各位國際的朋友大家好：

自古迄今，許多人千里迢迢，翻山越嶺——旅行、求學、探險、貿易、宣教...為了追逐一個夢想。西元前552-479年，孔子周遊列國，有教無類，傳播儒家思想；西元629-643年，玄奘遠到天竺學佛取經，返國後仍在長安學習外國語文和佛學；1266年，馬可波羅家族幾度通過絲綢之路抵達中國，《馬可波羅遊記》成為歐洲認識東方的憑藉與名著；1492年，哥伦布在西班牙天主教王國伊莎貝女王和費南多國王的贊助下，想要去印度，卻到了美洲，《哥倫布日記》記載了旅遊探險和見識美洲的驚奇；1870年，清朝官派留學生120名到美國留學；1903-1907年，清政府的《獎勵遊學畢業生章程》造就留日學生達15,000人；截至1930年代，留學生留學（遊學）歐（英、法、義、西等）美各國返國。在人文社會科學領域影響了中國近代史的發展。馬偕博士1871年抵達臺灣，學習臺灣話，他和子嗣均娶臺灣媳婦，往來東臺灣、北臺灣宣教、醫療、創辦學校，「寧願燒盡，不願朽壞」，終其一生，奉獻福爾摩沙。

各位來自世界各地的同學，今天你來到了臺灣，進入臺灣大學就讀，不論你是國際學位生、交換生，訪問學生，雙聯學位學生，短期研究、實習學生...；不論你是獎學金生，自費生，公費生...，心中一定都有一個目的，一個動機，一個心願，一個理想。不論你在臺灣大學停留的時間有多長，有多短，都不要忘記你這趟遠渡重洋，前來與臺灣的首要學府相遇邂逅的機緣。就算僅是時刻之間的短暫駐足，也要讓你在臺灣大學的日子像雨後彩虹，七彩繽紛；像萬花筒，萬紫千紅。30年前還是大學生的我，在西班牙短期進修一個月，影響了我的職志，日後30年優遊浸淫西班牙語文學文化領域，樂以忘憂。

因此，不論你來自何方，今日彼此在臺灣大學交會，希望大家敞開心胸，開心學習；認識臺灣文化，與校內外學生、朋友交遊/交友；散發熱情與好奇心，吸取知識訓練技能；讚賞這裡的好，接受、調整可能的不適和文化差異；惦記著當初點燃你前來這裡的火種，讓你在臺灣大學的生活持續發光閃亮。當然，更要發揮你的長處優點，你踏上這塊土地的優勢，告訴我們你的來時路，你的同胞，你的土地，你的文化，讓我們透過你學習、了解、認識你的家鄉，你的國家。

臺灣大學國際事務處不僅是服務各位的「窗口」，更是我們與各位交流往來的「大門」。國際事務處全體同仁會竭盡所能，為各位解決疑難，讓國際學生身在異地如故鄉，化/話鄉愁為情誼。臺灣大學是青春人生最神聖的寶藏，各位在人生的花樣年華來到臺灣大學，我們希望臺灣大學是你的尋夢園，是你知識的黃金國，是你優遊世界一隅的蓬萊仙島。將來你不僅會說：我曾去過臺灣，在臺灣大學就讀，我還要回來。

張淑英 教授

Dr. Luisa Shu-Ying Chang
Vice President for International Affairs
National Taiwan University
## Contents at a Glance

### Chapter 1: Welcome to NTU
- About NTU 7
- NTU Exchange/Visiting Student Programs 8
- Important Dates 9
- Administrative Offices Locations 10
- Colleges Contact Info 15

### Chapter 2: Arranging Your Stay
- Visa & Alien Resident Certificate (ARC) 17
- Health Exam & Insurance Requirement 26
- NTU Student Volunteers 28
- Finance 29

### Chapter 3: Getting Started at NTU
- Orientation Activities 32
- NTU Accommodation 36
- Application 36
- Prince House Dorms (BOT) 40
- Guo Qing Dorm (IYC) 45

### Chapter 4: Academics
- Course Information 50
- Course Enrollment 52
- Course Selection Method 53
- Learning Chinese 55
- NTU Credit Points and Grading System 57
- Registration 59
- Change of Exchange/Visiting Period 61
- NTU Scholarship 62
- Before Leaving NTU 63
- Grades and Official Transcripts 64

### Chapter 5: Campus life
- Facilities 66
- In an Emergency 70
- Lost and Found 71
- Bicycle and School Shuttle 73
- Student Organizations & Campus Activities 74
- Working/Employment 74
- Transportation 74
- Other Information for International Students in Taiwan 75
- Student Appeal 76

### Appendices
- Important Legal Information 77
- 2015/2016 NTU Academic Calendar 78
- NTU Academic Programs 80
- NTU Exchange Partners 83
- List of Embassies and Missions in Taiwan 90
- Regulations Governing the NTU Student Appeal 92
- Taipei Metro Route Map 99

* Map of NTU campus in Taipei City 國立臺灣大學臺北校區地圖

---

* Published in July 2015 by the Office of International Affairs, National Taiwan University. The information contained in this handbook is valid at the time of printing but is subject to change. NTU reserves the right to make changes without notice.
Chapter 1  Welcome to NTU

Welcome! You’re about to start your journey as a student at NTU. In this chapter, you will find important dates and useful contacts.

About NTU

National Taiwan University (NTU) is the flagship university of Taiwan. Dedicated to excellence and leadership since 1928, National Taiwan University has contributed significantly to Taiwan’s rapid development into one of the world’s most competitive economies and democratic societies. Over the years, the University has acquired a reputation for academic excellence and cutting-edge research right in the heart of Asia.

NTU trains the most outstanding students in Taiwan. It is home to a lively community of more than 30,000 students (17,000 undergraduate and 15,000 graduate) developing their talents across 11 colleges, 2 professional schools, 54 departments, 103 graduate institutes and 66 research centers. On every campus, students can take advantage of the fullest range of academic programs in Taiwan.

The University also benefits from Taiwan’s rich Chinese heritage and strategic regional position, offering initiatives and solutions that bridge East and West. Among NTU’s many popular courses are its widely acclaimed Chinese language programs.

This booklet is intended for 2015/2016 exchange and visiting students who have been admitted to study at National Taiwan University. It serves as an information guide for students planning their journey to Taiwan.
**NTU Exchange/ Visiting Student Programs**

NTU has a number of exchange student programs; each is run by a different administrative unit. The Office of International Affairs (OIA) is in charge of university-level exchange and visiting student programs, while the independent College or Department runs college/department-level exchange student programs. All incoming students are obligated to abide by NTU regulations, no matter which program they participate in.

You can use your student identification number to check your exchange/visiting status. The status distinction is important because different rules may apply to different categories of students.

**Exchange/Visiting Student ID Number**

The first letter
- **T** Undergraduate Student
- **A** Master Student
- **C** PhD Student

The last three number
- **1** University-level Exchange Student
- **2** College/Department-level Exchange Student
- **3** Visiting Student

Information provided in this booklet, unless noted specifically for visiting students, applies to both exchange students and visiting students. Visiting students are entitled to the same rights and held to the same responsibilities as exchange students.

College/department-level exchange students should consult the college/department office directly for application, admission and registration procedures as well as academic and living support. For college contact information, see page 16.

---

**Important Dates**

**First Semester**
*August 01, 2015 - January 31, 2016*

- **Aug 17–20** 1st online course selection period
- **Aug 25–27** 2nd online course selection period
- **Sep 08-09** Airport shuttle service available and dorm check-in begins
- **Sep 10** Orientation for new international students
- **Sep 11** Registration for new international students
- **Sep 12** Welcome Mixer for (Inter)national Students
- **Sep 13** General Chinese Course Registration & Placement Test
- **Sep 14** First day of NTU classes
- **Sep 14–26/27** Course add/drop period
- **Sep 29–Dec 11** Course withdraw period
- **Nov 09-13** Midterm exam period
- **Dec 01** Deadline for changing duration of Entry Permit
- **Jan 08** Last day of NTU classes
- **Jan 11–15** Final exam period

**Second Semester**
*February 01, 2016 - July 31, 2016*

- **Jan 18–21** 1st online course selection period
- **Jan 26–28** 2nd online course selection period
- **Feb 17** Airport shuttle service available and dorm check-in begins
- **Feb 18** Orientation for new international students
- **Feb 19** Registration for new international students
- **Feb 20** General Chinese Course Registration & Placement Test
- **Feb 22** First day of NTU classes
- **Feb 22–Mar 05/06** Course add/drop period
- **Mar 7-May 20** Course withdraw period
- **Apr 18-22** Midterm exam period
- **Jun 01** Deadline for changing duration of Entry Permit
- **Jun 17** Last day of NTU classes
- **Jun 20–24** Final exam period

*For more details, see appendix: 2015/2016 NTU Academic Calendar.*
Chapter 1  Welcome to NTU

Administrative Offices Locations

The Administration Building [行政大樓] can be found at M50 on the NTU map. The 2nd Administration Building [第二行政大樓] can be found at M43, which is also known as New Agricultural Chemistry Building [農化新館]. See NTU map in Appendix.

General office hours at NTU are Monday to Friday, 9am-noon and 1pm-5pm.

Office of International Affairs [國際事務處]

The Office of International Affairs coordinates the University’s official affairs with foreign contacts and assists academic programs that involve its global partners.

The OIA is home to the International Programs Division, the International Students Division and the Center for International Education. All of these services are located on the 4th floor of the 2nd Administrative Building.

International Students Division [國際學生組]

OIA is always working to recruit and assist international students, offering year-round advisement and cross-cultural learning opportunities. It has a number of two-way student exchange and summer programs with partner universities around the world. OIA fully supports NTU’s international students in their academic and personal goals.

Location: Room 418, 4th floor, 2nd Administration Building
General Inquires: intstudent@ntu.edu.tw

Contacts for Incoming Exchange/Visiting Students:
Ms. Sarah Huang [黃薇純 小姐]  Europe, Oceania and Africa
Tel: +886 (0)2 3366 2007 ext 268
sarahhuang@ntu.edu.tw

Ms. Margaret Wang [王薏如 小姐]  University of California (UC) and California State University (CSU)
Tel: +886 (0)2 3366 2007 ext 226
wangmargaret@ntu.edu.tw

Ms. Amanda Shiao [萧念芸 小姐]  America (Excluding UC and CSU), Asia
Tel: +886 (0)2 3366 2007 ext 212
amandashiao0412@ntu.edu.tw

Ms. Queeny Ko [柯函溱 小姐]  Visiting Students Program
Tel: +886 (0)2 3366 2007 ext 210
queenyko@ntu.edu.tw

Ms. Hui-Wen Peggy Hsu [許慧雯 小姐]  NTU Summer+ Programs
Tel: +886 (0)2 3366 2007 ext 234
peggyhsu1015@ntu.edu.tw

Center for International Education (CIE) [國際教育中心]

The Center for International Education offers a variety of tailor-made Chinese language and culture programs for international students and collaborates with colleges and departments to broaden NTU’s offering of English-language curricula. It promotes an active and balanced student lifestyle and encourages cross-cultural exchanges.
Location: Room 420, 4th floor, 2nd Administration Building

Contacts
Ms. Jung-Chen Chen [陳瑋真 小姐]  Senior Manager
Tel: +886 (0)2 3366 2007 ext 225
jcchen2006@ntu.edu.tw

Ms. Yiru Huang [黃薏如 小姐]  NTU Spring+ Programs/
General Chinese Course
Tel: +886 (0)2 3366 2007 ext 233
yirhuang@ntu.edu.tw

Ms. Hui-Wen Peggy Hsu [許慧雯 小姐]  NTU Summer+ Programs
Tel: +886 (0)2 3366 2007 ext 234
peggyhsu1015@ntu.edu.tw

Office of Academic Affairs [教務處]

Undergraduate Academic Affairs Division [註冊組]

The Undergraduate Academic Affairs Division is responsible for undergraduate student enrollment, grades, registration and various academic paper applications (e.g. academic transcripts, issuance of student ID cards, etc.)

Location: Room 106, 1st floor, Administration Building
Contact: Ms. Huei-Fen Kuo [郭慧芬 小姐]
Tel: +886 (0)2 3366 2007 ext 213
Fax: +886 (0)2 2363 8200
hfkuo@ntu.edu.tw

Graduate Academic Affairs Division [研教組]

The Graduate Academic Affairs Division is in charge of graduate student enrollment, grades, registration and various academic paper applications (e.g. academic transcripts, issuance of student ID cards, etc.)

Location: Room 106, 1st floor, Administration Building
Contact: Ms. Huei-Fen Kuo [郭慧芬 小姐]
Tel: +886 (0)2 3366 2007 ext 213
Fax: +886 (0)2 2363 8200
hfkuo@ntu.edu.tw
Chapter 1  Welcome to NTU

Location: Room 210, 2nd floor, Administration Building
Contact: Mr. Han-Sheng Liang （梁漢生 先生）
Tel: +886 (0)2 3366 2388 ext 415
Fax: +886 (0)2 2363 4383
hamson@ntu.edu.tw

Curriculum Division [課務組]
The Curriculum Division offers information about courses and credits.

Location: Room 208, 2nd floor, Administration Building （行政大樓）
Contact: Mr. Yu-Shen Wang （王友聖 先生）
Tel: +886 (0)2 3366 2388 ext 302
Fax: +886 (0)2 2362 6282
curri@ntu.edu.tw

Office of Student Affairs [學務處]

Student Housing Service Division [住宿服務組]
The Student Housing Service Division coordinates housing assignments, policies, roommate issues, room switches and other inquiries about on-campus accommodation.

Location: Next to the 2nd Administration Building
Tel: +886 (0)2 3366 2264–68
Fax: +886 (0)2 2369 6404
admdorm@ntu.edu.tw

Contacts
For undergraduate students
Ms. An-Hua Feng （馮安華 小姐）
Tel: +886 (0)2 3366 2265
anhua@ntu.edu.tw

For graduate students
Ms. Mei-Mei Lai （賴美媚 小姐）
Tel: +886 (0)2 3366 2266–68
mmlai@ntu.edu.tw

Student Activity Division [課外活動組]
The Student Activity Division is in charge of student activities, clubs, service-learning curriculum and freshman orientation camp.
Location: Room 102, 1st floor, Administration Building
Tel: +886 (0)2 3366 2066
Fax: +886 (0)2 2366 1952
activity@ntu.edu.tw

Student Assistance Division [生活輔導組]
Student Assistance Division is responsible for student financial aids, student insurance, student honor and discipline, student appeals and student requests for leave.

Location: Room 111, 1st floor, Administration Building
Tel: +886 (0)2 3366 2048–52
Tel: +886 (0)2 2369 0481
advisory@ntu.edu.tw

Student Counseling Center [學生心理輔導中心]
The Student Counseling Center provides services that promote students’ mental health and psychological well-being.

Location: Hall of Joy and Hope （望樂樓） (M46 on the NTU map)
Tel: +886 (0)2 3366 2181; +886 (0)2 3366 2182
Fax: +886 (0)2 2363 4558
ntuscc1@ntu.edu.tw

Student Safety Division [軍訓組]
Campus safety concerns the treatment of student emergencies, maintenance of overall security of the campus and promotion of student safety education.

Location: Room 222, 2nd Administrative Building
Tel: +886 (0)2 3366 9119 ; +886 (0)2 3366 2060
Fax: +886 (0)2 2362 5513
Office of General Affairs [總務處]

General Service Division [事務組]

One of the tasks of the General Service Division is the parking space planning for all cars, motorcycles, and bicycles at the University.

Location: Room 104, 1st floor, Administration Building
Contact: Mr. Shin-Won Lin [林新旺 組長]
Tel: +886 (0)2 3366 2237
Fax: +886 (0)2 2392 5246
lsw@ntu.edu.tw

Cashier Division [出納組]

The Cashier Division is responsible for student payments and the issuance of scholarships.

Location: Room 115, 1st floor, 2nd Administration Building
Contact: Ms. Li-Chen Chang [張麗珍 組長]
Tel: +886 (0)2 3366 2013
Fax: +886 (0)2 2365 1431
jenny@ntu.edu.tw

Campus Security [駐衛警察隊]

Campus Security is in charge of campus safety and order, emergency services and accident response.

Location: Jan Shu Hall [展書樓] (S21 on the NTU map)
Tel: +886 (0)2 3366 2185
Fax: +886 (0)2 2369 6474

*On-Campus 24hrs Emergency Contact
police@ntu.edu.tw
Tel: +886 (0)2 3366 9110

Colleges Contact Info

College of Liberal Arts
Tel: +886 (0)2 3366 3990
Ms. Ting-Ting Chu [朱婷婷 小姐]
chuting06@ntu.edu.tw

College of Science
Tel: +886 (0)2 3366 4186
Ms. Meng-Lin Chen [陳孟琳 小姐]
menglinchen@ntu.edu.tw

College of Social Sciences
Tel: +886 (0)2 2351 9641 ext 297
Ms. Alissa Pan [潘詩瑩 小姐]
alissapan@ntu.edu.tw

College of Medicine
Tel: +886 (0)2 2312 3456 ext 88581
Ms. Chen-chen Ho [何蓁蓁 小姐]
chenchenho@ntu.edu.tw

College of Engineering
Tel: +886 (0)2 3366 3275
Ms. Li-Ting Wang [王俐婷 小姐]
leikelawang@gmail.com

College of Electrical Engineering and Computer Science
Tel: +886 (0)2 3366 8910
Ms. Cindy Liu [劉欣宜 小姐]
ntulawintex@ntu.edu.tw

College of Life Science
Tel: +886 (0)2 3366 4549
Ms. Xiang-Ying Liu [劉香瑩 小姐]
ntucolsciae@ntu.edu.tw

College of Bio-Resources and Agriculture
Tel: +886 (0)2 3366 4215
Mr. Jack Hsu [許智雄 先生]
Ms. Alison Ong [翁寧 小姐]
ntuciaeae@ntu.edu.tw
Chapter 2
Arranging Your Stay

You will soon join us – a student community of 75 nationalities – at Taiwan’s most established and comprehensive university. Here are pre-arrival and upon-arrival tips to ensure a smooth transition into life at NTU.

Visa & Resident Certificate (ARC)

Phase 1: Before Arriving in Taiwan

You will need to apply for a valid visa (Visitor Visa or Resident Visa) in your country of residence BEFORE entering Taiwan. There is no specific “Student Visa” for international students studying in Taiwan; recommended visa choices are on the following page. Contact the Taiwan (ROC) diplomatic mission in your country/region for the required documents, latest information and advisement. A list of Taiwan (ROC) Embassies and Missions abroad can be found at page 90.

■ Visa Types

<table>
<thead>
<tr>
<th>Visa Types</th>
<th>Important Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor Visa</td>
<td>Students should apply for a Visitor Visa if they are:</td>
</tr>
<tr>
<td></td>
<td>• Doing an Exchange Period of 1 semester</td>
</tr>
<tr>
<td></td>
<td>Below are the requirements and restrictions for Visitor Visa holders:</td>
</tr>
<tr>
<td></td>
<td>• Visitor visas are only single entry; students will not be able to change to multiple-entry after arriving in Taiwan.</td>
</tr>
<tr>
<td></td>
<td>• Visa Extensions must be applied for within 15 days of the current visa expiration date.</td>
</tr>
<tr>
<td></td>
<td>• Visitor Visa holders may not enter Taiwan after the “enter before” date written on your original visa regardless of whether it is multiple-entry or extended.</td>
</tr>
<tr>
<td>Resident Visa</td>
<td>Students should apply for a Resident Visa if they are:</td>
</tr>
<tr>
<td></td>
<td>• Doing an Exchange Period of 1 Academic Year</td>
</tr>
<tr>
<td></td>
<td>Below are the requirements and restrictions for Resident Visa holders:</td>
</tr>
<tr>
<td></td>
<td>• Within 15 days of arriving in Taiwan, Resident Visa holders shall apply for an Alien Resident Certificate (ARC) and Re-entry permit at National Immigration Agency.</td>
</tr>
<tr>
<td></td>
<td>• A health certificate issued within three months by a licensed foreign hospital or clinic is required for Resident Visa applications.</td>
</tr>
</tbody>
</table>
## Visa Types

### Important Information

<table>
<thead>
<tr>
<th>Visa Types</th>
<th>Important Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa-Exempt</td>
<td>Students who enter Taiwan visa-exempt are subject to the following restrictions:</td>
</tr>
<tr>
<td></td>
<td>• Non-extendable; students who enter visa-exempt may not extend their duration of stay.</td>
</tr>
<tr>
<td></td>
<td>• The duration of stay ranges from 30 to 90 days depending on the student’s nationality.</td>
</tr>
<tr>
<td></td>
<td>• Student will be required to leave Taiwan by the end of their duration of stay and re-enter Taiwan again.</td>
</tr>
<tr>
<td>Entry/Landing Visa</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Entering Taiwan with a Landing Visa applies to students who hold:</td>
</tr>
<tr>
<td></td>
<td>• Bruneian, Turkish and Macedonian passport with validity of more than six months.</td>
</tr>
<tr>
<td></td>
<td>Hong Kong and Macau Passport Holder</td>
</tr>
<tr>
<td></td>
<td>• Students with Hong Kong or Macau passports shall apply for Entry Permits through National Immigration Agency’s website.</td>
</tr>
</tbody>
</table>

---

### A glance of Taiwan Visa

There is no specific “Student Visa” for International Students studying in Taiwan.

1. **Visa Type (簽證類別):**
   - Visitor Visa (停留簽證): Short-term visa for stays in Taiwan that are less than 180 days.
   - Resident Visa (居留簽證): Long-term visa for stays in Taiwan greater than 180 days.

2. **Valid Until/Enter Before (入境限期):** the last day the visa holder is permitted to enter Taiwan.

3. **Duration of stay (停留期限):** The length of the visa holder’s stay in Taiwan; it is counted from the arrival date. Extensions should be made within 15 days of the duration deadline.

4. **Entries (入境次數):** Single or multiple.

5. **Visa Number (簽證號碼):** Visitors should fill it in E/D card at immigration.

6. **Remarks (註記):** A specific code represents the applicant’s identification or reason for visiting Taiwan (e.g. the code for exchange students is FS).
Phase 2: After Arriving in Taiwan

After arriving in Taiwan, you might need to take further processes according to the type of your visa. You may find the process through below chart:

**General Process**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Visa Type</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 180 days</td>
<td>Visitor Visa</td>
<td>A. Visitor Visa Extension</td>
</tr>
<tr>
<td>More than 180 days</td>
<td>Resident Visa</td>
<td>B. Resident Visa</td>
</tr>
</tbody>
</table>

**A. Getting a Visitor Visa Extension**

The Maximum length for Duration of Stay last for 90 days, all students with a Visitor Visa need to apply for an extension at least once.

*A Visitor Visa Extension must be applied for within 15 days of the expiration date; overstaying will result in a fine of TWD 2,000 – 10,000.

**Where to Apply: National Immigration Agency [內政部入出國及移民署]**

**B. Changing from a Visitor Visa to a Resident Visa**

Students who have only received a Visitor Visa in their home country but plan to study in NTU for a full year.

*Consultations are available through the Public Service Hotline at +886 (0)2 2380 5678. The Ministry of Foreign Affairs provides basic consultation services for issues involving foreign affairs, passports, visas, document notarization and related inquiries.

**Where to apply: Bureau of Consular Affairs, Ministry of Foreign Affairs [外交部領事事務局]**

**C. Applying for an Alien Resident Certificate [外僑居留證]**

The Alien Resident Certificate (ARC) serves as your temporary ID card and can prove your resident status in Taiwan. Whether you have entered Taiwan with a Resident Visa or obtained a Resident Visa through a visa change in Taiwan, please remember to apply for the Alien Resident Certificate and Re-entry Permit [重入國許可] at the National Immigration Agency in your resident city within 15 days of your arrival (beginning with the day after arrival) or within 15 days your Resident Visa is issued. The ARC is valid for the duration of your studies.

In addition, if you change your residence, you have to register the new address with related documents at a local immigration service station within 15 days.

**Where to Apply: National Immigration Agency [內政部入出國及移民署]**

**Getting an ROC ID Number [中華民國統一證號]**

ROC ID number acts as an ID number in Taiwan. This unique, life-long number is for the registration of people residing in Taiwan (ROC). For information updates, please refer to the website of National Immigration Agency.

**Why do I need a ROC ID Number?**

Opening a bank account if you do not, or you are not able to apply for an ARC.

Who can apply?

- Students with only Visitor Visa
- Students with only Mainland China passport
- Students who are awarded with NTU Exchange Scholarship, applying for a ROC ID number will help you receive your scholarship sooner.

**Where to Apply: National Immigration Agency [內政部入出國及移民署]**
* Should you have any visa inquiries, please contact Taiwan (ROC) overseas Embassies and Missions in your countries/regions directly.
Exchange/Visiting Students who have Mainland Chinese nationality are required to apply for their Entry Permit through the assistance of NTU.

**Application Procedure for the Entry Permit**

1. Students should fill the Entry Permit application form and send all required documents to NTU when applying for exchange/visiting programs. The application fee can be paid upon arrival in Taiwan on Orientation or Registration day. Please refer to the OIA website for more details and to download the documents.

2. After sending the application documents for Entry Permit to the National Immigration Agency, NTU will send them to students whose home university is outside Mainland China (including Hong Kong and Macau) by email. Students will then need to bring copies of the above-mentioned documents to Republic of China overseas embassies and missions in the country/region of their home university as soon as they receive the email.

**Important Reminders**

1. Students with Mainland Chinese nationality from universities outside Mainland China may need to apply for the “Mainland Residents Traveling to Taiwan Pass” if they plan to enter Taiwan from Mainland China directly.

2. Students should enter Taiwan before the “Date of Expiry” on their Entry Permit. The “duration of stay” refers to the official letter of acceptance. Students should comply with the regulations and cannot stay longer than the permitted duration.

3. Students who need to depart earlier need to be confirmed with NTU through their home university. The deadline for changing your duration of stay is December 01 (first semester) and June 01 (second semester).

4. All the Entry Permits are single-entry. Exchange/visiting students who leave Taiwan before their exchange period ends will not be able to re-enter Taiwan.
Health Exam & Insurance Requirement

Please be sure to provide the NTU Health Exam Form and insurance proof upon registration. You will not be able to complete the registration procedures and get your NTU student ID card without them.

■ NTU Health Exam Policy

To meet NTU and government requirements, all new students must take a health exam by a qualified doctor and complete each examination listed on the NTU Exchange/Visiting Students Health Exam Form. Incoming exchange students can complete the NTU Health Exam Form in one of the following ways:

1. You may get the exam done in your home country and upload the Health Exam Form to our online application online system by September 01 (First Semester) / February 01 (Second Semester), or submit it on Registration Day. If you can’t complete the health exam in your home country, you can take the exam at NTU Hospital once you arrive in Taiwan and submit the results to OIA.
2. If you need to apply for a Resident Visa, or have entered Taiwan with a Visitor Visa and need to change it into a Resident Visa, you will need a health certificate issued within the last three months. If you are applying for a Resident Visa outside of Taiwan, the health certificate will need to be verified by the Taiwan Embassy in the country where the health exam was done. To guarantee your health certificate will be valid, we recommend getting the health exam done in Taiwan if possible.
3. If you need to change your current visa into a Resident Visa, you will have to take the health exam for the Resident Visa in a Ministry-designated hospital, in which NTU Hospital is not included. You can also take both the Resident Visa and NTU Health Exams at a designated hospital and ask them to fill out the results on both forms.
4. As it takes 5-7 days to get the health exam results, students who take the exam in Taiwan and cannot receive the report by registration day should sign an agreement to submit the health exam form within two weeks.

■ NTU Insurance Policy

Please provide a proof of your accident and medical insurance, each kind of insurance shall worth a minimum of TWD 1,000,000 (approx. USD 32,500) valid for the entire exchange period. You should indicate the duration, the premium, and the type of your insurance. Please note that, according to Taiwan’s Ministry of Education, exchange/visiting students are not entitled to the local student insurance plan. Therefore, you will have to purchase Taiwan travel insurance on-site if you don’t have insurance or enough coverage (as decided by OIA).

■ National Health Insurance【全民健保】

Exchange/Visiting students who desire an additional form of insurance and have been residing in Taiwan for more than 6 months with an ARC can join the National Health Insurance (NHI) system. Please apply for NHI during or after the 6th month (not before) of your stay in Taiwan. The premium is around TWD 749 per month.

Students living at the Prince House - NTU Shui-Yuan Dorms please go to:
Zhongzheng District Office, Taipei city (臺北市中正區公所)
6F, No. 8, Sec.1, Roosevelt Rd., Taipei (臺北市中正區羅斯福路一段8號6樓)
Tel: +886 (0)2 2341 6721

Students living at the Guo Qing Dorm please go to:
Da-an District Office, Taipei City (臺北市大安區公所)
8F, No. 86, Sec. 2, Xin-sheng S. Rd., Taipei (臺北市新生南路二段86號8樓)
(At the intersection of Ho-Ping East Road and Xin-Sheng South Road)
Tel: +886 (0)2 2351 1711 ext 8602
Fax: +886 (0)2 2341 9715
NTU Student Volunteers

In order to help you settle in and become better acquainted with NTU, OIA will assign a NTU student volunteer to you if you have requested one on the application form. You will receive a welcome email from your student volunteer in July (First Semester) or January (Second Semester); please reply directly to his/her email address. If you have not heard from your student volunteer by then, please contact your OIA regional manager. If you wish to have a student volunteer after submitting the application online, please contact your OIA regional manager before July/January.

What Assistance Can I Expect from My Student Volunteer?

The Office of International Affairs offers extra assistance to help you make a smooth transition. Below are the types of assistance your student volunteer can provide:

Before you arrive in NTU, your student volunteer will...

• Provide you with the relevant information about NTU, such as course searching, course enrollment, accommodation information, etc

After you arrive in NTU, your student volunteer will...

• Help facilitate any possible administrative communication issues during health exams or visa, ARC or NHI applications at various government offices
• Help you find information about life in Taiwan

* Please be aware that all NTU student volunteers help international students by choice and are not paid. You cannot choose your volunteer and it is essential to avoid being involved in transactions of money with your volunteer.

Finance

Estimated Living Expenses

<table>
<thead>
<tr>
<th>Items</th>
<th>TWD/Semester (5 months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-campus Accommodation</td>
<td>44,000 (*maximum)</td>
</tr>
<tr>
<td>Textbooks/Stationery</td>
<td>6,500</td>
</tr>
<tr>
<td>Campus Internet Access Fee</td>
<td>600</td>
</tr>
<tr>
<td>Food</td>
<td>35,000</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>5,000</td>
</tr>
<tr>
<td>Entertainment/Miscellaneous</td>
<td>15,000</td>
</tr>
<tr>
<td>Total Estimated Costs</td>
<td>TWD 110,600/USD 3,650</td>
</tr>
</tbody>
</table>

1 TWD = 0.03 USD = 0.028 EUR as of July 2015

We suggest you bring a sufficient amount of money with you to pay for your airport transportation, dormitory deposit (two months of rent), accommodation fee, campus Internet access fee and other necessities such as bedding and food.

* Tuition and program fees for visiting students are not included in the above estimate.

Currency Exchange

If you wish to exchange a foreign currency into New Taiwan Dollars (TWD), the Taoyuan International Airport is most convenient, as most banks in Taipei City only exchange US dollars, Euros, Japanese Yen, Chinese Yuan and HK dollars. Check the latest exchange rates before heading to the bank.

Using Credit Cards/Bank Cards

Before you leave for Taiwan, ask your bank in your home country whether you can use your credit cards/bank cards to withdraw money in Taiwan and what the transaction charges are.

Opening a Bank Account

Bring your passport and ARC to a local bank and fill out all necessary forms; you can ask the bank teller for help. To open a bank account, you have to deposit at least TWD 1,000. We strongly advise you applying for a bank card, as you’ll be able to withdraw money from ATMs at any time (ATMs can be found on the streets and in most convenience stores).
Chapter 2  Arranging Your Stay

If you don’t have an ARC, you can use your ROC ID Number to open a bank account; bring your passport and your Republic of China Record of ID No. [中華民國統一證號基資表].

* Please note: If you are under 20 years old, you are not considered a legal adult under the Republic of China’s law. You will need a letter of consent by your guardian in Taiwan, or by an embassy-approved overseas legal guardian. It is often easier to solicit parental or legal consent before you arrive.

依中華民國政府規定，未滿二十歲之未成年人需出具法定代理人(父母)或在臺監護人之同意書方能至銀行開設帳戶。如有開戶的需要，請您於抵臺前備妥相關文件，以利作業。

Below is a list of banks located on the campus:

Chunghwa Post [中華郵政]

The Post Office provides both postal and banking services, including shipping and receiving mail and packages, deposits and withdrawals, etc. Post offices can be found on campus (first floor in Xiao-Fu) and at the Gongguan MRT station.

Hua Nan Bank [華南銀行]

Hua Nan Bank Taita Branch is on the opposite side of Lu Ming Hall at the Lu Ming Square.
Tel: +886 (0)2 2363 1478
Fax: +886 (0)2 2363 9657

Mobile Phone

Previous exchange students recommend buying pre-paid cards at the telecom service centers of the Taoyuan International Airport when you arrive because it is less convenient to do so in Taipei City. It is possible to bring your own mobile and purchase a local pre-paid card. You may purchase prepaid cards from convenient stores on campus with two forms of photo ID.

If you prefer to apply for a phone plan, you will have to present your ARC, passport or driver’s license and be accompanied by a native guarantor (his/her ID Card and National Health Insurance Card are necessary) at the service centers of major telecoms.

Chapter 3
Getting Started at NTU

At NTU, you can look forward to living in quality accommodations. Each semester, local and international students enjoy the convenience and affordability of our residential services. This chapter will help you find the right place to live and feel at home.
Orientation Activities

Airport Pickup and Dorm Check In

Airport Pickup
You may make a reservation according to your arrival time at Taoyuan International Airport through the NTU Online Application System. After arriving, there will be NTU students who can help you with exchanging currency and buying local cell-phones before our shuttle bus takes you directly to dormitory check-in.

Dorm Check In
Another group of NTU students will help you with all the procedures of checking-in to NTU dorms.

First Semester    Second Semester
September 08-09 (Tue-Wed), 2015  February 17 (Wed), 2016
Time: 9am-9pm
Location: Prince House –ShuiYuan/ ChangHsing Dorms and Guo Qing Dorm(IYC)

OIA will only arrange airport shuttle service for students who apply by the deadline. It is also not possible to provide individual service if your arrival time does not coincide with OIA scheduled times. Please note that the airport shuttle service is only for students who arrive at Taoyuan International Airport.

*未於接機申請期限內上網登錄航班資訊者，以及班機非於團體接機日期抵臺者，恕無法提供接機服務。本處僅於桃園國際機場提供團體接機服務，搭乘班機於臺北松山機場抵臺者，需自行前來本校，相關交通資訊請見第35頁說明。

Campus Tour

We welcome everyone to come join our campus tours. Learn about NTU’s beautiful and historic campus through the riveting story-telling of one of our enthusiastic tour guides!

All of our tour guides are current NTU students, and they will introduce and explain the most important facilities on campus such as the sports center, restaurants, the library, and the post office.

Orientation

All the incoming International Students are required to participate in the Orientation Forum. During this session, we will guide you through the registration process, course selection, visa issues, housing and other practical tips for living in Taiwan.

First Semester
Location: NTU Main Campus
Time: 9am/ 2pm, September 10-11
Language: English, Chinese and Japanese
*Since the Orientation Forum is scheduled to be held in the afternoon of September 10th, there will only be one tour held that morning.

Second Semester
Location: NTU Main Campus
Time: February 18
Language: English, Chinese and Japanese

<table>
<thead>
<tr>
<th>Venue</th>
<th>Language</th>
<th>Identity of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 101</td>
<td>English</td>
<td>Exchange/Visiting Students (Excluding students with Mainland China, Hong Kong and Macau nationalities)</td>
</tr>
<tr>
<td>Room 102</td>
<td>Chinese</td>
<td>Exchange/Visiting Students with Mainland China, Hong Kong and Macau nationalities</td>
</tr>
<tr>
<td>Room 103</td>
<td>English</td>
<td>Degree/Dual Degree Students</td>
</tr>
</tbody>
</table>
Registration

OIA will hold a session for the registration of all international students. You will receive your student ID card after completing the registration procedures. For students who don't have insurance, there will be insurance company at site. Exchange/Visiting Students with Mainland China nationality should pay TWD 615 for the Entry Permit.

First Semester
Location: Examination Preparation Area (B1 of Core Subjects Classroom Building)
Time: 9.30am-12pm/1.30pm-4.30pm, September 11

Second Semester
Location: To be announced
Time: 9.30am-12pm/1.30pm-4.30pm, February 19

Welcome Mixer for New (Inter)national Students

Meet your student volunteer and peers at the 2015 Welcome Mixer for New (Inter)national Students. Fun and exciting events are planned for you to help you get ready for your semester at NTU!

Location: Luna Pond（醉月湖）
Time: 4pm-8.30pm, September 12th.

Further details about the Welcome Mixer will be announced at the end of August. Please check on our website periodically for updates.

Getting from the Airport to NTU on Your Own

From Taiwan Taoyuan International Airport（從桃園國際機場）
There is no direct train or bus traveling from the airport to NTU. Listed below are directions to get to NTU’s main gate and dormitories from Taiwan Taoyuan International Airport.

1. By Taxi
If you are carrying heavy luggage, taking a taxi will be the easiest and most comfortable way to get to NTU. Airport taxis to Taipei city charge around TWD 1,000 to 1,200 (highway tolls included). Airport taxi services 24 hours a day. A night time surcharge may apply after 11pm.

2. By Bus + Taxi/MRT
Bus tickets are available at both Terminals. The price is around TWD 100 to 150. You take the bus to Taipei City and then take a taxi or the MRT to NTU.

To NTU’s Main Gate and Prince House - NTU ShuiYuan Dorms: Get off at MRT Gongguan Station（捷運公館站）Exit 4. The NTU campus is opposite the station. Walk to TingZhou Road, turn right on TingZhou Road and then walk about 200 meters to SiYuan Street. Take a left turn on SiYuan Street, and Prince House - NTU ShuiYuan Dorms are a 2-minute walk to your right.

To Guo Qing Dorm and Prince House - NTU ChangHsing Dorms: Get off at MRT Technology Building Station（捷運科技大樓站）. Guo Qing Dorm is a 15-minute walk southeast from the station, while the Prince House - NTU ChangHsing Dorms are a further 10-minute walk east around the campus perimeter along Xinhai Rd.

From Taipei Songshan Airport（從臺北松山機場）
TSA is the airport located in downtown Taipei for most domestic flights in Taiwan and some flights to and from Japan, China and Korea. The Airport is connected to the Wenhu Line(MRT). The MRT transfer details are the same as the above two paragraphs.

The address for the NTU’s Main Gate and NTU dormitories
NTU’ s Main Gate: No. 1, Sec. 4, Roosevelt Road, Taipei（臺大正門：臺北市羅斯福路四段1號）
Prince House- NTU ShuiYuan Dorms: No. 16-1, SiYuan Street, Taipei（太子學舍臺大水源舍區：臺北市思源街16-1號）
Prince House- NTU ChangHsing Dorms: No. 75, Sec. 3, KeeLung Road, Taipei（太子學舍臺大長興舍區：臺北市基隆路三段75號）
Guo Qing Dorm (IYC): No.30, Sec. 3, HsinHai Road, Taipei（臺大國青宿舍：臺北市辛亥路三段30號）
**NTU Accommodation**

Exchange/visiting students have the option to live in university housing at the Prince House Dormitories (BOT) or the Guo Qing Dorm (IYC). University-wide exchange students and visiting students will be allocated in Prince House - NTU ShuiYuan Dorms [太子學舍－臺大水源舍區] while college/department level exchange students will be allocated in Prince House - NTU ChangHsing Dorms [太子學舍－臺大長興舍區]. They are contracted out, built and operated by the Prince Housing and Development Corp, but allocated by the NTU Student Housing Service Division. Both Prince House dorms are located just across the street from campus. The other option is Guo Qing Dorm (IYC) [國青宿舍], which was renovated in summer 2011. Guo Qing is the only on-campus dormitory for exchange/visiting students; it is located on the northeast section of the campus.

NTU aims to provide convenient and affordable housing to both international and local students. The dormitories are operated under both NTU and dormitory-specific regulations.

**Application**

When applying for the NTU Exchange/Visiting Student Program, you are asked whether you’ll need on-campus accommodation. If you apply, you will be guaranteed a place at a university dormitory. Note that you won’t be able to apply once the deadline passes. If you apply for housing, you will receive a notification from OIA to check Entry Information in our application system for the results approximately one month before the semester begins.

NTU offers a large number of rooms. Nevertheless, the total amount of rooms is limited and it is possible that your most preferred type will not be available. Regarding Prince House dormitories, university-level exchange/visiting students will be offered a place at the ShuiYuan Dorms while college/department-level exchange students will be offered boarding at the ChangHsing Dorms.

All rooms are either male or female (not co-ed). Please note that your roommate cannot be chosen. In addition, we do not provide on-campus accommodation for couples or families.

If you decide to arrange private accommodation and give up or move out of the university dormitory, know that while you can reapply in the future, OIA cannot guarantee you housing again. It will be up to you to apply on your own to the Housing Office, but be aware that on-campus housing is limited.

Please note:本校因宿舍床位有限，所提供交換/訪問學生之保證宿舍資格僅限一次並不得保留，學生一旦放棄該分配結果或自行退宿，本處一概不再接受其宿舍申請。

University dormitory check-in begins on September 8-9, 2015 for the First Semester, and February 17, 2016 for the Second Semester. We recommend that you try to arrange your flights to Taiwan on these dates. There will be a team of friendly NTU students welcoming you and help you with filling out the required documents and buting other necessities.
Chapter 3 Getting Started at NTU

### Extending Your Stay during Summer Vacation

During summer vacation, the university dormitories will be reserved for students participating in summer programs or other NTU activities. A limited number of rooms will still be available for exchange/visiting students. Anyone wishing to stay during summer vacation should contact the Prince House staff or the resident director at Guo Qing Dorm before June to pay the summer accommodation fee. If you have completed your program, you must move out by the end of August at the latest; it is not possible to extend your stay at any dormitory because all rooms will need to be ready for the new incoming students.

### Important Notice

#### Disruptive Behavior, Alcohol & Drugs

Under no circumstances will alcohol intoxication, possession and/or use of drugs, stealing, spitting and any other disruptive behavior be tolerated. NTU Exchange/Visiting Student Programs present a unique opportunity to learn social responsibilities; it is assumed that all dormitory residents are intelligent, aware and mature individuals. The use of alcohol by residents aged 18 and over is not prohibited but will be closely monitored. Intoxication will not be accepted as an excuse for irresponsible behavior or any infringement of university accommodation regulations or disturbance to other residents/staff.

#### Noise

Every dormitory resident has the right to a reasonably quiet environment. Everyone should respect others and be considerate towards their neighbors when holding activities in the dormitory. Loud conversation or any other intrusive activity is likely to distract other residents from their studies. Furthermore, the dormitory is a communal space mostly located in dense residential areas. Please refrain from excessive noise both outside the dormitory and on dorm grounds.

#### Smoking

Smoking is not permitted anywhere in or near university dormitories. Offenders will face disciplinary action.

#### Guests

Guests are required to sign in at the front desk when visiting and must leave the dormitory before 11pm. No guests are allowed to stay overnight in any university dormitory.

---

### Accommodation Types

<table>
<thead>
<tr>
<th>Dormitory</th>
<th>Room type</th>
<th>Fee</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prince House - NTU Dorms</td>
<td>Single Suite with Communal Kitchen</td>
<td>TWD 8,800 per month (water included)</td>
<td>A single room with a private bathroom and a communal kitchen shared among five residents</td>
</tr>
<tr>
<td></td>
<td>Single Suite</td>
<td>TWD 7,400 per month (water included)</td>
<td>A single room with a private bathroom</td>
</tr>
<tr>
<td></td>
<td>Twin Suite</td>
<td>TWD 4,900 per month (water included)</td>
<td>A room with a private bathroom shared by two residents</td>
</tr>
<tr>
<td>Guo Qing Dorm (IYC)</td>
<td>Twin Suite</td>
<td>TWD 19,900–22,400 per semester (water and electricity included; air conditioning fee excluded)</td>
<td>A room with a private bathroom shared by two residents</td>
</tr>
<tr>
<td></td>
<td>Twin Share</td>
<td>TWD 11,900–12,900 per semester (water and electricity included; air conditioning fee excluded)</td>
<td>A room shared between two students, shared common bathroom</td>
</tr>
</tbody>
</table>

*National Taiwan University Student Dormitory Management Regulations

Prince House Dorms (BOT)

If you are offered a room in the Prince House Dorms, you will receive an email from the Prince House and be asked to pay one-month of rent in advance as confirmation. This payment is not refundable but will be transferred to your first-month rent. Your room reservation will be cancelled if you don’t pay by the deadline (according to the notification mail sent by Prince House).

If you do not receive the confirmation email by the beginning of August or January, please contact the Prince House or OIA immediately.

Students who wish to stay in the Prince House Dorms are required to sign and comply with the Prince House Accommodation Agreement and Accommodation Regulations which can be downloaded from their website.

There are two buildings in the ChangHsing Dorms: Building A for male students and Building B for female students. ShuiYuan Dorms has three buildings: Building A for female students, Building B for male students, and Building C is co-ed, separated by floor (the 2nd through 8th floors are for male students, the 9th to the 14th floors are for female students, and the first floor is mixed with separate male and female wings).

Dormitory Amenities

- Common meeting area
- Dining area
- Laundry facilities (coin-operated washing machines and tumble dryers are available on B1 in each building).
- Recreation room (including ping-pong tables, billiard tables, and workout facilities located on the 1st Floor of Building A)

NOT Including

- Meals
- Mattress/bedding/towels*
- Hairdryer/desk lamp/other electronic appliances
- Telephone service**
- Electricity card (used to power the Air Conditioning unit)

*Mattresses, bedding and towels are available for purchase at the 7-Eleven next to the dormitory; free second-hand mattresses are available upon request, so please check with the dormitory staff when you arrive

**Each room is equipped with an internal telephone; however, residents are only allowed to receive calls and cannot make outgoing calls.

Important Reminders from the Prince House

- Please keep your personal area clean. When moving out, please make sure the room is in the same condition as it was when you moved in.
- Due to Taiwan’s humid climate, please keep the room ventilated to prevent mold.
- Each room is equipped with a smoke detector. When showering, please close the bathroom door to avoid setting off smoke detectors.
- Visitors must follow the visiting hours specific to each dormitory. After the visitor registers at the reception desk, you must accompany the visitor in person upstairs as well as downstairs when he/she leaves.
- No visitors are allowed to stay overnight. Violation of Article 15 of the NTU BOT Regulations could result in your expulsion as well as the loss of your first-month’s rent deposit.
- Alcohol and loud noises are forbidden in all public areas in the dormitory. Please keep the voice level down and do not disturb others, especially at night.
- Smoking is forbidden anywhere in or near the dorms.

• To ensure that students have a clear pathway and safe exit during an emergency, any
storage of shoes, shoe racks or mats in the hallway is prohibited.
• Bring all admission documents and your passport when you check in. Submit a
photocopy of the admission documents, a photocopy of your passport, and a
passport-sized identification photograph.

Check-in Procedures

Step 1
Go to the reception desk on the first floor: someone will confirm your identity documents
(passport and admission letter), room number and reservation payment.

Step 2
Fill out and sign the following documents:
1. Accommodation Information/Room Inventory and Condition Form
2. Accommodation Agreement (3 copies)
3. Accommodation Regulation
   Please also provide a copy of your passport-sized photograph (2x2-inch).

Step 3
After completing all the procedures above, you will receive a copy of the Accommodation
Agreement, Accommodation Information/Room Inventory and Condition Form, an access
card, and a set of room keys. You should check all the properties based on the Use and Custody of
Properties Card to determine if any items are damaged or missing. After checking, sign the Card, and return it
to the dormitory reception for their records.

Step 4
Pay a two-month deposit at the reception desk within three days of arrival (only Taiwanese
cash is accepted).

Although you cannot choose your roommate(s), you may request a room change at the
front desk in the lobby by filling out the Transfer Dormitory Room Application Form before
the end of every month. Transferring is limited to once a year.

Check-out Procedures

The standard accommodation period is counted from the day you move in until the
end of your exchange semester. If you move out before your program finishes, you will
be charged a penalty equivalent to one month of rent.

If you complete the exchange/visiting student program, you should follow the regular
checkout procedure listed below. If you withdraw from the university or from the
exchange/visiting student program you will need to adhere to an early checkout
procedure.

Step 1
The checkout application requires at least one-month notice before completion of the pro-
gram. Prepare the following documents for the receptionist:
1. A photocopy of your passport
2. Move-out application form
3. Deposit receipt (if lost, sign a deposit receipt affidavit of loss)
4. A photocopy of your graduate certificate*
   *The Prince House accepts the official NTU Acceptance Letter as a graduate certificate for
   exchange/visiting students.

Step 2
Prepare for room inspection; if any property is found damaged or if cleanliness standards
are not met, you may be fined as stipulated in the NTU Accommodation Agreement. Once
the room inspection is completed, you will need to fill out the Check-out Application Form.

Step 3
Within a month of handing in the Check-out Application Form, students will receive a
refund check. It is your responsibility to ensure that the information on record is up-to-
date to facilitate the refund return.
Contact Details

If you wish to ship packages to Taiwan, contact the Prince House in advance and indicate your name and room number clearly on the package. The following addresses may be used when applying for your visa or entering Taiwan.

Prince House - NTU ShuiYuan Dorms 〔太子學舍－臺大水源舍區〕
No.16-1, Siyuan Street, Taipei 10087, Taiwan (ROC) 臺北市中正區10087思源街16-1號 (No. 16-2 for Bldg. A, No. 16-3 for Bldg. B, No. 16-5 for Bldg. C)
Contact: Mr. James Tseng 曾健世 先生
Tel: +886 (0)2 2363 1066 ext 19101
ntusyservice@prince.com.tw

NTU Resident Directors:
【Building A】Ms. Jane Lin 林意真 女士
Tel: +886 (0)2 2363 1066 ext 10130 / +886 (0)2 3366 9552
linyc@ntu.edu.tw

【Building B】Mr. Lu-Tung, Chen 陳律通 先生
Tel: +886 (0)2 2363 1066 ext 20174
lutung@ntu.edu.tw

【Building C】Mr. Charlie Che 車仁鵬 先生
Tel: +886 (0)2 2363 1066 ext 30157 / +886 (0)2 3366 9554
chejenpeng@ntu.edu.tw
Ms. Chueh Wang 王玨 女士
Tel: +886 (0)2 2363 1066 ext 30162
akizuna@ntu.edu.tw

Guo Qing Dorm (IYC)

Guo Qing Dorm provides double rooms for exchange/visiting students. You cannot request a single room or choose a roommate. The 1st and 3rd floors are separated by gender while the 2nd and 4th floors are co-ed with separate male and female wings.

If you are eligible for free housing offers due to bilateral agreements, you will be assigned to Guo Qing Twin Share rooms. This arrangement cannot be exchanged with other room types or dormitories. If you request to stay in Prince House, your free housing offer will be cancelled and you will be charged for Prince House housing in full.

Dormitory Amenities
- Laundry Facilities (coin-operated washing machines and tumble dryers)
- Lounge
- Entertainment Room
- Cafeteria (B1)
- Dining Area (B1)
- Workout Facilities (B1)
- Movie Theater (B1)
- Convenience Store on (1F)

Rooms Include
- Mattress (except for suites)
- Bedding (except for suites)
- Towels
- Hairdryer/other electronic appliances
- Telephone service (Each room is equipped with an internal telephone; however, you can only receive calls)
Chapter 3 Getting Started at NTU

■ Check-in Procedures

Check-in is between 9am and 6pm and students are advised to arrange their arrival during office hours on check-in dates. If you cannot arrive during office hours, you must contact Guo Qing Dorm in advance.

**Step 1** Go to the administration office on the second floor of the Guo Qing Dorm. Read the NTU Accommodation Regulations and hand in the signed NTU Accommodation Agreement.

**Step 2** Pay the mandatory key deposit (TWD 1,000 for a Twin Share room). The deposit is refundable only when you complete the checkout procedure and return your keys.

**Step 3** The accommodation fee per semester will be listed on the payment sheet for Guo Qing Dorm tenants and should be paid by Registration Day.

■ Check-out Procedures

You are not allowed to stay longer than your exchange period and must complete the checkout procedure before moving out. If you cannot complete the checkout procedure during office hours, contact Guo Qing Dorm in advance.

**Step 1** Bring the OIA De-registration Form to the Guo Qing Dorm resident director and receive an official stamp of approval. You do not need to get the form stamped on the day of your departure; this can be done on an earlier date for your convenience.

**Step 2** Return the keys and get your key deposit back.

■ Contact Details

If you wish to ship packages to Taiwan, you need to arrive at the Guo Qing Dorm earlier than the packages because Guo Qing Dorm is not responsible for safekeeping. The following addresses may be helpful when applying for a visa or entering Taiwan:

**Quo Qing Dorm (IYC) [國青宿舍]**
No. 30, Sec. 3, Xinhai Rd., Da’an Dist., Taipei 106, Taiwan (ROC)
(Map reference No. 94)

**NTU Resident Directors:**
Office Tel: +886 (0)2 3366 9669
For female students: Ms. Katherin Feng 房佑嬙 小姐
yuchiang@ntu.edu.tw
For male students: Mr. Ken Yu 余建華 先生
yuken@ntu.edu.tw

■ Off-campus Accommodation

Because university dormitories can only accommodate exchange/visiting students during the exchange/visiting period, stays are restricted to the semester period. If you plan to arrive in Taiwan earlier than the check-in date(s) or leave later than the checkout date(s), you need to look for your own accommodation. The following are some off-campus housing resources:

**Rental Information**
• Student Housing Service Division [住宿組租屋小組]
Tel: +886 (0)2 3366 2266
admdorm@ntu.edu.tw

• Tsuei Ma Ma Foundation for Housing and Community Service [崔媽媽基金會]
Tel: +886 (0)2 2365 8140
www.tmm.org.tw
2F, No. 2-3, Lane 269, Sec. 3, Roosevelt Rd., Da-an District, Taipei
**Hotel Information**

- NTU Hsiu Chi House (next to the Prince House - NTU ShuiYuan Dorms) [臺大修齊會館]
  Tel: +886 (0)2 2363 1066 ext 40199
  No. 16-1, Siyuan St., Zhongzheng Dist., Taipei

- International House of Taipei [臺北國際學舍]
  Tel: +886 (0)2 2910 3117
  No. 102, Sinpo 1st St., Sindian Dist., New Taipei City

- Taipei House International Youth Hostel [臺北之家國際青年之家]
  Tel: +886 (0)2 2503 5819
  [www.taipeiyh.com/English/home_e.htm](http://www.taipeiyh.com/English/home_e.htm)
  F11-1, No. 293, Songjiang Rd. (9th Ave.) Taipei

- Chientan Youth Activity Center [救國團劍潭青年活動中心]
  Tel: +886 (0)2 2885 2151 ext 9
  [http://chientan.cyh.org.tw/eng](http://chientan.cyh.org.tw/eng)
  No. 16, Sec. 4, Jhongshan N. Rd., Shilin District, Taipei

- Taipei Hostel
  Tel: +886 (0)2 2395 2950
  [www.taipeihostel.com](http://www.taipeihostel.com)
  6F, No. 11, Lane 5, LinSen North Road, Taipei

Please note that the OIA is not responsible for finding private accommodation for students.

---

**Chapter 4**

**Academics**

NTU has acquired a reputation for academic excellence and cutting-edge research, all right in the heart of Asia. This chapter guides you through academic administrative matters such as course enrollment and transcripts so that you can take advantage of Taiwan’s fullest range of academic programs.
Course Information

All exchange/visiting students can take courses offered by departments/institutes outside of their majors. NTU Online Course Information can be found at https://nol.ntu.edu.tw/

To search for a course, you need to first select the academic year. Note the way that Taiwan counts years, which is based on the founding of the Republic of China in 1912. If you use the Chinese version of the NTU Online Course Information, 104-1 means 2015-1 (The First Semester from September 2015 to January 2016) and 104-2 means 2015-2 (The Second Semester from February 2016 to June 2016).

Lectures and examinations are typically conducted in Chinese. If you do not have sufficient knowledge of Chinese, you should consult the professor or instructor before enrolling in a certain course. Course information for the new semester will be announced roughly a month before the start of the semester. Before this, you may refer to course schedules from prior semesters or consult your department/college offices directly.

Courses Conducted in English

Although Chinese is the main language of instruction at NTU, there are also courses taught in English by certain colleges/departments. You may refer to NTU Online Course Information → Courses Conducted in English.

Restrictions on Course Selection

- The following courses are not open to exchange/visiting students:
  1. Programs provided by the Center of Teacher Education [師資培育中心].
  2. Summer Session [暑修] or Summer College [夏季學院] courses.
  3. Practical training courses in the College of Medicine [醫學院實習課程].
- The Department of Anthropology [人類學系暨研究所] has Chinese language proficiency requirements because its courses are conducted in Chinese.
- Undergraduate exchange/visiting students have the same priorities as junior undergraduate students. Some graduate (Master or PhD) courses are not open to undergraduate students.
- All courses in the GMBA and EMBA program, and some required courses taught in English in the College of Management are only open for degree students during the online course selection period. If spaces remain open at the end of the online course selection period, they will be opened to other students (including exchange/visiting students) during the add/drop period.
- Physical Education courses are worth 1 credit (if passed) and are counted toward the computation of the semester’s grade point average. Students may select no more than two different PE courses per semester.
- Exchange/Visiting students enrolled in laboratory classes such as Biotechnology Core Techniques are required to pay the lab fees.
- Students cannot take courses with conflicting schedules or courses with the same curriculum number in the same semester.
- In regards to student status restrictions, please refer to the column “Limits on Course adding/dropping” for each specific course at NTU Online Course Information.

Additional Information

1. Course Curriculum Number
   Curriculum numbers are four-digit numbers prefixed with abbreviated department names (e.g. CHIN1001 Freshman Chinese). The four-digit number is called a “basic number”. The first digit of the basic number indicates the target students in terms of year of study. Please reference the below list for a more detailed guide on how to interpret the basic number.

<table>
<thead>
<tr>
<th>Basic numbers</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000-1999</td>
<td>Courses for freshmen</td>
</tr>
<tr>
<td>2000-2999</td>
<td>Courses for sophomores</td>
</tr>
<tr>
<td>3000-3999</td>
<td>Courses for juniors</td>
</tr>
<tr>
<td>4000-4996</td>
<td>Courses for seniors</td>
</tr>
<tr>
<td>4997-4999</td>
<td>Bachelor’s thesis</td>
</tr>
<tr>
<td>5000-5999</td>
<td>Upper division courses or courses for 5th year students in the School of Medicine, the School of Dentistry and the School of Veterinary Medicine</td>
</tr>
<tr>
<td>6000-6999</td>
<td>Courses for 6th year students in the School of Medicine and the School of Dentistry</td>
</tr>
<tr>
<td>7000-7998</td>
<td>Courses for Master’s students or courses for the 7th year students in the School of Medicine</td>
</tr>
<tr>
<td>7999</td>
<td>Master’s thesis</td>
</tr>
<tr>
<td>8000-8998</td>
<td>Courses for PhD students</td>
</tr>
<tr>
<td>8999</td>
<td>PhD dissertation</td>
</tr>
</tbody>
</table>
2. Class Location
Most courses are held on the main campus; their location numbers are usually shown on the NTU map (see the appendix). Courses offered by the Colleges of Medicine and Public Health are often held on branch campuses. Please take note of the class location when enrolling in courses.

3. Course Units and Hours
Please refer to the below chart for class times. This information can also be found under “schedule classroom” on the NTU course information website.

For instance, Mon 78 stands for Monday 15:30-17:20.

<table>
<thead>
<tr>
<th>Code</th>
<th>Hours</th>
<th>Code</th>
<th>Hours</th>
<th>Code</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>07:10–08:00</td>
<td>5</td>
<td>12:20–13:10</td>
<td>10</td>
<td>17:30–18:20</td>
</tr>
<tr>
<td>1</td>
<td>08:10–09:00</td>
<td>6</td>
<td>13:20–14:10</td>
<td>A</td>
<td>18:25–19:15</td>
</tr>
<tr>
<td>2</td>
<td>09:10–10:00</td>
<td>7</td>
<td>14:20–15:10</td>
<td>B</td>
<td>19:20–20:10</td>
</tr>
<tr>
<td>3</td>
<td>10:20–11:10</td>
<td>8</td>
<td>15:30–16:20</td>
<td>C</td>
<td>20:15–21:05</td>
</tr>
</tbody>
</table>

Course Enrollment

**OIA Suggestions for Exchange/Visiting Students**

1. Both local and exchange/visiting students are eligible for NTU’s Online Course Selection System. For questions regarding course selection or course description, please consult directly with your NTU student volunteer or the course instructor/department.

2. Please read the Guidelines for Course Selection and Enrollment provided by the Office of Academic Affairs at NTU Online Course Information website.

3. You can create your own class schedule at the NTU Online Course Information website to help you plan and ensure that your classes do not overlap. However, please note this class schedule which you create is solely a reference; you will still have to enroll in the courses. To complete the online course selection and enrollment, you will need to log into the course selection system and import your class schedule or manually input the course information one by one.

**The Course Enrollment Process Consists of Four Parts**

The process begins with the First Online Course Selection Period on August 17th for the First Semester and on January 18th for the Second Semester. Please refer to Appendix: NTU Academic Calendar 2015/2016 for detailed dates concerning course registration.

**Part 1: First Online Course Selection Period [初選第一階段]**

(Aug 17-20, 2015) / (Jan 18-21, 2016)
Visit MyNTU and find the “Online Course Selection System” in the “Courses” section. The User ID is your NTU student ID number. The default password is a lower case “a” plus your date of birth. For example, if you were born on January 22, your password would be a0122.

Import courses: Please note that even if you have arranged your courses on the NTU Online Course Information website, you will still have to import them into the Course Selection System. Otherwise, the courses will not populate into the system.

**Part 2: Second Online Course Selection Period [初選第二階段]**

You may log into the online course selection system to check your final course results after the 1st Online Course Selection Period ends. At that point, you may check to see if any other course have openings by entering the 5-digit Course Serial Number. If the course is full or unavailable, you will not be able to add it to your list at this stage.

**Part 3: Online Course Add/Drop Period [加退選]**

(Sep 14-26/27, 2015) / (Feb 22-Mar 05/06, 2016)
After classes begin, you may attend as many classes as you wish during the first two weeks while simultaneously adding/dropping courses online. During this period, you can use one of three methods to add courses into your schedule. Every course has a different method depending on the numbers:

1. First-come, first serve: Students may register the course directly until the maximum capacity is reached.

2. Authorization code: Students may have to ask the instructor for an authorization code in order to enroll in the course.
Chapter 4 Academics

Lottery: Students may need to join a waiting list for the selected course. During the distribution periods, students on the waiting list will be registered at random until the maximum capacity is reached.

Part 4: Confirm Course Selection Results Online [確認選課結果]
(Oct 05-09, 2015)/ (Mar 14-18, 2016)
In the fourth week after classes begin, you must confirm your course selection results online regardless of whether you have added or dropped courses during Part 3 (see above). Please visit “myNTU” and click on “Course Selection Results” in the “Courses” section, and print out the results for your records. For those who fail to confirm the results, the Office of Academic Affairs will not accept any appeals, even if there are mistakes or errors in the results.

If your course selection result is not correct, please report it to the Undergraduate Academic Affairs Division [註冊組] or the Graduate Academic Affairs Division [研教組] before the deadline (see Chapter 1 for contact information).

Withdraw from Selected Courses [停修]
Deadline: Dec 11, 2015/ May 20, 2016
Under certain circumstances, students are allowed to withdraw from 1 course for each semester after the Add/Drop Period. You should have the withdrawal form (available at the Office of Academic Affairs) signed by both the instructor and the head of your department, and then submit it to the Office of Academic Affairs no later than the deadline. Once you withdraw from a course after the Add/Drop deadline, a mark of “W” ( withhold) will be shown on your official academic transcript. Please note that if you stop attending a course without following the course withdrawal procedure, you will receive a grade of “F” or “X” on your transcript.

Learning Chinese

NTU General Chinese Course
All NTU exchange/visiting students are eligible to take a NTU General Chinese Course, which is a regular academic course with credits. If you select to enroll in a NTU General Chinese course on the application form, you will be automatically enrolled after you complete the registration and placement test. We currently offer courses at a variety of levels. Students are assigned to an appropriate level after a placement test. There is no need to select the General Chinese Course in Online Course Selection System.

Your Chinese placement test results will appear on the NTU course selection system one week after the placement test. Please make sure to “confirm” your results on the system as soon as possible. Any time conflicts with your class schedule is not allowed. If you would like to add or drop the course, please follow NTU course selection regulations.

If you are taking the General Chinese Course at NTU for the first time, you must complete the registration and take the placement test.

Course Information

<table>
<thead>
<tr>
<th>Course Name</th>
<th>General Chinese Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Levels Offered</td>
<td>Elementary 1-3, Intermediate 1-3, Advanced</td>
</tr>
<tr>
<td>Students per class</td>
<td>15–25</td>
</tr>
<tr>
<td>Academic credits</td>
<td>3</td>
</tr>
<tr>
<td>Class Duration</td>
<td>6 hours per week (17 weeks)</td>
</tr>
<tr>
<td>Class time</td>
<td>Elementary / Intermediate / Advanced Levels Mon, Wed, Fri: 8:10 to 10:00</td>
</tr>
<tr>
<td></td>
<td>Elementary Levels Mon, Wed: 18:30 to 21:15</td>
</tr>
<tr>
<td></td>
<td>Intermediate/ Advanced Levels Tue, Thu: 18:30 to 21:15</td>
</tr>
<tr>
<td></td>
<td>Enhanced Chinese Course (Optional for those who are also enrolled in the General Chinese Course)</td>
</tr>
<tr>
<td></td>
<td>Elementary High-Intermediate 15–25</td>
</tr>
<tr>
<td></td>
<td>4 hours per week (17 weeks)</td>
</tr>
<tr>
<td></td>
<td>Tue, Thu 8:10 to 10:00</td>
</tr>
</tbody>
</table>
Things You Need to Know:
1. If you are taking an NTU General Chinese Course in the first semester of 2015/16 and will continue studying in the second semester at NTU, you will be assigned to a class that is appropriate for your level next semester. The assigned class will appear on your NTU course selection results by February 27. Please check the results on Saturday, February 27. For the course add/drop, please follow the above NTU course selection regulations and schedule.
2. Your home institution may reevaluate or determine your transfer credits for the General Chinese Courses and Enhancing Chinese Courses differently.
3. Those who do not attend the General Chinese Course are not able to take the Enhancing Course.

Time Conflict with other courses
If you have any time conflicts between the General Chinese Course (and/or Enhancing Course) and other NTU courses, please follow the NTU course selection regulation to add/drop classes by deadline. Even a conflict of one-hour will not be accepted by the system. Firstly, ask for the authorization code from the new teacher. Next, drop the class you do not want online. Lastly, add the new class online. The deadline for adding classes online is 12:00 noon on March 5th and 08:00 a.m. on March 6th for dropping a class. If the schedule conflict is not rectified by the deadline, the system will cancel your enrollment for both courses.

Other Chinese Programs
If you are looking for an intensive Chinese course that provides personalized instruction with a small class size, there are some fee-paying programs provided by CLD and ICLP. For further information please contact CLD (Chinese Language Division) or ICLP (International Chinese Language Program).

Note:
1. Credit transfer should be determined by your home university.

### Important dates for Chinese Course

<table>
<thead>
<tr>
<th>First/Second Semester:</th>
<th>Week One</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 13/Feb 20</td>
<td>General Chinese Course Registration &amp; Placement Test at NTU Chinese Language Division</td>
</tr>
<tr>
<td>Sep 20/Feb 27</td>
<td>Students must check their assigned class on the Course Selection System, and the results will also be posted at OIA website.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 21/Feb 29</td>
</tr>
<tr>
<td>Sep 22/Mar 1</td>
</tr>
<tr>
<td>Sep 24/Mar 3</td>
</tr>
<tr>
<td>Sep 25/Mar 4</td>
</tr>
<tr>
<td>Sep 26/Mar 5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 27/Mar 6</td>
</tr>
<tr>
<td>Sep 29/Oct 2/Mar 8 - 13</td>
</tr>
<tr>
<td>Sep 29/Dec 11/Mar 7 - May 20</td>
</tr>
</tbody>
</table>

### NTU Credit Points and Grading System

#### Credits
The number of credits awarded in NTU courses is based on the total class hours in a semester: 1 credit is usually equal to 1 hour of lecture each week, 18 weeks per semester (midterm and final exams included). A full-time undergraduate student at NTU should take a minimum of 15 credits each semester (a 6-credit reduction may be allowed under certain conditions). Exchange students are required to take at least 2 courses or 4 credits at NTU.
### Grading System

<table>
<thead>
<tr>
<th>Letter Grading System</th>
<th>Definition</th>
<th>Grade Points</th>
<th>Conversion Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>All goals achieved beyond expectation</td>
<td>4.3</td>
<td>90-100</td>
</tr>
<tr>
<td>A</td>
<td>All goals achieved</td>
<td>4.0</td>
<td>85-89</td>
</tr>
<tr>
<td>A-</td>
<td>All goals achieved, but need some polish</td>
<td>3.7</td>
<td>80-84</td>
</tr>
<tr>
<td>B+</td>
<td>Some goals well achieved</td>
<td>3.3</td>
<td>77-79</td>
</tr>
<tr>
<td>B</td>
<td>Some goals adequately achieved</td>
<td>3.0</td>
<td>73-76</td>
</tr>
<tr>
<td>B- (passing grade for graduate students)</td>
<td>Minimum goals achieved</td>
<td>2.7</td>
<td>70-72</td>
</tr>
<tr>
<td>C+</td>
<td>Minimum goals achieved</td>
<td>2.3</td>
<td>67-69</td>
</tr>
<tr>
<td>C</td>
<td>Minor flaws</td>
<td>2.0</td>
<td>63-66</td>
</tr>
<tr>
<td>C- (passing grade for undergraduate students)</td>
<td>Minimum goals achieved, major flaws</td>
<td>1.7</td>
<td>60-62</td>
</tr>
<tr>
<td>F</td>
<td>Not graded due to unexcused absences or other reasons</td>
<td>0</td>
<td>59 and below</td>
</tr>
<tr>
<td>X</td>
<td>Withdrawal</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>No grade reported</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NG</td>
<td>In progress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IP</td>
<td>Transfer credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR</td>
<td>Exempted</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EX</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Credit Transfer

To transfer credits back to your home university, please consult with the relevant administration at your home university.

---

### Registration

Exchange/Visiting Student Registration for the First Semester is Sep 11, 2015 between 9.30am-12pm and 1.30-4.30pm. The Second Semester registration for incoming students is Feb 19, 2016. Please make sure that you complete the following procedure in order to be officially registered as an NTU exchange/visiting student. Your NTU student volunteer can also assist you during registration.

For college or department-level exchange students, please consult your host college/department office directly because your registration is separate.

#### Registration Procedures for the 1st Exchange Semester

Registration will be held at the OIA office for new incoming students.

**Step 1**

You will receive a registration form and payment sheet at the Orientation Day reception desk (Sep 10, 2015/ Feb 18, 2016). If you cannot attend orientation, please find your regional manager at OIA to get your documents on registration day.

**Step 2**

Please bring your payment sheet to either the convenience store (e.g. 7-Eleven) or ChungHwa Post on campus and make the following payment(s):

- Campus Internet Access Fee: TWD 400/semester for those who live off-campus or at BOT Prince House Dorms and TWD 600/semester for everyone else.
  - The Campus Internet Access Fee is mandatory for all students; the benefits include an NTU email account and access to NTU wireless Internet and school computing facilities.
- **Tuition fee (for visiting students)**
  - NTU Visiting Students are required to pay the Program Fee upon applying, and the Tuition Fee at any bank or post office in Taiwan by registration.

**Step 3**

Please go to OIA and present your payment receipt to your regional manager. You will then receive your NTU student ID card if all required application documents have been submitted. The registration procedure is complete only after you finish the above procedures and return the registration sheet to OIA.
Students who are taking courses in their registered department/institute are strongly advised to visit their host department office to check in and inform them of your arrival.

### Registration Procedures for Students Who Remain through the 2nd Semester

The following information is important for students whose exchange period is one full year.

**Step 1**
If you are staying for one year or have extended your exchange/visiting period, you must download and print out the 2nd semester payment sheet. You can find this sheet in “Tuition and Miscellaneous Fees and Payment” in the “Students” section on “myNTU” (log in with your NTU student ID number and password). You can pay the fees at any convenience store or ChungHwa Post before Feb 19, 2016 for the second semester. If the housing fee needs to be modified, please confirm the change with the Student Housing Service Division first before you pay.

**Step 2**
For undergraduate exchange/visiting students, please go to the Undergraduate Academic Affairs Division (Room 106, Administration Building) with your payment receipt to obtain an official registered stamp on your NTU student ID card. For graduate exchange/visiting students, please visit the Graduate Academic Affairs Division (Room 210).

* All NTU students are required to complete the registration procedure for each semester before NTU classes begin.

### Change of Exchange/Visiting Period

To extend or shorten your exchange/visiting period, you must apply before the deadline (December 01 for the first semester and June 01 for the second semester) and follow the procedure below:

If you are an exchange student, approvals from both NTU and your home university are required to extend or shorten the exchange period. An extension request will be considered in accordance with the situation. If there are no more spaces available in the program, an extension will not be approved.

If you are a visiting student, and you wish to extend the visiting period, you may contact the OIA directly.

The maximum exchange/visiting period is one academic year. If you have already applied for a one-year exchange/visiting program, no further extension will be approved.

**Step 1: Student asks for approval from his/her home university coordinator.**

**Step 2: Coordinator agrees and confirms with OIA by email.**

**Deadline:** Dec 01 (First Semester) & June 01 (Second Semester)

**To extend the exchange/visiting period**

- OIA agrees and issues a new Acceptance Letter for the extended period to the student.

**To shorten the exchange/visiting period**

- OIA agrees and the student should complete the de-registration procedure before returning to his/her home university.
NTU Scholarship

Exchange/Visiting students are not eligible for the Ministry of Education Taiwan Scholarship. NTU offers scholarships to students from universities that have bilateral scholarship agreements with NTU. To apply for a scholarship, you must first be nominated by your home university. The applicable universities are shown below:

<table>
<thead>
<tr>
<th>Country</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Germany</td>
<td>Freie Universität Berlin</td>
</tr>
<tr>
<td></td>
<td>Ruprecht-Karls-Universität Heidelberg</td>
</tr>
<tr>
<td></td>
<td>Karlsruher Institut für Technologie</td>
</tr>
<tr>
<td></td>
<td>Universität Tübingen</td>
</tr>
<tr>
<td></td>
<td>Ulm University</td>
</tr>
<tr>
<td>Japan</td>
<td>Soka University</td>
</tr>
<tr>
<td></td>
<td>Waseda University</td>
</tr>
<tr>
<td>Spain</td>
<td>Complutense University of Madrid</td>
</tr>
</tbody>
</table>

The NTU Scholarship offers a stipend of TWD 12,000 per month for a maximum of 10 months (September to January for the First Semester and February to June for the Second Semester). According to the Ministry of Education guidelines, all scholarships must be transferred to ChungHwa postal accounts. Therefore, scholarship awardees should open a ChungHwa postal account as soon as possible once arriving in Taipei. The scholarship will then be transferred to the awardees’ postal account by the 10th of each month.

If you enroll in the First Semester, the scholarship of September and October will be issued altogether in October; if you enroll in the Second Semester, the scholarship of February and March will be issued altogether in March. [請注意第一學期9月之獎學金將統一與10月一起發放，第二學期入學者2月之獎學金將統一與3月一起發放]

If you leave Taiwan before your exchange period ends, your scholarship for the remaining months will be cancelled automatically.

Before Leaving NTU

All exchange/visiting students should complete the De-registration Procedure online before leaving NTU.

**Step 1**
Log in the OIA online de-registration system for exchange/visiting students and select “Online Deregistration Form” and follow the instructions. You will be asked to fill in the information regarding your departure itinerary, including your flight schedule and dormitory checkout date. In addition, please make sure that you return all books borrowed from the NTU library. You should start the dormitory checkout process as well. After completing the online procedure, you will be able to download and print out your de-registration form.

**Step 2**
Follow the instructions on your de-registration form. Make sure you bring your NTU student ID card to the Office of Academic Affairs to invalidate your student ID before you leave NTU. The card will be stripped of its student status, but the card itself will still be usable as a regular Easy Card.

**Step 3**
Turn in your deregistration form to your OIA manager once you have completed the above procedures. Please remember to upload your exchange report or your blog to the OIA website within two months after your exchange period. Without the deregistration form and exchange report/blog, your de-registration procedure will be considered incomplete and NTU will not send your official transcript.

Exchange reports/blogs will be shown on the OIA website as useful information for prospective students. You may also access the de-registration system and upload your exchange report/blog there. Please avoid mentioning things that you are not willing to share openly in the report.

Online De-registration system:
OIA website > Study at NTU > Incoming Exchange Students > Information for Incoming Exchange Students > Leaving NTU > Online De-registration System
Grades and Official Transcripts

A few weeks after final exams, you will be able to check your semester grades online at "myNTU". Click on "Grades Inquiries" in the "Students" section. The grades for the courses in which you were enrolled may not all be available at once since instructors may delay submitting grades to the Office of Academic Affairs. However, all grades should be available by the end of summer/winter vacation.

If you have completed the de-registration procedures, the OIA will send 2 copies of your official transcript (one for you and one for your home university coordinator), in both Chinese and English, to the international office at your home university by registered mail.

It will take one to two months after your exchange period ends for the transcripts to arrive; it may take longer depending on when all students’ final grades become available.

For visiting students who apply individually, OIA will send both copies of your transcript to the mailing address you provided on your application.

If you need copies of your transcript when you are still in Taiwan (during your exchange), you can apply for transcripts at the printing machine outside the Undergraduate Academic Affairs Division or the Graduate Academic Affairs Division. Enter your student ID number and four digits of your birth date to log in. For example, if you were born on January 22, your password would be 0122.

OIA will send 2 copies of your transcript free of charge. For extra copies (TWD 20 each) after leaving Taiwan, you can apply via the Online Transcript Order System (myNTU > Students > Curriculum) with the following information:
- Student ID number
- ID number (exchange/visiting students can just type student ID number)
- Date of birth

If you have any questions concerning your transcript, please contact the Office of Academic Affairs directly by email.
Undergraduate students: chiajin@ntu.edu.tw
Graduate students: graduate@ntu.edu.tw
Facilities

■ Global Lounge

Hours of Operation: Monday to Sunday, 8am to 10pm
During summer and winter vacations: Monday to Friday, 8am to 5pm

The Global Lounge was jointly established by OIA and the Office of Student Affairs. It provides a satellite TV wall with live broadcasts from a number of global channels, as well as an international conference room that can be reserved for meetings. There is also an open area meant to facilitate cultural exchange between international and local students.

The Global Lounge student management team is comprised of a number of student clubs that plan activities, manage rules and regulations, maintain the website and provide various other services. You will find student assistants who can speak fluent English and who will be happy to provide advisory services regarding life on campus and studying abroad.

■ Main Library

Situated at the end of NTU’s well-known Royal Palm Avenue, the General Library is NTU’s main library. It is the largest university library in Taiwan. There are also two branch libraries: the Medical Library and the Law and Social Sciences Library. With its rich collection of more than 2.4 million volumes and comfortable atmosphere, the General Library has become a popular place for students to hang out and study between and after classes. On the fourth floor, there is a Multimedia Center containing a large collection of classical films and audiotapes. On the B1 level, there is a large, comfortable 24-hour study room.

You will be asked to present your student ID card when you enter the library.

■ Center for Teaching & Learning Development (CLTD)

[教學發展中心]

The CTLD aims to provide useful information and support to lend more depth to your studies at NTU. The Center holds various activities such as Learning Strategies Workshops, Teaching Workshops, and Study Group Projects. In addition, the CTLD offers a large variety of learning consultations for courses such as Economics, Statistics, Calculus, Chemistry and Physics. Visit the CTLD website to make an appointment.

The CTLD has established two Learning Commons equipped with consultation rooms, meeting rooms and a cozy open space available for group studies and discussion. They are located on the B1 level of the General Library and on the fourth floor of the Liberal Education Classroom Building respectively.

The main office of the CTLD is on the fifth floor of the Liberal Education Classroom Building.

■ Computer and Information Networking Center [計資中心]

The Computer and Information Networking Center offers 24-hour free computing service for NTU students. The Center is secured by gate control, so remember to bring your student ID card.

In the Center, you can surf the Internet and run various kinds of applications. Simply login at a computer using your student ID number and the password you’ve set for your NTU email.

Black and color laser printing services are both available. NTU offers every student a free printing quota worth TWD 100 each semester. After your printing quota is used up, you can add value at the counter. Note that an unused unit cannot be refunded or transferred to another user’s account.

The Center applies strict rules against pornographic websites and playing games. Violations will result in the suspension of your computer access rights.

If you have any questions, please talk with the employees at the counter.
Chapter 5 Campus Life

NTU Mail 2.0
Every student has an email account with 300 MB of web space. Visit “myNTU > Students > NTU Mail” to activate it and change your password. Your account is your student ID number (student ID @ntu.edu.tw); your initial password is the letter “a” followed by your birth month and day in Arabic numerals (MMDD). For example, if your date of birth is January 30, then the initial password is a0130. This NTU account will also give you access to several other online services at NTU.

NTU Campus Wireless LAN Services [臺大校園無線網路服務]
Every NTU student, employee and faculty can access the NTU Campus Wireless Service. You may access the “ntu” or “ntu_peap” network through your NTU email account and password. Your device will automatically connect to the network after configuration. Visit “Computer and Information Networking Center” website for detail.

Health Center [保健中心]
The Health Center on the main campus is staffed by NTU hospital. It is at the end of Royal Palm Avenue, near the General Library. The Center provides various medical services, including: family medicine, ophthalmology, dermatology, otolaryngology, gynecology, dentistry and psychiatry. Other services, such as common blood tests, pap smears, dental scaling, abdominal sonography, physical therapy and plain x-ray studies are also available. We recommend that you check the clinic schedule in advance to make an appointment online, by telephone or in person.

Fees charged:
- Students with NTU Student IDs: no registration fee
- Students with National Health Insurance Card (NHI Card): co-payment of TWD 50.
- Students with no NHI Cards: full payment of TWD 350.
- Fees for medicine and other special exams are not included in the general payments.

Clinic Hours:
Monday – Friday
- 9:10 to 11:40 am
- 2:10 to 4:40 pm
Emergency Hot Line: +886 (0)2 3366 9595
Online Registration System: myNTU > Resource > Health Center Online Appointment
On-site Registration:
Monday – Friday
- Morning clinic: 8:20 to 11:30 am
- Afternoon clinic: 1:00 to 4:30 pm

Sports Center [綜合體育館(新體)]
Studying at NTU means that you have access to an impressive range of well-maintained sports and exercise facilities. Managed by the Athletic Department, the NTU Sports Center (The “New Gym”) consists of a swimming pool, a gymnasium, badminton courts, squash courts, table tennis, etc. To use certain facilities, NTU students need to pay maintenance fees (except for students enrolled in particular Physical Education courses). The outdoor track and field, the basketball court, the tennis court, and the football field are situated next to XinSheng South Road.

Student Counseling Center [心輔中心]
Located across from the Student Housing Service Division, the Student Counseling Center promotes a multidirectional approach to mental health and psychological well-being. It offers various services, such as individual counseling, group counseling and workshops, mental health surveys, and psychological assessments.

You can also meet with an English counselor after making an appointment at NTU Student Counseling Center. To make your appointment, simply visit the Counseling Center or sign up online.

Contact: Ms. Wei-Yu, Chen [陳威宇]
Tel: +886 (0)2 3366 3237
weiyuchen@ntu.edu.tw
Disability Support Services

The Office of Disability Support Services offers extra support to any student with physical challenges. The current range of services includes counseling, academic tutoring, assisting equipments, arrangements of special exams and classroom settings, etc.

Facebook Group for International Students

You may join this Facebook group to meet other international students in NTU for all kinds of information you need.

www.facebook.com/groups/NTUintstudent/

Campus Map

Afraid of getting lost on campus?
To figure out your way around campus, you may find the latest map from http://map.ntu.edu.tw/.

There are also iNTU applications (for iOS and Android) that campus members and visitors can download. They contain a directory, list of events, a calendar and other map services.

In an Emergency

In the event of an emergency, students are advised to seek help through the following methods:

1. Call the 24 hr University Assistance below.
   - On-campus Emergency (Campus Security 24HR) +886 (0)2 3366 9110
   - Student Emergency Assistance (Student Safety Division 24HR) +886 (0)2 3366 9119

2. Use Campus Emergency Phones:
   - There is no need to dial; just pick up and say your emergency.

3. Dial 119 or 110 directly from any local landline or mobile phone for ambulances and fire engines if necessary.

Service Units | Police | Fire Departments
--- | --- | ---
Phone | 110 | 119

Services summary

- Criminal offence, traffic accidents and other incidents requesting police assistance.
- Fire, assisting accident casualties and other emergencies requesting urgent assistance.

* Call 0800 024 111 for Free Trilingual Help (Chinese, Japanese, English). Operators are standing by 24 hours a day to provide both routine information on living in Taiwan and help during crises.

Medical Care

If you need first-aid treatment or want to visit a doctor, you can visit the NTU Health Center on campus. You can make an appointment by online or on-site registration. In case of more complicated medical problems, you can visit the NTU Hospital. If you have a medical emergency, do not hesitate to call our emergency hotline: +886 (0)2 3366 9595 (office hours only, 8am to 5pm), and then make a report to your dorm counselors.

NTU Hospital

MRT: NTU Hospital Station
No.7. ChungShan South Road, Taipei City
Tel: +886 (0)2 2312 3456 or +886 (0)2 2356 2264 (ER)

Lost and Found

If you find valuables that do not belong to you, please turn them in to the Student Assistance Division of the Office of Student Affairs in Room 111 on the first floor of the Administration Building. Likewise, if you lose anything on campus, contact the Student Assistance Division online to report or send an email.

Website of lost-and-found services: NTU website > Announcement > Category “Lost and Found”
Tel: +886 (0)2 3366 2048–52
If you lose things off campus, please contact the local police first for missing items; you may also report the incident first to Campus Security and then to the police station on Roosevelt Road. If your ARC is missing, we advise you to first report it to the Foreign Ministry of Da-An Police Station and then get a renewal at the National Immigration Agency in your locality.

Roosevelt Road Police Station
No. 115, Sec. 4 Roosevelt Rd., Taipei City
Tel: +886 (0)2 2735 5761

Da-An Police Station
No. 2, Sec. 3, Ren-Ai Rd., Taipei City
Tel: +886 (0)2 2325 9850

Renewal of Student ID card:
If you lose your Student ID card and need to apply for a new card, simply:
1. Log into "myNTU" Services to register your Student ID card lost.
2. Visit the Cashier Division and pay the renewal cost of TWD 150, and then bring the receipt to apply for a new card at the Academic Affairs Division.
Because the online system for renewal of a student ID card is only available in Chinese, please ask your student volunteer to help you fill in the information required or visit the Office of Academic Affairs for assistance.

For undergraduate students:
Undergraduate Academic Affairs Division [註冊組]: +886 (0)2 3366 2388 ext 213
Room 106, 1st floor, Administration Building

For graduate students:
Graduate Academic Affairs Division [研教組]: +886 (0)2 3366 2388 ext 403
Room 210, 2nd floor, Administration Building

Bicycles and School Shuttle

Bicycles
Bicycles are used by most students on campus because they are the most convenient. There is a bike shop next to the College of Liberal Arts, where you can buy a new bicycle and have your bicycle repaired. There are also bike sellers on Xinhai Road (辛亥路). One of the best deals for exchange students is the second-hand bike auction held several times a semester at the Shuiyuan Campus (水源校區).

Only registered bikes can be parked on campus. Register your bike and then attach the campus ID sticker to your bike then park in the marked parking spaces. Bicycles parked illegally may be towed to the Shuiyuan Campus.
You can register your bike online at [臺大腳踏車管理系統] or complete the registration process at the office by the bicycle pound on the ShuiYuan campus.

School Shuttle Bus
If you are commuting between the Main Campus and the School of Medicine, the School of Social Sciences, or the Academia Sinica, there is a convenient school shuttle bus that you can ride free of charge by simply showing your NTU student ID to the driver.
The school shuttle bus stops at the Fu Bell on the main campus and at the College of Social Science and the College of Medicine on the branch campuses. The bus runs from Monday to Friday from 7am to around 6pm (with no operation on national holidays, school holidays, or winter and summer vacations).

You can download the campus shuttle bus schedule from the Office of General Affairs’ website.
Or contact:
Ms. Jhih-Jyung Jheng, General Services Division for the Main campus +886 (0)2 3366 2237
Mr. Shi-Lin Chen, College of Social Sciences +886 (0)2 2351 9641 ext 242
You can also easily take the MRT to reach the NTU campuses by yourself.
Chapter 5 Campus Life

Student Organization & Campus Activities

There are approximately 450 student clubs and societies at NTU. According to their nature and activities, they fall into 8 different categories: autonomous, academic, entertainment, service, arts, social, mixed, and physical fitness.

Tip 1: In March and September of each year the University organizes a Student Club Expo [學生社團博覽會]. Visit the Student Activity Division [課外活動組] website or NTU global lounge website for details.

Tip 2. NTU International Students' Association (NTUISA) [國際學生協會]

NTUISA consists primarily of international degree students but welcomes exchange and visiting students. NTUISA arranges the orientation reception and regularly holds activities to help new international students adapt to the environment and to provide them with opportunities to interact with one another. During the semester, NTUISA hosts short field trips, sports events and holiday celebrations.

Working/Employment

Exchange/Visiting students are not allowed to work in Taiwan because they do not fill the requirements to obtain a work permit. If you hold a job without a work permit, you can be fined TWD 30,000 to 150,000. However, it is acceptable for students to complete an unpaid internship or or volunteer work.

Transportation

■ Taipei Metro/ Mass Rapid Transit (MRT)

You can take the Taipei MRT at Gongguan Station on Roosevelt Road with your NTU student ID card – it can function as an Easy Card.

The Easy Card is a prepaid, rechargeable transportation card, which can be used on all Taipei buses, MRT trains, metro shuttle buses, and at Taipei Public Parking lots. It can be purchased at all MRT stations, and at most convenience stores in the Greater Taipei Area.

■ Taipei Bus

Buses in Taipei can take you to many more places than the MRT does. To get to NTU by bus, we recommend that you arrive at your bus stop 10 to 15 minutes in advance in case traffic is congested during peak hours.

■ Long Distance Bus

You can purchase long-distance bus tickets directly from the bus driver in cash (with no change given), or at counters of the Main Bus Station located next to the Taipei Railway Station (where change is given).

■ Taiwan Railway

The Taiwan Railway provides extensive rail services, including services to major sightseeing regions, around Taiwan at competitive prices. Two lines travel down the west coast, three lines cross the north, and several other lines serve the island’s southern and eastern regions.

■ Taiwan High Speed Rail

The Taiwan High Speed Rail has operated since 2006. It only takes about 1.5 to 2 hours to travel from Taipei to Kaoshiung’s Zuoying Station.

Other Information for International Students in Taiwan

Further details on a wide variety of topics are available via online government publications such as the Handy Guide for Foreigners.

Some other useful resources for foreigners in Taiwan:
2. Service Hotline +886 0800 024 111
3. www.tealit.com (Has articles, teaching resources, and apartment listings for those who wish to teach and live in Taiwan.)
4. www.communitycenter.org.tw (The Community Services Center, providing counseling services for a wide range of aspects on a 24/7 basis)
Student Appeal Procedure

If a student believes that the punishment is illegal or violated his/her rights, an appeal should be filed within 30 days starting from the next day of receiving the report.

Students

Student Union

Other Student Organization

Student Grievances Committee (SGC)

Written statement

Unit that issued the punishment

Finish arbitration

Send a copy of the report to the unit that issued the punishment.

Disagree

Agree

Adoption

Within 30 days starting from the next day of receiving the report, a statement of the defense with required related documents should be submitted to the Ministry of Education.

If disagrees with the decision, an appeal may be filed to the Administrative Court.

Appendices

在臺外籍人士法令宣導
Important Legal Information

為協助融入我國生活，請配合注意我國相關法令，以避免不慎觸法情事發生。

Please pay close attention to the legal rules as follows to prevent any unintentional violation.

<p>| 法令 | 違法類型 | 行為 | 罰則 |</p>
<table>
<thead>
<tr>
<th>Regulations</th>
<th>Offenses</th>
<th>Behavior Description</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>社會秩序維護法 Social Order Maintenance Law</td>
<td>妨害安寧秩序行為 Obstruction to tranquil order</td>
<td>1. 於公共場所或公共得行人之場所，醜聞滋事、謾罵喧嘩、不聽禁止者。 Acts of ignoring warning of his/her binge drinking behavior and causing troubles or making a clamor at a public place</td>
<td>新臺幣6,000元以下罰鍰 Fine: under TWD 6,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. 製造噪音或深夜喧嘩、妨害公眾安寧者。 Acts of making noises or a clamor at midnight which obstructing tranquil order</td>
<td>三日以下拘留或新臺幣12,000以下罰鍰 Detention under 3 days or a fine under TWD 12,000</td>
</tr>
<tr>
<td></td>
<td>妨害公務 Offenses of interference with public functions</td>
<td>1. 於公務員依法執行職務時，以顯然不當之言詞或行動加，尚未達強暴脅迫或侮辱之程度者。 Whoever insults, or imposes inappropriate words or actions upon official lawfully engaged in official duties not to the extent of brutality or slander</td>
<td>三年以下有期徒刑、拘役或300元以下罰金 Imprisonment under 3 years,detention, or a fine under TWD 300.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. 於公務員依法執行職務時，於其依法執行之職務公然侮辱者。 Insult or humiliate public officials when they are in the line of duty, or affront their official occupation</td>
<td>六月以下有期徒刑、拘役或100元以下罰金 Imprisonment under 6 months or a detention, with fine or being fined under TWD 100.</td>
</tr>
<tr>
<td>刑法 Criminal law</td>
<td>妨害公務 Offenses of interference with public functions</td>
<td>1. 對於公務員依法執行職務時，施以強暴脅迫或侮辱於其依法執行之職務公然侮辱者。 Violent act or threat to public officials when they are in the line of duty</td>
<td>三年以下有期徒刑、拘役或300元以下罰金 Imprisonment under 3 years,detention, or a fine under TWD 300.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. 於公務員依法執行職務時，當場侮辱，或對於其依法執行之職務公然侮辱者。 Insult or humiliate public officials when they are in the line of duty, or affront their official occupation</td>
<td>六月以下有期徒刑、拘役或100元以下罰金 Imprisonment under 6 months or a detention, with fine or being fined under TWD 100.</td>
</tr>
</tbody>
</table>

~ 臺北市政府警察局大安分局 關心您 Daan Police Precinct ~
報案電話Report line : 110
# 2015/2016 NTU Academic Calendar

## First (fall) Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>August</strong></td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>First Semester course information available online</td>
</tr>
<tr>
<td>17-20</td>
<td>First online course selection period</td>
</tr>
<tr>
<td>25-27</td>
<td>Second online course selection period</td>
</tr>
<tr>
<td><strong>September</strong></td>
<td></td>
</tr>
<tr>
<td>08-09</td>
<td>Airport shuttle service available</td>
</tr>
<tr>
<td>08-09</td>
<td>Dorm check-in begins</td>
</tr>
<tr>
<td>10</td>
<td>Orientation for new international students</td>
</tr>
<tr>
<td>11</td>
<td>Registration for new international students</td>
</tr>
<tr>
<td>12</td>
<td>Welcome Mixer for New (Inter)national Students</td>
</tr>
<tr>
<td>13</td>
<td>General Chinese Course registration &amp; placement test</td>
</tr>
<tr>
<td>14</td>
<td>First Semester classes begin</td>
</tr>
<tr>
<td>14</td>
<td>Online course add/drop period begins</td>
</tr>
<tr>
<td>26</td>
<td>Deadline to add online courses</td>
</tr>
<tr>
<td>27</td>
<td>Deadline to drop online courses</td>
</tr>
<tr>
<td>28</td>
<td>Mid-Autumn Festival (holiday)</td>
</tr>
<tr>
<td><strong>October</strong></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Course selection results available online</td>
</tr>
<tr>
<td>09</td>
<td>Deadline for confirming course selection results</td>
</tr>
<tr>
<td>09-10</td>
<td>National Day (holiday)</td>
</tr>
<tr>
<td><strong>November</strong></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>NTU Study Abroad Fair</td>
</tr>
<tr>
<td>09-13</td>
<td>Midterm exam period</td>
</tr>
<tr>
<td>15</td>
<td>University Anniversary (no class)</td>
</tr>
<tr>
<td><strong>December</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Deadline for changing duration of Entry Permit</td>
</tr>
<tr>
<td>11</td>
<td>Deadline for course withdrawal</td>
</tr>
<tr>
<td><strong>2016</strong></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td></td>
</tr>
<tr>
<td>01</td>
<td>New Year's Day (holiday)</td>
</tr>
<tr>
<td>08</td>
<td>First Semester classes end</td>
</tr>
<tr>
<td>11-15</td>
<td>Final exam period</td>
</tr>
<tr>
<td>18</td>
<td>Winter Vacation begins</td>
</tr>
</tbody>
</table>

## Second (spring) Semester

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2016</strong></td>
<td></td>
</tr>
<tr>
<td>January</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Second Semester course information available online</td>
</tr>
<tr>
<td>18-21</td>
<td>First online course selection period</td>
</tr>
<tr>
<td>26-28</td>
<td>Second online course selection period</td>
</tr>
<tr>
<td><strong>February</strong></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Chinese New Year's Eve</td>
</tr>
<tr>
<td>08-14</td>
<td>Chinese New Year Holiday</td>
</tr>
<tr>
<td>17</td>
<td>Airport shuttle service available</td>
</tr>
<tr>
<td>18-20</td>
<td>Dorm Check-in begins</td>
</tr>
<tr>
<td>18</td>
<td>Orientation for new international students</td>
</tr>
<tr>
<td>19</td>
<td>Registration for new international students</td>
</tr>
<tr>
<td>20</td>
<td>General Chinese course registration and placement test for international students</td>
</tr>
<tr>
<td>22</td>
<td>Second Semester classes begin</td>
</tr>
<tr>
<td>22</td>
<td>Online course add/drop begins</td>
</tr>
<tr>
<td>28-29</td>
<td>Peace Memorial Day (holiday)</td>
</tr>
<tr>
<td><strong>March</strong></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Deadline to add online courses</td>
</tr>
<tr>
<td>06</td>
<td>Deadline to drop online courses</td>
</tr>
<tr>
<td>14</td>
<td>Course selection results available online</td>
</tr>
<tr>
<td>18</td>
<td>Deadline to confirm course selection results</td>
</tr>
<tr>
<td><strong>April</strong></td>
<td></td>
</tr>
<tr>
<td>1-5</td>
<td>Spring Break (no class)</td>
</tr>
<tr>
<td>18-22</td>
<td>Midterm exam period</td>
</tr>
<tr>
<td><strong>May</strong></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Deadline for course withdrawal</td>
</tr>
<tr>
<td><strong>June</strong></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Deadline for changing duration of Entry Permit</td>
</tr>
<tr>
<td>9-10</td>
<td>Dragon Boat Festival (holiday)</td>
</tr>
<tr>
<td>17</td>
<td>Second Semester classes end</td>
</tr>
<tr>
<td>20-24</td>
<td>Final exam period</td>
</tr>
<tr>
<td>27</td>
<td>Summer Vacation begins</td>
</tr>
</tbody>
</table>
NTU Academic Programs

**College of Liberal Arts** 文學院
Chinese Literature 中國文學系
Foreign Languages and Literatures 外國語文學系
History 歷史學系
Philosophy 哲學系
Anthropology 人類學系
Library and Information Science 圖書資訊學系
Japanese Language and Literature 日本語文學系
Drama and Theatre 戲劇學系
Art History * 藝術史研究所
Linguistics * 語言學研究所
Musicology * 音樂學研究所
Taiwan Literature * 臺灣文學研究所
Graduate Program of Teaching Chinese as a Second Language* 華語教學碩士學位學程
Graduate Program in Translation and Interpretation* 翻譯碩士學位學程

**College of Science** 理學院
Mathematics 數學系
Physics 物理學系
Chemistry 化學系
Psychology 心理學系
Geosciences 地質學系
Geography 地理環境資源學系
Atmospheric Sciences 大氣科學系
Oceanography * 海洋研究所
Astrophysics * 天文物理研究所
Applied Physics * 應用物理學研究所
Institute of Applied Mathematical Sciences * 應用數學科學研究所

**College of Social Science** 社會科學院
Political Science 政治學系
Economics 經濟學系
Sociology 社會學系
Social Work 社會工作學系
National Development * 國家發展研究所
Journalism * 新聞研究所
Graduate Institute of Public Affairs * 公共事務研究所

**College of Bio-Resources and Agriculture** 生物資源暨農學院
Agronomy 農藝學系
Bioenvironmental Systems Engineering 生物環境系統工程學系
Agricultural Chemistry 農業化學系
Plant Pathology and Microbiology 植物病理與微生物學系
Entomology 昆蟲學系
Forestry and Resource Conservation 森林環境暨資源學系
Animal Science and Technology 動物科學技術學系
Agricultural Economics 農業經濟學系
Horticulture and Landscape Architecture 園藝景觀學系
Bio-Industry Communication and Development 生物產業傳播暨發展學系

**College of Management** 管理學院
Business Administration 工商管理學系
Accounting 會計學系
Finance 財務金融學系
International Business 國際企業學系
Information Management 資訊管理學系
Graduate Institute of Business Administration * 商學研究所

**College of Public Health** 公共衛生學院
Public Health 公共衛生學系
Health Policy and Management * 健康政策與管理研究所
Occupational Medicine and Industrial Hygiene * 職業醫學與工業衛生研究所
Epidemiology and Preventive Medicine * 流行病學與預防醫學研究所
Environmental Health * 環境衛生研究所
Master of Public Health Degree Program * 公共衛生碩士學位學程

**School of Dentistry** 牙醫專業學院
Dentistry 牙醫學系
Clinical Dentistry * 臨床牙醫學研究所
Oral Biology * 口腔生物科學研究所

**College of Medicine** 醫學院
Medicine 醫學系
Nursing 護理學系
Clinical Laboratory Sciences and Medical Biotechnology 醫學檢驗暨生物技術學系
Physical Therapy 物理治療學系
Occupational Therapy 職能治療學系
Clinical Medicine * 臨床醫學研究所
Toxicology * 毒理學研究所
Molecular Medicine * 分子醫學研究所
Pharmacology * 藥理學研究所
Immunology * 免疫學研究所
Biomedical Engineering * 醫學工程研究所
Microbiology * 偽生物學研究所
Physiology * 生理學研究所
Pathology * 病理學研究所
Anatomy and Cell Biology * 解剖學暨細胞生物學研究所
Oncology * 腫瘤醫學研究所
Graduate Institute of Oral Biology 口腔生物科學研究所
Ph.D. of Translational Medicine Program * 轉譯醫學博士學位學程
Graduate Institute of Medical Education & Bioethics * 醫學教育暨生醫倫理研究所
Medical Genomics and Proteomics * 基因體暨蛋白體醫學研究所
Forensic Medicine * 法醫學研究所
Biochemistry and Molecular Biology * 生物化學暨分子生物學研究所
Brain and Mind Sciences * 腦與心智研究所
School of Pharmacy 藥學專業學院
Pharmacy 藥學系
Clinical Pharmacy * 臨床藥學研究所

College of Engineering 工學院
Civil Engineering 土木工程學系
Mechanical Engineering 機械工程學系
Chemical Engineering 化學工程學系
Engineering Science and Ocean Engineering 工程科學及海洋工程學系
Materials Science and Engineering 材料科學與工程學系
Environmental Engineering * 環境工程學研究所
Applied Mechanics * 應用力學研究所
Building and Planning * 建築與城鄉研究所
Industrial Engineering * 工業工程學研究所
Biomedicine Engineering * 醫學工程研究所
Polymer Science and Engineering * 高分子科學與工程學研究所

College of Electrical Engineering and Computer Sciences 電機資訊學院
Electrical Engineering 電機工程學系
Computer Science and Information Engineering 資訊工程學系
Photonics and Optoelectronics * 光電工程學研究所
Communication Engineering * 電信工程學研究所
Electronics Engineering * 電子工程學研究所
Networking and Multimedia * 資訊網路與多媒體研究所
Biomedical Electronics and Bioinformatics * 生醫電子與資訊學研究所

College of Law 法律學院
Law 法律學系
Interdisciplinary Legal Studies * 科際整合法律學研究所

College of Life Science 生命科學院
Life Science 生命科學系
Biochemical Science and Technology 生化科技學系
Plant Biology * 植物科學研究所
Biochemical Sciences * 生化科學研究所
Fisheries Science * 漁業科學研究所
Ecology and Evolutionary Biology * 生態學與演化生物學研究所
Molecular and Cellular Biology * 分子與細胞生物學研究所
Genome and Systems Biology Degree Program * 基因體與系統生物學學位學程

School of Veterinary Medicine 獸醫學學院
Veterinary Medicine 獸醫學系
Veterinary Clinical Science * 臨床動物醫學研究所
Molecular and Comparative Pathobiology * 分子暨比較病理生物學研究所

Center for General Education 共同教育中心
Master Program in Statistics of National Taiwan University * 統計碩士學位學程

*Star signs indicate Graduate Institute only.
Appendices

École Polytechnique 巴黎高等綜合理工學院
Institut d'Études Politiques de Paris (Sciences Po) 巴黎高等政治學院
MINES ParisTech 巴黎高等礦業學院
Université Catholique de Lille 里爾天主教大學
Université de Rennes 1 勒南第一大學
Université de Technologie de Troyes 特魯瓦科技大學
Université Jean Moulin Lyon 3 尚普蘭里昂第三大學
Université Joseph Fourier Grenoble 科諾伯勒第一大學
Université Paris-Sud (University Paris Sud 11) 南巴黎大學（巴黎第十一大學）
Université Pierre et Marie Curie 皮耶及瑪麗居禮大學
Université Paris 13 巴黎第十三大學
Université Paris Ouest Nanterre La Défense 巴黎大學農泰爾拉德芳斯

Germany 德國
Albert-Ludwigs-Universität Freiburg 弗萊堡大學
Eberhard Karls Universität Tübingen 杜賓根大學
Freie Universität Berlin 柏林自由大學
Friedrich-Alexander-Universität Erlangen-Nürnberg 艾朗根-紐倫堡大學
Humboldt-Universität zu Berlin 柏林洪堡大學
Karlsruher Institut für Technologie 卡爾斯魯大學
Ludwig-Maximilians-Universität München 慕尼黑大學
Ruhr – Universität Bochum 魯耳波洪大學
Ruprecht-Karls-Universität Heidelberg 海德堡大學
RWTH Aachen Universität 亞琛大學
Technische Universität Berlin 柏林工業大學
Technische Universität Dortmund 多特蒙工業大學
Technische Universität München 慕尼黑工業大學
Universität Bonn 波昂大學
Universität Hamburg 漢堡大學
Universität Konstanz 康斯坦茨大學
Universität Mannheim 曼漢姆大學
Universität of Stuttgart 斯圖加特大學
Universität Ulm 烏爾ム大學

Hong Kong 香港
City University of Hong Kong 香港城市大學
The Chinese University of Hong Kong 香港中文大學
The Hong Kong Polytechnic University 香港理工大學
The University of Hong Kong 香港大學

Iceland 冰島
University of Iceland 冰島大學

Israel 以色列
Technion-Israel Institute of Technology 以色列理工大學

Italy 義大利
Catholic University of the Sacred Heart 聖心天主教大學
University of Bologna 波隆納大學

Japan 日本
Akita International University 國際教養大學
Aoyama Gakuin University 青山學院大學
Doshisha University 同志社大學
Hokkaido University 北海道大學
Kyoto University 京都大學
Kyushu University 九州大學
Kwansei Gakuin University 關西學院大學
Kobe University 神戶大學
Kyoto University 京都大學
Meiji University 明治大學
Nagasaki University 長崎大學
Nagoya University 名古屋大學
Nagoya University of Foreign Studies 名古屋外國語大學
Nihon University 日本大學
Ochanomizu University 御茶水女子大學
Okayama University 岡山大學
Osaka University 大阪大學
Ritsumeikan University 立命館大學
Soka University 創價大學
Sophia University 上智大學
Tokyo Gakugei University 東京學藝大學
Tokyo Institute of Technology 東京工業大學
Tokyo University of Foreign Studies 東京外國語大學
University of Hyogo 兵庫縣立大學
University of the Ryukyus 琉球大學
University of Tokyo 東京大學
University of Tsukuba 筑波大學
Waseda University 早稻田大學
Yokohama National University 橫濱國立大學

Korea 韓國
Ewha Womans University 梨花女子大學
Hanyang University 漢陽大學
Korea Advanced Institute of Science and Technology 韓國科學技術院
Korea University 高麗大學
Pohang University of Science and Technology (POSTECH) 潘珞科技大學
Pusan National University 釜山大學
Seoul National University 首爾國立大學
Sunchon National University 顺天大學
Sungkyunkwan University 成均館大學
Yonsei University 延世大學

Latvia 拉脫維亞
University of Latvia 拉脫維亞大學

Republic of Lithuania 立陶宛
Kaunas University of Technology 考納斯理工大學
Vilnius University 維爾紐斯大學

Macau 澳門
University of Macau 澳門大學

Mainland China 中國大陸
Beihang University 北京航空航天大學
Beijing Normal University 北京師範大學
China Agriculture University 中國農業大學
Chongqing University 重慶大學
Dalian University of Technology 大連理工大學
Fudan University 復旦大學
Guizhou University 貴州大學
Harbin Institute of Technology 哈爾濱工業大學
Huazhong University of Science & Technology 華中科技大學
Inner Mongolia University 內蒙古大學
Jilin University 吉林大學
Lanzhou University 蘭州大學
LiaoCheng University 莱蕪大學
Nanjing University 南京大學
Nankai University 南開大學
Peking University 北京大學
Shandong University 山東大學
Shanghai Jiao Tong University 上海交通大學
Sichuan University 四川大學
Southeast University 東南大學
Sun Yat-sen University 中山大學
Tianjin University 天津大學
Tsinghua University 清華大學
University of Science and Technology of China 中國科學技術大學
Wuhan University 武漢大學
Wuhan University of Technology 武漢理工大學
Xiamen University 厦門大學
Xi'an Jiaotong University 西安交通大學
Zhejiang University 浙江大學

Mexico 墨西哥
Universidad Nacional Autónoma de México 墨西哥國立自治大學

Mongolia 蒙古
National University of Mongolia 蒙古國立大學

The Netherlands 荷蘭
Free University of Amsterdam 阿姆斯特丹自由大學
Leiden University 萊頓大學
Maastricht University 馬士垂克大學
University of Groningen 聖洛寧恩大學
Utrecht University 倫特列茲大學

New Zealand 新西蘭
The University of Auckland 奧克蘭大學
Victoria University of Wellington 威靈頓維多利亞大學

Norway 挪威
University of Oslo 奧斯陸大學

Poland 波蘭
University of Warsaw 華沙大學

Portugal 葡萄牙
Universidade do Porto 波爾圖大學

Russia 俄羅斯
Lomonosov Moscow State University 莫斯科國立大學
Saint Petersburg State University 聖彼得堡國立大學

Saudi Arab 沙烏地阿拉伯
King Abdullah University of Science and Technology (KAUST) 阿布杜拉國立科技大學

Singapore 新加坡
Nanyang Technological University 南洋理工大學
National University of Singapore 新加坡國立大學
Singapore Management University 新加坡管理大學

South Africa 南非
Stellenbosch University 斯泰倫博斯大學

Spain 西班牙
Complutense University of Madrid 馬德里大學
University Autónoma de Madrid 馬德里自治大學
Universidad Politécnica de Madrid 马德里技術大學
Universitat Autònoma de Barcelona 巴塞隆納自治大學
Universitat Pompeu Fabra 廣莫胡法大學
University of Salamanca 薩拉曼卡大學
University of Santiago de Compostela 聖地牙哥孔波斯特拉大學

Malaysia 馬來西亞
Universiti Sains Malaysia 馬來西亞理科大學
Universiti Teknologi Malaysia 馬來西亞理工大學
University of Malaya 馬來亞大學
**Appendices**

**Sweden 瑞典**
- Kungliga Tekniska högskolan (KTH) 皇家理工学院
- Linköping University 林雪平大学
- Lund University 隆德大学
- Stockholm University 斯德哥尔摩大学
- Umeå University 優密歐大學
- Uppsala University 烏普薩拉大學

**Switzerland 瑞士**
- University of Bern 伯恩大学
- Universität St.Gallen 聖加倫大學
- University of Lausanne 洛桑大学

**Thailand 泰國**
- Asian Institute of Technology 亞洲理工學院
- Chulalongkorn University 朱拉隆功大學
- Thammasat University 國立法政大學

**Turkey 土耳其**
- Fatih University 法提赫大學
- Koç University 柯克大學
- Middle East Technological University (METU) 中東科技大學

**United Kingdom / UK 英國**
- University of Edinburgh 愛丁堡大學
- University of Manchester 曼徹斯特大學
- University of Southampton 南安普頓大學
- University of Sussex 薩塞克斯大學

**USA 美國**
- Arizona State University 亞利桑那州立大學
- California State University 加州州立大學 (university wide)
- George Mason University 喬治梅森大學
- Hawaii Pacific University 夏威夷太平洋大學
- North Carolina State University 北卡羅萊納州立大學
- Rutgers University 新澤西州立羅格斯大學
- State University of New York at Albany 紐約州立大學阿爾伯尼校區
- Temple University 天普大學
- The University of Georgia 喬治亞大學
- The University of North Carolina at Chapel Hill 北卡羅萊納大學教堂山分校
- The University of Oklahoma 奧克拉荷馬大學
- The University of Utah 猶他大學
- University of California 加州大學 (university wide)
- University of Cincinnati 辛辛那提大學
- University of Hawai'i at Hilo 夏威夷大學希羅校區
- University of Hawai'i at Manoa 夏威夷大學馬諾校區
- University of Illinois at Chicago 伊利諾大學芝加哥校區

*The above is a list of partner institutions which have university-level student exchange agreements with NTU.*
# List of Embassies and Missions in Taiwan

<table>
<thead>
<tr>
<th>Country</th>
<th>Address</th>
<th>Telephone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia</td>
<td>Australian Commerce and Industry Office</td>
<td>+886 (0) 2713 2626</td>
<td><a href="http://www.ait.org.tw">www.ait.org.tw</a></td>
</tr>
<tr>
<td>Austria</td>
<td>Austrian Office, Taipei</td>
<td>+886 (0) 8780 3011</td>
<td><a href="http://www.mtc.org.tw">www.mtc.org.tw</a></td>
</tr>
<tr>
<td>Belgium</td>
<td>Belgian Office, Taipei</td>
<td>+886 (0) 2713 2105</td>
<td><a href="http://www.mfa.gov.tw">www.mfa.gov.tw</a></td>
</tr>
<tr>
<td>Brazil</td>
<td>Commercial Office of Brazil, Taipei</td>
<td>+886 (0) 2713 2101</td>
<td><a href="http://www.mfa.gov.tw">www.mfa.gov.tw</a></td>
</tr>
<tr>
<td>Canada</td>
<td>Canadian Trade Office in Taipei</td>
<td>+886 (0) 2713 2101</td>
<td><a href="http://www.mfa.gov.tw">www.mfa.gov.tw</a></td>
</tr>
<tr>
<td>Chile</td>
<td>Chilean Trade Office, Taipei</td>
<td>+886 (0) 2713 2101</td>
<td><a href="http://www.mfa.gov.tw">www.mfa.gov.tw</a></td>
</tr>
<tr>
<td>Czech Republic</td>
<td>Czech Economic and Cultural Office, Taipei</td>
<td>+886 (0) 2713 2101</td>
<td><a href="http://www.mfa.gov.tw">www.mfa.gov.tw</a></td>
</tr>
<tr>
<td>Denmark</td>
<td>Trade Commission of Denmark, Taipei</td>
<td>+886 (0) 2713 2101</td>
<td><a href="http://www.mfa.gov.tw">www.mfa.gov.tw</a></td>
</tr>
<tr>
<td>Finland</td>
<td>Finpro, Finland Trade Center</td>
<td>+886 (0) 2713 2101</td>
<td><a href="http://www.mfa.gov.tw">www.mfa.gov.tw</a></td>
</tr>
<tr>
<td>France</td>
<td>French Institute in Taipei</td>
<td>+886 (0) 2713 2101</td>
<td><a href="http://www.mfa.gov.tw">www.mfa.gov.tw</a></td>
</tr>
<tr>
<td>Germany</td>
<td>German Institute, Taipei</td>
<td>+886 (0) 2713 2101</td>
<td><a href="http://www.mfa.gov.tw">www.mfa.gov.tw</a></td>
</tr>
<tr>
<td>Hong Kong</td>
<td>Hong Kong Economic, Trade and Culture Office</td>
<td>+886 (0) 2713 2101</td>
<td><a href="http://www.mfa.gov.tw">www.mfa.gov.tw</a></td>
</tr>
<tr>
<td>Ireland</td>
<td>The Institute for Trade and Investment of Ireland</td>
<td>+886 (0) 2713 2101</td>
<td><a href="http://www.mfa.gov.tw">www.mfa.gov.tw</a></td>
</tr>
<tr>
<td>Israel</td>
<td>Israeli Economic and Cultural Office in Taipei</td>
<td>+886 (0) 2713 2101</td>
<td><a href="http://www.mfa.gov.tw">www.mfa.gov.tw</a></td>
</tr>
<tr>
<td>Japan</td>
<td>Interexchange Association(Japan), Taipei Office</td>
<td>+886 (0) 2713 2101</td>
<td><a href="http://www.mfa.gov.tw">www.mfa.gov.tw</a></td>
</tr>
<tr>
<td>Korea</td>
<td>Korean Mission in Taipei</td>
<td>+886 (0) 2713 2101</td>
<td><a href="http://www.mfa.gov.tw">www.mfa.gov.tw</a></td>
</tr>
</tbody>
</table>

Malaysia: Ministry of Foreign Affairs, Malaysia
Tel: +886 (0) 2713 2626; [www.kln.gov.my/web/twn_taipei/home](http://www.kln.gov.my/web/twn_taipei/home)

Mexico: Oficina de Enlace de Mexico en Taiwan
Tel: +886 (0) 2757 6566; [www.sre.gob.mx/taiwan/index.php/zh/informacion-de-visas](http://www.sre.gob.mx/taiwan/index.php/zh/informacion-de-visas)

Mongolia: Ulaanbaatar Trade and Economic Office in Taipei
Tel: +886 (0) 2722 9740; [www.moc.taiwan.org/mp.asp?mp=641](http://www.moc.taiwan.org/mp.asp?mp=641)

New Zealand: New Zealand Commerce and Industry Office
Tel: +886 (0) 2720 5228; [www.nzcio.com](http://www.nzcio.com)

The Netherlands: Netherlands Trade and Investment Office
Tel: +886-2-2713-5760; [www.ntio.org.tw](http://www.ntio.org.tw)

Russia: Representative Office in Taipei for the Moscow-Taipei Coordination Commission on Economic and Cultural Cooperation
Tel: +886 (0) 2780 3011; [www.mtc.org.tw](http://www.mtc.org.tw)

Singapore: Singapore Trade Office in Taipei
Tel: +886 (0) 2720 1940; [www.singaporetradeoffice.gov.sg](http://www.singaporetradeoffice.gov.sg)

South Africa: Liaison Office of South Africa
Tel: +886 (0) 2187 5888; [www.southafrica.org.tw/default.htm](http://www.southafrica.org.tw/default.htm)

Spain: Spanish Chamber of Commerce
Tel: +886 (0) 2518 4905; [taipei@comercio.mityc.es](http://taipei@comercio.mityc.es)

Sweden: Exportracted Taipei, Swedish Trade Council
Tel: +886 (0) 2757 6573; [www.swedishtrade.se/taiwan](http://www.swedishtrade.se/taiwan)

Switzerland: Trade Office of Swiss Industries
Tel: +886 (0) 2720 1001; [www.swiss.org.tw](http://www.swiss.org.tw)

Thailand: Thailand Trade and Economic Office
Tel: +886 (0) 2518 1979; [www.itco.org.tw](http://www.itco.org.tw)

The Netherlands: Netherlands Trade & Investment Office
Tel: +886 (0) 2518 1979; [www.itco.org.tw](http://www.itco.org.tw)

Turkey: Turkish Trade Office in Taipei
Tel: +886 (0) 2757 7318; [www.taipei-trade.gov.tr](http://www.taipei-trade.gov.tr)

United Kingdom: British Trade and Cultural Office
Tel: +886 (0) 8758 2088; [http://ukintaiwan.fco.gov.uk](http://ukintaiwan.fco.gov.uk)

United States: United States of America
Tel: +886 (0) 2162 2000; [www.aiit.org.tw](http://www.aiit.org.tw)
Regulations Governing the NTU Student Appeal

Chapter 1 General Principle

Article 1 (Source of law)
In accordance with the provisions set forth in Paragraph 4, Article 33 of the University Act, and Article 54 of Organic Regulations of NTU, the regulations stipulated in this document have been enacted to ensure the rights and interests of students in life, learning and education by establishing the student appeal system.

Article 2 (Main responsible unit)
Appeals made by students, students’ unions or other student-related self-government organizations shall be handled by the Student Grievances Committee (SGC). The organization, responsibilities and function of the SGC will be set separately.

Chapter 2 Appeals

Article 3 (Eligibility, Reason for Appeal and Identity)
If a student receives punishment for violations related to their life, learning and education and believes that the punishment violates his/her rights, s/he can apply for an appeal to the SGC in accordance with these regulations. If a students’ union or other student-related self-government organization disagrees with a punishment or a resolution issued by NTU, they can submit an appeal to SGC. The “student” mentioned above refers to a person who held NTU student status during the time of violation.

Article 4 (Appeal Deadline)
An appeal should be submitted within thirty days after the following day of when the punishment was administered; overdue appeal submissions will not be accepted.

The appellant may apply for a request to appeal by citing a force majeure to SGC after the ten-day deadline has passed. However, if the appeal deadline has been overdue for more than one year, the request will not be accepted. If the deadline falls on a holiday (excluding winter and summer vacation), the following day after the holiday will be the deadline.

Article 5 (Method of Appeal)
The appellant should submit an appeal via a written statement to SGC.

Article 6 (Appeal Contents)
The appellant should state the following information and sign the written appeal statement:
1. Name, age, gender, department, student ID number, contact address and phone number of the appellant
2. The unit that issued the punishment
3. The subject, facts and the reason(s) for the appeal
4. Date of the appeal, including year, month and day
5. Evidentiary support

If the SGC considers a written appeal statement to be non-compliant but correctable, a correction notice should be issued to the appellant within seven days; the correction time should be deducted from the arbitration period. If the issue at hand involves multiple persons, no more than three representative appellants may submit the appeal; a letter of authorization is also required.

Article 7 (Arbitration Preparation Procedures)
When the SGC receives a written appeal statement, the chairman of the SGC shall conduct the preparation procedures and, if necessary, invite at least three members from legal or related backgrounds as well as student members to form a preparation team to conduct the preparation procedures. In the preparation procedures, the following tasks should be conducted:
1. Determine whether the appeal meets the provisions of these regulations
2. Identify the object of dispute, facts and reasons for the appeal
3. Specify the members of related parties attending the arbitration meeting
4. Send a copy of the written appeal statement to the unit that issued the punishment and respond to the contents of the written appeal statement
5. Arrange other related matters for the preparation of arbitration
Both the appellant and the unit that issued the punishment may recommend candidates from the related parties. The matters prepared in the preparation procedures should be listed as a written record and submitted to the senior clerk of the SGC. The results should be sent to the unit that issued the punishment and to the appellant.

**Article 8 (The duties of the unit that issued the punishment)**

The unit that issued the punishment should present the original punishment, a response, and related documents for the appeal to the SGC and the appellant within ten days of the day after receiving the photocopy of the written appeal statement. If the unit that issued the punishment considers the appeal reasonable, that unit should then revoke or modify the original punishment and inform the SGC. If the unit that issues the punishment does not present a response and related documents for the appeal, the SGC shall make its own decision.

**Article 9 (Withdrawal of Appeal)**

The appellant may withdraw all or part of his/her appeal before the resolution report of arbitration is served. After the appellant withdraws the appeal, s/he should not apply for another appeal on the same matter.

**Article 9-1 (ne bis in idem)**

An appeal filed by students, students’ unions or other student-related self-government organizations on the same matter shall be based on the principle of non bis in idem (not twice in the same).

**Article 10 (Noncompliant or Overdue Appeals)**

If the appeal is not in accordance with the provisions set forth in Article 3 or Article 4 of these regulations, the SGC shall revoke the appeal in writing and advise on how to handle it.

**Article 10-1 (Inform the parties concerned)**

The SGC should inform the appellant, the unit that issued the punishment and all other related parties to be present for a briefing before starting the arbitration.

---

### Chapter 3 Arbitration

**Article 11 (Arbitration Period)**

The SGC should complete arbitration within 30 days after receiving the written appeal statement. If an extension is necessary, the SGC should notify the appellant. One extension is allowed but it shall never exceed two months. The arbitration deadline shall not be extended if an appeal involves withdrawal, expulsion or other similar cases.

**Article 11-1 (Investigation Team)**

The SGC shall resolve to establish an investigation team. In principle, the investigation team consists of 3 to 5 members of SGC.

**Article 12 (The Mode of Arbitration)**

Arbitration should be conducted without bias and shall remain confidential. In the arbitration, the first order of business should be to determine whether the appeal is in accordance with the provisions of these regulations. The results of the arbitration, including the reasons for accepting or revoking the appeal, should be agreed upon by the majority of all members of the SGC. If the related parties, after being legally notified, fail to present a response before the deadline, participate in the arbitration meeting on time, or make a detailed explanation with proper reasons, the SGC shall directly make a decision after considering the overall information and related evidence.

**Article 13 (Confidentiality)**

For the arbitration, the individual opinions and voting decisions of the members’ should be kept confidential within the SGC.

**Article 13-1 (The Undergraduate Application)**

For appeals regarding withdrawal, expulsion or other similarly related cases, the concerned NTU unit should, in accordance with the appellant’s written application, maintain the appellant’s undergraduate student status at NTU before the resolution is reached at arbitration. After receiving the appellant’s application, the concerned NTU unit should request the comments from SGC’s members, consider the appellant’s condition of life and learning, and respond to the appellant within 7 days via a written document stating the rights and obligations that come with student status.
The undergraduate student at NTU mentioned in the above two paragraphs should handle his/her own documents including: performance evaluation, courses, and punishment & reward. NTU would not issue a diploma in this case.

Article 14 (The Contents of the Resolution Report)
A resolution report on the arbitration should include the following:
1. Appellant’s name, age, gender, department, student ID number, contact address and phone number
2. Unit that issued the punishment
3. Facts, cause and verdict
4. Unit that issued the resolution
5. Date: year, month and day
Appeals that have been rejected should be made into a resolution report in which the facts may not be recorded.

The resolution report from the arbitration mentioned in the above two paragraphs should be made in accordance with Paragraph 1 or Paragraph 3, Article 16 of these regulations, and should state the remedy for disagreement(s) with the resolution report.

Article 15 (Validity of the Arbitration)
The resolution report made by SGC shall be confirmed by its members, and after being presented to the NTU President for approval, the report will then be sent to the appellant and the unit that issued the punishment.

If the unit believes the resolution violates the rules or is inconsistent with the facts, it should present the specific facts on an application for reconsideration to the NTU President and send a copy to the SGC within 10 days of receiving a copy of the resolution report. However, the application for reconsideration is limited to one time. If the NTU President believes that additional supplemental information is necessary for reconsideration, the NTU President may ask the unit that issued the punishment to provide said information within 3 days.

If the President does not receive the application for reconsideration within the specified time period, or believes there is no longer a valid reason for reconsideration after receiving the application, or if the unit that issued the punishment does not provide supplemental information within the specified time period, the President reserves the right to directly overrule the application for reconsideration.

If the President thinks reconsideration is necessary after receiving the application for reconsideration, the President should present the application to SGC for reconsideration within 10 days. Before the reconsideration procedures commences, the SGC should notify the applicant and appellant upon receiving the President's instruction for reconsideration.

Chapter 4 Petition

Article 16 (Petition and Litigation)
Students who received administrative punishment from NTU and applied for an appeal to the NTU’s SGC but disagrees with their decision may legally file an administrative appeal with the resolution report and petition document to the Ministry of Education within 30 days starting from the next day of receiving the report.

Upon receiving the petition, NTU shall submit the statement of defense with the required related documents to the Ministry of Education as soon as possible.

If the appellant bypasses NTU procedures and directly submits a petition against the administrative punishment from NTU to the Ministry of Education, the Ministry of Education shall return the petition to the University which will deal with the petition in accordance with the guidelines set forth in this document.

If the appellant submits a petition for matters other than administrative punishment to NTU but disagrees with its decision, the appellant may file a suit and request remedies according to the nature of the matter.

Article 17 (Resuming Study)
The procedures for the counseling and handling of relief obtained from administrative appeals and administrative litigation are as follows:
1. If a decision of withdrawal or expulsion is overturned or modified for a student to resume his/her studies but the student is unable to resume his/her studies immediately due to some special reasons, NTU should provide him/her advisement in resuming their studies. For draftees who have already reported for military service and cannot resume their studies after their military service must have applied for a leave of absence before leaving the University for their military service.

2. If a decision of withdrawal or expulsion is overturned or modified for a student to resume his/her studies, the withdrawal should be revoked according to NTU's policy.

Article 18 (Litigation Effectiveness)
While the arbitration is being conducted, the appellant or any other related parties who have filed a petition or any kind of lawsuit regarding the appeal or its related matters should notify the SGC via a written statement.
The SGC should stop the arbitration after receiving the written statement and notify the appellant; after the reason to halt arbitration has been eliminated, the SGC may continue the arbitration and notify the appellant via a written statement.
The arbitration decision for the entire or part of the appeal should be based on whether the legal relations of the petition or litigation is admissible or not. The SGC should stop the arbitration before the petition or proceedings have concluded and send a written notice to the appellant; after the reason to halt arbitration has been eliminated, SGC should continue the arbitration and send a written notice to the appellant.
The provisions of foregoing three paragraphs do not apply to appeals regarding withdrawal, expulsion or similar punishments.

Chapter 5 Supplementary Provisions

Article 19 (Appeals for Gender Equality)
Appeals filed for matters related to sexual assault, sexual harassment or sexual bullying shall be handled by provisions set forth in Paragraph 2, Article 28 of Gender Equality Education Act; appeals filed for matters mentioned in the provisions of Gender Equality Education Act shall be handled in accordance with the provisions of the same Act.

Article 20 (Enforcement Date)
These regulations go into effect on the date of release which is after these regulations have been passed by the Student Counseling Committee and University administration, and approved by the Ministry of Education.