

# **Regulations for Establishment of Xue-Wen Scholarship and Selection of Scholarship Recipients by I-Shou University**

Adopted by the Scholarship Review Committee on April 26, 2000

Amendments adopted on April 30, 2008 at the fifth meeting of the University Administration Council at the second semester of the academic year 2007

Amendments to the Regulations ratified and promulgated by the President on February 8, 2010

Amendments to the Regulations ratified and promulgated by the President on April 12, 2011

## **Chapter One General Principles**

- Article 1 The establishment of the Xue-Wen Scholarship Program aims to promote cross-strait academic exchanges and interactions.
- Article 2 The University offers scholarships to three different categories: exchange delegations, study tours and study missions.
- Article 3 A Scholarship Review Committee (hereinafter referred to as the “Committee”) is established to take charge of matters related to the Program. Committee members include: President, Vice President, Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Dean of International Affairs, Secretary-General, Director of Continuing Education, college deans, and Director of Accounting. The President also serves as the chairperson.

## **Chapter Two Exchange Delegations**

- Article 4 To apply for participation in an exchange delegation, students shall receive a semester grade of 60 or higher and a conduct score of 80 or higher for the most recent semester, and at the same time have no disciplinary records.
- In principle participants shall bear all expenses related to participation in an exchange delegation.
- There is no limit in the number of times a student can participate in exchange

delegations. However, students are allowed to participate only once if the Committee decides to offer subsidies on airline ticket fares, accommodation and meal expenses, local transportation expenses, expenses for visits, insurance premiums, etc.

Article 5 Qualified applicants shall submit an application form, an affidavit, and a transcript for the most recent semester.

Article 6 The Committee is responsible for reviewing scholarship applications and deciding the total number of participants in every exchange delegation.

Article 7 The University and the Committee will decide whether to subsidize participants' airline ticket fares, accommodation and meal expenses, local transportation expenses, expenses for visits, insurance premiums and the like by taking the annual university budget into consideration.

Participants shall bear any other expenses not mentioned in the foregoing paragraph.

### Chapter Three Study Tours

Article 8 The expenses related to a study tour may be fully subsidized, partially subsidized or undertaken fully by participants.

Article 9 Application Qualifications:

1. Fully Subsidized Study Tours:

- a. The Office of Student Affairs may recommend outstanding new enrollees to the Committee: those who receive a band score of 50 or higher in the General Scholastic Ability Test, or are ranked among the top 29% (rounded up to an integer) in terms of the original results of the Department Required Test.
- b. The Office of Student Affairs may recommend cadres at or above the level of first-level head of the Students' Union (including the Student's Union of Continuing Education) for the most recent academic year to the Committee: those who receive a semester grade of 70 or higher and a conduct score of 80 or higher, and at the same time have no disciplinary records. However, the president and the vice president of the Students' Union are exempt from the requirements on academic and conduct performance mentioned herein.
- c. The Office of Student Affairs may recommend students from low-income families at both the daytime and evening divisions to the Committee: those who possess a valid certificate issued by the local city/county government, are ranked among the top 50% in his/her class in terms of the semester grade for the most recent semester, receive a conduct score of 80 or higher

for the most recent semester, have no disciplinary records, and at the same time satisfy the criteria for English proficiency and computer skills as stipulated by the University.

- d. Colleges may recommend students to the Office of Student Affairs: those who are ranked among the top 10% in his/her class in terms of the semester grade for the most recent semester, receive a conduct score of 80 or higher for the most recent semester, have no disciplinary records, and at the same time satisfy the criteria for English proficiency and computer skills as stipulated by the University. It is to be noted that the number of students a college can recommend is determined by the University.
2. Partially Subsidized Study Tours:
    - a. The Office of Student Affairs may recommend students with excellent performance in service to the Committee: those who perform well in service education courses, are outstanding student volunteers in voluntary service or services related to mainland Chinese students, are ranked among the top 50% in his/her class in terms of the semester grade for the most recent semester, receive a conduct score of 80 or higher for the most recent semester, have no disciplinary records, and at the same time satisfy the criteria for English proficiency and computer skills as stipulated by the University.
    - b. The Office of Physical Education may recommend students participating in the University's sports teams to the Office of Student Affairs: those who receive a semester grade of 70 or higher and a conduct score of 80 or higher for the most recent semester, perform well in sports competitions, and at the same time have no disciplinary records.
    - c. The Office of Student Affairs may recommend cadres of student clubs ranked "Excellence" to the Committee: those who are ranked among the top 50% in his/her class in terms of the semester grade for the most recent semester, receive a conduct score of 80 or higher for the most recent semester, have no disciplinary records, and at the same time satisfy the criteria for English proficiency and computer skills as stipulated by the University.
  3. Self-funded Study Tours: students shall receive a semester grade of 60 or higher and a conduct score of 80 or higher for the most recent semester, and at the same time have no disciplinary records. Participants shall bear all expenses related to a study tour. There is no limit in the number of times a self-funded student can

participate in study tours.

Article 10 Documents to be submitted:

1. Applicants satisfying the requirements referred to in Item 1, Subparagraph 1 of the preceding article shall submit an application form (Appendix 1), an affidavit (Appendix 2), the results of the General Scholastic Ability Test or the Department Required Test, and a recommendation sheet (Appendix 3).
2. Applicants satisfying the requirements referred to in Item 2, Subparagraph 1 of the preceding article shall submit an application form, an affidavit, the transcript for the most recent semester, and a certificate of contribution as club cadre.
3. Applicants satisfying the requirements referred to in Item 3, Subparagraph 1 of the preceding article shall submit an application form, an affidavit, the transcript for the most recent semester, a valid certificate issued by the local county/city government, and a certificate of proficiency in English and the results of a computer skills test as stipulated by the University.
4. Applicants satisfying the requirements referred to in Item 4, Subparagraph 1 of the preceding article shall submit an application form, an affidavit, the transcript for the most recent semester, a recommendation letter from the chair of the department where an applicant is enrolled at, and a certificate of proficiency in English and the results of a computer skills test as stipulated by the University.
5. Applicants satisfying the requirements referred to in Item 1, Subparagraph 2 of the preceding article shall submit an application form, an affidavit, the transcript for the most recent semester, a certificate issued by the Service Education Section of the Office of Student Affairs, and a certificate of proficiency in English and the results of a computer skills test as stipulated by the University.
6. Applicants satisfying the requirements referred to in Item 2, Subparagraph 2 of the preceding article shall submit an application form, an affidavit, the transcript for the most recent semester, and certificates of award.
7. Applicants satisfying the requirements referred to in Item 3, Subparagraph 2 of the preceding article shall submit an application form, an affidavit, the transcript for the most recent semester, a certificate of merit in club assessment issued by the Student Activity Section of the Office of Student Affairs (hereinafter referred to as the "Section"), a certificate of contribution as club cadre, and a certificate of proficiency in English and the results of a computer skills test as stipulated by the University.
8. Applicants satisfying the requirements referred to in Subparagraph 3 of the preceding article shall submit an application form, an affidavit, and the transcript

for the most recent semester.

Article 11 Applications for study tours will be reviewed in accordance with respective qualifications listed in Article 9, and the Committee will decide on the list of participants and their ranking on the list. Vacancies will be filled in accordance with applicants' qualifications on a waiting list, if any. When the University decides to increase the number of study tours, the order in which applicants on the waiting list fill in vacancies shall be proposed by the Office of Student Affairs and announced after ratified.

Participants in study tours must be enrolled students of the University during the tour; otherwise, they will become disqualified.

Article 12 Subsidies to participants in study tours:

1. Fully Subsidized Study Tours: airline ticket fares, tuition and miscellaneous fees paid to sister universities, accommodation expenses and insurance premiums.
2. Partially Subsidized Study Tours: tuition and miscellaneous fees paid to sister universities, accommodation expenses and insurance premiums.
3. Self-funded Study Tours: participants shall bear all expenses, including but not limited to airline ticket fares, tuition and miscellaneous fees paid to sister universities, accommodation expenses, insurance premiums and living expenses.
4. The subsidies on accommodation referred to herein shall be determined in accordance with the agreements entered into between the University and sister universities.
5. All participants shall bear any other expenses not mentioned in Subparagraphs 1 and 2.

Article 13 Principles on selection of participants for study tours:

1. All the applicants who satisfy the requirements referred to in Item 1, Subparagraph 1 of Article 9 will be selected.
2. As for applicants satisfying the requirements referred to in Items 2-4, Subparagraph 1 of Article 9, the number of participants awarded full subsidies shall be determined in accordance with the scholarship budget. Those who are not awarded full subsidies may apply for partially subsidized study tours, and the number of participants awarded partial subsidies shall be determined by the Committee.
3. As for applicants satisfying the requirements referred to in Subparagraph 2 of Article 9, the number of participants shall be determined by the Committee.

Article 14 Participants in study tours can apply for the universities they wish to stay via individual application. The universities in which participants with full subsidies will

stay shall be determined by the University in accordance with their majors, while those with partial or no subsidies are allowed to select up to three universities, but the universities they select shall offer programs related to their majors. Participants can apply for both partially subsidized and self-funded study tours.

## Chapter Four Notices to Participation in Exchange Delegations and Study Tours

Article 15 Students who have been selected to participate in a fully subsidized study tour are not allowed to file another application; however, students who represent the University in off-campus competitions with excellence performance may file an extraordinary application. Outstanding new enrollees may be awarded other scholarships as per the Regulations for Encouragement to Outstanding New Enrollees at Undergraduate Programs of I-Shou University.

Article 16 Notices to application:

1. Application period: qualified applicants shall submit an application form and all required documents to the Section between March 1st and 31<sup>st</sup> every year.
2. Applicants shall also pay guarantee money of NT\$3,000 upon application.

For those who are not selected, the guarantee money will be returned to them without interest within one week of announcement of the list of participants. For those who are selected, the guarantee money will be returned to them without interest within two weeks of returning to Taiwan. However, no guarantee money is returned if selected applicants cannot participate as scheduled or fail in full participation. Such applicants shall also be held liable for other damages to the University, if any.

Article 17 Obligations of participants in exchange delegations and study tours:

1. They shall complete registration procedures to maintain their status as enrolled students of the University for the semester following the exchange delegation or study tour.
2. Under no circumstances shall participants request to return to Taiwan before the end of the tour.

When a participant violates either of the aforesaid paragraphs, or he/she cannot go abroad as scheduled on personal grounds after the University begins all the formalities necessary for going aboard, he/she shall compensate the University for all the relevant expenses paid by the University, including but not limited to airline ticket fares, tuition and miscellaneous fees paid to sister universities, accommodation expenses and insurance premiums.

However, the provisions in Paragraph 2 of the preceding article and the preceding

paragraph shall not apply in case of force majeure (e.g. an epidemic of infectious diseases announced by the government) or the University' consent in his/her absence due to an unexpected incident.

Article 18 Length of exchange visits and study tours:

1. The length that an exchange delegation will stay aboard is determined by respective sister universities in mainland China, and it usually lasts seven to fourteen days.
2. Participants in a study tour usually stay abroad for one month from mid August to mid September.

Article 19 The list of participants will be announced by the Section by May 1<sup>st</sup> every year.

## Chapter Five Study Missions

Article 20 Application Qualifications:

1. Students may apply for participation in a study mission in the first half of the senior year if they have been considered outstanding new enrollees upon admission, and have received a band score of 55 or higher in the General Scholastic Ability Test or have been ranked among the top 24% (rounded up to an integer) in terms of the original results of the Department Required Test.
2. Departments may recommend students to participate in a study mission in the first half of their junior or senior year if such students are ranked among the top 10% in his/her class in terms of the average semester grade, receive a conduct score of 80 or higher, have no disciplinary records, and at the same time satisfy the criteria for English proficiency and computer skills as stipulated by the University.

Article 21 Participants in a study mission shall study in mainland China for up to one semester, and the beginning date of classes shall be determined by the sister universities where participants study.

Qualified applicants shall submit the following documents to the Section within one month of beginning of the second half of their sophomore or junior year:

1. Applicants satisfying the requirements referred to in Subparagraph 1 of the preceding article shall submit:
  - a. an application form (Appendix 4)
  - b. an affidavit (Appendix 5)
  - c. a photocopy of the student ID card
  - d. an autobiography

- e. a recommendation letter from his/her advisor or department chair
  - f. documents required by the sister university he/she wish to study
  - g. other supporting documents
2. Applicants satisfying the requirements referred to in Subparagraph 2 of the preceding article shall submit:
    - a. an application form (Appendix 4)
    - b. an affidavit (Appendix 5)
    - c. an official transcript for the past years of study at the University
    - d. a photocopy of the student ID card
    - e. a certificate of proficiency in English
    - f. the results of a computer skills test
    - g. an autobiography
    - h. a recommendation letter from his/her advisor or department chair
    - i. documents required by the sister university he/she wish to study
    - h. other supporting documents

Article 22 Application, Application Review and Quota

1. Applicants shall submit the required documents referred to in Subparagraphs 1 and 2, Paragraph 2 of the preceding article to the departments where they are enrolled at by the application deadline.
2. Departments shall conduct a preliminary review on applicants' qualifications and the documents submitted, and then deliver the review results to the Section. The Section will collect the review results from all departments, and submit all the results to the Committee for second review. An interview may be scheduled whenever necessary. If an applicant selected for a study mission fails to participate for some reason, the vacancy shall be filled according to the waiting list.
3. The number of participants in a study mission shall be determined in accordance with the agreements entered into with sister universities as announced by the Office of International Affairs. The Committee reserves the right to decide on the universities where participants in a study mission will stay.

Article 23 The list of participants will be announced by the Section during the semester.

Article 24 Requirements of student status and relevant matters for students selected for a study mission:

1. After receiving the Letter of Admission, participants shall apply for a passport, the visa (Mainland Travel Permit for Taiwan or Foreigner's Residence Card ) and course registration, and schedule their departure time in accordance with the

beginning date of classes at respective sister universities. The Office of International Affairs will assist participants in handling enrollment-related matters.

2. Participants must maintain their status as enrolled students of the University while studying in mainland China, and they are not allowed to apply for suspension of schooling. They must return to the University to study for their university degrees at the end of the studies in mainland China.
3. Participants shall pay the full tuition and miscellaneous fees as required by the University as well as accommodation fees equal to those for a dorm bed in a room for four persons on Main Campus. Those considered outstanding new enrollees upon admission may be awarded other scholarships as per the Regulations for Encouragement to Outstanding New Enrollees at Undergraduate Programs of I-Shou University.
4. Participants shall bear all expenses related to a study mission, including but not limited to airline ticket fares, insurance premiums, expenses on textbooks, transportation expenses and living expenses. Yet, as for those considered outstanding new enrollees upon admission, the University will subsidize their airline ticket fares and insurance premiums.
5. Participants shall complete course registration before leaving for mainland China, and take at least sixteen credit hours per semester. They shall fill in an Application Form for Recognition of Credit Hours Earned by Undergraduate Students at Sister Universities in Mainland China (Appendix 6) in duplicate, and submit the application forms and course syllabi of the sister universities (required by respective departments) for approval. Once approved, one copy is to be kept by the Section , and the other is kept by the participant; the latter will be submitted to their departments to complete relevant procedures after returning to Taiwan. In case of any change in originally selected courses due to special circumstances while participants are studying in mainland China (e.g. the sister university changes its curricula), they shall immediately file another application for such affected courses to their departments for examination. It is to be noted that the original transcript issued by sister universities will be the evidence for the University to recognize the credit hours earned at sister universities.
6. While studying in mainland China, participants shall abide by the regulations set forth by sister universities, and their personal conduct shall be consistent with relevant regulations set forth by sister universities as well as the Regulations for Student Rewards and Punishments at I-Shou University.

7. Participants shall submit a physical examination report before leaving for mainland China to verify that their health condition is consistent with the requirements set forth by sister universities.
8. Participants shall submit a report on study mission (Appendix 7) in electronic form to the Section within thirty days of returning to the University.
9. As for male participants who are concurrently draftees, the Regulations for Exit of Draftees set forth by the Ministry of the Interior shall be complied with.
10. Participants shall report to the Section within two weeks of returning to Taiwan, and complete all the procedures listed on the Sheet of Returning to I-Shou University (Appendix 8) within one month.

Article 25 Participants shall be disciplined as per the Regulations for Student Rewards and Punishments at I-Shou University if they fail to abide by the preceding article, submit required documents or fulfill the obligations referred to in the preceding article.

## Chapter Six Others

Article 26 The criteria for English proficiency referred to herein are as follows:

1. first stage of GEPT Intermediate Level or above;
2. a TOEFL-PBT score of 390 or higher or a TOEFL-iBT score of 29 or higher;
3. a TOEIC score of 400 or higher;
4. a IELTS score of 3.0 or higher;
5. a CSEPT Level 2 score of 180 or higher;
6. a FLPT written score of 150 or higher;
7. KET level of Cambridge Main Suite or above;
8. ALTE Level 1 of Cambridge BULATS or above, or
9. Intermediate Level or above of NETPAW

Article 27 Sister universities where participants in exchange delegations, study tours and study missions will stay in mainland China are Project 985 (Note 1) and 211 (Note 2) universities as well as national key universities.

Article 28 Students who are selected to participate in exchange delegations, study tours and study missions may also apply for Shu Ye Scholarship offered by E United Group, and the semester grade(s) received while studying in mainland China will not be considered.

Article 29 Any matters not mentioned herein shall be governed by relevant regulations and rules of the University or handled under the University's consent.

Article 30 The Regulations become effective on the third day of its promulgation after adopted by the University Administration Council and ratified by the President.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Regulations, the Chinese language version shall prevail.*