

# Ming Chuan University Guidance Guidelines for Overseas Chinese Students

Revised and passed at the Student Affairs Committee Meeting on May 23, 2002

Revised and passed at the 86<sup>th</sup> Administrative Council Meeting on June 22, 2009

Revised and passed at the 259<sup>th</sup> Administrative Council Meeting on June 10, 2013

## 1. Basis:

To organize counseling activities for Overseas Chinese students and assist them in life and school work, these regulations are established in accordance with Regulations Regarding Study and Counseling Assistance for Overseas Chinese Students in Taiwan outlined in Tai (3) 1010198825C issued by the Ministry of Education on October 31, 2012.

## 2. Guidance Objectives:

- (1) To create an Overseas Chinese education ethic and to implement Chinese education.
- (2) To raise knowledge about Chinese culture and to rouse a sense of patriotism.
- (3) Students should be helped to adjust to university regulations so that they may concentrate on their studies.
- (4) To promote a balance between heart and mind and to encourage the normal development of interpersonal relations.

## 3. Guidance Essentials:

### (1) Course Guidance:

- A. Set up Chinese and fundamental courses for Overseas Chinese if six or more students wish to take a course. Matters regarding schoolwork counseling and arrangements for classes and faculty members are processed in accordance with the regulations specified by the Academic Affairs Division.
- B. Overseas Chinese students shall add and drop courses during the course selection period announced by the Academic Affairs Division every semester.

- C. Courses opened for athletic teams' training are also provided as fundamental courses for overseas Chinese students in 1<sup>st</sup>- and 2<sup>nd</sup>-year.
  - D. Overseas and Mainland Chinese Students Service Section is responsible to discuss with Teaching and Learning Resources Center about tutoring for overseas Chinese students with special needs after regular classes. For example, provide after-class tutoring for students with lower Mandarin Chinese proficiency.
- (2) Health Insurance:
- A. According to the National Health Insurance Law, Overseas Chinese (including students from Hong Kong and Macao) and foreign students undertaking studies in Taiwan must enter National Health Insurance. Initial day: 6 months from beginning of residence.
  - B. Overseas Chinese students shall apply for coverage under Medical and Accidental Insurance for Foreign Students, handled by the Overseas Compatriot Affairs Commission, in the first 6 months upon arrival.
- (3) On-campus work-study: In order to appropriately care for Overseas Chinese in financial difficulty, overseas Chinese students may apply for work-study opportunities in accordance with Procedures of Work-Study Program for Overseas Chinese in Financial Need of Overseas Compatriot Affairs Commission and Ming Chuan University. Upon being reviewed by the Overseas and Mainland Chinese Students Service Section, students applying for work-study can receive priority.
- (4) Off-campus work-study:
- A. Overseas Chinese students who wish to seek off-campus employment shall apply for an Off-campus Work Permit in accordance with the Employment Service Act. Applicants shall prepare the following documents to obtain the university's approval and send them to the Council of Labor Affairs for review and issuance of the work permit.
    - a. Application form
    - b. Photocopy of student ID card, ARC and passport
    - c. Academic transcript of latest academic year
    - d. Original postal remittance receipt for examination fee (NTD\$100 per person)

- (5) Assistantships for Overseas Chinese students in financial difficulty: To assist those needy and hard-working Overseas Chinese students, assistantships were established in accordance with the Order of Tai-Qiao-Zi No. 1010233513B on December 12, 2012, Guidelines for Granting Subsidy by the Ministry of Education to Needy Overseas Chinese Students at Senior High School or Above. Applicants must fill out the application within the specified period and send it to the review committee for review. Recipients will receive monthly assistantship stipends.
- (6) On-campus Scholarships for Students in Financial Need:
- A. In accordance with the Procedures for Scholarships and Assistantships, Overseas Chinese students who meet the following requirements are eligible applicants for the scholarships. Recipients must be reviewed by the Overseas and Mainland Chinese Students Service Section and the Scholarship Review Committee for approval.
- a. Have an academic average of 75 or above in the previous semester
  - b. Have a conduct grade of 84 or higher
  - c. The maximum number of recipients for each academic year is limited to 20% of the total number of Overseas Chinese students. The number of scholarship recipients of each School will be calculated based on the percentage of applicant numbers by School. Then, students will be selected based on their academic grades. The results of preliminary review will be sent to Scholarship Review Committee for final review. Each recipient will be awarded a scholarship of 8,000NTD.
- (7) Off-campus Scholarships:
- A. OCAC Scholarship for Outstanding Overseas Chinese College Students
- a. The OCAC established scholarship guidelines for outstanding Overseas Chinese students as an encouragement for their studies.
  - b. Overseas and Mainland Chinese Students Service Section is responsible for the application and review affairs in accordance with orders issued by Overseas Compatriot Affairs Commission.

The results will be sent to the president for approval and submitted to OCAC for ratification.

B. OCAC Scholarships Donated by Overseas Chinese

- a. To cultivate outstanding Overseas Chinese students, the Overseas Chinese Affairs Commission organizes the donated scholarships offered by Overseas Chinese and other donors.
- b. Overseas and Mainland Chinese Students Service Section is responsible for the application and review affairs in accordance with orders issued by Overseas Compatriot Affairs Commission. The results will be sent to the president for approval and submitted to OCAC for ratification.

(8) Assistance in conducting procedures for entering and leaving the country.

(9) Activity Guidance:

- A. Hold irregular workshops, visits, and seasonal festivities; promote cohesion and mutual understanding, and timely release of studying pressure.
- B. Seasonal Festivities: To release students' homesickness and allow them to feel the holiday atmosphere, the university organizes dinner parties and folk activities during cultural festivities, such as Dragon Boat Festival, Moon Festival, Winter Solstice and Chinese New Year.
- C. Root-seeking: The University arranges visits, holds Mandarin speech contests and theme activities to help Overseas Chinese students better understand Chinese culture.
- D. Knowing Taiwan: To introduce the beauty of Taiwan to Overseas Chinese students, the university arranges cultural sight-seeing trips during summer/winter vacation.

4. Upon being approved at the Administrative Council Meeting and approved by the president, these guidelines were implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***