

Key Points of Academic Practice for Chinese Language Preparatory Students of Fooyin University's International Foundation Program

Established at the 10th administrative meeting of academic year 2024 on June 26, 2025

- I. The International Foundation Program of Fooyin University (hereinafter referred to as the “University”) recruits overseas students in accordance with the Ministry of Education’s “Implementation Plan for Expanding the Enrollment of Overseas Chinese, Hong Kong, Macao, and Foreign Students in Key Industry Fields.” The “Key Points of Academic Practice for Chinese Language Preparatory Students of Fooyin University’s International Foundation Program” (hereinafter referred to as the “Key Points”) are formulated in order to standardize the academic status, tuition and miscellaneous fees, course continuity, and Chinese language testing reward mechanism of Chinese language preparatory students (hereinafter referred to as “preparatory students”) in the International Foundation Program (hereinafter referred to as the “Foundation Program”).
- II. Admission Qualifications:
 - (I) Those who meet the requirements of international students, Hong Kong and Macao students, and overseas compatriot students in the “Regulations Regarding International Students Undertaking Studies in Taiwan,” “Regulations Regarding Hong Kong and Macao Residents Undertaking Studies in Taiwan,” and “Regulations Regarding Study and Counseling Assistance for Overseas Compatriot Students in Taiwan,” and have the qualifications to enroll in bachelor’s degree programs.
 - (II) The application to study in a foundation program in Taiwan is limited to once per person. In case of special circumstances causing interruption, another application may be submitted with the approval of the Ministry of Education.
- III. Admission Review:
 - (I) After the applicant passes the qualification review by the department and by the admissions committee, the foundation program will issue a conditional admission permit to the preparatory student, and submit the admission list by letter to the Ministry of Education. The Ministry of Education will then forward the letter to the Consular Affairs Bureau of the Ministry of Foreign Affairs, and inform all foreign embassies and offices.
 - (II) If the proof documents for admission application submitted by the student are forged, falsely used, or altered, the University will revoke the admission qualification after investigation. For a student who has already been admitted, the University will revoke the academic status and not issue any relevant academic certificate. If the fact is discovered after graduation, the University will revoke the graduation qualification and rescind the diploma.
- IV. Academic Regulations on Learning:
 - (I) The study period for preparatory students is limited to one year, during which they are only allowed to take Chinese language courses while summer study is unavailable. During the academic period, 20 hours of study are required per week, and a total of 720 hours should be completed in an academic year. For those who reapply for admission to the foundation program in accordance with paragraph 2 of Article 2 above, their previous study hours will not be recognized, and they will still need to retake 720 hours of study within one year.
 - (II) The academic performance evaluation of preparatory students includes regular tests and homework. The evaluation standards and methods are to be formulated by each class teacher according to the actual needs of the course and published in the curriculum.
 - (III) Preparatory students who meet any of the following conditions may be allowed to take make-up exams. The make-up exam for a subject in the academic period and the score calculation shall be handled in accordance with the “Examination Rules of Fooyin University.”

1. The student is hospitalized due to illness during the exam period, with a hospital certificate presented and a leave approval obtained.
 2. The student is unable to participate in the exam during the exam period due to bereavement leave, public leave, or a *force majeure* event (relevant proof required).
- (IV) Preparatory students who cheat during exams will be punished after verification according to the “Regulations on Rewards and Punishments for Students of Fooyin University.”
- (V) Preparatory students who are absent due to unforeseeable circumstances may apply for leave in accordance with the “Leave Application Guidelines for Students of Fooyin University.” Those who are approved for leave (excluding public leave) will be considered to have missed class, while those who are absent with no leave application or permission will be deemed absent without leave. There will be roll calls for each class during the Chinese language preparatory period, and a student who is absent from class for 45 hours in a semester will be expelled from school, and after completing the expulsion process, the information will be reported to the National Information Management System for Overseas Students in Colleges and Universities.
- (VI) If contact with a preparatory student has been lost, and the student still cannot be found after 72 hours of searching upon reporting to the School Safety System of the Ministry of Education and the Kaohsiung Special Duty Team of the Southern District Affairs Division of the Immigration Agency, Ministry of the Interior, or if a preparatory student has a cumulative record of two reported loss of contact, then the student will be expelled and reported to the National College Overseas Student Data Management Information System after completion of the expulsion process.
- (VII) Preparatory students who have studied in the foundation program for one year and have reached basic level A2 or above in the Test of Chinese as a Foreign Language (TOCFL) in listening and reading must transfer to their original department of admission for study. Those who fail to reach TOCFL A2 will be expelled by the University and may not continue their studies in the foundation program, and will also be reported to the National College Overseas Student Data Management Information System after completion of the expulsion process.
- (VIII) The credits of Chinese language courses taken by preparatory students will not be recognized for graduation. Students who have reached basic level A2 or above in TOCFL in listening and reading will be transferred to the formal bachelor’s program for further studies.
- (IX) Preparatory students are not allowed to transfer to other departments or schools, or suspend schooling during the Chinese language course study period. However, if there is a need to transfer to another department during the period of the formal bachelor’s program, the student must complete at least one year of study in the enrolled department before applying to transfer to another department that offers an international foundation program (including the four-year day class of the Department of Gerontological and Long-Term Care Business, Department of Environmental Engineering and Science, Department of Biotechnology and Green Industry, and Department of Information Technology and Management).
- (X) After transferring to the formal bachelor’s degree program, the requirements for preparatory students’ retention of their admission qualifications, registration, course selection, study period, credits, exams, performance evaluations, absenteeism, suspension, withdrawal, expulsion, transfer to another department (group), minor, dual major, double registration, graduation (degree granting), and other study related matters shall be handled in accordance with the “Student Enrollment Rules of Fooyin University.”

V. Chinese Language Testing Reward:

To be processed according to the “Implementation Guidelines for Chinese Language Awards for Students of Fooyin University.”

VI. Work Permit:

During the study period of the foundation program, preparatory students may apply for a work permit from the Ministry of Labor as general degree students, and comply with the legal regulation that “during the semester, part-time jobs after class are limited to 20 hours per week, with no restrictions during winter and summer vacations.”

VII. Standards for Collection and Refund of Tuition and Miscellaneous Fees:

- (I) During the study period of the foundation program, the tuition and miscellaneous fees for preparatory students shall be charged according to the regulations in the enrollment brochure. Starting from the first semester after entering the department, the tuition and miscellaneous fees shall be paid according to the standards of the department. However, the tuition and miscellaneous fees will be waived for the second semester after entering the department.
- (II) The withdrawal and refund standards for preparatory students shall be handled in accordance with the prescribed timeline for students with general student status. However, only those who have completed the first semester without any outstanding fees may register for the second semester, and the same requirement applies when entering the department. Those who fail to pay tuition or miscellaneous fees in accordance with the regulations will be expelled.

VIII. When registering as a preparatory student, the new student should provide medical and injury insurance that is valid for at least six months from the date of entry. If the insurance certificate mentioned in the preceding paragraph is issued by a foreign institution, it should be verified by the embassy or consulate abroad.

IX. Any matters not covered in the Key Points shall be handled in accordance with the relevant laws and regulations of the Ministry of Education and the University.

X. The Key Points have been approved by the administrative meeting and released for implementation after being approved by the President. The same procedure applies when making revisions.