



銘傳大學  
MING CHUAN UNIVERSITY



國際學院  
International College



# International College

FRESHMAN ORIENTATION  
SEPTEMBER 2021



**\* Mission:**

**International College aims to inspire students' potential in quality learning for the commitment to serve local and international community through education internationalization**

**Goal1:**

To inspire quality learning by encouraging the love for learning and developing the ability to think critically

**Goal2:**

Promote Educational internationalization through programs of international standards

**Goal3:**

To serve the local and international community through balanced training in theory and practice and career advising for the global market



## Director

# Meet the Team

International College Directors



Wei-Hwa Chen  
Dean



Maria Tu  
Associate Dean



Tracy Wang  
IBT Director



Sophie Chang  
JMC Director



Rolando Chang  
FIM Director



## Program Secretary Contact



### Fashion & Innovation Management

- Julia Chang
- [jzhang@mail.mcu.edu.tw](mailto:jzhang@mail.mcu.edu.tw)



### International Business and Trade

- Nicky Chen
- [nicky@mail.mcu.edu.tw](mailto:nicky@mail.mcu.edu.tw)



### Journalism and Mass Communication

- Selena Lin
- [tzucheng@mail.mcu.edu.tw](mailto:tzucheng@mail.mcu.edu.tw)





# Important Contacts-1



教務處

- Sophia Lin #2584  
(Transcript, student ID, credit transfer)

- Miss Chen #2295  
(Add/drop courses, exam schedule)

國教處

- Ivy Lin #3705  
[ivy@mail.mcu.edu.tw](mailto:ivy@mail.mcu.edu.tw)

- Daphne #3703  
[daphne@mail.mcu.edu.tw](mailto:daphne@mail.mcu.edu.tw)

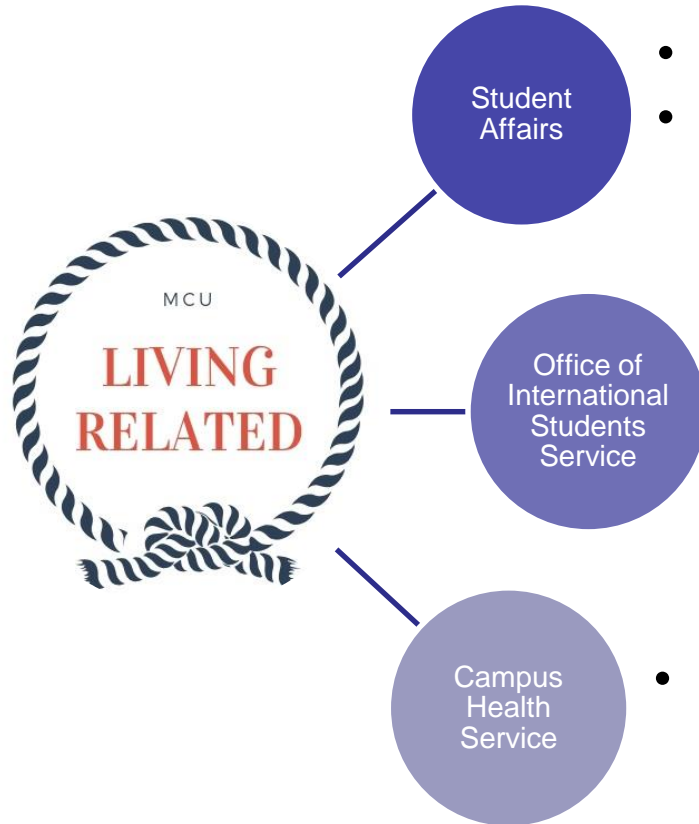
前規處

- Miss Yen #2401  
[yentien@mail.mcu.edu.tw](mailto:yentien@mail.mcu.edu.tw)

- Miss Kuo #2602  
[helios@mail.mcu.edu.tw](mailto:helios@mail.mcu.edu.tw)



# Important Contacts-2



- Dormitory
- Leave application

- ARC
- NHI & Insurance
- Work permit

- Medical consulting

學務處

- Mr. Lin #2237
- Miss Chou #2238

外籍生顧問室

- Nancy #2697  
[nora@mail.mcu.edu.tw](mailto:nora@mail.mcu.edu.tw)
- Crystal #2698  
[crystal@mail.mcu.edu.tw](mailto:crystal@mail.mcu.edu.tw)

保健室

- Miss Hu #2714
- Miss Xiao #2224



# Office Location in Administrative Building

## 1st floor

- Student Affairs
- Curriculum Section
- Health Center

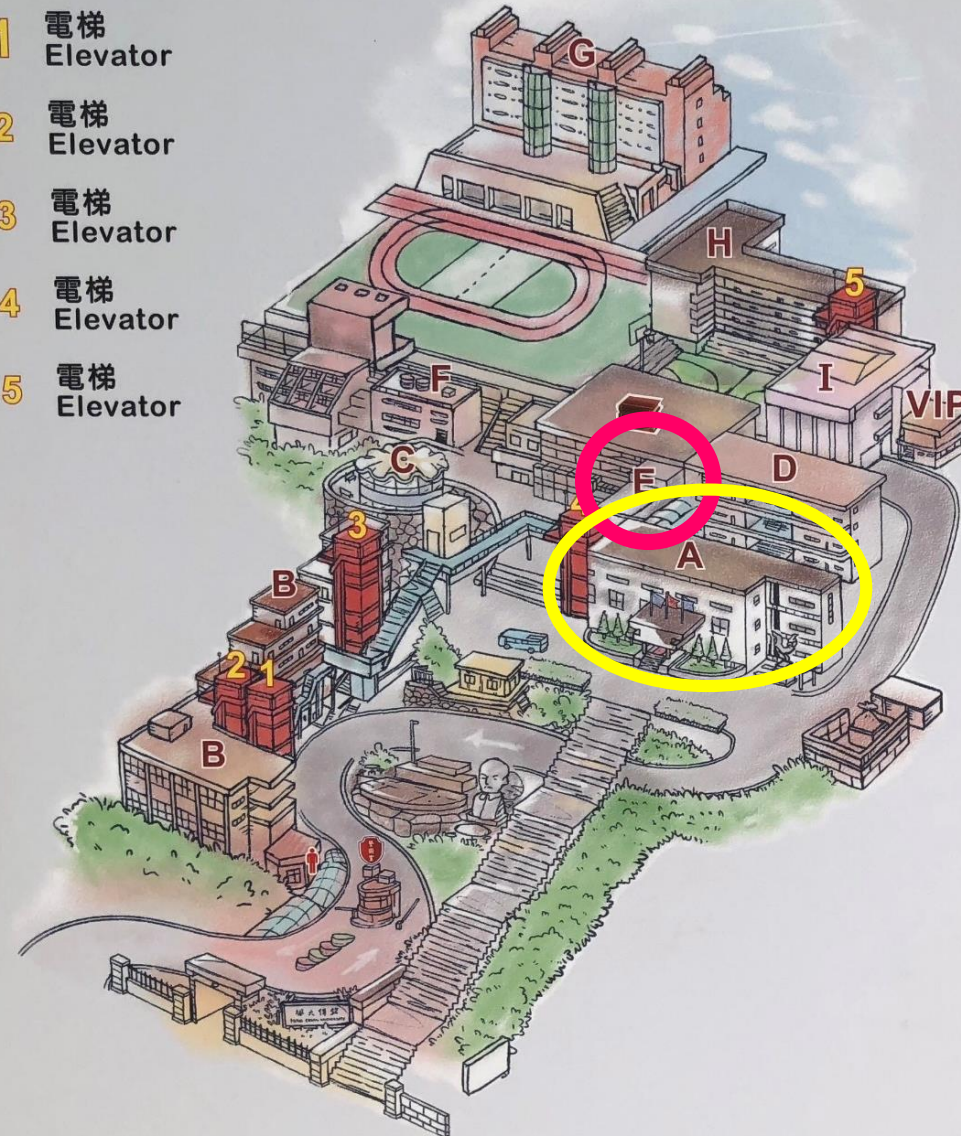
## 2nd floor

- International Education and Exchange Division
- Career Planning and Counseling Division

## 3rd floor

- Cashier
- Registrar Section

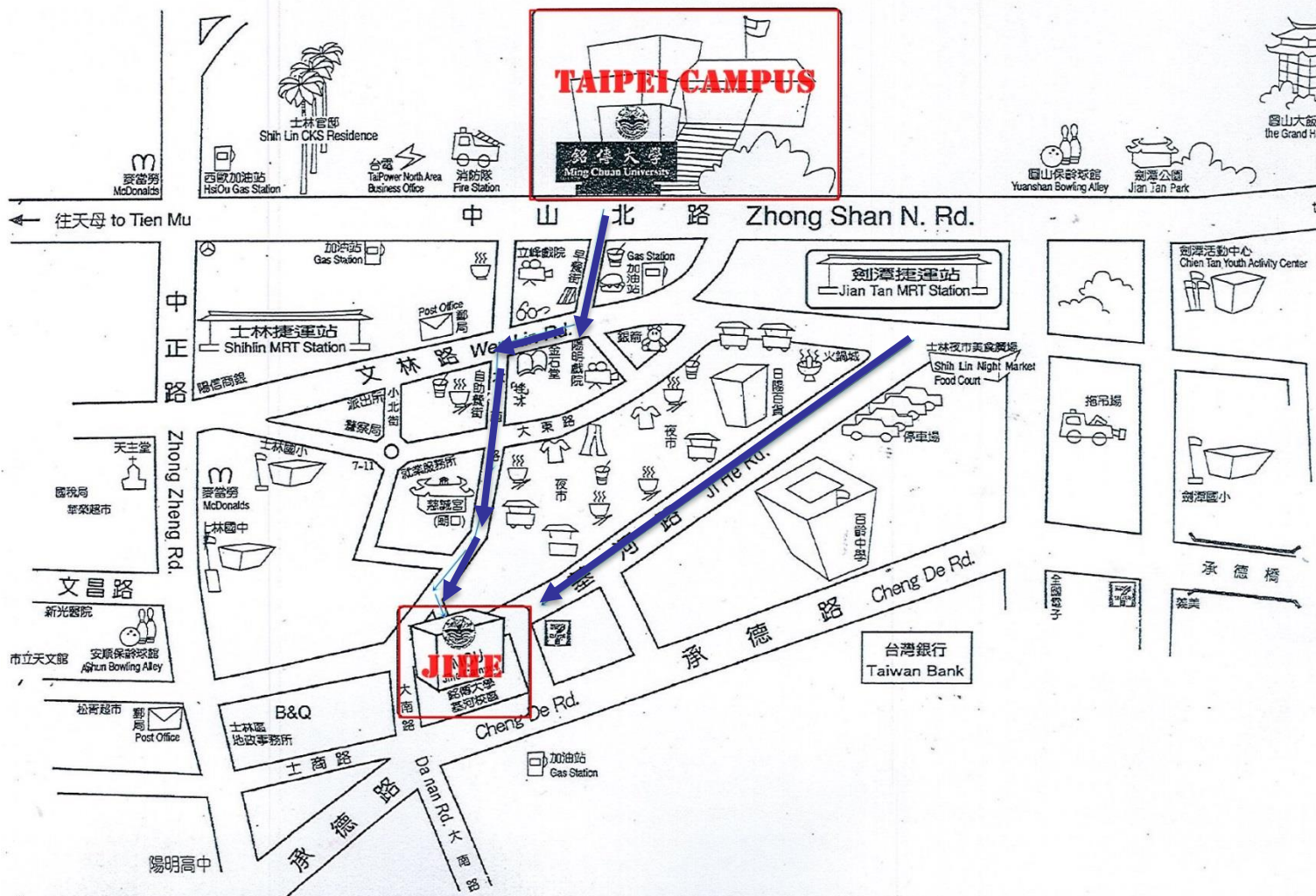
- 1 電梯 Elevator
- 2 電梯 Elevator
- 3 電梯 Elevator
- 4 電梯 Elevator
- 5 電梯 Elevator







## Campus Location (Taipei & Jihe campus)







# General Information Before Semester Starts

1. Course regulation
2. Tuition payment
3. Apply for official documents
4. None smoking regulation
5. Drinking of alcohol is prohibited
6. Dormitory regulation
7. Campus Health Center



# 1. Course Regulation

Year/Semester	Minimum Credits	Maximum Credits
Freshman	12	25
Sophomore	12	25
Junior	12	25
Senior	9	25

♪ Computer will automatically produce the required courses for the original class, please do the online course selection for elective courses during the prescribed dates/time.

**Online Course Selection in 2021 Fall From September 22, 12:30pm to September 30, 12:30pm, 2021**



## 2. Tuition Payment

♪ According to MCU regulations, students who fail to pay tuition fees and miscellaneous fees before the deadline may not add or drop courses.

♪ Students who fail to pay fees will be considered to have not completed the registration for that semester and will be forced to withdraw from the university.

Note: You can print out the form from the Student System.

銘傳大學  
From: Ming Chuan University  
111 台北市中山北路五段250號  
250 Zhong-Shan N. Rd. Section 5 Taipei 111 Taiwan

注意事項: Notices  
一、繳費期限: 新生自即日起至108年08月22日止, 欲辦理休學者於08月22日(含)之前辦理免繳學費, 舊生則至108年09月02日止, 108年09月09日(註冊日)次日起申請休學者, 須先繳費註冊後, 始受理休學申請。  
Payment period: The deadline for freshman students is August 22, 2019. Freshman students who wish to take study leave have to proceed with tuition and miscellaneous fees waiving prior to August 22, 2019. From the date of receipt to September 2, 2019. Students who apply for study leave after September 9, 2019 (Registration Date) must register and pay the tuition fee first in order to complete the study leave application.  
二、依據學系規定, 未於規定時間內繳交學雜費者, 不得辦理加退選, 逾期未繳費者, 視未完成註冊手續, 應予退學。  
According to MCU regulations, students who fail to pay tuition fees and miscellaneous fees before the deadline may not add or drop classes. Students who fail to pay fees will be considered to have not completed the registration for that semester and will be forced to withdraw.  
三、就貸中貸期限: 新生自即日起至108年08月22日止; 舊生108年08月01日至108年09月02日止。請至學生資訊系統繳費/匯款一覽費繳費單, 下載不可預款項目費用繳費單, 於辦理繳費或匯款時一併附加繳費, 完成申繳後, 請將繳款存摺正本、繳款單學生收執聯正本、不可預款項目費用收執聯影本, 於108年09月12日前繳回台北生輔組或納學學務組。除了本繳費單可負擔金額外, 另可加繳書購費3,000元、校外住宿費30,000元(限未申請學校宿舍者)。(Domestic students only)  
四、繳款方式 Please make payment via:  
1.台北富邦銀行、郵局或超商 繳納 Taipei Fubon Bank, Post Office or Convenience Stores.  
2.ATM轉帳 ATM transfers.  
3.信用卡繳費 Credit cards.

銘傳大學 108 學年度第 1 學期各項費用繳費單 Ming Chuan University 2019-20 Academic Year 1<sup>st</sup> Semester Itemized Fees Statement  
班級: 學號: 姓名: 繳款帳號: 3800121063305164  
Class Section: Student ID Number: Student Name: Fee Acct No:

項目名稱 Fee Category	金額 Amount	減項 Reduction	項目名稱 Fee Category	金額 Amount	減項 Reduction
學費 Tuition(可貸)	39,801	0			
雜費 Fees(可貸)	13,582	0			
學分學雜費 Credit Hour-based Tuition(可貸)	0	0			
電腦及網路通訊使用費(可貸) Computer & Internet Communication Fee	1,000	0			
語言實習費 Language Lab Fee	0	0	總金額: Total Amount: 56,837		收訖戳記: Verification of Payment
平安保險費 Accident Insurance Fee(可貸)	210	0	減項金額: Total Reductions: 0		
住宿費 Dormitory Fee(可貸)	0	0	應繳金額: Amount Due: 56,837		
教育學程費 Teacher Ed Program Fee	0	0			
境外生健康保險費 Overseas Student's National Health Insurance Fee	2,244	0			
境外生醫療保險費 Overseas Student's Medical Insurance Fee	0	0			
應繳金額 Amount Due:	NT\$ 56,837		可向台北富邦銀行申貸就學貸款總金額: NT\$ 54,593		

銘傳大學 108 學年度第 1 學期各項費用繳費單 Ming Chuan University 2019-20 Academic Year 1<sup>st</sup> Semester Itemized Fees Statement  
班級: 學號: 姓名: 繳款帳號: [Barcode]  
Class Section: Student ID Number: Student Name: Fee Acct No:

台北富邦銀行專用 戶名: 台北富邦銀行大同分行 Taipei Fubon Bank Tatung Branch 台北富邦銀行交易: 190210(現收): 190220(轉收) 委託單位代號: 38001 繳款帳號: 3800121063305164 應繳金額 Amount Due: NT\$ 56,837	郵局專用區 戶名: 台北富邦商業銀行安和分行代收專戶 郵政劃撥帳號: 19984921 郵政儲蓄部 郵政儲蓄部帳號: 108092013800121063305165 繳款金額: NT\$ 56,837
超商繳款專用區 0809206CE 3800121063305160 092058000056837	六萬元以上請勿至超商繳納 請妥善保留超商提供之繳款憑摺(小白單), 以備查驗。

使用ATM轉帳, 請入金融卡並輸入密碼→選擇「繳費」項目  
→「銀行代碼」時, 請輸入: 012  
→「輸入帳號」時, 請輸入: 3800121063305164  
→「輸入金額」時, 請輸入: 56,837

使用信用卡繳費: 「學校代碼」: 8814601571 和「學生繳款帳號」: 3800121063305164  
[方式一、請書繳款]: 請將繳款存摺(或1788)繳款存摺指示條件, 將繳款存摺號碼後(務必抄寫下)即完成。  
[方式二、網路繳款]: 至信用卡繳費網站 <https://www.2f80818.com>, 依網站繳款方式





### 3. Apply for Official Documents

-Located in the Exam Center.

	Documents applied	Where to get
1.	Transcript- single semester	Print out directly from the machine.
2.	Transcript- all semesters	
3.	Certificate of Enrollment	Pick it up from the Registrar office







## 4. None Smoking Regulation

♪ Smoking on campus is only allowed in “**Non-smoking exception areas**”.

♪ Smoking in other places is strictly forbidden. Violators will be punished with a demerit or 24 hours volunteer service.

	Designated Non-smoking Exception Area	
01	5th floor Roof of B Building	
02	School Bus Parking Lot	



## 5. Regulations about drinking

- Students are prohibited to drink alcohol on campus; please drink appropriately off-campus.
- Incidents of drinking and quarreling which will damage the University reputation are not permitted.
- Any violators will be punished in accordance with the institutional regulations \*







## 6. Dormitory Policies

- ♪ Curfew: 11:00 pm-6:00 am.  
Every night at 11pm, there will be an attendance check.
  - ♪ Foreign students have priority for continuing residency in university student housing, on condition of completing at least 16 hours of housing volunteer service every semester.
    - Continuing residency must be approved by the university.
    - Dorm tendency is limited to 2 years.
- \* For full details, please refer to Student Affairs Division/Housing Service Section “Dorm Regulations”.

Taipei dorm  
台北/校內宿舍



Sanchong Yung-An  
三重/永安宿舍



Sanchong Jixian  
三重/集賢宿舍





## 7. Campus Health Services Section

♪ Services including:

1. Medical Consulting Service
2. Basic Treatment of Injuries
3. Loan Service of Medical Equipment

Opening hours:

Monday to Friday from 8:00am to 20:00pm

24 HRs Emergency Call: 02-2882-9595





# Important Notice & Rules During the Semester

1. Student report
2. Student Information System
3. Moodle System
4. Conduct grade & Merit/Demerit rules
5. Take Leave Applications/ Grading Rules
6. Scholarships
7. Events or activities required to attend





# 1. Student Report

- Tuition Fee  
(Installment Payment)
- Course adding/dropping  
(Inter-collegiate course selection)
- Dormitory issue
- Request for official leave
- Request for taking extra credits  
(more than 25 credits)

- Please note:  
Student report normally needs at least 5~7 days to process.

學生報告書 於 (國際學院/新聞與大眾傳播學程)		日期: 年 月 日		
Student Report (Journalism & Mass Communication program of International College)		Date: (Y)/ (M)/ (D)/		
姓名/Name:	班級/Class:	學號/Student ID Number:		
說明/Explanation:				
*本文件蒐集之個人資料，僅限於校內之校務行政及校務分析使用、協助公部門調查或執行業務及法令需求等目的存續期間所必需之必要範圍地區內，供業務相關人員處理及利用。您將享有個人資料法第3條規定的五項權利，並可至「銘傳大學個人資料保護專區」( <a href="http://pims.mcu.edu.tw">http://pims.mcu.edu.tw</a> )進一步瞭解本校的個人資料管理政策、法規與個資連結圖。*				
*The information collected on this form is only used in the range and region required for the purposes of holding administrative processing and data analysis for university affairs, assisting public sector entities with investigation, operations, and legal obligations set in accordance with relevant regulations; the period of keeping the information on file is based upon the activity. You will have rights in accordance with Item 5, Article 3 of Personal Information Protection Act. Please refer to MCU Guidelines for Personal Information Protection Management and MCU Personal Information Management System at URL ( <a href="http://pims.mcu.edu.tw">http://pims.mcu.edu.tw</a> ) for further understanding of MCU personal information management policy, regulations and contact information.				
		學生簽章/Signature:		
		聯絡電話/Contact Number:		
謹陳				
導師/Class Adviser				
系主任/Director				
院長/Dean				
主任秘書/Secretary General				
國際副校長/Vice President for International Affairs				
行政副校長/Vice President for Administrative Affairs				
學術副校長/Vice President for Academic Affairs				
執行副校長/Executive Vice President				
會簽一級單位 First Level Unit	副主管、二級主管簽章 Signature of Assistant or Second Level Administrator	主管簽章 Signature of Administrator	月日/時分 Date/Time	核示 Approval
教務處				
總務處				
學務處				
財務處				



## 2. Student Information System

- Add/drop courses
- Course list
- Attendance system
- Semester grade

### For international students:

- Scholarship applying
- Fee deduction applying

銘傳大學學生資訊系統 (34)

Hello classmates, [redacted]  
Welcome to student information system  
→ log off

銘傳大學 學生資訊系統  
Welcome to MCU Student Information System

Selecting Courses | Course Information Query | Attendance Information | Student Affairs Information | Grade Query | Test/minute department | Fees Query | Apply

課程列表 Course List

- 30353 Communication Practice
- 30365 Broadcast Script Writing
- 30366 Photojournalism
- 30377 Broadcasting Sound Effect
- 33301 Class Meeting
- 33301 Weekly Meeting
- 33301 Thesis Writing
- 33301 Television News Production
- 33301 Personal News Website Design
- 33401 Journalistic Ethics and Laws
- 42136 Oral Communication II
- 42333 Skills for English Presentation

Teaching excellence program news

- ▶ 【至3/10】樹立典範護地球 週六桃銘盛大舉行
- ▶ 【至3/11】弘仁社週日關愛之家見
- ▶ 【至3/14】法服社勞資糾紛法律講座
- ▶ 【至3/19】泰國姐妹校微華語實習教師
- ▶ 【至3/27】梁丹丰水墨畫·心靈美境畫展
- ▶ 【至3/9】心靈療癒自護防治週五講座
- ▶ 【至4/18】中等師資培育說明會登場
- ▶ 【至6/30】跨校學生英文作文e-mail批改服務 給你專業+個人化的寫作建議!
- ▶ 【3/2日起】通識影展週五上映

Announce

- ▶ 【至3/10】應英聚無英語文教育研討
- ▶ 【至3/13】國民外交社南投行 了解原住民俗文化
- ▶ 【至3/15】轉換跑道 受理轉系申請
- ▶ 【至3/23】學生會愛心勸募活動 義工招募
- ▶ 【至3/7】教育大家談>>數位教材心得分享
- ▶ 【至3/9】通識影展第二回水資源大作戰
- ▶ 【至5/20】反貪倡廉計畫期待創意
- ▶ 【3/1起】PTPI南投行週四開始報名
- ▶ 【至2/29】加強英文能力 小老師活動展開

Bulletin matters

卓越電 下載此視訊

more news teaching excellence

行政單位 DIVISIONS

學術單位 ACADEMICS

行事曆 CALENDAR

交通資訊 Transport Map Information



### 3. Moodle System <http://moodle.mcu.edu.tw/>

- Teaching material  
(PPT or handout)
- Upload homework
- Online quiz
- Online discussion

The screenshot shows the Moodle system interface for Ming Chuan University. At the top, there are navigation tabs: News, MCU Resources, Information System, IT Services, Learner Services, E-Portfolio, Web Links, and User Guides. Below these, a banner reads "銘傳大學Moodle入口網站" and "It's ten in the morning! Take 5 and have a cup of coffee!". The user is logged in as 佳輝Charlene 吳 (Logout) and the language is set to English (en).

The main content area is divided into several sections:

- My courses:** A list of courses including "10201-91401 Class Meeting", "10201-91401 Theory of Multinational Enterprise (E)", "10201-91401 Seminar on Economic and Trade Issue (E)", "10201-91451 Service Marketing (E)", "MSCHE自我研議報告", "Meet-the-Faculty Meeting", "MCU Library Service Quality Review", "英檢單字王", "All enrolled courses (9602~)...", "[Teacher Only] Backup course data into another course (Please read the document) New", and "Import courses New" (highlighted with a red box and an arrow).
- 最新消息 / News:** A section with four news items:
  1. 若個人課程清單有問題，請點選 匯入當學期課程
  2. [教師專用] 備份舊課程資料至新課程說明
  3. [Faculty Only] Instructions for copying old course data into new courses. 建議使用IE7以上的版本以達到較佳的使用效能。
  4. For the better service quality, please use IE7.0 or above as your browser.
 Below the news is a notice about system maintenance: "Due to scheduled maintenance, Moodle will have system disruption everyday from 04:00am-05:00am."
- Calendar:** A calendar for September 2013, with the 18th highlighted.
- MCU Links:** A list of links including "MCU Web", "Faculty Webmail", "Course Syllabus", "Course Offerings", "Division Telephone", "CloudHD", "Student System", "Teaching Excellence", "Teacher E-Portfolio", "Student E-Portfolio", "Network University", "Cisco Academy", "Cloud Lab System", "Course Map", "MCU Weekly", "Calendar", and "FTP.Mcu", "ishare".
- 數位教材建置排行榜 Digital Material Setup Bulletin Board:** A section for the 102學年第一學期, featuring buttons for "系所總表 Dept. statistics chart", "傑出課程 Excellent Courses", "課程上網 Course Upload", "線上作業 Online Homework", "線上測驗 Online Exam", and "討論文章 Forum Discussion".

Additional statistics shown include: "開站至今登入總人次: 39,003,575" and "目前活動戰況: 教材瀏覽人次: 365733, 單字測驗人次: 53037".





## 4.1 Conduct Grade

Distinction : 90 above

Grade A :80 above

Grade B :70 above

Grade C :60 above

Grade D :60 below

(fail, your student status will be cancelled by MCU automatically.)

\* The basic semester conduct grade is 86 and will be adjusted according to students' performance, behavior, attitude, attendance, personal reward or punishment records...





## 4.2 Merit/Demerit Rules

### Merit Rules

- 1st degree merit (大功): add 7.5 points
- 2nd degree merit (小功): add 2.5 points
- 3rd degree merit (嘉獎): add 1 point

### Demerit Rules

- 1st degree demerit(大過): deduct 7.5 points
- 2nd degree demerit (小過): deduct 2.5 points
- 3rd degree demerit (警告): deduct 1 point



## 5.1 Take Leave Applications (Through Student Affairs)

### Regular Weeks

- Sick leave
  - Compassionate leave
  - Official leaves
  - More than 1 day personal leave
- Apply online through student system within 7 days (with doctor's certificates or related documents.)

### Exam Week

- Only sick leave can be applied
- Apply an online leave application through student system.
- Turn in doctor's certificate within 2 days after the exam date.





## 5.2 Grading Rules for Conduct Grades

Type of Leaves	Points to be Deducted	Remarks
1. Personal Leave	0.05/per hour	
2. Medical Leave (Sick)	0.03/per hour	
3. Absence Leave (Unexcused)	0.5/per hour	
4. Menstruation Leave	0/per hour	-Only for females -You can apply for 1 day

- Students who are absent from any courses for more than 1/3 of the class meeting hours (more than 18 hours) relinquish their qualification for a course grade (including midterm, final, and daily grades). Their grade for the course will be 0.



## \* Example for Student Conduct Grade \*

Type of Leaves	Points Deducted per hour	Applied Hours	Subtotal
Personal Leave	0.05	26	1.3
Menstruation Leave (Female only)	0.00	12	0
Sick Leave	0.03	10	0.3
Unexcused Absence	0.5	1	0.5

Basic Conduct Grade point 86

Deducting 2.1 points

Final Conduct Grade = 83.9



## \* How to Earn Conduct Grade \*



- To be a class coordinator (e.g. class leader)
- To be a student club officer (e.g. ICES)



- Join University-wide activities
- Participate in-campus competitions
- Participate off-campus competitions



- Volunteer to help with IC events
- Volunteer to help with program arranged activities





## 6. Scholarships

### Ming Chuan University Ying-Chao Scholarship for Academic Excellence (Scholarship for Honors Students)

- Academic grade average over 80 for the semester.
- Ranked as Top 3 in their class.
- With conduct grade over 86.

	Under Programs	Master Programs
1 <sup>st</sup> Rank	NTD10,000	NTD5,000
2 <sup>nd</sup> Rank	NTD5,000.	NTD3,000
3 <sup>rd</sup> Rank	NTD2,000	NTD2,000

The scholarship is awarded to 3 students who meet above requirements in every class section. However, it would be revoked if the top 3 students fail to reach the requirements. Students' eligibility will be automatically reviewed by MCU.



## 7. Events or Activities Required to Attend

- IC Assembling meeting (each semester)
- Empty the trash can (Freshman year)
- Campus Cleaning Competition (Freshman year)
- Freshman Chorus Competition (arranged in Nov.)
- MCU Anniversary and Cheerleading Dance Competition (arranged in March)



# Important Notice & Rules At the end of the semester

1. Online Evaluations
2. Tuition deduction for international students
3. Withdraw policy





## 1. Online Evaluations/ Through “Student System”

Course Evaluation

Teacher’s Evaluation

Class Advisor’s Evaluation



## 2. Tuition Deduction for Non-Scholarship International Students

Academic Year	Tuition Waiver	Academic Grade Average	Conduct Grade
1 <sup>st</sup> year	40%-off	Once accepted in International College, international students will be immediately eligible for the tuition waiver.	
2 <sup>nd</sup> year	30%-off	65	over 80
3 <sup>rd</sup> year	20%-off	70	over 80
4 <sup>th</sup> year	10%-off	70	over 80



## \* Sample for Tuition Deduction (JMC freshman) \*

銘傳大學110學年度第1學期 各項費用繳費單 Ming Chuan University 2021-22 Academic Year 1st Semester Itemized Fees Statement

班級：傳播學程一  
Class Section: 27101

學號：  
Student ID Number:

姓名：  
Student Name:

繳款帳號：3800121102705924  
Fee Acct No:

項目名稱 Fee Category	金額 Amount	減項 Reduction	項目名稱 Fee Category	金額 Amount	減項 Reduction
學費 Tuition(可貸)	39,801	15,920			
雜費 Fees(可貸)	13,582	0			
學分學雜費 Credit Hour-based Tuition(可貸)	0	0			
電腦及網路通訊使用費(可貸) Computer & Internet communication Fee	1,000	0			
語言實習費 Language Lab Fee	0	0	總金額： Total Amount: NT\$57,623	收訖戳記 Verification of Payment	
平安保險費 Accident Insurance Fee(可貸)	240	0			
住宿費 Dormitory Fee(可貸)	0	0	減項金額： Total Reductions: NT\$15,920	<b>39,801*40% =15,920</b>	
教育學程費 Teacher Ed Program Fee	0	0			
境外生健保費 Overseas Student's National Health Insurance Fee	0	0	應繳金額： Amount Due: NT\$41,703		
境外生醫療保險費 Overseas Student's Medical Insurance Fee	3,000	0			
<b>應繳金額 Amount Due: NT\$41,703</b>			<b>; 可向台北富邦銀行申貸就學貸款總金額: NT\$38,703</b>		

第一聯：學生收執聯 Student's Copy



### 3. Withdraw Policy

♪ Students who fail 2/3 of the total credits of a given semester for two cumulative semesters will be forced to withdraw from the university.

大學部學生其學業成績不及格科目之學分數總和，連續二次達該學期修習科目學分數總和三分之二者，應令退學。(即若上學期已達三分之二學分不及格，下學期也是三分之二學分不及格，始達連續兩次將受退學處分)

**(Once international students are expelled from the university, they can not enroll in any other universities in Taiwan. )**







# Graduation Requirements

1. Service Learning
2. English Proficiency
3. Chinese Proficiency
4. Sports Ability
5. Information Technology
6. Basic Professional Skills



# 1. 服務學習 Service Learning Requirement



- ◆ 服務學習列為畢業門檻，上列四個項目皆須完成才符合畢業資格喔！
- ◆ The above four items must be completed before graduation.
- ◆ 所有參與紀錄皆可在學生資訊系統>e-Portfolio>「服務學習」查詢。
- ◆ All records can be checked in the Student Information System > Student's e-Portfolio > Service-Learning.



## 2. 英語能力檢定 English Proficiency Requirement



Test Type	IBT Program FIM Program	JMC Program
GEPT	High Intermediate Level	High Intermediate Level
TOEIC	750	780
TOEFL	TOEFL 527 iBT 79	TOEFL 527 iBT 79
IELTS	6	6



### 3. 中文能力檢定 Chinese Proficiency Requirement

Exam Category	Target Students
Chinese Literature: Appreciation and Creative Writing II/ 『中國文學鑑賞與創作(二)』 score 60 or above	Undergraduate students
Basic Mandarin II/ 『基礎華語(二)』 score 60 or above	Foreign students, Overseas Chinese students, and Hong Kong & Macao students who are non-native speakers of Mandarin





## 4. 運動能力檢定 Sports Capability Requirement

Exam Category	Requirement
跑步 Jog	Male/ 1600m: 585 seconds Female/800m: 320 seconds
一分鐘仰臥起坐 Sit Up	1 minute Male: 30 times Female: 22 times
立定跳遠 Jump	Male: 180 cm Female: 130 cm
坐姿體前彎 Flexibility	Male: 22 cm Female: 27 cm
壘球投擲 Softball Throw	Male/ 9m: 5 balls Female/ 8m: 5 balls
籃球投擲 Basketball	1 minute Male: 5 balls Female: 3 balls



## 5. 資訊能力檢定 Information Technology Proficiency

Category of Information Technology Proficiency Examination	Authorized Testing and Certification Organization	Minimum Requirements
Office Software Application: PowerPoint (PPT)	Computer Skills Foundation	Primary level or higher
	Microsoft Certified Application Specialist (MOS)	Pass
	Oracle Open Office	Pass



## 6. 專業基本能力 Basic Professional Skills

Types	Schedule
<p><b>Internship</b></p> <ul style="list-style-type: none"> <li>➤ FIM program: 500 hours</li> <li>➤ IBT program: 100 hours (optional)</li> <li>➤ JMC program: 288 hours</li> </ul>	<ul style="list-style-type: none"> <li>➤ FIM: Senior year</li> <li>➤ IBT: Junior or Senior year</li> <li>➤ JMC: 1<sup>st</sup> semester of the senior year</li> </ul>
<p><b>Graduation Thesis/Production</b></p> <ul style="list-style-type: none"> <li>➤ FIM program: Portfolio</li> <li>➤ IBT program: Thesis</li> <li>➤ JMC program: Thesis or Production</li> </ul>	<ul style="list-style-type: none"> <li>➤ FIM: Junior year</li> <li>➤ IBT: Senior year</li> <li>➤ JMC: Senior year</li> </ul>



# Early Graduation

## According to MCU's "General Provisions for Study"

- Article 47      Students with outstanding grades in bachelor's programs can apply to graduate one semester or one academic year early with approval from the University Affairs Committee. They must meet the conditions below.
1. Have completed all the required credits and having final average grade of 85 or higher for each semester, conduct score of 80 or higher, and physical education and military education scores of 70 or higher.
  2. Remain among the top five percent of students for the same year-level within the department, section or specialized degree program every semester.





# Information Delivery

1. MCU Website
2. IC, IBT, JMC, FIM Website
3. Class Mailbox
4. Campus Bulletin Board
5. Class Meeting
6. E-mail, Phone, Line Group
7. Social Media (Facebook, Instagram etc.)



# Student Clubs

<p><b>Comprehensive Clubs</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Student Government Association</u></a></li> <li>• <a href="#"><u>Student Council</u></a></li> <li>• <a href="#"><u>Student Review Committee</u></a></li> <li>• <a href="#"><u>Graduating Class Activities Association</u></a></li> </ul>	<p><b>Arts Clubs</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>ACG Animation and Cartoon Club</u></a></li> <li>• <a href="#"><u>Astrology Study Club</u></a></li> <li>• <a href="#"><u>Chong De Club</u></a></li> <li>• <a href="#"><u>English Club</u></a></li> <li>• <a href="#"><u>Humanities Club</u></a></li> <li>• <a href="#"><u>Japanese Club</u></a></li> <li>• <a href="#"><u>Photography Club</u></a></li> <li>• <a href="#"><u>Specialty Coffee Club</u></a></li> <li>• <a href="#"><u>Zen Club</u></a></li> <li>• <a href="#"><u>Humanities Club</u></a></li> </ul>	<p><b>Fun and Leisure Clubs</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Harmonica Club</u></a></li> <li>• <a href="#"><u>Jazz Piano Club</u></a></li> <li>• <a href="#"><u>A&amp;R Popular Music Club</u></a></li> <li>• <a href="#"><u>DMC Dance Club</u></a></li> <li>• <a href="#"><u>Orchestra Club</u></a></li> <li>• <a href="#"><u>Lulala Service Club</u></a></li> <li>• <a href="#"><u>Cheerleading Dance Club</u></a></li> <li>• <a href="#"><u>Sport Fishing Club</u></a></li> </ul>
<p><b>Department Student Associations</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Accounting Department</u></a></li> <li>• <a href="#"><u>Business Administration Department</u></a></li> <li>• <a href="#"><u>Finance Department</u></a></li> <li>• <a href="#"><u>International Business Department</u></a></li> <li>• <a href="#"><u>International College (in Taipei Campus)</u></a></li> <li>• <a href="#"><u>Risk Management and Insurance Department</u></a></li> <li>• <a href="#"><u>School of Communication</u></a></li> <li>• <a href="#"><u>School of Law</u></a></li> </ul>	<p><b>Social Clubs</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>I Lan Students Association</u></a></li> <li>• <a href="#"><u>Hua Lien Students Association</u></a></li> <li>• <a href="#"><u>Kaohsiung Students Association</u></a></li> <li>• <a href="#"><u>Transfer Students Association</u></a></li> <li>• <a href="#"><u>Housing Service Club</u></a></li> <li>• <a href="#"><u>Amity Ambassador Club</u></a></li> <li>• <a href="#"><u>Hong-kong Macao Students Association</u></a></li> <li>• <a href="#"><u>Mainland Students Association</u></a></li> <li>• <a href="#"><u>Dormitory Self-Governance Association</u></a></li> <li>• <a href="#"><u>MCU Malaysian Alumni Association</u></a></li> </ul>	<p><b>Physical Activity Clubs</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Volleyball Club</u></a></li> <li>• <a href="#"><u>Badminton Club</u></a></li> <li>• <a href="#"><u>TaeKwanDo Club</u></a></li> <li>• <a href="#"><u>Kung Fu Club</u></a></li> <li>• <a href="#"><u>Football Club</u></a></li> <li>• <a href="#"><u>Ping Pong Club</u></a></li> </ul>
<p><b>Service Clubs</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Bliss Wisdom Youth Club</u></a></li> <li>• <a href="#"><u>Faith, Hope and Love Club</u></a></li> <li>• <a href="#"><u>Hung Ren Philanthropy Club</u></a></li> <li>• <a href="#"><u>Legal Aid Club</u></a></li> <li>• <a href="#"><u>Rotaract</u></a></li> <li>• <a href="#"><u>Spring Sun Service Club</u></a></li> <li>• <a href="#"><u>Tsz Ching Philanthropy Club</u></a></li> </ul>	<p><b>Academic Clubs</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>AISEEC</u></a></li> <li>• <a href="#"><u>Apple Club</u></a></li> <li>• <a href="#"><u>Buddhism Club</u></a></li> <li>• <a href="#"><u>Astronomy Club</u></a></li> <li>• <a href="#"><u>Creative Marketing Club</u></a></li> <li>• <a href="#"><u>Innovative Entrepreneur Club</u></a></li> <li>• <a href="#"><u>Midway Wisdom Buddhism Club</u></a></li> <li>• <a href="#"><u>Character for Living Research Club</u></a></li> </ul>	



# Campus Mailroom/收發室

Remember to include the following message:

- Receiver (Name)
- Department (IC office or Program title)
- Student dorm & room No.
- School Address

250 Zhong-Shan N. Road, Sec. 5,  
Taipei 111, Taiwan

