

**Wenzao Ursuline University of Languages**  
**Implementation Plan for Substitute Courses for Language Proficiency**  
**Graduation Threshold**

Approved by the Executive Committee on October 31, 2006

Approved by the Executive Committee on March 20, 2012

Approved by the Executive Committee on July 7, 2015

Ratified by the President on July 29, 2015

Approved by the Executive Committee on December 3, 2019

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Approved by the Executive Committee on December 3, 2024

Ratified by the President on December 11 2024

Approved by the Executive Committee on January 6, 2026

Ratified by the President on January 21, 2026

- I. According to the university's academic regulations, students are eligible to receive a diploma upon completing their required courses and credits, achieving passing grades in both academic performance and conduct, and meeting the language proficiency standards set by their respective departments. To assist students in fulfilling these graduation requirements, Wenzao Ursuline University of Languages has established the Implementation Plan for Substitute Courses for Language Proficiency Graduation Threshold (hereinafter referred to as "the Plan").
- II. Students who have not met the language proficiency standards may enroll in the Substitute Language Proficiency Courses starting from the summer preceding their fourth year in the undergraduate program or their fifth year in the five-year program.
  1. These courses are remedial in nature and consist of two class hours per week.
  2. If a student fails to meet the standard in only one semester, they are required to complete only one semester of the substitute course, without differentiation between fall and spring semesters.
  3. Classes are generally scheduled on weekday evenings during the semester, weekday afternoons during summer, or during the daytime on weekends.
  4. The fee for the substitute course is NT\$1,500 per semester (excluding textbook costs).
- III. Extended-term students who are unable to attend the substitute courses may apply to the Department of French, Department of German, Department of Spanish, or the Center for English Teaching to take inter-university courses, courses recognized by other departments or the Center for English Teaching at the university, or online courses as substitutes for the substitute courses. Students required to complete one semester of substitute courses must take courses totaling at least 2 credits (36 hours). Students required to complete two semesters of substitute courses must take courses totaling at least 4 credits (72 hours).
- IV. Students who are unable to obtain their diploma but require proof of equivalent academic qualifications for further education must withdraw from the university. Only after completing the withdrawal process will they be issued a certificate of attendance, which will be processed in accordance with Ministry of Education Letter Tai Ji (Si) Zi

No. 0940139924.

- V. Students who have not participated in any language proficiency exams by the first semester of their fourth year in the undergraduate program or their fifth year in the five-year program may still enroll in the Substitute Courses for Language Proficiency. However, they must pass these courses and take at least one language proficiency exam required by their department before graduation in order to qualify for a diploma.
- VI. Students enrolled in the substitute courses who meet the required language proficiency standards during the course may withdraw from the course. Refunds will be processed as follows:
  - If a student applies for withdrawal before completing one-third of the course, two-thirds of the paid fee will be refunded.
  - If a student withdraws after completing more than one-third but less than two-thirds of the course, one-third of the paid fee will be refunded.
  - No refund will be given if a student withdraws after completing more than two-thirds of the course
- VII. The Substitute Courses for Language Proficiency are organized into leveled classes, with each language offering "Enhancement" and "Advanced" levels. Class sizes are set between 30 and 40 students, with a minimum of 10 students per class. Each department is responsible for assigning instructors and developing or selecting appropriate teaching materials for both levels
- VIII. The evaluation for the substitute courses is based on a scale of 100, with a passing score of 60. The grading breakdown is as follows: Regular performance: 30%, Midterm exam: 35%, Final exam: 35%, both the midterm and final exams are standardized to ensure the quality of instruction.
- IX. The registration process and dates for the substitute courses will be announced by the Curriculum Section of the Academic Affairs Office.
- X. Any matters not covered in this plan will be handled in accordance with the relevant regulations of the university.
- XI. This plan shall be promulgated and implemented after being approved by the Executive Committee and ratified by the President. Any amendments shall follow the same procedure.