

## **Guidelines for Operation of Providence University Chinese Language Education Center**

Adopted by the first time administrative meeting on March 5, 1997  
Amended and adopted by the second time college meeting on April 13, 2010  
Amended and adopted by the third time executive board on April 28, 2010  
Amended and adopted by the third time administrative meeting on May 12, 2010

Article 1 The guidelines are enacted in accord with the Ministry of Education's "Regulations on Foreign Students Arriving in Taiwan for Studying" and relevant rules.

Article 2 Coordinating with the educational policy of Ministry of Education to promote Chinese culture and advance international exchanges, under the circumstances of not affecting the teaching, this University may recruit foreign students to teach Chinese language. Application eligibility is as follows:

- (I) Foreign students, Chinese-foreign students and overseas students permitted by our national government to come to Taiwan to attend the graduate institutes, universities, secondary schools.
- (II) Foreigners who have above middle school education degrees, possessing alien residence permits or student visitor visas.
- (III) Foreign students who have legal guardians in Taiwan, have degrees graduating from primary school may, depending on the actual situation, be admitted to the center.
- (IV) Those who have academy-industry cooperation plan with this University will be prioritized in consideration.

Article 3 To apply to learn Chinese language in this University, you should send the following documents:

- (I) One admission application form and two photos.
- (II) Diploma and transcripts of highest education degree certificate.
- (III) Bank financial certificate.
- (IV) Photocopy of the passport or alien residence permit.

Article 4 The application procedures for learning Chinese language in this University are as follows:

- (I) New students: foreign students or expatriates abroad shall provide the qualified files stipulated by the third point, email or mail to the Chinese Language Education Center, or transfer via our country's overseas missions or the relevant representative bodies. After review and approval we shall issue admission certificates (acceptance letters). Foreigners who have obtained alien residence permits must reach this University to apply in person.
- (II) Chinese-foreign students and overseas students: overseas Chinese applicants may send the application file directly to our country's overseas missions, forwarded to the Ministry of Education by the units. Overseas Chinese who have arrived in Taiwan have to bring the application documents to apply to the Overseas Community Affairs Council.
- (III) Old students: are required to hand in an application form, two photographs, photocopy of passport or alien residence permit.

Article 5 All foreign students who are approved to enroll have to hold an issued admission certificate, to apply to the overseas mission visa section for the issuance of the "visitor visas", of which the longest validity period are six months. Every two months they are required to apply for a visa extension at each local National Immigration Agency. Those who have enrolled in the Chinese Language Center recognized by the Ministry of Education for four months have to prepay the over four-month tuition. Those who hold certificates of enrolment, the attendance and absence records and medical health checkup certificates can get to the Ministry of Foreign Affairs Entry and Exit Management Affairs Bureau to apply for "resident visas", of which the maximum effective period are two years.

Article 6 Before the end of November each year, list of enrolled foreign students should be sent to Ministry of Education, the International Culture and Education Office for approval and reference.

Article 7 Offer total of four periods and summer classes annually: the first period (September to November), the second period (December to February), the third period (March to May), the fourth period (June to August), and summer school (July to August, a total of two months). The number of classes per week 15 hours, the classes are divided into primary, intermediate and advanced language courses, and we may, depending on the actual needs of the students, offer other language and culture associated courses.

Article 8 Criteria to charge fees: in accordance with the number of total teaching time for the whole term to count total amount, and depending on the actual situation, petition for the adjustment. When foreign Catholic missionaries (priests, nuns, monks, etc.) apply to this

center for learning Chinese, if submitting Catholic orders superior's handwritten letters or recommendation letters from bishop of the local diocese, they are entitled to learn Chinese for free for six months.

Article 9 Chinese Language Center should note the student life and schoolwork counseling, the attendance and absence conditions, assessment and contact and other related matters. Their school work and life should be governed by the laws and regulations related to the University.

Article 10 This Regulation comes into force after adopted by the college meeting, and sending to administrative meeting for approval and reference. This applies to any amendments thereto.