

Fooyin University

STUDENT HANDBOOK





About FYU

Fooyin University was founded in 1958 by Dr. Chang Peng-Tu, and it was the first private nursing and midwifery school in Taiwan. With the core value of "professionalism, care, vision, and elegance", we endeavor to promote health of the people with leader in health and technology with the most future potential.



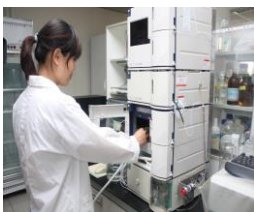
There are four academic schools in FYU, School of Nursing, School of Medical and Health Sciences, School of Environmental and Life Sciences, and College of Humanities and

Management, respectively. School of Nursing cultivates health professionals with knowledge, skill and attitude in nursing, midwifery and elderly care. School of Medical and Health Sciences cultivates professional talents for medical testing, nutrition and healthy food, and physical therapy. School of Environmental and Life Sciences cultivates professional talents of environmental engineering and science, occupational safety, and biotechnology; and all departments in this school are certified by IEET. College of Humanities and Management cultivates professionals with the management of leisure and recreation industries, administration of cultural educational affairs, and infantile childcare. With the simulation work places and simulated clinical learning center, Fooyin students could obtain outstanding abilities by practical training and monograph, and professional licenses.



FYU continually to elevate its scholars by promoting interdisciplinary research and teaching, including the environmental monitoring and health risk assessment research, simulated nursing teaching, the science and art education on child care, etc. FYU also participate in industry-academia collaborative projects, and these projects also provide valuable information for scholars and contributions to society.

FYU has been established for more than 57 years, and become one of the leader universities with the "Excellent Teaching Project" by the Ministry of education, Taiwan. We will strive to be a comprehensive university with research, teaching and service in health technology.





International Student Handbook

Per-Arrival

Before you arrive in Taiwan, please prepare following documents well and bring it for school registration.

1. Admission Notice and Confirmation Letter

2. Insurance

International students should purchase their health insurance for the first six months of their stay in Taiwan before coming to Taiwan.

3. Financial Certificate: A financial certificate is required when you apply for a visa.

4. Health Certificate

A Health certificate is required when you apply for an Alien Resident Certificate.

(Please make sure you have received the necessary vaccines before coming to Taiwan.)

5. Diploma in the original and a photocopy

6. Copy of the notarized translation of the original diploma in English or Chinese

Visa & Alien Resident Certificate

I. Application Information for Visitor Visa change to Resident Visa

Let's assume you entered Taiwan on a Visitor Visa. To make this change, go to the Bureau of Consular Affairs (BOCA) in Kaohsiung City to apply for Alien Resident Certificate.

1. Required Documents

- a. An application form
- b. Two 2-inch photos (white Background)
- c. Proof of registration or student ID card and a photocopy
- d. Passport and a photocopy
- e. Health certificate issued in the last three months
(You must take the medical examination at a designated hospital)
- f. Financial Certificate

2. Fee

- a. NT\$3,000
- b. NT\$4,900(hold America Passport)

II. Application Information for ARC (Alien Resident Certificate)

1. Time for ARC Application

Within 15days counted from the next day of arrival or the next day of receiving resident visa in Taiwan.

2. Required Documents

- a. An application form
- b. Two photos (with white Background)
- c. Proof of registration or student ID card and a photocopy
- d. Passport and a photocopy

3. Fee

NT\$1,000 for 1 year term.

4. Day of Working

10 days



Academic Information

I. Registration Procedure

1. Collect an enrollment process form

- a. Go to the office of the department in which you will be studying
- b. Register and process your enrollment
- c. Collect the enrollment process form and a pack of the information materials for new student
- d. Hand in the student background form, plus a photocopy of your passport

2. Return the enrollment process form to enrollment office

- a. Go to the Enrollment office in Administration Building
- b. Return the enrollment process form to Enrollment Office after the enrollment process has been completed
- c. Submit 3 photos with your name, and the name of your department on the back of it that will be used to make your student ID card
- d. A photocopy of certificate of your formal education which have verified by Embassy of the Republic of China to your country
- e. A photocopy of transcript of semesters which have been verified by the Embassy of the Republic of China to your country
- f. An English authorization letter that authorizes the university to examine your formal schooling records and transcripts
- g. Two photocopies of each of the following two documents: two-side passport and Alien Resident Certificate

Note: You have to finish all registration procedure by the first week of each semester.

II. Insurance

New foreign students are required to submit “International Tourism Insurance Certificate” which valid for the first 4 months of their stay in Taiwan before coming to Taiwan at the time of enrollment; the current foreign students should submit “National Health Insurance Certificate”. International Tourism Insurance Certificate should be verified by Taipei Economic and Cultural Office in overseas.

1. Insurance Plans

- a. International Tourism Insurance: foreign students shall be insured under this plan in his/her own country before coming to Taiwan paid by students themselves.
- b. National Health Insurance: After their four-month stay in Taiwan, foreign students shall be insured under this plan.
- c. Student Group Insurance: foreign students who have obtained the student status at the university shall be insured under this plan.

2. Insurance Premium Rates

- a. Premium for National Health Insurance: NT\$3,954 for each semester.
 - b. Premium for Student Group Insurance: NT\$268 for fall semester; NT\$269 for spring semesters.
- *Note: The premium rates may vary with the number of the insured and the claim payment rate.

3. Required Documentation

- a. A copy of a health certificate (must include HIV virus blood serum immunity test report).
- b. A photocopy of the alien residence certificate (both sides required).
- c. A photocopy of the passport.
- d. Two passport-size photos.



III. Mandarin Studies

Mandarin courses are required for each foreign student except you get a wave.

Teachers are all native speakers of standard Mandarin, creating an ideal learning environment for developing and improving language skills. We aim at motivating and encouraging students to practice Mandarin outside the classroom and to experience the Chinese culture in Taiwan.

Campus Life

I. Dormitory

FYU owns and directly manages approximately 3200 residential units buildings in campus. This housing is primarily used to house students, and is managed by the Office of the Student Affairs. Each unit is either for 4 or 6 people to reside, and available to all full-time student. The rooms are air-conditioned, and come with bed frames (without mattress), desks, chairs, bookshelves, lights, wardrobes, and telephone and internet, shared coin-operated laundry.

If you want to stay in the dormitory during the summer or winter vacations, you have to apply for this time period. For the dormitory you have to apply every year. The wardrobe is made to hang clothes, so you need hangers. The beds are all high sleepers, without anything. So you need to buy a mattress, pillow, a blanket and bed clothes.

II. Using Electrical Appliances

Voltage for electrical plugs and outlets in Taiwan is 110 V / 60 Hz. This is compatible with the system of wattage used in Japan, America, and Canada. If you come from other countries where the electrical voltage is 220 V and you plan on bringing and using a laptop computer or other electrical appliances, you may have to purchase a voltage converter from an electrical retailer.

III. Cell Phone

When you first arrive in Taiwan, it is natural to want to get in touch with family and friends overseas, or to contact new friends who you've just met since arriving. For this, you'll need a cell phone. To make and receive calls, you can opt for either a prepaid phone card or an ongoing contract with a local telecommunications provider.

1. Prepaid Phone Card

Go to any local phone retailer and ask for a prepaid card (預付卡). The sales assistant may then ask you which brand of prepaid card you want. Prepaid cards generally come in NT \$300 or \$500 increments. When purchasing a prepaid card, you'll need to produce two forms of ID (ex: passport, student ID card, ARC, drive license...).

2. Cell Phone Plans

Calls made under cell phone plans are generally much cheaper than those made using prepaid cards. To sign up for a cell phone plan, head to a cell phone retailer or (ideally) a local telecom branch (E.g. Chunghwa Telecom, FarEasTone etc.). Enquire about the different plans, compare call rates, and look to see if there are any discount offers available. When signing up for a cell phone plan, apart from the two forms of ID outlined above, you will also need to bring a local Taiwanese friend or classmate (over the age of 20) to serve as a guarantor. If your age under 20 years old, you should sign up for Letter of Guarantee at the store.

3. To call overseas

Step1. Dial the international long distance code, either 009 or 002

Step2. Dial the destination country code

(+1 for the US, +86 for China, +61 for Aus, etc.)

Step3. Dial the destination area codes

(If the area is 02, just dial 2, do not need dial 0)



IV. Transportation:

How to go to FYU

FYU is near from Kaohsiung International Airport (KIA). There are many direct flight to KIA for southeast Asia area. You also can transfer a flight via Hongkong to KIA. After arriving KIA, FYU staff will take you to the university, so please contact the staff of FYU (email:ic@fy.edu.tw) to notify us your flight to KIA.

Opening a Bank Account

I. Require Documents

- a. An application form (Taking at the bank)
- b. Passport
- c. Student ID card
- e. Alien Resident Certificate or ID Number Certificate
- d. The Stamp (Please use your Chinese name on the resident permit)
- f. NT\$1,000 (The account deposit)

Working in Taiwan

In Taiwan, there are many rules that govern when and where foreign students can work. Foreign students who have studied in school for more than two semesters or a language program for more than one year, with an excellent scholastic record, can work in Taiwan. If you want to apply working permit, one of the following circumstances need to meet:

- 1. Events of a serious nature have affected their financial ability to support themselves or continue their education, and the student can provide evidence of such circumstances.**
- 2. An academic research institution at the student's school requires a foreign student to provide assistant in its work.**
- 3. The student need to take part in an off-campus internship related to his or her field study.**

For foreign students with proficiency in a special language, the Ministry of Education may, on a case-by-case basis, give its approval for such students, following their enrollment, to take employment as instructors at language institutes affiliated with universities, colleges, or junior colleges, or at language instituted affiliated with foreign cultural and educational organization in Taiwan. **After obtaining a work permit, you can work a maximum of 16 hours per week during the regular semester, or as much as you like in the summer and winter holidays.**

Work permits are valid for six months, and must be renewed before they expire. Work permits issued in the first academic semester (Aug – Jan) are valid until March 30; those issued in the second semester (Feb – Jul) are valid until Sept 30.

Application of Work Permit Required Documents

- a. Application form
- b. Photocopies of both sides of your Student ID Card (pasted onto application form)
- c. Photocopies of your passport and both sides of your ARC
- d. Academic transcripts from the most recent two semesters of your degree program or your previous year of Chinese language study
- f. Original receipt of payment from the post office at which the application fees (NT \$100) were transferred; alternatively, you can pay for the application in person at the BEVT



2. Any one of the following documents of proof

- a. Specific proof of difficulty in affording living expenses and/or tuition fees
- b. Proof that the academic department wishing to employ you (if working on campus) does indeed require your services
- c. Proof of the need to take part in off campus intern work related to your field of study.

Note: Students with foreign language skills who gain approval by the Ministry of Education (MOE) can serve as part time instructors in language centers of colleges or in language institutes established by overseas companies. Such students do not have to provide any of the documents of proof listed above, but must provide a photocopy of a Certificate of Approval issued by the MOE.

Bureau of Employment and Vocational Training (BEVT)

Address: 83, Yang-Ping N. Rd., Sec. 2, Taipei, Taiwan

Tel:(02)8590-2567

Website: <http://www.evta.gov.tw/eng/home/index.asp>



輔英科技大學 學生申訴程序簡介

為保障學生生活、學習及受教權利，增進校園和諧，學務處及學務處諮商輔導中心為處理本校校內學生申訴案件收件窗口，再交由「學生申訴評議委員會」依據教育部「大專暨專科學校學生申訴案處理原則」及本校「學生申訴評議辦法」為學生申訴案件處理。

Fooyin University Introduction to student appealing

To protect students' rights of campus life, learning and education, and to improve the harmony on campus, the office of student affairs establish "The Student Appeals Committee", which accept the student's appealing case.

- A student is entitled to appeal in the following situations:
Any student that disagrees with a school administrative, academic or disciplinary decision on the ground that it violates the rights and interests of students should first seek an administrative resolution to the issue. Any student or student organization that disagrees with the administrative resolution is then entitled to lodge an appeal with the Student Appeals Committee through the Division.
- Appeal procedures:
A student who receives a letter of notification for a disciplinary resolution is eligible to appeal through a due administrative procedure. Should an administrative resolution fail, the student may proceed to appeal in a written form to the Student Appeals Committee within ten days of being notified of the resolution. The appeals form is available from the download section on the homepage of the Office of Student Affairs.
- The student appeals system is intended as a remedial measure to review any school decision that may violate the rights and interests of students. Petition or opinions, which fail to amount to an appeal as defined in this document, should be referred to the relevant offices, and will not be accepted and processed in this system.

- Appeal Contact Information

Implementation Unit : Counseling and Guidance Division, Office of Student Affairs

學生申訴服務窗口：學務處及學務處諮商輔導中心（行政大樓 3 樓）

申訴專線(TEL)：07-7811151 轉 ext. 2270

E-mail : friend@fy.edu.tw



輔英科技大學 學生申訴評議辦法

Fooyin University Guidelines on Student Appeal Procedures

第一條

本校為保障學生學習、生活與受教權利，增進校園和諧，特依據大學法第三十三條第四項、專科學校法第二十三條第二項、司法院大法官釋字第六八四號解釋、教育部頒「大學及專科學校學生申訴案處理原則」暨本校組織規程，訂定本辦法。

Article 1

These regulations are formulated in accordance with the fourth paragraph in Article 33 of the University Act, the second paragraph in Article 23 of the Junior College Act, Guidelines on University and College Student Appeals, and the Organizational Rules of the University.

第二條

本校學生(係指受本校處分時，具本校學生身分者)、學生會及其他相關學生自治組織(以下簡稱申訴人)，得依據本辦法之規定，提出申訴。休學學生亦同。

Article 2

A Student, the Student Union and other student self-ruling related organizations (hereinafter referred to as the Appeler) may make an appeal. The students mentioned in the preceding paragraph must maintain a valid student status when a disciplinary sanction, other resolutions or decisions are taken to him/her by the University.

第三條

本校為處理學生、學生會及其他相關學生自治組織申訴案件，應成立學生申訴評議委員會(以下簡稱本會)。

Article 3

The University must establish "The Student Appeals Review Committee" (hereinafter referred to as the "Review Committee") to review the appeals lodged by the Student, the Student Union and other student self-ruling related organizations of the University.

本會以全體委員會議負責前項申訴案件之議決。

本會置召集人一人，負責召集全體委員會議。

The Review Committee is responsible for the decision of appeal application. A chairman is elected is in charge of the operation of the Review Committee,.

本會設程序審議小組，由委員三人組成，負責調查申訴案件之受理與否。本會置秘書一人，由學務長指派，負責學生申訴書之收件及相關行政作業之事宜。

The Review Committee is to appoint a Procedure Review team comprised by 3 members. The Procedure Review team will investigate the appeal application and make decision for accepting or not.

A secretary for the administrative work of the Review Committee is assigned by the Dean of Student Affairs .

本會置評議委員十三至十五人，任一性別委員應占委員總數三分之一以上，其人員組成如下：

The Review Committee is comprised of 13 to 15 members. Either sex shall represent no less than one third of the entire members. The Review Committee members should be organized in accordance with the following rules:



一、教師代表九至十一人，任期兩年，得連選連任。委員之產生，應由校長就本校專任教師中具醫學、法學、社會學、心理學、輔導學專長之教師遴選聘任，未兼任行政職務之教師不得少於總額之二分之一。

1. The principal shall select 9 to 13 teachers, and appoint at most four specialists in the field of law, education and psychology, as the Committee members serve for two-year term . The number of teachers who are not concurrently holding administrative posts shall not be less than half the entire members.

二、學生代表四人，任期一年，由學生自治會推薦之。

2. The Student Union shall designate 4 student as student representative and serve one-year term.

擔任學生獎懲委員會之委員或負責學生獎懲決定、調查之人員，不得擔任本會委員

Members of the Student Rewards and Disciplinary Committee or personnel in charge of deciding and investigating student rewards and punishments shall not serve as members of the Review Committee.

第四條

凡本校學生對於學校之懲處、其他措施或議決，認為有違法或不當，致損害其權益者，得依本辦法提起申訴。

Article 4

Any student disagrees with a school resolution, including a penalty, administrative measure or resolution, on the grounds that it violates the rights and interests of students shall file an appeal in accordance with this regulation.

申訴人於收到或接受學校之相關懲處、措施或決議後，如有不服，應於次日起十日內，如因不可抗力致逾期限者，應於不可抗力原因消滅後十日內，以書面提列具體事實並檢附相關資料向本會提出申訴。但遲誤申訴期間已逾一年者，不得為之。 —

Appeler must submit their appeals within 10 days after receiving a disciplinary sanction, other resolutions or decisions if they want to appeal against a disciplinary sanction, other resolutions or decisions. In the event that any act of god or a force majeure incident has caused the Appellant to miss the deadline for filing an appeal, the Appellant may submit a written application, expressly stating the reasons, to the Review Committee for acceptance of their late appeal within 10 days.

However, the procedures for acceptance of a late appeal shall not apply if more than one year has passed from the deadline for filing the appeal.

第五條

申訴人就同一案件向學校提出申訴，以一次為限。申訴案件之提出，應由申訴人具結，以示負責。

Article 5

Appeler can only apply once for a same case and must make recognizance for his appeal application.

申訴人於本會做成申訴評議決定書前，得撤回申訴。

After the appeal has been filed, the appellant may withdraw his/her appeal before the written decision has been delivered to the appellant



申訴提出後，申訴人就申訴案件或其牽連之事項，提出訴願、行政訴訟、民事訴訟或刑事訴訟者，應即以書面通知本會。本會知其情事後，應中止評議，並通知申訴人；俟中止評議原因消滅後，經申訴人書面請求，應繼續評議，並以書面通知申訴人。 _

申訴案件全部或一部之評議決定，以訴願或訴訟之法律關係是否成立為據者，本會於訴願或訴訟程序終結前，應停止評議，並以書面通知申訴人；於停止原因消滅後， _應繼續評議，並以書面通知申訴人。 _

If the Appellant files an administration appeal or a law suit with regard to the appeal event or relevant matters after appealing to the Committee, he/she should notify the University with a written notice. The University shall notify the Review Committee.

When is notified with the event specified in the preceding paragraph, the Committee should stop the review according to the notification or its own judgment and notify the appellant. When the reason for stopping vanishes, the review should be continued when receiving a written request from the appellant. A notification of continuing should be delivered to the appellant in a written form.

惟退學、開除學籍或類此處分之申訴案件，不適用前二項規定。 _

For the appeals with regard to a disciplinary sanction of dropout or expulsion from the University, the provisions specified in the preceding two paragraphs are not applicable.

第六條

程序審議小組於收件後七日內必須決議受理與否，對裁定不受理之案件，應以評議決定書敘明理由，送交當事人。

Article 6

The Review Committee is to appoint a Procedure Review team to review the qualification of the appeal application. The procedure review is to be finished in a time limit of one week. If the appeal is beyond the appeal range, a written notice of overruling should be given with a suggestion resolution

對受理申訴之案件，本會得推派委員三至五人成立「調查小組」就申訴案件或其牽連事項，約談申訴人、原處分單位之代表或其他關係人；並於十日內作成調查報告提交全體委員會議審議。 The Review Committee may organize an investigation panel which is basically be comprised of 3 to 5 members for investigating such case. The panel shall consult the appellant and relatives, and make investigation report to the Review Committee.

本會應於收到申訴書之次日起三十日內，完成評議，並做成評議決定書。必要時， _得予延長，並通知申請人。延長以一次為限，最長不得逾二個月。但涉及退學、開除學籍或類似處分之申訴案件，不得延長。全體委員會議決議以委員人數三分之二以上出席，出席人數二分之一以上表決通過。

The Review Committee shall complete the review within 30 days from the next day of receiving an appeal. The aforementioned review period may be extended, if necessary, by the Review Committee, and a notice shall be given to the Appellant. The review period can only be extended one time for no more than 2 months. However, no extension shall be granted for the appeals with regard to a disciplinary sanction of dropout or expulsion from the University, or any other similar decisions.

At least two thirds of the Review Committee members shall attend the Review Committee meeting. The arbitrations for written arbitration decisions require consents of half of attending Committee members

本會認為申訴書不合規定，而其情形可補正者，應通知申訴人於七日內補正。其補正期間應自評議期間內扣除。



The Review Committee shall, under its own judgment, notify the appellant to submit his/her revisions and corrections of the letter of appeal within 7 days if the letter of appeal submitted does not satisfy the requirements set out in the Procedures. The review period shall include the time for Appellant's submission of his/her revisions and corrections of the letter of appeal.

申訴評議決定書應包括主文、事實、理由。不受理之申訴案件亦應做成評議決定書，其內容得不得記載事實。正本依公文程序陳校長核定後存檔；副本印送申訴學生及原處分單位收存。

前項評議決定書並應依第九條第一項及第三項規定，記載不服申訴評議決定之救濟方法。A written review decision shall contain the holding, facts and reasons. A written decision shall also be made for the rejection of an appeal with no entry of facts is required in it.

The aforementioned written review decision shall provide the Appellant with further relief measures applicable him/her if he/she is dissatisfied the decision of his or her appeal in accordance with Paragraph 1 and 3 of Article 9

第七條

本會做成評議決定書後，陳校長核定時，應知會原懲處、措施或決議之單位。原懲處、措施或決議之單位如認為有牴觸法令或窒礙難行者，應列舉具體事實及理由陳報校長，並副知本會。校長如認為有理由者，得移請本會再議（以一次為限）。評議決定書經完成行政程序後，學校應即採行。

Article 7

When the written review decision is submitted to the Principle for his/her approval, a copy shall be provided to the original disciplinary authority. Where it is alleged that the decision of the appeal was not in accordance with the law and regulations or was difficult to be fulfilled for the original disciplinary authority, the original disciplinary authority shall present to the Principle a written statement expressly disclosing the facts and reasons, and send a copy to the Review Committee. If the President agrees, the Committee shall be requested to perform the only one additional review. The review decision, upon being finished all procedures, shall be implemented by the University accordingly.

第八條

學生受退學、開除學籍或類此處分而提出申訴者，得於本會評議決定確定前，以書面向學校提出繼續在校肄業之請求。學校接到上項請求後，應徵詢本會之意見，並衡酌申訴學生生活、學習狀況，於七日內以書面答覆申訴人，並載明學籍相關之權利與義務。

申訴人依前項申訴經學校同意在校肄業者，學校除不得授給畢業證書外，其他修課、成績考核、獎懲得比照在校生處理。

Article 8

For the appeals with respect to any appeal against a disciplinary sanction of dropout or expulsion from the University, or any other similar decisions, the University may allow, by its own judgment or upon written request by the student, the student to remain his/her student status in the University before the conclusion of decision has been made by the Review Committee.

Upon receiving the written request of the student, the University shall consult the Review Committee for its opinions and take the student's living and learning conditions into consideration, and give the student a written response letter within 7 days. The response letter shall expressly state the relevant rights and obligations of a valid student status



For a student who is permitted to continue its student status in the University in light of paragraph 1 of this Article, a diploma shall not be conferred upon him/her, while other activities including enrollment of courses, evaluation of academic achievements, rewards and punishments shall remain same as all the students at the school.

退學、開除學籍或類此處分之申訴案件，經評議決定維持原處分者，依下列規定辦理： _

The following provisions are provided to take care of the appeals in regard to withdrawal from study, discontinuation of study or other similar sanctions where the original decision remains unchanged in spite of an additional review.

- 一、修業證明書所載修業截止日期，以原處分日期為準。 _
- 二、申訴期間所修習科目學分，得發給學分證明書。 _
- 三、役男「離校學生緩征原因消滅名冊」，於申訴結果確定後三十日內冊報。
- 四、退費基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。
 1. The date of the aforementioned original review decision shall be the study termination date to be disclosed on the Certificate of Study.
 2. A credit certificate for the courses taken during the appeal period shall be issued.
 3. “List of the Withdrawal-from-study Students for Whom Military Service Deferment Reasons Are Eliminated” shall be submitted to the military authorities within 30 days after confirmation of the review decision.
 4. Refund of tuition shall be managed in compliance with Article 8 of the Regulations Governing the Charges Made by Colleges and Universities to Students and Article 15 of the Regulations for Tuition and Fees to Be Paid by Students in Colleges and Universities.

就退學、開除學籍或類此處分之申訴案件，學生依本辦法提出申訴並經受理者，於評議決定確定前，原處分仍有效；惟為保障申訴人之受教權，申訴人得繼續在校肄業。 _

The appeals in regard to withdrawal from study, discontinuation of study or other similar sanctions where the original decision remains unchanged before the conclusion of decision has been made by the Review Committee. However, appellant may request to remain his/her student statue in the University.

第九條

申訴人就學校所為之行政處分，經向學校提出申訴而不服其決定，得於收到申訴評議決定書後次日起三十日內，繕具訴願書，並檢附學校申訴評議決定書，經學校向教育部提起訴願。

Article 9

The Appellant, who is dissatisfied with the review decision of his/her appeal against a administrative sanctions from the University, is entitled to file an administrative appeal. The Appellant shall attach with the aforementioned review decision to his/her administrative appeal to the Ministry of Education via the University within 30 days after the day the review decision has been served on him/her.

學校收到前項訴願書，應儘速附具答辯書，並將必要之關係文件，送交教育部。

After receiving the administrative appeal specified in the preceding paragraph, the University shall submit the administrative appeal together with a response answer and necessary relevant documents to the Ministry of Education within 7 days.

申訴人就學校所為之行政處分，其未經學校申訴程序救濟，逕向教育部提出訴願者， _教育部將依規定將該訴願案移由學校依照學生申訴程序處理。 _

In case that an Appellant files an administrative appeal against the administrative sanctions from the University to Ministry of Education directly instead of making his/her appeal to the University



under the Procedures, the Ministry of Education shall transfer the case to the University and the appeal shall be proceeded under the Procedures.

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

The Appellant, who is dissatisfied with the review decision of an appeal against a disciplinary sanction, other resolutions or decisions other than administrative sanctions, is entitled to file a law suit for relief pursuant to relevant law.

學校依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，應依學校規定完成撤銷退學程序及復學程序；其因特殊事故無法及時復學者，學校應輔導其復學；對已入營無法復學之役男，學校應保留其學籍，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。

If a student fails to return to school in time due to special circumstances when the administrative appeal decision or the administrative litigation vacate the original sanctions such as a disciplinary sanction of dropout or expulsion from the University, or any other similar decisions, the University shall provide counseling service for the student so as to assist him/her to resume study. For a draftee already enlisting in service and being unable to return to school, his student status shall be reserved until he is discharged from the military service. The student shall have the priority to receive counseling service and resume study as soon as completion of the military service. The period of absence before returning to school shall be granted with retroactive suspension.

第十條

凡涉及學生隱私之申訴案件，申訴人之基本資料應予保密；必要時並應提供輔導轉介。申訴學生經查有不實或誹謗他人之情事者，得依相關規定予以懲處。 _

Article 10

The basic information about an appellant in an appeal shall also be kept confidential to ensure individual privacy

評議委員就申訴案件所進行之調查、審議、發言及表決，應對外保密。 _

The minutes of the meeting concerning individual opinions, reviews and voting records shall be kept confidential from the public.

學生因校園性侵害、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。 _

If a student files a complaint to campus events such as sexual assault, sexual harassment or sexual bullying and such case is subject to be handled in accordance with Paragraph 2, Article 28 of the Gender Equity Education Act, the case shall be reviewed and deal under the Gender Equity Education Act and relevant regulations.

第十一條

本辦法經校務會議通過，並報請教育部核定後發布實施；修正時亦同。

Article 11

These rules will be approved by the University Council Meeting and ratified by the Ministry of Education to be implemented. Any amendments shall be processed accordingly.

These rules were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.



Campus map





Living information near campus





Some important phone numbers

- Fooyin University: (07)781-1151
- School Security: (07)782-8895
- 24 Hour Emergency contact: 0933-608660
- Dailio Police Station: (07)781-6335
- Linyuan Precinct: (07)641-2004
- Medical Emergency or Fire: 119
- Police or Traffic Accident: 110
- Time Information: 117
- Weather Information: 166, 167
- Directory Assistance: 104(Kaohsiung City) 、 105(Taiwan) 、 106 or 100(Global)
- Long Distance Calls: 002+ country code + area code + telephone number
- ADSL: 0800080412
- Kaohsiung Foreign Affairs Police: (07)215-4342
- Kaohsiung Foreign Affairs Offices: (07)282-0605
- Kaohsiung Office of National immigration Agency (ARC-Alien Registration Certification):(07)282-1400
- AIT/Kaohsiung Branch Office: (07)224-0154
- AIT/After Hours Emergency Number: (02) 2709-2013
- Consumer's Service and Protection: (07)337-3685, 331-6443 ext.1950
- Tourism Bureau Free Toll Number: 0800-011765
- National Rescue Command Center: 0800-077795
- National Police Agency: 0800-018110
- National Fire Agency: 0800-033119



Daily Life in Kaohsiung

A. Transportation

By plane

Kaohsiung International Airport (KHH) is about twenty minutes to the south of the city center. International flights from Asia arrive daily, with frequent connections between Taiwan Taoyuan International Airport and Kaohsiung. The airport is on the MRT Red Line and is also easily accessible by car or taxi.



Toll free number: 0800-090-108

Domestic information: (07)805-7630

International information: (07)805-7631

Address: No.2, Jhongshan 4th Rd., Siaogang District, Kaohsiung City 812

Website: http://www.kia.gov.tw/english/e_index.asp

The followings are the two major airlines in Taiwan:

- **China Airlines**

Tel: (07)282-6141

Website: <http://www.china-airlines.com/ch/index.htm/>

- **EVA Airways**

Tel: (07)536-9301

Website: <http://www.evaair.com/html/b2c/english/>

By train

Taiwan High Speed Rail

With the opening of the Taiwan High Speed Rail line, traveling by train is now a very viable option for getting to Kaohsiung, as the fastest trains from Taipei cover the distance in just 90 minutes. However, note that the HSR terminus is in Zuoying (左營) on the northern outskirts of town, and you'll need to connect to the city center via the MRT Red Line, bus, or ordinary train.



Tel: (02)6626-8000, (02)8789-2000



Website: <http://www.thsrc.com.tw/en/index.htm>

Taiwan Railway

Kaohsiung is also served by the Taiwan Railway Administration's Western Line and Pingtung Line. The city is roughly 4 to 5 hours away from Taipei by normal express train.

Website: <http://www.railway.gov.tw/en/index/index.aspx>

Kaohsiung Railway Station

Tel: (07)235-2376

Address: No. 318 Jianguo 2nd Rd. Sanmin District Kaohsiung City

Website: <http://service.tra.gov.tw/Kaohsiung>

By bus

Ticket prices:

adult NT\$12; concession NT\$6 (Student, 65 year+, disables and one friend, ID required)

The real-time bus information system for Kaohsiung city buses has been established, allowing people to obtain the information regarding the arrival time of next bus from the LED screen at bus stop shelters or by dialing 749-7100, thereby eliminating the uncertainty aroused while passengers wait for the bus.

Bus routs to some frequently visited sites

- HSR Zuoying Station

224、301、HSR-Gushan Ferry Pier Line

- Train Station

2、12、15、26、28、36、52、53、60、69、71、72、83、88、92、93、100、Airport Line、205、218、224、245、248、301、303、56、101 (on holidays only)、Chaishan Line (on holidays only)、Coast Bus Line (on holidays only)

- National Museum of Science & Technology

60、73、201、A Bus Tour of Technology and Arts (on holidays only)

- Gushan Ferry Pier

31、50、99、248、Coast Bus Line、Chaishan Line、HSR-Gushan Ferry Pier Line

- Dream Mall

2、14、36、70、101 (on holidays only)

- Kaohsiung Museum of Fine Arts

3、73、205、HSR-Gushan Ferry Pier Line

- Special Bus to Shopping Circle





100、101 (on holidays only)

- Kaohsiung Cultural Center

0-South、0-North、50、52、72、76、77、82、201

- Kaohsiung Airport

12、Airport Line、301、Airport-Nanzih Line

- Lotus Pond

17、217、301、HSR-Gushan Ferry Pier Line

- Hsitzuwan Beach

99、Chaishan Line(On holidays only)、HSR-Gushan Ferry Pier Line

- Shoushan Park & Shoushan Zoo

56(On holidays only)

- Golden Lion Lake

17、224、33、72、76、77、79、91、92

Information regarding bus schedule and routes can be found at the following websites: <http://www.tbkc.gov.tw>

<http://khbus.gov.tw/>

By metro

The KMRT system consists of Orange Line and Red Line, totaling 42.7 km.

The orange line is a west-east line. It starts at National Sun Yat-sen

University from the west, and ends at Taliao in Kaohsiung County at the

east. The total length of this line is 14.4 km, and it includes 14 stations, 1

main depot, most of which are underground except OT1 station. The red line is a northsouth

line. It starts from Chiaotou in the north, and ends at Linhai Industrial District in the south. The total length of this line is 28.3km. This line has 23 stations and 2 line depots.

The Red Line offers a handy route from both the THSR Zuoying station and the airport into the downtown core. The travel time of Red line from Linhai Industrial Park to Chiaotou is about 50 minutes. The Orange line from National Sun Yat-sen University to Taliao is about 25 minutes.

Kaohsiung Rapid Transit Corporation(KRTC)

Tel: (07)7939687

Address: No.1 Jung-An Road, Kaohsiung 806

Website: <http://www.krtco.com.tw/en/e-index.aspx>





By bike

Bikes are also common in Kaohsiung, and the large number of locally produced bikes (often rebranded and sold overseas) means purchasing a new bike will often be cheaper relative to its counterpart in other countries (primarily Europe and America). Giant, a well-built, recognized Taiwanese brand, has shops throughout the city, and some of the store managers speak English. Bikes are street legal, even without a helmet, but theft is common for any bike over NT\$3,000. Hardly understandable for most foreigners, even heavy traffic rule violations by cyclists are not fined all over Taiwan until now, but government authorities planning to change this in a not too distant future.



By taxi

Taxis can be an easy way to get to somewhere unfamiliar, and are fairly common in the city. If you have the business card of a location, or the Chinese characters written down, they can easily get you there far faster than most other means. It is best to get the price in advance, and, if possible, buckle up. Few taxi drivers speak English, and the majority ignores any and all rules of the road. Do not be surprised if they drive the wrong way, up a hill, through heavy traffic. Typically, going from one end of the city to the other should never be more than NT\$400.





B. Food

Eating Out

Budget

Night markets are a great place to pick up cheap local foods, including stinky tofu, barbecued squid, red bean pancakes and the like. Don't forget to give your stomach a little while to adjust before you plow into all the fried stuff at the stands. Lunchboxes are common throughout the city, and a choose-your-order buffet take-out typically ranges from 50 to 100 NT\$. The food is typically fried, with a mix of vegetables and meats. The ubiquitous 7-Eleven stores have tea eggs, hot dogs, packaged beverages and junk food. Lunchboxes are also available, including dumplings, spaghetti and curry rice. In addition to restaurants and food stands providing local food at reasonable prices, there are numerous coffee shops, bakeries, and McDonalds.

The followings are a list of the major night markets in Kaohsiung.





Food in night market

【早點】 Breakfast

燒餅 Clay oven rolls(shao bing)
 油條 Fried bread stick (you tiao)
 韭菜盒 Fried leek dumplings (jiu cai he)
 水餃 Boiled dumplings (shui jiao)
 蒸餃 Steamed dumplings(zheng jiao)
 饅頭 Steamed buns(man tou)
 割包 Steamed sandwich(ge bao)
 飯糰 Rice and vegetable roll(fan tuan)
 蛋餅 Egg cakes(dan bing)
 皮蛋 100-year egg(pi dan)
 鹹鴨蛋 Salted duck egg(xian ya dan)
 豆漿 Soybean milk(dou jiang)
 米漿 Rice & peanut milk(mi jiang)

【飯類】 rice

稀飯Rice porridge(xi fan)
 白飯Plain white rice(bai fan)
 油飯Glutinous oil rice(you fan)
 糯米飯Glutinous rice(nuo mi)
 滷肉飯Braised pork rice(lu rou fan)
 蛋炒飯Fried rice with egg(dan chao fan)

【麵類】 noodle

餛飩麵Wonton & noodles(hunt un mian)
 刀削麵Sliced noodles(dao xue mian)
 麻辣麵Spicy hot noodles(ma la mian)
 麻醬麵Sesame paste noodles(ma jiang main)
 鴨肉麵Duck with noodles(ya rou mian)
 鵝肉麵Goose with noodles(e rou mian)
 烏龍麵Seafood noodles(wu long mian)
 蚵仔麵線Oyster thin noodles(e a mi shua)
 板條Flat noodles(ban tiao)
 米粉Rice noodles(mi fen)

炒米粉Fried rice noodles(chao mi fen)
 冬粉Green bean noodle(dong fen)
 榨菜肉絲麵Pork , pickled mustard green noodles (zha cai rou si mian)

【湯類】 soup

魚丸湯Fish ball soup (yu wan tang)
 貢丸湯Meat ball soup(gong wan tang)
 蛋花湯Egg & vegetable soup(dan hua tang)
 蛤蜊湯Clams soup(ge li tang)
 蚵仔湯Oyster soup(e a tang)
 紫菜湯Seaweed soup(zi cai tang)
 酸辣湯Sweet & sour soup(suan la tang)
 餛飩湯Wonton soup(hunt un tang)
 豬腸湯Pork intestine soup(zhu chang tang)
 肉羹湯Pork thick soup(rou geng tang)
 花枝湯Squid soup(hua zhi tang)
 花枝羹Squid thick soup(hua zhi geng)

【甜點】 dessert

愛玉Vegetarian gelatin(ai yu)
 糖葫蘆Tomatoes on sticks(tang hu lu)
 長壽桃Longevity Peaches(chang shou tao)
 芝麻球Glutinous rice sesame balls(zhi ma qiu)
 豆花Tofu pudding(dou hua)

【冰類】 ice

綿綿冰Mein mein ice(mian mian bing)
 地瓜冰Sweet potato ice(di gua bing)
 八寶冰Eight treasures ice(ba bao bing)
 花生冰peanut ice(hua sheng bing)
 鳳梨冰pineapple ice(feng li bing)

【果汁】 juice



甘蔗汁Sugar cane juice(gan zhe zhi)

酸梅汁Plum juice(suan mei zhi)

楊桃汁Star fruit juice(yang tao zhi)

青草茶Herb juice/Tea(qing cao cha)

【其他類】 others

蚵仔煎Oyster omelet(e a chien)

棺材板Coffin(kuan tsai pen)

臭豆腐Stinky tofu(chou dou fu)

麻辣豆腐Spicy hot bean curd(ma la dou fu)

天婦羅Tenpura(tien fu lo)

蝦片Prawn cracker(hsia pien)

蝦球Shrimp balls(hsia chiu)

春捲Spring rolls(chun juan)

雞捲Chicken rolls(chi juan)

碗糕Salty rice pudding(wan kuei)

筒仔米糕Rice tube pudding(tung tzu mi gao)

紅豆糕Red bean cake(hong dou gao)

綠豆糕Bean paste cake(lv dou gao)

豬血糕Pigs blood cake(chu hsien gao)

糯米糕Glutinous rice cakes(muo mi gao)

芋頭糕Taro cake(yu tou gao)

肉圓Taiwanese Meatballs(rou yuan)

水晶餃Pyramid dumplings(shui jing jiao)

肉丸Rice-meat dumplings(rou wan)

蘿蔔糕Fried white radish patty(luo bo gao)

豆干Dried tofu(dou gan)

當歸鴨Angelica duck(dang gui ya)



C. Climate

Taiwan has a marine tropical climate, with very hot summers and cool winters. Summer spans June to September, when temperatures usually average above 30°C with high humidity.

Temperatures in winter time (December to March) often drop as low as 15°C, while one of the best times of year to be in Kaohsiung is in the autumn, between October and December.

Taiwan also sees a significant amount of rainfall throughout the year with the highest amount falling in July and the lowest in December. Typhoons (tropical hurricanes) are also prevalent towards the end of the summer season. Spring time is one of the best times to visit, when temperatures, rainfall, and tourist numbers aren't extreme.