Tzu Chi University
International Student Handbook
2026 Fall Semester



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TZU CHI UNIVERSITY

Information Before Enrollment

Welcome

Dear New Students,

Welcome to Tzu Chi University.

The moment you step onto our campus; a brand-new journey officially begins. University is far more than a place to acquire professional knowledge; it is a vital stage for self-discovery, cultivating capabilities, and establishing your direction in life. We look forward to seeing you discover your potential and find your mission and value in serving society through learning and practice in the days ahead.

Tzu Chi University has always upheld the educational philosophy of "Equal Emphasis on Professionalism and Humanities." We continuously strive for excellence in fields such as medical and health sciences, engineering and technology, humanities and social sciences, education and communication, management, and sustainable development. Furthermore, we actively promote artificial intelligence, cross-disciplinary innovation, and international exchanges. In recent years, our faculty and student teams have repeatedly achieved outstanding results in international invention exhibitions, innovation and entrepreneurship competitions, academic research, and social practices—fully demonstrating the TCU spirit of pursuing excellence and embracing innovation.

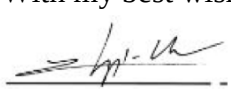
In the face of a rapidly changing world, we aim not only to cultivate professional competencies but also to nurture hearts that care for life, respect others, and give willingly. While knowledge can pave the way for the future, the humanities bring warmth to the world. When professionalism is combined with kindness, it creates far greater value and impact.

Nestled between the mountains and the sea, Hualien possesses a unique cultural and natural environment. May this land accompany you as you grow. Beyond classroom learning, we hope you will expand your horizons, enrich your life, and become a global citizen with professional skills, integrity, and an international perspective through service-learning, club activities, volunteerism, and international exchanges.

Tzu Chi University is fully prepared to accompany you on this journey. We look forward to meeting you on campus and working together to embark on a voyage filled with wisdom and love!

Wishing you all a fulfilling and wonderful university life!

With my best wishes,



Ingrid Y Liu, Ph.D.
President



Tzu Chi University Academic Calendar for the Fall Semester, Academic Year 2026–2027

※Note 1: In the event of class suspension due to natural disasters, the official announcements of the Directorate-General of Personnel Administration (DGPA), Executive Yuan, shall prevail. Decisions regarding make-up classes will be made by the course instructor.
※Note 2: Holidays shown in this academic calendar are based on the official announcements of the Directorate-General of Personnel Administration (DGPA), Executive Yuan. Any changes will be updated following approval by the University's Administrative Meeting.

First Day of Classes: September 7, 2026 (Monday)

Year	Month	Week	Day of Week							Academic Calendar 2027
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2026	Aug.	Summer Vacation							1	
			2	3	4	5	6	7	8	
			9	10	11	12	13	14	15	
			16	17	18	19	20	21	22	
			23	24	25	26	27	28	29	08/28 Tuition and fee payments due.
			30	31						
	Sept.				1	2	3	4	5	09/02 New domestic students and transfer students arrive and move into school housing. 09/02–09/04 New Student Orientation (including intellectual property rights awareness and education). 09/03 Gathering for new students with Tzu Cheng Dads and Yi Te Moms. 09/04 School housing opens at noon for returning students
		1	6	7	8	9	10	11	12	09/07 First day of classes; workday. 09/07–09/18 Add/drop period. 09/07 Deadline for students moving off campus to apply by 5:30 PM and receive a full refund of the Fall Semester school housing fee. 09/08 Phase 2 off-campus housing applications begin. Students wishing to move out of school housing should apply on or before one-third of the semester has passed (10/16).
		2	13	14	15	16	17	18	19	09/18 Deadline for inter-university course applications for TCU and non-TCU students. 09/18 Online credit waiver application deadline. 09/18 Deadline for undergraduate minor and double major applications. 09/18 Gathering with Tzu Cheng Dads and Yi Te Moms (four-year undergraduate students).
		3	20	21	22	23	24	25	26	09/21–09/24 Late course added period for paper applications. 09/21–10/09 Applications for late course additions due to special circumstances. 09/23 Gathering with Tzu Cheng Dads and Yi Te Moms for students in programs other than four-year undergraduate and graduate programs at Jianguo Campus. 09/25 University holiday: Mid-Autumn Festival. 09/28 University holiday: Teachers' Day.

			27	28	29	30				
	Oct.	4					1	2	3	10/01 Training session for class officers and part-time student employees at the Jieren and Central Campuses. 10/02 Campus earthquake and disaster drill for new students (Central Campus and Jianguo Campus).
		5	4	5	6	7	8	9	10	10/08 Deadline for class schedule confirmation (11:59 PM). 10/09 Day off for National Day observance. 10/10 University holiday: National Day.
		6	11	12	13	14	15	16	17	10/12–11/28 Online submission period for instructors to submit student midterm academic alerts (7 weeks). 10/13 Evening fire drill on Jieren Campus. 10/14 Evening fire drill on Jianguo Campus. 10/15 Evening fire drill on Main Campus. 10/16 One-third of the semester has completed (Deadline for a one-third refund of tuition and fees for students withdrawing or taking a leave of absence.). 10/16 Course withdrawal deadline. 10/16 Deadline to apply for moving out of school housing (5:30 PM). Students who apply by this time are eligible for a two-third refund of the school housing fee.
		7	18	19	20	21	22	23	24	10/21 Gathering with Tzu Cheng and Yi Te Dads and Moms for students in programs other than four-year undergraduate and graduate programs at Jianguo Campus.
		8	25	26	27	28	29	30	31	10/25 University holiday: Taiwan Commemoration Day. 10/26 Day off (holiday observance). 10/30 Gathering with Tzu Cheng Dads and Yi Te Moms (four-year undergraduate students).
	Nov.	9	1	2	3	4	5	6	7	11/02–11/06 Midterm examination week.
		10	8	9	10	11	12	13	14	11/09–11/15 Completion of the first course evaluation form. 11/12–11/15 Tzu Chi's 60th Anniversary Sutra Adaptation Performance.
		11	15	16	17	18	19	20	21	
		12	22	23	24	25	26	27	28	11/27 Two-thirds of the semester has completed (deadline for a one-third tuition and fee refund for students withdrawing or taking a leave of absence). 11/28 Deadline for instructors to submit midterm academic alerts (online system closes at 24:00).
		13	29	30						
					1	2	3	4	5	
	Dec.	14	6	7	8	9	10	11	12	12/11 Gathering with Tzu Cheng Dads and Yi Te Moms (four-year undergraduate students).
		15	13	14	15	16	17	18	19	12/14–12/18 Applications and payment for Winter Break school housing are due by noon on 12/18. Payment is required at the time of application. 12/16 Gathering with Tzu Cheng Dads and Yi Te Moms for students in programs other than four-year undergraduate and graduate programs at Jianguo Campus.
		16	20	21	22	23	24	25	26	12/22 Deadline for calculating conduct grades for all students. 12/25 University holiday: Constitution Day
		17	27	28	29	30	31			12/28–01/03 Complete the second course evaluation form. 12/30–01/03 Online course pre-registration for Spring Semester 2027. 12/31 Deadline for graduate degree exam applications. 12/31 Deadline for leave of absence applications (all programs).

								1	2	01/01 University holiday: New Year's Day.
2027	**Jan.**	**18**	3	4	5	6	7	8	9	01/04–01/08 Final examination week. 01/04 Phase 1 of off-campus housing applications for boarding students begins (through the first day of classes next semester). 01/08 End of Fall Semester school housing move-out deadline (12:00 noon).
		Winter Vacation	10	11	12	13	14	15	16	01/11 Winter Break begins. 01/12 Scheduled power outage for school housing electrical maintenance at Jianguo Campus. 01/15 Deadline for instructors to submit semester grades.
			17	18	19	20	21	22	23	
			24	25	26	27	28	29	30	01/29 Thesis/dissertation submission deadline. 01/30–01/31 Scheduled power outage for school housing maintenance (Central Campus).
			31							01/31 Fall Semester ends.

Tzu Chi University Academic Calendar for the Spring Semester, Academic Year 2026–2027

※Note 1: In the event of class suspension due to natural disasters, the official announcements of the Directorate-General of Personnel Administration (DGPA), Executive Yuan, shall prevail. Decisions regarding make-up classes will be made by the course instructor.
※Note 2: Holidays shown in this academic calendar are based on the official announcements of the Directorate-General of Personnel Administration (DGPA), Executive Yuan. Any changes will be updated following approval by the University's Administrative Meeting.

First Day of Classes: February 22, 2027 (Monday)

Year	Month	Week	Day of Week							Academic Calendar 2027
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2027	Feb.	Winter Vacation		1	2	3	4	5	6	02/05 Day off for Lunar New Year's Eve. 02/06 University holiday for Lunar New Year.
			7	8	9	10	11	12	13	02/07–02/10 Lunar New Year holidays. 02/12 Tuition and fee payments due.
			14	15	16	17	18	19	20	02/19 School housing opens at noon for returning students.
		1	21	22	23	24	25	26	27	02/22 First day of classes; workday. 02/22–03/05 Add/drop period. 02/22 Deadline to apply to move off campus (5:30 PM) and receive a full refund of the Spring Semester school housing fee. 02/23 Phase 2 applications for moving off campus begin. Students wishing to move out of school housing should apply before one-third of the semester has passed (04/02).
		2	28							02/28 University holiday: Peace Memorial Day.
	Mar.			1	2	3	4	5	6	03/01 Day off for observance of Peace Memorial Day. 03/05 Deadline for inter-university course applications for TCU and non-TCU students. 03/05 Online credit waiver application deadline. 03/05 Deadline for undergraduate minor and double major applications.
		3	7	8	9	10	11	12	13	03/08–03/12 Late course added period for paper applications. 03/08–03/26 Applications for late course additions due to special circumstances. 03/12 Training for class officers and part-time student employees at the Jieren and Central Campuses.
		4	14	15	16	17	18	19	20	03/17 Gathering with Tzu Cheng Dads and Yi Te Moms for students in programs other than four-year undergraduate and graduate programs at Jianguo Campus.
		5	21	22	23	24	25	26	27	03/26 Class schedule confirmation period ends (11:59 PM). 03/26 Gathering with Tzu Cheng and Yi Te Dads and Moms (four-year undergraduate students). 03/27 10 Kilometer Run
		6	28	29	30	31				03/29–05/15 Online submission period for instructors to submit student midterm academic alerts (7 weeks).
	Apr.						1	2	3	04/02 One-third of the semester has completed (Deadline for a two-thirds tuition and fee refund for students withdrawing or taking a leave of absence). 04/02 Course withdrawal deadline.

										04/02 Students wishing to move out of school housing should apply by 5:30 PM to receive a two-thirds refund of the school housing fee.
		7	4	5	6	7	8	9	10	04/04 University holidays: Children's Day 04/05 University holidays: Tomb-Sweeping Day 04/06 Day off 04/09 Fire drill at Central Campus school housing. 04/09 Gathering with Tzu Cheng Dads and Yi Te Moms (four-year undergraduate students).
		8	11	12	13	14	15	16	17	04/14 Gathering with Tzu Cheng Dads and Yi Te Moms for students in programs other than four-year undergraduate and graduate programs at Jianguo Campus. 04/14 Fire drill at Jianguo Campus school housing. 04/16 Fire drill at Jieren Campus school housing.
		9	18	19	20	21	22	23	24	04/19–04/23 Midterm examination week.
		10	25	26	27	28	29	30		04/26–05/02 Complete the first course evaluation form. 04/26–04/30 Applications for 2027–2028 school housing are now open. 04/30 Day off for observance of Labor Day.
	May.								1	05/01 Day off for Labor Day.
		11	2	3	4	5	6	7	8	
		12	9	10	11	12	13	14	15	05/09 Tzu Chi 61st Anniversary and Buddha Day Ceremony. 05/14 Two-thirds of the semester has completed (Deadline for a one-third tuition and fee refund for students withdrawing or taking a leave of absence).. 05/15 Deadline for instructors to submit student midterm academic alerts (system closes at 24:00).
		13	16	17	18	19	20	21	22	05/19 Gathering with Tzu Cheng and Yi Te Dads and Moms for students in programs other than four-year undergraduate and graduate programs at Jianguo Campus. 05/21 Deadline for leave of absence applications for graduating students.
		14	23	24	25	26	27	28	29	05/24–05/28 Final examination week for graduating students. 05/28 Gathering with Tzu Cheng Dads and Yi Te Moms for graduating students.
		15	30	31						05/31–06/04 Applications for Summer Break school housing (online and paper applications close at noon on 06/04).
	Jun.				1	2	3	4	5	06/04 Deadline for calculation of student conduct performance. 06/04 Deadline for instructors to submit grades for graduating students. 06/04 Gathering with Tzu Cheng Dads and Yi Te Moms (non-graduating four-year undergraduate students).
		16	6	7	8	9	10	11	12	06/07–06/11 University review of graduation requirements for graduating students. 06/09 University holiday: Dragon Boat Festival. 06/12 Commencement Ceremony. 06/12 Gathering with Tzu Cheng and Yi Te Dads and Moms for graduating students.

		17	13	14	15	16	17	18	19	06/14–06/20 Complete the second course evaluation form. 06/16–06/20 Online course pre-registration for Fall Semester 2027. 06/16 Gathering with Tzu Cheng Dads and Yi Te Moms for non-graduating students in programs other than four-year undergraduate and graduate programs at Jianguo Campus. 06/18 Deadline for leave of absence applications for non-graduate students.
		18	20	21	22	23	24	25	26	06/21-06/25 Final examinations week. 06/25 Move-out deadline for graduating students and students not staying in school housing next semester (12:00 noon). 06/27 End of Spring Semester school housing move-out deadline (12:00 noon).
		Summer Vacation	27	28	29	30				06/28 First day of Summer Break. 06/30 Deadline for graduate degree exam applications. 06/30 Deadline for leave of absence applications for graduate students.
	Jul.						1	2	3	07/02 Deadline for instructors to submit final grades.
			4	5	6	7	8	9	10	07/07 Scheduled power outage for school housing electrical maintenance at Central Campus. 07/10 Scheduled power outage for electrical maintenance in Jianguo Campus academic buildings.
			11	12	13	14	15	16	17	07/17 Scheduled power outage for electrical maintenance at Jieren Campus.
			18	19	20	21	22	23	24	
			25	26	27	28	29	30	31	07/31 Deadline for graduation clearance for students in non-graduate programs. 07/31 Spring Semester ends. 08/31 Deadline for graduate students to submit theses/dissertations.

Important Dates

Date	Event Names	Details
7/20-8/26	Fill Out Freshman Online Registration System	● Complete the "Freshman Online Registration System" at: https://recruit.tcu.edu.tw/WebRegister/Login.aspx ● Available from 8:00 AM, July 20 to 5:00 PM, August 26, 2026.
7/20-8/26	Dormitory Application	● Fill out the "Dormitory Application Form" and the "Student Dormitory Consent Form," in the "Freshman Online Registration System". ● Available from 8:00 AM, July 20 to 5:00 PM, August 26, 2026.
8/15-9/7	Mandarin Proficiency Test for International Students	● Online test (Test notifications will be sent via email, please check your inbox regularly).
8/28	Deadline for Tuition and Other Fee Payment	● Senior students will assist in guiding you to pay at CTBC Bank, Taiwan Cooperative Bank, or at convenience stores. ● Download payment slips at: https://goo.gl/uld9Ub ● International remittance is available but may take about 10 business days. ● Telegraphic Transfer (T/T) takes 3-4 business days; Mail Transfer (M/T) takes 10-14 business days. ● **Kindly make the payment via Telegraphic Transfer (T/T) to prevent any impact on your course registration.**
9/7	International Student Arrival	Ensure communication with the Office of Global Affairs (OGA) to receive proper guidance upon arrival in Hualien.
9/2	Uniform Measurement	● Please follow the time and location assigned by the Office of Student Affairs for uniform measurements. ● For missed measurements, refer to the Office of Student Affairs' announcements on "Uniform Reissues."
9/7	**First Day of Classes**	**Classes begin.**
9/7-9/24	Course Add/Drop Period	● Online course add/drop: From 7:00 AM, September 7 to 12:00 AM (midnight), September 18, 2026. ● Paper-based course add/drop: From 8:00 AM, September 21 to 5:30 PM, September 24, 2026.

10/2	Welcome Event for International Freshmen	● Details of the event, including time and location, will be announced in the freshman group. Please stay tuned for announcements from the Office. ● Attendance is mandatory for international students.
9/21-10/9	Online Confirmation of Course Selection Results	Check official course enrollment information by logging into the iCan system: http://ican.tcu.edu.tw/login.aspx
9/15	Deadline for Submission of Freshman Health Examination Data (Non-Group Check-ups)	Please refer to the "Tzu Chi University Freshman Health Examination" https://health.tcu.edu.tw/?page_id=810

Important Documents and Matters

	Item	Required to Submit to the Office of Global Affairs (OGA)?	Notes
☐	Passport	Yes	Required for applying for an ARC, phone number registration, and insurance.
☐	Diploma and Transcript (Original Documents Verified by a Taiwan Overseas Representative Office)	No	Submit to the Registration Group of the Office of Academic Affairs for verification.
☐	Digital Passport Photo	Yes	Required for applying for an ARC and health insurance
☐	Health Check Form for ARC (For Certain Countries or Regions Only)	Yes	Get vaccinated for measles and rubella in your home country and complete the required health check based on the form. Send the scanned health report to OGA, and bring the original to Taiwan. If not submitted, you must complete it at Mennonite Christian Hospital after starting classes.
☐	Residence/Visitor Visa	Yes	✧ Be sure to apply for resident visas to enter Taiwan (do not enter as a tourist). ✧ Vietnamese recent graduates holding a temporary graduation certificate may apply for a visitor visa to study in Taiwan. ✧ Submit an electronic copy to OGA before purchasing your flight ticket.
☐	Flight Ticket to Taiwan	Yes	Discuss the suitable arrival date with OGA before booking your ticket.
☐	Proof of Financial Support or Scholarship Award Letter	Yes	Proof of financial support at least USD 3,300 or NTD 100,000, or a scholarship award letter, is required.

	Item	Required to Submit to the Office of Global Affairs (OGA)?	Notes
□	Language Proficiency Certificate	Yes	**(1)Chinese-taught departments, institutes, or degree programs:** A. Submit proof of Chinese proficiency equivalent to or above TOCFL Level A2. B. Applicants whose previous degree program was taught in Chinese, or whose major was in Chinese language, must provide supporting documentation. **(2)English-taught departments, institutes, or degree programs (including those offering sufficient English-taught courses to meet graduation requirements):** A. Submit proof of English proficiency equivalent to or above CEFR Level B1. B. Applicants from countries where English is an official and commonly used language (see Appendix 1) are exempt from this requirement. Applicants who obtained their previous degree in an English-speaking country or from a program taught entirely in English must provide relevant proof.
□	Open a Bank Account in Your Country	No	To facilitate paying tuition and living expenses in Taiwan, you may open a joint bank account with your parents and apply for an ATM card usable in Taiwan.
□	Bedding and Personal Items (Approx. NTD 6,000)	No	On your first day in Taiwan, you will need to purchase bedding and personal items (approx. NTD 6,000). Have you prepared sufficient New Taiwan Dollars (NTD)?
□	Various Fees	No	Prepare sufficient New Taiwan Dollars (NTD) to cover tuition and other fees, and fees for dormitory, bedding, insurance, ARC, health check, SIM card, books, uniform, and other related expenses. For details, please refer to pages 20-29. Obtain a SIM card at Taoyuan Airport to ensure smooth communication after leaving the airport.

	Item	Required to Submit to the Office of Global Affairs (OGA)?	Notes
□	ARC and Bank Account	Yes	You can open a bank account in Taiwan or a postal account only after obtaining your ARC. Before opening an account, have you prepared sufficient New Taiwan Dollars (NTD) to cover your personal living expenses?
□	Tuition Payment (Overseas Remittance)	No	Refer to pages 23-24 for the overseas transfer account details. **Note: Use T/T telegraphic transfer.**

Information to Know Before Arriving in Taiwan

【Guidelines for Incoming International Students】

1. International students must notify the Office of Global Affairs (OGA) of their arrival date, flight details, and arrival time in Taiwan no later than 3 days before entering Taiwan.
2. Students must inform the university's Office of Global Affairs (OGA) before their flight departure and upon arrival at Taiwan Taoyuan International Airport or other entry airports. Designated personnel will stay in close contact with the students to assist in addressing any emergencies promptly.
3. For information on traveling from Taoyuan International Airport to Tzu Chi University, please refer to the details on pages 31-33 under "Information After Arriving in Taiwan."

【Opening a Bank Account in Your Home Country】

You will not be able to open a bank account immediately after arriving in Taiwan. To conveniently pay tuition and other fees, as well as cover personal living expenses in Taiwan, consider opening a joint bank account with your parents in your home country. Apply for an ATM card that allows cash withdrawals in Taiwan to facilitate cash access while you are here.

【Introduction to the Chinese Proficiency Test】

1. **Test Date:** An exam notification will be sent via email before the start of the semester. Please check your email regularly.
2. **Test Duration:** Approximately one hour
3. **Test Location:** Online.
4. **Format:** Listening and reading.
5. **Content:** Focused on everyday language, covering real-life situations such as short articles, advertisements, broadcasts, announcements, letters, notes, timetables, weather forecasts, and more.
6. **Score:** The test results will be used to place students in appropriate Chinese courses and are unrelated to course grades.
7. **Test Guidelines:** Approach the test with a serious and accurate attitude to showcase your Chinese proficiency. This will help you enroll in a course that suits your level, enabling you to improve your Chinese skills and benefit your academic learning in your major.

【Beautiful Taiwan and Hualien】

【Overview of Taiwan】

Population: 23.57 million (as of April 2018)

Area: 36,197.067 square kilometers

People: Han Chinese (97%), Indigenous
Peoples (2%), Others (1%)

Languages: Mandarin, Taiwanese, Hakkanese, Aboriginal

Major Foreign Languages: English, Japanese

Time Zone: National Standard Time(UTC+8), no daylight saving time

Standard Voltage: 110V, 60Hz

【Geographical Environment】

Taiwan is located between the southeastern coast of the Asian continent and the East Asian islands distributed along the western Pacific Rim. To the north lie Japan and the Ryukyu Islands; to the south are the Philippine Islands; to the west is Mainland China. Taiwan is a long, narrow island stretching from north to south. The island is about 395 kilometers long and about 144 kilometers wide, with a total land area of around 36,000 square kilometers (about 14,400 square miles).

【Topography】

Taiwan is endowed with steep mountain ranges; therefore, great altitude differences occur throughout the island. Most mountain ranges run in a north-northeast to south-southwest direction. The highest point is Yushan Peak of the Yushan Mountain Range, which reaches an elevation of 3,952 meters above sea level, making it the highest peak in Northeast Asia. Since mountain areas cover a majority of the island, Taiwan’s ecological resources are abundant. The plains of Taiwan are relatively narrow and found only in the western region and the longitudinal valley along the east coast. These also happen to be the most densely populated areas in Taiwan.

【Climate】

Average annual rainfall in Taiwan is 2,515 mm. It is a tropical and subtropical climate zone with a high temperature and rainy climate. The average temperature for the northern half of the island is about 21.7℃; the average temperature for the southern half is around 24.1℃. The island is coldest from January through March with temperatures dropping to around 10℃. From June to August, hot weather prevails, with temperatures rising to 38℃. More moderate temperatures follow in the months between, with an average temperature of 25℃.

Online References: https://eng.taiwan.net.tw/



【Introduction to Hualien】

Hualien is eastern Taiwan’s second largest city and one of the more pleasant small localities in Taiwan. Many tourists enjoy the Taroko Gorge, delicious cuisine, and elegant accommodations here. Backpackers can also find restaurants to eat at, guesthouses to stay in, and vehicles to use near the train station.Heading east, you can reach Meilun Mountain and Hualien Port. The area features spacious streets, tranquil parks, breathtaking ocean views, and convenient bike paths. It also offers upscale hotels and exquisite restaurants.

During the Qing Dynasty, immigrants from Fujian were amazed to see wave after wave of surging tides on the sea, leading them to name the area "Huilan" (meaning surging waves). The name was later changed to "Hualien." Tourism is a major source of income for Hualien, which is also rich in marble deposits, making it a key hub for Taiwan's cement production.

You can go online and learn more about the beauty of Hualien, such as:

Hualien Tourism Service Network: https://tour-hualien.hl.gov.tw/en/
Explore East Coast of Taiwan: https://www.eastcoast-nsa.gov.tw/en/
Hualien County Cultural Affairs Bureau: https://www.hccc.gov.tw/zh-tw

【Hualien Climate】

Hualien City experiences hot, humid, and overcast summers, while winters are comfortable, windy, and cloudy. The annual temperature generally ranges from 15℃ to 32℃, rarely dropping below 12℃ or rising above 34℃.

【Clothing Recommendations】

Spring (January to March): Layering is recommended. Prepare sweaters, long-sleeve shirts, and jackets.

Summer (April to June): Pack short-sleeve shirts and light jackets.

Autumn (July to September): Opt for breathable, sweat-wicking short-sleeve tops and shorts.

Winter (September to December):

September to October: Prepare short-sleeve clothing and light jackets.

November: Layering is recommended. Pack thin long-sleeve shirts and light jackets.

December: Bring sweaters, long-sleeve shirts, and jackets, and consider adding gloves, beanies, and masks as needed.






TCU Campuses

Tzu Chi University has three campuses: Central Campus, Jieren Campus, and Jianguo Campus.

◎Central Campus-

College of Medicine - Undergraduate Programs

Medicine, Pharmacy, Laboratory Medicine and Biotechnology, Physical Therapy, Public Health, Molecular Biology and Human Genetics, Medical Imaging and Radiological Sciences, Post-Baccalaureate Chinese Medicine.

College of Medicine - Graduate Programs

Medical Science (Doctoral Program), Translational Medicine (Doctoral Program), Pharmacology and Toxicology (Doctoral Program), Pharmacology and Toxicology (Master's Program), Medical Biotechnology (Master's Program),Clinical Pharmacy (Master's Program), Laboratory Medicine and Biotechnology (Master's Program), Physical Therapy (Master's Program), Public Health (Master's Program), Post-Baccalaureate School of Chinese Medicine (Master's Program), Molecular Biology and Human Genetics (Master's Program), Medical Imaging and Radiological Sciences (Master's Program), Oral Medicine and Material (Master's Program).

College of Engineering and Technology - Undergraduate Programs

Computer Science and Information Engineering, Biomedical Sciences and Engineering.

College of Engineering and Technology - Graduate Programs

Computer Science and Information Engineering (Master's Program), Biomedical Sciences and Engineering (Master's Program), Sustainability and Disaster Management (Master's Program).

◎Jieren Campus

College of Management and Smart Sustainability - Undergraduate Programs

Business Management, Information Technology and Management, Health Administration.

College of Management and Smart Sustainability - Graduate Programs

Information Technology and Management (Master's Program), Health Administration (Master's Program).

College of Humanities, Communication, and Social Sciences - Undergraduate Programs-

Social Work, Human Development and Psychology, Child Development and Family Studies, Communication Studies, Oriental Languages and Literature, Foreign Languages and Applied

Emerging Technologies, Digital Media and Technology.

College of Humanities, Communication, and Social Sciences - Graduate Programs

Social Work (Master's Program), Human Development and Psychology (Master's Program), Communication Studies (Master's Program), Oriental Languages and Literature (Master's Program), Education (Master's Program), Religion and Humanity (Master's Program).

◎Jianguo Campus

【College of Nursing】

Junior College Programs-

Nursing, Long-Term Care.

Undergraduate Programs-

Nursing, Post-Baccalaureate Nursing.

Graduate Programs-

Nursing (Master's Program), Nursing (In-service Master's Program), Long-Term Care (Master's Program).

Tuition and Other Fees

Junior College				
Department/Institute	Year	Tuition	Other Fees	Total
Long-Term Care	2nd Year (Associate Degree)	24,520	9,210	33,730
Nursing	First 3 Years of 5-Year Program	18,890	7,780	26,670
	Final 2 Years of 5-Year Program	24,520	9,210	33,730

Two-Year In-Service Bachelor Program					
Department/Institute	Tuition	Other Fees	Credit Fees	Total	Remarks
Nursing			1,310		Fees are charged according to the number of credits taken.
Social Work	38,023				No credit fees are charged for students with extended study periods.

Undergraduate			
Department/Institute	Tuition	Other Fees	Total
Medicine	45,024	16,951	61,975
Post-Baccalaureate School of Chinese Medicine	45,024	16,951	61,975
Pharmacy	39,264	14,966	54,230
Physical Therapy	33,975	14,874	48,849
Laboratory Medicine and Biotechnology	33,975	14,874	48,849
Public Health	33,975	14,874	48,849
Molecular Biology and Human Genetics	33,975	14,874	48,849
Medical Imaging and Radiological Sciences	33,975	14,874	48,849
Computer Science and Information Engineering	33,975	14,874	48,849
Biomedical Sciences and Engineering	33,975	14,874	48,849
Nursing	33,975	14,874	48,849
Post-Baccalaureate Nursing	33,975	14,874	48,849
Business Management	36,000	11,800	47,800
Information Technology and Management	36,000	11,800	47,800
Health Administration	36,000	11,800	47,800
Social Work	38,023	8,808	46,831
Human Development and Psychology	38,023	8,808	46,831

Child Development and Family Studies	38,023	8,808	46,831
Oriental Languages and Literature	38,023	8,808	46,831
Foreign Languages and Applied Emerging Technologies	38,023	8,808	46,831
Communication Studies	39,264	14,966	54,230
Bachelor's Program in Digital Media and Technology	39,264	14,966	54,230

Graduate Institute - Master's Program				
Department/Institute	Tuition	Other Fees	Total	Basic Fee (From the 3rd Year Onward)
Biomedical Sciences	26,461	16,276	42,737	21,369
Graduate Institute of Clinical Pharmacy	26,461	16,276	42,737	21,369
Laboratory Medicine and Biotechnology	26,461	16,276	42,737	21,369
Physical Therapy	26,461	16,276	42,737	21,369
Public Health	26,461	16,276	42,737	21,369
Molecular Biology and Human Genetics	26,461	16,276	42,737	21,369
Pharmacology and Toxicology	26,461	16,276	42,737	21,369
Medical Imaging and Radiological Sciences	26,461	16,276	42,737	21,369
Oral Medicine and Material	37,302	14,218	51,520	25,760
Post-Baccalaureate School of Chinese Medicine	45,024	16,951	61,975	30,988
Computer Science and Information Engineering	26,461	16,276	42,737	21,369
Biomedical Sciences and Engineering	26,461	16,276	42,737	21,369
Sustainability and Disaster Management	32,263	8,961	41,224	20,612
Nursing	26,461	16,276	42,737	21,369
Nursing (In-service Master Program)	26,461	16,276	42,737	21,369
Long-Term Care	26,461	16,276	42,737	21,369
Information Technology and Management	32,263	8,961	41,224	20,612
Health Administration	32,263	8,961	41,224	20,612
Social Work	32,263	8,961	41,224	20,612
Human Development and Psychology	32,263	8,961	41,224	20,612
Oriental Languages and Literature	32,263	8,961	41,224	20,612
Religion and Humanity	32,263	8,961	41,224	20,612
Education	32,263	8,961	41,224	20,612
Education (In-service Master Program)	12,240	18,500	30,740	15,370
Communication Studies	37,302	14,218	51,520	25,760

Ph.D				
Department/Institute	Tuition	Other Fees	Total	Basic Fee (From the 3rd Year Onward)
Medical Sciences	26,473	17,309	43,782	21,891
Translational Medicine	26,473	17,309	43,782	21,891
Pharmacology and Toxicology	26,473	17,309	43,782	21,891

Currency conversion website:
https://www.oanda.com/currency-converter/zh/?from=EUR&to=USD&amount=1

Pay Tuition, Other Fees and Accommodation Fees.

【There are Several Ways to Pay Your Tuition and Fees】

【Way 1】Important Information for Paying Tuition and Fees via International Remittance Before Arriving in Taiwan:

1. The handling fee for foreign currency remittances will be borne by the remitter. Please inform the bank at the time of remittance that the handling fee will be covered by the remitter (select "OUR" for the fee type). The bank will charge the remitter for the handling fee accordingly.
2. The actual remitted amount will be the amount after the bank deducts the handling fee. If there is any discrepancy with the tuition and other fees, please contact the university to make up the difference after arriving in Taiwan and completing enrollment.
3. When filling out the remittance form, please enter "Student ID + Tuition Fees" in the Remittance Information field (e.g., 108512***+tuition fees).
4. After the remittance, please send the bank remittance notification to the Cashier Division's email (cashier@mail.tcu.edu.tw) to facilitate the subsequent reconciliation of tuition and other fees.

Payment Method:

1. Download payment slips at: https://goo.gl/uld9Ub
2. Print it with a clear and clean bar code
3. Online payment by transfer bank with bank information below

Bank Information	Note
Bank: MEGA INTERNATIONAL COMMERCIAL BANK, HUALIEN BRANCH Swift Code: ICBCTWTP023 TEL: +886-3-8350191 FAX: +886-3-8360442 Bank Address: 26, KUONG YUAN ROAD, HUALIEN TAIWAN	The remittance bank will calculate the amount based on the exchange rate at the time of transfer, and the remitter will bear any differences caused by exchange rate fluctuations.
Account Information	
Account Name: TZU CHI UNIVERSITY Account Number: 023-10-63000-5	

【Way 2】After Arriving in Hualien, Please Proceed to a Bank or Convenience Store to Pay the Relevant Fees in New Taiwan Dollars (NTD).

1. Pay at any convenience store: If the amount is under NT$60,000, you can make the payment at any 7-Eleven or Family Mart convenience store.
2. Pay at banks listed below if the amount is above NT$60,000:

CTBC Bank	**Taiwan Cooperative Bank**
No. 167, Guolian 1st Road, Hualien	371 Zhongshan Road, Hualien
(03)834-0566	(03)835-0151

NOTE:

Students are advised to retain their receipt in case it is needed for verification and double check on system.



Accommodation, Dining, Insurance and Other Fees

【Accommodation】

1. For Freshman Housing Application: https://recruit.tcu.edu.tw/WebRegister/Login.aspx
2. Information regarding accommodation applications for the summer and winter vacation will be announced later.

【Fees】

1. Dormitories at the Central and Jieren Campuses: Equipped with air conditioning, each 391-square-foot room accommodates four students. The accommodation fee is NT$8,200 per semester (4 months), and air conditioning electricity charges require separate prepaid credits. The fee for staying during winter and summer vacations is NT$100 per day (excluding air conditioning).
2. Dormitories at the Jianguo Campus: Equipped with air conditioning, each 391-square-foot room accommodates four students. The accommodation fees are NT$6,000 per semester (4 months) for Zhi Shan (Junior College female dorm, shared room), and NT$8,200 per semester for the Zhi Mei building (Undergraduate Male Students, Junior College Male Students / Undergraduate Female Students /, suite). Air conditioning requires a separate prepaid credits.
3. Winter/Summer Vacation Accommodation Fees:
   - ✧ Applications and accommodation start and end dates must be submitted with the assistance of a faculty member.
   - ✧ Charges are based on room type (excluding air conditioning fees, which are paid separately by users).

Room Type	Winter/Summer Vacation (per day)
Single Room	300 NTD
Double Room	200 NTD
Triple Room	150 NTD
Quadruple room	100 NTD

   - ✧ For students working on-campus, the accommodation fee during their work-study period will be charge according to the room type.
   - ✧ Off-campus work-study accommodation requests is not accepted.
   - ✧ For students on credit-based internships, charges will be based on the internship schedule (according to the above fee structure).

- ✧ During the Lunar New Year period, accommodation is provided for international students. Scholarship recipients are exempt from fees, while others are charged NT$300 per day (excluding air conditioning).

Reminder:

- ✧ For your safety, please carefully read the dormitory regulations on pages 33-35.
- ✧ For your health, please purchase the necessary items on the day you arrive at the dormitory (see page 33 for details).

【Dining Fees】

1. The university's restaurants provide vegetarian meals only. For more information: https://gas.tcu.edu.tw/?page_id=2423
2. For your convenience and to enjoy the discounted prices, please bring your student ID to the university's Cashier Division, a payment kiosk, or through the Campus App to add credit for meals. Also, remember to bring your own utensils when dining at the restaurants.
3. Any changes will be subject to announcements based on the university's actual circumstances.

【Accident Insurance and Health Insurance】

Item	Cost
Student Group Insurance	NT$337 per semester (The actual cost is based on the payment slip.)
Private Accident and Health Insurance	1. Provided for new students who are not yet eligible to apply for Taiwan's National Health Insurance. 2. According to Taiwan's Ministry of Education regulations, all new students must purchase accident insurance and health insurance before registration. For international students, insurance purchased outside Taiwan must be certified by Taiwan's overseas representative offices. If you have not yet purchased insurance, the university's Office of Global Affairs (OGA) can assist you in purchasing a six-month health insurance plan. The cost is NT$3,000 for international students and NT$600 for overseas Chinese students. 3. Students holding an ARC and continuously residing in Taiwan for six months are eligible to enroll in Taiwan's National Health Insurance. Alternatively, students who have left Taiwan once, for no more than 30 days, and whose total days of actual residence in Taiwan reach six months, may also apply. For those who do not meet the eligibility requirements for Taiwan's National Health Insurance, the university will assist in purchasing accident and health insurance.
National Health Insurance (staying in Taiwan for 180 days after receiving ARC)	✧International Students and Non-Subsidized Overseas Chinese Students: NT$826 per month, with a six-month payment of NT$4,956. ✧Overseas Chinese Students: NT$413 per month, with a six-month payment of NT$2,478.

Friendly Reminder:

1. Medical treatment in Taiwan can be very expensive without insurance. Therefore, it's crucial for international students to understand Taiwan's insurance policies and healthcare system.
2. According to Article 22 of the Regulations Regarding International Students Undertaking Studies in Taiwan (Ministry of Education), all international students must have medical insurance throughout their stay.
   ✧ **New students** must provide proof of valid medical and injury insurance for at least six months from the date they enter Taiwan. (The school will assist with the enrollment process.)

- ✧ **Current students** must show proof that they are enrolled in Taiwan's National Health Insurance (NHI) program. (The school will assist with the enrollment process.)
- ✧ If the insurance proof was issued **outside Taiwan**, it must be **authenticated by an overseas mission** (such as a Taiwanese embassy or consulate).

3. The Office of Global Affairs (OGA) will assist international students in enrolling in two types of insurance:
   - ✧ **Injury Insurance (Before join "National Health Insurance")**
   - ✧ **National Health Insurance (aka. N.H.I.):** https://law.moj.gov.tw/Eng/LawClass/LawAll.aspx?PCode=L0060001
4. International students who hold a valid **ARC (Alien Resident Certificate)** for over six months, and **do not leave Taiwan more than once and for no more than 30 days within that six-month period**, are **eligible and required** to join the **National Health Insurance (NHI)** program.
5. At **TCU**, eligible international students must apply for NHI through the **Office of Global Affairs (OGA)**. The **NHI premium** will be included in the **payment sheet starting from the second semester**.
6. If you have already enrolled in the NHI **prior to your registration at TCU**, please contact the OGA to confirm whether your coverage will be transferred and if you will continue paying the premium through TCU. The NHI premium on your payment sheet will be adjusted accordingly.
7. To understand how to calculate when you will receive your NHI card, please refer to the table below

If your ARC is valid from	Entry/Enrollment date (Base on TCU date)	
Regulation	**Your case**	**Day**
Never leave Taiwan during the first 6 months	Never leave Taiwan	6 months
Leave Taiwan once and less than 30 days	Leaving Taiwan for 20 days	6 months + 20 days
Leave Taiwan once and more than 30 days	Leaving Taiwan for 36 days → **recalculate**	Latest entry + 6 months
Leave Taiwan twice, but less than 30 days	Leaving Taiwan twice, less than 30 days → **recalculate**	Latest entry + 6 months

8. To make it more convenient for you to pay the insurance fees, the university will include your insurance fees in the tuition and other fees payment slip. Additionally, you can find more information about Taiwan's National Health Insurance through the "NHI APP".

【Other Fees】

Item	Amount
Living Expenses (Including Meals)	✧ Living expenses vary for each student. A reference amount is approximately NT$6,000 to NT$10,000 per month. ✧ Students moving into the dormitory for the first time should prepare around NT$6,000 for bedding and personal items.
Bedding	✧ A set of bedding costs approximately NT$2,200 to NT$7,000, depending on personal preference.
Computer and Network Fees	✧ First-year students: NT$1,500 for the first semester and NT$1,500 for the second semester. ✧ No fees are charged for students in the second year or above.
Uniform	✧ For details on the uniform items and prices for 115th-year freshmen, please refer to the following website: https://life.tcu.edu.tw/?page_id=996
Books	✧ Books required by professors cost approximately NT$500 to NT$1,000 per book. Total estimated cost is around NT$5,000 per year.
ARC Application Fee	✧ NT$1,000 per year for international students and NT$500 per year for overseas Chinese students.
New Student Health Check Fee	✧ The health check is conducted by Hualien Tzu Chi Hospital. ✧ Early bird discount: NT$1,000 (Actual cost is based on the payment slip).
SIM card	✧ Before passport stamping at the "Immigration Passport Check Hall" at the airport, purchase a Taiwan local SIM card with a validity of at least one month; cost is approximately NT$2,000.

TZU CHI UNIVERSITY

Information After Enrollment

Information to Know After Arriving in Taiwan

【From Taoyuan International Airport to Tzu Chi University】

The Office of Global Affairs (OGA) will arrange airport pickup at Taoyuan International Airport during designated arrival times and accompany you to Tzu Chi University. Please refer to pages 9-10, "Important Dates," for the pickup schedule. Make sure to plan your arrival within this period and respond to the OGA's airport pickup email.

Airport pickup service is only available for undergraduate students. Master's and doctoral students are required to arrange one's own transportation to the university.

Taoyuan International Airport, 45 minutes by Taoyuan Metro, Taipei Main Station, 150 minutes by train, Hualien Train Station, 10 minutes by taxi, Tzu Chi University.



【From Taoyuan International Airport to Tzu Chi University, Please Refer to the Following Information】

By Airport MRT and Train:

- ✧ Ensure you have obtained a new phone number and exchanged New Taiwan Dollars (NTD) at the airport.
- ✧ Follow the signs or use the airport map to locate the Taoyuan Airport MRT. There are ticket vending machines near the entrance.
- ✧ Take the Airport MRT to Taipei Main Station. The journey takes approximately 45 minutes, and the fare is NT$160.
- ✧ Walk to the main hall of Taipei Main Station, where you will find ticket vending machines and ticket counters on the side.
- ✧ Take a train from Taipei to Hualien. The journey takes about 2.5 hours, though some trains may take longer. The fare is NT$583.
- ✧ Upon arriving at Hualien Train Station, take a taxi to the Central Campus of Tzu Chi University (approximately 5 minutes, NT$120), or to the Jieren Campus or Jianguo Campus (approximately 10 minutes, NT$160).
- ✧ For the Airport MRT timetable, please refer to the QR code on the right.: https://www.tymetro.com.tw/tymetro-new/en/index.php

【Phone Numbers and Websites You May Find Useful When Traveling from Taoyuan International Airport to Tzu Chi University】

Ministry of Foreign Affairs https://www.boca.gov.tw/mp-2.html Phone: +886-2-2343-2888	Taoyuan International Airport https://www.taoyuan-airport.com/?lang=en Phone: +886-3-273-5081 (Terminal 1) +886-3-273-5086 (Terminal 2)
Taipei Songshan Airport https://www.tsa.gov.tw/?id=ef81d612-6ca0-4e0f-9459-30bfb8c9523f&culture=2 Phone: +886-2-8770-3430	Taiwan High-Speed Rail **(THSR)** https://en.thsrc.com.tw/ Phone: +886-2-4066-3000
Taiwan Railways Administration https://tip.railway.gov.tw/tra-tip-web/tip?lang=EN_US Phone: +886-2-2381-5226 Customer Service (General inquiries and complaints): 0800-765-888	**Taoyuan Airport MRT** https://www.tymetro.com.tw/tymetro-new/en/index.php Customer Service (General inquiries and complaints): +886-3-286-8789

【Obtaining or Exchanging New Taiwan Dollars】

Please withdraw New Taiwan Dollars (NTD) at an ATM in the airport or exchange them at a bank service counter (refer to page 99 for the Taoyuan International Airport floor plan).

【Applying for a New Phone Number】

✧ Please apply for a new phone number at the airport (refer to page 99 for the Taoyuan International Airport floor plan).

✧ Before entering the "Immigration Passport Check Hall" to have your passport stamped, purchase a SIM card. It is recommended to choose a 1-month plan.

Application Methods:

1. After arriving at the airport, apply directly with a telecom provider. You only need to prepare your passport and either a boarding pass or a national ID.
2. Pre-apply for a SIM card in advance to save time.

   Chunghwa Telecom- Taoyuan Airport, Hualien Telecom Stores:
   https://www.cht.com.tw/home/consumer

Taiwan Mobile- Taoyuan Airport, Hualien Telecom Stores:

https://www.taiwanmobile.com/index.html

Far EasTone- Taoyuan Airport, Hualien Telecom Stores:

https://www.fetnet.net/content/cbu/tw/index.html

✧ Use your passport to apply for a mobile phone contract in Taiwan. We recommend applying at the airport. If you do not apply at the airport, you will need a Taiwanese guarantor, which can be quite inconvenient. For more information, please visit the following website: https://www.taoyuan-airport.com/?lang=en

【Telecom Company Airport Counters】

Location	Service Hours
Terminal 1 Chunghwa Telecom, Far EasTone, Taiwan Mobile	7:00 AM – 12:00 AM (Chunghwa Telecom) 8:00 AM – 9:00 PM (Far EasTone) 8:30 AM – 8:00 PM (Taiwan Mobile)
Terminal 2 Chunghwa Telecom, Far EasTone, Taiwan Mobile	5:00 AM – 10:00 PM (Chunghwa Telecom) 8:00 AM – 9:00 PM (Far EasTone) 8:30 AM – 8:00 PM (Taiwan Mobile)

【Your First Day in Taiwan】

【Purchasing Daily Necessities】

The dormitory only provides:

bed, wardrobe, desk, and chair

Items you need to prepare yourself:

Mattress, pillow, quilt, hangers, personal clothing, laundry basket, laundry detergent (or powder), shoes, slippers, fan, desk lamp, toothbrush, toothpaste, washbasin, cup, water bottle, thermos, utensils, and any other personal items you may need, as these are not provided by the dormitory.

【Once You Move into the Dormitory, You Become a Member of the Dormitory Family! Here are a few Reminders for You.】

✧ You agree to take on responsibilities and obligations related to being a dormitory member.

✧ You are willing to consider the perspectives of other dormitory residents and university staff and respect them.

✧ If you infringe on others' rights, the university will immediately terminate your current accommodation and may revoke your future dormitory privileges.

【Main Dormitory Rules】

To ensure safety and quality of living, please note the following:

1. Students violating the "Tzu Chi University Student Dormitory Regulations" and posing campus safety concerns, as determined by related meetings, will be arranged to stay in a dormitory or return home for rest by the Office of Global Affairs (OGA). Reapplication for dormitory accommodation will only be considered after the situation has improved and approved by a special meeting.
2. The dormitories are segregated by gender. Unauthorized individuals, including members of the opposite sex and non-residents, are not allowed to enter.
3. Dormitory gates open at 5:00 AM and close at 11:00 PM.
4. If you plan to return to the dormitory after 11:00 PM, please apply for late return in advance. If you plan to stay out overnight, please submit an overnight stay request before 11:00 PM on the same day. (The above applies to undergraduate level and above. For the Jianguo Campus dormitory: Junior College students must return to the dormitory before 20:00 to attend evening study.)
5. Each resident will receive a room key. Upon moving out, return the key to the dormitory supervisor ("House Dad" or "House Mom").
6. Keep your room clean and do not place garbage, shoes, or other items in the hallways. Separate recyclables and general waste. Place recyclables in the recycling bins during designated times and general waste in the trash bins.

   Recycling Times:

   ✧ Central Campus: Tuesday, Thursday, and Sunday, 9:30 PM – 10:30 PM
   ✧ Jieren Campus: Tuesday, Thursday, and Sunday, 9:00 PM – 10:00 PM
   ✧ Jianguo Campus: Wednesday, 9:00 PM – 10:00 PM
7. Please comply with the university's energy-saving policies.
8. The use of illegal drugs (e.g., marijuana, amphetamines) is strictly prohibited. Any violations

will result in legal consequences.

9. Smoking, drinking alcohol, cooking, frying, or gambling (including Mahjong) in the rooms is strictly forbidden.
10. Keep your room tidy and clean. Store your luggage properly, make your bed, and maintain peace in the dormitory.
11. In Taiwan, unboiled water is not safe for drinking. However, water from the water dispensers is safe to drink.
12. Laundry rooms are equipped with washing machines and dryers. Each use costs NT$20. Spin dryers are available for free after washing.
13. The dormitory is a shared space. To respect others' rights, please speak softly and gently open and close doors.
14. For your health, the dormitory does not provide personal bedding (e.g., pillows, mattresses, bed sheets). Please purchase these yourself.
15. For updates on the dormitory's current status, pay attention to dormitory broadcasts. Any matters requiring your cooperation will be announced through official university notices.
16. During summer and winter vacations, fewer students stay in the dormitory. Only a few areas will remain open, so students may need to move rooms or switch beds.
17. If students violate dormitory regulations, the university will no longer provide accommodation.
18. In case of emergencies, students must follow the guidance of dormitory staff.
19. When arranging off-campus housing, withdrawing, taking a leave of absence, or graduating, students must submit the required forms, clean their rooms, pack their belongings, and return their room keys. Dormitory staff will inspect the room to complete the check-out process. Submit the forms to the Student Affairs Office's Dormitory Counseling Division. Incomplete procedures will result in continued dormitory residency status.
20. If you feel uncomfortable in your current room, you may coordinate for a room change within the one-month adjustment period after the semester starts.
21. Dormitory residents are required to participate in activities such as morning cleaning for freshmen, public area cleaning, and day and night fire drills. Please cooperate.
22. Other dormitory-related regulations concerning residents' rights can be found on the Student Affairs Office/Dormitory Counseling Division website or in related policies.
23. Any changes will be announced based on the university's actual circumstances.

TCU Websites

School Website：http://info.student.tcu.edu.tw/

Campus Announcements ：https://info.tcu.edu.tw/hot_news/news_search.asp

Popular Services



Popular Services



Course Selection



Popular Apps in Taiwan



LINE　Facebook　Buses in Hualien　foodpanda　Uber Eats

Financial Aids

International Student Scholarship & Bursary

We offer financial aid to encourage outstanding international students to join us. Applications are open two weeks prior to the start of each academic year.

International Student Scholarship & Bursary Website: https://oga.tcu.edu.tw/scholarships/

The scholarship is paid monthly by direct deposit into the student's bank account, so the student must open a bank or post office account (see pages 49-50 for details) as soon as he or she receives his or her ARC.

Contact: Central Campus/Office of Global Affairs (OGA)/ext. 11025

Academic Excellence Award

1. Eligible applicants:



Applicable to enrolled students in each academic year of the five-year junior college and undergraduate programs. The following are not eligible:

- Students on leave, withdrawn, graduated early, exchange students, or those extending their studies.
- Transfer students in their first semester at the university.

2. Requirements:

- Academic grade must be at least 80, with a minimum of 9 credits taken (credits from transferred courses are excluded from the GPA calculation), and no replacements or backfilling of vacancies will be allowed.
- Conduct score must be at least 80, with no disciplinary records of minor demerits or above (including up to three reprimands, even if later removed), and no replacements or backfilling of vacancies will be allowed.
- Student registration and class affiliation are based on the Student Register of the Office of Academic Affairs. (Excluding late graduates who are studying for a double major, a minor,

or credits from the Teacher Education Program).

3. Students are not required to submit their own applications. After the start of the semester, the Office of Academic Affairs will rank students according to their grades from the previous semester and submit the list of recipients to the Student Scholarship and Bursary Review Committee for approval before the awards are granted.

4. Please refer to the latest school announcement for any changes.

Contact: Registration Division, Office of Academic Affairs – Central Campus/ext. 11102, 11103, 11134; Jianguo Campus/ext. 22318 (Junior College), 22366 (University)

Financial Assistance Application

Students may apply for financial assistance within two months of an accident, family crisis or other emergency.

Contact: Office of Student Affairs /Jianguo Campus/ ext.22397

Tzu Chi Student Education Scholarship Application

The Buddhist Tzu Chi Medical Foundation has established the Tzu Chi Scholarship at Tzu Chi University to cultivate outstanding talent needed for the Tzu Chi Medical Mission. Applications are accepted within one month after the start of each academic year and interviews will be conducted. For more information on how to apply, please visit the Office of Humanities website.

Contact: Office of Humanities – Central Campus/ ext. 11541; Jianguo Campus/ ext. 22476

Office of Global Affairs (OGA)

Welcome to Tzu Chi University!

The Office of Global Affairs (OGA) is responsible for international and cross-strait educational matters and exchanges. During your time at Tzu Chi University, if you have any needs, the staff will be delighted to assist you! We look forward to seeing you soon at Tzu Chi University!

Contact Information for the Office of Global Affairs (OGA)

Email: tcuoia@gms.tcu.edu.tw

Central Campus Address: No. 701, Sec. 3, Zhongyang Rd., Hualien City (A207)

Jianguo Campus Address: No. 880, Sec. 2, Jianguo Rd., Hualien City (A407)

Jieren Campus Address: No. 67, Jieren St., Hualien City (2A105)

Phone: +886-3-856-5301, Ext/ 11025, 22582, 22221, 31353

OGA Facebook

Useful Links:

Office of Global Affairs (OGA) : https://oga.tcu.edu.tw/

Facebook: https://www.facebook.com/tcuoia/ or scan the QR code on the right.

Instagram: https://www.instagram.com/tcu_oga/?igsh=MXdxeHRlOWlmbzRrag%3D%3D#

Tzu Chi University International Student Association

The Tzu Chi University International Student Association is a student organization dedicated to supporting international students. The association aims to foster an atmosphere of respect for multiculturalism on campus, where students can realize their potential and support one another.

Through various activities, the association provides opportunities for international students to showcase their talents, collaborate, and achieve shared goals. These events also allow international students to introduce their diverse cultures to Taiwanese faculty and students. If you have any accommodation or other needs, please feel free to bring them up. The association works closely with the Office of Global Affairs (OGA) to provide services tailored to your needs.

After enrollment, please join the Tzu Chi University International Student Association's Facebook group.

Student Buddy

Your buddy is a current student who will help you integrate into your new home, assist with course selection, and support you in resolving any issues.

Entry Visa and Taiwan Resident Certificate

✧ The admission notification issued by the university does not guarantee that you will be granted a Taiwan entry visa.

✧ Before coming to Taiwan, you can apply for either a Visitor Visa or a Resident Visa, with the Resident Visa being the preferred option. Once in Taiwan, you must apply for an Alien Resident Certificate (ARC) within one month of arrival. Prepare the required documents early and allow up to one month for processing.

✧ For information on applying for a Taiwan entry visa, you can search the following websites or scan the QR code above. Students with a Visitor Visa must apply for a Resident Visa upon arrival in Taiwan. Applying for a Resident Visa in Taiwan will incur additional fees, after which you can apply for a Taiwan ARC.

Websites for Applying for Entry Visas:

Bureau of Consular Affairs: https://www.boca.gov.tw/mp-2.html

Hualien County Service Station, National Immigration Agency: https://www.immigration.gov.tw/5475/

✧ Important Notes:

Students holding a Resident Visa must apply for a Taiwan ARC within 30 days of arrival in Taiwan

Hualien County Service Station, National Immigration Agency

Bureau of Consular Affairs

Visa Application

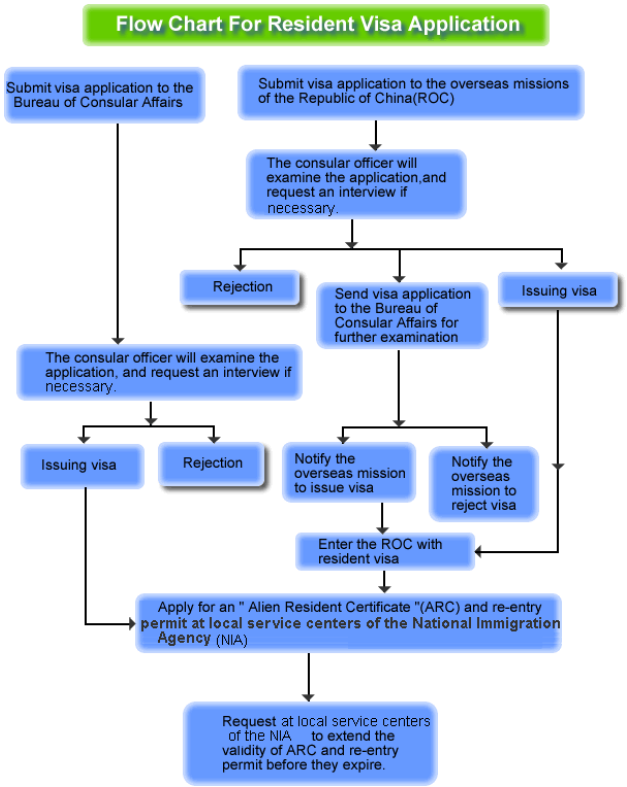
✧ Visa application link: https://visawebapp.boca.gov.tw/BOCA_EVISA/home.do

✧ Assess the link → Click "I have read …." and confirm and continue → Click "General Visa Applications" → Fill in the purpose come to Taiwan → Click "Applicant's Details" → Follow up step by step → Print the form clearly and neatly → Sign the application form and stick the passport photos.

✧ Application procedure (Please refer to the picture below)
https://www.boca.gov.tw/cp-164-3945-b88e0-2.html

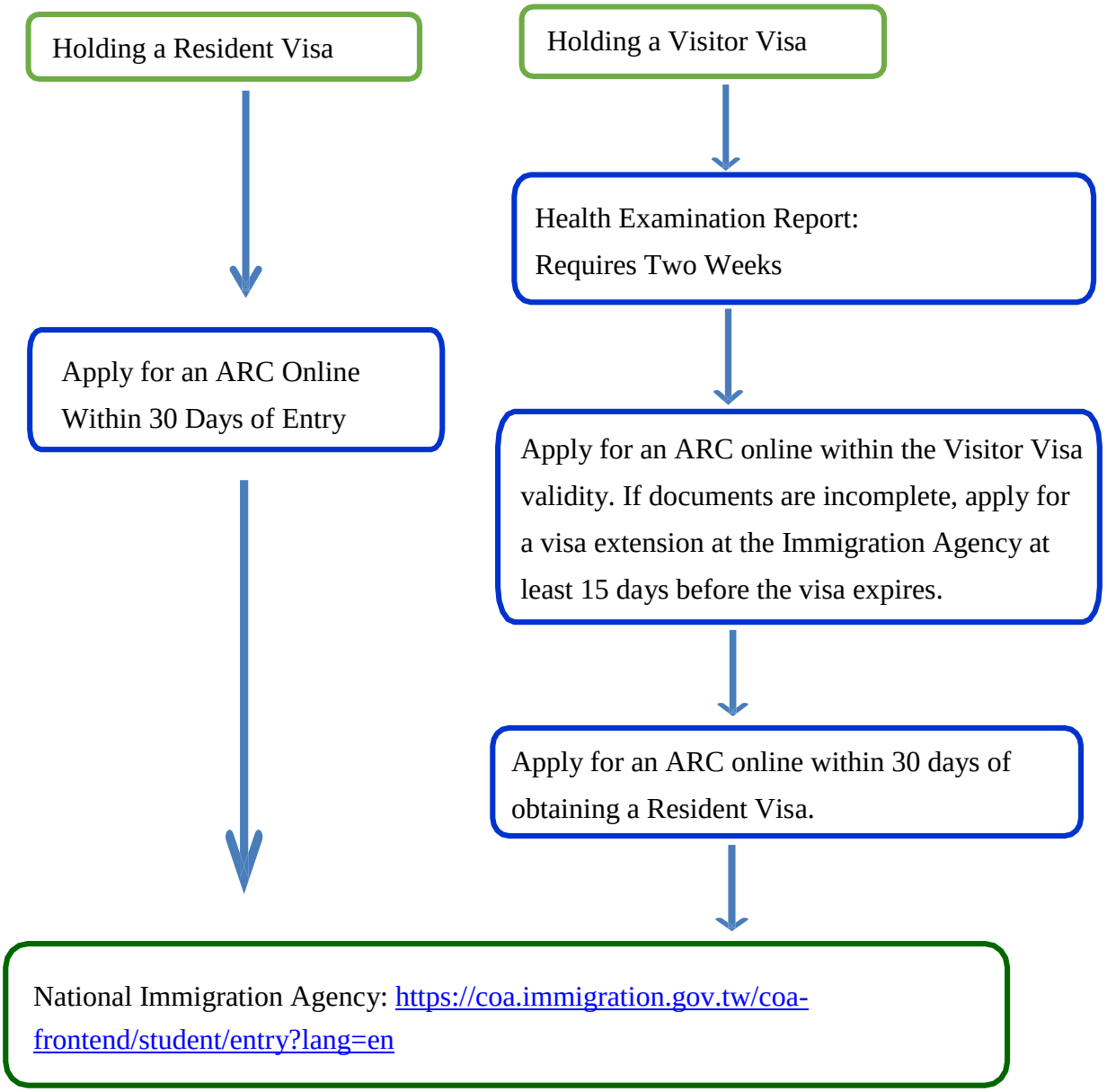
✧ Prepare required documents: https://www.boca.gov.tw/cp-166-283-c4da3-2.html

- Visa application form signed
- 2 color passport-size photos (45mm x 35mm)
- Passport and one photocopy of the passport
- Original and one photocopy of health certificate
- Original and one photocopy of admission permit or record of enrollment, registration and transcripts.
- Original and one certified photocopy of the highest education diploma and transcripts for each academic year
- Original and one photocopy of proof of financial support.
- Other supporting documents: Language certification (TOEFL, TOEIC, IELTS)



Source: Taipei Economic And Cultural

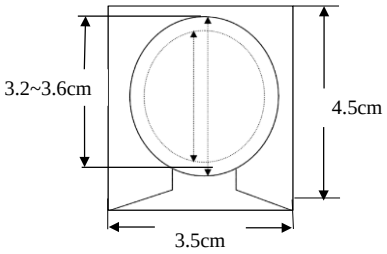
ARC Application





The photo is from the website of the National Immigration Agency.

Documents Required for ARC Application (All must be color electronic files, file size no larger than 512KB)

Item	Content
1	ARC Online Application : https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en
2	Passport (personal information page and visa page, including entry stamp)
	A 2-inch photo or a digital passport photo  ※The photo for ARC application must be taken within the last three months, with a white background. The photo must show no hat, no tinted glasses, and both ears clearly visible (uncovered). The headshot, from the top of the head to the chin, must be at least 3.2 cm in length. ※**Important!** Students must measure the photo with a ruler: the distance from the top of the head to the chin must be no less than 3.2 cm, or the application will be rejected.
4	Admission Letter + Student ID (with registration stamp on both sides) / Certificate of Enrollment: Overseas Chinese students applying for the first time must submit the admission allocation notice issued by University Entrance Committee for Overseas Chinese Students.
5	✧ Proof of Residence: For off-campus housing: Provide a copy of the lease agreement. For dormitory residents: Obtain a proof of residence form from the Office of Global Affairs (OGA), complete it, have it stamped by the Dormitory Counseling Division, and submit it to OGA. ✧ For students living with relatives: Attach a copy of the relative's ID and a residence consent letter. For any questions regarding the content of the consent letter, please consult the Office of Global Affairs. Students living off campus are required to register their current residential address in the system. Path: Student Information System → Student Affairs Office → Dormitory Counseling Section → Accommodation Operating System → Current Residence Registration.
6	Fee: NT$1,000 per year (international students) or NT$500 per year (Overseas Chinese Students).

Regulations Related to International Students

Regulations Regarding International Students Undertaking Studies in Taiwan

Article 4: An international student applying to study at an educational institution in Taiwan in accordance with the provisions of the two previous articles is limited to only applying once. If a student wants to continue studying in Taiwan, their application shall be handled in the same manner as the admission procedures for domestic students.

An international student in any of the following circumstances, who after applying to study in Taiwan in accordance with the preceding paragraph, is applying to continue studying in Taiwan, or is once again applying to study in Taiwan, is not subject to the restriction set out in the preceding paragraph.

I. If the international student is applying for admission to a master's degree or higher-level program after completing the course of study at the educational institution to which they originally applied. The university to which the student is now applying shall handle the application in accordance with its regulations;
II. If the international student applied to come to Taiwan to undertake a bachelor's degree or lower-level program in Taiwan and after coming to Taiwan stayed for less than one year for some reason then discontinued their studies or forfeited their student status, that student may lodge another application to come to Taiwan to study, but only one such further application is permitted.
III. If the international student meets the requirements set out in the provisions of Article 2, Paragraph 1 and they are applying for admission to an associate degree program or a program below that level.
IV. If the international student meets the requirements set out in the provisions of Article 2, Paragraph 1 and they are applying for admission to a bachelor's degree program other than one in a university department of medicine, dentistry, or Chinese medicine; only one such further application is permitted.

If an educational institution in Taiwan where an international student was studying considers that their conduct or academic performance was unsatisfactory, or if the student seriously violated any ordinances or the regulations of the educational institution and the circumstances were serious and as a result, in accordance with the provisions of its regulations governing student awards and penalties had to discontinue their studies or forfeited their status as a registered student, the student is not permitted to re-apply to study in Taiwan on the basis of the provisions of the previous two paragraphs.

Article 7-1: An international student who submits any certificate or document as part of their application for admission to an educational institution that is found to be forged, fabricated, or that has been altered in some way shall have their enrollment eligibility revoked. If the student has already registered and begun classes, their registration as a current student shall be cancelled and they will not be awarded any certification whatsoever regarding their related academic undertakings. If any such circumstances are first discovered after a student has already graduated, the educational institution shall revoke the former student's eligibility to graduate and shall require any degree already awarded to be returned and shall rescind it.

Article 11: An international student who reports to register at a university or tertiary college, a five-year program at a junior college, or a senior secondary school, junior high school, or an elementary school before it is already one-third of the way into the first semester of the current academic year shall be

registered for the first semester. If it is already more than one-third of the way into the first semester, the international student shall register for the second semester or the next academic year.

Regulations on Tuition and Other Fees

✧ Tzu Chi University Academic Regulations, Article 11:

Students must pay all required fees each semester. Refunds for students taking a leave of absence or withdrawing from the university will be processed in accordance with the Ministry of Education's "Regulations for the Collection of Tuition and Miscellaneous Fees at Junior Colleges and Higher Education Institutions" and "Regulations for Fees Collected from Students at Junior Colleges and Higher Education Institutions."

Regulations on Leave of Absence and Withdrawal

✧ Tzu Chi University Academic Regulations, Article 12:

New students and transfer students must complete registration and course selection procedures in person during their first semester. Failure to register on time will result in dismissal, except for those who have been approved to retain their admission.

✧ Tzu Chi University Academic Regulations, Article 28:

Students applying for a leave of absence must provide a parental or guardian consent letter (for undergraduate students) and obtain approval from the department chair, dean of academic affairs, and the president. The university may approve leave for one semester or one academic year, issuing a certificate of leave. Extensions of one semester or one academic year may be requested if necessary.

The application period for a leave of absence is as follows: Students may apply for leave for the current semester up to one week before the final exams. Applications for leave for the next semester may be submitted on or before the registration day (inclusive). If the registration deadline has passed, students must complete registration before submitting the application.

Grades for the semester in which the leave is taken will not be recorded, and the leave period does not count toward the total study duration. During the leave period, students are not allowed to transfer departments or return to school mid-semester.

✧ Tzu Chi University Academic Regulations, Article 29:

Students on leave of absence must apply for reinstatement before the leave period expires, with undergraduate students required to submit a letter from their parent or guardian. Failure to apply for reinstatement will result in withdrawal. Students on medical leave must also provide a medical certificate of recovery issued by a hospital. Reinstatement applications must be submitted to the Registration Office, reviewed by the Dean of Academic Affairs, and approved by the University President. Upon reinstatement, students must return to the same department and resume studies in the academic year or semester corresponding to their leave. If the leave was taken mid-semester, students must return to the same academic year or semester they left. Course plans and graduation requirements after reinstatement will

follow the regulations in effect during the student's original year of enrollment.

✧ Tzu Chi University Academic Regulations, Article 34:

Students shall be dismissed under any of the following circumstances:

- Admission or transfer qualifications are found to be invalid upon review.
- Failure to register on time or failure to return after the leave of absence period has expired.
- Those who fail their conduct grades.
- Failure to complete required courses and credits when the allowed study time is up, including approved extensions.
- Simultaneously enrolling in two schools or registering for two departments, institutes, or degree programs at the university without approval.
- Cheating on exams with serious violations confirmed through investigation.
- Dismissal is required under relevant educational laws or university regulations.
- Voluntarily applying for withdrawal without any of the above reasons.

✧ Tzu Chi University Academic Regulations, Article 69:

Graduate students shall be dismissed under any of the following circumstances:

- Failing to complete required courses and credits by the end of the allowed study period.
- Doctoral students who fail to pass the qualifying examination within the department's specified timeframe and are unable to transfer back to the original master's program.
- Failing the degree examination, either not qualifying for a retake or failing the retake after being granted one opportunity.

Work Permit

1. International students (enrolled in formal degree programs) who wish to work on or off-campus must apply for a work permit in advance, as required by regulations.: https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=StdIndexPage
2. To work on-campus, international students must also apply for participation in the part-time work training program through the Student Service Group of the Office of Student Affairs.

   Information on campus work eligibility can be found at: https://life.tcu.edu.tw/?page_id=4097
3. Students must complete all enrollment and registration procedures before applying for a work

permit.

4. If you are interested in part-time work and meet the requirements, the Office of Global Affairs (OGA) will assist you with the application. Working without a valid work permit may result in a fine of NT$30,000 to NT$150,000. Before applying for part-time work, it is essential to consult the OGA for legal guidance. This is in accordance with the Ministry of Labor's "Regulations on the Permission and Administration of the Employment of Foreign Workers."

5. Overseas Chinese and international students are limited to a maximum of 20 working hours per week while studying in Taiwan (according to Article 50 of the Employment Service Act by the Ministry of Labor), except during winter and summer vacations.

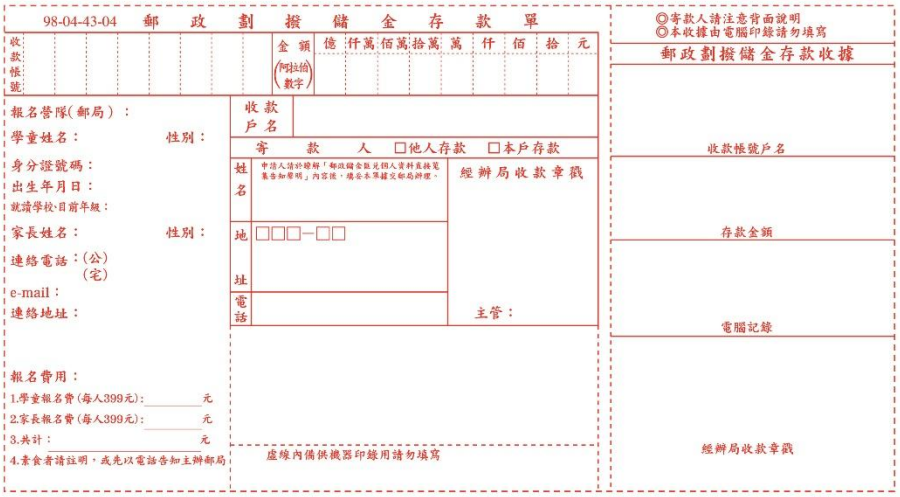
6. The online application process for a work permit typically takes **7–10 working days**, so please plan accordingly and apply early.

7. You can choose online work permit or hard copy when apply on the systems.

   - **Instruction manual:** https://ezwp.wda.gov.tw/wcfonline/wSite/download/student.pdf
   - **Video:** https://www.youtube.com/watch?v=CaXP-2SlfTU

8. Required Documents

   - Create an account in EZ work permit system.
   - PDF of student ID card with the registration stamp (front and back), or student ID card without registration stamp along with the student status certificate (for the current semester). The registration stamp and student status certificate can be requested from the Registration Section.
   - PDF of passport with photo.
   - NT$ 100 Make the payment of NT$ 100 with the postal remittance which you can take it from OGA or post office. After the payment, keep the receipt and enter the receipt number into EZ work permit system.





Notes: A work permit is valid for one year at most. The work permit is valid until September 30 of the same year.

9. Common Rejected Cases

- Your work permit duration is over your passport or ARC expiry date. Please correct the work permit application time date as same as your passport or ARC expiry date.
- If you have renewed your passport, please make sure to upload both the old and new passports to the system.
- No valid student status certificate in registered semester.
- Typing wrong payment receipt number. Correct the receipt number and upload your payment receipt.

Open a Bank Account in Taiwan

To open a bank account in Taiwan, you must appear in person.

Institution	Age Requirement	Required Documents	Remarks
Hualien Guo-An Post Office	For individuals aged 18 and above	1. ARC 2. Passport 3. Identity card from home country 4. Personal Wooden Seal 5. Deposit NT$100 6. Student ID (Stamped)	• The account opening process is quick and takes approximately 30 to 40 minutes per person. • Service hours: 08:30–10:30 (morning); 14:30–17:30 (afternoon). • Each session can accommodate up to three people, with a maximum of six people per day. • Withdrawals at post office ATMs are free of charge. A service fee applies when withdrawing from ATMs at convenience stores such as FamilyMart or 7-Eleven.
	For individuals aged under 18	1. ARC 2. Passport 3. Identity card from home country 4. Personal Wooden Seal 5. Deposit NT$100 6. Student ID (Stamped)	
Hualien Second Credit Cooperative	For individuals aged 18 and above	1. ARC 2. Passport 3. Identity card from home country 4. Personal Wooden Seal 5. Deposit NT$1,000 6. Student ID(Stamped)	• ATMs are available near the campus entrance for your convenience. • Service hours: 09:00–15:30 (services remain available during lunch break). • To close your account when leaving Taiwan after graduation, you must visit the bank in person and bring your ARC, passport, home country ID, personal seal, and bankbook.

NOTE: To open a bank account, a personal seal is required. Please have one made at a seal engraving shop. The cheapest wooden seal costs around NT$50.

- The nearest seal shop to Jianguo Campus and Jieren Campus is located at:
  No. 219, Section 2, Jianguo Road
- For the Main Campus, the closest shops are located at:
  No. 811, Zhongshan Road, or
  No. 144-2, Section 1, Jianguo Road

Banks/Post Office near the Central Campus

•CTBC Bank
No. 167, Guolian 1st Road, Hualien City No.
(03)834566

•Mega International Commercial Bank
26, Gongyuan Road, Hualien City
(03)8350191

•Post Office
No. 52, Fuguo Road, Hualien City
(03)857-7820

•Taiwan Cooperative Bank
No. 371, Zhongshan Road, Hualien City
(03)835-0151

Banks/Post Office near the Jianguo/Jieren Campus

•Post office
No. 35, Sec. 1, Ji'an Rd., Ji'an Township, Hualien County
(03)856-8217

Foreign Currency Exchange

Foreign currency can be exchanged at most banks at reasonable rates.

Apply for a Bank Card (ATM Card)

Your financial institution will issue you a bank card upon request. There are different types of bank cards. If it is a Cirrus or Plus card, you can use it to withdraw cash in countries other than Taiwan.

Office of Student Affairs

Student Dormitory

Each room is air conditioned and accommodates 4 students in 391 square feet of space.

The University has three campuses. Which one should I go to?

- Central Campus: College of Medicine, College of Engineering and Technology.
- Jieren Campus: College of Management and Sustainability, College of Humanities, Communication, and Social Sciences.
- Jianguo Campus: College of Nursing.

Can I move into the student dormitory before the official move-in date?

In special circumstances, such as the imminent approach of a typhoon or other natural disaster, students may request to move into the student dormitory early.

Can I send my personal items to the dormitory?

Campus	College	Men's dormitory	Women's dormitory
Central Campus	• College of Medicine • College of Engineering and Technology	No.188 Lane3, Zhongshan Road, Section1, Hualien, Taiwan	No.190 Lane3, Zhongshan Road, Section1, Hualien, Taiwan
Jieren Campus	• College of Management and Sustainability • College of Humanities, Communication, and Social Sciences	No.67 Jieren Street, Hualien, Taiwan	No.67 Jieren Street, Hualien, Taiwan
Jianguo Campus	• College of Nursing	Zhi-Mei Hall (Dormitory 3) No.409, Sec.2, Jianguo Rd., Ji'an Township, Hualien, Taiwan	Junior College: Zhi-Shan Hall (Dormitory 1) No.407, Sec.2, Jianguo Rd., Ji'an Township, Hualien, Taiwan Undergraduate and above students, and male junior college students: Zhi-Mei Hall (Dormitory 3) No.409, Sec.2, Jianguo Rd., Ji'an Township, Hualien, Taiwan

What time does the student dormitory close? What time does it open? Do university staff do roll calls in the dormitories?

1. Dormitory and student safety are the university's primary concerns.
2. Graduate students living in the dormitory may choose to sign a self-governance agreement. Graduate students who choose not to sign the agreement must abide by the same rules as undergraduate students.
3. Undergraduate rules: The doors to the dormitory close at 11 p.m. and open at 5 a.m. The dormitory managers will check daily to ensure that students are in their rooms. Students who need to study after lights out may use the desk lamps in their rooms.
4. Please refer to the latest school announcement for any changes.

How to apply for the student dormitory?

1. Applications for the dormitory for the next academic year are processed from April to May each year. Anyone who meets the following requirements may apply:
   - ✧ Freshmen must participate in two fire drills, one in their first semester and one in their second semester.
   - ✧ Spring semester freshmen and transfer students must participate in the fire drill for the semester in which they are currently enrolled.
   - ✧ Returning students must participate in at least one fire drill each academic year.
   - ✧ The number of off-campus nights for Undergraduate and above students did not exceed 60 days, for Junior college students did not exceed 30 days.
   - ✧ The number of penalty points did not exceed 60 points.
2. How to apply: As announced at the time.
3. First-year undergraduate students applying for dormitory for the next academic year must change their rooms. Returning students may choose to stay in their original room or change rooms.
4. Dormitory application procedures are based on the announcement at the time.
5. Select your bed number.
6. Please refer to the latest school announcement for any changes.

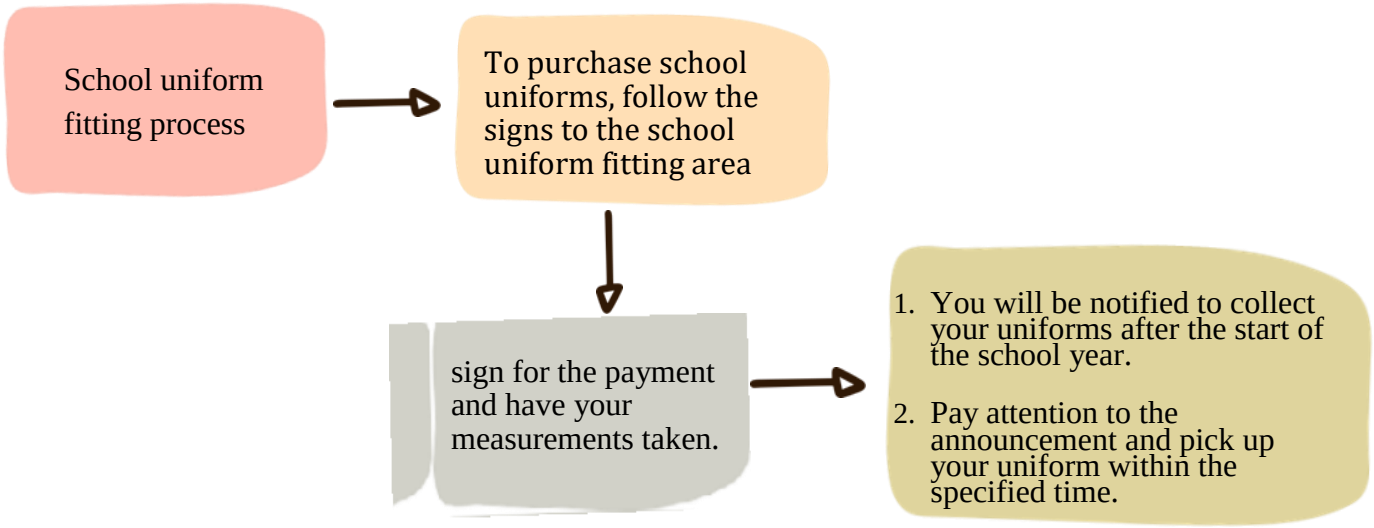
When are the summer and winter break room changes?

Summer and winter break room changes begin on the Friday of the 18th week and must be completed by noon on the Sunday.

Common Recycling Categories:

Paper, Paper Tableware, Iron, Aluminum, Aluminum foil packaging, PET bottles, Plastics, Styrofoam, Glass, Clothing, Electronic Devices. For more information: https://gas.tcu.edu.tw/?page_id=8193

Measuring for school uniform



Important Reminder

1. In accordance with the "Implementation Rules for Student Clothing", all students at the University are required to wear school uniforms.
2. New students must be measured at the specified time.
3. Additional uniforms: please fill out a request form at the Office of General Affairs within the announced period (second week of each semester).
4. Collection of reissued uniforms:

   Please pay attention to the re-issue announcement in order to protect your own rights and interests. If you do not pick up your uniform within the reissue period, the school will not be responsible for its safekeeping.

5. Dress code (same for junior college and university):
   (1) Weekly assembly, formal assembly and off-campus educational activities: winter and summer uniforms (male students are required to wear a tie in winter).
   (2) Classes: winter and summer school uniforms or casual wear.
   (3) The standard is to wear a full set of clothing.
   (4) Please do not wear slippers in any part of the campus except inside the dormitory area.
   (5) If special activities require special clothing, the organizer of the activity and the Office of Academic Affairs will work together to determine the rules.
6. Please refer to the latest school announcement for any changes.

[Junior college - uniform]



[Junior college - casual wear]



[University - uniform, casual wear]



[Graduate school - casual wear]



Office of General Affairs

Campus Dining

Central Campus

I. Concentric Circle Restaurant of Tzu Chi Hospital (Cafeteria)

- **Payment**:
  - Physical stored-value card: Use your student ID card to store credit and pay by card for meals.
  - Digital ID (App): Use the “TCU Campus App” QR code for meal payment (shared balance with the physical card).
  - Top-up methods: Add credit via campus self-service machines, Cashier Division counter, or online through the Campus App.
  - Cash payment: Without the above, no meal subsidy applies; full price must be paid in cash (based on on-site pricing)
- **Service Hours**:
  - Breakfast: 07:00 - 08:30
  - Lunch: 11:20 - 13:00
  - Dinner: 16:50 - 18:30



II. Chong Lin Books & Café

- **Payment:** Full payment in cash, no subsidies.
- **Service hours**:
  - 07:00 - 14:30
- **Remarks:** Closed during summer and winter breaks and national holidays.
- **Other services:** Basic document services such as photocopying and computer output.

III. Zhi Wu Lian

- **Payment:** Full payment in cash, no subsidies.
- **Service hours**: 11:00 - 13:00
- **Remarks:** Closed during summer and winter breaks and national holidays.

IV. USRfood cooperative

- **Payment:** Supports multiple payment methods (cash and non-cash).
- **Operating Hours:** Monday to Friday, 11:00 – 18:00; closed on weekends.

Jieren Campus (Cafeteria)

- **Payment**:
  - Physical stored-value card: Use your student ID card to store credit and pay by card for meals.
  - Digital ID (App): Use the "TCU Campus App" QR code for meal payment (shared balance with the physical card).
  - Top-up methods: Add credit via campus self-service machines, Cashier Division counter, or online through the Campus App.
  - Cash payment: Without the above, no meal subsidy applies; full price must be paid in cash (based on on-site pricing)
- **Service hours (Monday through Friday)**:
  - Online ordering (breakfast)
  - Lunch: 11:30 - 13:00
  - Dinner: 17:00~18:30 **(**last order 18:20**)**
- **Weekends, National Holidays and Special Periods:**

  Online ordering applies. Please check the school and restaurant announcements for details.

Jianguo Campus (Cafeteria)

- **Payment**:
  - Physical stored-value card: Use your student ID card to store credit and pay by card for meals.
  - Digital ID (App): Use the "TCU Campus App" QR code for meal payment (shared balance with the physical card).
  - Top-up methods: Add credit via campus self-service machines, Cashier Division counter, or online through the Campus App.
  - Cash payment: Without the above, no meal subsidy applies; full price must be paid in cash (based on on-site pricing)
- **Service hours (Monday through Friday)**:
  - Breakfast: 07:00 - 08:00
  - Lunch: 11:30 - 13:00

- Dinner: 17:00- 18:30 **(**last order 18:20**)**

- **Weekends, National Holidays and Special Periods:**

  Online ordering applies. Please check the school and restaurant announcements for details.

Smart Campus Feature: QR Code Meal Payment

- All restaurants across the three campuses now support QR Code meal payment via the university App.
- **How to use:**
  - Open the “TCU Campus App” on your mobile phone.
  - Select “Digital ID QR Code.”
  - Scan at the restaurant QR scanner to complete payment.
- **App download links:**
  - Apple Store： https://reurl.cc/Q26eVp
  - Google Play： https://reurl.cc/dpxLq8

Reminder

- Please bring your own eco-friendly utensils. Each person may only swipe the card once per meal and the meal is for one person only.
- Meal times and rules may change as announced by the school and the cafeteria, so please pay attention to the announcements.

Trash Sorting & Recycling Guidelines

Category	Examples	Where to Dispose	Tips
General Waste	Snack wrappers, straws, drink seals, suitcases, broken glass (wrapped), underwear, blankets & pillows, toys, stationery, shoes, raincoats, mugs	General waste bin	Anything dirty, oily, wet, contaminated, or non-recyclable → General waste
Recycling	Paper lunch boxes, paper cups, PET bottles, glass bottles, metal cans, cartons, printer paper, clean paper tableware, aluminum packs, Styrofoam, batteries, small electronics, old clothes	Recycling point / recycling bin	3 steps: Empty → Rinse → Flatten**;** Contaminated items = general waste
Food Waste	Leftover food, fruit peels, tea leaves, coffee grounds	Food waste bin	Drain leftover soup/liquid before discarding to avoid odor and pests

⚠ Important Reminders

1. **Do NOT bring trash or recyclables from off-campus rentals or dormitory areas to the academic/teaching zone.** Trash bins in academic buildings are only for use during classes and campus activities. Please help keep the campus clean.
2. **Off-campus students and staff:** You can use the Hualien County "Le-Ji-Tong" APP**,** which lets you check garbage truck routes and locations in real time to reduce waiting time.
3. **On-campus dorm students:** Please ask your dorm parents for the garbage and recycling collection schedules in the dormitory area.

For more detailed sorting rules, please refer to: https://gas.tcu.edu.tw/?page_id=8193

Campus Parking Regulations & Parking Permit Application

1. Please slow down when entering and exiting the campus.
2. All vehicles must be parked in designated parking spaces.
3. Car and motorcycle parking permits are valid for the Central Campus, Jieren Campus, and Jianguo Campus.
4. Bicycles must be parked in bicycle sheds or outdoor parking areas. Riding bicycles indoors is not allowed.
5. Motorcycles are **not allowed** on the connecting path between Jianguo Campus and Jieren Campus.
6. The parking lots in the Central and Jianguo campus dormitory areas and those in the teaching areas are not interchangeable.

Parking Fee Standards for Academic Areas

Campus	Car	Motorcycle	Bicycle
Central Campus	• Basement parking: NT$4,000 per semester; sensor deposit NT$1,000. • Outdoor parking: NT$1,000 per semester; sensor deposit NT$1,000. • Application: Bring your vehicle license and driver's license to the General Affairs Office (Services Division) to apply in person.	• NT$200 per academic year; valid for designated motorcycle parking areas on all three campuses. • Application: Bring your vehicle license and driver's license to the General Affairs Office (Services Division) to apply in person.	• Bicycle sheds and outdoor parking areas available. No parking permit required.
Jieren Campus	• Basement parking: NT$4,000 per semester; sensor deposit NT$1,000. • Outdoor parking: NT$1,000 per semester; sensor deposit NT$1,000. • Application: Bring your vehicle license and driver's license to the General Affairs Office (Services Division) to apply in person.	• NT$200 per academic year; valid for designated motorcycle parking areas on all three campuses. • Application: Bring your vehicle license and driver's license to the General Affairs Office (Services Division) to apply in person.	• Bicycle sheds and outdoor parking areas available. No parking permit required.
Jianguo Campus	• Outdoor parking: NT$1,000 per semester. • Application: Bring your vehicle license and driver's license to the General Affairs Office (Services Division) to apply in person.	• NT$200 per academic year; valid for designated motorcycle parking areas on all three campuses. • Application: Bring your vehicle license and driver's license to the General Affairs Office (Services Division) to apply in person.	•

Campus Shuttle Schedule

- ✧ During the semester, a free shuttle bus service is provided between the Central Campus and the Jieren and Jianguo Campuses from Monday to Friday.
- ✧ Departure times are available on the website, and the frequency and times are adjusted according to the general course schedule and the number of users.
- ✧ During winter and summer breaks, there is only one bus service from Monday to Friday.
- ✧ Shuttle bus information is available on the official website of the General Affairs Office, Tzu Chi University.

  Website: https://gas.tcu.edu.tw/?page_id=369

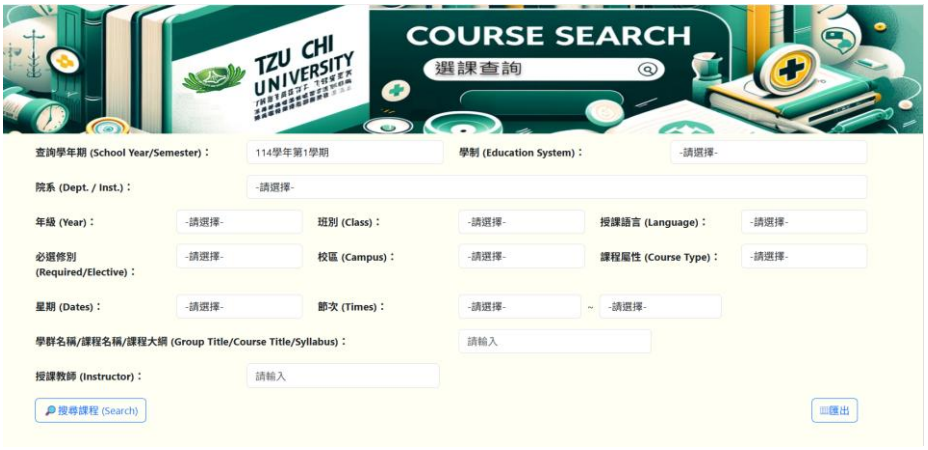


Office of Academic Affairs

Course Enrollment

Course Information

Course Search System Website: https://edurp.tcu.edu.tw/scaswebadmin/annoclaslist.aspx



Course Selection Period

"Online Course Selection Period": September 7, 2026, 7:00 a.m. to September 18, 2026, 12:00 (midnight).

"Paper Course Selection Period": September 21, 2026, 8:00 a.m. to September 24, 2026, 17:30 p.m.

Course Selection

1. Before selecting your courses, be sure to consult with your instructor (advisor) to understand the course requirements and course selection procedures.
2. Course Selection System Website: https://enroll.tcu.edu.tw/scaslogin/login.aspx
3. Course selection instruction video: https://reurl.cc/96D6N8

Confirmation of course selection results

"Course Selection Confirmation Period": September 21, 2026 to October 9 2026.

Online confirmation of course selection results: https://ican.tcu.edu.tw/login.aspx

Important Information

Q1: Where can I search for courses taught in English?

A1: Website for English-taught courses: https://academic.tcu.edu.tw/?page_id=2649

Q2: Where can I find out the number of credits required for undergraduate/graduate professional programs and graduation?

A2

i. For undergraduate professional programs, the number of credits required and graduation requirements can be found on the department's website or by asking your instructor.

ii. For graduate professional programs, you can ask your advisor.

Q3: Where can I find information about the required courses for the undergraduate liberal arts education and the number of credits needed to graduate?

A3:

Category	Graduation credits	Description
General Education	Required, 6 credits	Chinese Reading and Writing, 2 credits AI Applications and Programming, 2 credits Humanities of Tzu Chi, 2 credits
	Elective, 16 credits	Elective General Education Courses are divided into seven categories. Students must complete courses from at least four different categories, with a minimum of 2 credits in each category.
	College General Education Courses, 4 credits	Take the general education courses arranged by the college for a total of 4 credits.
Foreign Language Education	Required, 2 credits	Fundamental English Courses
	Elective, 2 credits	Foreign Language Courses
Physical Education	Required, 2 credits	Physical Activity & Health, 2credits
	Elective, 1 credit	Elective Physical Education Courses, 1 credit total

Note:

1. Programming course (choose one course from Web Visual Programming, Introduction to APP Programming, Logic and Computational Thinking, etc.).
2. Fundamental English courses are offered at various levels by the Foreign Language Education Center.

Q4: Are there short-term or individual courses for students with limited Chinese?

A4:

1. Before entering the University, students are required to take a Chinese proficiency test which allows the Foreign Language Education Center to recommend the appropriate level of Chinese courses based on the student's Chinese proficiency.
2. For more information about free Chinese courses for degree students (credit courses and

tutoring classes), Chinese proficiency tests, and Chinese learning resources at our university, please visit the Foreign Language Education Center website: https://flec.tcu.edu.tw/
Contact: Foreign Language Education Center/Jianguo Campus (A406-5 Office)/ Ext. 22470

3. The Chinese Language Center also offers customized paid Chinese courses suitable for learners of different proficiency levels and age groups. For more information, please refer to the website: http://language.tcu.edu.tw/
Contact: Chinese Language Center/Jianguo Campus (D205 Office)/ Ext. 22368

Q5: What are the systems commonly used by students?

A5:

1. Student Email http://gms.tcu.edu.tw/
2. iCan System https://ican.tcu.edu.tw/login.aspx
3. Moodle System https://moodle.tcu.edu.tw/login/index.php
4. Course Selection System https://enroll.tcu.edu.tw/scaslogin/login.aspx

Q6: Who should I contact if the information about my courses is incorrect?

A6: Course selection ends in Week 2, you can confirm your course selection information during Weeks 3-5. If the course selection information in the iCan system is inconsistent with your class schedule, please immediately contact the Curriculum Division of the Office of Academic Affairs to make corrections.

Q7: Some students have graduated from a five-year high school as opposed to Taiwan's six-year high school system. Do they need to take more credits after enrolling in the university before they can graduate?

A7: Graduates of a five-year secondary school system from abroad or from Hong Kong or Macau should take at least 12 additional credits in courses approved by their department in addition to the credits required for graduation when enrolling in a bachelor's program at this university (Article 16-1 of the Academic Regulations of the University).

Other Things to Do in Taiwan

Purchasing Insurance

Accident and Health Insurance

International students must provide proof of a health insurance policy covering at least six months before registration. If the policy is issued outside of Taiwan, it must be verified by a Taiwanese overseas representative office. Since you are currently ineligible to enroll in Taiwan's National Health Insurance, the Office of Global Affairs (OGA) can assist you in purchasing a six-month insurance policy. The cost is NT$3,000 for international students and NT$600 for overseas Chinese students.

Student Group Insurance

✧ The insurance company will cover part of the costs for medical treatment, surgeries, and hospitalization due to accidents. The policy includes coverage for accidental medical expenses, surgeries, and hospitalization for illnesses. (For detailed information, please refer to the Tzu Chi University Health Care Section webpage - Student Group Insurance).

✧ Insurance Period: The policy is processed at the beginning of each semester and covers the following periods: February 1 to July 31 and August 1 to January 31 of the following year.

✧ Insurance Claim Procedure: Complete the "Student Insurance Claim Application Form" (available for download on the Health Care Section webpage). Attach the diagnosis certificate, medical expense receipts, and a copy of the beneficiary’s bankbook. Submit these documents to the Health Care Section for review and processing by the insurance company.

Uniform Fitting

We are one of the few universities that require students to wear uniforms. There are two types of uniforms: a polo shirt for daily classes and a formal uniform for important occasions. The reason of wearing uniforms is simplicity and elegance, ensuring everyone wears the same uniform to avoid noticeable differences.

Health Examination

The health examination includes physical measurements (height, weight, blood pressure, waist circumference, hip circumference, vision, etc.), blood tests, urine tests, X-rays, and other assessments. Fasting is not required for the blood test. For the urine test, if it coincides with your menstrual period, please submit the urine sample to the hospital's laboratory on the second floor within three days after your period ends.

Joining Clubs

Clubs help students develop various skills, and the university encourages participation in clubs and school activities. Currently, there are around 70 clubs on campus, offering students a wide range of choices. Our clubs are well-managed and have received recognition and awards from the Ministry of Education.

Meeting with Tzu Cheng Fathers and Yi De Mothers

The "Tzu Cheng Yi De Association" is a unique feature of Tzu Chi's education mission. Members are Tzu Chi volunteers from all walks of life, including professors, doctors, lawyers, public servants, business professionals, and housewives. Each month, they travel from across Taiwan to Tzu Chi University to engage with students in a family-style gathering. By sharing their diverse experiences and roles in family and society, they serve as genuine and virtuous role models, guiding students to explore the meaning of life. Together, they practice respect for life and compassion for all living beings.





Your New Home

Useful Phone Numbers

On Campus	
Central Campus	**(03) 856-5301**
Office of Global Affairs (OGA)	Ext.11025, 11114
Office of Academic Affairs Admissions Section	Ext.11108, 11144, 11138, 11105, 11145, 11137, 11113, 11132
Office of Academic Affairs Registrar Section	Ext.11102, 11103, 11134
Office of Academic Affairs Curriculum Section	Ext.11106, 11107, 11131, 11139, 12431
Office of Student Affairs Life Guidance Section	Ext.11201-11203, 11230, 11241, 11250
Office of Student Affairs Housing Counseling Section	Ext.11228
Male Housing	Ext.15720 or 0963-338190
Female Housing	Ext.15721 or 0963-338170
24H Emergency Response Center	03-8560505
Security Office	Ext.11306 or 0921-338170
Jieren Campus	**(03) 857-2677**
Office of Global Affairs (OGA)	Ext.31353, 31351
Office of Academic Affairs	Ext.31150
Office of Student Affairs	Ext.31250, 31155
Male Housing	Ext.35820 or 0972-157670
Female Housing	Ext.35821 or 0972-157760
24H Emergency Response Center	03-8560505
Security Office	Ext.31356 or 0921-521547
Jianguo Campus	**(03) 8572158**
Office of Global Affairs (OGA)	Ext.22582, 22221
Office of Academic Affairs Registrar Section	Ext.22318, 22366
Office of Academic Affairs Curriculum Section	Ext.22461
Office of Student Affairs Life Guidance Section	Ext.22397, 22741
Office of Student Affairs Housing Counseling Section	Ext.22341, 22317
Male / Female Housing-ZhiMei Building	Ext.23441, 0919-519-713
Female Housing-ZhiShan Building	Ext.23204, 0919-519-730

24H Emergency Response Center	03-8560505
Security Office	Ext.22336, 0919-519751
Chinese Language Center	Ext.22368
Foreign Language Education Center	Ext.22470
National Immigration Agency	
National Immigration Agency (Hualien County Service Center)	(03) 832-9700
Taxis in Hualien	
Tung-Yi Taxi 0800-046-046	Quan-Jia Taxi 0800-255-255
Ta-Feng Taxi 0800-509-509	Shang-Hong Taxi 0800-630-630
Hospitals near TCU	
Tzu Chi General Hospital	(03) 856-1825
Buddhist Tzu Chi General Hospital Emergency Room	(03) 8561825, (03) 8563285, (03) 8563185
Hualien Hospital	(03) 835-8141
Emergency Phone Number	
Police	110
Taichang Police Station	(03) 856-9425
Ziqiang Police Station	(03) 856-9374
Fire Department, Ambulance	119
TRA Hualien Station	(03) 835-5941
Anti-fraud dedicated line	165

School Attractions



Jing Si Halll



Hualien Tzu Chi General Hospital



He-Jing Building



Da-She Building



Qin-Geng Building



Fu-Tian Building



Da-Ai Building



Sports Center



Concentric Circle Restaurant



University Housing



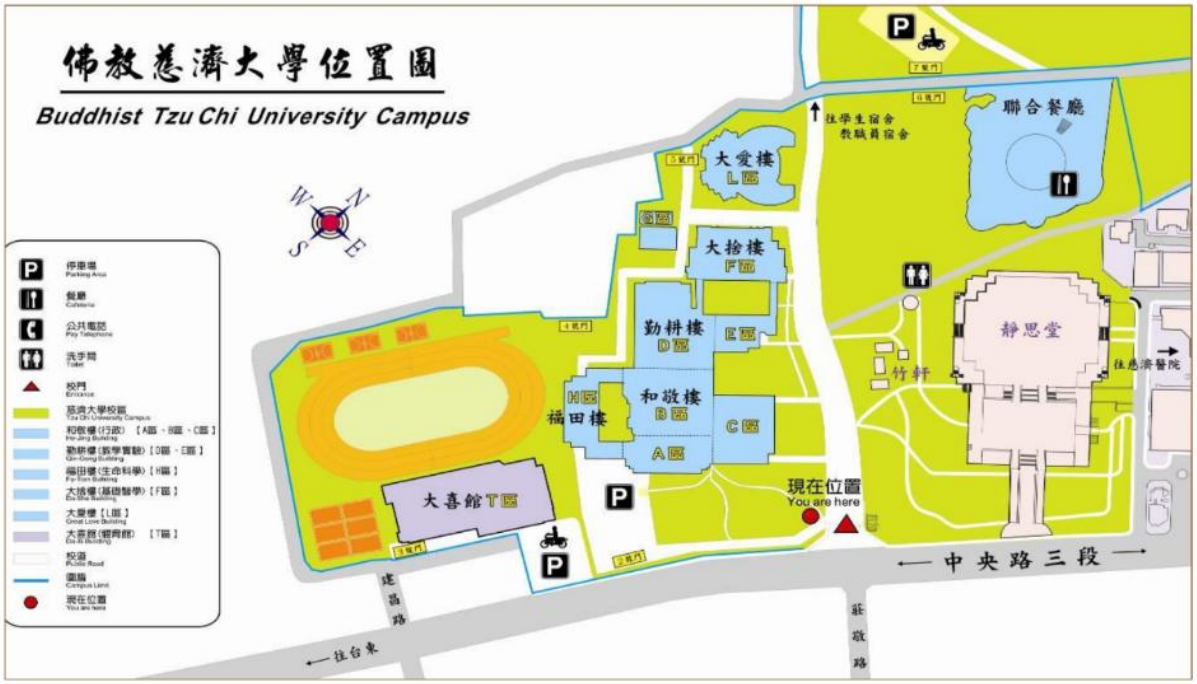
Bamboo Bungalow



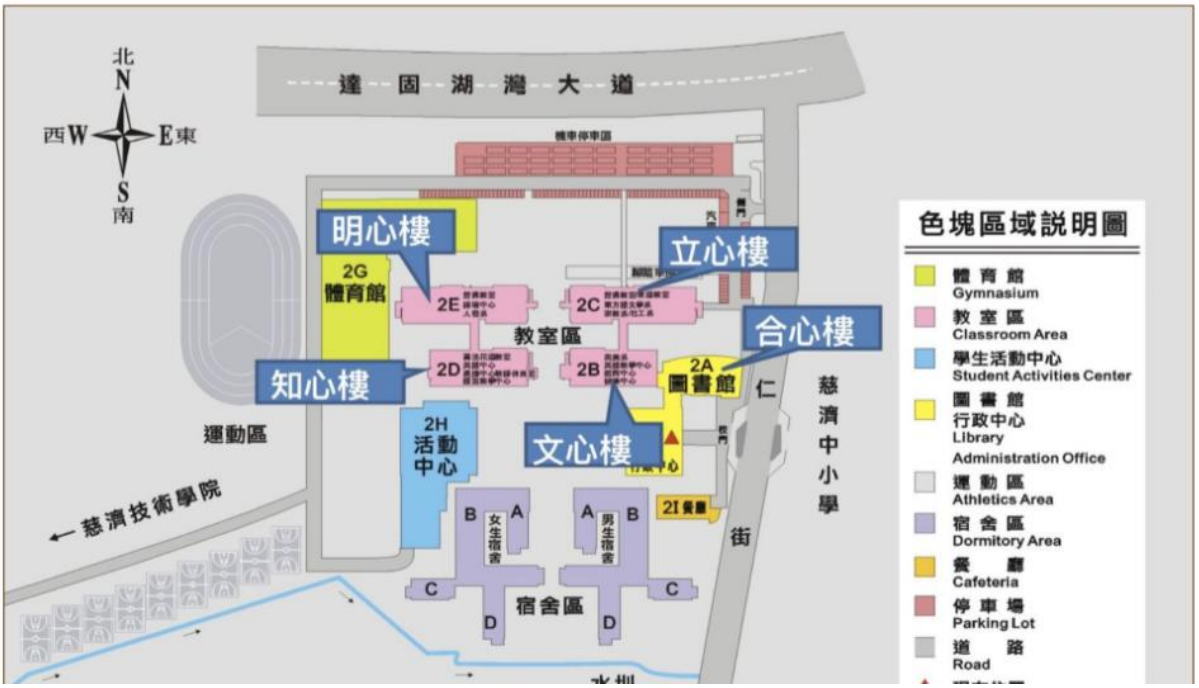
Lotus Pond

Campus Maps

Central Campus (701 Zhongyang Rd., Sec. 3, Hualien, Taiwan)



Jieren Campus (67 Jieren St., Hualien, Taiwan)



Jianguo Campus (880, Sec.2, Chien-kuo Rd. Hualien City,Taiwan.)



Map of administrative offices on Central Campus



Map download: http://www.gmm.tcu.edu.tw/?page_id=73

Classroom code (including names of buildings and areas):

1. Classroom Code Examples:
   - A105: The fifth classroom of He-Jing Building in first floor.
   - L0305: The fifth classroom of Da-ai Building in third floor.
   - 2C104: The fourth classroom of Li-xin classroom area in first floor on Jieren Campus

2. Names of each building and representative code

Main Campus		Jieren Campus	
Buildings name	**Code and Area**	**Buildings name**	**Code and Area**
He-Jing Building	A、B、C	He-Xin Building (library & administration area)	2A
Qin-Geng Building	D、E	Wen-xin classroom area	2B
Da-She Building	F	Li-xin classroom area	2C
Fu-Tian Building	H	Zhi-xin classroom area	2D
Sports Center	T	Ming-xin classroom area	2E
Da-Ai Building	L	Sport center	2G
		Students activity center	2H



Map of administrative offices on Jianguo Campus



Classroom code (including names of buildings and areas):

1. Classroom Code Examples:
   A201: he first classroom of Zhi-Hui Building in second floor

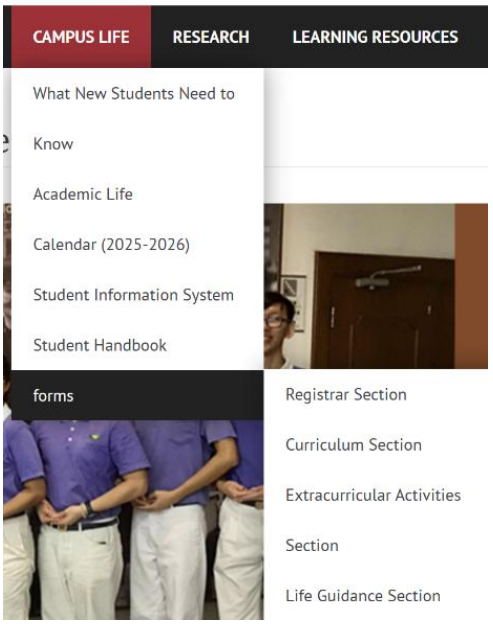
2. Names of each buildings and representative code

Jianguo Campus			
Buildings name	**Code and Area**	**Buildings name**	**Code and Area**
Zhi-Hui Building	A	Jing-Jin Building	B
Zhi-Zu Building	A、B 、E	He-Xin Building	D
Gan-en Building	A、B 、D	Hu-Ai Building	E
Shan-Jie Building	C	Bao-Rong Building	C
Xie-Li Building	F	Heath center	Zhi-Hui Building A104

Forms List

- Self-Management Agreement
- Application for University Housing
- University Housing Residence Agreement
- Application for Living Off-campus
- Application for Leave of Absence
  https://academic.tcu.edu.tw/?page_id=806
- Parental Consent to Student's Leave of Absence or Withdrawal from Degree Plan
  https://academic.tcu.edu.tw/?page_id=806
- Health Examination Form
  https://health.tcu.edu.tw/?page_id=810
- Health Certificate for Residence Application
  https://www.cdc.gov.tw/File/Get/spCyHDngQGc4PYKFUstn-A

For the English version of the form, please go to the TCU website → Campus Life → Forms, and select the appropriate section.



Gender Equality related laws and regulation

Gender Equity Education Act

https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=H0080067

Chapter 1 General Principles

Article 1

This Act is prescribed in order to promote substantive gender equality, eliminate gender discrimination, uphold human dignity, and improve and establish the education resources and environment for gender equality. The definitional scope of a campus sexual harassment incident shall be determined in accordance with the provisions of this Act. In cases where the relationship between the parties involved does not fall within the definitional scope stipulated in this Act, the relevant provisions of the Gender Equality in Employment Act or the Sexual Harassment Prevention Act shall be applied as appropriate to the circumstances.

Article 3

The following terms that appear in this Act are hereby defined:

1. Gender equity education: to generate respect for gender diversity, eliminate gender discrimination and promote substantive gender equality through education.
2. School, teacher, staff, worker, and student:

i.) School: public and private schools of all levels, military academies, preparatory schools, police academies of all levels, and juvenile correctional institutions.

ii.) Faculty: full-time instructors, part-time instructors, acting faculty, substitute teachers, military instructors, volunteer teaching assistants, education interns directly involved in teaching, education internship program supervisors, and other individuals engaged in teaching or research.

iii.) Staff (member) or worker: individuals other than those listed above who perform fixed or regular school-related duties, volunteers assisting in school operations, student affairs innovation specialists, and individuals as designated by the central competent authority. iv)Student: individuals currently enrolled at a school, individuals not currently enrolled but in the process of transitioning from enrollment in one school to another within the educational

system, continuing education program enrollees, exchange students, educational internship students or trainees, and other individuals as designated by the central competent authority.

3. Campus gender incident: incidents in which one party is a school principal, teacher, staff member, worker, or student, and the other party is a student, and which meets one of the following conditions:

i.) Sexual assault: acts constituting criminal sexual assault as defined in the Sexual Assault Crime Prevention Act.

ii.) Sexual harassment: acts meeting one of the following criteria but not constituting sexual assault:

1. Engaging in unwelcome sex- or gender-related speech or behavior, whether explicit or implied, which adversely affect the other party's personal dignity, learning, or work opportunities or performance.

2. Sex- or gender-related behavior that serves as the condition for oneself or others to gain or lose rights or interests in learning or work.

iii.) Sexual bullying: ridicule, attacks, or threats directed at another person’s gender characteristics, gender temperaments, sexual orientation, or gender identity by using verbal, physical or other forms of violence will be under the category of sexual bullying not sexual harassment.

iv.) Sex- or gender-related behavior by a principal or faculty and staff that violates professional ethical standards: cases where a principal or faculty member develops an intimate relationship with an underage student, or exploits an unequal power relationship in the course of teaching, providing guidance to, training, evaluating, managing, or counseling a student, or providing a work opportunity to a student, to develop a relationship that violates professional ethical standards in the context of sex- or gender-related interpersonal interactions.

Regulations Governing Prevention of Gender-Related Incidents on Campuses

https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=H0080069

Article 2

Educational institutions shall actively promote education to prevent gender-related incidents occurring on campus or during off campus activities or internships, and undertake the following measures:

1. Hold regular in-service training activities each year for their gender equity education committee (hereunder abbreviated to “gender committee") members and personnel in its unit responsible for the handling of gender-related incidents on campus matters.
2. Encourage the committee members and personnel referred to in the preceding subparagraph to take part in research and study activities on campus and off campus on the handling of campus gender-related incidents and register participation as an official work task and provide subsidies for associated expenses.
3. Make the matters covered by these Regulations publicly known through a wide range of channels; and include them in the employment contracts of faculty, staff members and other employees, and in student handbooks.
4. Encourage the victim or the informant of a campus gender-related incident to apply for an investigation or report the incident at the earliest possible time in order to facilitate the collection of evidence, investigation and handling of the matter.

Article 3

The educational institution or the competent authority shall compile information on the prevention of gender-related incidents on campus and remedy procedures available and when handling such incidents take the initiative to provide the information to relevant personnel.

Sexual Harassment Prevention Act

https://law.moj.gov.tw/Eng/LawClass/LawAll.aspx?PCode=D0050074

Article 2

Excluding sexual assault crimes, the sexual harassment referred to herein means the sexual or gender-related behavior against the will of a male or female and meeting any of the following circumstances:

1. Impair another person's dignity and personality, or create a situation that causes another person to feel scared, hostile or offensive, or improperly affect another person's work, education, training, services, plans, activities or routine life, expressly or implicitly, by discriminatory or insulting language and conduct, or in any other manners; and
2. Allow oneself or another person to provoke, lose or impair the interest and right related to learning, work, training, service, plan and activity on condition that another obeys or reject the behavior.

The power-abused sexual harassment referred to herein means that a person who is in charge of education, training, medical treatment, public affairs, business affairs, employment, or other relevant fields, and uses his or her power or opportunity to make sexually harass to another person.

Stalking and Harassment Prevention Act

https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=D0080211

Article 1

This Act is hereby enacted to protect personal physical and mental safety, freedom of movement, personal privacy and information privacy, avoid being stalked and harassed, and maintain personal dignity.

Article 3

The stalking and harassing behaviors specified in this Act refer to any of the following behaviors through the use of persons, vehicles, tools, equipment, electronic communications measures, the Internet, or any other methods to repeatedly or continue to exert anything sexual or gender-related towards a specific person against his/her will, which intimidates such specific person and sufficiently affects his/her daily life or social activities:

1. Monitoring, observing, tracking or learning the whereabouts of the specific person.
2. Approaching the specific person's residence, place of residence, school, workplace, frequently-visited places by stalking, keeping watch, tailing or any other similar methods.
3. Warning, threatening, mocking, insulting, discriminating, hateful, disparaging or using other similar words or actions against the specific person.
4. Interfering with the specific person by telephone, fax, electronic communication measures, the Internet, or other equipment.
5. Asking for date, to maintain contact, or to pursue the specific person.
6. Sending, retaining, displaying, or broadcasting texts, pictures, audios, images, or any other items of the specific person.
7. Notifying or presenting information to the specific person or items that may be harmful to the specific person's reputation.
8. Misuse of the specific personal data or ordering goods or services for the specific person without his/her consent. This Act is also applicable to the stalking and harassing behaviors through the use of any of the methods specified in the preceding paragraph to exert anything sexual or gender-related on any specific person's spouse, immediate relatives, cohabiting relatives, or anyone having a close social relationship with such specific person against their will, which intimidates them and sufficiently affects their daily life or social activities.

Regulations for the Prevention of Campus Gender-Based Incidents at Tzu Chi University

(Originally titled: Tzu Chi University Guidelines for Handling and Preventing Campus Sexual Assault, Sexual Harassment, or Sexual Bullying)
Reviewed by the University Gender Equity Education Committee on Sep.26, 2024
Amended and approved at the 126th University Affairs Meeting on October 25, 2024

Chapter I General Provisions

Article 1

These Regulations are formulated by the University in accordance with Article 21 of the Gender Equity Education Act and Article 38 of the Guidelines for the Prevention of Campus Gender-Based Incidents (hereinafter referred to as the "Prevention Guidelines").

Article 2

The University shall actively promote education on the prevention of campus gender-based incidents and adopt the following measures:

1. Conduct regular annual in-service training activities related to the handling of campus gender-based incidents for members of the University's Gender Equity Education Committee (hereinafter referred to as the "GEE Committee") and staff of units responsible for handling such incidents.
2. Encourage the personnel mentioned in the preceding paragraph to participate in on-campus or off-campus workshops related to handling campus gender-based incidents, and provide official leave registration and financial support as appropriate.
3. Use multiple channels to publicize the matters governed by these Regulations and incorporate them into employment contracts for faculty and staff, as well as student handbooks.
4. Encourage victims or informants of campus gender-based incidents to promptly apply for an investigation or file a report to facilitate evidence collection and investigation.

Article 3

The University shall collect information related to the prevention and relief of campus gender-based incidents. When handling such incidents, the University shall proactively provide such information to the relevant parties.
The information described in the preceding paragraph shall include the following:

1. Definitions, types, and relevant regulations related to campus gender-based incidents.
2. The protection of victims' rights and interests, as well as the necessary assistance provided by the University.
3. Mechanisms for applying for investigations, appeals, and remedies.
4. Relevant competent authorities and responsible units.
5. Groups and networks providing resource assistance.
6. Other matters deemed necessary by the GEE Committee.

Chapter II Campus Safety Planning

Article 4

To prevent campus gender-based incidents, the University shall adopt the following measures to improve areas on campus that may pose safety risks:

1. Conduct regular reviews of the planning and usage of campus spaces and facilities in terms of spatial layout, management and security, signage systems, emergency reporting systems and safe routes, lighting, spatial visibility, and other factors affecting spatial safety. This shall be done to examine overall campus safety.
2. Record the locations on campus where gender-based incidents have occurred and, as needed, create a campus safety map.

When reviewing the planning of campus spaces and facilities as per the first subparagraph of the preceding paragraph, the University shall consider the specific physical and mental needs or linguistic and cultural differences of its students. The University shall provide appropriate safety planning and explanatory methods. Such planning shall include dormitories, restroom facilities, and campus shuttle buses.

Article 5

The University shall hold regular meetings to review and explain the status of campus spatial safety, inviting professional spatial designers, faculty, staff, students, and other campus users to participate.

The review and explanation meetings mentioned in the preceding paragraph may be conducted electronically, and the results and related records shall be publicly announced.

The University shall include the progress in improving dangerous areas on campus as a reporting item in the GEE Committee's work report each semester.

Chapter III Matters of Note for On-and Off-Campus Teaching, Activities, and Interpersonal Interactions

Article 6

When conducting on- or off-campus teaching and activities, performing duties, and engaging in interpersonal interactions, the President, faculty, staff, and students shall respect diverse gender differences and strive to eliminate gender discrimination.

Article 7

Should a student serving as an intern off-campus experience sexual harassment during the internship, the matter shall be handled in accordance with Paragraph 5, Article 2 of the Act of Gender Equality in Employment. If one of the parties involved is the internship supervisor at the internship site, the provisions of the Gender Equity Education Act shall also apply.

The "internship supervisor at the internship site" referred to in the preceding paragraph means any person who imparts professional knowledge and skills to the student, or provides practical training and guidance on operational techniques.

If it is discovered that an intern has become a victim of sexual assault, sexual harassment, or sexual bullying, and the matter does not fall under the scope of the Gender Equity Education Act, it may be handled pursuant to Paragraph 3, Article 25 of the same Act.
If it is discovered that an intern is a victim of a campus gender-based incident, the University shall take immediate and effective corrective and remedial measures.

Chapter IV Recusal and Reporting

Article 8
If the President, faculty, or staff discover that their relationship with a student may violate the professional ethics listed in Article 8 of the Ministry of Education's Guidelines for the Prevention of Gender-Based Incidents on Campus, they shall voluntarily recuse themselves and report the matter to the University for handling.

Article 9
The President, faculty, staff, and students shall respect both their own and others' sexual and bodily autonomy. They shall avoid unwelcome pursuit of another person and shall not resort to force or violence in dealing with conflicts involving sex or gender.

Chapter V Mechanisms, Procedures, and Remedies for Handling Campus Gender-Based Incidents

Article 10
The campus gender-based incidents specified under this Act include those occurring between different schools.

Article 11
Victims of a campus gender-based incident, their statutory representatives, or their actual caregivers (hereinafter collectively referred to as the "applicant"), as well as informants, may submit a written request for investigation or a report (hereinafter "application or report") to the school to which the perpetrator was affiliated at the time of the incident (hereinafter the "school of jurisdiction"). However, if the perpetrator is currently serving or has previously served as the president of a school, the application or report shall be filed with the competent authority having jurisdiction over the school at the time of the incident (hereinafter the "competent authority of jurisdiction").
If the perpetrator served concurrently at multiple schools at the time of the incident, the school of jurisdiction shall be the school where the perpetrator held the concurrent position.
In cases where the school of jurisdiction undergoes a merger pursuant to the Compulsory Education Act, Senior High School Education Act, Private School Act, or other educational laws and regulations, the merged or newly established school shall be the school of jurisdiction. If the school of jurisdiction has ceased operations, the perpetrator's current affiliated school shall serve as the school of jurisdiction. If the perpetrator has no current affiliated school, the competent authority of jurisdiction at the time of the incident shall assume jurisdiction.

Article 12
If the perpetrator's current affiliated school differs from the school of jurisdiction, the school of jurisdiction shall notify, in writing, the perpetrator's current affiliated school to send a representative to participate in the investigation. The notified school shall not refuse this request.
Upon completion of the investigation, if the incident is found to be substantiated, the school of jurisdiction shall forward the investigation report and its recommendations for handling the matter to the perpetrator's current affiliated school for action in accordance with Article 31.

Article 13
In cases described in Paragraph 2 of Article 11, the school of jurisdiction shall notify, in writing, the perpetrator's current full-time affiliated school to send a representative to participate in the investigation. The notified school shall not refuse this request.
Upon completion of the investigation, if the incident is found to be substantiated, the school of jurisdiction shall forward the investigation report and its recommendations for handling the matter to the perpetrator's current full-time affiliated school for action in accordance with Article 31.

Article 14
If, at the time of the incident, the perpetrator simultaneously held two or more identities (e.g., president, faculty member, staff member, janitor, or student), the perpetrator's identity at the time of interaction with the victim shall determine the capacity in which the perpetrator is investigated and also determine the school or authority of jurisdiction.
If it is not possible to determine the perpetrator's identity at the time of the incident, or if the perpetrator's school enrollment status was not yet confirmed due to an educational transition period, the school receiving the application or report shall be the school of jurisdiction. Relevant schools shall send representatives to participate in the investigation. However, if both the perpetrator and victim hold student status at the time of the application or report, the perpetrator's affiliated school shall be the school of jurisdiction.

Article 15
If there are multiple perpetrators affiliated with different schools, the school of the first perpetrator whose application or report for investigation was accepted shall serve as the school of jurisdiction. The other involved schools shall send representatives to participate in the investigation.

Article 16
If the receiving unit lacks jurisdiction over the case, it shall transfer the case to the competent authority or school with jurisdiction within seven working days and notify the parties concerned.
If a dispute arises over jurisdiction during an educational transition period, the matter shall be resolved by their common higher-level authority. If no common higher-level authority exists, the respective higher-level authorities shall reach a resolution through consultation.

Article 17
When a report is made pursuant to Paragraph 1, Article 22 of the Gender Equity Education Act, unless an investigation is necessary, considerations of public safety apply, or other special provisions of law are in place, the names of the parties and informants or any information

sufficient to identify them shall be kept confidential.

After reporting a campus gender-based incident, in accordance with Paragraph 3, Article 22, and Article 25 of the Gender Equity Education Act, the incident shall be referred to the University's Gender Equity Education Committee (GEE Committee) for handling. If the party concerned or their statutory representative indicates that they only wish to receive counseling or assistance from the University, the GEE Committee's designated personnel shall still be informed and shall explain relevant legal provisions and the scope of available assistance.

If a president, faculty member, or staff member forges, alters, destroys, or conceals evidence concerning a campus gender-based incident (other than those involving lifetime or one- to four-year disqualification from appointment, employment, hiring, or utilization) and such evidence pertains to campus sexual assault, the individual may be dismissed, removed from their position, have their contract terminated, or otherwise cease to be employed or utilized in accordance with relevant regulations. If the individual involved is a student who has committed a campus sexual harassment or sexual bullying incident with comparable severity, the same rules shall apply mutatis mutandis.

For presidents, faculty, or staff to whom the Teachers' Act, the Educational Personnel Employment Act, civil service-related laws, or laws governing Army, Navy, or Air Force personnel apply, their dismissal, suspension, removal, discharge, suspension from duty, or retirement shall be handled in accordance with the provisions of those laws. If the individual is not dismissed, removed, discharged, or retired, they shall be transferred away from their current position at the school.

Article 18

An applicant or informant may apply for an investigation or submit a report in writing, orally, or by email. If done orally or by email, the GEE Committee shall record the statement, read it aloud or provide it for review by the applicant or informant, and have them sign or affix a seal after confirming its accuracy.

The written record or the recorded statement made orally or by email, as mentioned in the preceding paragraph, shall include the following information:

1. The applicant's or informant's name, identification number, place of employment or enrollment and job title, residential address, contact telephone number, and the date of the application for investigation.
2. If the applicant applies for an investigation, the victim's date of birth shall be included.
3. If the applicant authorizes an agent to file the application for investigation, a power of attorney shall be attached, stating the agent's name, identification number, residential address, and contact telephone number.
4. The factual details of the requested investigation or report. Any relevant evidence shall also be noted or attached.

If, upon becoming aware of a suspected campus gender-based incident, one of the following situations arises, the GEE Committee shall assess the impact of the incident on students' right to education and campus safety. Following a resolution of the Committee meeting, the investigation procedure shall be initiated as a reported case to clarify the facts and take necessary measures to protect the students' rights and campus safety:

5. Two or more victims.
6. Two or more perpetrators.
7. The perpetrator is the president or a faculty/staff member.
8. The incident involves campus safety issues.
9. Other situations deemed necessary by the GEE Committee to initiate an investigation as a reported case.

Article 19

Applications or reports for campus gender-based incident investigations shall be filed with the Office of Student Affairs as the receiving unit.

1. Telephone number of the receiving office: +886-3-8565301 ext. 11240.
2. Email address of the receiving office: jender@mail2.tcu.edu.tw.

After the Office of Student Affairs receives the case, and unless there is a circumstance as provided in Paragraph 2, Article 32 of the Gender Equity Education Act, it shall, within three days, forward the evidence and data provided by the applicant or informant to the GEE Committee for processing.

In the event of circumstances as stated in Paragraph 2, Article 32 of the Gender Equity Education Act, when necessary, the GEE Committee may form a review panel of three or more members to undertake the following procedures:

3. Review whether the investigation or report meets the requirements for acceptance or if supplementary materials are needed.
4. Review whether to recommend forming an investigation team.
5. Submit a list of recommended investigation team members to the GEE Committee for consideration.

Article 20

If a campus gender-based incident has been reported by the media, it shall be treated as a report and the University shall proactively refer it to the GEE Committee for investigation and handling. If the suspected victim is unwilling to cooperate with the investigation, the University shall still provide the necessary counseling or assistance.

If, in handling a bullying incident, the University discovers that it may constitute a suspected campus gender-based incident, such incident shall be treated as a report. The University's anti-bullying task force shall refer the case to the GEE Committee to be handled in accordance with the preceding article.

Article 21

Within twenty (20) days of receiving an application for investigation or a report, the University shall notify the applicant, the victim, or the informant in writing whether the matter will be accepted for investigation. If the application or report is not accepted, the written notice shall explain the reasons in accordance with Paragraph 3, Article 32 of the Gender Equity Education Act, and shall inform the applicant, the victim, or the informant of the deadline and the unit authorized to accept an appeal.

If the applicant, the victim, or the informant has not received any notification within the aforementioned period, or if they receive a notification of non-acceptance, they may submit a

written appeal stating their reasons to the University within twenty (20) days from the day following the non-acceptance notice. If the appeal is made orally, the University shall produce a written record, read it aloud or provide it for review by the applicant, victim, or informant. Once the content is confirmed as accurate, it shall be signed or sealed by them.

Only one appeal regarding non-acceptance is allowed.

Upon receiving the appeal, the University shall forward the application or report to the Gender Equity Education Committee (GEE Committee) for reconsideration of its acceptance. A written decision on the appeal shall be issued within twenty (20) days to the appellant. If the appeal is deemed justified, the GEE Committee shall proceed with the investigation and handling in accordance with the law.

Article 22

When handling a campus gender-based incident, the GEE Committee may establish an investigation team. In principle, the investigation team shall have either three (3) or five (5) members, and the composition shall comply with Paragraphs 3 and 4 of the Gender Equity Education Act.

Individuals who meet any of the following conditions shall not serve as members of the investigation team:

1. Those who have received a deferred prosecution or a final conviction for offenses against sexual autonomy or offenses related to sexual privacy or fraudulent sexual imagery under the Criminal Code.
2. Those who have been found, following lawful investigation or verification by the competent authority, to have violated the Gender Equity Education Act, the Act of Gender Equality in Employment, the Sexual Harassment Prevention Act, the Stalking and Harassment Prevention Act, the Child and Youth Sexual Exploitation Prevention Act, or other gender equity-related laws and regulations.

Personnel providing counseling to parties involved in a campus gender-based incident, as well as GEE Committee supervisors and staff members with authority or responsibilities related to such cases in the school or competent authority, shall recuse themselves from the investigation. Those who participate in the investigation and handling of a campus gender-based incident shall also recuse themselves from counseling the parties involved.

Members of the investigation team shall be granted official leave and reimbursed for travel and other related expenses in accordance with laws and school regulations.

Article 23

Experts and scholars deemed by the University as having professional competence in investigating campus gender-based incidents shall meet one of the following qualifications:

1. They hold a certificate of completion for advanced training in knowledge and skills for investigating campus gender-based incidents issued by the central or municipal/county (city) competent authority, and have been approved by and included in the professional investigator database of the GEE Committee established by the central or municipal/county (city) competent authority.

2. They have a proven track record of effectively investigating and handling campus gender-based incidents and have been approved by and included in the professional investigator database of the GEE Committee established by the central or municipal/county (city) competent authority.

Article 24

When investigating and handling campus gender-based incidents, the following procedures apply:

1. The perpetrator shall appear in person for the investigation. If a party is a minor, their statutory representative or actual caregiver may accompany them during the investigation.
2. If a party holds a disability identification issued by a competent authority or a valid special education student assessment certificate, the investigation team shall include a member with special education expertise.
3. If there is a power imbalance between the perpetrator and the victim, informant, or any invited witness, opportunities for direct confrontation shall be avoided.
4. The names and any identifying information of the perpetrator, victim, informant, or any invited participants in the investigation shall be kept confidential. However, if disclosure is necessary for investigation or public safety, this restriction does not apply.
5. When issuing written notices in accordance with Paragraph 5, Article 33 of the Gender Equity Education Act, requiring the parties or other related persons or units to cooperate with the investigation and provide information, the notice shall specify the purpose, time, place of the investigation, and the consequences of failing to appear.
6. The notice mentioned in the preceding subparagraph shall state that the parties may not privately contact each other or disseminate case-related information via the internet, messaging apps, or other channels.
7. Personnel of the University shall not attempt to understand or investigate the facts of the case under any pretext, nor require the parties to provide written statements or affidavits.
8. If necessary for the investigation, written materials may be prepared, within the scope of confidentiality obligations, and presented to the perpetrator, the victim, or any invited witness for reading or explanation.
9. If the applicant withdraws their application for investigation, the University may, through a resolution of the GEE Committee or at the perpetrator's request, continue the investigation to clarify legal responsibilities. If the competent authority finds the circumstances significant, it shall order the school of jurisdiction to continue the investigation.
10. Requests from parties to read, copy, reproduce, or photograph relevant materials or case files shall be handled in accordance with the Administrative Procedure Act.
11. The investigation interview process may be recorded, and video recording may be used if necessary. The interview records shall be read aloud or presented to the parties for review. Once confirmed as accurate, the parties shall sign or seal the records.

Article 25

All personnel participating in the handling of campus gender-based incidents at the University are obligated to maintain confidentiality as prescribed in Subparagraph 4, Article 24.

Any person who violates the confidentiality obligation shall be subject to punishment under the Criminal Code or other relevant laws and regulations.

Original documents containing the names of parties, informants, and witnesses shall be sealed and not made available for inspection or provided to any entity other than the investigation or judicial authorities. However, this restriction does not apply where otherwise provided by law.

Except for original documents, any written materials prepared by persons handling campus gender-based incidents for external use shall have the real names and other identifying information of the parties, informants, and witnesses deleted and replaced with code names.

Article 26

In order to safeguard the educational or employment rights of the parties involved in a campus gender-based incident, the University may, when necessary and pursuant to Article 24 of the Gender Equity Education Act, take the following measures, and shall report them to the competent authority for future reference:

1. Flexibly handle attendance records or performance evaluations, and actively assist with academic or work-related tasks. Such assistance shall not be limited by leave regulations or teacher and student performance evaluation rules.
2. With respect for the victim's wishes and in order to reduce interactions between the parties, and at the request of the victim or upon the GEE Committee's assessment of the incident's impact on the victim's right to education and campus safety, suspend any teaching, guidance, training, evaluation, management, student counseling, or employment relationship between the parties, or order the perpetrator to recuse themselves.
3. Prevent retaliation.
4. Prevent or reduce the likelihood of further harm by the perpetrator.
5. Other measures deemed necessary by the GEE Committee.

If the parties involved are not affiliated with the University, their respective schools shall be notified to handle the matter in accordance with the preceding paragraph.

The necessary measures described in the preceding two paragraphs shall be implemented after a resolution passed by the GEE Committee.

Article 27

In accordance with Paragraph 1, Article 25 of the Gender Equity Education Act, the University shall, considering the physical and mental condition of the parties, proactively refer them to various relevant agencies to provide necessary assistance.

If the parties are not affiliated with the University, their respective schools shall be notified to provide necessary assistance as stated in the preceding paragraph.

Article 28

The assistance referred to in the preceding article includes:

1. Psychological counseling and support.
2. Legal assistance.
3. Academic assistance.
4. Financial assistance.
5. Referral services for social welfare resources.

6. Other protective measures or assistance deemed necessary by the GEE Committee.
   The University may commission physicians, clinical psychologists, counseling psychologists, social workers, lawyers, or other professionals to provide the aforementioned assistance. Any required expenses shall be covered by the University's budget.

Article 29

The GEE Committee's investigation and handling of campus gender-based incidents shall not be affected by whether judicial proceedings are initiated or the outcome of such proceedings.

The investigation procedure shall not be suspended due to the perpetrator losing their original status.

Article 30

To respect professional judgment and avoid repetitive inquiries, the University shall rely on the GEE Committee's investigation report for factual determinations related to a campus gender-based incident.

If, after reviewing the investigation report, the GEE Committee concludes that the campus gender-based incident is substantiated and recommends a change in the perpetrator's status, the University shall attach the investigation report approved by the GEE Committee and notify the perpetrator to submit a written statement of opinion within a specified period.

If the perpetrator does not submit a written statement of opinion within the specified period, it shall be deemed a waiver of the opportunity to state their opinion. If a written statement of opinion is submitted, the GEE Committee shall convene another meeting to consider it. Except in cases where there are major procedural flaws in the investigation or new facts or evidence sufficient to affect the original findings, the GEE Committee shall not re-investigate the case.

In reviewing or deciding on disciplinary action, unless there is a circumstance under Paragraph 3, Article 37 of the Gender Equity Education Act, the competent authority may not require the GEE Committee to re-investigate, nor may it conduct its own investigation.

If, in accordance with relevant laws and regulations, the competent authority responsible for making a decision must allow the perpetrator an opportunity to state opinions, it shall attach the investigation report approved by the GEE Committee.

Before rendering a decision, the competent authority shall notify the victim, their statutory representative, or their actual caregiver to submit a written or oral statement of opinion within a specified period. If an oral statement is provided, the competent authority shall produce a written record, read it aloud or provide it for review by the victim, their statutory representative, or their actual caregiver. Once confirmed as accurate, it shall be signed or sealed. Failure to submit a statement of opinion within the specified period is deemed a waiver of such an opportunity. If a written statement of opinion is submitted, the competent authority shall consider it.

Article 31

If, after investigation by the GEE Committee, a campus gender-based incident is found to be substantiated, the University shall, in accordance with Paragraph 1, Article 26 of the Gender Equity Education Act, give the perpetrator an admonition, demerit, dismissal, suspension, non-renewal of employment, discharge, termination of contract, termination of utilization, or other appropriate disciplinary measures. If another agency has the authority to make a decision based

on relevant laws or regulations, the incident shall be referred to that agency for action. If it is proven that the applicant or informant made a false accusation, appropriate disciplinary measures shall be taken against them in accordance with the law.

Any measures taken under Paragraph 2, Article 26 of the Gender Equity Education Act shall be ordered by the University and implemented with necessary measures to ensure the perpetrator's compliance. The nature of the measure, its implementation method, duration, and legal consequences for non-compliance shall be stated in the written notification of the handling result.

In accordance with the preceding paragraph, the GEE Committee shall decide on the nature, implementing unit or personnel, implementation method, duration, and cost allocation of the following:

1. Requiring the perpetrator to receive psychological counseling and support.
2. Requiring the perpetrator, with the victim's, statutory representative's, or actual caregiver's consent, to apologize to the victim.
3. Requiring the perpetrator to complete eight (8) hours of gender equity education-related courses.
4. Other measures consistent with educational objectives.

For the measures under Subparagraph 4 of the preceding paragraph, if the perpetrator is a student, the necessary actions may be integrated into school curricula or promotional activities, with records kept as appropriate.

In accordance with Subparagraph 2, Paragraph 2 of Article 26 of the Gender Equity Education Act, the requirement for the perpetrator to undergo eight (8) hours of gender equity education-related courses shall be planned by the competent authority having jurisdiction over the school.

Article 32

When providing written notice of the handling results to the applicant, the victim, and the perpetrator, the University shall attach the investigation report and inform them of the deadline and the unit for filing an appeal.

The handling result shall include factual determinations, measures taken, and the outcome of the decision.

If the applicant, the victim, or the perpetrator disagrees with the University's handling result, they may file a written appeal with the University within thirty (30) days from the day following receipt of the written notification, stating their reasons. If made orally, the University shall produce a written record, read it aloud or provide it for review. Once confirmed accurate, it shall be signed or sealed by the applicant, the victim, or the perpetrator.

Upon receiving the appeal, the following procedures shall apply:

1. The designated unit of the University receiving the appeal shall immediately form a review panel, which shall make a reasoned decision within thirty (30) days and notify the appellant in writing of the appeal result.
2. The review panel shall include three (3) or five (5) members, comprising gender equity education experts/scholars and legal professionals. Female members shall constitute more than one-half of the panel, and experts/scholars with professional competence in investigating campus gender-based incidents shall constitute at least one-third of the panel.

3. Members of the original GEE Committee or the original investigation team shall not serve on the review panel.
4. When convening, the review panel shall select a convener from among its members to preside over the meeting.
5. During the review meeting, the panel may, as needed, allow the appellant to state their opinions, and may invite relevant GEE Committee members or investigation team members to attend and provide explanations.
6. If the appeal is found to be justified, the decision on the appeal shall be forwarded to the relevant competent authority for a new decision. If there are major procedural flaws in the investigation as specified in Paragraph 3, Article 37 of the Gender Equity Education Act or Article 30, Paragraph 2 of these Guidelines, or if new facts or evidence are sufficient to affect the original findings, the review panel may request the GEE Committee to re-investigate.
7. Before the review panel's appeal decision is delivered to the appellant, the appellant may, mutatis mutandis, apply the preceding paragraph to withdraw the appeal.

A "major procedural flaw" in the investigation as specified in Paragraph 3, Article 37 of the Gender Equity Education Act and Paragraph 2, Article 30 of these Guidelines refers to any of the following circumstances:

1. The organization of the GEE Committee or the investigation team is illegal.
2. Failure to provide any party the opportunity to state their opinions.
3. Failure to recuse individuals who should have been recused.
4. Failure to investigate evidence that should have been investigated.
5. Evidence evaluation is flawed in a manner that affects the factual findings.
6. Other significant flaws sufficient to affect the factual findings.

Article 33

If the perpetrator is the President of the school, and the applicant or victim files an appeal with the competent educational authority in accordance with the proviso of Paragraph 1, Article 37 of the Gender Equity Education Act, such appeal shall be handled in accordance with Paragraph 3, Article 32 of these Regulations.

If the perpetrator is a member of the faculty or staff, and the applicant or victim files an appeal with the competent educational authority in accordance with the proviso of Paragraph 1, Article 37 of the Gender Equity Education Act, the procedures prescribed in Paragraph 4, Article 32 of these Regulations shall apply mutatis mutandis. The educational authority may invite representatives from the Gender Equity Education Committee (GEE Committee) or the investigation team of the school of jurisdiction to attend and provide explanations.

If the applicant or victim files an appeal with the competent educational authority, and the perpetrator also files an appeal with the school, the school shall immediately report this to the competent authority to consolidate the cases for joint review.

If, upon review, the authority finds that the school's handling results were unlawful or inappropriate, the GEE Committee established by the competent authority shall deliberate and provide the following recommendations:

1. Whether there is a need to revise the school's handling results.
2. Reasons for returning the case to the school for handling in accordance with the law.
3. Measures to hold related personnel accountable.

Article 34

In accordance with Paragraph 1, Article 28 of the Gender Equity Education Act, archival records shall be established and retained for twenty-five (25) years by a designated unit. If stored in electronic media, the files may be managed using electronic signatures or encryption as necessary.

The archival records mentioned in the preceding paragraph shall be divided into original files and report files.

The original files shall include the following information:

1. The time and nature of the incident.
2. The parties involved in the incident (including the informant, victim, and perpetrator).
3. The personnel handling the incident, the procedures followed, and the records thereof.
4. Documents produced during the handling of the incident, audio recordings of interviews, obtained evidence, and other relevant information.
5. The perpetrator's name, title, or student enrollment data.
6. Draft investigation reports submitted by the investigation team and meeting records of the GEE Committee.

The report file shall be the investigation report approved by resolution of the GEE Committee and shall include the following:

7. The cause of the investigation, including descriptions by the parties or the informant.
8. Records of the investigation and interviews, including dates and parties interviewed.
9. Statements and responses from the person under investigation, the applicant, witnesses, and other related persons.
10. Examination of relevant physical evidence.
11. Factual determinations and the reasons therefor.
12. Recommendations for handling.

The destruction of archived data established pursuant to Paragraph 1 may be handled in accordance with Article 13 of the Regulations Governing Retention and Destruction of Government Records.

Article 35

Upon obtaining factual information related to an incident as stipulated in Paragraph 3, Article 29 of the Gender Equity Education Act, and after notifying the parties to provide their statements, the University shall submit the matter to the GEE Committee for verification and review.

Article 36

When reporting in accordance with Paragraphs 2 and 3, Article 28 of the Gender Equity Education Act, the content of the report shall be limited to the time and nature of the substantiated campus gender-based incident, as well as the perpetrator's name, title, or student enrollment data.

If necessary, the University shall provide the next institution of enrollment or employment with counseling, prevention education, or related measures, as well as other necessary information.

After follow-up counseling of the perpetrator, if it is assessed that the perpetrator is unlikely to re-offend, the University may note the perpetrator's improved status in the content of the report described in Paragraph 1.

Article 37

If a hired or appointed faculty member, staff, civil servant, or military personnel involved in a campus gender-based incident applies for retirement or severance, the following procedures shall apply:

1. The relevant committee(s), such as the Faculty Evaluation Committee, Coach Evaluation Committee, GEE Committee, Performance Evaluation Committee, Personnel Review Committee, or other legally formed committees, shall be convened to thoroughly review and assess the wrongful conduct involved in the campus gender-based incident and determine whether dismissal, suspension, or non-renewal of employment should be executed according to the applicable laws and regulations. The case shall then be submitted to the competent authority for approval or processed in accordance with internal procedures. It may also be handled in accordance with the Civil Service Discipline Act by referral for disciplinary action or by submitting it to the Control Yuan for review, and to determine if suspension or dismissal should be imposed under relevant laws.
2. If, after convening the relevant committee(s) as described in the preceding subparagraph, it is concluded that there is a need, under applicable laws, to resolve the matter by dismissal, suspension, non-renewal, referral for disciplinary action in accordance with the Civil Service Discipline Act, submission to the Control Yuan for review, or applying relevant laws for suspension or dismissal, the application for retirement or severance shall not be processed. Written notice stating the reasons shall be provided to the party. Conversely, if it is concluded that there is no need for the above actions and the application for retirement or severance is accepted, a written statement of reasons and relevant review materials shall be submitted to the authority with approval jurisdiction when forwarding the case for final approval.
3. The procedures prescribed in the preceding two subparagraphs shall be concluded within two (2) months from the date the school receives the retirement or severance application from the faculty, staff, civil servant, or military personnel involved in a campus gender-based incident. If necessary, this period may be extended once, and the applicant shall be notified of the extension before the original processing period expires.

Chapter VI Supplementary Provisions

Article 39

After the investigation and handling of a campus gender-based incident are completed, and once the investigation report has been approved by the GEE Committee, the University shall report the handling of the incident, the examination of handling procedures, the investigation report, and the GEE Committee's meeting records to the Ministry of Education. If the applicant, victim, or perpetrator files an appeal, the University shall, after the appeal review is completed, report the appeal review result to the Ministry of Education.

Article 40

These Regulations shall be publicly announced and implemented upon approval by the GEE Committee and the University Affairs Meeting. The same procedure shall apply to any amendments.

Amendment History

- Amended and approved by the Gender Equity Education Committee Meeting on June 2, 2005
- Approved at the 35th University Affairs Meeting on November 9, 2005
- Approved for record by Ministry of Education Letter Tai-Xun(3) No. 0940159558, dated November 21, 2005
- Amended and approved by the Gender Equity Education Committee Meeting on January 7, 2008 (Academic Year 2007-2008, first semester)
- Amended and approved at the 43rd University Affairs Meeting on March 26, 2008
- Amendment approved by Ministry of Education Letter Tai-Xun(3) No. 0970055147, dated April 11, 2008
- Amended and approved at the 69th University Affairs Meeting on October 31, 2012
- Amended and approved by the Gender Equity Education Committee Meeting on December 30, 2019
- Amended and approved at the 104th University Affairs Meeting on March 11, 2020
- Amended and approved by the Gender Equity Education Committee Meeting on April 27, 2021
- Amended and approved by the Gender Equity Education Committee Meeting on June 4, 2021
- Amended and approved at the 110th University Affairs Meeting on June 9, 2021

Regulations Governing the Establishment of the Gender Equality Education Committee at Tzu Chi University

Passed at the 32nd University Affairs Meeting on November 10, 2004
Lastly amended and passed at the 125th University Affairs Meeting on August 1, 2024

Article 1
In order to promote the substantive equality of gender status, eliminate gender discrimination, safeguard personal dignity, and enhance and establish gender-equal educational resources and environments, the University, pursuant to the Gender Equity Education Act, establishes the Gender Equity Education Committee (hereinafter referred to as "the Committee").

Article 2
The Committee shall comprise between five and twenty-one members, with the President serving as the Chairperson. The Dean of Academic Affairs, Dean of Student Affairs, Dean of General Affairs, Director of Human Resources, Chief Secretary, Director of the Center for General Education, and Director of the Student Counseling Center shall serve as ex officio members. Additional members shall include six faculty representatives, two staff representatives, two parent representatives, two student representatives, and one expert or scholar in a field related to gender equity education. Female members shall constitute more than one-half of the total membership. The faculty, staff, and parent representatives shall be appointed by the President from among individuals at the University who possess gender equity awareness. The student representatives shall be selected by the Student Association or other student self-governance organization. Each member shall serve a one-year term of office.

Article 3
The Committee shall have one Executive Secretary, to be concurrently served by the Chief Secretary, who shall handle relevant matters and implement the resolutions adopted by the Committee.

Article 4
The Committee's responsibilities are as follows:

1. Integrate relevant resources from all University units, formulate and implement plans for gender equity education, and review their outcomes.
2. Plan or organize activities related to gender equity education for students, faculty, staff, and parents.
3. Develop and promote gender-equitable curricula, teaching methods, and assessment measures.
4. Draft and establish regulations for implementing gender equity education and for preventing and responding to sexual assault, sexual harassment, or sexual bullying on campus. The Committee shall also establish mechanisms for coordination and resource integration.
5. Investigate and address cases related to the Gender Equity Education Act.
6. Plan and create a gender-equitable and safe campus environment.
7. Promote family education and community education on gender equity matters.

8. Handle other gender equity education affairs related to the University or the community.

Article 5

The Committee shall establish the following divisions. The primary tasks of each division and their responsible administrative offices are as follows:

1. **Organization and Regulations Division (coordinated by the Office of the Chief Secretary):**
    a. Strengthen the Committee's organization and operation. In appointing members, maintain diversity and specific ratios, ensuring coverage of multiple educational systems.
    b. Incorporate the implementation of gender equity education into University evaluations and conduct such evaluations periodically.
    c. Integrate other related committees or working groups to enhance overall cooperation.
    d. Encourage University personnel to participate in handling campus gender-related incidents.
2. **Campus Safety and Environment Division (coordinated by the Office of General Affairs):**
    a. Regularly review campus spaces for safety and produce a campus safety map.
    b. Conduct annual reviews to improve campus spatial arrangements and, in accordance with relevant regulations, establish a safe, barrier-free, and gender-neutral campus environment.
    c. Plan and establish a cooperative mechanism between the University and the community to enhance security in areas surrounding the campus.
3. **Curriculum and Instruction Division (coordinated by the Office of Academic Affairs):**
    a. Offer courses related to gender equity education or incorporate relevant gender equity content into professional subjects, and evaluate these courses regularly.
    b. Encourage faculty to develop teaching materials, methods, and issues related to gender equity education.
    c. Plan admission brochures, entrance examinations, aptitude tests, and personality tests that comply with principles of gender equity.
4. **Faculty and Staff Development Division (coordinated by the Office of Human Resources):**
    a. Plan and implement gender equity education courses for newly hired faculty and staff.
    b. Hold regular gender equity education workshops for faculty and staff, and encourage in-service teachers to self-assess their gender equity education competencies.

c. Establish a regular and comprehensive collection of gender-disaggregated statistical data.
d. Train personnel to handle campus gender-related incidents.

5. **Campus Gender Incident Prevention and Handling Division (coordinated by the Office of Student Affairs):**
    a. Draft regulations for the prevention of campus sexual assault, sexual harassment, or sexual bullying, establish mechanisms, and coordinate and integrate related resources.
    b. Promote a three-tiered prevention strategy for campus gender-related incidents, including educational awareness, intervention, and follow-up.
    c. Provide necessary assistance to parties involved in campus gender-related incidents.
    d. Promote community-based family and social education on gender equity issues.

The expenses required for each division's tasks shall be budgeted and disbursed by the respective executing unit.

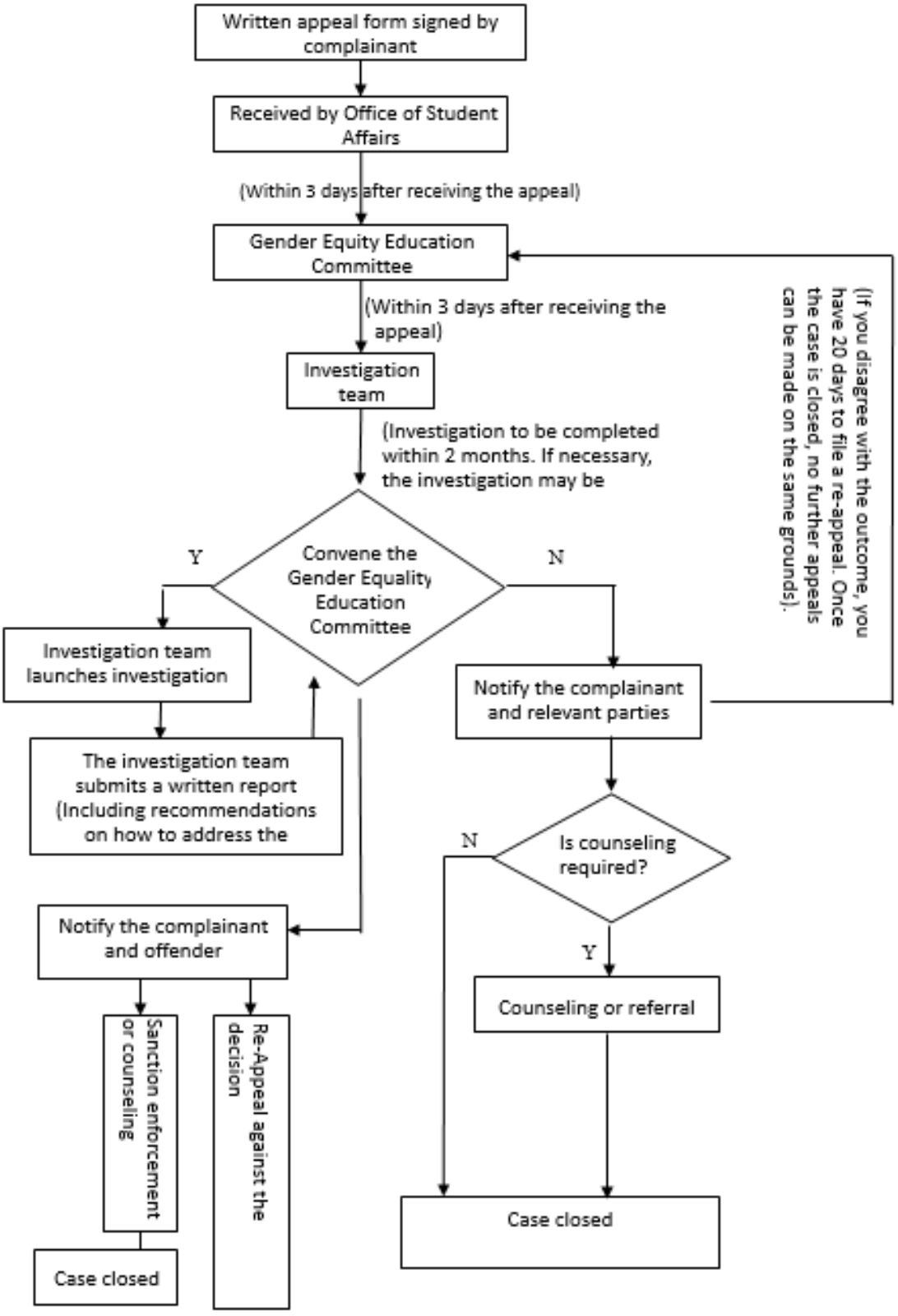
Article 6
All procedures related to handling campus gender-related cases shall be conducted in accordance with the University's regulations on the prevention of sexual assault, sexual harassment, or sexual bullying. Expenses related to investigation and handling (including attendance fees, fees for writing investigation reports, transcription fees, and transportation costs for external experts) shall be covered by the Committee's budget.

Article 7
The Committee shall convene at least once every semester and may hold extraordinary meetings as necessary.

Article 8
All persons handling affairs related to the Committee must adhere to principles of confidentiality and address cases with objectivity and fairness. Any verified legal violations shall be punished in accordance with relevant laws and regulations.

Article 9
These Regulations shall be publicly announced and implemented upon approval by the University Affairs Meeting. The same procedure shall apply to all amendments.

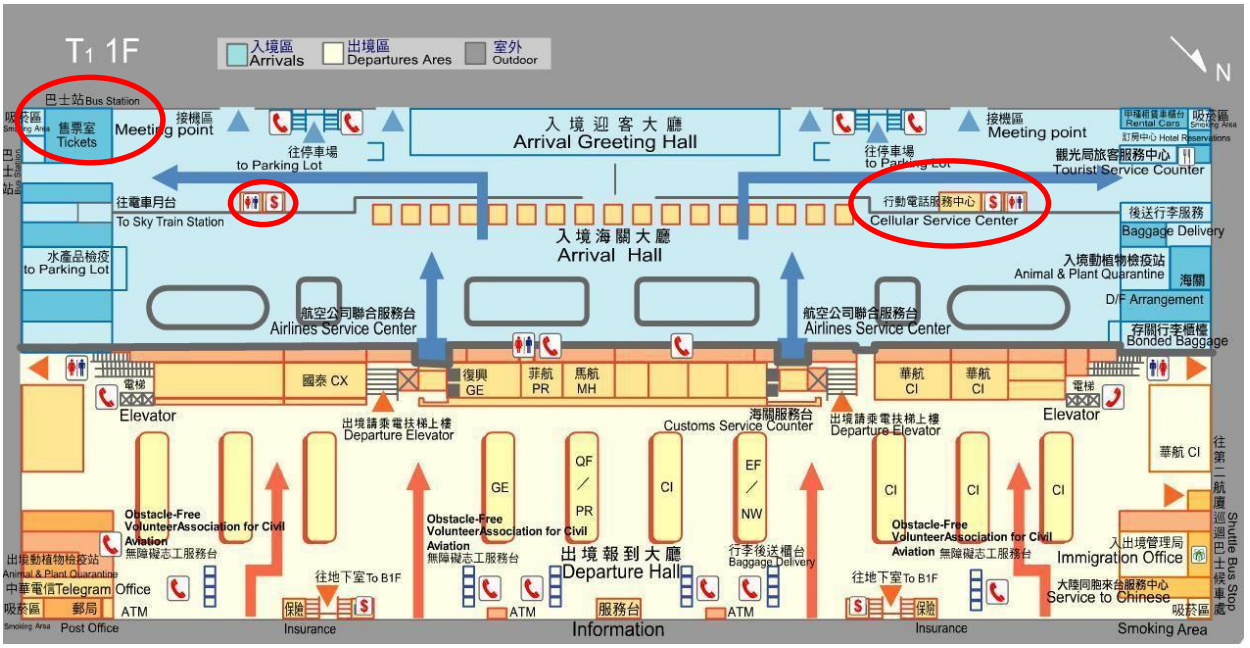
Tzu Chi University Standard Process Flowchart for Campus Gender-Related Incidents



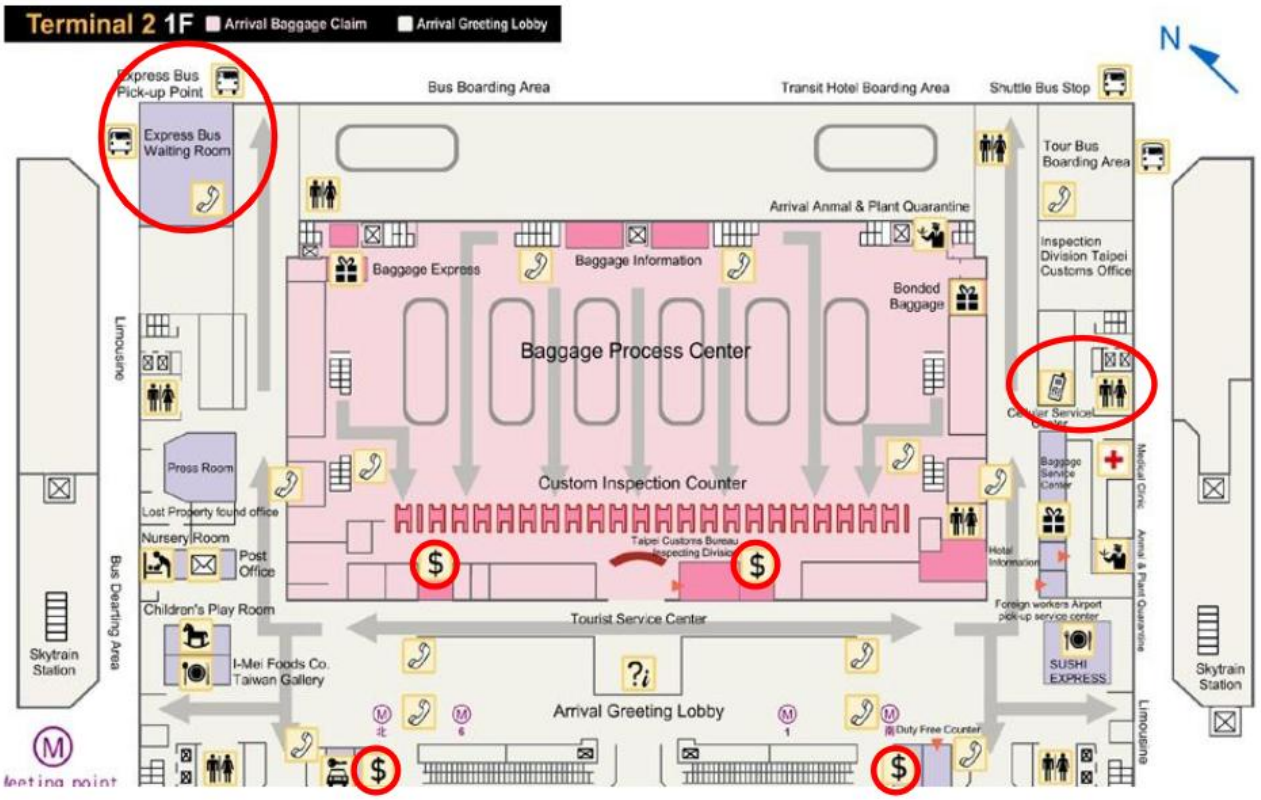
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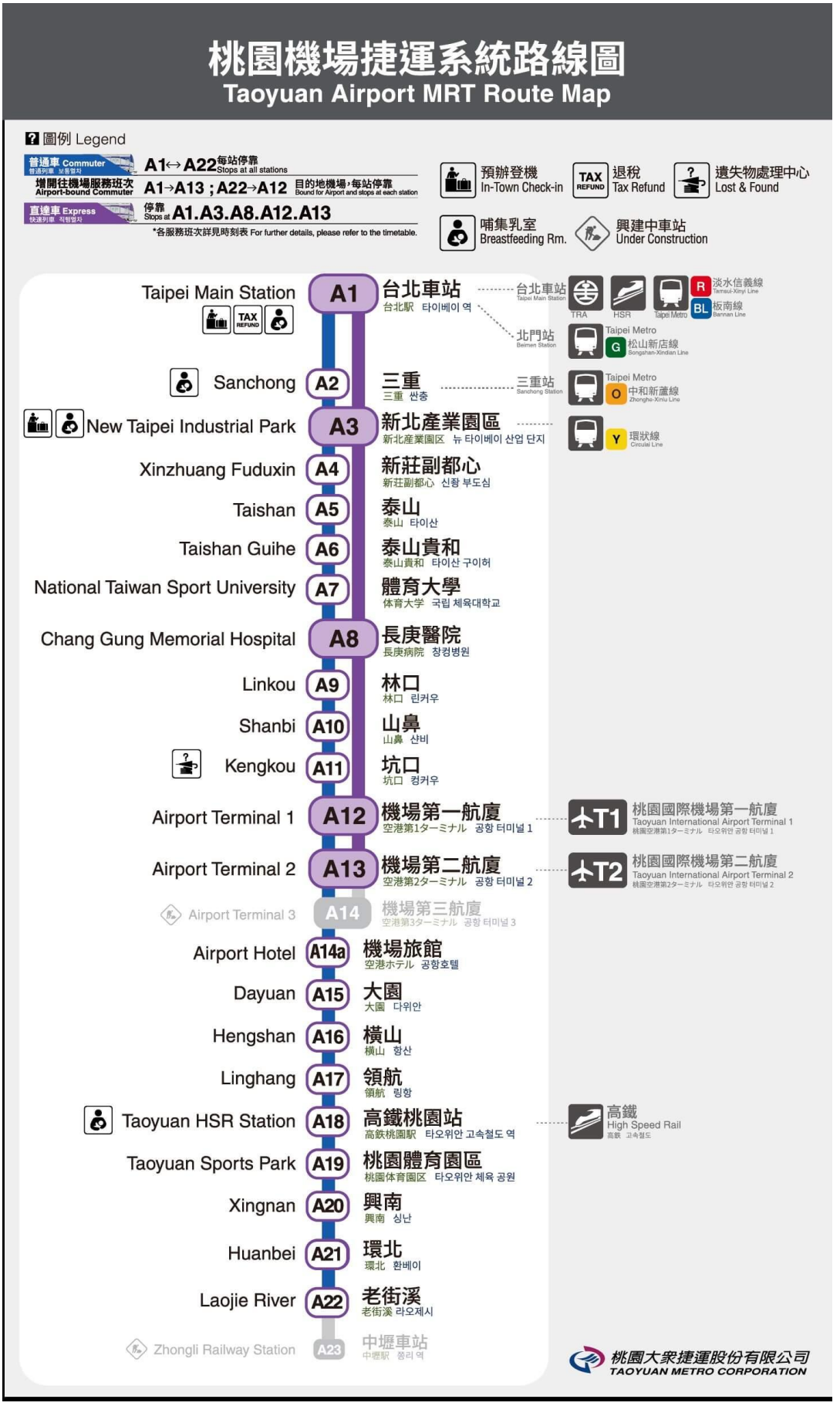
Airport Directory

Terminal 1

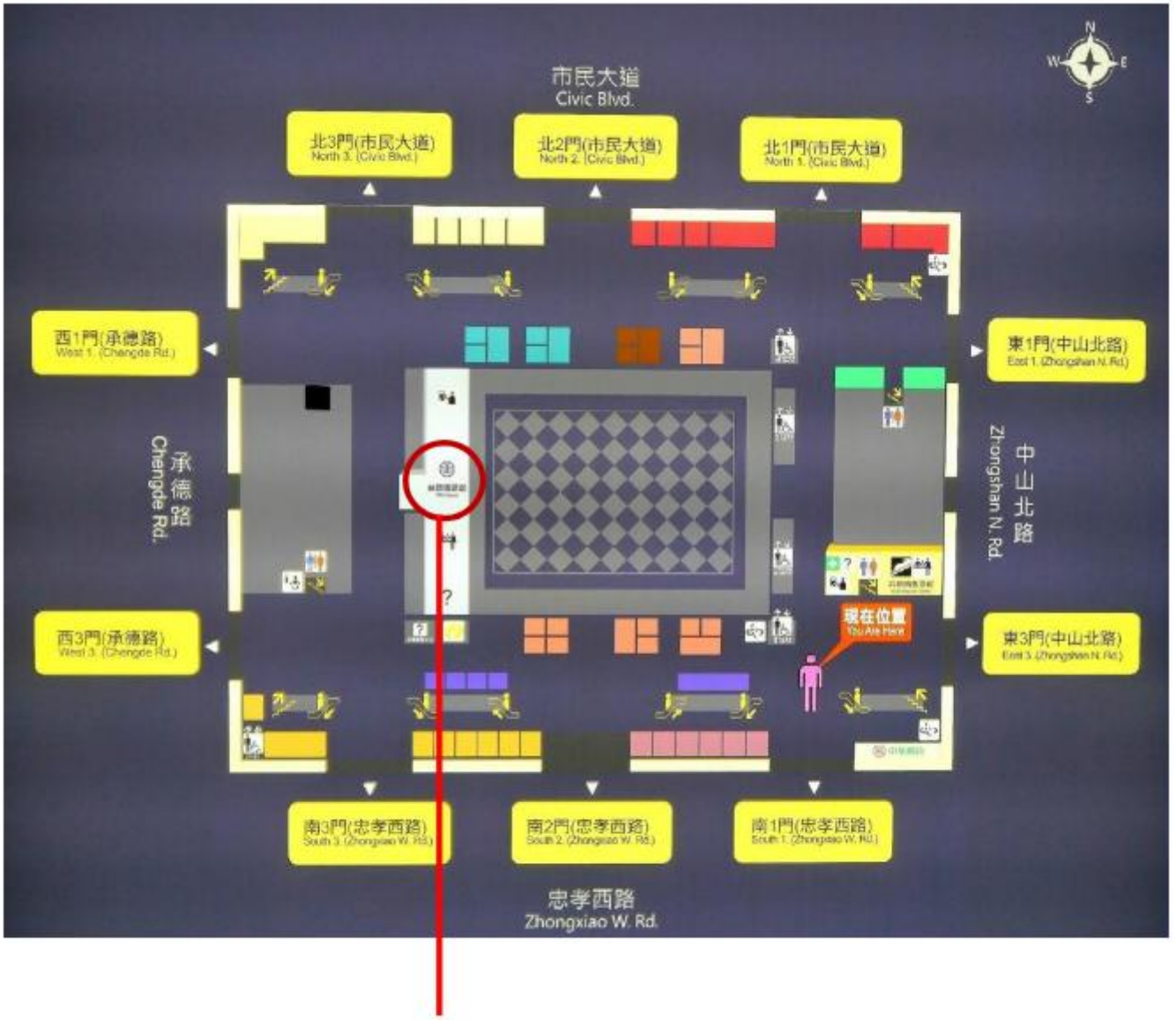


Terminal 2




桃園機場捷運系統路線圖
Taoyuan Airport MRT Route Map
圖例 Legend
普通車 Commuter
A1↔A22 每站停靠 Stops at all stations
增開往機場服務班次 Airport-bound Commuter
A1→A13；A22→A12 目的地機場，每站停靠 Bound for Airport and stops at each station
直達車 Express
停靠 Stops at A1.A3.A8.A12.A13
*各服務班次詳見時刻表 For further details, please refer to the timetable.
預辦登機 In-Town Check-in
退稅 Tax Refund
遺失物處理中心 Lost & Found
哺集乳室 Breastfeeding Rm.
興建中車站 Under Construction
Taipei Main Station A1 台北車站 台北駅 타이베이 역
台北車站 Taipei Main Station
TRA
HSR
Taipei Metro
R 淡水信義線 Tamsui-Xinyi Line
BL 板南線 Bannan Line
北門站 Beimen Station
G 松山新店線 Songshan-Xindian Line
Sanchong A2 三重 三重 싼충
三重站 Sanchong Station
O 中和新蘆線 Zhonghe-Xinlu Line
New Taipei Industrial Park A3 新北產業園區 新北産業園区 뉴 타이베이 산업 단지
Y 環狀線 Circular Line
Xinzhuang Fuduxin A4 新莊副都心 新莊副都心 신좡 부도심
Taishan A5 泰山 泰山 타이산
Taishan Guihe A6 泰山貴和 泰山貴和 타이산 구이허
National Taiwan Sport University A7 體育大學 体育大学 국립 체육대학교
Chang Gung Memorial Hospital A8 長庚醫院 長庚病院 창컹병원
Linkou A9 林口 林口 린커우
Shanbi A10 山鼻 山鼻 샨비
Kengkou A11 坑口 坑口 컹커우
Airport Terminal 1 A12 機場第一航廈 空港第1ターミナル 공항 터미널 1
T1 桃園國際機場第一航廈 Taoyuan International Airport Terminal 1 桃園空港第1ターミナル 타오위안 공항 터미널 1
Airport Terminal 2 A13 機場第二航廈 空港第2ターミナル 공항 터미널 2
T2 桃園國際機場第二航廈 Taoyuan International Airport Terminal 2 桃園空港第2ターミナル 타오위안 공항 터미널 2
Airport Terminal 3 A14 機場第三航廈 空港第3ターミナル 공항 터미널 3
Airport Hotel A14a 機場旅館 空港ホテル 공항호텔
Dayuan A15 大園 大園 다위안
Hengshan A16 橫山 横山 헝산
Linghang A17 領航 領航 링항
Taoyuan HSR Station A18 高鐵桃園站 高鉄桃園駅 타오위안 고속철도 역
高鐵 High Speed Rail 高鉄 고속철도
Taoyuan Sports Park A19 桃園體育園區 桃園体育園区 타오위안 체육 공원
Xingnan A20 興南 興南 싱난
Huanbei A21 環北 環北 환베이
Laojie River A22 老街溪 老街溪 라오제시
Zhongli Railway Station A23 中壢車站 中壢駅 쭝리 역
桃園大眾捷運股份有限公司
TAOYUAN METRO CORPORATION

Taipei Railway Station



Ticket counters and ticket vending machines



Tzu Chi University