelled is calculated according to guidelines established by the Ministry of Education.

Article XIV. Every semester, students must register for a minimum of 10 credits and a maximum of 27 credits (not including a Concentration in Education). Graduating students and other students who are unable to take the minimum required number of credits may request to be exempt from this requirement; however, they may not take fewer than 2 credits. If the request is granted, students may not ask for a reimbursement of fees paid or receive scholarships or grants based on academic performance for the current semester. Students who take fewer than the required number of credits and do not submit the appropriate request **will be asked to take a voluntary suspension**. Students must select courses following the Guidelines for Selecting Courses, which are stated in a separate document. Students enrolled in double majors, minors, the education concentration or other concentrations are not subject to the regulations above regarding the maximum number of credits.

Article XV. Registration for students extending their studies:

- A. Students who extend their studies beyond regulation time must complete registration procedures according to established deadlines of each semester and pay tuition and fees (including those for practicum courses). Tuition and fees are charged according to **the actual number of class hours**. Rules regarding the minimum number of required credits do not apply.
- B. Students in the Day Division who extend their studies beyond regulation time and take 10 or more credits pay tuition and fees as regular students.
- C. Students who have completed the courses and number of credits required by each department (degree program) but have not reached language proficiency benchmarks must complete registration procedures according to established deadlines of each semester **(No class is not required to pay)**. Students who do not comply are disciplined according to item A of Article XXII.
- D. Tuition and fee charges stated in items A and B apply to students in the

situation described in item C. These students are not subject to the one-course requirement stated in Article XLI.

- E. Students in the Division of Continuing Education pay tuition and fees according to the actual number of class hours taken.

Article XVI. Newly admitted students who have completed courses and earned credits

Not for reference

before enrollment may apply once to have their credits transferred. Under the special circumstances specified, students may apply for credit waiver or credit transfer once every semester and the procedures shall be completed before the second week of the university calendar. Late applications will not be accepted. Credit waiver or credit transfer shall be approved by relevant competent authorities. Credits that are approved may be applied towards graduation requirements. Students must be enrolled for at least a year before graduating. Regulations for credit waiver and credit transfer are stated in a separate document.

College and graduate students may apply for credit waivers as long as the transferred credits do not exceed half of the total credits required by departments, graduate institutes or degree programs for graduation. Transfer students, exchange students and dual degree programs students may apply for credit waivers as long as the transferred credits do not exceed two third of the total credits required by departments, graduate institutes or degree programs for graduation.

If credits obtained from extension education programs are part of the admission qualification, they are not allowed to be transferred. If credits obtained from extension education programs are to be transferred, a student must ensure that he/she studies for half of the specified time, that is, not less than one year and obtain half of the credits required for graduation.

If the credits transferred are obtained from online credit programs of extension education, and the number of transferred credits exceeds one-third of the number of the credits required for graduation, the University shall make a list and submit it

to the Ministry of Education for future reference.

Any matters not stipulated herein shall

be conducted in accordance with the Regulations Governing Credit Waiver and Credit Transfer.

Article XVII. The University offers courses at its discretion during summer and winter terms. Guidelines are stated in a separate document.

Article XVIII. Students may apply to register in courses in a different division.

Regulations are stated in the separate document.

Article XIX. Students who register in classes at an institution approved by the University receive credit that can be applied towards graduation requirements. Regulations are stated in a separate document.

#### Chapter 4 – Withdrawal, Readmission, Expulsion, Revocation of Student Status

Article XX. Student withdrawals and readmissions are subject to procedures established by the University. Voluntary withdrawal should last one semester, one academic year or two academic years. In total, the period of voluntary withdrawal should not exceed two academic years. Regulations regarding withdrawal and readmission are stated in a separate document.

If a student withdraws due to pregnancy, childbirth, for care of children below the age of three or military service, this time period is not counted towards the maximum time for which students can withdraw. After two years of suspension, the student may apply to extend the period of suspension with relevant proof and documents due to serious illness or special circumstances. If the application is approved after the completion of administrative procedures, the suspension period may be extended for a maximum of two years.

After being admitted to the university, senior high school graduates who participate in the MOE Youth Education and Employment Savings Account Program can apply for withdrawal. The time limit of withdrawal is 3 years, and this period is not counted towards the maximum time for which students can withdraw.

For students who experience major disasters recognized by competent education authorities, flexible studying regulations regarding their university entrance exam and eligibility, registration, tuition payment and course registration, leave of absence, grades and application for credit transfer, withdrawals, expulsion, readmission, refunds, study period, and graduation requirements are stated in a separate document after resolutions are reached at a university meeting.

Article XXI. Students wishing to withdraw or being expelled must obtain a signed agreement from their parents or guardians. (Students over the age of 20 in the Division of Continuing Education are exempt from the signed agreement.) Students in person or their relatives must complete exit procedures at the University before completing withdrawal and expulsion procedures.

Article XXII. A student will be expelled if any of the following apply. (All relevant units must notify the student suffering this disciplinary action.)

A. A student has not registered before the deadline or resumed studies after the deadline, or cannot apply for extension because the term limit of suspension has been reached.

B. An order for immediate expulsion has been decided at the Student Affairs



Committee meeting.

- C. A student in the Day Division has failed two thirds of the credits he or she has registered for two consecutive semesters. This does not apply to students with disabilities.
- D. Overseas Chinese students (including students from Hong Kong and Macao), students from China, foreign students, Mongolian and Tibetan students returning to pursue further study, indigenous students, students whose parents are assigned overseas and Physically and mentally-challenged students are excluded, not bound by III and IV.
- E. A student's extended period of study has ended but he or she has not fulfilled the requirements for graduation stated in Article XLII.
- F. A student holds student status in two institutions simultaneously without the University's consent.

H. Notwithstanding any of the cases stated above, a student requests to be dismissed.

Article XXIII. Students who take nine or fewer credits during a particular semester are not bound by items C in Article XXII.

Article XXIV. **Students who violate the University's Rules of Conduct or behave inappropriately on leave, the school may award or punish students based on the severity of the circumstances and in accordance with student rewards and punishments.**

Article XXV. Students who are expelled after completing one semester of coursework and have earned grades may request a certificate of attendance from the University. However, students whose student statuses are revoked will not be issued certificates.

Article XXVI. Students who have suffered disciplinary actions, expulsions or revocation of student statuses can appeal by following established procedures if they feel that the disciplinary actions were unjustified. Before the results of the appeals are determined, disciplinary actions are not suspended but students are allowed to continue attending classes. If disciplinary actions are not changed as result of the appeals, then the date of termination of studies will be the date when disciplinary action was imparted. Credits obtained during the appeal can be certified with a certificate of credits. If students are unsatisfied with the result of the appeals to the University, they may raise an executive appeal. If a higher authority or court determines that the disciplinary actions taken by the University are illegal or inappropriate, the University must modify such actions. The University will help students who as result of disciplinary actions that were later changed but cannot return to classes due to special circumstances get readmitted. For the time period before readmission, students should retroactively apply for withdrawal.

## Chapter 5 – Exams, Grades, Make-up Exams, Retaking Courses

Article XXVII. Instructional time for each semester at the University cannot be less than 18 weeks. Classes that meet for one hour every week receive one credit. Internship or laboratory classes receive one credit for every two to three hours of actual class time in a semester.

Article XXVIII. A student's academic performance and conduct will be evaluated based on a percentage system. A maximum of 100 points may be obtained; the passing score is 60. The conversion table of percentage grade, letter grading system and GPA must be provided in the English transcript. The conversion table is defined in the Guidelines for Assessing Students' Academic Performance.

Article XXIX. Student grades will be assigned following the Guidelines for Student Assessment, which are stated in a separate document.

Article XXX. Students' average grades for all the semesters enrolled become their graduation grades. The method for calculating graduation grades is stated below:

- A. The number of points earned is the result of multiplying the number of credits by the points received.
- B. The sum of all the credits taken is the total number of credits.
- C. The sum of all the points earned is the total number of points earned.
- D. The final average grade is obtained by dividing the total number of points earned by the total number of credits.
- E. The final average is calculated including the grades for courses failed but excluding transferred credits.

Article XXXI. Students' graduation grades are determined by the actual number of points earned divided by the total number of credits registered for during all semesters (including winter and summer terms).

Article XXXII. Grades submitted by instructors to the Registration Section of the Office of Academic Affairs (or the Academic Affairs Section of the Division of Continuing Education) cannot be changed. If an error or omission is discovered in grade assignment or calculation, it can be corrected by following the Guidelines for Rectifying or Resubmitting Semester Grades. Requests for change of semester grades must be submitted between the day grade reports are sent and the first two weeks of the following semester.

Article XXXIII. Grading criteria for students' semester grades are decided by individual instructors and announced at the first class meeting of the semester

Article XXXIV. Students who cannot sit for an exam must request a make-up exam from their instructors and present relevant documentation within the stipulated period of time. (However, they must request a leave of absence from the Office of Academic Affairs if they cannot sit for an exam jointly organized by the Office.) Students approved to take make-up exams due to official business, hospitalization, death in the immediate family, childbirth or care for children under the age of three receive the actual score. All others receive a score equal to 80% of what they receive on the make-up exam.

For students who have been approved for personal leave (medical leave) or maternity leave due to pregnancy, childbirth, or caring for children under the age of three, their scores will not be deducted. If their leave of absence exceeds 1/3 of the class sessions, they may take a make-up exam or a remedial action to help them, depending on the nature and requirements of the subjects they take. Their make-up exam scores will be the actual scores they receive.

Article XXXV. Student grades are rounded up to the next digit. The average grade for the semester and for graduation is also rounded up and stated with one digit after the decimal point.

Article XXXVI. Students who fail courses may not take make-up exams and are not granted credits. Students who fail required courses must retake those courses.

Article XXXVII. Unless otherwise stipulated by an instructor, students who fail to attend

half of the class sessions (excluding mid-term and final exam weeks) due to personal leave, sick leave, menstrual leave, official leave, bereavement leave, wedding leave, paternity leave, and truancy (exclusive of menstrual leave, prenatal leave, maternity leave, miscarriage leave, natural disaster leave, bone marrow or organ donor leave, indigenous ceremonial leave, and official (epidemic-prevention) leave) receive a zero as a semester grade for that particular course.

Article XXXVIII. Students' passing grades are included in the calculation of graduation grades but the credits do not count towards graduation credits in one of the following circumstances:

- A. A student has completed only one semester of a year-long class.
- B. A student's department(degree program) deems that a previously passed course should not be counted towards graduation credits.

Article XXXIX. While the student is enrolled at the University, all mid-term and final exams are archived by the University or the instructor for a year. After a year, they are destroyed following University regulations. In the case of appeals, the exams are kept until the matters are finalized. Students' grades must be duly entered by the University and maintained permanently in case they need to be searched or reviewed by authorities at education-related government agencies.

## Chapter 6 – Length of Study, Credits, Graduation

Article XL. The University operates on the basis of academic years and credits. The time limitation for completion of any of the University's four-year college programs is four years in principle. Students must complete at least 128 credits. The time limitation for completion of any of the University's two-year college programs is two years in principle. Students must complete at least 72 credits. Individual departments (degree programs) specify required courses for graduation and may raise the number of graduation credits. Students who cannot complete the required number of credits within the time limitation may extend their enrollment time for a maximum of two years for day division, four years for division of continuing education.

This rule applies to students who have not reached the language proficiency benchmark. Students with disabilities may extend their time of study for a maximum of four years. Students who become pregnant, give birth or care for children under the age of three may also extend their time of study.

Those who have completed studies equal to the sophomore year of a senior high school in Taiwan at an equivalent foreign or Hong Kong / Macao high school may apply for undergraduate programs at the University, and at least **12 credits** (make-up credits for high school courses) shall be added to credits required for graduation. **Courses with which these credits are associated shall be determined by each department (degree program) .**

Article XLI. Graduating students who have not completed the necessary credits must extend their studies. Students who must take courses offered in the second semester may apply to withdraw from the University during the first

semester and be exempted from registering. Students who register must take at least one course.

Article XLII. Students who attend the full length of the study program and meet all the requirements below are eligible to graduate and are awarded Bachelor's degrees and diplomas. A conferred degree shall be revoked upon verification that the student's course of studies involved dishonesty or fraud, issue a public announcement of degree revocation, and handle the matter according to applicable regulations in the event of violation.

- A. The student has completed the courses and number of credits required by the department (degree program) with passing marks and has received passing marks in conduct.
- B. The student has reached benchmarks established by the University or each department(degree program) on language proficiency exams. The guidelines for language proficiency benchmarks are established by the Office of Academic Affairs and stated in a separate document.
- C. The student has fulfilled the University's requirements for volunteer service and labor service. The guidelines for these are established by the Office of Student Affairs and stated in a separate document.
- D. The student has met all other graduation requirements established by the University and each department (degree program) .

Graduation requirements of departments (degree programs) stipulated in IV of the previous Article, as well as the Chinese and English names of degrees offered by departments (degree programs) and whether they should be added to degree certificates after they have been changed, are proposed by individual departments (degree programs) and become effective after being ratified by the Departmental (or Degree Program) Affairs Committee, College Affairs Committee, and Academic Affairs Committee. Amendments must follow the same procedure.

Article XLIII. Students who perform exceptionally well academically may apply for early graduation one semester or one year prior to regulation time if the following criteria have been met. Those who do not meet the early graduation criteria should still register and study in accordance with the required credits.

Procedures for early graduation are stated in a separate document, which must be submitted to the Ministry of Education for future reference.

- (1) The student has completed all the courses and credits required for graduation.
- (2) At the time of application, the student's grade average over the years enables him/her to be ranked in the top 10% of his/her department (graduate Institute/degree Program) at the time of application, classes with less than ten students be ranked first.
- (3) The student has passed the language proficiency test(s) and met relevant criteria set by his/her department(graduate Institute/degree Program).

### Volume 3 – Graduate Division

#### Chapter 1 – Admissions

Article XLIV. Students who hold bachelor's degrees from national public and private

colleges and universities, or international institutions recognized by the Ministry of Education, or equivalent academic credentials and who have passed the University's graduate student entrance exam are admitted for graduate studies. Admission guidelines for international students are stated in a separate document and submitted to the Ministry of Education for ratification. Admission guidelines for new students must be instituted before entrance exams are held and ratified by the Ministry of Education. Students admitted with equivalent academic credentials and students in a program unrelated to their undergraduate major must take relevant foundational courses and credits at the undergraduate level. Guidelines are specified by each college.

Article XLV. Newly admitted graduate students who cannot attend classes due to military duty, serious illness, pregnancy, childbirth or caring for children under the age of three may file a deferment application including relevant documentation before the registration period ends. The conditions and time limits of deferments are stipulated in a separate document.

#### Chapter 2 –Graduate institute transfer

Article XLVI. Graduate institutes (degree programs) can receive transfer students from other graduate institutes or degree programs. A graduate student who completes one semester of study and has special circumstances may apply for transferring to another graduate institute. Regulations governing graduate institute (degree program) transfer shall be stipulated in a separate document.

#### Chapter 3 – Payment, Registration, and Course Selection

Article XLVII Graduate students must complete registration procedures and pay applicable fees within the stipulated period of time. Students who cannot complete registration procedures before the deadline must apply for an extension according to established procedures.

Article XLVIII. Regulations regarding payments to be made by graduate students:

Graduate students pay full tuition and fees during their first two academic years. In their third year, graduate students may pay per credit hour unless they register for four or more credits, in which case they pay full tuition and fees. After being admitted to a graduate institute of the University, an undergraduate student at Wenzao shall pay tuition and incidental fees in full for the first academic year after credits for courses from the graduate institute have been transferred in accordance with the Regulations Governing Credit Exemption and Transfer for Courses. He/she shall pay tuition and incidental fees in full if he/she takes four credits or above, or pay fees for credits taken if he/she takes less than four credits, from the second academic year onwards. If a delayed-graduate student does not choose any courses, he/she should pay a thesis instruction fee (up to 3 credits) every semester.

Article XLIX. Every semester, graduate students must register for a minimum of one credit and a maximum of 15 credits. Delayed-graduate students are not subject to this rule.

#### Chapter 4 – Length of Study, Credits, Student Assessment



Article L. The time limitation for completion of graduate programs is between one and four years. In-service graduate students who have not completed required courses or graduation theses may extend their period of study for a maximum of one year.

Students may apply for an extension of their study period when they provide proof that they cannot attend classes due to serious illness, pregnancy, childbirth, or caring for children under the age of three.

Article LI. Graduate students should complete at least thirty credits. Credit requirements for graduation are proposed by each graduate institute (degree program) and become effective after being ratified by the Graduate Institute (or Degree Program) Affairs Committee, College Affairs Committee, and Academic Affairs Committee; they are published in each department's (degree program's) academic regulations.

Article LII. If necessary for research purposes, graduate students may register for courses in other department (degree program), colleges (or universities) with the permission of the relevant dean of the college. Each college can determine whether the credits earned can be applied towards graduation. If a student takes a course from the college division, the credit and score of that course will not be included in the average grade and number of credits of the current semester, nor will they be counted in the graduation requirements.

Article LIII. Graduate students receive grades with 100 as the maximum and 70 as the passing grade.

Students who fail to sit for an exam for some reason must request a make-up exam from their instructors and present relevant documentation within the stipulated period of time. For those who have been approved for personal leave (medical leave) or maternity leave due to pregnancy, childbirth, or caring for children under the age of three, their scores will not be deducted. If their leave of absence exceeds 1/3 of the class sessions, they may take a make-up exam or a remedial action to help them, depending on the nature and requirements of the subjects they take. Their make-up exam scores will be the actual scores they receive.

For graduate students, the passing grade for conduct is 60 points.

The graduation grade for graduate students is the average of the grades earned in all academic courses and the average score received on qualifying exams.

Article LIV. Issues related to the degree qualifying exams of graduate students are resolved according to the University's Guidelines for Graduate Degree Qualifying Exams. These are stated in a separate document, which is submitted to the Ministry of Education for future reference.

Article LV. Issues related to the transfer or exemptions of credits for graduate students are resolved according to the University's Regulations for Credit Transfer and Exemption. These are stated in a separate document.

## Chapter 5 – Withdrawal, Readmission, and Expulsion

Article LVI. Matters related to graduate student withdrawals; readmissions and

violations of University's policies are resolved according to relevant articles in the University Academic Policies.

Article LVII. A graduate student will be expelled if one of the following conditions occurs (the responsible office should notify the student before the expulsion):

- I. The student has not registered before the deadline or resumed studies after the deadline, or cannot apply for extension because the term limit of suspension has been reached.
- II. A decision of immediate expulsion has been made at the Student Affairs Committee meeting.
- III. The student has failed to complete the courses and number of credits required.
- IV. The student has failed his/her degree exam, is unqualified for re-examination, or has failed the re-examination,
- V. The student has failed to meet the requirements stipulated in Article LVIII before the period of study ended.
- VI. The student holds student status at two schools without the consent of this University.
- VII. Apply for withdrawal of the student without any of the reasons listed above.

#### Chapter 6 – Graduation and Degree Conferral

Article LVIII. Graduate students who meet all the requirements below are eligible to graduate:

- A. The student has completed the courses and number of credits required by the college and has received passing marks in academic subjects and conduct within the established period of study.
- B. The student has passed the degree qualifying exam.
- C. The student has completed all other requirements of the college (degree program) within the established period of study.

Article LIX. Graduate students who meet all the requirements above are awarded Master's degrees and diplomas. If the student's course of studies involved dishonesty or fraud, or the thesis, work, proof of achievement, written report, technical report, or professional practice report contains fabricated, altered or plagiarized material, was written by someone else, or involves any other form of fraud, Wenzao Ursuline University of Languages shall revoke a degree and issue a public announcement of degree revocation, and handle the matter according to applicable regulations in the event of violation. The Chinese and English names of degrees offered by departments (degree programs) and whether they should be added to degree certificates after they have been changed, are proposed by each department (degree program) and become effective after being ratified by the Graduate Institute (Degree Program) Affairs Committee, College Affairs Committee, and Academic Affairs Committee. The University should also submit the titles to the Ministry of Education for future reference. Amendments must follow the same procedure.

#### Volume 4 – Administration of Student Records

Article LX. As required by regulations, the University creates permanent records of a

student's student ID, name, gender, date of birth, home address, national ID number, nationality of foreign students, country of residence of overseas students, status upon admission, educational background, date of admission, department(degree program) and major, withdrawals, readmissions, minor field of study, courses taken, credits earned, grades, graduation date, names of parents or guardians, contact information, and photographs of the time when the student was admitted and graduated.

Article LXI. The recorded names, national ID numbers and dates of birth of students will be the ones shown on students' national ID cards. Information on admission eligibility documents that differ from what is stated on national ID cards must be rectified.

Article LXII. If a current student or a graduate applies for a change in name, national ID number, or date of birth, he or she must notify the University and present valid documentation issued by the Household Registration Office. A degree certificate should include a student's name, date of birth, college (graduate institute, department, degree program), class, month and year of graduation, title of the degree, and certificate number. The certificate for students who obtained double majors or minors at the University or other schools should include the name of the institution and the department from which the double majors or minors were acquired. A reissued certificate should include the date of re-issuance and the University's stamp.

Article LXIII. Within two months of the beginning of every academic year, the University must create a yearbook and statistical summary of the newly admitted students and keep permanent records. Names of students who defer enrollment should be kept in a separate file and as permanent records.

Article LXIV. Graduation eligibility is evaluated according to the University's regulations. Within four months of the graduation date, the University must create a list of graduates and a statistical summary to keep as permanent records.

Article LXV. Parents or guardians of students may make an inquiry to the University about information on the students' studies, which the University should process in accordance with the Personal Information Protection Act. The University may actively inform parents or guardian of students about their studies depending on actual needs.

#### Volume 5 - Appendix

Article LXVI. Procedures for student awards and disciplinary actions, procedures for issuing grades for conduct and other matters are stated in a separate document. However, procedures for student awards and disciplinary actions must be submitted to the Ministry of Education for future reference.

Article LXVII. Guidelines regarding the student status and academic performance of students who are serving mandatory military service or become exchange students are stated in a separate document.

Article LXVIII. These University Academic Policies become effective after approval by the Academic Affairs Committee and the University Affairs Committee, ratification by the President, and submission to the Ministry of Education for future reference. Amendments must follow the same procedure.

Approved at the University Affairs Committee meeting on June 6,  
 2000 Ratified by document Tai (90) Ji (4) Zi No. 90146092 on October 17,  
 2001 Amended at the Executive Committee meeting on November 7, 2001  
 Amended at the University Affairs Committee meeting on December 22,  
 2001 Amended at the Executive Committee meeting on January 28, 2002  
 Ratified by document Tai (91) Ji (4) Zi No. 91016486 on February 7, 2002  
 Ratified by document Tai (91) Ji (4) Zi No. 91022382 on February 22,  
 2002 Amended at the University Affairs Committee meeting on June 29,  
 2002 Amended at the University Affairs Committee meeting on January  
 8, 2005 Ratified by the University President on February 21, 2005  
 Amended at the University Affairs Committee meeting on April 9,  
 2005 Ratified by the University President on October 17,  
 2005 Ratified by the University President on November 22,  
 2005 Ratified by the University President on September  
 28, 2006  
 Ratified by document Tai Ji (4) Zi No. 0950149553 on October 13,  
 2006 Amended at the Academic Affairs Committee meeting on April  
 3, 2007 Ratified by the University President on May 8, 2007  
 Ratified by document Tai Ji (4) Zi No. 0960076616 on May 23,  
 2007 Amended at the Academic Affairs Committee meeting on February  
 19, 2008 Ratified by the University President on February 27, 2008  
 Ratified by the University President on March 14,  
 2008 Amended at the Academic Affairs Committee meeting on April  
 1, 2008 Ratified by the University President on April 8, 2008  
 Ratified by document Tai Ji (4) Zi No. 0970055252 on April 14,  
 2008 Amended at the Academic Affairs Committee meeting on September  
 30, 2008 Ratified by the University President on October 23, 2008  
 Ratified by document Tai Ji (4) Zi No. 0970229251 on November 20,  
 2008 Amended at the Academic Affairs Committee meeting on September  
 29, 2008 Ratified by the University President on October 12, 2009  
 Ratified by document Tai Ji (4) Zi No. 0980187018 on October 29,  
 2009 Amended at the Academic Affairs Committee meeting on March  
 23, 2010 Ratified by the University President on April 2, 2010  
 Ratified by document Tai Ji (4) Zi No. 0990060946 on April 22,  
 2010 Amended at the Academic Affairs Committee meeting on November  
 30, 2010 Ratified by the University President on December 21, 2010  
 Ratified by document Tai Ji (4) Zi No. 1000016254 on February 10,  
 2011 Amended at the Academic Affairs Committee meeting on May 3,  
 2011 Ratified by the University President on May 12, 2011  
 Ratified by document Tai Ji (4) Zi No. 1000088193 on May 24,  
 2011 Amended at the Academic Affairs Committee meeting on December 20,  
 2011 Ratified by the University President on January 4, 2012  
 Ratified by document Tai Ji (4) Zi No. 1010007073 on January 16,  
 2012 Amended at the Academic Affairs Committee meeting on June 12,  
 2012 Amended at the University Affairs Committee meeting on June 16,  
 2012 Ratified by document Tai Ji (4) Zi No. 1010121090 on July 2, 2012  
 Amended at the Academic Affairs Committee meeting on December 18,  
 2012 Amended at the University Affairs Committee meeting on January 12,  
 2012  
 Ratified by document Tai Jiao Ji (4) Zi No. 1020027243 on February 23,  
 2013 Amended at the Academic Affairs Committee meeting on July 29, 2013  
 Amended at the University Affairs Committee meeting on September 6,  
 2013  
 Ratified by document Tai Jiao Ji (4) Zi No. 1020158330 on October 29,  
 2013 Amended at the Academic Affairs Committee meeting on December 17,  
 2013 Amended at the University Affairs Committee meeting on June 7, 2014  
 Ratified by document Tai Jiao Ji (4) Zi No. 1030117258 on August 13, 2014  
 Amended at the Academic Affairs Committee meeting on July 8, 2014  
 Amended at the University Affairs Committee meeting on November 18,  
 2014 Ratified by document Tai Jiao Ji (4) Zi No. 1030175914 on December 8,  
 2014 Amended at the Academic Affairs Committee meeting on October 6,  
 2015 Amended at the University Affairs Committee meeting on December 2,  
 2015 Ratified by document Tai Jiao Ji (4) Zi No. 1050009646 on January 26,  
 2016 Amended at the Academic Affairs Committee meeting on May 31, 2016  
 Amended at the University Affairs Committee on June 15,  
 2016 Filed for reference by document Tai Jiao Ji (4) Zi No. 1050105354 on August  
 17, 2016 Amended at the Academic Affairs Committee on October 4, 2016  
 Amended at the University Affairs Committee meeting on December 14, 2016  
 Filed for reference by document Tai Jiao Ji (4) Zi No. 1060012370 on February 7, 2017  
 Amended at the Academic Affairs Committee meeting on March 21, 2017  
 Amended at the Academic Affairs Committee meeting on June 6, 2017  
 Amended at the University Affairs Committee meeting on June 14, 2017  
 Filed for reference by document Tai Jiao Ji (4) Zi No. 1060108278 on August 4, 2017  
 Ratified by document Tai Jiao Ji (4) Zi No. 1060146561 on October 20, 2017  
 Amended at the Academic Affairs Committee meeting on March 27, 2018  
 Amended at the University Affairs Committee meeting on March 23, 2018  
 Ratified by document Tai Jiao Ji (4) Zi No. 1070122620 on August 20, 2018

# 文藻外語大學學生申訴評議辦法

## Wenzao Ursuline University of Languages Regulations for Student

### Appeals and Review

民國 89 年 06 月 29 日校務會議通過  
Approved at the University Affairs Committee on June 29, 2000  
民國 90 年 10 月 06 日校務會議修正  
Revised at the University Affairs Committee on October 6, 2001  
民國 94 年 06 月 25 日校務會議修正  
Revised at the University Affairs Committee on June 25, 2005  
民國 95 年 06 月 24 日校務會議修正  
Revised at the University Affairs Committee on June 24, 2006  
民國 96 年 06 月 30 日校務會議修正 Revised at the University Affairs Committee on June 30, 2007 民國 96 年 08 月  
01 日教育部台訓(二)字第 0960114962 號函核定  
Ratified by the Ministry of Education letter Tai Hsun (2) Zi No. 0960114962 on August 1, 2007  
民國 98 年 01 月 10 日校務會議修正 Revised at the University Affairs Committee on January 10, 2009 民國 98 年 04 月  
17 日教育部台訓(二)字第 0980059793 號函核定  
Ratified by the Ministry of Education letter Tai Hsun (2) Zi No. 0980059793 on April 17, 2009  
民國 102 年 09 月 06 日校務會議修正通過 Revised and approved at the University Affairs Committee on September 6,  
2013 民國 102 年 9 月 30 日校長核定配合學校改名大學修訂法規名稱  
Revision of the title of the regulation by the President on September 30, 2013 as the college was changed into a  
university.  
民國 104 年 06 月 17 日校務會議修正通過  
Revised and approved at the University Affairs Committee on June 17, 2015  
民國 104 年 12 月 02 日校務會議修正通過 Revised and approved at the University Affairs Committee on December 2,  
2015 民國 105 年 02 月 04 日教育部臺教學(二)字第 1050014720 號函核定  
Ratified by the Ministry of Education letter Tai Jiao Xue (2) Zi No. 1050014720 on February 4, 2016  
民國 108 年 06 月 12 日校務會議修正通過  
Revised and approved at the University Affairs Committee on June 12, 2019  
民國 109 年 01 月 03 日校務會議修正通過 Revised and approved at the University Affairs Committee on January 03,  
2020 民國 109 年 02 月 05 日教育部臺教學(二)字第 1090011183 號函核定  
Ratified by the Ministry of Education as per letter Tai Jiao Xue (2) Zi No. 1090011183 on February 5, 2020  
民國 109 年 06 月 10 日校務會議修正通過  
Revised and approved at the University Affairs Meeting on June 10, 2020  
民國 109 年 11 月 11 日校務會議修正通過  
Revised and approved at the University Affairs Meeting on November 11, 2020  
民國 110 年 06 月 16 日校務會議修正通過 Revised and approved at the University Affairs Meeting on June 16, 2021  
民國 110 年 07 月 20 日教育部臺教學(二)字第 1100096443 號函核定  
Ratified by the Ministry of Education letter Tai Jiao Xue (2) Zi No. 1100096443 on July 20, 2021

第一條 文藻外語大學（以下簡稱本校）為保障學生權益、疏解糾紛、促進校園和諧、發揮教育功能，依據大學法、教育部大學及專科學校學生申訴案處理原則及本校組織規程，訂定文藻外語大學學生申訴評議辦法（以下簡稱本辦法）並設置學生申訴評議委員會（以下簡稱本會）。

Article I To protect students' rights, resolve conflicts, promote harmony on campus and educate students, Wenzao Ursuline University of Languages (hereinafter referred to as "the

University”) has established the Regulations for Student Appeals and Review, Wenzao Ursuline University of Languages (hereinafter referred to “the Regulations”) and the Student Appeals and Review Committee (hereinafter referred to as “the Committee”), according to the University Act, University and College Student Appeals Procedural Guidelines of the Ministry of Education and the University’s organizational charter.

第二條 本會置委員十一至十三人，由下列人員組成，任一性別委員應占委員總數三分之一以上，且本會委員不得同時擔任學生獎懲委員會委員：

Article II. The Committee has 11-13 members as specified below. Members of any gender must account for at least 1/3 of all members of the Committee. Members of the Committee may not serve concurrently as members of the Student Recognition and Discipline Committee.

一、學生事務處代表一名。

A. One representative is from the Office of Student Affairs.

二、教師代表四名：由各學院各推選一名擔任。其中兼任行政職務者（導師除外）不得超過教師代表總額二分之一。

B. Four faculty representatives: One of each college is elected. Those who concurrently hold administrative positions (except for tutors) shall not exceed one-half of the total number of teacher representatives.

三、學生代表三名：由日間部學生會長、學生議會議長及進修部學生會主席代表參加。

C. Three student representatives: Director of the Day Division Student Union, Director of the Student Council, and Director of the Continuing Education Division Student Union should be present.

四、專業人士三名：由校內外具醫學、法學、教育、社會學、心理學或輔導等領域之專家擇聘之。

D. Three professional representatives: Experts in the fields of medicine, law, education, sociology, psychology or counseling from within or outside the University are appointed to serve in the Committee.

五、特殊教育學生申訴案件應增聘至少 2 名與特殊教育需求情況相關之特殊教育學者專家、特殊教育家長團體代表或其他特殊教育專業人員擔任該次評議會之委員，並依『特殊教育學生申訴服務辦法』規定辦理。

F. At least two special education scholars or experts, parent representatives, or other professionals related to special education requirements shall be additionally appointed as members of the Committee to handle special education students’ grievances. Said appointment shall be processed in accordance with the Regulations Governing Services Related to Special Education Students’ Grievances.



第三條 本會委員及顧問均為無給職，任期一年，連選得連任。

Article III. Members and consultants of the Committee serve without being paid for one-year renewable term.

第四條 本會臨時召集人由學務長擔任，主席選出後，由主席主持會議。

Article IV. The Dean of Student Affairs serves as the interim Chairperson of the Committee until the Chairperson is elected. The Chairperson presides over meetings.

第五條 本會主席由委員推選產生，連選得連任，主席為會議召集人。

Article V. The Chairperson of this Committee shall be elected by its members. He or she can be re-elected consecutively while serving as the convener of the Committee.

第六條 本會業務由學生事務處諮商與輔導中心承辦，諮商與輔導中心主任為本會執行秘書，負責本會之行政庶務。

Article VI. The administrative matters of the Committee are handled by the Counseling Center of the Office of Student Affairs. The Director of the Counseling Center holds the position of Executive Secretary and is responsible for handling administrative work of the Committee.

第七條 申訴要件：本校學生、學生會及其他相關學生自治組織（以下簡稱申訴人）對於本校之懲處、其他措施或決議，認為違法或不當，致損害其權利或利益者，得依本辦法規定，向本校提起申訴。前項所稱學生，指本校對其為懲處、其他措施或決議時，具有學籍者。

因校園性侵害、性騷擾或性霸凌事件提起申訴，其屬性別平等教育法第二十八條第二項申請調查之性質者，依性別平等教育法相關規定處理。

Article VII Appeal submission: Students of the University, student associations or other student unions (hereinafter referred to as "the Appellant") may appeal to the University in accordance with the Regulations if they feel their rights have been infringed upon by the disciplinary action, measures or resolutions of the University, or if they believe that the University's decision has violated the law. The term "students" referred to herein are individuals who have student status at the time of the disciplinary actions, measures, or resolutions.

第八條 學生於收到學校對於個人生活、學習獎懲處分書，或學生會及其他相關學生自治組織受到學校之懲處或其他措施及決議事件後，如有不服，應自通知送達之次日起二十日內，以書面向本會提出申訴，逾期不受理。前項規定於特殊情形確實影響學生權益重大者，或申訴人因不可抗力致逾期限者，得向本會釋明理由，請求許可。

Article VIII. If any student (regarding personal life or academic performance), student union or other related student organization is unsatisfied with disciplinary actions, other measures or decisions taken by the University, a written grievance may be submitted to the Committee

within 20 days after the day on which the notice of the disciplinary action arrived. Late submission will not be accepted. If extraordinary circumstances prevent the Appellant from submitting within the prescribed period, the Appellant must present a statement of reasons to the Committee and request permission to submit the appeal.

第九條 申訴書應記載申訴人姓名、學號、系（科）別、年級、住址、申訴之事實及理由、希望獲得之補救，並應檢附有關之文件及證據；申訴人為學生會及其他相關學生自治組織者，應於申訴書上記載組織名稱、代表人、申訴之事實及理由、希望獲得之補救，依本會申訴書檢附相關文件辦理之。

Article IX The written appeal should include name, student ID number, department, year, address, reason for submitting the appeal, remediation sought, and relevant documents and evidence. The appeal submitted by student associations or other related student unions should include name of association / union, names of representatives, reason for the appeal, remediation sought, and relevant documents and evidence. Student appeal and student association / union appeal forms are included in the appendix.

第十條 本會對逾期限之申訴案件，或顯然應由法院審判之事件提出申訴者，不予受理。惟申訴案件逾越期限，但情形特殊，不予救濟顯失公平者，本會仍得建議補救措施。

Article X. This Committee does not accept appeal cases that have exceeded the prescribed time period or that are obviously matters that should be resolved by a court of law. However, under certain special circumstances, and/or when nonintervention may result in gross injustice, this Committee should still recommend remediation measures.

第十一條 本會就書面資料評議，會議不公開舉行，得通知申訴人、原處分單位之代表及關係人到會說明。如其逾越申訴範圍，應以做成評議決定書駁回，並建議處理方式。本會如認為有必要時，得成立調查小組，推派 3 至 5 人為之。

Article XI. The Committee reviews written documents and does not hold open meetings. The Committee may request the presence of the Appellant, a representative of the unit imparting the disciplinary action and other interested parties. If the appeal is beyond the jurisdiction of the Committee, the Committee should compose a decision document turning down the case and recommending ways to resolve it. When reviewing the appeal application, if deemed necessary, an investigation team of 3 to 5 people can be appointed upon the resolution of the Committee.

第十二條 申訴提起後，申訴學生就申訴事件或其牽連之事項，提出訴願、民事訴訟、刑事訴訟或行政訴訟者，應即以書面通知本校申訴評議委員會，本會應即中止評議，俟訴訟終結後續議，惟退學與開除學籍之申訴不在此限。

Article XII. During the appealing process, should a student present a complaint, administrative lawsuit, civil lawsuit, or criminal lawsuit of the appeal case or other related matters, the Committee should be notified in writing. When the Committee learns of the fact, it should suspend

deliberations of the appeal case until the lawsuit has concluded. Appeals related to expulsions and revocations of student status are excluded.

第十三條 本會收件後，除有應不受理或終止評議情形外，應於接獲申訴書後兩週內召開會議，並於二十日內完成評議，必要時得予延長，並通知申訴人。延長以一次為限，最長不得逾兩個月。但涉及退學、開除學籍或類此處分之申訴案，不得延長。

Article XIII. Unless the case is not accepted or deliberations must be suspended, the Committee should meet within two weeks after receiving the appeal document and reach a decision within twenty days. When an extension is necessary, the Appellant will be notified. Extensions are limited to one time for a maximum of two months. Appeal cases related to expulsions or revocations of student status may not be extended.

第十四條 申訴人就同一案件向學校提起申訴，以一次為限。

Article XIV. For the same case, the Appellant can appeal only once to the University.

第十五條 委員對申訴案有利害關係者應行迴避，申訴人於申訴案開始評議前，亦得聲請該等委員迴避。前項之迴避由本會決議之。

Article XV. Committee members who are interested parties in the case should recuse themselves. Before deliberations, the Appellant may also make recusal requests, and it will be decided by the Committee.

第十六條 本會開會應有委員二分之一出席，評議決定應有出席委員三分之二同意。

Article XVI. At least one half of the committee members shall be present for its proceedings to be valid, and consent from at least two thirds of the committee members is required to pass a resolution.

第十七條 本會應對申訴案件提出討論並經評議，決議後擬定評議決定書由主席署名。本會之評議及表決、委員個別意見，應對外嚴守秘密；涉及學生隱私之申訴案，申訴人之基本資料應予保密。

Article XVII. The Committee should deliberate on the proposed grievance case and specify the deliberation result in a decision document signed by the Chairperson. Deliberation, voting and opinions of individual committee members are kept in strict confidence. In appeal cases related to student privacy, the Appellant's basic information should remain confidential.

第十八條 評議決定書應包括主文、事實、理由等內容，如有建議補救措施者，並應提出具體建議，對不受理之申訴案件亦應作成評議決定書，惟其內容只列主文和理由。

Article XVIII. The decision document should include the main text, facts and reasons as its content. Should there be recommendations for remedies, they should be stated in concrete terms.

A decision document shall also be produced for grievance cases that are not accepted, but it should only contain the main text and the reasons for non-acceptance.

第十九條 處理退學或開除學籍學生之申訴依本法所述處理原則辦理，本處理原則未規定者，依其他相關法令規定。

Article XIX. Appeal cases related to expulsions or revocations of student status are resolved according To the guidelines below. Matters not stated are resolved according to other relevant laws and regulations.

一、本會依下列規定處理退學及開除學籍學生之申訴案件：

A. The Committee shall follow the guidelines below when reviewing appeal cases related to expulsions and revocations of student status.

(一)本會就申訴案之資格審查，由全體評議委員共同審核之；審查期限以二星期為限。

1. When reviewing the eligibility of the parties involved in appeal cases, the Committee must do it as a whole. The maximum time for review is two weeks.

(二)本會受理退學或開除學籍學生申訴案之結果，以次學期註冊前完成評議為原則。

2. Decisions regarding appeal cases involving expulsions and revocations of student status must be made before the end of the registration period of the following semester in principle.

二、申訴學生於申訴期間之修業及學籍有關事宜依下列規定處理：

B. Academic credit and student status of students during the appealing process shall follow the guidelines below:

(一)應予退學或開除學籍學生依本校申訴規範提出申訴並經受理者，申訴結果未確定前，原處分仍繼續有效，惟為保障尚未離校之申訴者受教權，其得繼續在校肄業。

1. Students, whose appeal cases have been accepted but pending, are still subject to the original disciplinary actions. However, to preserve their right to education, they are allowed to continue their studies at the University.

(二)前揭申訴者不得發給畢業證書外，其他修課、成績考核、獎懲等得比照在校生處理，但相關事宜校規另有規定者，從其規定。

2. Students with appeal cases may not be granted diplomas but are treated in the same way as other enrolled students in their course work, assessments, commendations and disciplinary actions. If there are other relevant University regulations, those must be followed.

三、對本會變更原處分之評議結果，應即執行，必要時得採補救措施，以維護學生權益。

C. Decisions made by the Committee to modify original disciplinary actions must be implemented immediately. When necessary, remedial measures should be taken to

protect the rights of the students.

四、對申訴結果係採維持原處分之申訴者，其修業、學籍等有關事宜依下列規定處理：

D. In appeal cases where the original disciplinary actions are upheld, academic credit and student status are handled in the following manner:

(一)修業證明書所載修業截止日期以原處分日期為準。

1. The last day of attendance on the certificate of attendance shall be the date of the original disciplinary action.

(二)申訴期間所修習科目學分，得發給學分證明書。

2. The University shall issue a certificate for credits completed during appeal procedures.

(三)役男「離校學生緩徵原因消滅名冊」於申訴結果確定三十日內冊報。

3. Within thirty days after ratification of the decision document, male students who have not completed mandatory military service must report for duty.

(四)退費標準依專科以上學校向學生收取費用辦法第八條及專科以上學校學雜費收取辦法第十五條之規定辦理。

4. Refunds are processed according to Articles VIII and XV of Guidelines for Tuition and Fees for College and University Students.

(五)前述一、二項之規定以退學之申訴，經評議確定維持原處分者為限。

5. The two items above apply to expelled students for whom the Committee has decided to uphold the original disciplinary actions.

五、退學或開除學籍學生依法提起訴願及行政訴訟，並經原處分上級主管機關決定或行政法院判決原處分顯係違法或不當時，學校應另為處分。

E. Students who are expelled or whose student statuses are revoked may raise appeals and administrative appeals. If a higher administrative unit or a court of law determines that the original disciplinary action was illegal or inappropriate, the University must impart different disciplinary actions.

六、另為處分得復學之學生，因特殊事故無法及時復學時，應輔導其復學；復學前之離校期間得補辦休學。

F. Students who are allowed but unable to return to the University due to extraordinary circumstances should be counseled to return. Withdrawal procedures should be completed retroactively for the time period before readmission.

七、對申訴學生應訂定有效的輔導措施，加強生活、學習及生涯輔導。

G. Effective counseling strategies should be established for students who submit appeals in helping with their life, learning, and career development especially.

第二十條 申訴人就本校所為之行政處分，經向本校提起申訴而不服其決定，得自申訴評議書送達次日起三十日內，繕具訴願書，檢附本校申訴評議決定書，經本校向教育部提起訴願。

申訴評議書應附記教示義務：「如不服本申訴決定，得於申訴評議決定書送達後次日起三十日內，繕具訴願書，經學校檢卷答辯書後送教育部提起訴願」。本校收到前項訴願書，應儘速附具答辯書，並將必要之關係文件，送交教育部。

申訴人就學校所為之行政處分，未經學校申訴程序救濟，逕向教育部提起訴願者，教育部應將該案件移由本校依學生申訴程序處理。

Article XX. Appellants who are unsatisfied with the results of appeals regarding administrative action by the University may file an official appeal which includes the grievance decision document to the Ministry of Education via the University within 30 days after receiving the decision.

the grievance decision document must note that “if the Appellant is unsatisfied with the results of the appeal, he/she may file an official appeal along with the University’s response answer to the Ministry of Education via the University within 30 days after receiving the decision.”

After receiving the official appeal specified in the preceding paragraph, the University shall submit the appeal together with a response answer and necessary relevant documents to the Ministry of Education.

In the event that an Appellant directly files an appeal against the administrative action from the University to the Ministry of Education instead of making his/her appeal to the University under the university’s appeal procedures, the Ministry of Education shall transfer the case to the University and the appeal shall proceed under the student appeal procedures.

第二十一條 申訴人就本校所為行政處分以外之懲處、其他措施或決議，經向本校提起申訴而不服其決定，得按其性質依法提起訴訟，請求救濟。

Article XXI The Appellant who does not accept the review decision of an appeal against a disciplinary action, other resolutions or decisions other than administrative action, is entitled to file a law suit for remedy pursuant to relevant law.

第二十二條 申訴人於本會未做成評議決定書前，得撤回申訴案。

Article XXII. Before a decision document is finalized by the Committee, the Appellant may retract his or her appeal case.

第二十三條 評議決定、訴願決定或行政訴訟判決撤銷學校原退學、開除學籍或類此處分者，其因特殊事故無法及時復學時，本校應輔導其復學；對已入營無法復學之役男，本校應保留其學籍，俟其退伍後，輔導優先復學；復學前之離校期間並得補辦休學。

Article XXIII. For students who cannot resume schooling due to special incidents after their expulsion, cancelation of student status, or similar punishments are rescinded through committee reviews, petitions and appeals, or administrative appeals, the University should assist them in the resumption of schooling. For conscripts who cannot resume schooling due to their military duties, the University should retain their student status until they are discharged and help them return to school first. Conscripts can also apply for suspension before resuming



schooling.

第二十四條 評議決定書應經校長核定後，送達申訴人及原處分單位。

評議決定書陳校長核定时，應副知原處分單位。原處分單位如認為評議決定牴觸法律或本校校務會議通過之相關辦法、或事實上窒礙難行、或與本校其他正式會議決議事項牴觸，應於十日內以書面敘明具體事實及理由陳報校長，並副知本會；校長如認為有理由，得移請本會再議，以一次為限。

Article XXIV. The decision document shall be delivered to the Appellant and the unit imposing the disciplinary action after being ratified by the University President.

When the decision document is sent to the University President for ratification, a copy must be sent to the original disciplinary unit. If the original disciplinary unit considers that the decision contradicts the law, regulations passed at the University Affairs Meeting, or resolutions passed at the University's other official meetings, or that it is in fact difficult to implement, it should state concrete reasons in a report to the University President within 10 days of receiving the decision document; a copy of the report shall also be sent to the Committee. If the University President considers that said reasons are justified, he or she may return the case to the Committee for further review. The second review can only be done once.

第二十五條 評議決定經核定後，學校應依評議決定執行。

Article XXV. After the decision made by the Committee has been approved, the University shall immediately implement it in accordance with the contents of the decision.

第二十六條 本會之經費由學生事務處編列專款支應，工作人員由學生事務處調配之。

Article XXVI. The expenses of this Committee are covered by the Office of Student Affairs through a special budget. Its staff members shall be assigned by the Office of Student Affairs.

第二十七條 本辦法經校務會議通過，報請教育部核定後實施，修正時亦同。

Article XXVII. The Regulations become effective after being approved at the University Affairs Meeting and reported to the Ministry of Education for ratification. Amendments must follow the same procedure.

# 文藻外語大學校園性侵害性騷擾或性霸凌防治及處理實施規定(核定版)

## Regulations for Prevention and Handling of Sexual Assault, Sexual Harassment or Sexual Bullying on Campus (Approved Version)

民國 94 年 06 月 25 日校務會議通過民國 96 年 01 月 06 日校務會議修正通過民國 96 年 10 月 13 日校務會議修正通過民國 99 年 06 月 15 日校務會議修正通過民國 100 年 06 月 25 日校務會議修正通過民國 100 年 06 月 25 日校務會議修正通過民國 101 年 10 月 24 日性平會議修正通過民國 101 年 11 月 10 日校務會議修正通過民國 102 年 9 月 30 日校長核定配合學校改名大學修訂法規名稱民國 103 年 04 月 21 日性平會議修正民國 103 年 06 月 07 日校務會議修正通過民國 105 年 04 月 25 日性平會議修正民國 105 年 06 月 15 日校務會議修正通過民國 105 年 11 月 25 日性平會議修正民國 105 年 12 月 14 日校務會議修正通過民國 109 年 01 月 21 日性平會議修正

**民國 109 年 02 月 19 日校務會議修正通過**

**Revised and approved at the University Affairs Meeting on February 19, 2020**

一、 文藻外語大學(以下簡稱本校)為營造及維護校園性別友善之學習環境，確保學生受教及成長之權益，並積極防治或處理校園性侵害、性騷擾或性霸凌事件，特依據性別平等教育法（以下簡稱性平法）第二十條第二項及校園性侵害性騷擾或性霸凌防治準則（以下簡稱該準則）第三十四條及本校性別平等教育實施要點之相關規定，制訂定本實施規定（以下簡稱本規定）。

To create and maintain a gender-

friendly learning environment, to affirmatively protect students' rights to education and growth, and to actively prevent or handle sexual assault, sexual harassment or sexual bullying on campus, Wenzao Ursuline University of Languages (hereinafter the "University") has drawn up the following Provisions (hereinafter the "Provisions") according to the Clause 2 of Article 20 in the Gender Equity Education Act (hereinafter the "Gender Equity Act"), Article 34 of Regulations on the Prevention of Sexual Assault, Sexual Harassment and Sexual Bullying on Campus (hereinafter the "Regulations"), and the University's Provisions for the Implementation of Gender Equity Education.

二、 本規定用詞定義如下: The following terms that appear in the Provisions are hereby defined:

(一) 性侵害：指性侵害犯罪防治法所稱性侵害犯罪之行為。Sexual assault: refers to any sexual offense defined according to the Sexual Assault Crime Prevention Act.

(二) 性騷擾：指符合下列情形之一，且未達性侵害之程度者：Sexual harassment: refers to cases described by the following, but without constituting sexual assault:

1. 以明示或暗示之方式，從事不受歡迎且具有性意味或性別歧視之言詞或行為，致影響他人之人格尊嚴、學習、或工作之機會或表現者。

Unwelcome remarks or conduct that explicitly or implicitly carry a sexual or gender

discriminating connotation, and thereby adversely affect the other party's human dignity, or the opportunity or performance of his or her learning or work.

2. 以性或性別有關之行為，作為自己或他人獲得、喪失或減損其學習或工作有關權益之條件者。A conduct of sexual or gendered nature that serves as the condition for oneself or others to gain or lose rights or interest in learning or

work.

(三) 性霸凌：指透過語言、肢體或其他暴力，對於他人之性別特徵、性別特質、性傾向或性別認同進行貶抑、攻擊或威脅之行為且非屬性騷擾者。Sexual bullying: ridicule, attacks, or threats directed at another person's gender characteristics, gender temperaments, sexual orientation, or gender identity by using verbal, physical or other forms of violence will be grouped under the category of sexual bullying, not sexual harassment.

(四) 性別認同：指個人對自我歸屬性別的自我認知與接受。Gender identity: refers to an individual's awareness and acceptance of his or her own gender.

(五) 校園性侵害、性騷擾或性霸凌事件（以下簡稱校園性別事件）：指性侵害、性騷擾或性霸凌事件之一方為學校校長、教師、職員、工友或學生，他方為學生者。另，校園性別事件，包括不同學校間所發生者。以上所稱之名詞定義如下：Sexual assault, sexual harassment, or sexual bullying on campus (hereinafter referred to jointly as campus sexual incidents): refer to sexual assault, sexual harassment, or sexual bullying that involves the school principal, faculty, staff, janitor, or a student as one party and a student as the other party. Campus sexual incidents include sexual incidents that occur between parties from different schools or universities. The terms that appear in the preceding paragraph are hereby defined:

1. 教師：指專任教師、兼任教師、代理教師、代課教師、教官、**運用於協助教學之志願服務人員、實際執行教學之教育實習之人員**及其他執行教學或研究之人員。Faculty: full-time teachers, part-time teachers, long-term and short-term substitute teachers, military instructors, **volunteers providing teaching assistance, teaching interns actually giving lectures**, and other instructors or researchers.

2. 職員、工友：指前款教師以外，固定、定期執行學校事務，**或運用於協助學校事務之志願服務人員**。Staff and janitors: people **who are not defined as teachers according to the preceding paragraph and perform work at the school on a fixed/periodic schedule, or volunteers who provide support for university affairs**.

3. 學生：指具有學籍、**學制轉銜期間未具學籍者**、接受進修推廣教育者、交換學生、**教育實習學生或研修生**。Students: people who are enrolled in a regular program, a continuing/extension education program, **a student exchange program or a short-term study program, or transferred to another program without student status during transition, and teaching interns**.

三、 本校為積極推動校園性別事件防治教育，以提升教職員工生尊重他人與自己之性或身體之自主，應採取下列措施：To actively promote prevention education in order to prevent campus sexual incidents, to enhance the knowledge and ability of faculty, staff and students to respect sexuality or body autonomy of others and of one's own, the University shall take the following measures:

(一) 針對教職員工生，每年定期舉辦校園性別事件防治之教育宣導活動，並評鑑其實施成效。Hold educational activities regularly every year to promote prevention of campus sexual incidents for faculty, staff and students, and to evaluate the effectiveness of these activities.

(二) 針對性別平等教育委員會（以下簡稱性平會）及負責校園性別事件處置相關單位之人員，每年定期辦理相關之在職進修活動。Hold in-service education programs regularly every year for personnel of the Gender Equity Education

Committee (hereinafter the “Committee”) or agencies related to the handling of campus sexual incidents.

(三) 鼓勵前款人員參加校內外校園性別事件處置研習活動，並予以公差登記及經費補助。Encourage the aforementioned personnel to participate in on and off campus seminars on the handling of campus sexual incidents, and allow such participations to be registered as official leaves with subsidized expenses.

(四) 利用多元管道，公告周知相關法規所規範之事項，並納入教職員工聘約及學生手冊。Promulgate relevant regulations through a wide range of channels; including the inclusion of such regulations in faculty and staff employment contracts and student handbooks.

(五) 依校園性侵害性騷擾或性霸凌防治準則蒐集校園性別事件防治與救濟等之資訊，於處理事件時主動提供予相關人員參考運用。Compile information on the prevention of campus sexual incidents according to Regulations on the Prevention of Sexual Assault and Sexual Harassment, as well as actively provide information to relevant personnel on the handling of such incidents.

(六) 鼓勵校園性別事件被害人或檢舉人儘早申請調查或檢舉，以利蒐證及調查處理。Encourage the victim(s) or complainant(s) of a campus sexual incident to apply for an investigation, or file an offense report at the earliest possible opportunity in order to facilitate evidence collection, investigation and handling.

四、 為防治校園性別事件之發生，應依本校性別平等教育實施要點之規定，確實執行校園安全之規劃及教職員工生校內外教學及人際互動的規範。To prevent campus sexual incidents, the University’s Provisions for the Implementation of Gender Equity Education shall be followed to ensure campus safety, and that during the performance of work-related tasks and in interpersonal interactions on and off campus, faculty, staff and students shall follow the relevant regulations.

五、 本校教職員工知悉服務學校發生疑似校園性別事件時，應立即依本校【校園性侵害性騷擾或性霸凌事件通報及調查處理程序流程圖】，向校安中心進行通報，至遲不得超過二十四小時。Should faculty or staff members know of a suspected campus sexual incident at the school where they are employed, they shall report the incident to Campus Security Office according to Reporting, Investigation, and Prosecution Procedures for Campus Sexual Assault, Sexual Harassment, and Sexual Bullying Incidents, no later than twenty-four hours after coming to know of the incident.

依前項規定為通報時，除有調查必要、基於公共安全考量或法規另有特別規定者外，對於當事人及檢舉人之姓名或其他足以辨識其身分之資料，應予以保密。When faculty or staff members report a suspected campus sexual incident in accordance with the preceding paragraph, the names of the involved parties and other information that may lead to personal identification of the parties involved shall be kept confidential, except for investigation necessity, public safety concerns or otherwise specified by relevant laws and regulations.

六、 校園性別事件之被害人或其法定代理人(以下簡稱申請人)、檢舉人，得以書面向本校秘書室(以下簡稱收件窗口)申請調查或檢舉；申訴電話為 07-3425800，申訴電子信箱為 sc@mail.wzu.edu.tw。但行為人於行為時或現職為學校首長者，應向教育部申

請調查或檢舉；如行為人(含兼任教師)非屬本校之人員，則應向行為人於行為發生

時所屬學校提出申請或檢舉。The victim of a campus sexual incident or his/her legal representative (hereinafter referred to jointly as the applicant), or a complainant to such an incident may apply for an investigation or submit an offense report in writing to the

Secretariat of the University (hereinafter referred to as “the Recipient”). The telephone number is 07-3425800 and the e-mail address is sc@mail.wzu.edu.tw. If the alleged offender **was the President of the University when the incident happened or is the current President of the University, the complainant shall submit a request for an investigation or the offense report to the Ministry of Education.**

接獲申請或檢舉後，本校若非事件管轄之學校，應將該案件於七個工作日內移送其他有管轄權者，並通知當事人。Upon receiving an application for investigation or an offense report, if the University is not the competent authority for the campus sexual incident, the case shall be transferred to the competent authority within seven days and the parties involved shall be notified in writing.

學制轉銜期間申請調查或檢舉之事件，若管轄權有爭議時，由其共同上級機關決定之，無共同上級機關時，由各該上級機關協議定。In cases where an application for the investigation or an offense report is filed during a period of academic transition, such that there is dispute over which school or authority has jurisdiction, the determination shall be made by the governing authority serving in a supervisory position over both parties. When no such joint authority exists, the governing authorities for the two parties shall make a collaborative determination.

經媒體報導之校園性別事件，應視同檢舉，本校應主動將事件交由性平會調查處理。疑似被害人不願配合調查時，本校仍應提供必要之輔導或協助。Campus sexual incidents that have received media coverage shall be treated as having been reported. The University shall take the initiative to proactively refer the matter to the Committee for investigation. In cases where the suspected victim is unwilling to cooperate with an investigation, the University shall nevertheless provide counseling or assistance as is required.

本校在處理霸凌事件時，發現有疑似校園性別事件者，應視同檢舉，**由學校「防治霸凌因應小組」移請性平會處理。**In the event that an investigation over a bullying incident reveals a possible campus sexual incident, the campus sexual incident shall be treated as a reported case and the Bullying Prevention Taskforce of the University shall report the suspected case to the Committee for further handling.

本校接獲校園性別事件申請或檢舉時，以秘書室為收件單位，並應於三日內將申請人或檢舉人所提事證資料交付性平會調查處理。The Secretariat will be the Recipient of applications or offense reports of campus sexual incidents. the Secretariat shall pass all relevant evidence and documents to the Gender Equity Committee to initiate an investigation.

本校性平會得組成「校園性別事件處理小組」並依性平法第二十九條第二項規定進行審查是否受理，校園性別事件處理小組之工作權責範圍，由本校性別平等教育委員會「校園性別事件處理小組作業細則」另訂之。University’s Committee ought to organize a Campus Sexual Incidents Operation Group and audit campus sexual incidents according to the Clause 2 of Article 29 in the Gender Equity Education Act to decide whether the incidents is accepted or not. The division of authority and responsibility of Campus Sexual Incidents Operation Group is regulated by the detailed regulations of Campus Sexual Incidents Operation Group that from University’s Committee.

七、校園性別事件之申請人或檢舉人，得以言詞、書面或電子郵件申請調查或檢舉；其以言詞或電子郵件為之者，收件窗口應作成紀錄，經向申請人或檢舉人朗讀或使閱覽，確認其內容無誤後，由其簽名或蓋章。本項書面或言詞、電子郵件作成之紀錄，應載明下列事項：The applicant or complainant may apply for an investigation, or file an offense report of a campus sexual incident verbally, in writing or through e-mail. If the application is made verbally or through e-mail, the **Recipient**

shall produce documentation of the application and read it out to the applicant or the complainant, or ask him or her to read it in order to confirm its accuracy.

Subsequently

, the documentation shall be signed or sealed by the applicant or the complainant. The written or documented verbal or e-mail application shall contain the following items:

(一) 申請人或檢舉人姓名、身分證明文件字號、服務或就學之單位及職稱、住居所、聯絡電話及申請調查日期。The applicant or the complainant's name, national identification number, the institution where he or she is employed or studies, residence and domicile, telephone number and date of the investigation's application.

(二) 申請人申請調查者，應載明被害人之出生年月日。At the time an application for an investigation is made, the applicant shall state the victim's date of birth, giving year, month and day.

(三) 申請人委任代理人代為申請調查者，應檢附委任書，並載明其姓名、身分證明文件字號、住居所、聯絡電話。If the applicant authorizes a representative as his or her investigative applicant, an authorization letter shall be submitted containing the representative's name, national identification number, residence and domicile, and telephone number.

(四) 申請調查或檢舉之事實內容。如有相關證據，亦應記載或附卷。evidence for which an investigation is requested, or an offense report is being made. Relevant evidence shall also be documented or filed.

八、 收件窗口於接獲調查申請或檢舉時，應於**受理後**二十日內，以書面通知申請人或檢舉人是否受理。不受理之書面通知應依性平法**第二十九條第三項**規定敘明理由，並告知申請人或檢舉人申復之期限及受理單位。Once the Recipient has received an application or an offense report, he/she shall notify the applicant or complainant regarding whether or not the application has been accepted **within twenty days upon receipt**. A written notification of rejection shall contain reasons as prescribed in the **third circumstance of Article 29 of the Gender Equity Education Act**, and the applicant or complainant shall be notified of the re-application deadline and the office that accepts a re-application.

申請人或檢舉人於前**項**之期限內，未收到通知或接獲不受理通知之次日起二十日內，得以書面具明理由，向本校申復；其以言詞為之者，本校應作成紀錄，經向申請人或檢舉人朗讀或使閱覽，確認其內容無誤後，由其簽名或蓋章。If the applicant or complainant does not receive a notification or has received a rejection notification within the deadline defined in **the preceding paragraph**, he/she may re-apply in writing, with grounds stated, to the University within twenty days from the date of receipt of the rejection notification. For applicant(s) who re-apply verbally, the University shall document the re-application and read the documentation to the applicant or the complainant, or ask him or her to read it to confirm its accuracy. The record shall then be signed or sealed by the applicant or the complainant.

前項不受理之申復以一次為限。Re-application in the preceding paragraph shall be made no more than once.

本校接獲申復後，應**將申請調查或檢舉案交性平會重新討論受理事宜**，並於二十日內以書面通知申復人申復結果。申復有理由者，**性平會應依法調查處理**。After

receiving a re-application, the University shall **submit the case to the Committee for a decision review and** notify the applicant or complainant of the re-application conclusion in writing within twenty days. In the case of a re-application with legitimate grounds, **the Committee shall investigate and handle the case according to the law.**

九、 本校性平會調查處理校園性別事件時，得成立調查小組調查之。調查小組以三人或五人為原則，其成員之組成，應注意以下事項：When the University's Committee handles a campus sexual incident, it may organize an investigation team to handle the case. The team shall be composed of three or five members, and the following rules shall be observed:

(一) 小組成員應具性別平等意識，女性人數比例，應占成員總數二分之一以上，必要時，部分小組成員得外聘。處理校園性別事件所成立之調查小組，其成員中具校園性別事件調查專業素養之專家學者之人數比例應占成員總數三分之一以上；雙方當事人分屬不同學校時，相關學校應派代表參與調查。Members of the investigation team shall have gender equity consciousness, and more than half of its members shall be women. Some members may be invited from outside the University when necessary. At least one-third of the investigation team formed for handling campus sexual events shall be composed of experts or scholars specializing in the investigation of campus sexual events. The investigation team shall include representative(s) of the schools of the involved parties when the two parties belong to different schools.

(二) 性平會或調查小組依本要點進行調查時，行為人、申請人及受邀協助調查之人或單位，應予配合，並提供相關資料。When the Gender Equity Committee or the investigation team conducts an investigation according to the regulations prescribed by the Provisions, the alleged offender, applicant and persons or offices who are invited to assist the investigation shall cooperate and provide pertinent information.

(三) 行政程序法有關管轄、移送、迴避、送達、補正等相關規定，於本要點適用或準用之。Pertinent regulations in the Administrative Procedure Law regarding jurisdiction, transfer, avoidance, service and rectification shall be applied or applies mutatis mutandis in the Provisions.

(四) 性平會之調查處理，不受該事件司法程序是否進行及處理結果之影響，也不因行為人喪失原身分而中止。The investigation and handling by the Committee shall not be affected by the judicial proceedings and conclusions of the case. The investigation procedure shall not be suspended due to the offender's loss of his or her status at any point of the procedure.

(五) 性平會為調查處理時，應衡酌雙方當事人之權力差距。The Committee shall take into account the difference in power between the two parties in its investigation and handling of the incident.

(六) 校園性別事件當事人之輔導人員、**性平會會務權責主管及承辦人員**，應迴避該事件之調查工作；參與校園性別事件之調查及處理人員，亦應迴避對該當事人之輔導工作。**The teacher who has served as a consultant for the parties involved, the supervisor in charge of handling affairs of the Committee, and the officer of the Committee who is responsible for the incident** shall take the initiative to avoid participation in the investigation. If an individual has been asked to conduct the investigation of, or handle, the campus sexual incident, he/she shall also avoid the possibility of serving as a consultant for the parties involved.

(七) 本校針對擔任調查小組之成員，應予公差（假）登記，**其**交通費或相關費用由**事件管轄學校及派員參與調查**之學校支應。For members of the investigation



team, the University shall record the time spent serving on the investigation team as a work-related leave of absence. The school **with jurisdiction and the schools assigning staff to participate in** the investigation shall pay any transportation or relevant expenses **incurred**.

十、前條所定具校園性別事件調查專業素養之專家學者，應符合下列資格之一： Experts or scholars specialized in the investigation of campus sexual incidents as prescribed in the preceding article shall meet one of the following qualifications:

(一)持有中央或直轄市、縣（市）主管機關校園性別事件調查知能**高階**培訓結業證書，且經中央或直轄市、縣（市）主管機關所設性平會核可並納入調查專業人才庫者。 Person(s) holding **an advanced level of** certificate of completion for a campus sexual incidents investigation training program provided by a competent authority at the central, municipal, city or county level. The person(s) shall also be acknowledged by the Committee of the competent authority at the central, municipal, city or county level and included in its investigation specialist database.

(二)曾調查處理校園性別事件有具體績效，且經中央或直轄市、縣（市）主管機關所設性平會核可並納入調查專業人才庫者。 Person(s) who have a good performance record in the investigation of campus sexual incidents, and who have been approved by the Committee of the competent authority at the central, municipality, city or county level and included in its investigation specialist database.

十一、若行為人非屬本校之人員應以書面通知行為人現所屬學校派代表參與調查，被通知之學校不得拒絕。 If the alleged offender is not employed by the University, the school that employs the alleged offender shall be notified in writing to send a representative to participate in the investigation, and the school notified shall not refuse to do so.

本校完成調查後，凡校園性別事件成立者，應將調查報告及懲處建議移送行為人現所屬學校依防治準則第三十條規定處理。 After the investigation of the campus sexual incident has been completed and established, the investigation and suggestions for handling shall be sent to the school of the alleged offender in accordance with Article 30 of the Regulations.

行為人於行為發生時，同時具有校長、教師、職員、工友或學生二種以上不同身分者，以其與被害人互動時之身分，定其受調查之身分，並由該身分之所屬學校調查處理。 If at the time of the offense, the alleged offender served in two or more of the following positions, including president, teacher, staff, janitor, or student, the position in which he/she interacted with the victim shall determine the position under whose applicable conditions the investigation will be conducted, and the school or competent authority at which the offender served in this position shall handle the investigation.

無法判斷行為人於行為發生時之身分，或於學制轉銜期間，尚未確定行為人就讀學校者，以受理申請調查或檢舉之學校為事件管轄學校，相關學校應派代表參與調查。 In cases in which it is not possible to determine the position in which the alleged offender was serving at the time of the incident, or during a transition period when the alleged offender's status cannot be determined, as when admission to an academic program was still under consideration, the school where the incidents took place shall be the school handling the application for investigation or complainant's report. Other

schools involved in the incident shall send a representative to participate in the investigation.

行為人在二人以上，分屬不同學校者，以先受理申請調查或檢舉之行為人為事件管轄學校，相關學校應派代表參與調查。If two or more persons who belong to different schools are alleged to have been offenders in the same incident, the school where the incidents took place shall be the school handling the application for investigation or complainant's report. Other schools involved in the incident shall send a representative to participate in the investigation.

**十二、** 本校調查處理校園性別事件時，應依下列方式辦理：The University shall investigate and handle campus sexual incident according to the following principles:

**(一)行為人應親自出席接受調查；**當事人為未成年者，接受調查時得由法定代理人陪同。An alleged offender shall appear in person for investigation. Victim(s) of minor age may be accompanied by their legal representative(s) during investigations.

**(二)被害人或其法定代理人要求不得通知現所屬學校時，得予尊重，且得不通知現就讀學校派員參與調查。**When a victim or a victim's legal representative requests not to notify the school at which the victim is presently enrolled of the case, such request shall be respected and notification shall not be given to the school to assign staff to participate in the investigation.

**(三)當事人持有各級主管機關核發之有效特殊教育學生鑑定證明者，調查小組成員應有具備特殊教育專業者。**When a person involved possesses a valid special education certificate issued by a competent authority at any level, the investigation team shall include special education professionals.

**(四)行為人與被害人、檢舉人或受邀協助調查之人有權力不對等之情形者，應避免其對質。**必要時，得於不違反保密義務之範圍內另作成書面資料，交由行為人、被害人或受邀協助調查之人閱覽或告以要旨。When an imbalance of power exists between the offender and the victim, a complainant, or a person requested to assist in the investigation, confrontation should be avoided. When necessary for the investigation, written information may be produced so long as it does not violate the obligation of confidentiality, and be provided to be read or summarized to the alleged offender, the victim, or any person invited to assist in the investigation.

**(五)依性平法第三十條四項規定以書面通知當事人、相關人員或單位配合調查及提供資料時，應記載調查目的、時間、地點及不到場所生之效果。**When a written notification is given to involved parties, pertinent personnel or organizations to cooperate with an investigation and provide information in accordance with the terms specified in Paragraph 4, Article 30 of the Gender Equity Education Act, the purpose, time and location of an investigation and consequences for failure to appear shall be stated in the notification.

**(六)前款通知應載明當事人不得私下聯繫或運用網際網路、通訊軟體或其他管道散布事件之資訊。**The aforementioned written notification shall clearly state that the involved parties may not engage in private communications or use the Internet, messaging software or any other means to disseminate information about the case.

**(七)事件管轄學校或機關所屬人員不得以任何名義對案情進行瞭解或調查，且不得要求當事人提交自述或切結文件。Staff members of the school or agency with jurisdiction shall not gain an understanding of the incident or investigate the incident under any pretext and are not allowed to request involved parties to provide first-hand accounts or affidavits.**

**(八)**申請人撤回申請調查時，為釐清相關法律責任，得經本校性平會之決議，或經行為人請求，繼續調查處理。In the event that the applicant withdraws the application for investigation, to clarify the relevant legal liability, with the approval of the Committee, or should the alleged offender request it, the University may continue the investigation.

**前項第(四)款規定負有保密義務者，包括參與處理校園性別事件之所有人員。**

**The obligation of confidentiality prescribed in Article 12-4 applies to all people participating in the handling of a campus sexual incident.**

**十三、**為保障校園性別事件當事人之受教權或工作權，本校於必要時得依性平法第二十三條規定，經性平會之決議後採取下列處置，並報主管機關備查：In order to protect the rights to education and the rights to work of the involved parties in a campus sexual incident, with the approval of the University's Gender Equity Committee and in accordance with Article 23 of the Gender Equity Act, the University may take the following measures when necessary:

(一)彈性處理當事人之出缺勤紀錄或成績考核，並積極協助其課業或職務，得不受請假、教師及學生成績考核相關規定之限制。Handle the attendance record or achievement assessment of the involved persons with flexibility; assist the involved persons' studies or work affirmatively, including regulations related to requests for leaves of absence, and those related to performance appraisals for educators and students.

(二)尊重被害人之意願，減低當事人雙方互動之機會。Respect the wishes of the victim, and reduce the chance of interaction between the two parties.

(三)採取必要處置，以避免報復情事。Avoid situations where vengeful behavior may be undertaken.

(四)預防、減低行為人再度加害之可能。Prevent or reduce the possibility of further assault or harassment by the alleged offender.

(五)其他性平會認為必要之處置。Other measures deemed necessary by the TMU Gender Equality Committee.

當事人若非本校之人員時，應通知當事人所屬學校，依上述規定處理。If the parties involved include persons from other schools, the schools of the involved parties shall be notified to follow the aforementioned regulations.

**十四、**本校在調查處理校園性別事件時，應依性平法第二十四條第一項規定，告知被害人或其法定代理人其得主張之權益及各種救濟途徑，並視當事人之身心狀況，主動轉介至各相關機構處理，必要時，需提供心理諮商輔導、法律諮詢、課業或經濟協助、其他經性平會認定必要的保護措施或協助。但本校就該事件仍應依性平法為調查之處理。In its handling of a campus sexual incident, the University shall follow the first Paragraph of Article 24 of the Gender Equity Act to inform the victim or his or her legal representative of

his or her rights and relief, or refer him or her to related institutions. Psychological counseling, legal consultation, academic or financial assistance and other assistance or protective measures deemed necessary by the Committee shall be provided where necessary. The University's handling of the campus sexual incident shall follow the investigation and recommendation of the Committee.

上述協助得委請醫師、**臨床心理師、諮商**心理師、社會工作師或律師等專業人員為之時，其所需費用，本校應編列預算支應之。The University shall make budgetary provisions for payment of any expenses incurred in order to provide the aforementioned assistance by doctors, **clinical psychologists, counseling** psychologists, social workers or lawyers.

如當事人非本校人員時，應通知當事人所屬之學校依上述規定提供適當協助。

If the parties involved include persons from other schools, the schools of the involved parties shall be notified to follow the aforementioned regulations and provide appropriate assistance.

**十五、** 本校性平會應於受理申請或檢舉後二個月內完成調查，必要時，得延長之；延長以二次為限，每次不得逾一個月，並應通知申請人、檢舉人及行為人。After accepting an application or an offense report, the Committee shall complete its investigation within two months.

The investigation may be extended twice when necessary, and each extension shall not exceed a period of one month. The applicant, offense-reporter and offender shall be notified of any extension.

性平會調查完成後，應將調查報告及處理建議，以書面向本校提出報告。After the investigation has been completed, the Gender Equity Committee shall submit a written report to the University regarding the investigation and suggestions for handling.

**十六、** 調查處理校園性別事件時，應秉持客觀、公正、專業之原則，給予雙方當事人充分陳述意見及答辯之機會，但應避免重複詢問；調查中對於當事人及檢舉人之姓名或其他足以辨識身分之資料，除有調查之必要或基於公共安全之考量者外，應予保密。In handling campus sexual incident, the Committee shall be objective, fair and professional, allowing both involved parties sufficient opportunities to make their statements and respond to allegations.

Repeated interrogation shall be avoided. The party's and complainant's name and other information that may lead to personal identification shall be kept confidential, except for investigation necessity or public safety concerns.

基於尊重專業判斷並避免重複詢問的原則，本校對於與校園性別事件有關之事實認定，應依據性平會之調查報告。In order to respect professional judgment and avoid repeated questioning, the University shall consider the findings to be factual according to its Gender Equality Committee's investigation report relating to an alleged campus sexual incident.

**性平會召開會議審議調查報告認定性侵害、性騷擾或性霸凌行為屬實，依其事實認定對學校提出改變身分之處理建議者，由學校檢附經性平會審議通過之調查報告，通知行為人限期提出書面陳述意見。If the Committee convenes a meeting to evaluate an investigation report, finds that sexual assault, sexual harassment or sexual bullying has, in fact, occurred and recommends to the University a change in status for the offender based on the findings, the University shall provide to the offender an investigation report approved at the Committee meeting and notify the offender to submit a written statement by a specified time.**

前項行為人不於期限內提出書面陳述意見者，視為放棄陳述之機會；有書面陳述意見者，性平會應再次召開會議審酌其書面陳述意見，除有性平法第三十二條第三項所定之情形外，不得重新調查。If the offender does not submit a written statement mentioned above by the specified time, he/she will be deemed to have forfeited the opportunity to make a statement. If he/she does make a written statement, the Committee shall convene another meeting to review the statement. An investigation cannot be reopened except for the cases prescribed in Paragraph 3, Article 32 of the Gender Equity Education Act.

學校決定議處之權責單位，於審議議處時，除有性平法第三十二條第三項所定之情形外，不得要求性平會重新調查，亦不得自行調查。The unit under the University with the authority to determine applicable penalties shall not demand a reinvestigation by the Committee nor launch an investigation on its own, except for the cases prescribed in Paragraph 3, Article 32 of the Gender Equity Education Act.

十七、校園性別事件經性平會調查屬實後，學校應依性平法第二十五條第一項規定，對行為人予以申誡、記過、解聘、停聘、不續聘、免職、終止契約關係、終止運用關係或其他適當之懲處。若其他機關依相關法律或法規有議處權限時，應將該事件移送其他權責機關議處。申請人經證實有誣告之事實者，並應依相關規定對其為適當之懲處。

After the Committee of the University has investigated a campus sexual incident and determined that the incident has, in fact, occurred, the University shall impose on the offender a reprimand, demerit, dismissal, suspension, non-renewal of appointment, discharge from employment, contract termination, termination of service or other appropriate punishment in accordance with Paragraph 1, Article 25 of the Gender Equity Education Act. If the jurisdiction to impose punishment belongs to another authority, the case shall be transferred to the competent authority for the imposition of punishment. If it is verified that a false accusation was made by an applicant for investigation or complainant, an appropriate punishment shall be imposed on the applicant or complainant according to relevant regulations.

性平法第二十五條第二項對行為人所為處置，學校應命行為人為之，執行時並應採取必要之措施，以確保行為人之配合遵守。The disciplinary measures prescribed in Paragraph 2, Article 25 of the Gender Equity Education Act shall be imposed on the offender by the University and the University shall take necessary actions to ensure the offender's cooperation and compliance with disciplinary requirements.

前項處置，由學校性平會討論決定實施性別平等教育相關課程之性質、執行方式、執行期間及費用之支應事宜；該課程之性質、執行方式、執行期間及不配合執行之法律效果，應載明於處理結果之書面通知中。The Committee of the University imposing the disciplinary measures stated above shall discuss and determine the nature, instructional method, time schedule and handling of expenses incurred for providing a gender equality course. The nature, instructional method and time schedule of the course and legal consequences of failing to attend the course shall be clearly specified in the written notification of the case result.

十八、本校為性騷擾或性霸凌事件之懲處時，應命行為人接受心理輔導之處置，並得命其為下列一款或數款之處置：In imposing penalties for the sexual harassment or sexual bullying, the University shall direct the offender to receive psychological counseling and may impose one or more of the following punitive measures:

(一)經被害人或其法定代理人之同意，向被害人道歉。Apologize to the victim, with the consent of the victim or his or her legal representative.

(二)接受八小時之性別平等教育相關課程。Attend eight hours of courses on gender equity education.

(三)其他符合教育目的之措施。Prescribe other measures that serve an educational purpose.

校園性別事件情節輕微者，本校及其他權責單位得僅依上述規定為必要之處置。In cases in which the incident of sexual harassment or sexual bullying on campus was not serious in nature, the University and other competent authority may only impose the aforementioned penalties.

十九、調查校園性別事件過程中，得視情況就相關事項、處理方式及原則予以說明，並得於事件處理完成後，經被害人或其法定代理人之同意，將事件之有無、樣態及處理方式予以公布。但不得揭露當事人之姓名或其他足以識別其身分之資料。During the investigation of a campus sexual incident, the University may make public a description of pertinent matters, handling methods and principles, where necessary. After the case has been closed and upon the approval of the victim or his or her legal representative, the University may also make public whether the case is established, the type of the case and the handling method of the case. Party names and other information that may lead to their identification shall not be revealed.

二十、本校就記載有當事人、檢舉人、證人姓名之原始文書應予封存，不得供閱覽或提供予偵查、審判機關以外之人；但法律另有規定者，不在此限。The University shall seal and store all original documents containing the names of the victim, offender, complainant and witnesses.

Unless otherwise provided by law, these documents should not be examined or made available to any person(s) other than the agency in charge of legal investigation or trial.

除原始文書外，調查處理校園性別事件人員對外所另行製作之文書，應將當事人、檢舉人、證人之真實姓名及其他足以辨識身分之資料刪除，並以代號為之。With the exception of the original documents, the names and information that may lead to the identification of the victim, the offender, complainant and witness(es) shall be deleted and replaced with codes in all documents produced by the investigators of campus sexual incidents.

二十一、本校應依性平法第二十七條第一項規定建立校園性別事件及加害人之檔案資料，**應由性平會及文書組保存 25 年；其以電子儲存媒體儲存者，必要時得採電子簽章或加密方式處理。**所建立之檔案資料，分為原始檔案與報告檔案。The University shall establish a database on campus sexual incidents in accordance with Paragraph 1, Article 27 of the Gender Equity Act and the files shall be kept by **the Committee and the Documentation Section for 25 years. Electronic signature or encryption shall be used for data stored in electronic storage media if necessary.** The documents shall be categorized into original documents and report documents.

前項原始檔案內容包括下列資料：The aforementioned original documents shall be kept confidential and shall contain the following information:

- (一)事件發生之時間、樣態。The time of occurrence and the type of case.
- (二)事件相關當事人（包括檢舉人、被害人、行為人）。Relevant parties to the case (including the complainant, the victim and the offender)
- (三)事件處理人員、流程及紀錄。Person(s) in charge of handling the case, handling process and case records.
- (四)事件處理所製作之文書、訪談過程之錄音檔、取得之證據及其他相關資料。

Documents, **recording files of interviews**, collected evidence and other relevant information produced during the handling of the case.

- (五)行為人之姓名、職稱或學籍資料、家庭背景等。The name, job title or student school records, and family background of the offender.

**(六)調查小組提交之調查報告初稿及性平會之會議紀錄。The initial draft of the**

**investigation report submitted by the investigation team and meeting minutes of the Committee.**

**第二項報告檔案為經性平會議決通過之調查報告；其內容應包括下列事項：Report documents refer to the investigation reports approved by the Committee. An investigation report shall contain the following information:**

- (一)申請調查事件之案由，包括當事人或檢舉之敘述。The cause including accounts provided by the parties involved or the offense report of the incident to be investigated.**

**(二)調查訪談過程紀錄，包括日期及對象。Records including dates and interviewees of interviews conducted during the investigation.**

**(三)被申請調查人、申請調查人、證人與相關人士之陳述及答辯。The statements and replies of people under investigation, the person requesting the investigation, witnesses and other people involved.**

**(四)相關物證之查驗。Inspection of relevant physical evidence. (五)事實認**

**定及理由。Determination of fact and reasons.**

**(六)處理建議。Handling recommendations.**

當前項**行為**人轉至其他學校就讀或服務時，本校應於知悉後一個月內，通報**行為**人現就讀或服務之學校；通報內容應限於**行為**人經查證屬實之校園性別事件發生時間、樣態、**行為**人姓名、職稱或學籍資料。When the aforementioned **offender** transfers to another school for studies or employment, the University shall notify the new school where the **offender** works or studies within one month from the date of knowing such transfer. The information provided in the notification shall include the time of occurrence and the type of case of the confirmed campus sexual incident, the name of the **offender**, position or student information.

如本校接獲他校上項通報，應對**行為**人實施必要之追蹤輔導，非有正當理由，不得公布**行為**人之姓名或其他足以識別其身分之資料。If the University receives a notification as described in the preceding paragraph from another school, the University shall keep track of the **offender** and provide counseling where necessary. The University shall not reveal the **offender's** name or other information that may lead to his/her identification without a legitimate reason.



**前項事件管轄學校或機關應視實際需要，將輔導、防治教育或相關處置措施及其他必要之資訊，提供予次一就讀或服務之學校。 Depending on actual needs, the University or agency with jurisdiction over the aforementioned incident shall provide information on counseling, preventive education, pertinent responsive measures and other required elements to the next school which enrolls or employs the offender.**

輔導後如評估無再犯之情事者，得註記**行為**人之改過現況。 After providing counseling and verifying that no repeat offense is found, the University may state the **offender's** improved behaviors in the notification.

學校任用教育人員或進用其他專職、兼職人員前，應依性侵害犯罪防治法之規定，查閱其有無性侵害之犯罪紀錄，或曾經主管機關或其他學校性平會調查有校園性別事件行為屬實，並經該管主管機關核准解聘或不續聘之紀錄。 In accordance with the provisions of the Sexual Assault Crime Prevention Act, before the school appoints an educator or hires a full-time or part-time staff member, it shall review whether or not a potential candidate for such a position has a criminal record of sexual assault, or has been dismissed or denied a renewed employment due to an investigation by a competent authority or a school's Gender Equity Education Committee finding that an alleged campus sexual incident was in fact perpetrated by the candidate in question.

**二十二、學校於取得性平法第二十七條之 1 第三項所定事件相關事證資訊，經通知當事人陳述意見後，應提交性平會查證審議。 Relevant evidence specified in Paragraph 3, Article 27-1 of the Gender Equity Education Act shall be submitted to the Committee for verification and review after the involved parties provide their statements.**

**二十三、**本校對於校園性別事件之處理結果，應以書面載明事實及理由通知申請人、檢舉人及行為人，並告知申復之期限及受理窗口為秘書室。 In the written notification of the handling conclusions sent to the applicant and the offender, the University shall also provide the investigation report, as well as indicate the deadline for re-application, and the Secretariat will be the Recipient to handle the re-application.

申請人及行為人對於處理之結果有不服者，得於收到書面通知次日起二十日內，以書面具明理由向本校申復；其以言詞為之者，受理窗口應作成紀錄，經向申請人或行為人朗讀或使閱覽，確認其內容無誤後，由其簽名或蓋章。 Applicants or offenders who object to the handling conclusion of the University may re-apply in writing, stating their grounds for objection, to the University within twenty days from the date following the date of receipt of the written notification. For those who re-apply verbally, the University shall document the re-application and read it to the applicant or the offender or ask him or her to read it to confirm its accuracy. After the accuracy is confirmed, the documentation shall be signed or sealed by the applicant or the offender.

本校受理窗口接獲申復後，依下列程序處理： After receiving a re-application, the University's Recipient shall handle it in accordance with the following procedures:

(一) 收件後，應即組成審議小組，並於三十日內作成附理由之決定，以書面通知申復人申復結果。 After receiving the re-application, an evaluation team shall be formed and the team shall come to a reasoned judgment within thirty days and provide a written notification of the decision on the re-application to the applicant.

(二) 前款審議小組應包括性別平等教育相關專家學者、法律專業人員三人或五人，其小組成

員中，女性人數比例應占成員總數二分之一以上，具校園性別事件調查專業素養之專家學者人數比例於學校應占成員總數三分之一以上。The evaluation team described in the preceding paragraph shall include three or five experts in gender equity education or legal professionals.

least one-half of the team. Female members must account for at least one-third of the team. At schools, experts with a background in campus sexual incident investigation shall account for at least one-third of the team.

(三) 原性平會委員及原調查小組成員不得擔任審議小組成員。Members of the original Committee or original investigation team may not serve as members of the evaluation team.

(四) 審議小組召開會議時由小組成員推舉召集人，並主持會議。When the evaluation team conducts a meeting, the members of the team will select a convener who will also chair the meeting.

(五) 審議會議進行時，得視需要給予申復人陳述意見之機會，並得邀所設性平會相關委員或調查小組成員列席說明。While the meeting is in progress, should the need arise, the person making the re-application will be given the opportunity to make a statement, and the members of the Committee or investigation team shall be invited to be present to provide an explanation.

(六) 申復有理由時，將申復決定通知相關權責單位，由其重為決定。When there is cause for a re-application, the relevant authorized agencies will be informed of the decision on the re-application, and the authorized agencies shall be responsible for re-making a decision.

(七) 前款申復決定送達申復人前，申復人得準用前規定撤回申復。The grievant may withdraw the case before the arbitration decision is completed.

**二十四、** 申請人或行為人對本校之申復結果不服，得於接獲書面通知書之次日起三十日內，依下列規定提起救濟：Applicants or offenders who are not satisfied with the disposition of the re-application may petition for relief according to the following regulations within thirty days from the date following the date of receipt of the written notification:

(一) 校長、教師：依教師法之規定。Principals and teachers: regulations prescribed by the Teacher's Act shall apply.

(二) 職工：依性別工作平等法之規定。Staff: regulations prescribed by the Gender Equality in Employment Act shall apply.

(三) 學生：依規定向學校提起申訴。Students: regulations prescribed by the school shall apply.

**二十五、** 行為人違反性平法第三十條第四項規定而無正當理由者，由本校報請主管機關處新臺幣一萬元以上五萬元以下罰鍰，並得連續處罰至其配合或提供相關資料為止。

An offender who violates the fourth Paragraph of Article 30 without legitimate reasons shall be subjected to a fine not less than 10,000 New Taiwan Dollars and not more than 50,000 New Taiwan Dollars. The University shall report to the competent authority to impose the fine. Consecutive fines may be made until he or she cooperates or provides pertinent information.

**二十六、** 本要點經本校性平會及校務會議通過，陳請校長公告後實施，修正時亦同。These

Guidelines become effective after they are approved by the Gender Equity Education Committee and University Development Committee, and ratified by the President.

Amendments must follow the same procedure.

# 文藻外語大學學生操行成績考查辦法

## Wenzao Ursuline University of Languages Guidelines for Assigning Conduct Grades

94 年 04 月 20 日行政會議通過 Approved at the Executive Committee meeting on April 20, 2005 96 年 12 月 18 日行政會議修正通過 Amended at the Executive Committee meeting on December 18, 2007 99 年 04 月 20 日行政會議修正通過 Amended at the Executive Committee meeting on April 20, 2010 99 年 06 月 08 日學生事務會議修正通過 Amended at the Student Affairs Committee meeting on June 8, 2010 99 年 06 月 18 日行政會議修正通過 Amended at the Executive Committee meeting on June 18, 2010 99 年 07 月 19 日經校長核定通過 Ratified by the University President on July 19, 2010 100 年 06 月 14 日學生事務會議修正通過 Amended at the Student Affairs Committee meeting on June 14, 2011 100 年 07 月 28 日行政會議修正通過 Amended at the Executive Committee meeting on July 28, 2011 100 年 08 月 29 日經校長核定通過 Ratified by the University President on August 29, 2011 101 年 06 月 05 日學生事務會議修正通過 Amended at the Student Affairs Committee meeting on June 5, 2012 101 年 6 月 26 日行政會議修正通過 Amended at the Executive Committee meeting on June 26, 2012 101 年 07 月 14 日經校長核定通過 Ratified by the University President on July 14, 2012 102 年 7 月 29 日學生事務會議修正通過 Amended at the Student Affairs Committee meeting on July 29, 2013 102 年 08 月 06 日行政會議修正通過 Amended at the Executive Committee meeting on August 6, 2013 102 年 08 月 15 日校長核定通過 Ratified by the University President on August 15, 2013 102 年 12 月 17 日學生事務會議通過 Amended at the Student Affairs Committee meeting on December 17, 2013 103 年 01 月 07 日行政會議修正通過 Amended at the Executive Committee meeting on January 7, 2014 103 年 1 月 28 日經校長核定通過 Ratified by the University President on January 28, 2014 104 年 4 月 20 日學生事務會議修正通過 Amended at the Student Affairs Committee meeting on April 20, 2015 104 年 6 月 2 日行政會議修正通過 Amended at the Executive Committee meeting on June 2, 2015 104 年 7 月 1 日經校長核定通過 Ratified by the University President on July 1, 2015

第一條 為確保學生學習效果，建立學生行為規範並培養良好品格，特訂定「文藻外語大學學生操行成績考查辦法」（以下簡稱本辦法）。Article I. The Guidelines for Assigning Conduct Grades (hereinafter “Guidelines”) are enacted to ensure students’ learning results and behaviors so as to cultivate good character.

第二條 學生操行成績之評定，以導師評分再加減獎懲、勤缺分數後，合計實得總分即為學生當學期之操行成績。Article II. Student conduct scores for each semester are calculated based on the scores given by class supervisors and the points added or subtracted for recognitions and disciplinary actions or attendance and absence.

一、 學生操行之考核，於每學期結束前評定學生操行成績，再併入學生之獎懲計分、缺曠計分，予以加減核算。Article II. Student conduct scores for each semester are calculated based on the scores given by class supervisors and the points added or subtracted for recognitions and disciplinary actions or attendance and absence.

二、 操行成績計算基準如下：

(一) 一般生：基本分（82 分）±導師評分（±5 分）±獎懲分數-缺曠扣分+全勤分數（3 分）。1. Regular students: basic score of 82 points + class supervisor score (± 5 points) ± points for recognitions or disciplinary actions – points for absence + points for full attendance (3 points).

(二) 定期察看生：基本分（62 分）±獎懲分數-缺曠扣分+全勤分數（3 分）。

2. Students on probation: basic score of 62 + points for recognitions and disciplinary actions – points for absence + points for full attendance (3 points).

三、導師評分標準，以 82 分為基本分（並以+5 分至-5 分為評分範圍）。C. Scores given by class supervisors start at 82 as the basic score (within the range of plus or minus five points based on a student's daily behaviors, attitudes and character.

四、獎懲計分標準如下：D. Standards for recognitions and disciplinary actions:

(一) 嘉獎乙次加 1 分，小功乙次加 2.5 分，大功乙次加 7.5 分。1. For every commendation, one point is added. For every minor merit, 2.5 points are added. For every major merit, 7.5 points are added.

(二) 申誡乙次扣 1 分，小過乙次扣 2.5 分，大過乙次扣 7.5 分。2. For every warning, one point is deducted. For every minor demerit, 2.5 points are deducted. For every major demerit, 7.5 points are deducted.

五、勤缺考查計分標準如下：

E. Scoring standards for attendances and absences:

(一) 全學期末缺席者加 3 分。3 points added for a full attendance during the whole semester

(二) 升旗或早自修無故缺席者 1 次扣 0.5 分，遲到 1 次扣 0.3 分。0.5 point deducted for each absence from morning assemblies or self-studying time without reasons, and 0.3 point deducted for every late arrival.

(三) 上課及重要集會〈班、週會及學校慶典活動...等〉缺課〈席〉1 節扣 1 分。1 point deducted per hour for absence from classes or major assemblies (class or weekly meetings, school ceremonies, etc.).

(四) 上課及重要集會遲到或早退 1 次扣 0.3 分。0.3 point deducted every time for being late or leaving early from classes or major assemblies.

遲到、早退、曠課之界定：

Lateness, early leaving and absence:

**1.** 早自修：07 時 50 分至 08 時為遲到，08 時以後為缺席。

Morning self-studying time: arrival between 07:50 and 08:00 is considered as lateness. Arrival after 08:00 is regarded as absence.

**2.** 升旗：07 時 30 分至 07 時 40 分為遲到，07 時 40 分以後為缺席。

Morning assembly: arrival between 07:30 and 07:40 is considered as lateness. Arrival after 07:40 is regarded as absence.

**3.** 上課：上課鐘打完後 10 分鐘內為遲到；超過 10 分鐘為曠課，下課前

10 分內離開為早退。

Class: entering within 10 minutes of the ringing of the bell is considered as lateness. Entering 10 minutes late after the ringing of the bell is considered as absence. Leaving 10 minutes before the ringing of the bell is considered as early leaving.

(五) 病假每節扣 0.1 分，事假每節扣 0.2 分。0.1 point deducted per hour for medical leave, 0.2 point deducted per hour for personal leave.

(六) 經服務股長提報缺席勞作服務(且未按時完成請假及補掃程序)1 次扣 0.3 分，遲到(逾時 10 分鐘內)1 次扣 0.2 分。0.3 point deducted each time for absence from on campus service reported by service chief (and if the procedures for leave request and makeup hour are not completed on time); 0.2 point deducted each time for being late (10 minutes after the time)

第三條 學生操行成績之等第分五等：90 分以上為優等。80 分以上不滿 90 分者為甲等。70 分以上不滿 80 分者為乙等。60 分以上不滿 70 分為丙等。不滿 60 分者為丁等不及格。Article III. Conduct scores are categorized into five levels: Scores above 90 represent exceptional performance. Scores above 80 and below 90 points represent very good performance. Scores above 70 and below 80 points represent good performance. Scores above 60 and below 70 points represent average performance. Scores below 60 points represent failing performance.

第四條 導師執行學生操行成績考核，應廣集資料，力求真實客觀。專科部與大學部延修生由各系輔導教官評分；研究所延修生由所長評分。Article IV. When assigning conduct scores, class supervisors should gather information broadly and seek to be truthful and impartial. Students extending their studies beyond regulation time in Junior College and 4-year university programs are assigned grades by the advising military instructors. Graduate students extending their studies beyond regulation time are assigned grades by the chair of the graduate institute.

第五條 導師評定學生操行成績(±5 分)標準可依據學生日常生活綜合表現與校內外特殊表現為依據，其參照項目如下：Article V. When assigning conduct grades, class supervisors may consider students' daily behavior and exceptional actions on and off campus. Class supervisors may consider the following factors:

一、待人誠信 A. Actions of integrity

二、整潔習慣 B. Habits of tidiness and cleanliness 三、禮

節周到 C. Acts of courtesy and politeness 四、班級服務 D.

Service to the class

五、院系活動 E. Activities organized by the department or college

六、參與校內外競賽情形 F. Results of participation in competitions on and off campus

七、對學校聲譽之影響 G. Influence on the reputation of the University

第六條 學生操行之成績計算，以學期為單位，學生在校肄業期間所受之功過可抵並累積計算，但退學、開除學籍，不得以功過抵銷計算。Article VI. Conduct grades are given per semester. Awards received while enrolled at the University can be accumulated and offset disciplinary actions. However, awards may not be used to offset expulsions and revocations of student status.

第七條 操行成績評定結果載明於學期成績單。Article VII. Conduct grades are recorded on semester transcripts.

第八條 本辦法經學生事務會議及行政會議通過，陳請校長核定後施行，修正時亦同。Article VIII. These Guidelines become effective upon approval by the Student Affairs Committee and the Executive Committee, and ratification by the University President. Amendments must follow the same procedure.

# 文藻外語大學學生獎懲辦法

## Student Reward and Discipline Regulations of Wenzao Ursuline University of Languages

民國 87 年 07 月行政會議修訂通過  
Amended and approved at the Administration Meeting in July 1998  
民國 90 年 08 月 07 日行政會議修訂通過  
Amended and approved at the Administration Meeting on August 7, 2001  
民國 91 年 03 月 20 日行政會議修訂通過  
Amended and approved at the Administration Meeting on March 20, 2002  
民國 94 年 12 月 20 日行政會議修訂通過  
Amended and approved at the Administration Meeting on December 20, 2005  
民國 98 年 06 月 27 日校務會議修訂通過  
Amended and approved at the University Affairs Meeting on June 27, 2009  
100 年 01 月 08 日校務會議修訂通過  
Amended and approved at the University Affairs Meeting on January 8, 2011  
100 年 10 月 04 日學生事務會議修正通過  
Amended and approved at the Student Affairs Meeting on October 4, 2011  
102 年 4 月 30 日行政會議修訂通過  
Amended and approved at the Administration Meeting on April 30, 2013  
102 年 08 月 06 日行政會議修訂通過  
Amended and approved at the Administration Meeting on August 6, 2013  
102 年 09 月 06 日校務會議修訂通過 Amended and approved at the University Affairs Meeting on September 6, 2013  
102 年 9 月 30 日校長核定配合學校改名大學修訂法規名稱  
Ratified by the University President for Change of Document Title in concert with the University's Name Change on September 30, 2013  
102 年 12 月 17 日學生事務會議修訂通過  
Amended and approved at the Student Affairs Meeting on December 17, 2013  
103 年 06 月 07 日校務會議修訂通過  
Amended and approved at the University Affairs Meeting on June 7, 2014  
103 年 9 月 1 日教育部備查通過  
Reported to, and approved, by the Ministry of Education on September 1, 2014  
106 年 03 月 28 日學生事務會議修訂通過  
Amended and approved at the Student Affairs Meeting on March 28, 2017  
106 年 06 月 14 日校務會議修訂通過  
Amended and approved at the University Affairs Meeting on June 14, 2017  
106 年 9 月 4 日教育部備查通過  
Reported to, and approved, by the Ministry of Education on September 4, 2017

### 第一章 總則

#### Chapter 1 General Provisions

第一條 本校為鼓勵學生敦品勵學，培養優良校風，依據大學法第 32 條特訂文藻外語大學學生獎懲辦法(以下簡稱本辦法)。

Article 1 Wenzao Ursuline University of Languages (hereinafter referred to as “the University”) has enacted the Student Reward and Discipline Regulations (hereinafter referred to as “the Regulations”) according to Article 32 of the University Act to encourage students to conduct themselves in an appropriate manner and actively pursue their studies in order to create a good learning environment.

第二條 本辦法分獎勵、懲罰兩部份：

Article 2 The Regulations are divided into two sections, Reward and Discipline:

一、獎勵：區分為嘉獎、小功、大功或特別獎勵【獎品、獎金、獎狀、公開表揚】等。

1. Reward: Commendation, minor merit, major merit and special award (prize, monetary award, certificate, or public acknowledgement) may be granted.

二、懲罰：區分為申誡、小過、大過、定期察看、勒令休學、勒令退學、開除學籍等。

2. Discipline: Admonition, minor demerit, major demerit, probation, suspension, expulsion and revocation of student status may be issued.

三、學生之獎懲，除依本辦法所列各條規定辦理外，並應審酌下列因素而審定之：（一）動機與目的。

（二）態度與手段。

（三）行為之影響程度。

（四）行為判斷及控制能力。

3. In addition to all the rules set out in the Regulations, the following factors shall be considered for reward or discipline:

(1) Motive and purpose

(2) Attitude and approach

(3) Behavioral impact

(4) Judgment and self-control ability

因精神疾病所犯錯誤，得要求接受心理輔導或治療，並得減輕或免除其處分。

Students who commit mistakes caused by mental illness may request psychological counseling service or treatment; a lower level of, or no, disciplinary actions may be taken.

## 第二章 獎勵

### Chapter 2 Reward

第三條 學生行為有下列各款情形之一，予以記嘉獎乙次或兩次。

一、參加校內外各項競賽或活動，精神表現優良。

二、注重公德、熱心公益、愛護公物有具體事實。

三、擔任幹部表現優良。

四、生活言行簡約樸實、勤勞守法、服儀整齊，足資楷模。

五、其他相當於以上各款情事。

Article 3 One or two commendations may be granted for one of the following behaviors.

1. Demonstrate a positive attitude during participation in internal/external competitions or activities.

2. Do good deeds that demonstrate good moral character, show passion for volunteer work or protect public property.



3. Serve well as a class officer.
4. Set a good example by demonstrating honesty and regulatory compliance and dressing properly.
5. Good conduct equivalent to any descriptions above.

第四條 學生行為有下列各款情形之一，予以記小功乙次或兩次。

- 一、代表學校參加各項競賽或活動成績優良，有助於提高校譽。
- 二、倡導正當課外活動，成績優異。
- 三、見義勇為能保全團體或同學之利益。
- 四、校外生活行為足以表現校風，有具體事實。
- 五、擔任幹部負責盡職，有特殊優異表現。
- 六、其他相當於以上各款情事。

Article 4 One or two minor merits may be granted for one of the following behaviors.

1. Participate in a competition or activity on behalf of the University and achieve good results which improve the University's reputation.
2. Promote proper extracurricular activities and achieve good performance.
3. Bravely protect group or individual interests.
4. Actual behaviors outside the University which demonstrate the spirit of the University.
5. Fulfill a class officer's duty and achieve impressive performance.
6. Good conduct equivalent to any descriptions above.

第五條 學生行為有下列各款情形之一，予以記大功乙次或兩次，並得頒發獎狀或公開表揚。

- 一、有特殊之義勇仁愛行為，經查明屬實，足為全校學生模範。
- 二、提供優良建議，並能率先力行，增進校譽。
- 三、代表學校參加全國性或國際性比賽成績特優。
- 四、擔任社團【含組織】工作，對於樹立校譽有特殊貢獻。
- 五、其他相當於以上各款情事。

Article 5 One or two major merits may be granted with certificates or public acknowledgement for one of the following behaviors.

1. Special upright or brave behaviors which are verified as setting a good example for students of the University.
2. Provide good advice and take the lead in putting it into practice for improving the University's reputation.
3. Participate in national or international competitions on behalf of the University and achieve excellent results.
4. Complete club or organization tasks which make significant contributions to the University's reputation.
5. Good conduct equivalent to any descriptions above.

### 第三章 懲罰

#### Chapter 3 Discipline

第六條 學生行為有下列各款情形之一，予以記申誡乙次或兩次。

- 一、不遵守請假辦法或不假外出。
- 二、不良習性經屢誡不改。
- 三、禮貌不週，言行不檢，有失學生本分。
- 四、擾亂公共秩序或教學活動。
- 五、不履行班會規定或生活公約情節輕微。
- 六、遺失有關他人權益之資料、文件。
- 七、擔任班級幹部，未盡職責，影響工作推展。
- 八、無故未出席班級幹部訓練。
- 九、新生未依規定完成健康檢查。
- 十、其他相當於以上各款情事。

Article 6 One or two admonitions may be issued for one of the following behaviors.

1. Not follow the procedure for taking leave, or taking leave without permission.
2. Not correct bad behaviors after a number of warnings.
3. Misconduct such as impoliteness or saying inappropriate things.
4. Disturb public order or class in session.
5. Break class rules or agreements and cause small problems.
6. Lose information or documents related to someone's rights.
7. Not fulfill a class officer's duty and cause delay to progress.
8. Not receive class officer training without permission.
9. Not complete health examination according to relevant rules (for freshmen).
10. Misconduct equivalent to any descriptions above.

第七條 學生行為有下列各款情形之一，予以記小過乙次或兩次。

Article 7 One or two minor demerits may be issued for one of the following behaviors.

一、違反前條所列各款情事而情節嚴重。

1. Any behaviors stated in Article 6 causing serious problems

二、任意損害公物及合法張貼之公告、海報。

2. Vandalize public property or notice/poster approved.

三、違反考試規則，情節較輕微。

3. Break examination rules and cause small problems.

四、有虛偽意思表示或不實變更登載：

- (一)偽造、塗改個人請假事由。
- (二)冒用他人學號。

(三)唆使點名同學做不實登載或缺曠不予登記。

(四)做偽證欺瞞師長。

4. Deception or falsification:

(1) Falsify or change someone's reason for taking leave.

(2) Use another student's ID number.

(3) Instigate the student responsible for roll call to document false record, or not record a student's absence.

(4) Provide falsified evidence to deceive faculty or staff.

五、無照駕駛汽、機車及騎乘機車未戴安全帽。

5. Drive or ride without a license or helmet.

六、擅自接用電源使用電器設備或置放易燃危險物品，危害學校安全。

6. Connect electrical devices or store inflammable goods which compromise the University's safety.

七、年滿 18 歲於非吸菸區吸菸，或專科部一至三年級學生於校內任何場所吸菸，經查明屬實。

7. Verify that students over the age of 18 smoke in a non-smoking area or the first/second/third-year students of the 5-year junior college program smoke anywhere in the University.

八、毆打同學或互毆情節輕微。

8. Hit students or engage in fights and cause small problems.

九、攀爬牆壁或窗戶進出校區及宿舍。

9. Enter campus or a dormitory by climbing walls or windows.

十、在校外行為不檢有損校譽。

10. Misconduct outside the University that damages the University's reputation

十一、未善盡義務遺失有關組織權益之重要資料、文件，致使損害社團、組織財產。

11. Lose important information or documents related to the rights and interests of an organization leading to property loss or damage.

十二、未經允許，擅自利用學校任何資源從事非關學習、研究之活動或違法行為。

12. Use any resources of the University for non-learning/research activities, or illegal actions without permission.

十三、未經允許，擅自進入學校辦公室、資源教室及教師研究室。

13. Enter any office, resource classroom or faculty research office without permission.

十四、未經管理單位同意擅自帶非住宿生進入宿舍等處所或進入異性宿舍。進入寢室，加重處分。

14. Allow non-resident people to enter a dormitory or a dormitory for the opposite sex. (More serious disciplinary actions may be taken for entering a room.)

十五、強行佔用財物或拾獲物隱匿不報，據為己有。

15. Forcibly take possession of property or not reporting objects found.

十六、對他人騷擾或性霸凌，情節輕微。

1. Sexually harass or assault a person which causes small problems.

十七、違反智慧財產或校園網路使用規範，有下列情形經查獲：

2. Break rules of intellectual property or internet use on campus; it is verified that one of the following descriptions is true:

(一) 在校內推銷、販賣盜版光碟、影帶、書刊等違反著作權法或仿冒物品。

(1) Sell pirated DVDs, videos or books in compliance with the Copyright Act or counterfeit goods on campus.

(二) 未經允許開拆、以機器透視或以他法窺視他人之封緘、包裹信函、電子郵件、電腦檔案及隱匿他人之文書或圖書。

(2) Open someone's sealed letters, mails, packages, e-mails or electronic files to read the content/see what is inside; or hide someone's documents or books via devices or any other means without consent.

(三) 利用電腦網路惡意散佈不良資訊或破壞系統之正常運作。

(3) Maliciously disseminate false information or cause system fault via the internet.

(四) 以破解、盜用或冒用他人帳號及密碼或其他類似方式，未經授權使用網路資源。

(4) Decrypt, steal or fraudulently use (or any other similar means) a person's username and password to use internet resources without authorization.

(五) 侵犯他人智慧財產權，情節輕微。

(5) Infringement of intellectual property rights that causes small problems

十八、無故洩漏他人之帳號及密碼；冒用他人證件；將自己證件帳號借予他人使用，致使損害於他人。

3. Cause damage to a person by disclosing his/her username and password, fraudulently using his/her identity document or allowing others to use his/her own username and password.

十九、其它相當於以上各款情事。

4. Misconduct equivalent to any descriptions above.

第 八 條 學生行為有下列各款情形之一，予以記大過乙次或兩次。

Article 8 One or two major demerits may be issued for one of the following behaviors.

一、違反前條所列各款情事而情節嚴重。

1. Any behaviors stated in Article 7 causing serious problems.

二、考試作弊。

2. Cheat on an examination.

三、意圖篡改學校資訊系統資料。

3. Purposely change information in the information system of the University.

四、竊盜、賭博及酗酒行為，經查明屬實。

4. Theft, gambling or alcohol abuse which is verified

五、冒用或偽造師長或家長之文書、印章或簽名。

5. Fraudulently use or falsify a teacher or parent's document, stamp or signature.

六、以言語侮謾師長，侮辱、誹謗、脅迫他人情節較重。

6. Verbally insult faculty or staff; humiliation, defamation or threat causing serious problems.

七、校內外滋事，情節重大，有損校譽。

7. Cause problems outside the University which lead to serious consequences and ultimately harm the University's reputation.

八、未經允許擅自重製、公开展示、散布、洩漏、偽造、變更或破壞學校或他人電腦文件記錄、程式或磁碟檔案。具有本項行為而販售圖利加重處分。

8. Reproduce, publicly display, disseminate, disclose, falsify, alter or destroy electronic records, programs or disk files belonging to the University or a person without permission. (More serious disciplinary actions may be taken for making profit through aforementioned behaviors.)

九、於校園內發生妨害風化行為。

9. Act indecently on campus.

十、蓄意破壞學校公物、宿舍安全門鎖。

10. Purposely vandalize public property or door lock of a dormitory.

十一、對他人性騷擾或性霸凌，情節嚴重。

11. Sexually harass or assault a person which causes serious problems.

十二、利用電腦網路或其他方式，公然侮辱、毀謗、惡意攻訐學校或他人。散佈他人隱私圖片、照片加重處分，經變造亦同。

12. Publicly insult/defame or maliciously attack a person or the University by the internet or any other means. More serious disciplinary actions may be taken for disseminating or falsifying private images or photos.

十三、利用電腦網路或其他方式，散布詐欺、猥褻、騷擾、非法軟體交易或其他非法訊息。

13. Disseminate information regarding scams, obscenity, harassment, illegal software trade or violation by the internet or any other means.

十四、侵犯他人智慧財產權，情節嚴重。

14. Infringement of intellectual property rights that causes serious problems

十五、其他相當於以上各款情事。

15. Misconduct equivalent to any descriptions above.

第 九 條 學生行為有下列各款情形之一，予以定期察看。

一、 違反前條所列各款情事而情節嚴重。

二、 威脅恐嚇毆打師長及同學。

三、 不法持有或吸食麻醉禁藥或違禁毒品。

四、 操行成績不及格。

Article 9 A student may be placed on probation for one of the following behaviors.

1. Any behaviors stated in Article 8 causing serious problems.

2. Threaten or assault faculty and students.

3. Illegally possess or use prohibited anesthetics/drugs.

4. A failing grade of conduct.

第十條 學生行為有下列各款情形之一，予以勒令休學一年以上。

Article 10 A student may be suspended for 1 year or longer due to one of the following behaviors.

一、違反前條所列各款情事而情節嚴重。

1. Any behaviors stated in Article 9 causing serious problems.

二、參加校外非法集團。

2. Participate in any illegal external group.

三、偷竊行為，情節嚴重。

3. Commit serious theft.

四、操行成績不及格，且情節重大。

4. A failing grade of conduct that leads to serious consequences

五、故意縱火或危害公共安全。

5. Commit arson or acts of endangering public safety.

六、蓄意持械傷人。

6. Intentionally hurt people with any weapon.

七、觸犯刑法，經法院判處有期徒刑確定，緩刑不在此限。

7. Violate the Criminal Code and be sentenced to a fixed period of time (excluding suspended sentence).

八、在校期間，受定期察看處分連續二次或不知悔改。

8. Being placed on probation twice or not being repentant during study at the University.

第十一條 學生行為有下列各款情形之一，予以勒令退學。

一、觸犯刑法或相關法令，經法院判決須服刑。

二、不法販賣或製造毒品、安非他命或其他麻醉藥品。

三、對他人有性侵害、性霸凌、性騷擾之情事，經本校或檢調單位調查屬實。惟應屆畢業生於調查階段應保留當學期操行成績之評定，其畢業證書應暫緩核發至調查結果確定為止。

Article 11 A student may be expelled for one of the following behaviors.

1. Violate the Criminal Code or relevant regulations and receive a fixed sentence.

2. Illegally sell or produce drugs, amphetamine or other anesthetics.

3. The University or authority verifies that a student sexually abuses, bullies or harasses a person. For a graduating student, his/her conduct grade of the current semester and diploma will not be given until the investigation is completed with specific results.

第十二條 學生行為有下列各款情形之一，予以開除學籍。

一、假借、冒用、偽造或變造學經歷證件入學。

二、入學後經發現入學考試舞弊，經學校查證屬實。

Article 12 A student's status may be revoked for one of the following behaviors.

1. Borrow, falsely use, forge or falsify documents of educational background for admission.

2. Cheating on the admission examination is verified by the University after enrollment.

#### 第四章 相關規範

##### Chapter 4 Relevant Provisions

第十三條 學生單一行為，觸犯多項處分條文或其方法與結果有牽連關係，從重處斷。

Article 13 If a student's single action violates many rules or the approach and results are related, only the most serious disciplinary action will be taken.

第十四條 定期察看學生應受下列各款之限制：

一、 學生於定期察看執行前，應於開學後二週內由系教官偕同簽立保證書，並於二週內向諮商與輔導中心報到。定期察看期間，應接受諮商與輔導中心及軍訓室輔導。

二、 定期察看當學期操行成績以六十二分起算。

三、 定期察看期間，如再受記過以上之處分，即予以強制勒令休學。四、 當學期休學，則同時解除定期察看之處分，不延至復學後執行。

Article 14 The following rules shall be imposed for students placed on probation:

1. A student shall meet with the responsible military instructor to sign a letter of guarantee and report to the Counseling Center within 2 weeks after the semester begins. The student shall be guided by the Counseling Center and the Military Education Office during probation.

2. The base score of conduct for the semester under probation is 62.

3. If any demerits are issued or more serious disciplinary actions are taken during probation, compulsory suspension will be imposed.

4. A student is no longer placed on probation once suspension starts in the current semester. He/she will also not be placed on probation after returning to the University.

第十五條 學生違犯校規情有可原，得減輕其處分，但不適用累犯。

Article 15 Disciplinary actions for breaking rules of the University can be lightened for mitigating circumstances, but this article does not apply to repeat violators.

第十六條 學生獎懲紀錄均須記載於學生操行考核表。大功或小過以上，須另行通知其家長或監護人。

Article 16 Reward and disciplinary actions must be recorded in conduct evaluation form. Parents or guardians shall be notified of major merit or a higher level of recognition/minor demerit or more serious disciplinary actions.

第十七條 學生學期操行總成績得依其所受獎懲事項，按『文藻外語大學學生操行成績考查辦法』核計之。

Article 17 The final grade of conduct is subject to reward and disciplinary actions according to Wenzao Ursuline University of Languages Guidelines for Assigning Conduct Grades.

第十八條 學生獎懲處理程序：

一、 嘉獎及申誡之獎懲，大學部由簽報單位（人）簽請生活輔導組組長核定，專科部一至三年級則由副學生事務長核定。

二、 小功及小過之獎懲，由簽報單位（人）簽請學生事務長核定公布。三、 大功及大過以上之獎懲，均簽請校長核定公布。



四、屬情節重大者，由提報單位於事件發生後，提請學生獎懲委員會討論，並於議決後簽請校長核定。

五、小過以上之處分，檢附學生自述表，以示慎重，併同獎懲建議表會簽導師及有關人員。

Article 18 The procedure of granting reward or taking disciplinary actions:

1. For commendation and admonition, the responsible unit (person) reports a case concerning a student studying in the 4-year college program to the Head of the Student Assistance Section for approval, and a case concerning a student studying in the first/second/third year of the 5-year junior college program to the Associate Dean of Student Affairs for approval.
2. For minor merit/demerit, the responsible unit (person) reports the case to the Dean of Student Affairs for approval and disclosure.
3. Major merit/demerit or a higher level of recognition/more serious disciplinary actions shall be approved and announced by the President.
4. A serious case shall be reported to the Student Reward and Discipline Committee by the responsible unit for resolution that requires the President's approval.
5. If minor demerit is issued or a more serious disciplinary action is taken, a student's statement shall be provided to demonstrate careful handling. The statement and the handling advice form shall be signed by the homeroom teacher and staff involved.

## 第五章 救濟

### Chapter 5 Remedy

第十九條 凡受大過以下之處分且深具悔意者，得依本校學生違規銷過實施要點提出申請註銷處分紀錄，實施要點另訂之。

Article 19 A student who faces disciplinary actions less than major demerits and expresses deep remorse may request the deletion of disciplinary action records according to the Implementation Guidelines for Deletion of Disciplinary Action Record, which are established separately.

## 第六章 附則

第二十條 本辦法經學生事務會議通過，經校務會議審議及校長公告後實施，並報教育部備查，修正時亦同。

### Chapter 6 Supplementary Provisions

Article 20 The Regulations become effective after being approved at the Student Affairs Meeting, upon approval at the University Affairs Meeting and disclosed by the President. The Regulations are required to be reported to the Ministry of Education for future reference. Amendments must follow the same procedure.

# Wenzao Ursuline University of Languages Academic Calendar Year 2022

Passed at the Administration Meeting on 12 April 2022  
Amended by the Administration Meeting on 7 June 2022  
Revised by the Academic Affairs Office on 24 June 2022

## 2022- Fall Semester

Year	Month	Week	Calendar							Date (Day)	Events
			Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.		
2022	Aug.			1	2	3	4	5	6	1 (Mon.)	1. Beginning of the fall semester of the school year 2022. 2. Application for re-enrollment for the fall semester (1-4)
			7	8	9	10	11	12	13	8 (Mon.)	Application for minors, double majors, and programs (8-10) Wenzao's Camp of Junior College
			14	15	16	17	18	19	20	20 (Sat.)	1. Course selection for minors, double majors and programs (24-25) 2. First course selection for the new students (24-26)
			21	22	23	24	25	26	27	24 (Wed.)	
			28	29	30	31					
	Sep.						1	2	3	1 (Thu.)	1. Application to register in different course section (1-2) 2. Orientation for new recruits (1-2) 3. "Falling in Love with English Camp" for freshmen of the 4-Year College (1-3) 4. Make-up examination (Year 1-3 of the 5-Year Junior College)
										2 (Fri.)	
										5 (Mon.)	School preparation week (All teachers return to school) (5-6)
										6 (Tue.)	Professional Development Conference for Faculty (6-7)
										7 (Wed.)	Course selection for course retaking, course fulfilling and course reduction (7-10)
			4	5	6	7	8	9	10	8 (Thu.)	1. Deadline for tuition payment for the current students 2. Grade submission of the make-up examination 3. Sessions for counseling tutors
										9 (Fri.)	<b>Compensatory Holidays for Mid-Autumn Festival</b>
										10 (Sat.)	<b>Mid-Autumn Festival Holiday</b>
										11 (Sun.)	1. Deadline for entering course Syllabi 2. Deadline for entering Office Hour 3. Uploading of digital teaching materials to Wenzao Cloud E-Learning
		1	11	12	13	14	15	16	17	12 (Mon.)	1. <b>Courses begin (opening ceremony in the morning; classes begin in the afternoon)</b> 2. Application to cross-register (12-14) 3. Course selection (in written form) (12-16) 4. Second online course adding/dropping for the whole school (12-18) 5. Sharing of teaching experience of the beginning of the semester (9/12-10/2)
										14 (Wed.)	Application to register for course overload (14-16)
		2	18	19	20	21	22	23	24	21 (Wed.)	Drill for National Disaster Prevention Day
		3	25	26	27	28	29	30		23 (Fri.)	Application of graduation in advance
										26 (Wed.)	1. Honoring ceremony for Exemplary Teachers 2. Blessing ceremony for freshmen of the 2-Year College
		4	2	3	4	5	6	7	8		
		5	9	10	11	12	13	14	15	10 (Mon.)	<b>National Day</b>
										11 (Tue.)	Application for course withdrawing (10/11-12/2)
										12 (Wed.)	Blessing ceremony for freshmen of the 5-Year Junior College
		6	16	17	18	19	20	21	22	21 (Fri.)	1. Deadline for refunding 2/3 of the tuition to students in temporary suspension or discontinuance 2. Anniversary Thanksgiving Mass 3. St. Ursula's Day
		7	23	24	25	26	27	28	29	24 (Mon.)	Mid-term feedbacks on teaching (10/24-11/13)
										26 (Wed.)	Blessing ceremony for freshmen of the 4-Year College
		8	30	31						28 (Fri.)	Deadline of submitting mid-term exam questions
	Nov.	9			1	2	3	4	5	7 (Mon.)	<b>Mid-term exam week (7-13)</b>
										9 (Wed.)	Mid-term Meeting
		10	13	14	15	16	17	18	19	19 (Sat.)	1. CSDEPT: Listening, Usage & Reading Test (Year 2-4 of the 5-Year Junior College)(TBD) 2. Mountaineering and hiking activities junior college freshmen
										20 (Sun.)	Deadline for entering mid-term exam grades (Year 1-3 of the 5-Year Junior College)
		11	20	21	22	23	24	25	26	25 (Fri.)	Online transcript inquiry is made available (Year 1-3 of the 5-Year Junior College)
										26 (Sat.)	<b>Election polling day</b>
		12	27	28	29	30				27 (Sun.)	Deadline for entering the mid-term alert list
	Dec.									28 (Mon.)	1. The mid-term transcripts are mailed (Year 1-3 of the 5-Year Junior College) 2. Christmas Tree Light Up
		12					1	2	3	2 (Fri.)	Deadline for refunding 1/3 of the tuition to students in temporary suspension or discontinuance
										10 (Sat.)	1. Wenzao School Fair 2. Alumni Homecoming Day (The 2th/12th/22th/32th Classes of the 5-Year Junior College + the 2th Class of the 2-Year College + The 4th Classes of the 2-Year Junior College)
		14	11	12	13	14	15	16	17	12 (Mon.)	<b>Compensatory Holidays for Wenzao School Fair</b>
										19 (Mon.)	1. Application for course withdrawing (12/19-1/13) 2. Receiving favorable evaluations from advisers (12/19-1/1)
		15	18	19	20	21	22	23	24		3. Final student conduct scores assessment and student recognition and discipline assignment (12/19-1/13)
										21 (Fri.)	Morning Star Carriers
2023	Jan.									24 (Sat.)	Christmas Eve Mass
										25 (Sun.)	1. Christmas 2. Christmas Day Mass
		16	25	26	27	28	29	30	31	26 (Mon.)	1. Course selection for the next semester (26-28) 2. Deadline for submitting the final exam questions
										1 (Sun.)	<b>New Year's Day</b>
		17	1	2	3	4	5	6	7	2 (Mon.)	<b>Compensatory Holidays for New Year's Day</b>
										6 (Fri.)	Application deadline for temporary suspension at the end of this semester
										7 (Sat.)	Make-up workday (for the Bridge holiday on 20 Jan.)
		18	8	9	10	11	12	13	14	9 (Mon.)	<b>Final exam week (9-15)</b>
										10 (Tue.)	Application deadline for thesis proposal and thesis oral defense
										15 (Sun.)	<b>Classes end</b>
			15	16	17	18	19	20	21	16 (Mon.)	1. <b>Winter vacation begins</b> 2. First online course adding/dropping for the spring semester for the whole school (16-19)
										20 (Fri.)	<b>Bridge holiday (Make-up work on 7 Jan.)</b>
										21 (Sat.)	<b>Chinese New Year (1/21-1/29)</b>
			22	23	24	25	26	27	28	27 (Fri.)	1. St. Angela's Day 2. Deadline for entering semester grades (including physical education) 3. Bridge holiday (Make-up work on 4 Feb.)
										28 (Sat.)	Whole Campus maintenance
			29	30	31					31 (Tue.)	End of the fall semester of the school year 2022

If there is any change, please refer to the announcement by Office of Academic Affairs as the amendment.



# Wenzao Ursuline University of Languages Academic Calendar Year 2022

Passed at the Administration Meeting on 12 April 2022

Announced at the Administration Meeting on 7 June 2022

Revised by Decision: The President's Office (2022) 11/000/001 on 24 June 2022

## 2022- Spring Semester

Year	Term	Week	Calendar							Date (Day)	Events
			Sun	Mon	Tue	Wed	Thu	Fri	Sat		
2022	Feb					1	2	3	4	1 (Wed.)	1. Beginning of the spring semester of the school year 2022 2. Application for re-enrollment for the spring semester (1-3) 3. Application for minors, double majors and programs (1-2)
										2 (Fri.)	Online transcript inquiry is made available
			5	6	7	8	9	10	11	4 (Sat.)	Make-up workday (for the Bridge holiday on 23 Jan.)
										6 (Mon.)	The semester transcripts are mailed
										13 (Mon.)	Course selection for minors, double majors and programs (13-14)
			12	13	14	15	16	17	18	15 (Wed.)	1. Make-up examination (Year 1-3 of the 5-Year Junior College) 2. Application to register in different course sections (15-16)
										17 (Fri.)	1. Grade submission of the make-up examination 2. Deadline for tuition payment 3. Course selection for course retaking, course fulfilling and course reduction (17-26)
										19 (Sun.)	1. Deadline for entering course Syllabi 2. Deadline for entering Office Hour 3. Uploading of digital teaching materials to Wenzao Cloud E-Learning
		1	19	20	21	22	23	24	25	20 (Mon.)	1. Classes begin 2. Application to cross-register (20-22) 3. Course selection (in written forms) (20-24) 4. Second online course adding/dropping for the whole school (20-26) 5. Sharing of teaching experience of the beginning of the semester (2/20-3/12)
										22 (Wed.)	register for course overload (22-24)
	Mar	2	26	27	28					27 (Mon.)	Bridge holiday/Compensatory Holidays for CSEPT on 8 May
										28 (Tue.)	Peace Memorial Day
		3				1	2	3	4	1 (Wed.)	Workshop for all counseling tutors
		4	5	6	7	8	9	10	11	3 (Fri.)	Application of graduation in advance
			12	13	14	15	16	17	18		
		5	19	20	21	22	23	24	25	20 (Mon.)	Application for course withdrawing (3/20-5/24)
										25 (Sat.)	1. Make-up workday/school-day (for the Bridge holiday on Monday, 6/1 Apr.) 2. The original classes on Saturday will be made-up by teachers at another time
		6	26	27	28	29	30	31		29 (Wed.)	Rehearsal for the School sports day (from 15:00-17:00)
										31 (Fri.)	1. School sports day 2. Deadline for refunding 2/3 of the tuition to students in temporary
		7								1 (Mon.)	Bridge holiday (Make-up work on 25 Mar.)
2023	Apr									4 (Tue.)	Children's Day
			2	3	4	5	6	7	8	5 (Wed.)	Tomb-Sweeping Day
										6 (Thu.)	1. Deadline of submitting mid-term exam questions 2. Mid-term feedbacks on teaching (6-22) 3. Receiving favorable evaluations from advisers (4/6-5/1) 4. The Paochou Triathlon (6-8)
		8	9	10	11	12	13	14	15	9 (Sun.)	Easter
		9	16	17	18	19	20	21	22	17 (Mon.)	Mid-term exam week (17-23)
										19 (Wed.)	Mid-term Monitor Meeting
		10	23	24	25	26	27	28	29	26 (Wed.)	1. Job Fair on Campus 2. Easter concert
		11	30							30 (Sun.)	Deadline for entering mid-term exam grades (Year 1-3 of the 5-Year Junior College)
										1 (Mon.)	Bridge holiday/Compensatory Holidays for CSEPT on 7 May
		11	1	2	3	4	5	6		5 (Fri.)	Online transcript inquiry is made available (Year 1-3 of the 5-Year Junior College)
2023	May									6 (Sat.)	1. Deadline for entering the mid-term alert list 2. CSEPT: Spelling Test (For all 1st & 2nd Year students of 4-Year College) (TBD) 3. CSEPT: Listening, Usage & Reading Test (For all students of 5-Year Junior College/2-Year College/4-Year College) (TBD)
		12	7	8	9	10	11	12	13	7 (Sun.)	4-Year College) (TBD) 2. CSEPT: Writing Test (For all 1st & 2nd Year students of 4-Year College) (TBD)
										8 (Mon.)	1. The mid-term transcripts are mailed (Year 1-3 of the 5-Year Junior College)
										12 (Fri.)	Deadline for refunding 1/3 of the tuition to students in temporary suspension or discontinuance
		13	14	15	16	17	18	19	20	15 (Mon.)	Entering semester grades of student conduct scores assessment and student recognition and discipline assignment (15-27)
										17 (Wed.)	Addressed Ceremony
		14	21	22	23	24	25	26	27		
		15	28	29	30	31				28 (Mon.)	Final student conduct scores assessment and student recognition and discipline assignment (5/29-6/16)
										2 (Fri.)	1. Final feedbacks on teaching (2-18) 2. Application deadline for temporary suspension for the graduating 3. Deadline for submitting the final exam questions
		16	4	5	6	7	8	9	10	5 (Mon.)	1. Course selection for the next semester (5-8) 2. Final exam week for the graduating students (5-11)
2023	Jun									10 (Sat.)	1. Graduation ceremony 2. Academic investiture ceremony
										12 (Mon.)	Course review for the graduating classes; teachers can apply for course rescheduling (12-19)
										14 (Wed.)	Application deadline for temporary suspension at the end of this semester
		17	11	12	13	14	15	16	17	15 (Thu.)	Final exam week for the current students (15-21)
										17 (Sat.)	1. Make-up workday/school-day (for the Bridge holiday on Friday, 23 Jun.) 2. The original classes on Saturday will be made-up by teachers at another time
										18 (Sun.)	Deadline of entering semester grades of the graduating classes (including physical education)
		18	18	19	20	21	22	23	24	19 (Mon.)	Course review for the graduating classes; teachers can apply for course rescheduling (19-25)
										22 (Thu.)	Dragon Boat Festival
										23 (Fri.)	Bridge holiday (Make-up work on 17 Jun.)
										25 (Sun.)	Classes end
2023	Jul									26 (Mon.)	Summer vacation begins
										30 (Fri.)	Diplomas available to be collected by the graduates
										1 (Mon.)	Deadline for entering semester grades of the current students (including physical education)
		2	3	4	5	6	7	8		3 (Mon.)	Final online course adding/dropping for the fall semester of the next school year for the whole school (3-6)
										7 (Fri.)	Online transcript inquiry is made available
		9	9	10	11	12	13	14	15	10 (Mon.)	1. The semester transcripts are mailed 2. Application deadline for thesis proposal and thesis oral defense
2023	Aug									15 (Sat.)	Whole Campus maintenance
										31 (Mon.)	End of the spring semester of the school year 2022

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