

China Medical University

International Student Handbook



International Student Handbook

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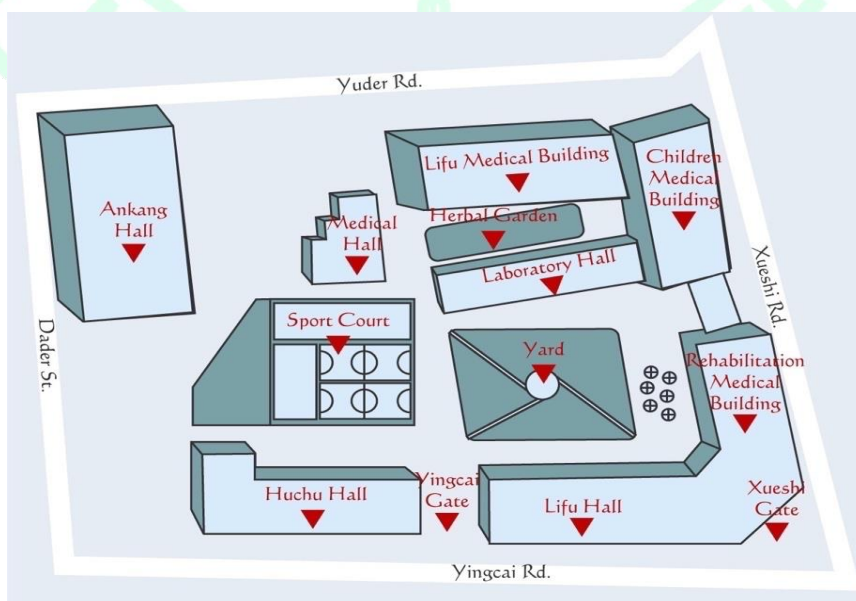
I. Introduction of China Medical University

1) About CMU

Welcome to China Medical University, the first academic institution in Taiwan to incorporate both western medicine and Chinese medicine programs. The school was first established as China Medical College on June 6, 1958. Through years of development and expansion, the school evolved into what we call it today, China Medical University, in 2003. There are currently a total of seven colleges at CMU. It has now become one of the best medical universities in Taiwan, with nearly 8000 students and 1056 teachers and staff members.

❖ Student Population : Undergraduate: 6444 people · Graduate: 937 people

Taichung Campus	Beikang Campus
No.91, Hsueh-Shih Road Taichung City, Taiwan 40402, R.O.C. +886-4-22053366 http://cmumoney.cmu.edu.tw/formsw/newtelnumber.doc	No.123-1, Sinda Rd. Beigang Township, Yunlin County Taiwan 65152, R.O.C. +886-5-7833039 http://cmubnp.cmu.edu.tw/doc/telnumber.doc

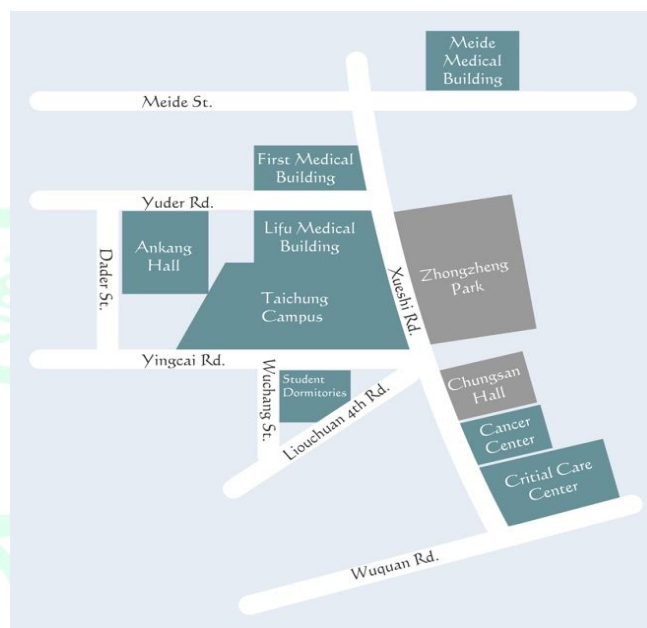


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2) Travel to CMU

Transportations to Taichung Campus

- By Air –
From Taoyuan International Airport :
Catch any shuttle bus to Taichung and get off at Taichung Train Station. From there it's a 10-minute taxi ride.
From Taichung International Airport :
Bus 9 or taxi
- By Taiwan High Speed Rail-
From Taichung Station: where free shuttle bus 159 service is available and will take you directly to the university/ Chung Shan Hall stop
- By Bus –
<http://citybus.taichung.gov.tw/cms/travel-planner>



Transportation : Beikang Campus

Take Chia-Yi Bus or Taisi Bus and get off at the Ma-Tsu Hospital stop
<http://cmubnp.cmu.edu.tw/map.html>

3) University Resources

Office of International and Public Affairs

- International Student Application Review
- Assisting with registration process.
- Visa application
- Health insurance
- Bank account
- Work authorization
- Scholarship

Location : 6th Floor, Li-Fu Educational Building

Email: cmucia@mail.cmu.edu.tw

TEL: +886-4-22053366 #1611

+886-4-22070165

FAX: +886-4-22061923

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Other Resources

Offices		Location	Services	Extensions & Emails
Office of Academic Affairs http://academic.cmu.edu.tw/		6 th Floor Li-Fu Educational Building	Admission, registration, transcript, enrollment letter and diploma	1121, 1122, 1130, 1131, 1177
Office of Graduate Student Affairs http://adm07.cmu.edu.tw/		6 th Floor Li-Fu Educational Building		1160, 1162, 1166
Office of Student Affairs http://cmusof.cmu.edu.tw/	Extracurricular Activities Section	6 th Floor Li-Fu Educational Building	Scholarship, student groups and work study	1130, 1131, 1133 adm09@mail.cmu.edu.tw
	Military Education, Guidance and Counseling Section	1 st Floor Student Dormitories	University housing, outside housing and school attendance	<ul style="list-style-type: none"> ● 1210 ● Dormitories (Taichung) : 1212 ● Dormitories (Beikang): 05-7833039 Boys' Dorm: 1112 Girls' Dorm: 1110
	Career Development and Alumni Section	6 th Floor Li-Fu Educational Building	Gender equality promotion, counseling, and testing center	1260 、 1266 、 1267 、 1269 adm10@mail.cmu.edu.tw
	Health Centre	B1 Hu-Chu Building	Health check-ups and First Aid	1250 、 1255 adm11@mail.cmu.edu.tw
	Service Learning Centre	1 st Floor Student Dormitories	Service learning courses	1281 service-learning@mail.cmu.edu.tw
Office of Finance http://adm02.cmu.edu.tw/		6 th Floor Li-Fu Educational Building	Tuition and Fees	1030
Information Centre http://cc.cmu.edu.tw/		7 th Floor Hu-Chu Building	Computer and Internet	1591 、 1596 cc@mail.cmu.edu.tw

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II. Before Arriving

1) Resident Visas for Foreign Students

- To apply for Resident Visa, student must prepare all required document and apply through the Taiwanese Embassies or Representative Office at student's home country. Student must apply for the Alien Resident Certificate (ARC) with in 15 days after arriving Taiwan. Student must arrive in Taiwan with the proper Visa to study in CMU and to obtain ARC.
- Admission letter does not guarantee student will be granted a visa. Also, visa does not guarantee the student's right to enter Taiwanese border.
- To apply a Resident Visa: <http://www.boca.gov.tw/content.asp?CuItem=6316>
- To find Taiwan's embassies or representative offices around the world:
<http://www.mofa.gov.tw/OverseasOffice.aspx?n=6357834932B83C83&sms=5A961ED2E4BA25E8>

Central Taiwan Office
Ministry of Foreign Affairs, R.O.C.

No. 503, Section 2, Liming Rd.

Taichung City, Taiwan (R.O.C.)

Monday Through Friday 08 : 30 -17 : 00

TEL: +886-4-22510799

2) Transcript Verification

Prior to registering in CMU, all diploma, certificate and transcript from student's previous degrees must be verified by Taiwanese embassies and representative office at student's home country before submitting to CMU. If the document is not in English or Chinese, students must obtain a Chinese or English copy of the document and have both documents verified before turning in both to CMU. Transcript Verification process must be completed before arriving Taiwan.

Fail to have proper document verified by Taiwanese authority will results in students inability to complete registration process at CMU.

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III. After Arrival

1) Alien Resident Certificate Applications and Extensions

ARC serve as student's official ID during the time a foreign student is studying in Taiwan. Please keep it in a safe place and pay special attention to the expiration date on the card.

a. Document Required :

- ◆ Application Form can be found on the website of National Immigration Agency in Taiwan.
- ◆ Passport Photos (2 inches)
- ◆ Resident Permit (Not required if you are First-time applicants)
- ◆ Originals and photocopies of Passport and Resident Visas
- ◆ Originals and photocopies of Student ID and Attendance Letter (Please hand in admission letter instead if you have not completed the enrollment)
- ◆ For students with scholarship from Taiwan, originals and photocopies of approval of the scholarship might be required.
- ◆ Fees NTD \$1000 (annually)
- ◆ Students with private accommodations : Contract or lease of the tenancy

b. Extensions : Students who require extensions must apply a month before the due date. A fine will apply to those who apply after the due date expired. Only those who are due between July and September are allowed to apply for extensions from the 1st of June due to the period of the summer vacation.

c. Expecting Time : 14 working days (to be collected with receipts)

d. For any changes to the resident address or workplace, please make sure to have it corrected within 15 days from the day it takes effect.

National Immigration Agency
1F No.91, Gancheng St., Nantun Dist.
Taichung City, Taiwan R.O.C.
Monday through Friday 08:00 -05:00
TEL: +886-4-22549981

2) Student Insurance and National Health Insurance (NHI)

a. National Health Insurance (NHI)

According to National Health Insurance Act, anyone with valid Alien Resident Certificate or Resident Certificate for the Taiwan area (including those from Hong Kong, Macau and mainland China) must be registered in the National Health Insurance program after living in Taiwan for 6 continuous months. If anyone departs during the first 6-month duration, it will affect your rights to have insurance coverage.

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- ◆ A NTD \$749 NHI fee will be added to your CMU school fee.
- ◆ For students applying NHI for the first time :

After staying in Taiwan for 6 continuous months, student will receive an notification from the Office of International and Public Affairs with Instruction on how to apply.
- ◆ For students who are currently insured with NHI through other institutions and would like to move their insurance plan to CMU:

Please request for NHI account move out through the original institution(for examples, language schools, workplaces, local District offices). Make a copy of the proof of transferring and turn it into Office of International and Public Affairs.

NHI Central Office
No. 66, Shihjheng North One Rd.
Taichung City, Taiwan R.O.C. 40709
TEL: +886-4-22583988 / 0800-030598
Monday through Friday 08:30 -05:30

b. Student Insurance

If the student is not yet qualified for the NHI insurance, CMU will help student obtain Student Insurance through Cathay Life Insurance. A NTD \$500 fee will be charged through your CMU registration fee.

3) Tuition and Fees

Tuition and Fees payment procedure and methods are listed by the Office of Finance:

<http://adm02.cmu.edu.tw/fees.html>

After downloading the payment slip, students may pay at any branches of the Hua Nan Commercial Bank, pay it through ATM or in any of the convenience store, or wire the payment to

**HUA NAN COMMERCIAL BANK
TAICHUNG BRANCH**

174, MIN CHUAN ROAD, TAICHUNG, TAIWAN

SWIFT ADDRESS	HNBKWTWP420
FAX	886-4-22291635
BENEFICIARY NAME	CHINA MEDICAL UNIVERSITY
ACCOUNT NO	420160044883

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BENEFICARY TEL	886-4-22053366
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4) Bank Accounts

In Taiwan, individuals under the age of 20 are considered a minor and are not allowed to open a bank account on their own. Applicant will need to present the letter of consent signed by their legal representative or guardian in Taiwan and verified by the Taiwanese embassies or representative office at their home countries. If the individual is recognized as a legal representative in their home countries, a statement letter must be verified by the Taiwanese embassies or representative office to the bank. CMU will assist all students under the age of 20 to open a bank account at Hua Nan Bank. Students aged 20 years old and above will be able to open bank accounts with any other banks through the Post Office on their own.

5) English Language Proficiency Assessment

All freshmen international students who are required to attend “English” and “English Lecture” courses will be assessed by the Centre for General Education later in order to determine their levels of English proficiency. Please check with Centre for General Education for the assessment dates.

Centre for General Education

Location : 1st Floor, Ankang Hall

Website : <http://cmugen.cmu.edu.tw/>

TEL : +886-4-22053366 #1801, 1802

6) Chinese Language Proficiency Assessment

International students enrolled after 104 academic year are requested to complete Chinese language course and self-learning projects before graduating. They will then be assessed by Language Education Centre to determine their levels of Chinese proficiency. Please check with Centre for General Education for the exact assessment date.

Language Education Centre

Location : 3rd Floor, Li-Fu Building

Website : <http://language.cmu.edu.tw/index.php>

TEL : +886-4-22053366 #1653

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IV. Housing

1) Applications

1. Taichung Campus

- Military Education, Guidance & Counseling Section (1th Floor of Dormitory)
Military Education Instructor +886-4-22022205 # 1280
- Dormitory Advisor Ms. Chen Room 201, 2nd Floor of Dorm
TEL: +886-4- 2201-1956 # 201 /+886-4-2205-3366 # 1212
Email: chensm@mail.cmu.edu.tw
Office Hours
Summer & Winter Break : Monday through Friday 8am-5pm
During School Year : Monday through Friday 2pm-10pm

2. Beikang Campus

- Military Education Instructor Mr. Tzen+886-05-7833039 # 1109
- Dormitory Advisor
Advisor for Male Dorm: Mr. Ro +886-05-7833039 # 1112
shlo@mail.cmu.edu.tw
Advisor for Female Dorm: Miss Huang +886-05-7833039 # 1110
schuang@mail.cmu.edu.tw

2) Important Contact information

Taichung Campus	
Unit	Contact Number
Campus Safety (24hr)	+886-(0)4-2202-2205
Guidance and Counseling Section	+886-(0)4-2205-3366 # 1210
On-duty Military Education Instructor	+886-(0)4-2205-3366 # 1280, 1119
Maintenance (Equipment Maintenance)	+886-(0)4-2205-3366 # 1440, 1441
Information Centre (Internet)	+886-(0)4-2205-3366 # 1591

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Dormitory	<ul style="list-style-type: none"> ● Advisor Ms. Chen +886-(0)4-2201-1956 # 201 +886-(0)4-2205-3366 # 1212 ● Resident Assistant Male RA: Room 301 Female RA: Room 601
Beikang Campus	
Units	Contact numbers
Emergencies (24hr)	+886-(0)5-7832020
Office of Student Affairs	+886-(0)5-7833039 #1104(日) 1110~1113(夜)
Security Guards	+886-(0)5-7833039 #1119
Dormitory	<ul style="list-style-type: none"> ● Consultant for Men's Dorm +886-(0)5-7833039 # 1112 ● Consultant for Men's Dorm +886-(0)57833039 # 1110

3) Outside Housing

- Military Education, Guidance and Counseling Section
1st Floor of the Dormitory
Military Instructor: Ke-Zhong Yang
+886-4-22022205
ykj1912@mail.cmu.edu.tw
- CMU Rental : <http://vwebap02.cmu.edu.tw/rent/index.asp>
- Formosa Rental Site : <http://140.130.34.31/NTCUST/viewnews.html>
- E-rent : <http://www.e-rent.com.tw/2000/>

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V. Academic Affairs and Scholarships

1) Regulation Summary

The following rules are from Regulations of Academic Affair. For the complete version of Regulations of Academic Affairs, please visit: <http://www.cmu.edu.tw/statute/>

i. Academic years and credit requirements

a) Undergraduate :

● Credit Requirements

	4 Years Track	5 or More Years Track
Year 1~3	16 ~ 28 Credits	Each Semester: 16 ~ 28 Credits Final Semester: 9 ~ 28 Credits
Year 4	9 ~ 28 Credits	
Year 5 and After		
Total Credits Needed for Graduation	128	Refer to individual departments.

- For any students overseas (including from Hong Kong and Macau) with a secondary degree equal to Year 11 in Taiwan prior to enrollment, an extra 20 credits will be required to fulfill graduation requirements.

b) Graduate:

	Master	Doctoral
Study Length	1 to 4 years	2 to 7 years
Credits Needed (Not Including Thesis Credit)	24	18

ii. Absence

- If student needs to be absent from classes for any reason, he or she must notify the Office of Student Affairs prior to the absence. For medical reason and need to miss more than two days of school, student must provide doctors note for absence. Minors are required to provide their guardian's consent for absence.

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- Students who miss classes after notifying the Office of Student Affairs will be marked as “Noted Absence.” Students who are absent without notifying the Office of Student Affairs will be marked as “Unnoted Absences.” Each Unnoted Absence is equal to THREE Noted Absence.

- Absentee Consequences

Absences	Consequences
20% or More from the Total Class Time	5% mark down from final grade
25% or More from the Total Class Time	10% mark down from final grade
33% or More from Total Class Time	Forbidden to take final exam and will receive 0% from the class.

❖ Total class time refers to the total amount of hours schedule for the individual classes.

- Guidance for reporting absence is formulated by Military Training and Student Assistance Section, Office of Student Affairs and needs to be abided by http://www.cmu.edu.tw/statute/statute_detail.php?sn=148.

iii. Deferral

If student need to defer school for 1 semester, 1 school year or 2 school year due to serious illness or extreme circumstances, student must notify CMU with proper documentation and parental or guardian consent. If student need to miss more than 2 school years or have to extend after a 2 school year deferral, student must get approval from CMU. Student cannot deferral school for more than 3 school years. For student who needs to defer school due to pregnancy, childbirth or childcare for infants (3 years old or younger), the time deferred will not count toward deferral years.

iv. Withdraw

1. Any undergraduate student can be withdrawn from CMU when any of the following situations is met
 - Students who failed to check in at university or apply for further extension after their duration for dropping out granted previously is reached.
 - Students who failed in behavioral performance.
 - Students who has failed courses for 2 consecutive years and with those failed credits reaching 50% of the total lecture credits enrolled for that semester, such students will be asked to be withdrawn from the university.
 - Students like overseas and international students, students with previous degree awarded in Mongolia and Tibet, students of indigenous peoples, students with parents designated abroad and students with exceptional performance in any sports, such students who had failed courses for 2 consecutive years and with those failed credits reaching 75% of the total lecture credits enrolled for that semester will be asked to be withdrawn.
 - The above 2 regulations will not apply to students with disabilities or students who enroll courses for the total of 8 credits or under.

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- Students who had extended their studies to the fullest and were still unable to complete the courses and acquire enough credits required for graduation.
 - Students with dual registration with another institutions without being approved by CMU
 - Students enrolled but had someone else sit in the exams instead
2. Any postgraduate student can be withdrawn from CMU when any of the following situations is met:
- MA full-time course students normally takes 4 years to complete; 5 years for those with jobs. Doctoral full-time students normally takes 7 years to complete and 9 years to finish for students with work. Students will be asked to be withdrawn if they fail to complete the courses and acquire enough credits required after finishing the above years.
 - Candidates who re-sat the doctoral qualification and yet failed again
 - Students who failed but also considered not qualified for a resit or students who were permitted to a resit the exam yet failed again
 - Postgraduates with 2 or more subjects marked 0 out of the total courses at that semester
 - Students marked no higher than 70 in behavioral performance
3. Due to any reasons, students opt for a withdrawal which was approved by his/her parent or guardian and confirmed by Head of Academic Affairs and the Chancellor.

v. Graduation from university

1. Undergraduate students must qualify for each rule stated below in order to graduate from CMU and be awarded with the BA Degree by his/her school/department.
- Students who completed the courses required and acquired sufficient credits of pass marks within the completion time. .
 - Students who achieved the standard set for their English language competence; details of the standards of English language competence need to be abided by in accordance with *Guideline for Assessing Students' English Language Competence*.
 - Fulfilled the rules set in accordance with *Guidance Notes for Service Learning Courses*
 - Fulfilled the hours of General Education activities required in accordance with *Guidance Notes for Implementing General Education Activities*
 - Fulfilled the rules set by Guidance Notes for Basic CPR Training Implementation for Students
 - Fulfilled the rules set in accordance with *Guidance Notes for Students' Swimming Skills Assessment*
2. Postgraduates will be granted graduation when each of the following rules have been fulfilled in full:
- Completed the courses and credits required within the completion time. .
 - Passed the exam for degree qualification with necessary requirement fulfilled
 - Must qualify for the standard set and required by CMU in accordance with *Guideline for Assessing Students' English Language Competence*.
- MA Dissertation needs to be published; Impact Factor for Doctoral Theses series must be no less than 4.0 with symposium discussion in full English. However, Impact Factor for Doctoral Theses series for some specific fields (stated in *Standards for Recruiting Teachers and Upgrading Researches* except for relevant fields; relevant fields other than fields to do with Department of Biological Science and Technology) must be no less than 3.0 although research fields of Medical, Medical Histories and Nursing will not be restricted to this

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rule.

2) Scholarship

i. CMU scholarship for international students

Requirement	<p>I. Students qualified for regulations stated in accordance with <i>International Students Undertaking Studies in Taiwan</i> formulated by Ministry of Education who wish to study at CMU</p> <p>II. Eligibility:</p> <ol style="list-style-type: none">1. International students enrolled at CMU with official registration completed (excluding those delayed their studies)2. Students who have been awarded with Taiwan Government issued scholarship cannot apply for this scholarship with CMU.3. Students who have finished their studies at CMU for at least one semester.<ol style="list-style-type: none">(1) Undergraduate students have completed no less than 9 credits each semester with an average score of above 70 points in the previous semester and a score of above 80 points in their behavioral performance plus without serious records down indicating breach of Rules.(2) MA and Doctoral students who scored above 70 points on average in the previous semester and above 80 points in behavioral performance plus without serious records down indicating breach of Rules. Alternatively, MA and doctoral students will be permitted to apply with references from tutor and thesis drafts if they do not have a scoring records of the previous semester due to it being the research year.
Years of Sponsoring	Undergraduates are restricted to years of completion of each school/department. Master students are allowed to apply for 2 years tops; 4 years the maximum for doctoral students.
Amount of the scholarship	NTD \$20,000/per semester
Documents required	<ol style="list-style-type: none">1. Application Form2. Grades transcript from the previous semester
To apply with	<p>Send the applications and apply with Extracurricular Activities Section, Student Affairs (Located on 6th Floor, Lifu educational Building) within one month from the start of each semester</p> <p>Contact: Ms. Hsu TEL: +886-(0)4-22053366 Ext. 1233</p>

A searching system is also provided by Extracurricular Activities Section, Student Affairs to

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check other available scholarships in and outside CMU: <http://webap.cmu.edu.tw/award/>

ii. Other Scholarships in Taiwan

- Applicant who wishes to apply for scholarships in Taiwan will need apply with Taiwan's embassies or representative offices while applying to study at CMU; students must abide by when applying.
- Application requirements will be based on what is stated in the specific scholarship applying for.
- For scholarship offered by Taiwanese government, applicant must apply through Taiwanese embassies or overseas representative office when applying for school.
- If the recipient of the scholarship graduated, withdraw or quit school, the recipient's scholarship will stop immediately.
- Recipient of a scholarship offered by Taiwanese Government cannot apply for other scholarship offered by the government or school.
- For more information : <https://taiwanscholarship.moe.gov.tw>

	Ministry of Education	Ministry of Foreign Affairs	Ministry of Technologies
Duration of Scholarship	Bachelor – 4 years Master – 2 years Doctoral – 4 years	Bachelor – 4 years Master – 2 years Doctoral – 4 years	Master – 2 years Doctoral – 4 years
Scholarship Details	Fees (Including tuition and fees) Monthly stipend : Undergraduate NTD 15,000/per month Graduate NTD 20,000/per month	Monthly scholarship : NTD 30,000 One ticket back or from recipient's home country to Taiwan.	Monthly stipend : NTD 30,000
Academic Requirements	Minimum required grade : Undergrad 70% Graduate 80% When recipient's credit score did not meet the requirement, the recipient will lose one-month stipend. If the recipient miss the requirement for two terms, the scholarship will be withdraw.	Minimum required grade : Undergrad 70% Graduate 80% When recipient's credit score did not meet the requirement, the recipient will lose one-month stipend. If the recipient miss the requirement for two terms, the scholarship will be withdraw.	Minimum requirement: 70%
Other important information	Recipient's of scholarships are not allow to work or have a paid internship.	Recipient's of scholarships are not allow to work or have a paid internship.	

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VI. School Life

(1) Emergency Contact Information

For emergency situation, please dial 119 for the fire department or 110 for police. (For not Chinese languages, please dial 0800-024-111)

Fire: 119 Police: 110 Anti-scam: 165	
Taichung Campus	
Department	Contact Information
Campus Safety (24/7)	(04)2202-2205
Guidance and Counsel Section	(04)2205-3366 # 1210
Military Staff on Call	(04)2205-3366 # 1280, 1119
Security Staff	(04)2205-3366 # 1111, 1113
Dormitory	<ul style="list-style-type: none"> ● Dormitory Advisor Mrs. Chen (04)2201-1956 # 201 (04)2205-3366 # 1212 ● Resident Assistant Male RA: Room 301 Female RA: Room 601
CMU Hospital	(04)22052121
Police Department	Taichung City Police Second Precinct (04)22351200 Wunjheng Station (04)22011252 Yuchai Station (04) 2223695 Yong Sing Station (04)22352735~36
Beigang Hospital	
Deaprtment	Contact Information
Emergency (24hr)	(05)7832020
Office of Student Affairs	(05)7833039 #1104(Day) 1110~1113(Night)
Campus Security	(05)7833039 #1119
Dormitory	<ul style="list-style-type: none"> ● Male dormitory advisor (05)7833039 # 1112 ● Female dormitory advisor (05)7833039 # 1110
Beiang Hospital	(05)7837901
Police Department	Beigang BeiChen Station (05)7834082

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(2) Computer and Internet Access (Taichung Campus)

1. Computer Lab

- Both Computer Lab 1 and 2 are open for student access if not being used for classes. To check to for availability : <http://cc.cmu.edu.tw/classroom.html#classroom>

School Year	Weekday	08 : 00 AM ~ 19 : 00 PM
Winter/ Sumer Breaks	Weekday	08 : 00 AM ~ 17 : 00 PM

- There are also 12 computer stationed outside of the Information Center on the 7th floor of the Huchu Building.
- No food or drinks allowed in the computer lab. Playing computer games on the CMU computer is also prohibited.
- Please bring your own printing paper for the use of the printers in the computer lab, recycle paper and used paper are not allowed.

2. School Email

- Your username is 「u +student id number」, you email address is 「username@cmu.edu.tw」
- Your original password would be your ID number, password number or Visa number or your R.O.C. (Taiwanese) year birth dates. If it's your Visa number it would be 10 characters including digits and letters. Letters must be lower case. If it's your R.O.C. (Taiwanese) year birth dates you need to enter it twice as your password.
- Reset password : <http://www2.cmu.edu.tw/~kai/a.html>
- All the school notification and important information will be emailed to your CMU email address. Please check your email box frequently.

3. Wifi

Wifi Name: 「TANetRoaming」, Username: 「u+ student ID Number」

Password: the same as your password for the university website

4. For log-in questions or forgot password, please bring your student ID to the 7th Floor of the Huchu Building or call (04)2205-3366 #1591 you may also email cc@mail.cmu.edu.tw

5. Computer Maintenance

If you need help with computer maintenance, you may visit the IT Center on Tuesday and Thursday from 1pm to 3pm.

6. IT Center Contact Information

Location : Huchu Building, 7th Floor

<http://cc.cmu.edu.tw/>

TEL: +886-4-22053366 #1591

cc@mail.cmu.edu.tw

(3) Work Permit

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1. Important Information

- Applicant of the work permit must obtain legal status as student in Taiwan.
- Work authorization will not exceed 6 months.
- If applied during the first semester, work authorization will expire by March 31st of the following year. If applied during the second semester, work authorization will expire on September 30th within the same year.
- International student are not permitted to work for more than 20 hrs/per week during the semesters.
- Failing to follow the above rules can result in losing of work permit.
- Illegal employment would be fined between NT\$30,000 and NT\$150,000

2. Required Documents

- Work permit application (<http://cmucia.cmu.edu.tw/doc/201509091620481.zip>)
- Job application
- Copy of passport (please be aware of expiration date)
- Front and back copy of Visa (please be aware of expiration date)
- Copy of student ID and prove of enrollment
- NT\$100 (Need receipt of money transfer)
- You may make the money transfer at the post office.

Receiver : 勞動部勞動力發展署聘僱許可收費專戶, Account Number : 19058848

3. Application Process

Online or by Mail

Please send it by registered mail to 「職訓局外國人聘僱許可組收」 at:
10F., No.39, Sec. 1, Zhonghua Rd.
Zhongzheng Dist., Taipei City 10042
Taiwan (R.O.C.)

4. For more details please visit 「勞動部勞動力發展署」

Website : www.wda.gov.tw

Address : 10F., No.39, Sec. 1, Zhonghua Rd.
Zhongzheng Dist., Taipei City 10042
Taiwan (R.O.C.)

Phone : (02) 8995-6000 #6182

Hours : Monday ~ Friday 08:30-12:30 ; 13:30-17:30

Email : wda@wda.gov.tw

(4) Learning Chinese (Taichung Campus)

1. Language Education Center

5th Floor of the Lifu Education Building

<http://language.cmu.edu.tw/>

TEL: +886-4-22053366 #1653

Email: adm26@mail.cmu.edu.tw

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2. Students may also attend Chinese language courses at other centers that have language partnership with CMU :

National Taichung University Chinese Language Center
FCU Chinese Language Center
National Chung Hsing University Language Center
Tunghai University Chinese Language Center
National Taiwan Normal University Mandarin Training Center

(5) Recreational Facilities (Taichung Campus)

1. Gym :

- Location : B1, Lifu Education Building
- Please bring your student ID, towels and wear workout shoes
- Hours :

School Year	Monday, Tuesday and Wednesday 12:30~21:45 Thursday and Friday 10:00~21:45 Weekend 14:00~17:45
Winter/ Summer Break	Weekday 14:00~17:45

2. Lifu Education Building B1 Dance Floor and Ping Pong Room

- You may check out the recreational classroom by contacting the physical education office
- For opening hours please visit : <http://cmuope.cmu.edu.tw/07.htm>

3. Physical Education Office

B1 Lifu Education Building
<http://cmuope.cmu.edu.tw/mainpage.htm>
TEL: + 886-4-22053366 #1270
Email: adm04@mail.cmu.edu.tw

(6) Library

	Location	Weekday	Weekend	Contact Info
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Taichung Campus	Lifu Hall 9F	8:00-22:00	9:00-17:00	(04)22053366 # 1572(books) 、 1560(librarian) library@mail.cmu.edu.tw
Beigang Campus	Education Building 4F	8:30-20:30	16:00-20:00	(05)7833039 #1401 plchang@mail.cmu.edu.tw

* For opening hours during holidays, breaks and finals week please go to the library website.

(7) Post Office (Taichung Campus)

1. Location : By Yingcai Gate
2. Services : postal services.
3. Hours : Monday through Friday 8:30-12:00 ; 13:00-17:00
4. Contact Info : +886-4-22053366 #1332

(8) Hua Nan Commercial Bank on Location Services (Taichung Campus)

Bankers from Hua Nan Commercial Bank will be stationing at CMU every Tuesday and Thursday for assistant on banking

Location : Lifu Hall 6th floor Office of General Affairs or Meeting Room 4

Time : Tuesday and Thursday at 11am

(9) Health Center : health care and counseling

1. Taichung Campus
 - Provide freshman health check-up (blood pressure, weight and height, vision and body fat)
 - First-Aid care and transfer to hospital
 - Individual counseling, group counseling, and gender equality work.
 - <http://cmuhc.cmu.edu.tw/index.php>
Email: adm15@mail.cmu.edu.tw
TEL: (04)22053366 #1250 (health care) #1260(counseling)
2. Bei-Kang Campus : Bei-Kang Campus Office of Student Affairs Miss Hui-Zhen Li
Email hjli@mail.cmu.edu.tw
TEL: (05)7833039 #1200
3. CMU Hospital
CMU student may waive Check-In Fee at the CMU Hospital with their student ID and Insurance Card. (Except for Emergency Room)
 - CMU Hospital (Taichung)
<http://www.cmu.hk.cmu.edu.tw/>

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- (04)22052121
- CMU Beigang Hospital
<http://www.bh.cmu.edu.tw/cmubh/ch/index.php>
(05)7837901

(10) Student Dining Hall : Huchu Hall B1

(11) Classroom Check Out :

Log-In 校園入口網站 → Application → 校園入口網站應用程式 → 教室租借系統

Questions : Office of General Affairs (04)22053366 #1318

(12) Absents :

1. Student needs to mark absentees online for all excuses that might prevent student from attending classes.
2. To mark absent : Log-in 校園入口網站 → Application → 學生請假作業
3. Type of Absentees (need to provide proper documentations)
 - Official Leave : Limited to hosting or attending school related business function (including competitions) and draftees' health check.
 - Funeral Leave : Death certificate from direct blood line descendant. Cannot be absent for more than 7 days.
 - Maternity Leave (including miscarriage and child care) : Doctor's note
 - Sick Leave : Absent more than 4 hours- hospital receipt or prescription paper. (except for menstrual leave). Absent more than 2 days – CMU Hospital or other public/private hospital diagnose paper.
 - Personal Leave : personal or family affairs.

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VII. Others

(1) Easy Card

Your Student ID is also a Easy Card. You may revalue it at any convenience store in Taiwan. Easy card can be used for taking bus, train, High Speed Rail, or pay at the convenience store.

Easy Card Corporation : <http://www.easycard.com.tw/Default.aspx>

(2) Transportation :

1. Bus :

There are quite a few bus stops around the CMU campuses. Including: Children Medical Hospital (In front of Starbucks) Yingcai Gate, Corner of Wuquan Rd and Xueshi R, in front of Zhongzheng Park, in front of Taichung Chungshan Hall, in front of McDonalds on Xueshi Rd and Wuquan Junior High School.

For information on buses please visit : <http://citybus.taichung.gov.tw/iTravel/Transport.aspx>

2. High Speed Rail (HSR) :

To Taichung HSR Station : Please catch bus 159 in front of the Taichung Chungshan Hall

From Taichung HSR Station : Please catch bus 159 at Exit 5 in the Taichung HSR Station, and get

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off at China Medical University (Taichung Chungshan Hall)

Taiwan High Speed Rail Website : <http://www.thsrc.com.tw/index.html?force=1>

3. Taxi

- Taxi in Taiwan charges by meters. The starting rate is different in every city. (Its NT\$85 in Taichung right now) ; Additional fees might apply for late night ride (Midnight to 6am)
- To catch a taxi, you may go to designated location by China Medical University Hospital or stop by any of the 7-11 and ask the clerk.
- You may also call the taxi yourself :

Taiwan Taxi : Cell phone dial 55688 <http://www.taiwantaxi.com.tw/taiwantaxi/Index.asp>

MTaxi : Cell phone dial 55178 <http://www.mtaxi.com.tw/Index.asp>

4. iBike

- You can join with you Easy Card online : <https://i.youbike.com.tw/cht/f61.php>
- With iBike, you may borrow and park anywhere there is an iBike lock available. The first 30 minutes is free.



APPENDIX 1

International Student Handbook



International Student Handbook



China Medical University Guideline for University Scholarship and Financial Aid

This version is to be executed on 23 November April 2015
Published by Office of Student Affairs

Chapter One - Overall

- Article 1. This guideline is set according to the guidelines and regulations published by the Ministry of Education in Taiwan.
- Article 2. The financial source of the scholarships and financial aids listed in this guideline are percentages of the total student fee money.
- Article 3. The CMU University Scholarship and Financial Aid Review Committee will be formed and chaired by the Dean of Student Affairs. The Review Committee also includes Dean of Academic Affairs, Dean of Graduate Affairs, Director of Office of Finance, Director of Military Education, Guidance and Counseling Division, Director of Extracurricular Activities Section, Director of Registration and Curriculum Section as well as all the Deans and Chairs from all colleges, schools, and departments.
- Article 4. This guideline includes all scholarship, financial aids and emergency funds supported by China Medical University.
- 1) Academic Support
 - a. Graduate Student Financial Aid
 - b. Academic Exchange and Student Group Financial Support
 - 2) Academia
 - a. Academic Excellence Scholarship
 - b. Chinese Medicine Academic Excellence Scholarship
 - c. Athletic Scholarship
 - d. Student Excellence Award Scholarship
 - e. CMU Employees' Children Enrollment Scholarship
 - f. Resident Scholarship for Attending Beikang Campus
 - g. Low Income Taiwanese Indigenous Peoples Scholarship
 - 3) Student Leadership
 - a. Class Student Leader Service Scholarship
 - b. Student Club Leader Service Scholarship
 - c. Student Officer Service Scholarship
 - 4) Emergency
 - a. Emergency Fund
 - b. Low Income Oversea Chinese Student Emergency Fund
 - 5) University Services
 - 6) Minority Support
 - a. Minority Student Scholarship
 - b. Living Support Financial Aid
 - c. Low Income Student Housing Support Fund
 - d. Low Income Student Book Fees Support Fund

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Chapter 2 – Application Process and Requirements

Article 5. All graduate and undergraduate (including 2year program) students who met the requirements are qualified to apply for scholarships and financial aid listed in this guideline. Student who are withdrawn or re-enroll after withdrawal are not qualified for the scholarship and financial aid.

To apply, please have the following documents ready:

1. Application
 2. Grades transcript from previous term or Admission Letter
 3. Copy of bank deposit book from the post office or specific bank
 4. All other documents listed for individual scholarship or financial aid
- ❖ All application for scholarship and financial aid (unless specified otherwise) must be turned in between October 1st and October 31st for the first semester and between March 1st and March 31st for the second semester.
 - ❖ All scholarship and financial aid are in New Taiwan Dollar and will be wired directly to the awardees' bank account.
 - ❖ Application deadlines and other details for scholarships and financial aid not listed in this guideline should refer to their own guideline or announcements.

Article 6. Academic Support: This fund is specifically designed to encourage new research development, heighten research qualities and support recruitment.

- 1) Graduate Student Financial Aid: Please refer to the Guideline for Graduate Student Financial Aid.
- 2) Academic Exchange and Student Group Financial Support:
 - a. Students with limited household income (less than NTD 1,140,000 combining incomes from both parents and student themselves) may apply for this scholarship when attending oversea academic exchange conferences or student group activities. To apply, student must submit through the Extracurricular Activities Section under approval of the school Chancellor. Each student can only apply once per semester and the total amount of the financial support combining with other financial supports student might receive cannot exceed the total amount of the actual spending for the conference attending fee and travel fee. The Financial Support detail are listed as below:
 - i. Attend: NTD 5,000 per person per conference.
 - ii. Frist Person Poster Publishing: Additional NTD 10,000 per person per conference.
 - iii. Verbal Publishing: Additional NTD 15,000 per person per conference
 - b. Required Documents:
 - i. Conference Invitation
 - ii. Paper publishing in the conference
 - iii. Conference handbook
 - iv. Personal Reflection from the conference
 - v. Household income statement
 - vi. Travel Agent Receipt
 - vii. Flight Tickets
 - c. Application Deadline: 15 days before attending the conference.

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Article 7. Academia

1) Academic Excellence Scholarship

- a. Graduate Student: This scholarship will be distributed based on the number of students in each graduate institute. For 1 in 5 in the doctoral program and 1 in 10 in the master program can be chosen for this scholarship. If the program has less than 10 students, the ratio will be based on the total of doctoral or master students in the college. After selected by the college and approved by the review committee, the selected doctoral student will receive NTD 12,000 and master student will receive NTD 10,000.
- b. Undergraduate Student: Student must rank in the top three in his or her class and must pass all classes. The student also needs to receive "A" on his behavioral grades with no violation of the student code of conduct. The first prize is NTD 7,000, the second prize is NTD 6,000 and the third prize is NTD 5,000.
- c. The scholarship for the Clinical Training class will be distributed once per academic year. The Clerk Intern classes are not qualified for this scholarship.
- d. The student selected for this scholarship will be listed by the second week of each semester. This list will be created by the Office of Graduate Affairs and Office of Academic Affairs and reviewed by the Review Committee.

2) Chinese Medicine Academic Excellence Scholarship

- a. This scholarship is designated for all undergraduate students not in Chinese Medicine major but enrolled in the Chinese Medicine related courses. Student must be in the top 2 of the class with an A or above for their behavioral grades with no violations to the student code of conduct. The scholarship will award NTD 7,000 for first prize, NTD 6,000 for second prize, and NTD 5,000 for third prize.
- b. When the student scores the same in their Chinese Medicine, for the purpose of this scholarship, student will be ranked based on their overall cumulative scores.
- c. The awardee for this scholarship will be selected after the 2nd week of the second semester. The awardee list will be named by the Office of Academic Affairs and sent it to the Office of Student Affairs for the committee review to finalize distribution.
- d. To apply for this scholarship, more than 50% of the class must enroll in the Chinese Medicine curriculum.

3) Athletic Scholarship

- a. The athletic scholarship is offered for both group competitions and individual competitions.
- b. The scholarship is designated for three conditions:
 - i. Participated in the universities sports competition or universities ball games competitions and won 1st ~ 6th places in the competitions.
 - ii. Participated in the Medical School competition and won 1st ~ 6th places.
 - iii. Selected to attend oversea competition representing Taiwan or China Medical University.
- c. Scholarship Details
 - i. Group Competitions
 1. Universities Sports Competitions and/or Universities Ball Games:
 - a) 1st Place – NTD 12,000
 - b) 2nd Place – NTD 10,000

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- c) 3rd Place – NTD 8,000
- d) 4th Place – NTD 6,000
- e) 5th Place – NTD 4,000
- f) 6th Place – NTD 2,000
- 2. Medical School Competitions:
 - a) 1st Place – NTD 6,000
 - b) 2nd Place – NTD 5,000
 - c) 3rd Place – NTD 4,000
 - d) 4th Place – NTD 3,000
 - e) 5th Place – NTD 2,000
 - f) 6th Place – NTD 1,000
- ii. Individual Competitions
 - 1. Universities Sports Competitions and/or Universities Ball Games:
 - a) 1st Place – NTD 6,000
 - b) 2nd Place – NTD 5,000
 - c) 3rd Place – NTD 4,000
 - d) 4th Place – NTD 3,000
 - e) 5th Place – NTD 2,000
 - f) 6th Place – NTD 1,000
 - 2. For Regional Competitions:
 - a) 1st Place – NTD 3,000
 - b) 2nd Place – NTD 2,500
 - c) 3rd Place – NTD 2,000
 - iii. Overseas Competitions – NTD 5,000
- d. After the competition, the competition result must be submitted to the Athletic department as well as the Committee review by the second week of the second semester
- e. Required Documents:
 - i. Competition Award Certificate
 - ii. Overseas Competition Office Invitation or Report
- 4) Student Excellence Award Scholarship
 - a. University Entrance Exam Excellence Scholarship
 - i. Requirements and Details
 - 1. Listed China Medical University as #1 choice for the university entrance exam.
 - 2. Ranked top 3 in their class.
 - 3. Details: NTD 10,000 for student of excellence, NTD 30,000 for student with low-income family.
 - ii. Student who met the above requirements may continue to receive the scholarship only if they met the following conditions as well:
 - 1. Receive 80% or above on overall grades
 - 2. Receive A in their behavioral grades
 - 3. No violation to the student code of conduct
 - 4. Must stay in the same major(s)
 - Low-income definition: Income below NTD 1,140,000 combining the entire household.
 - iii. The list of the scholarship awardees will be created by the Office of Academic Affairs after the school starts. The list will then be forwarded to Office of Student Affairs for the Committee review.
 - iv. Required documents:
 - 1. First Semester – University Entrance Exam Notification

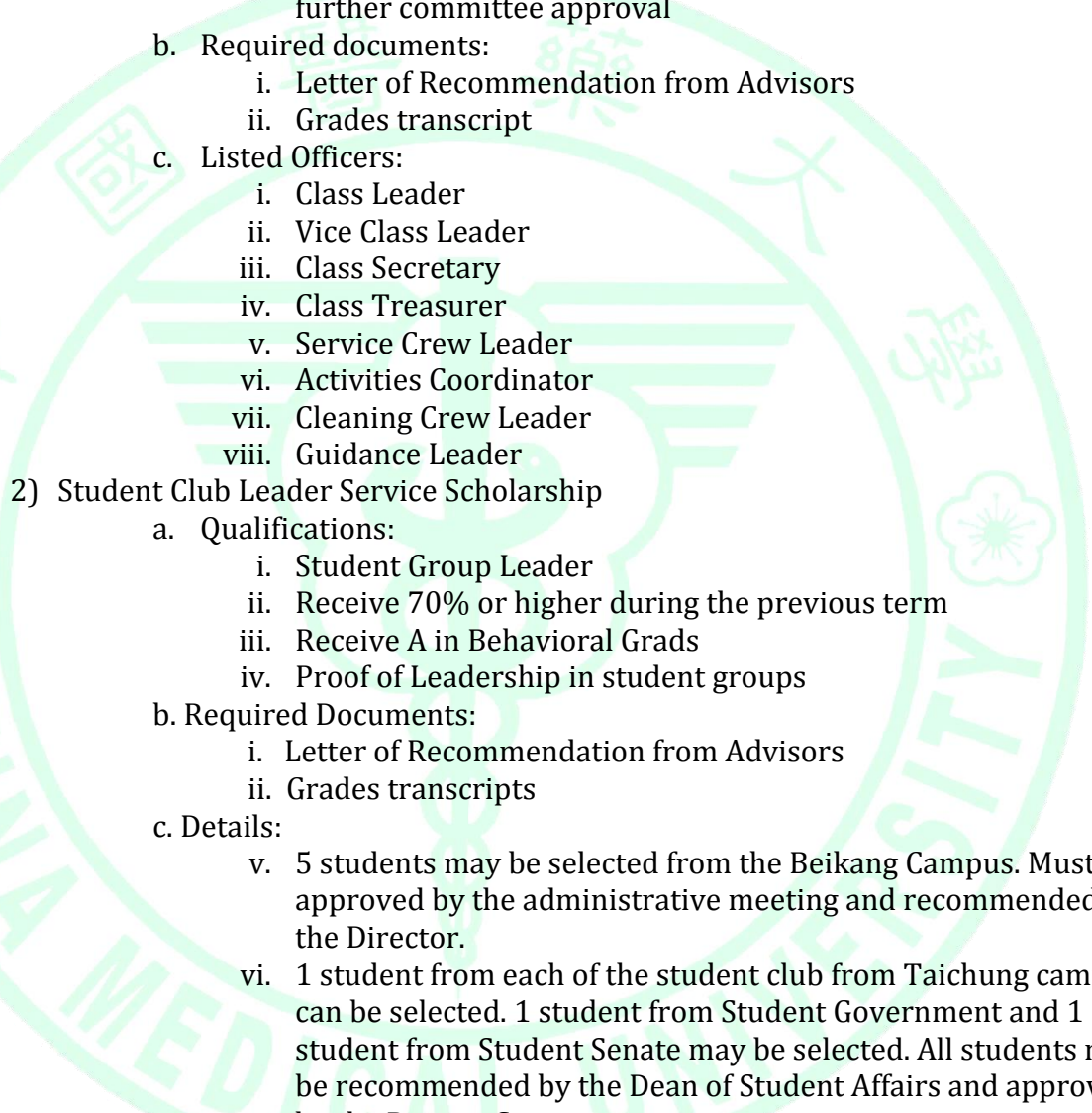
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2. From Second Semester onwards – grades transcript from the previous semester.
- b. Athletic Merit Audition Scholarship
 - i. Qualifications: all students who have showcased excellent athletic quality during the Audition Enrollment process may apply for this scholarship.
 1. Details: NTD 10,000 for student of excellence, NTD 30,000 for student with low-income family.
 - ii. Student who met the above qualification may continue to receive the scholarship if they met the following conditions:
 1. Pass all classes for the term
 2. No violation against the Student Code of Conduct
 3. Top 6 in the universities or medical schools competition.
 4. Attending all required training
 5. Recommended by the coach and approved by the director of the Athletic Department.
 6. Student who extended their studies are not qualified for this scholarship.
 - iii. The list awardees will be made by the Office of Academic Affairs and forwarded to the Office of Student Affairs for the committee approval.
 - iv. Required Documents:
 1. First Semester: athletic score and the college auditions transcript.
 2. From Second Semester onwards: transcript from the previous term, and the proof of awarding.
- 5) CMU Employees' Children Enrollment Scholarship
 - a. Please refer to the guideline specifying the details for this scholarship.
- 6) Resident Scholarship for Attending Beikang Campus
 - a. This scholarship is for all students who have resided in the Yunlin County for over a year by the time of enrollment. The student also needs to enroll in one of the majors which require attending Beikang campus during their freshman year.
 - b. Student interested in this scholarship should apply through the Office of Student Affairs and review by the Committee.
 - c. Required documents:
 - i. Residential documents
- 7) Low Income Native Taiwanese Scholarship
 - a. Requirements:
 - i. Must be a Native Taiwanese
 - ii. Must receive 80% or above during the previous term
 - iii. Must receive A in the behavioral grades
 - iv. Student with proof of low income documentation will receive priority selection.
 - v. 5 students tops can be selected to be awarded with NTD 5,000 dollar each.
 - vi. The awardees will be listed by the Office of Student Affairs for further committee approval.

Article 8. Student Leadership

- 1) Class Student Leader Service Scholarship
 - a. Qualification:
 - i. Receive 70% or higher during the previous term

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- ii. Receive A for behavioral grades.
 - iii. Meet all the deadline for the required work
 - iv. With proven evidence of service
 - v. Approved by the class meeting and recommended by the advisor
 - vi. Approved by the department chair or director
 - vii. 1 place for each undergraduate class, 1 per each master classes and 1 per each graduate classes with NTD 2,000 for each student
 - viii. The awardees will be listed by the Office of Student Affairs for further committee approval
 - b. Required documents:
 - i. Letter of Recommendation from Advisors
 - ii. Grades transcript
 - c. Listed Officers:
 - i. Class Leader
 - ii. Vice Class Leader
 - iii. Class Secretary
 - iv. Class Treasurer
 - v. Service Crew Leader
 - vi. Activities Coordinator
 - vii. Cleaning Crew Leader
 - viii. Guidance Leader
- 2) Student Club Leader Service Scholarship
- a. Qualifications:
 - i. Student Group Leader
 - ii. Receive 70% or higher during the previous term
 - iii. Receive A in Behavioral Grades
 - iv. Proof of Leadership in student groups
 - b. Required Documents:
 - i. Letter of Recommendation from Advisors
 - ii. Grades transcripts
 - c. Details:
 - v. 5 students may be selected from the Beikang Campus. Must be approved by the administrative meeting and recommended by the Director.
 - vi. 1 student from each of the student club from Taichung campus can be selected. 1 student from Student Government and 1 student from Student Senate may be selected. All students must be recommended by the Dean of Student Affairs and approved by the Review Committee.
 - vii. Each awardee for this scholarship will receive NTD 2,000.
- 3) Student Leader and Officer Service Scholarship
- a. Student Leader Definition for this Scholarship: Officers in Student Government, Student Senate and Student Associations.
 - b. Qualifications:
 - i. Must be in a student leader position that fits the definition for this scholarship
 - ii. Must received 70% or above during the previous term
 - iii. Must receive an A in the behavioral grades
 - iv. Showcase an outstanding work at their position

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- v. 2 student from each student association may be selected, confirmed by the association meeting and recommended by the department chair
- vi. 1 student from Student Government and 1 student from Student Senate may be selected and recommended by the Dean of Student Affairs.
- vii. The list of awardees will be review and approved by the Review Committee
- viii. Each awardees will receive NTD 2,000
- c. Documents:
 - i. Letter or Recommendation from Department Chair or Office of Student Affairs.
 - ii. Transcript

Article 9. Emergency

1) Emergency Fund

a. Considerations:

- i. Student suffers from an unforeseen family tragedy or accidental event

1. Examples:

- a) Death of parent(s)
- b) Student Admitted to the hospital but is unable to afford
- c) Other emergency situation

- ii. With proper documentation provided, approved by the advisors, Military Education instructors, and the school chancellor, each student may receive up to NTD 50,000

b. Required Documents:

- i. Letter of Recommendation from advisors, Military Education instructors, or the Office of Student Affairs.
- ii. Proof of events (doctors' notes etc.)

2) Low Income Oversea Chinese Student Emergency Fund

a. Qualifications:

- i. Finished registration process and have officially enrolled in China Medical University
- ii. Underwent foreseen tragedy in his or her Original residential region or unexpected failure in banking and/or wiring
- iii. Receive 65% or higher overall academic performance grade and A in behavioral performance grade without more than 3 classes failed.

- b. Time to Apply: After receiving proper proof of event from the Ministry of Foreign Affairs, please send for advisors, Military Education instructors and/or department chair for processing and filing.

c. Required Documents:

- i. Proof of event from the Ministry of Foreign Affairs

- d. Details: After processed by the Office of Student Affairs and reviewed by the review committee, each student will receive full coverage on their fees and stipend of NTD 5,000 per month for up to 10 months per year. Applicants must reapply every year and provide the most up to date documents. Once the residential region has recovered from the tragedy or event, the fund will stop immediately.

Article 10. University Services

1) Qualifications:

- a. Receive an average of 60% during the previous term.

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- b. Volunteer to be a university service provider
- c. Student from low-income family or with special situation that requires financial support will receive priority selections.
- 2) Application:
 - a. Please apply through all listed University Service units
 - b. All University Service units will post their needs of service online
- 3) Limitation:
 - a. Number of awardees for this scholarship will be determined by the Review Committee which will later notify all units
- 4) Definition of University Services:
 - a. Services clearly showcase the school slogan (Compassion, Prudence, Diligence and Integrity)
 - b. Must not limit students' educational or personal development
 - c. Other specially assigned events
- 5) Special Conditions:
 - a. Each unit might adjust their numbers of service students due to specialties, or special assignments
 - b. To change the number of service students for the unit, units must submit a special request
- 6) Selection:
 - a. Student Selections
 - i. Students volunteering to University Service Student in the units.
 - ii. Student from low-income, minority, overseas, disabilities or experiencing unforeseen tragedy will receive priority selections.
 - b. Training and Development
 - i. After the Service Student has been selected and trained, each unit must evaluate whether he or she is fitted for the role and report the appropriate candidates to department chair or director to be approved and filed by the Office of Student Affairs for appointment purpose.
 - ii. To request change of numbers of service students, units must submit request 10 days before the day needed for Chancellor's approval.
 - c. Service Student may be eliminated from the program due to each of the following conditions:
 - i. Bad learning or working attitude
 - ii. Withdrawal or deferral from school
 - iii. Violates Student Code of Conduct
- 7) Considerations:
 - a. Service Student are not allowed to supervise financial transition of the office
 - b. Service Student can not represent the school on public affairs events
 - c. Service Student can not remain in their post after their service is no longer required
 - d. Service Student must keep their work confidential
- 8) Time of service and the details of services are listed in the guideline specifically designed for the University Service scholarship details.
- 9) CMU might allow extra allowance depending on the budgetary allowance of the school.

Article 11. Minority Support

1) Minority Student Scholarship

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- a. Based on the guideline set by the Ministry of Education
- 2) Living Support Financial Aid
 - a. Please refer to specific guideline for this financial aid
- 3) Low Income Student Housing Support Fund
 - a. Qualifications:
 - i. Met the requirement of academic achievement
 - ii. Met the set guideline of low-income family
 - b. Subsidy Amount:
 - i. For student living in the school housing: the room charge will be waived based on the set guideline.
 - ii. For student living outside: After submitting a copy of rental agreement, a subsidy of NTD 10,000 will be granted.
- 4) Low Income Student Book Fees Support Fund
 - a. Qualifications:
 - i. Student who met the definition of low incomers
 - b. Subsidy Amount:
 - i. NTD 500 per student per semester
 - c. Required Documents:
 - i. Low-income proof from government official
 - ii. Transcript from the previous semester.

Chapter 3 – Limitations

- Article 12. There are some scholarships and financial aids listed in this guideline that are based on candidates' academic merits. If two candidates show the same academic performances, the candidates' behavioral measurement score will be taking into consideration when making the final decision.
- Article 13. If a student is awarded with multiple scholarships and/or financial aids in the Academic and Student Leader categories, the student can only pick one scholarship or financial aid from each of the category.
- Article 14. Graduating students are not allowed to apply for any scholarship or financial aids listed in this guideline for the term of graduation.
- Article 15. If a student is awarded with scholarship(s) and/or financial aid(s) listed in this guideline, he or she cannot receive more than one scholarship from other governmental or private sector group unless the scholarship is based on student's unique identity.
- Article 16. All scholarships and financial aids listed in this guideline are managed by a special appointed person in the Extracurricular Activities Sector and are reviewed and measured by the CMU University Scholarship and Financial Aid Review Committee due to fairness.
- Article 17. All financial aid and scholarship will be wired to awardees' designated bank account. Special cases can be arranged and approved by the Chancellor for cash payment.

Chapter Four – Sub Articles

- Article 18. The actual scholarship and financial aid amount may be adjusted based on the article 2 of this guideline and the school budgetary allowance.

International Student Handbook

- Article 19. This guideline has been reviewed by the CMU University Scholarship and Financial Aid Review Committee, the Student Affairs Meeting, Administration Meeting and approved by the school Chancellor. The same procedure will apply with any future changes made.





APPENDIX 2

International Student Handbook



International Student Handbook



China Medical University Guideline for Graduate Students Financial Aid

This version is to be executed on 25 June 2016
Published by Office of Student Affairs

- Article 1. The Guideline for Graduate Students Financial Aid is designed to regulate the usage of the Graduate Students Financial Aid.
- Article 2. Requirement and Financial Aid Details:
- 1) This financial aid is open to current fulltime students enrolling in Master or Doctoral degree without fulltime jobs.
 - a. Doctoral students who have not passed their comprehensive exam and are in their 1st, 2nd, or 3rd year can receive the allowance of NTD 5,000 per month per person until they pass their comprehensive exam.
 - b. Doctoral students who are in their first 5 years and have passed their comprehensive exam can receive the allowance of NTD 1,500 per month per person.
 - c. Master student in their 1st or 2nd year can receive the allowance of NTD 1,500 per month per person.
 - 2) This financial aid is supported by the Ministry of Education and distributed by the review committee to the qualified graduate students. China Medical University might provide more financial support if budget allows.
 - 3) Student must be currently enrolled in CMU to accept this financial aid.
- Article 3. Application Process:
- 1) Application for this financial aid must be submitted within 30 days after school starts each semester. The application will first be reviewed by individual graduate program offices and collected by the Office of Graduate Student Affairs then submitted to the Extracurricular Activities Section for committee review. No late application will be accepted.
 - 2) This financial aid will be distributed monthly. For student in their first year, the distribution will start the first month of school. For student in their 2nd year or later, the distribution will start in the month of August and ends in the following July. For graduating student, the distributions will continue till when the graduation process is completed.
- Article 4. Students who are currently receiving this financial aid will lose their qualification if withdrawn from school or violating the school policy.
- Article 5. The number of students to receive this financial aid is based on the amount of aid received from the Ministry of Education.
- Article 6. This guideline has been reviewed by the CMU University Scholarship and Financial Aid Review Committee, the Student Affairs Meeting and approved by the Chancellor of China Medical University. The same procedure will apply with any future changes.

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APPENDIX 3

International Student Handbook



International Student Handbook



China Medical University University Housing Code of Conduct for Taichung Campus

This version is to be executed on 12 November 2015
Published by Office of Student Affairs

- Article 1. This China Medical University Housing Code of Conduct for Taichung Campus is put in place for applying, arranging, checking in, and departing from university housing. The purpose for this guideline is to help build university housing residents' character and good group living behavior.
- Article 2. Organizational Structure:
- 1) The Military Education, Guidance and Counseling Section in the Office of Student Affairs are in charge of all university housing related managements, assessment and guidance.
 - 2) Office of General Affairs, with the coordination of Office of Student Affairs, is in charge of the maintenance and finances of university housing.
 - 3) University Housing is managed by the Military Education Instructor, housing advisors, and resident assistants. The management task includes the following:
 - a. University Housing Plans maintenance and execution.
 - b. Access, curfew and internal affairs management
 - c. Room assignment
 - d. University Housing safety and fire drills
 - e. Finance management and maintenance
 - f. Budget management
 - g. Activities coordination
 - h. Resident Assistants management
 - i. Crisis Management
 - j. Other task as assigned.
 - 4) University Housing Student Association has a separate set of guideline. For any question related to their organization structure please refer to their guideline.
- Article 3. Applying and Room Assigning
- 1) Qualification: Student will receive priority housing based on the following order.
 - a. Undergraduate student with low-income family, student with mid to low-income family, student with disabilities.
 - b. Financial Aided student, international students, overseas Chinese students, Mainland students, Taiwanese Indigenous Peoples, and student from surrounding islands.
 - c. Freshmen assigned to CMU under the university entrance exam results but are not residents of Taichung or Changhua.
 - d. Excellent dorm resident assistant
 - e. Freshmen assigned to CMU under the university entrance exam that are resident of Taichung and Changhua.
 - f. Student in their second year or later with special identity (including financial aided students, international students, oversea Chinese students, mainland students, Taiwanese Indigenous Peoples, student from surrounding islands) and students who reside in Taichung or Changhua.

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- g. Student who are interning clerking or has violated the university housing code of conduct are not eligible to apply.

2) Room Assignment

- a. Student who met Qualification a, b, c, and d get priority assignment for university housing.
- b. Student who met Qualification e and f will be assigned university housing based on availabilities.
- c. Student with disabilities and freshman will get priority assignment.
- d. Required Documents:
 - i. Guardian consents
 - ii. Deposit
 - iii. Activities Agreement
- e. Early check out from University Housing will only be accepted under extreme circumstances.

Article 4. Check-in & Check-out Policy:

1) Timeline

- a. First Semester: Student can start moving-in the weekend (Saturday & Sunday) right before registration start.
- b. Second Semester: Student can start moving-in the weekend right before school starts.
- c. Student need to finish their check-in process three days after school starts. All student needs to follow the checkout procedures by the end of the school year.
 - i. To find out application results for University Housing and the check-in process please refer to the website.
 - ii. All student must turn in University Housing Fee according to the university guideline
 - iii. Student who defers, withdraws, transfers and graduates from school must follow the checkout procedures.
 - iv. To check out, student must clean their room, turn in their swipe card, keys and checkout form before leaving school. Only after the University Housing adviser or resident assistant has checked the room condition the housing deposit will be returned to the student. All costs due to damages or loss will come out of the deposit.
 - v. If a student needs to check out after two-third into the semester, student will be charged University Housing fee for the whole semester.
 - vi. A separate guideline is set for University Housing use during winter and summer break.

Article 5. Absentees

- 1) All university housing resident must complete absent request before 11pm if they are not going to be in that night.
- 2) Student who needs to be absent for longer period of time due to internship or study abroad, must complete absent request prior to their departure.

Article 6. University Housing Rules:

- 1) Residents are prohibited from switching their beds or renting out their space. Mahjong, smoking, drinking, gambling and pets are prohibited in the University Housing building as well.

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- 2) Residents must keep the environment clean. Please keep all trash and shoes away from the public area including the hallway.
- 3) Respect the opposite sex. Residents are prohibited to enter the opposite sex's floor or room unless with approval from the Resident Assistants.
- 4) Residents are not allowed to invite guest into the building unless approved by the Resident Assistant.
- 5) No prohibited or dangerous items are allowed in the building.
- 6) Resident roll call at 11pm Monday through Thursday. All resident must be present for the roll call.
- 7) No personal electronics or cookware allowed in the room
- 8) Please keep the noise down for other residents. No use of washer or drier between midnight and 7am.
- 9) Please keep your personal belongings safe. If a resident is caught stealing, he or she will be repelled from University Housing once the deed has been confirmed. Penalties for the deed of the convict will be discussed and executed following the Student Code of Conduct procedure.
- 10) All residents should help keep the shared items clean and safe. All damages will be charged accordingly.
- 11) Please do not take the shared items away from the share space. Also, please do not take other's food.
- 12) Any student violating Housing Rule maybe repelled from University Housing immediately.
- 13) All residents must commit to 2 hours of university housing service per semester. All residents are required to attend cultural activities, Head room resident meeting, town hall meeting, safety education and fire drill.

Article 7. Awards and Penalty

- 1) The following behavior will be awarded according to the university rules:
 - a. Works hard to execute all required chores
 - b. Shows excellence at doing housework
 - c. Follows all housing rules and shows excellent characteristic
 - d. Serves the community voluntarily
 - e. Shows good behavior that's awardable
 - f. Reports bad behaviors of others (with proper proof)
 - g. Helps keep the community safe
 - h. Supports the public good
 - i. Shows excellence at being a Resident Assistant
 - j. Reports a felony or crime
 - k. Wins an award for service competition
 - l. Solving a stealing case
- 2) The following behavior will be penalized according to the university rules:
 - a. Fail to complete assigned chore
 - b. Damage shared items or disturb other residents
 - c. Violate housing rules
 - d. Fail to follow recycling procedure
 - e. Fail to attend required activities and trainings
 - f. Fail to keep the space neat
 - g. Cooking or using prohibited electronic items
 - h. Fail to execute community service
 - i. Move beds without permission
 - j. Fail to execute all duties required as a Resident Assistant
 - k. Having outsiders stay overnight or letting in opposite sex without asking.

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- l. Break public properties
- m. Take others' items without asking
- n. Bully
- o. Smoke and make a mess
- p. Fail to pay
- q. Violate Housing Rules
- r. Fail to recycle or keeping the space neat
- s. Fail to attend required education meetings and other activities
- t. Play firework in the housing building
- u. Gamble
- v. Play off between others
- w. Steal other peoples item
- x. Seriously damage community items
- y. Keep dangerous items in the housing building
- z. Prevent university officials from executing public affairs
- aa. Use illegal drugs
- bb. Fail to change for the better after notified of housing rules
- cc. Invite outside residents to stay over or bring in opposite sex

Any action that is above the penalized behavior listed above and qualifies for suspension will be determined by the Student Affairs Meeting.

Article 8. Other Policies:

- 1) University Housing Gate Opening Hours: 6am ~ 11pm
- 2) University Housing Elevator Operating Hours: 7am ~ 11pm
- 3) Hot Water Operating Hours: 5pm ~ 11pm
- 4) Central Air Operating Hours: 11:30am ~ 1:30pm and 5pm ~ 7am
- 5) Key card access: student must turn in deposit for the key card and follow all rules and procedures regarding key card use.

Article 9. Student must maintain the cleanness of the space and follow the recycle process. Please refer any questions to the "Guideline for Cleanness Competition."

Article 10. For the security of the residents in University Housing, fire drill and safety education will be held on the regular basis. Please refer to the separate guideline for more details.

Article 11. Please refer to a separate guideline for phone use.

Article 12. Please refer to a separate guideline for communal space use.

Article 13. Please refer to a separate guideline for Internet use.

Article 14. Please refer to a separate guideline for housing access.

Article 15. This guideline has been reviewed by the Student Affairs Committee, and the Administrative Committee and approved by the Chancellor of China Medical University. The same procedure will apply with any future changes made.

APPENDIX 4



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China Medical University Guideline for Absences

This version is to be executed on 26 April 2016
Published by Office of Student Affairs

- Article 1. All CMU students must follow this guideline for absences.
- Article 2. CMU must be notified for all absences including classes, exams, registration and other mandatory events.
- Article 3. Types of absences include:
- 1) Official Leave
 - a. Limited to attending public events in representing China Medical University or attending health check-up for the mandatory military service
 - b. Must provide proper documentation and notify the CMU officials 7 days before the absences.
 - 2) Funeral Leave: Need to provide the funeral invitation or the death certificate for blood relatives. Funeral leaves is limited to 7 days maximum.
 - 3) Maternity Leave: Need to provide doctor's notes
 - 4) Sick Leave: Need to provide doctor's note if the student needs to be out for 4 hours or more.
 - 5) Personal Leave: for personal affairs, family affairs, or weddings.
 - 6) Native Holiday Leave: Need to provide proper documentation to prove that the individual is recognized by one of the Taiwanese Indigenous Peoples.
- Article 4. For absences during registration and/or exam, please follow the guidelines set by the Office of Academic Affairs.
- Article 5. All absences must be approved before the student can leave school. For extreme situation when students need to leave right away, student must verbally notify their course instructor, advisor, and/or military education instructor before leaving school. Student must go online and send in the absentee paperwork within 10 days after their absences.
- Article 6. Student must go online to submit for absences and attach the required documents (digital copies). The following procedures must be followed and approved by the CMU before students can leave school.
- 1) Undergraduates:
 - a. Within 5 days: Class instructors -> Filing
 - b. 6 to 10 days: Advisors -> Department Chair -> Filing
 - c. 11 to 15 days: Advisors -> Department Chairs -> College Dean -> Filing
 - d. 16 to 30 days: Advisors -> Department Chairs -> College Dean -> Dean of Academic Affairs -> Filing
 - e. 31 days and above: Advisors -> Department Chairs -> College Dean -> Dean of Academic Affairs -> Chancellor -> Filing
 - d. Maternity Leave: Advisors -> Department Chairs -> College Dean -> Health Center -> Dean of Student Affairs -> Dean of Academic Affairs -> Chancellor -> Filing
 - e. Official Leave: Must include the Authorized Division

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2) Graduate Students:

- a. 1st year Master or 1st and 2nd year Doctoral students:
 - i. Within 10 days: Department Chairs -> Filing
 - ii. 11 to 15 days: Department Chairs -> College Dean -> Filing
 - iii. 16 to 30 days: Department Chairs -> College Dean -> Dean of Graduate Affairs -> Filing
 - iv. 31 days and above: Department Chairs -> College Dean -> Dean of Graduate Affairs -> Chancellor -> Filing
 - v. Maternity Leave: Department Chairs -> College Dean -> Health Center -> Dean of Student Affairs -> Dean of Graduate Affairs -> Chancellor -> Filing
- b. 2nd year Master or 3rd year and above Doctoral students:
 - i. Within 10 days: Advisors -> Filing
 - ii. 11 to 15 days: Advisors -> Department Chairs -> College Dean -> Filing
 - iii. 16 to 30 days: Advisors -> Department Chairs -> College Dean -> Dean of Graduate Affairs -> Filing
 - iv. 31 days and above: Advisors -> Department Chairs -> College Dean -> Dean of Graduate Affairs -> Chancellor -> Filing
 - v. Maternity Leave: Advisors -> Department Chairs -> College Dean -> Health Center -> Dean of Student Affairs -> Dean of Graduate Affairs -> Chancellor -> Filing

- Article 7. If a student is absent without approval he or she will be marked as unauthorized absences. All unauthorized absences will be processed based on the guidelines from the Office of Academic Affairs.
- Article 8. If a student needs to extend their absences, they must follow the absentee submission procedure before they are allowed to extend their absences.
- Article 9. If a student returns to school before their submitted absence length, they may contact the Office of Student Affairs to cancel their absence submission.
- Article 10. If a student submits absences for a false reason, he or she will have to follow the procedure in the Student Code of Conduct.
- Article 11. All absences submissions need to go through the digital reporting system. Under the extreme circumstance, student may provide paper report.
- Article 12. During the period of student absences, students are still bound by the Student Code of Conduct.
- Article 13. This guideline has been approved by the student affairs committee and the Chancellor of China Medical University. The same procedure will apply with any future changes made.



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China Medical University Guideline for Filing Student Complaint

This version is to be executed on 01 February 2012
Published by Office of Student Affairs

- Article 1 To ensure student's educational rights and improve learning environments, the Guideline for Filing Student Complaint is created following the structures defined by the Ministry of Education, University Regulations, and the CMU Guideline for Organizational Structure.
- Article 2 The Student Complaint Review Committee (hereinafter referred to as refer as "Review Committee below") is created to review all students' complaint cases associating with students, Student Government and other student-run organization as well as situations related to student living, learning and education at CMU.
- Article 3 The Student Complaint Review Committee has the total of 11 members including 8 faculty representatives and 3 student representatives. Depending on the natural of different cases, the Review Committee may call on field experts as committee consultants. All committee members are unpaid position. All representatives must be student or faculty of CMU and/or experts in education, law or psychology. All members must be appointed by the CMU Chancellors. Faculty without administrative role must occupy more than half of the committee. Committee members of either gender must not occupy more than one third of the committee. A committee assistant shall be appointed to assist on student complaint cases and related/relevant work
- Article 4 Dean of Student Affairs serves as the coordinator for the Student Complaint Review Committee. Committee Chair should be selected by the committee member and will serve for a one year term. Committee member can be reelected after serving a full term. When the coordinator is unable to call a meeting, the Committee Chair assumes the responsibility to call on a committee meeting.
- Article 5 Student Complaint Review Committee members serve a two-year term and can be reappointed. Any specially appointed experts should serve till the end of the case they are appointed on.
Members of the Student Code of Conduct Review Committee or investigator and any personnel with decision-making role on students' code of conduct may not serve on the Student Complain Review Committee.
- Article 6 Students, Student Government, and other Student Association may file a complaint when they assume a decision being made regarding a student code of conduct cases may be inappropriate, unfair or illegal.
"Student" in the previous sentence refers to students who remain enrollment during the time a decision is being made regarding the student code of conduct cases.
- Article 7 All Review Committee should have at least two-third of the committee members present. All decision made regarding a case in the Review Committee must be agreed on by at least two-third of the committee members. For other decision made by the committee

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must be agreed on by at least half of the committee. Review Committee member may not send a substitute to attend the committee meeting.

- Article 8 When the Review Committee member(s) has personal ties with the complaint cases, he/she must excuse themselves from the cases. The individuals filing the complaints may also request the committee member(s) to be excused.
- Article 9 When notifying student about the decision made regarding their Code of Conduct cases, CMU should also provide information regarding filing a complaint.
- Article 10 If student, student government, and other student association have any complaints against a Student Code of Conduct decision being made against them, they need to submit for a Student Complaint within 10 days starting from the day after notification. For any unforeseen situation that prevents individual, or groups to file a complaint, they may file a petition for the Review Committee to review their complaint cases. For cases a year pass the filing deadline will be not be accepted.
- Article 11 To file a complaint, student, Student Government, and other student association must submit the proof of events and other relevant information. They must also sign a declaration form. (Appendix 1 & 2) For special situation, student may request to speak to the Review Committee assistant to verbally describe the events or incident. After the report have been typed up, student must provide signature to verify the report accurately reflecting on the event or incident. Student, student government and other student association can only file complaints on an event or incident ONCE.
- Article 12 If a complaint case presented to the Student Complain Review Committee is outside of the committee's purview, the committee must send back with the decision notification with suggestion on how student, Student Government, and other student association may report the event or incident.
- Article 13 After the Review Committee has received a Student Complaint case, a decision must be made within 20 days. The Review Committee may extend the decision making deadline once (per each case) due to special circumstances. The extension may not exceed 2 months. Cases related to suspension, withdrawal or related situation may not be extended.
The Review Committee should notify the individual or group filing the complaint if the information is incomplete. The individual or group have up to 7 days to submit the missing document and the time spend resubmitting the Student Complain cases will count toward the 20 days limited for the Review Committee to make a decision.
- Article 14 If deemed necessary, the Student Complain Review Committee may form an investigation team between 3 to 5 people and visiting the physical location of the event or incident.
Any sexual assault, sexual harassment, or sexual bullying cases should be referred to the Guideline for Equal Gender Education.
- Article 15 The individual or group who file the Student Complaint may withdraw their complaint any time before a decision has been made.
- Article 16 During the time of a case review, if the related personnel file an appeal, administrative lawsuit or civil lawsuit cases, they must notify the Student Complaint Review Committee immediately. The Review Committee should stop the reviewing process

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immediately pending the case being closed. Once the appeal or lawsuit case is closed, the individual or group may notify the Review Committee to continue reviewing the case.

When all or one of the review decisions are based on the decision of the appeal or lawsuit decision, the Review Committee must stop the reviewing process till the end of the appeal or lawsuit process. The Review Committee must notify the individual or group involved in the case with print notification. Once appeal or lawsuit process is over, the Review Committee must notify the individual or group the continuing of the reviewing cases.

Cases on suspension or withdrawal are not bound by the above rules.

- Article 17 All Student Complain cases are reviewed by print documents. All meeting are closed to the public. The review committee may call upon the person or group filing the complaint, the case related department and other related personnel to the meeting for questioning.
- Article 18 All Student Complaint cases should be reviewed under fairness and social equalities. All cases decision should be based on the related guideline in CMU. All decision made, votes, and personal information related to the cases should be confidential. The Student Complain Review Committee should provide support and counseling to the student if deemed necessary.
- Article 19 If a student files a complaint against a suspension, or withdrawal case, the student may request CMU to postpone the suspension or withdrawal decision pending the Review Committee decision. When receiving such request, CMU officials must forward the request to the Review Committee for review and recommendation. CMU must respond to the request within one week with notification of the decision indicating related student rights and responsibilities. If the request is granted, student is permitted to retain his/her educational rights as a currently-enrolled student for the period of time except for claiming a graduate certificate or diploma when ~~pending~~ a Review Committee decision on suspension or withdraw cases is still pending.
- Article 20 Review Committee decision must include: main subjects, facts, reasoning, etc. All cases rejected by the committee must be formed as a Review Committee decision with main subjects and reasoning.
- Article 21 All decisions must be submitted to the case related office after approval from the CMU Chancellor. When submitting for Chancellor approval, the case related office must be notified with a copy. If the related office determines that the decision is in conflict with the guideline or policy of such office, CMU or other related organization, the office may provide further information to the Chancellor. After receiving the information, the Chancellor may decide to send the decision back to the Review Committee for further review. (Only once per case)
Article 24 and Article 25 in this guideline details information on what to do when the person or group is unsatisfied with the Review Committee decision.
- Article 22 If the Review Committee decision is in favor of suspending or withdrawing the student, the following procedure must be taken:
1. The end day on the study certificate must remain the original withdrawal or suspension date.
 2. All credits received during the time student is pending for committee decision must count into the students office transcript.

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3. Name of the student with mandatory Military Service will be submitted to the related office in 30 days.
4. For refund related information please refers to the related guideline or policy.

- Article 23 If a student is unsatisfied with a decision made by the Review Committee regarding an administrative penalty case, the student may submit an appeal request through CMU to the Ministry of Education within 30 days after the decision has been made. When CMU receives such request, CMU must submit it as soon as possible with all related documents. If a student submits an appeal request directly to the Ministry of Education without filing a Student Complaint first, the request will be forwarded back to CMU for the Student Complaint Review Committee's review. After a decision has been made by the Review Committee, the related documents and decision made should be forwarded to the Ministry of Education.
- Article 24 For all other that are not administrative penalty case, student may call upon a law suit against the university if they are unsatisfied with the decision made.
- Article 25 Advice and Support after appeal has been granted for an Administrative penalty case:
1. If a decision has been made in favor of reinstating a student's enrollment status, CMU must provide advice and support to help the student's reinstatement.
 - a. If a student is unable to immediately reinstate their enrollment status, CMU must provide guidance to help them reinstate in a later day.
 - b. If a student was called into the military services, the CMU must reinstate their enrollment status after their service.
 - c. The student may request to switch their suspension or withdrawal to a deferral time.
 2. China Medical University should follow the above procedure to cancel the suspension or withdrawal record.
- Article 26 This guideline has been approved and undertaken by the Administrative committee of China Medical University under the approval of Ministry of Education. The same procedure will apply with any future changes made.

APPENDIX 6



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Office	Contact Number	Email	Office Location
Administration			
Office of the President	04-22053366 EXT: 1000	adm00@mail.cmu.edu.tw	Lifu Educational Building 6F
Office of Academic Affairs	04-22053366 Curriculum: 1133、 Registrar: 1177、 Admission: 1150	minue@mail.cmu.edu.tw	Lifu Educational Building 6F
Office of Graduate Affairs	04 -22053366 EXT: 1166	adm07@mail.cmu.edu.tw	Lifu Educational Building 6F
Office of Student Affairs	04-22053366 EXT: 1222	aca04@mail.cmu.edu.tw	Lifu Educational Building 6F
Office of General Affairs	04-22053366 EXT: 1330	adm12@mail.cmu.edu.tw	Lifu Educational Building 6F
Office of Research and Development	04-22053366 EXT: 1501、 1502	aca45@mail.cmu.edu.tw	Lifu Educational Building 7F
Office of International and Public Affairs	04-22053366 EXT: 1611	cmucia@mail.cmu.edu.tw	Lifu Educational Building 6F
Office of Academia-Industry Cooperation	04-22053366 EXT:1580、 1581、 1582	adm29@mail.cmu.edu.tw	
Office of Human Resources	04-22053366 EXT:051~1055	adm01@mail.cmu.edu.tw	Lifu Educational Building 6F
Office of Finance	04-22053366 EXT: 1030~1037	adm02@mail.cmu.edu.tw	Lifu Educational Building 6F
CMU Library	04 -22053366 EXT: 1572 (circulation desk)、 1560 (reference desk)	library@mail.cmu.edu.tw	Lifu Educational Building 9F
Office of Environmental Safety and Health	04-22053366 Ext: 6203、 1530	cmccesh@mail.cmu.edu.tw	
Physical Education Office	04-22038085	adm04@mail.cmu.edu.tw	Huchu Hall B1
Teaching Excellence Project	04-22071211	cmu4c@mail.cmu.edu.tw	Lifu Educational Building 6F
Centers			
Center for Faculty Development	04- 22053366 EXT: 1622	cmucfd@mail.cmu.edu.tw	
Center for Continuing Education	04-22054326	cce@mail.cmu.edu.tw	Lifu Educational Building 3F
Research Center for Chinese Medicine & Acupuncture	04-2205-3366 EXT: 3128	rccma7508@gmail.com	Lifu Educational Building 11F
Information Center	04-22053366 EXT: 1590	cc@mail.cmu.edu.tw	Huchu Hall 7F
Research Center for Biodiversity	04 -22053366 EXT: 1633	hueya@mail.cmu.edu.tw	Lifu Educational Building 7F
Biomedical	04-22053366	adm28@mail.cmu.edu.tw	

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Engineering Research & Development Center	EXT: 1683		
Research Center for Tumor Medical Science	04-22052121 EXT: 7817	tms@mail.cmu.edu.tw	
Research Center for Chinese Herbal Medicine	04 -22052121 EXT: 7832	rcchm@mail.cmu.edu.tw	
Affiliations			
CMU Hospital	04-22052121		Lifu Medical Building
CMU Beigang Hospital	05-7837901	cmubhmail@mail.bh.cmu.edu.tw	
Lifu Museum of Chinese Medicine	04-22053366 EXT: 1670	lifumuseum@gmail.com	Huchu Hall 1F
Committees			
Committee of Gender Equity Education	04-22053366 EXT:1250、1260	adm15@mail.cmu.edu.tw	
Committee of Radiation Safety	04-22053366 EXT: 7801	aca26@mail.cmu.edu.tw	Ankang Hall 3F
CMU Foundation	04-2207-5222	fund@mail.cmu.edu.tw	



APPENDIX 7

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College	School/Department	Contact Number	Email	Office Location
College of Medicine		04-22053366 EXT:2001	aca23@mail.cmu.edu.tw	Medical Hall 4F
	School of Medicine	04-22053366 EXT:2101	aca01@mail.cmu.edu.tw	Medical Hall 3F
	Graduate Institute of Basic Medical Science	04-22052121 ext.7716	aca66@mail.cmu.edu.tw	Cancer Center 7F
	Graduate Institute of Clinical Medical Science	04-22052121 EXT:7732	aca82@mail.cmu.edu.tw	Cancer Center 6F
	School of Dentistry	04-22053366 EXT:2302	cmcd@mail.cmu.edu.tw	Lifu Educational Building 13F
	School of Dentistry	04-22053366 EXT:2302	cmcd@mail.cmu.edu.tw	Lifu Educational Building 13F
	Graduate Institute of Cancer Biology	04-22052121 EXT:7926	aca83@mail.cmu.edu.tw	Cancer Center 9F
	Graduate Institute of Immunology	04-22052121 EXT:7830	aca76@mail.cmu.edu.tw	Cancer Center 8F
	Ph.D. Program for Aging	04-22052121 EXT:7732	aca90@mail.cmu.edu.tw	Cancer Center 6F
	The Ph.D. Program for Cancer Biology and Drug Discovery	04-22052121 EXT:7817	aca89@mail.cmu.edu.tw	Huchu Hall 10F
	Ph.D. Program for Transnational Medicine	04-22052121 EXT:7830	aca76@mail.cmu.edu.tw	Cancer Center 8F
	International Master Program of Biomedical Sciences	04-22052121 ext.7732	impbs@mail.cmu.edu.tw	Cancer Center 6F
	Graduate Institute of Neural and Cognitive Sciences	04-2205-3366 EXT:8201	aca87@mail.cmu.edu.tw	Lifu Educational Building 7F
	Graduate Institute of Biomedical Sciences	04-22052121 EXT:7716	gibs@mail.cmu.edu.tw	Cancer Center 7F
College of Chinese Medicine		04-22053366 EXT:3001	aca22@mail.cmu.edu.tw	Lifu Educational Building 11F
	School of Chinese Medicine	04-22053366 EXT:3101	aca02@mail.cmu.edu.tw	Lifu Educational Building 11F
	School of Chinese Medicine	04-22053366 EXT:3101	aca02@mail.cmu.edu.tw	Lifu Educational Building 11F
	School of Post-Baccalaureate Chinese Medicine	(04)2205-3366 EXT:3201	spbcm@mail.cmu.edu.tw	Lifu Educational Building 11F
	Graduate Institute of Integrated Medicine	04-22053366 EXT:3501	aca73@mail.cmu.edu.tw	Lifu Educational Building 11F
	Graduate Institute of Acupuncture Science	04-22053366 EXT:3609	gias@mail.cmu.edu.tw	Lifu Educational Building 11F
	Graduate Institute of Acupuncture Science-	04-22053366 EXT:3609	gias@mail.cmu.edu.tw	Lifu Educational Building 11F

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	International Master Program			
	Master's Program for Traditional Chinese Veterinary Medicine	04-22053366 EXT:	vet@mail.cmu.edu.tw	Lifu Educational Building 11F
College of Pharmacy		04-22053366 EXT:5001	aca19@mail.cmu.edu.tw	Huchu Hall 10F
	School of Pharmacy	04-22053366 EXT:5101	aca03@mail.cmu.edu.tw pharmacy@mail.cmu.edu.tw	Huchu Hall 10F
	Tsuzuki Institute for Traditional Medicine	04-22053366 EXT:5705	jbwu@mail.cmu.edu.tw	Huchu Hall 11F
College of Public Health		04-22053366 EXT:6001	irise@mail.cmu.edu.tw	Lifu Educational Building 16F
	Department of Public Health	04-22053366 EXT:6101	aca04@mail.cmu.edu.tw	Lifu Educational Building 16F
	Department of Occupational safety and Health	04-22053366 EXT:6201	cmcdosh@mail.cmu.edu.tw	Lifu Educational Building 16F
	International Master Program for Public Health	04-22053366 EXT:6128	aca65@mail.cmu.edu.tw	Lifu Educational Building 16F
	Department of Health Services Administration	04-22053366 EXT:6301	aca64@mail.cmu.edu.tw	Lifu Educational Building 16F
	Department of Health Risk Management	04-22053366 EXT:6501	aca91@mail.cmu.edu.tw	Liouchuan Hall 3F
	Graduate Institute of Biostatistics	04-22053366 EXT:1607	biostatdept@mail.cmu.edu.tw	Lifu Educational Building 15F
	Master Program for Zoonoses	04-22053366 EXT:6101	aca65@mail.cmu.edu.tw	Lifu Educational Building 16F
College of Health Care		04-22053366 EXT:7001	aca28@mail.cmu.edu.tw	Lifu Educational Building 14F
	School of Nursing	04-22053366 EXT:7101	aca05@mail.cmu.edu.tw	Lifu Educational Building 10F
	Institute of Nursing	04-22053366 EXT:7101	aca05@mail.cmu.edu.tw	Lifu Educational Building 10F
	Department of Medical Laboratory Science and Biotechnology	04-22053366	aca07@mail.cmu.edu.tw	Lifu Educational Building 14F
	Department of Physical Therapy	04-22053366 EXT:7301	aca70@mail.cmu.edu.tw	Lifu Educational Building 12F
	Department of Sports Medicine	04-22053366 EXT:7601	ssm@mail.cmu.edu.tw	Lifu Hall 12F
	Department of Dental Hygiene	04-22053366 EXT:7701	aca21@mail.cmu.edu.tw	Lifu Educational Building 13F
	Department of Biomedical Imaging and Radiological	04-22053366 EXT:7801	aca26@mail.cmu.edu.tw	Ankang Hall 3F

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	Science			
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	Master Program in Biomedical Engineering	04-22053366 EXT: 7007	mpbioe@mail.cmu.edu.tw	Lifu Educational Building 13F
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