## Important Dates

### First Semester
August 1, 2018 – January 31, 2019

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NTU calendar: www.aca.ntu.edu.tw/calendar.asp
Dear Students:

Throughout history worldwide, countless travelers have traversed miles to study, explore, venture, or impart – all to pursue and actualize their dreams. Circa 552-479 BC, Confucius perambulated state to state to propagate Confucianism. In 629-643, Tripitaka Master Xuanzang trekked to India to acquire Buddhist scriptures and returned to Chiang’an to further his knowledge of foreign languages and Buddhism. In 1266 Marco Polo and his family peregrinated along the Silk Route into China, followed by the travelogue *The Travels of Marco Polo* to have unveiled the mysterious Orient to the western world. In 1492, Christopher Columbus, sponsored by the Spanish Catholic Monarchs Ferdinand II and Isabella I, sailed to India but fortuitously discovered a new continent. *The Log of Christopher Columbus* recounts the wonders of his voyages in the Americas. In 1870, the Qing government assigned 120 envoys to study in the United States, and between 1903 and 1907, the government sponsored up to 15,000 students to study in Japan. Until the 1930s, returning Chinese graduates educated in Europe or the Americas shaped the development of modern China in the fields of the humanities and social sciences. In 1871 the Canadian missionary George Mackay arrived in Formosa, learned the local language, married the Taiwanese, dedicating his lifetime to making remarkable contributions to education and modern medicine in Taiwan.

Studying at NTU either with or without financial sponsorship, all the international students – (joint-)degree seekers, exchange students, visiting fellows, short-term guests, interns – come here with a goal, a dream, or a vision. Notwithstanding the duration of your residence here, forget not the fortuities, after such a long journey, at this top-notch university in Taiwan. Imprint on your heart the transient moments of NTU days like a splendid rainbow, like a variegated kaleidoscope. 30 years ago while I was a university student, a short immersion program in Spain opened for me an avenue to a broader world of Spanish literature and culture as my gratifying calling till now.

Your divergent backgrounds are now converging at NTU. Open your heart to learn, explore Taiwanese culture, befriend students on campus and locals off campus, ignite your passion and curiosity, hone your professional skills, and embrace cultural differences. Always remember the kindling you have carried and let the sparks now illuminate your life at NTU. Optimize your strengths and take advantage of your distinctive background. Tell others about your stories, your culture, and allow us to learn more about your homeland, your country.

The Office of the International Affairs is not merely an information counter; it is an open gate for communication and exchange. The staff here will endeavor to assist you for a new “home-seeking” experience to alleviate your “homesickness.” Youth is your most precious treasure, and I hope that NTU is your El Dorado where to dig out expansive knowledge, and your Mount Penglai where to travel in the realms of gold. In hindsight sometime later, not only will you reminisce about the days at NTU and in Taiwan, but you will exclaim: “I shall return!”

Dr. Luisa Shu-Ying Chang
Vice President for International Affairs,
Office of International Affairs
National Taiwan University
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Chapter I: Welcome to NTU

1. 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 33,000 students (18,000 undergraduate and 15,000 graduate) developing their talents across 11 colleges, 3 professional schools, 54 departments, 109 graduate institutes and 66 research centers. On its campuses, one 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 to offer initiatives and solutions that bridge East and West. Among NTU’s many popular courses are its widely acclaimed Chinese language programs.

2. Administrative Offices

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

Please note that general office hours at NTU are Monday to Friday, 9am - noon and 1pm - 5pm.

(1) Office of International Affairs (OIA)
www.oia.ntu.edu.tw

a) International Students Division

The International Students Division in charge of applications for international degree admission, scholarships, health insurance and consultations for Visitor and Resident Visas, Alien Resident Certificates, work permits, etc.

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

Ms. Gina Chen
Bachelor Degree Students
Tel: +886 (0)2 3366 2007 ext 224
ginachen@ntu.edu.tw

Ms. Lily Hsu
Master Degree Students
Tel: +886 (0)2 3366 2007 ext 206
lilyhsup87@ntu.edu.tw

Ms. Michelle Chang
Ph.D Degree Students
Tel: +886 (0)2 3366 2007 ext 208
mchang23@ntu.edu.tw

b) Center for International Education (CIE)
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.
Location: Room 420, 4th floor, 2nd Administration Building
General Inquries: ntucie@ntu.edu.tw

Contacts

Ms. Margaret Wang
General Affairs of CIE
UC & CSU exchange students
Tel: +886 (0)2 3366 2007 ext 226
wangmargaret@ntu.edu.tw

Mr. Henry Lin
NTU Spring+ Programs
General Chinese Course
Tel: +886 (0)2 3366 2007 ext 233
henrylin2016@ntu.edu.tw

Ms. Ani Chen
NTU Winter+ Programs
Year Round+ Programs
Tel: +886 (0)2 3366 2007 ext 315

Ms. Peggy Hsu
NTU Summer+ Programs
Tel: +886 (0)2 3366 2007 ext 226
peggyhsu1015@ntu.edu.tw
a) 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
Tel: +886 (0)2 3366 2388 ext 213
Email: hfkuo@ntu.edu.tw

b) 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 210, 2nd floor, Administration Building
Contact: Mr. Han-Sheng Liang
Tel: +886 (0)2 3366 2388 ext 415
Email: hamson@ntu.edu.tw

c) The Curriculum Division offers information about courses and credits.
Location: Room 208, 2nd floor, Administration Building
Contact: Mr. Yu-Shen Wang
Tel: +886 (0)2 3366 2388 ext 302
Email: curri@ntu.edu.tw

(3) Office of Student Affairs
http://osa.ntu.edu.tw

a) Student Housing Service Division
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 (M45 on the NTU map)
Tel: +886 (0)2 3366 2264

Contacts
Ms. An-Hua Feng          Ms. Mei-Mei Lai
Undergraduate Students   Graduate Students
Tel: +886 (0)2 3366 2265  Tel: +886 (0)2 3366 2266
anhua@ntu.edu.tw         mmlai@ntu.edu.tw
b) Student Activity Division
The Student Activity Division is in charge of student activities, clubs, service-learning curriculum and freshmen orientation camp.
Location: Room 102, 1st floor, Administration Building
Website: http://activity.osa.ntu.edu.tw
Tel: +886 (0)2 3366 2066
Email: activity@ntu.edu.tw

c) Student Assistance Division
Student Assistance Division is responsible for student scholarship & grants, student insurance, student honor & discipline, student appeals, and student requests for leave.
Location: Room 111, 1st floor, Administration Building
Website: http://advisory.osa.ntu.edu.tw
Tel: +886 (0)2 3366 2048–52
Email: advisory@ntu.edu.tw

d) Student Counseling Center
The Student Counseling Center provides services that promote students' mental health and psychological well-being.
Location: Hall of Joy and Hope (M46 on the NTU map)
Website: http://scc.osa.ntu.edu.tw
Tel: +886 (0)2 3366 2181–2
Email: ntuscc1@ntu.edu.tw

e) Student Safety Center
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
Website: http://140.112.163.39/ntume/english/
Tel: +886 (0)2 3366 9119 or +886 (0)2 3366 2060
(4) Office of General Affairs
www.ga.ntu.edu.tw

a) General Service Division

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

Location: Room 104, 1st floor, Administration Building
Website: http://general.ga.ntu.edu.tw/about/?locale=en
Tel: +886 (0)2 3366 2237
Email: axyz@ntu.edu.tw

b) Cashier Division

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

Location: Room 115, 1st floor, 2nd Administration Building
Website: http://cashier.ga.ntu.edu.tw/contact/?locale=en
Contact: Ms. Li-Chen Chang
Tel: +886 (0)2 3366 2013
Email: jenny@ntu.edu.tw

c) Campus Security

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

Location: Jan Shu Hall (S21 on the NTU map)
Website: http://police.ga.ntu.edu.tw/?locale=en
Tel: +886 (0)2 3366 2185

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

1. Degree Verification (Also known as Authentication)
   You are required to show your verified diploma and transcript during NTU’s Registration Day. **Please note that your registration procedure will be kept uncompleted and your student ID card will not be issued during Registration Day, unless you present all the verified documents.**

   (1) General Degree Verification
   In addition, you should have all foreign diplomas and transcripts verified by the Taiwan Overseas Mission in the country of the institution and show them on Registration Days. If the transcripts and diplomas (or graduation certificates) are not in Chinese or English, please verify the original documents **AND** the translation of the documents before you arrive in Taiwan.

   (2) Mainland Chinese Degree Verification
   Verification procedure for mainland Chinese diplomas is different from the General Degree Verification. If you need to verify your degree (bachelor’s, master’s, PhD), please contact China Academic Degrees and Graduate Education Development Center (CDGDC): www.cdgdc.edu.cn. If you need to verify your higher education qualification certificate, please contact China Higher Education Student Information and Career Center (CHESICC): www.chsi.com.cn. If you need to verify your transcript, you may contact either center mentioned above (CDGDC or CHESICC). The above centers are not open during the summer break, and the verification procedure takes about one month. Thus, we advise that you complete the procedures as soon as possible so as to avoid any complications on registration day.

2. Resident Visa
   **We recommend you to apply for a Resident Visa, so that you can apply for an Alien Resident Certificate (ARC).** Even if you are from a visa free country, you shall apply for Resident Visa in advance as well.

   (1) Required Documents:
   a) Visa application form, which can be downloaded from the Bureau of Consular Affairs: www.boca.gov.tw > Visa > Resident Visas > RESIDENT VISAS FOR FOREIGN STUDENTS
   b) two 2x2-inch photographs taken in the last six months (stick on application form)
   c) Original passport with blank pages and at least six months validity and one photocopy
   d) Health Certificate for Residence Application and one photocopy
   e) Admission Notice from NTU and one photocopy
   f) Highest education diploma and transcripts. For diplomas and transcripts in languages other than Chinese or English, a Chinese- or English-translation version is also required.
g) Original and one photocopy of proof of financial support
h) Supporting application documents such as official letters of approval from a competent authority of Taiwan

(2) Application Fee:
Please refer to "Standard Fees for Republic of China (Taiwan) Visas in Foreign Passports." (www.boca.gov.tw > Visa > Visa Fee)

(3) Key Points:
International students can only change to a Resident Visa from a Visitor Visa if the purpose of their Visitor Visa is “Pursuing Studies in Taiwan.” If your Visa has a purpose other than this (including Visa free passports), you will be required to change your visa type by applying for a new visa in another country or applying for an extension.

(4) Although it is rare, you may only be issued a Visitor Visa in your home country. If you arrive in Taiwan with a Visitor Visa for the purpose of pursuing studies, you will first need to change your Visitor Visa to a Resident Visa 7 days before the Visitor Visa expiration date.

a) Where: Bureau of Consular Affairs, Ministry of Foreign Affairs
b) Required Application Documents:
   • A completed visa application form
   • A passport valid for at least six months with ample space for stamps and a photocopy of it
   • Two 2x2-inch head & shoulder photographs in color (taken within the past six months).
   • The original copy of your Letter of Acceptance and a certificate of enrollment issued by the University (e.g. a photocopy of both sides of your NTU student ID card)
   • A photocopy of your entry visa with the annotation “FS” (e.g. “Foreign Student”)
   • A health certificate issued within the last three months from a designated hospital: www.cdc.gov.tw > Health topics > Alien Workers Health > The List of Hospitals Allowed to Execute Health Examination for Alien Workers in Taiwan Area
   • Highest education diploma and transcripts. For diplomas and transcripts in languages other than Chinese or English, a Chinese- or English-translation version is also required.
   • Other required application documents such as proof of financial support
   • Payment of TWD 800 (USD 24) for multiple entries. An additional handling charge of TWD 800 will apply to applications made in the ROC (Taiwan) by Visitor Visa holders applying for change of visitor status.

(5) For more details, please contact the Bureau of Consular Affairs, Ministry of Foreign Affairs
Website: www.boca.gov.tw
Address: 3rd through 5th floors, No 2-2, Sec 1, Jib Nan Rd, Taipei
3. Alien Resident Certificate (ARC)

The Alien Resident Certificate (ARC) is an ID card that proves your resident status in Taiwan. It is important, so please take good care of it and pay attention to its expiration date. Resident Visa holders are required to apply ARC within 15 days after arrival.

(1) Required Documents:
   a) Completed application form that can be downloaded from the National Immigration Agency website: www.immigration.gov.tw > Application Forms > MULTIPLE-PURPOSE APPLICATION FORM FOR FOREIGNERS
   b) Alien Resident Certificate (except for first-time applicants)
   c) One 2x2-inch head and shoulder photograph in color with a white background (one photograph for first-time applicants; one photograph for ARC extension applicants)
   d) Original passport and Resident Visa with a photocopy of each
   e) Certificate of enrollment issued by the University and one photocopy of it

(2) Processing time:
   10 working days

(3) Application Procedure:
   When applying for an ARC, please prepare the required application documents and go to your local Ministry of Interior National Immigration Agency branch. The process can be done in person or by an agent with a certificate of entrustment signed by the applicant. However, first-time applicants should apply in person.

(4) Payment:
   TWD 1,000 (Valid for one year), TWD 2,000 (Valid for two years), TWD 3,000 (Valid for three years).
(5) Notes

If Alien Resident Certificate holders need to leave and re-enter ROC within the valid period of their ARC, they should apply for re-entry permits while applying for ARC.

(6) Notes for ARC Extension

a) International students have to apply for ARC extension one month earlier than the expired date. If the ARC expires during the summer vacation (from July to September), students are allowed to apply for extension from the 1st of June.

b) For over-staying foreigners who did not apply for ARC extension, their residence will be ceased by the authorized agency, and they may be expelled from Taiwan.

c) Graduates seeking employment in Taiwan are required to provide a graduation certificate to extend their period of stay. The maximum extension is six months, starting from the month of graduation. If students have postponed their graduation, they are required to provide documentation to keep or extend their ARC. Students will be granted a maximum extension of one year, according to their academic situation.

(7) For more details, please contact the National Immigration Agency

Website: www.immigration.gov.tw/mp.asp?mp=2
Address: No 15, Guangzhou St, Zhongzheng District, Taipei City
Business Hours: Taipei Office: Monday to Friday 8am– 5pm
Tel: 02 2388 9393
Foreigners in Taiwan 24-hour toll free service: 0800 024 111 (English, Japanese, and Mandarin services available)
Email: boi@immigration.gov.tw

ARC extension application form is the same as the ARC application form, see link above.

4. Health Exam

Freshmen are required to complete the NTU Health Exam as part of the registration procedure and submit the Health Check Exam Form during Registration Day. Please refer to www.oia.nut.edu.tw > Study at NTU > Degree Students > New Degree Students > Health Exam, for more information.
5. Insurance

(1) General Student Insurance
   a) During registration, you will be insured under the general student insurance which is compulsory for degree students.
   b) General student insurance includes psychiatric treatment. One can claim up to TWD 1,450 per month.
   c) If a student dies in an activity outside campus that is registered on the security guard webpage, up to TWD 2 million can be claimed.

(2) National Health Insurance (NHI):
   *If you have never held an NHI IC Card before, please complete the NHI IC Card Application Form to OIA by October 31 (For first semester entry student) and by April 30 (for second semester entry student).

According to the National Health Insurance Act, any foreigner staying in Taiwan over six months is obligated to enroll in this insurance program.

A person staying in Taiwan for full 6 months prescribed in Subparagraph 1 of Article 9 of the Act refers to a person who has, after receiving an ARC, stayed in Taiwan for six consecutive months, or exited Taiwan once for fewer than 30 days within the actual period of stay, amounting to six months after the number of days that he or she has been away from Taiwan is deducted.

a) Process of Payment
   The cost of National Health Insurance (NHI) is included in the tuition fee every semester. The cost is TWD 749 each month (according to the fee criteria set by NHI)

b) Guide to enrolling in the NHI through NTU
   Situation One: For newly arrived students who have NOT been in Taiwan for six months continuously

   If you would like to use your own insurance that you have purchased from your country, please verify it in one of Taiwan’s embassies or representative offices in your country. If not, we will enroll you into the group medical insurance (which is similar to NHI) for a fee of TWD 500 per month. After staying in Taiwan for six months continuously, please follow the procedures outlined in Situation Two to enroll in the NHI program.

   Situation Two: For newly arriving students who have been in Taiwan for six months continuously
Chapter II: Arranging Your Stay

Please come to OIA for the payment form. You may then make the payment in the Cashier Office, and then return the receipt, your passport, ARC, one 2x2-inch photograph and the NHI card application form to OIA in order to complete the application process for your NHI IC card. (You may download it from www.oia.ntu.edu.tw > International Students > Degree Students > New Degree Students > Insurances > Guide of Insuring in NTU > NHI IC card application form)

**Situation Three: Students who have enrolled in the NHI program in other associations or schools but want to transfer it to NTU**

Please ask your previous sponsor (e.g. language school, company, municipal administration, etc.) for an insurance policy closure document. Then, bring the document to OIA and fill out a payment form. After that, pay at the Cashier Office, and then return your receipt back to OIA, which will then transfer your NHI sponsor to NTU.

c) NHI Transfer from NTU (leave of absence, withdrawal, graduation, transfer, or working)

Come to OIA to complete the NHI program closure procedure.

d) Renewal of NHI IC Card

If you lose or damage your NHI IC card and need a new one, please go to the post office or the Bureau of National Health Insurance to submit the application form and pay TWD 200 for reapplying.

e) For more details, please refer to The Bureau of National Health Insurance

Website: www.nhi.gov.tw/english

Address: 5th through 9th Floor, No 15-1, Gong Yuan Rd, Taipei

Tel: 02 2191 2006; 0800 030 598

Office Hour: Monday to Friday, 8.30am-12.30pm; 1.30pm-5.30pm
Chapter III: Getting Started at NTU

1. Orientation Activities

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.

Location: NTU Main Campus
Time: September 4-5
Language: English, Chinese and Japanese

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.

Location: College of Social Science Building, Room 101,102,201,202
Time: September 5, 9am.

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.

Location: Examination Preparation Area (B1 of Core Subjects Classroom Building)
Time for undergraduate: September 5, 9:00am- 12:00pm/1:00pm- 5:00pm
Time for graduate: September 7, 9:30am- 12pm/1.30pm- 4:30pm
Getting from the Airport to NTU on Your Own

From Taiwan Taoyuan International Airport (IATA Code: TPE, 從桃園機場)
Listed below are directions to get from Taiwan Taoyuan International Airport to the NTU main gate and on-campus dormitories.

1. By Taoyuan International Airport MRT
Fare: around TWD 200 / Time: 50 mins. Take Taoyuan International Airport MRT (Taoyuan Metro) directly from the airport to A1 Taipei Main Station (捷運台北車站). Then from A1 Taipei Main Station, take Taipei MRT (Taipei Metro) to G07 Gongguan Station (捷運公館站).

2. 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 11 pm.

3. 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 (IATA Code: TSA, 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〕
2. Course Enrollment

a) Students should follow all regulated procedures and relevant departmental requirements for course-selection.

b) Undergraduate students can take no less than 15 and no more than 25 credit hours per semester, except in the last year of study, during which the minimum number of credit hours must be no less than nine and the maximum no more than 25. Students who have extended their term of study may only complete unfinished credit hours or failed courses. Postgraduate students should follow the department’s/institute’s requirements. If a course that needs to be completed is only offered in the second semester, the student must apply for leave of absence for the first semester (he/she does not have to register); if the student registers for the semester, he/she must take at least one course. Under special circumstances and with the approval of an academic advisor, Department Chairperson and Dean of the Office of Academic Affairs, the student may exceed the number of allowable credit hours or reduce the number of credit hours below the minimum requirement. The number of extra credits for undergraduate students with excellent grades is six (i.e. 31 credit hours in total).

c) All adding and dropping of courses must be completed before the deadline of each semester. No requests will be processed after the deadline. If the student does not add or drop courses according to the official guidelines and procedures, the credit hours and grades of the added courses will not be officially recognized.

d) If a student finds that he/she is unable to continue a course after the add/drop deadline, he/she may request a discontinuation of one course according to the University’s Guidelines for Course Withdrawal.

e) Online Course Selection Guidance

The course enrollment process consists of three parts: First Course Selection Period, Second Course Selection Period, and the Drop/Add Period after the school semester starts. For other relevant dates concerning course registration, please refer to NTU Academic Calendar 2017/2018 issued by the Office of Academic Affairs (Please refer to the website of Office of Academic Affairs: www.aca.ntu.edu.tw/calendar.asp)

**Stage One: First Online Course Selection Period (August 13 to 16 for First Semester / January 14 to 17 for Second Semester)** [初選第一階段 ]

Go to https://nol.ntu.edu.tw (click on "English" on the upper right-hand corner of the page for the English version) to check course outlines and other relevant information.
Go to https://my.ntu.edu.tw>>Students>> "Course Selection" (電腦選課). The User ID is your NTU student ID number with the first letter in lowercase. The default password is an “a” plus your date of birth. (For example, if you were born on January 22, your password would be a0122.)

**Stage Two: Second Online Course Selection Period (August 21 to 23 for First Semester/ January 22 to 24 for Second Semester)** [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.

**Stage Three: Add/Drop Period (September 10 to 22 at noon for the Add Period Deadline and to September 23 for the Drop Period Deadline/ February 18 to March 2 at noon for the Add Period Deadline and to March 3 for the Drop Period Deadline)** [加退選]
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.
3. 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.

Under certain circumstances, students may download and complete the “Petition of Instructor’s Consent for Adding Courses” in the third week of classes to add courses manually.

**Stage Four: Enrollment Results Confirmation**
Confirm your course enrollment results online in the fourth week after classes begin at https://my.ntu.edu.tw > Students > Course Selection Results. Print it out for your records. 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) within one week.
f) Withdrawal: Under certain circumstances, students are allowed to withdraw from one course for each semester after the Add/Drop Period. Students should have the withdrawal form (https://my.ntu.edu.tw > Courses > Withdrawal Application System) signed by the instructor and head of the department, and then submit it to the Undergraduate Academic Affairs Division or Graduate Academic Affairs Division before the deadline. Once you withdraw from a course after the Add/Drop deadline, a mark of “W” (withdrawal) will be shown on your official academic transcript. Please note that if you stop attending a course without completing the course withdrawal procedure, you will receive a grade of “X” on your transcript. The withdrawal period is from September 24 to December 7 for first semester, and March 4 to May 17 for second semester.

3. Tuition and Registration

Tuition Payment

Please refer to the NTU website to print out the tuition payment invoice and finish the payment at the designated financial institution during the payment period. Please note that wire transfers from abroad cannot be processed. You may also complete your tuition payment (only in TWD) during either of the University’s Registration Days, September 5 for undergraduate students or September 7 for graduate students in the first semester, after your arrival in Taiwan.

Please note that all international degree students should pay their tuition from August 13 to September 7 (New graduate students end on August 20) for the first semester, and February 1 to 15 for the second semester.

Please go to https://my.ntu.edu.tw > Tuition Miscellaneous fees & Payment to print out the tuition payment invoice.

※Please refer to the latest school calendar announcement on the NTU website: www.ntu.edu.tw/english > Calendar.

Registration Days for International Students

The Registration Days for the academic year 2018/2019 will be held in the Core Subjects Classroom Building on Wednesday, September 5 (for undergraduate) or Friday, September 7 (for graduate) for the First Semester. Freshmen who will attend the Orientation Week will finish the registration on September 5. You are required to attend the orientation in order to finish all registration procedures and receive your Student ID card. To complete registration, please bring the following documents:

- Registration Checklist
- Verified Foreign Degree and Transcript
- Passport
- NTU Admission Notice
- Completed NTU Health Exam Form
- Receipt for the tuition payment invoice
Registration Extension

According to University rules, newly admitted students are required to register in person. Those who are not able to register on one of the Registration Days or enroll in the semester for which they have received admission can apply for a registration extension (1 week at most) or deferred admission (1 year at most) at the Office of Academic Affairs before Registration Days. Students who fail to register and apply in time for registration extension or deferred admission will be deprived of their student status.

Undergraduates, please refer to the NTU website for online registration extension: myNTU > Students > Curriculum > Registration Extension and Reinstatement System. For the relevant information, please contact the Office of Academic Affairs, the Undergraduate Student Division, Ms. Kuo, Tel: 02 3366 2388 ext 213.

Graduates, please refer to the Office of Academic Affairs, the Graduate Student Division for further information. For the relevant information, please contact the Office of Academic Affairs, the Graduate Student Division, Mr. Liang, Tel: 02 3366 2388 ext 415.

4. Chinese and English Proficiency Test for Undergraduate Freshmen

Undergraduate freshmen are obligated to take both the Chinese and English Proficiency Tests.

English Proficiency Test

The English Proficiency Test is a placement test for the compulsory undergraduate course, “Freshman English.” Students who score among the top five percent in the test can waive Freshman English. Besides, students who meet one of the following requirements can apply for waiving Freshman English:

1. have passed the General English Proficiency Test (GEPT) at higher-Intermediate level or above (both the preliminary test and the final test)
2. have achieved a score of 83 points or higher in the new Internet based TOEFL
3. have achieved Level 6.5 or above in IELTS Academic
4. have achieved Grade B or above in the FCE or FCE for schools
5. have achieved a score of 865 points or higher in the TOEIC Reading and Listening Test, together with a score of 170 or higher in the TOEIC Speaking Test and a score of 165 or higher in the TOEIC Writing Test.
6. have achieved a score of 217 or above in the FLPT English Reading and Listening Test, together with a Level S-2+ or above in the English Speaking Test and a level B or above in the English Writing Test.

Chinese Proficiency Test

In regards to the Chinese Proficiency Test, those who are unable to meet the standard will have to
take the “General Chinese course” for one academic year (6 hours per week) before they are allowed to take the required course “Freshman Chinese (Advanced Chinese).” Other required courses are not restricted by this rule.

*The Advanced Chinese class is a Freshmen Chinese course on Saturday for international students only. If it doesn’t fit in your schedule, we recommend you to take the proficiency test. If you score above 90, you can choose your Chinese class with the local students. If you score between 60-90, you will be assigned to the Advanced Chinese class. If your score is under 60, you will be assigned to the General Chinese course. For Bachelor degree students, these credits cannot be accepted as your required credits for graduation, but it can affect your GPA. The General Chinese course will be held by the Language Center in the evening; if you pass the class for two semesters, you will be assigned to the Advanced Chinese class in your sophomore year. Please note that Chinese is a compulsory course at NTU. If you do not take the test and do not apply for test exemption, you will not be able to choose or be assigned to any Chinese class which may prevent you from graduating.

For more details, please refer to “Chinese and English Proficiency Test”. Website: http://curri.aca.ntu.edu.tw/isoctest/iofirst.html

5. General Chinese Course

Graduate students interested in taking Chinese language courses can consult with the respective manager listed below. They will then need to take the “NTU General Chinese Course Placement Test for International Graduate Students.

Notes:

a) You may enroll in General Chinese Courses continuously for up to one year from the first semester.

b) You are responsible for confirming whether your department will accept credits gained from these courses.

c) Your Chinese placement test results will appear on the NTU course selection system one week after you take the test. Please make sure to "Confirm" your results on the system as soon as possible.

Mr. Henry Lin
General Chinese Course
Tel: +886 (0)2 3366 2007 ext 233
henrylin2016@ntu.edu.tw
Chapter IV: Accommodation

1. Contact Information for the Student Housing Service Division

Questions regarding on-campus accommodation application, please email to:
admdorm@ntu.edu.tw

**Resident Director**

**Zone 1**

First Male Dorm 陳建馨 tigerchen@ntu.edu.tw
First Male Dorm 趙之屏 jcp@ntu.edu.tw
Third Male Dorm 傅台湘 bigbone@ntu.edu.tw
Fifth Male Dorm 程銘慈 chengmingtzu@ntu.edu.tw
Sixth Male Dorm 張茂榮 davidchang0228@ntu.edu.tw
Seventh Male Dorm 盧瑞麟 Irelin@ntu.edu.tw
Eighth Male Dorm 余建華 yuken@ntu.edu.tw

**Female Zone**

Freshmen Female Dorm 楊蕙宇 yangann@ntu.edu.tw
Freshmen Female Dorm 郭蕙儀 yikuo@ntu.edu.tw
First Female Dorm 王秀玲 slingwang@ntu.edu.tw
Second Female Dorm 吳榮芳 jfwu2015@ntu.edu.tw
Third Female Dorm 何佳容 hochiajung@ntu.edu.tw
Fifth Female Dorm 陳梅燕 meillychen@ntu.edu.tw
Eighth&Ninth Dorm 張敏慧 mnhuchang@ntu.edu.tw

**Zone 2**

Graduate First Male Dorm 林彥慧 lyh99@ntu.edu.tw
Graduate First Female Dorm 李佳縉 leechiajin@ntu.edu.tw
Graduate Third Male Dorm (Guo Qing)廖佩伶 mindyliao@ntu.edu.tw
Graduate Third Female Dorm (Guo Qing)葉佳恩 jyeh201860@ntu.edu.tw

**Mid Town Zone**

Forth Male Dorm 郭力豪 lhkuo@ntu.edu.tw
Forth Female Dorm 蔡月梅 tsaiyuehmei@ntu.edu.tw
Second Male Dorm 顏國長 yengc@ntu.edu.tw
Second Male Dorm 許火利 shlih@ntu.edu.tw
Sixth Female Dorm 林淑華 shirleylin65@ntu.edu.tw

**BOT Prince House**

Chang Hsing A 吳楊雅芬 yiafen@ntu.edu.tw
Chang Hsing B 許舒雯 bellahsu@ntu.edu.tw
Shui Yuan A 林意真 linyc@ntu.edu.tw
Shui Yuan B 陳律通 lutungchen@ntu.edu.tw
Shui Yuan C 車仁鵬 chejenpeng@ntu.edu.tw
Shui Yuan C 王珮 akizuna@ntu.edu.tw
2. Accommodation Note

If you would like to apply for a space in NTU on-campus accommodation, you must fully acknowledge and obey the following regulations or risk expulsion.

(1) On-campus accommodation is guaranteed for first-semester international students through the application process. However, students cannot select their own room or roommates, and the University cannot arrange accommodation for couples or families. After your enrollment, if you want to live on-campus or reapply, please apply directly to the BOT Dormitory or the Student Housing Service Division. If you originally declined on-campus accommodation but want to move in later, you have to reapply with the Student Housing Service Division or BOT Prince House on your own within the period prescribed by them; you also will not be guaranteed a space in a student residence. Please note that priority placement is determined by NTU and is subject to availability.

(2) If you have any issues concerning the room assigned to you, please contact the dormitory manager or the Student Housing Service Division.

(3) Students who live on campus shall respect the following regulations. Undisciplined students will be forced to leave their current accommodations and will not be permitted to apply for on-campus accommodation for one year from the day their application is withdrawn. Those who seriously violate the regulations will not be allowed to apply for on-campus accommodation again. The following are not allowed:

a) Subletting your bed, occupying other beds, or rejecting other roommates moving into the room
b) Theft, gambling, fighting, and drunkenness
c) Storing dangerous or forbidden objects
d) Using the dormitory internet to engage in illegal conduct or violating academic internet usage
e) Hosting outsiders overnight or letting the opposite sex into the room without permission
f) Bringing salespeople into the dormitory for commercial dealings
g) Installing electronic devices without permission
h) Cooking inside the room
i) Keeping pets in the dormitory without permission

J) Smoking inside the dormitory
k) Removing or destroying public property
l) Vandalizing

m) Making noise; Violating public quietness after 11pm is considered an act of vandalism
n) Placing private property in the hallway
o) Violating the housing regulations made by the Student Housing Self-Rule Association
p) Violating public health, peace, environment or safety

Violations of any of the above regulations may lead to expulsion from the accommodation and/or legal prosecution. Offenders will also be barred from applying in the future.

(4) Smoking is not permitted for residents or guests inside any of the University dormitories. Smoking on dorm grounds is not permitted except in areas designated for that purpose.

(5) If you decide to end on-campus accommodation arranged by NTU and need to find off-campus accommodation, NTU is not responsible.

(6) BOT Prince House Regulations
a) Self-regulations:
   • You should not disrupt your dorm mate’s daily schedule.
   • Do not make noise in the hallway or inside of your room.
   • Keep your room clean and organized.
   • Do not leave your shoes or belongings in the hallway or in common areas.
   • No pets are allowed in the dormitory/house.
   • Do not open or take anything from someone else’s room, closet, etc. without permission.
   • Be responsible for your own belongings.
   • Be respectful and always wear proper attire when leaving your room.
   • Throw away your trash properly (segregate the trash).
   • Obey bicycle parking regulations around the Prince House.
   • Always turn off the lights and water when not in use to save energy.
   • You are required to participate in one fire drill per year.

b) Group regulations:
   • You cannot personally use or move public facilities and instruments.
   • Respect the service staff and follow regulations when organizing a group activity in the recreation or dormitory areas.
   • Always close doors after entering.
   • Take note of suspicious actions to avoid unwanted incidents.
   • Inform the dormitory staff or management immediately of any accidents or suspicious activity.
   • Obey the facilities’ allowed time of use to avoid disturbing other people’s peace and
quiet.
※ From 11pm onwards the television should be put to its lowest volume to avoid disturbing others.
※ Use the gym facilities with care. The gym is open until 11pm.
  • Cars, motorcycles and bicycles should obey the parking rules.
  • No smoking within the house/dormitory.

3. Off-Campus Housing
(1) Tsuei Ma Ma Foundation for Housing and Community Service (崔媽媽基金會)
Web: www.tmm.org.tw/
Tel: 02 2365 8140
Fax: 02 2368 3073; 02 2363 3563
Email: snail.tmm@gmail.com

(2) Easy Life at NTU:
http://fss.blog.ntu.edu.tw
Chapter V: Academic and Scholarship Information

1. NTU Academic Policies

The following regulations are excerpts from NTU’s Academic Policies last revised on January 5, 2018. Please refer to the website of the Office of Academic Affairs’ website for the complete text and other relevant information: http://www.aca.ntu.edu.tw/eaca2012/lawList.asp

(1) Admission

a) International students may apply for admission to NTU according to regulations set forth in the Admission Guidelines for International Students.

b) If any document is found to be falsified, the student involved will be expelled and his/her parents or guardians will be informed. The student will not be given an academic certificate and if he/she already graduated, the diploma record will be cancelled.

(2) Tuition and Registration

a) The exact tuition fee for every semester will be officially announced before the semester begins.

b) Students should pay all applicable semester fees prior to the starting date of classes as set forth in the University’s official calendar (except for those granted leave of absence or withdrawal or qualify for graduation). The registration process is considered complete when all required fees have been paid. If the deadline passes and the student has not paid the required fees, he/she will be considered unregistered, and will be forced to withdraw (except for those who applied in writing for a registration extension).

c) Students who are unable to pay all required fees before the deadline may request a registration extension online; the maximum extension period is one week. Students may also request a special-case extension for their tuition payment.

d) Download the tuition invoice and fee from the Cashier Division website at: https://mis.cc.ntu.edu.tw/reg. Then take the invoice and pay at a branch of an invoice-indicated bank or post office by the due date. (Please make sure the transfer is successful if you pay by ATM transfer.)

(3) Program Requirements/Credit System

(Because information may vary across departments, please confirm with your department.)

a) Undergraduate Degree Program Timeline Requirements:

- NTU’s undergraduate programs are to be completed within four years, except for the Department of Medicine, which is six years plus one year of internship; the Department of Dentistry, which is five years plus one year of internship; and the department of Veterinary Medicine, which is five years. The minimum credit requirement for
graduation is 128 credits for all students in the four-year program. For students in the five-year program and above, the minimum credit requirement for graduation are higher according to the different study periods. The above-mentioned minimum credit requirement for graduation does not include Physical Education credits.

• Students unable to complete their department requirements during the stipulated timeline requirement may extend the timeline requirement for a maximum of two years.

b) Graduate Degree Program Timeline Requirements:

• The term of study for a Master’s Program is one to four years and the term of study for a Ph.D. Program is two to seven years. Students are required to finish more than 60 credits for graduation requirements; if they are unable to complete all required courses or finish their degree thesis within the term of study, they may request a term of study extension. The maximum extension allowed is two years. Students in the direct Ph.D. Program should follow the previous rules for the term of study, taking effect on the date of entry into the Ph.D. Program.

• Students in the Master’s Program must complete a minimum of 24 credits and Ph.D. Program students must complete a minimum of 18 credits. Direct Ph.D. Program students must complete a minimum of 30 credits (including credits completed during the Master’s Program). The aforementioned credits do not include the thesis or dissertation.

(4) Credit Transfer

Possible credits that can be transferred include subjects and credits completed with passing grades before transferring to NTU and those completed during study abroad while a student at NTU. Credit transfer eligibility will be processed based upon the University’s Guidelines for Credit Transfer.

(5) Grades

a) Students may inquire about grades in each subject course at the Office of Academic Affairs or on the Internet ten days after the completion of final exams at the end of each semester. If a student needs a transcript, please go to www.aca.ntu.edu.tw/eaca2012/index.asp > Services > Academic Records > Online Transcript Ordering System, or you can go to the cashier in front of the Office of Students Affairs to print a transcript.

b) The highest possible mark is A+ and the passing mark is C- for undergraduates and B- for postgraduates. Course subjects of a special nature may be graded as “Pass” or “Fail” once approved by the college’s curriculum committee and the Office of Academic Affairs. Courses with unsatisfactory grades or “fail” grades will not be granted credit hours.
c) If international undergraduate students fail two-thirds of their total credits in one semester, and later on fail more than half of their total credits in another semester, they will be dismissed from school.

d) If a student is found to have cheated on an exam, the student will receive a grade of X and depending on the severity may receive a record of demerit or lose his/her student status.

(6) Leaves of Absence, Absenteeism, and Grade Point Deductions

a) The six types of leave of absence are sick leave, menstrual leave, personal leave, funeral leave, official leave and maternity leave.

b) For student leave regulations, please refer to the Student Affairs Office of Student Assistance website: http://advisory.osa.ntu.edu.tw > English > Student Leave Request

c) To apply for a leave of absence, please refer to the Student Leave of Absence online application at: https://my.ntu.edu.tw > Students > Student Leave Application

d) Absenteeism is defined as truancy or absence beyond the leave period. One hour of absenteeism is equivalent to five hours of leave of absence.

e) If the number of leave of absence hours in the course of a semester is one-fifth of the total number of class hours, the grade of that particular course will be lowered by one letter grade. If the number of hours of leave of absence is one-fourth of the total class hours, the grade of that particular course will be lowered by two letter grades. If the number of leave of absence hours is one-third of the total class hours, the grade of that particular course will be an X grade (Which means it was not graded due to unexcused absences or other reasons).

f) Students with approved official or maternity leave are exempt from the aforementioned article.

(7) Change of Major

Beginning in their second year (not including extended term of study) and with the approval of the chairpersons of both the original and applied majors, undergraduate students may apply for a change of major in accordance with the University's regulations. You can only change majors once.

Graduate students who have completed one year of study and who wish to apply for a change of major must have the approval of the chairpersons of both the original and applied majors or of the Dean of Academic Affairs. You can only change majors once.

(8) Leave of Absense, Reenrollment, Withdrawals, and Leaving NTU

a) Students who apply for leave of absense due to particular reasons must be approved by their parents or their legal guardian, and must complete the requested process prior to the beginning of final exams.
b) Undergraduate students under one of the following conditions must apply for leave of absence for the current semester:

- The student's leave of absence record has reached one-third of the semester's total class hours.
- Registered students who have not selected courses within the allowable adding/dropping period or whose total selected credit hours are less than the number required by this policy.

c) Leave of absense is allowed for periods of one semester, one academic year or two academic years. Students who have reached 2 years of leave of absense may extend for a maximum of 2 more years if it is due to severe illness or special circumstances. The extension must be approved by the Chairperson of the corresponding department and the Office of Academic Affairs.

d) Students whose leave of absense period has ended must complete the resumption procedure in the subsequent semester prior to the starting of classes. Students who wish to continue their leave of absence must reapply in the semester where resumption was supposed to be done and prior to the beginning of classes of that semester as set forth in the university's official calendar. If this deadline has passed, the student must pay the registration fee first in order to reapply.

e) Students who commit any of the following infractions will be forced to withdraw from NTU:

- Students who reach the end of the study term extension without completing all department requirements
- Students who do not reinstate after the period of leave of absense expires
- Students who are not eligible for admission or transfer
- Students who have unsatisfactory conduct records
- Students whose period of leave of absense expires (including special cases) and who register but do not select courses during the add/drop period or students whose selected credit hours are less than the number required by the University's policies
- Students who have enrolled in a two bachelor degree program since the academic year 2013/2014
- Students who meet the criteria for withdrawal under other rules
- Bachelor Degree students who failed to earn one third of the credits in one semester and then half of the credits in another semester.
- Did not pay the tuition in time and complete the registration.

f) Graduate students who commit any of the following infractions will be forced to withdraw from NTU:

- Graduate students who reach the end of the study term extension (four years for Master programs and seven years for PhD programs) without completing all department
requirements or passing the Thesis/Dissertation Defense.

- Graduate students who fail to pass the Qualifying Examination as required in certain master programs.
- Students in the PhD program who fail to complete the qualifying examination for Ph. D candidate after retaking within the allocated time set by the department.
- Graduate students who fail the Thesis/Dissertation Defense and cannot apply to retake; or graduate students who fail the retake of the Thesis/Dissertation Defense.
- Graduate students whose academic grade fails to pass the department’s own regulation approved by the university.
- Graduate students who have unsatisfactory conduct records.
- Graduate students who do not register or do not reenroll after the period of leave of absence from schooling expires.
- Graduate students whose Admission is considered unqualified.
- Graduate students whose papers, publications, or reports violate Plagiarism or Fraud regulation.
- For graduate students who fail to pass the Qualifying Examination for PhD Candidates or the Thesis/Dissertation Defense in the direct PhD program but are allowed to return to their Master program or have already been granted a Master degree will be exempted from the third and fourth articles.

Graduate students who apply for leave of absence must complete the requested process prior to the beginning of final exams.

Freshmen students who wish to apply for leave of absence in the first semester must finish registration first.

g) Students who apply for withdrawal or students who have been forced to withdraw from NTU must complete the withdrawal procedures at the Office of Academic Affairs. If the student has already completed one semester of study and has some existing grades, the student shall be granted a course certificate upon verification of satisfactory records.

h) Procedure of leaving NTU: Please go to https://my.ntu.edu.tw > 學生專區 > 畢業生資訊 > 畢業生離校手續查詢  If you need more guidance regarding the procedure, please go to OIA website > Study at NTU > Degree Student > Current Students – Academic Policies
2. Scholarships

(1) NTU Scholarships

First time receiving:
The recipients have to upload: 1. Alien Resident Certificate (ARC) / ROC ID number, 2. postal bank account passbook cover
To open an account, please go to the post office with: ARC or ROC ID number, Passport, Student ID, TWD 10.

Research Fellowship for Outstanding International Doctoral Students

Remittance (All Amount is in TWD)
Tuition and miscellaneous fees are deducted from the scholarship (excluding: insurance, internet, accommodation fees).
500,000 per year, 250,000 per half year:
From January to May and from July to November: 30,000 per month
June and December:
250,000–30,000*5 (months) - 51,280~62,360 (tuition+miscellaneous fees)
= 37,640~48,720
The stipend will be remitted at the end of the month.

Steps for Scholarship Receiving
Steps for extending scholarship benefits:
a) The recipients have to upload: Past year transcript, Annual Progress Report, Brief summary of research progress, Performance Assessment (Evaluated by the Supervisor): There will be an online system for your supervisor to upload the file
b) The recipients awarded in the first semester entry shall finish the steps in every February; The recipients awarded in the second semester entry shall finish the steps in every November
c) Online System for Renewal: www.oia.ntu.edu.tw > Study at NTU > Degree Student > Scholarships > Step for Scholarship Receiving

Scholarship for Outstanding International Master's Students

Remittance (All the Amount is in TWD)
Tuition and miscellaneous fees are deducted from the scholarship (excluding: insurance, internet, accommodation fees).
250,000 per year, 125,000 per half year:
From January to May and from July to November: 10,000 per month
June and December:
125,000–10,000*5 (months) – 51,280~62,360 (tuition+miscellaneous fees)
= 12,640~23,720
The stipend will be remitted at the end of the month from September.

Steps for Scholarship Receiving
Steps for extending scholarship benefits:
 a) The recipients have to upload: Past year transcript, Annual Progress Report, Brief summary of research progress, Performance Assessment (Evaluated by the Supervisor):
There will be an online system for your supervisor to upload the file
b) The recipients shall finish the steps in every February
c) Online System for Renewal: www.oia.ntu.edu.tw > Study at NTU > Degree Student > Scholarships > Step for Scholarship Receiving

Financial Assistance Grant for International Students

Remittance (All the Amount is in TWD)
6,000 per month
Tuition and miscellaneous fees are waived (excluding: insurance, internet, accommodation fees).

Students who are studying at the GMBA program, the credits fee shall be covered on their own.
Students who are studying at the GMBA program will receive:
From January to May and from July to November: 6,000 per month
June and December: 6,000 + (tuition of the College of Management – basic tuition of GMBA program)
The stipend will be remitted at the end of the month from September.

Steps for Scholarship Receiving
Steps for extending scholarship benefits:
The department and college keep the right for reviewing the qualification of the recipients and decide whether the recipients can continue the scholarship benefits or not. Without disapproval from the department or college, the recipients can continue their scholarship benefits.
Please double check with your department and college.
Important Notes for NTU Scholarships

OIA is not the main institute in charge of the remittance, therefore is not able to predict the exact date of remittance.

Every year, January scholarship might be delayed because of the changing of the fiscal year. The schedule of money remitting will be different in February because of the Chinese New Year holiday. Please prepare beforehand.

Scholarship information will be sent to the recipient’s NTU webmail. Scholarship recipients should check the school mailbox regularly and stay in contact with their department and advisor.

For the scholarship guideline, please refer to OIA’s website > Study > Degree Student > Scholarships > Prospective Students

(2) Taiwan Scholarships

First time receiving:

The recipients have to upload: Alien Resident Certificate (ARC) /ROC ID number, postal bank account passbook cover

For opening an account, please go to the post office with: ARC or ROC ID number, Passport, Student ID, TWD10.

Steps for extending scholarship benefits:

a) Feb. and Aug. are the first months of the semesters, thus the scholarships can only be remitted after the registration procedure.

b) The recipients have to upload: ARC (residence reason: studying at NTU), last semester’s transcript.

c) For graduate students who are writing their thesis without taking any courses, please download the Evaluation Form. If the recipients fail to pass the grade standard in the first semester, the scholarship will be canceled in April next semester. If the recipients fail to pass the grade standard in the second semester, the scholarship will be canceled in November next semester. If the recipients fail to pass the grade standard in two consecutive semesters, the scholarship will be revoked.

MOE Taiwan Scholarship

Remittance (All the Amount is in TWD)

Tuition and miscellaneous fees are waived:

For recipients enroll from 2016/2017 academic year, the cap on tuition waiver is TWD 40,000. The rest of the amount not covered by the Scholarship should be borne by the recipients.
Graduate: 20,000/month
Undergraduate: 15,000/month

The stipend will be remitted at the end of each month from September.

**Steps for Scholarship Receiving**
- Grade standard: Undergraduate: GPA2.44, Graduate: GPA3.38
- Online System for Renewal: www.oia.ntu.edu.tw > Study at NTU > Degree Student > Scholarships > Step for Scholarship Receiving

**MOFA Taiwan Scholarship**

**Remittance (All the Amount is in TWD)**
Decreased from the international student tuition fee to the local student tuition fee (25,640~31,180)
Monthly stipend 30,000

The stipend will be remitted at the end of the month from September.

**Steps for Scholarship Receiving**
- Grade standard: Undergraduate: GPA1.70, Graduate: GPA2.44
- Online System for Renewal: www.oia.ntu.edu.tw > Study at NTU > Degree Student > Scholarships > Step for Scholarship Receiving

**MOST Taiwan Scholarship**

**Remittance (All the Amount is in TWD)**
Monthly stipend 30,000

The stipend will be remitted at the end of each month from September.

**Steps for Scholarship Receiving**
- Grade standard: GPA2.44
- Online System for Renewal: www.oia.ntu.edu.tw > Study at NTU > Degree Student > Scholarships > Step for Scholarship Receiving

**Important Notes**
OIA is not the main institute in charge of the remittance, and is not able to predict the exact date of remittance.
January scholarship might be delayed because of the changing of the fiscal year. The schedule of money remitting will be different in February because of the Chinese New Year holiday. Please prepare beforehand.
For early registration before the regular payment period, please go to the Office of Academic Affairs for the payment form and pay at the Cashier.
Please refer to Taiwan Scholarship Office for the scholarship guidelines and further details.
Chapter VI: Campus Life

1. Safety

(1) Emergency

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

a) For a quick response, please take traffic time into consideration and first dial 119 or 110 for an ambulance or fire brigade if necessary. (You are advised to call the 24hr hotline 0800-024-111 for assistance if you want to communicate in a language other than Chinese.)

b) Please call the 24-hour University Assistance, which will respond to you around the clock.

<table>
<thead>
<tr>
<th>On-campus Emergency (Campus Security 24hr)</th>
<th>02 3366 9110</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Emergency Assistance (Student Safety Division 24hr)</td>
<td>02 3366 9119</td>
</tr>
</tbody>
</table>

(2) Campus Escort and Security Services

Campus Security is in charge of on-campus security, emergency services and accident response. Campus Security makes every effort to ensure the safety of our faculty, staff and students. Whether you stay on campus working, studying or doing experiments until late at night, Campus Security is pleased to escort you off campus to public transportation terminals or bring you to student residences. For this service, please call Campus Security.

Tel: 02 3366 2185 or 02 3366 2186
Location: 1st floor, Jan Shu Hall on Zhoushan Road (S21 on the NTU map)
Email: police@ntu.edu.tw
Web: http://police.ga.ntu.edu.tw

Emergency Tel: 02 3366 9110 (on-campus emergency - 24hr)

(3) Lost and Found

a) If you lost any items, please contact the nearest NTU regulatory agency (if you are not sure, please check Lost-and-Found column on NTU website) or Campus Security Guard for more information. Also, if you encounter any lost items, please report it to the nearest NTU regulatory agency or Campus Security Guard.

b) Next, report the incident to the police station on Roosevelt Road. (Note if your ARC is missing, first report it to the Foreign Ministry at the Da-An police station and then get a replacement at your local National Immigration Agency district branch).

- Roosevelt Road Police Station: No 13, Ln 113 Sec 4, Roosevelt Rd, Taipei.
c) If you lose your Student ID card and need to apply for a new card, you must log into myNTU Services at https://my.ntu.edu.tw to register your Student ID card lost, and then visit the Cashier Division and pay the renewal cost of TWD 150, and bring the receipt to apply for a new card at the Academic Affairs Division. Because the online system to renew 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.

2. Health

The Health Center offers medical services, consultations, health checks, etc. Students can pay for services with their National Health Insurance (NHI) card or at their own expense. First-time visitors must register on site personally.

Location: The last building on the right-hand side of Royal Palm Boulevard (M65 on the NTU map)
Tel: 02 3366 2155
Reservation Tel: 02 3366 2175 (from 8.10am to 9am; 1pm to 2pm)
Fax: 02 2363 4995
Email: shmc@ntu.edu.tw
Web: http://shmc.osa.ntu.edu.tw

3. Schoolwork

1) Center for Teaching and Learning Development

The Center for Teaching and Learning Development provides many kinds of study tools and supports for students, including:

a) Learning Consultations: Provide group and individual in-person learning consultations for basic courses like calculus and economics.
http://ctld.ntu.edu.tw/ls/reservation/v3/

b) Online Resources: Provide online problem solving resources including Calculus, Anatomy, Statistics, Physics, Engineering Mathematics, Linear Algebra, Electromagnetism, and Electric Circuits.

c) Future Faculty Program: Hold forums, workshops, and speeches about graduate students' academic learning skills.
For more information, please contact the Division of Learning Support, Center for Teaching and Learning Development.
Tel: (02)33663367
Email: ntulsctld@ntu.edu.tw

Main office: 5th Floor, Liberal Education Classroom Building (N13 on the NTU map)
Tel: 02 3366 3367
Fax: 02 3366 9594
Email: ntuctld@ntu.edu.tw
Web: http://ctld.ntu.edu.tw

Learning Commons 1: B1, General Library (M12 on the NTU map)
Tel: 02 3366 9593  02 3366 3367 ext 554
Email: hsinhsin@ntu.edu.tw

Learning Commons 2: 4th Floor, Liberal Education Classroom Building
Tel: 02 3366 3367 ext 554
Email: hsinhsin@ntu.edu.tw
4. Student Appeal

If a student who is punished for infractions related to living, learning, and education rights believes that the punishment is illegal or violates his/her rights, he/she can apply to the Student Grievances Committee.

An appeal should be filed within thirty days starting from the day after you receive the notice of punishment. Overdue appeals will not be accepted. Please go to http://love.ntu.edu.tw > Student Appeal > Application forms and procedures.

See Appendix for complete Regulations Governing the NTU Student Appeal

- Students
- Student Union
- Other Student Organization

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

(Original Copy)

Student Grievances Committee (SGC)

Finish arbitration

Send report to appellant.

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.
5. Counseling

Student Counseling Center
The Student Counseling Center provides a multi-directional approach to the well-being of our students. It offers different kinds of services, including individual counseling, group counseling and workshops, mental health surveys, and psychological assessments.

Location: 1st floor, The Hall of Joy & Hope, Main Campus (M46 on the NTU map)
Tel: 02 3366 2181; 02 3366 2182
Email: ntuscc1@ntu.edu.tw
Web: http://scc.osa.ntu.edu.tw/
Intake Registration: https://host.cc.ntu.edu.tw/Counsel/notice.aspx

6. Computer and Internet

(1) 24-hour computer service
The Computer and Information Networking Center (N75 on the NTU map) provides 24-hour computer rooms. Students must use their ID cards to enter the facility and can surf the Internet and run various kinds of applications and software. Both black&white and color laser printing are supported. A free TWD 100 printing fund is added to each student's account each semester. Once the free quota is used up, students must pay for printing. Browsing pornographic websites or playing games is prohibited. Violating the rules will result in the suspension of access rights.

(2) Email
Every student at NTU possesses an email account in this format: student ID @ntu.edu.tw and 10GB mailbox space. Because all important school announcements and academic information are sent to this account, please make sure you have access and check your mailbox regularly. To activate your account and modify your password, please visit: http://changepassword.cc.ntu.edu.tw.

Your account is your student ID number, such as b95101001, starting with a lowercase letter. Your password is preset as "a" plus your "birth date"—for example "a + MMDD". You will also use this account for several online services offered by NTU.

*Your account will be disable after you leave NTU.

(3) NTU Campus Wireless LAN Services
NTU Faculty, staff and students can access the “NTU” and “ntu-peap” campus wireless networks. The user authentication for the “NTU” and "ntu-peap" network is done through your NTU Email account and password. For "ntu_peap" network and "eduroam", the device will automatically connect to the network after configuration. "eduroam" is worldwide roaming wireless network for Research & Education.
(4) How to apply for the dormitory network IP address:
   a) First pay the network access fee of TWD 600 at the Cashier Division (Room 115, 1st floor, 2nd Administration Building) and choose one of the following options (b-d) to obtain the IP address.
   b) Contact the dormitory network manager to get the IP address. (This is only available to people with a NTU student ID card.)
   c) If you know the MAC-address of your laptop computer, you can set IP and DNS to auto first, and then connect to the web page URL https://dorm.ntu.edu.tw/register. Follow the procedure to apply for the of dormitory network IP address. (This is only available to people with a NTU student ID card.)
   d) Bring your laptop computer to the NTU Computer and Information Networking Center where the staff will help you to get an IP address. Please call 02 3366 5012 to make an appointment. (This is available to people without a NTU student ID card.)

7. Student Organizations and Campus Activities

(1) NTU International Students’ Association:
   NTU International Students’ Association is a representative student club of all NTU international students, including exchange & international degree students. The main goal of the organization is to help improve the welfare of all international students.
   Email: ntuisa.tw@gmail.com
   Website: www.facebook.com/ntuisa

(2) NTU Japanese Students’ Association (NTUJSA)
   NTU Japanese Students’ Association (NTUJSA) is a fellowship for Japanese overseas students studying in NTU and overseas Chinese students from Japan. The main activities include guidance for daily life and other events such as a picnic to network with students from Taiwan and other countries.
   Email: info.ntujsa@gmail.com
   Website: www.ntujsa.org

(3) NTU Vietnamese Students’ Association (NTUVSA)
   NTUVSA gathers Vietnamese students who are studying in NTU with the aim of improving solidarity, helping Vietnamese students in the areas of living, learning and research. In addition, we create a healthy entertaining environment for the students through various activities like annually cultural festivals, art and sports events which have contributed to a young spirit and
active space. NTUVSA is also a bridge for the consolidation and development of collaborative relationships between Vietnamese and Taiwanese organizations.

Email: ntuvsa@gmail.com
Website: http://ntuvsa.com

(4) NTU Korean Student Association (NTUKSA)
NTUKSA mainly consists of Korean students studying abroad. The main purpose is to help Korean students adapt to life in Taiwan and to offer a nice and warm home for them. In addition, it also encourages Korean students to exchange opinions with Taiwanese who like Korean culture and to share Korean culture with the Taiwanese. At the same time, the Korean students are encouraged to get to know Taiwan.
Website: www.facebook.com/ntuksa

(5) NTU Indonesian Student Association (NTUISA)
A club to gather Indonesian students in NTU, with the aim to provide a platform for Indonesian students to interact and to create a greater bond among one another.
Email: ntuisa@ntu.gg
Website: www.facebook.com/ntuisaloveyouall

(6) NTU Malaysian Student Association
Established since 1972, it is one of the earliest Malaysian Student Association formed in Taiwan. The association is run completely by students and holds the spirits of upholding discipline and academics, encourages bonding, friendship, cooperation and determination.
Email: ntumsa@hotmail.com

(7) NTU Hong Kong and Macau Student Association
Founded in 1956, with the goal to serve its members. Services provided include: study in Taiwan counseling, welcoming of new incoming students, assist in various documentation procedures, and organization of sports activities, new incoming students welcoming camp, farewell party etc.

(8) NTU Mainland China Student Association
Since April 2012, with the efforts of the Presidents and committees, NTUMCSA has grown into an all-round association, persistent in organizing major annual events, nurturing and pertaining multiple sub-units and sports team activities. NTUMCSA upholds the goal to encourage interrelations among members, provide counseling and services to NTU students from
Mainland China, besides promoting cooperative and caring spirits among members.
Email: ntumcsa2012@gmail.com
Website: http://www.ntumcsa.com/

(9) NTU International Student Information service (NTUISIE):
NTUISIE is a volunteer group of NTU students who help international students integrate into campus life and facilitate cultural exchanges with local students. NTUISIE offers assistance with dorm move-in, registration, and introduction to campus life.
NTUISIE partners with OIA and NTUISA to hold cultural interaction activities. Every semester, NTUISIE holds a day trip for international students to experience local culture. NTUISIE also holds lectures on international affairs to enhance communication among club members and broaden the knowledge of local students.
Website: www.facebook.com/NTUISIE
Email: isientu@gmail.com

8. Work Permit Application and Related Regulations
International students who wish to work in Taiwan (either on campus or off campus) are required to apply for and obtain a work permit before starting to work. Please note that if you hold a job without applying for a work permit, you may be fined TWD 30,000 to TWD 150,000!

(1) How to Apply: Online Application
1. To apply for a work permit online, create an account on the Workforce Development Agency website (Work Development Agency EZ Work Permit) and follow the instructions in the manuals to submit an application.
2. Required Documents
   a) A photocopy of your student ID card (front and back side) with the registration stamp.
   b) One copy of valid passport.
   c) One copy of ARC (not mandatory, but we suggest you provide it together if possible)
   d) An approved document of “Consent Form for Work Permit Application for NTU International Students”
   e) Provide the information shown on the receipt of fee transferring from post office (the amount is NT$100). You may transfer the application fee in a post office.
   Account Name: 勞動部勞動力發展署聘僱許可收費專戶
   Account Number: 19058848
3. The OIA will inform you by email when the OIA has received your work permit from the Workforce Development Agency.
4. Manuals: www.oia.ntu.edu.tw> Study> Degree Student> Others> Work Permit
(2) Other Rules (Important!):

a) The status of international students in the ROC should be in accordance with the regulations of the Ministry of Education.
b) Applicants can apply for a student work permit only if they have spent one semester studying degree courses or have taken a one-year language course in the ROC.
c) A work permit is valid for a maximum period of six months.
d) For applications completed during the first semester, the work permit is valid until March 31 of the next semester; for applications completed during the second semester, the work permit is valid until September 30 of the same year.
e) The maximum number of working hours allowed is 20 hours per week, except during summer and winter vacation.
f) Workforce Development Agency has the right to revoke a permit if the applicant does not follow regulations.
g) According to the Employment Services Act, foreigners who work without a work permit will be fined between TWD 30,000 and TWD 150,000.

(3) Work Permit Reissuance Application Procedure

In case if you lost your Work Permit, you may apply for reissue through the procedure below:

1. Prepare Required Documents:
   - Work Permit Application Form for NTU International Students
   - Work Permit Reissue Declaration (Have the application and all documents stamped at OIA.)
   - One copy of your valid passport.
   - One copy of ARC (not mandatory, but we suggest you provide it together if possible)
   - Provide the information shown on the receipt of fee transferring from post office (the amount is NT$100). You may transfer the application fee in a post office.
     - Account Name: 勞動部勞動力發展署聘僱許可收費專戶
     - Account Number: 19058848

2. Mail or bring in-person the application form and all documents to the Workforce Development Agency.
   - (For the address or contact detail, please see point 4.)

(4) For more details and regulations, please contact the Workforce Development Agency

Website: www.wda.gov.tw
Address: 10th Floor, No 39, Sec 1, Zhonghua Rd, Taipei City 100, Taiwan
Tel: 02 8995 6000
Office Hours: Monday to Friday, 8.30am-12.30pm, 1.30pm-5.30pm
Chapter VI: Campus Life

9. Money Issues

(1) Foreign Currency Exchange

If you need to exchange foreign currency into Taiwanese Dollars (TWD), please keep in mind that most banks only have USD, HKD and Japanese Yen available to exchange. Only the Bank of Taiwan’s head office offers other currency to exchange. You are required to bring your passport and ARC in order to exchange foreign currency.

Head Office Address of partial banks in Taiwan:

a) Head Office of the Bank of Taiwan
   No 120, Sec 1, Zhong-Qing South Rd, Taipei (near Taipei Railway MRT Station)

b) Head Office of the Shanghai Commercial Saving Bank:
   No 2, Sec 1, Min-Quan East Rd, Taipei (near Min-Quan West Road MRT Station)

c) Hua Nan Bank, NTU Branch
   Next to Lu Ming Hall (鹿鳴堂) on the NTU campus.

(2) Post Office

The post office provides both postal and banking services, including shipping and receiving, deposits and withdrawals, etc. Post offices are available on Campus (1st floor of Xiao-Fu) and at the MRT Gongguan Station exit 3. To open a financial account in the post office, you should bring your passport and ARC—the original and a photocopy of both—and a cash deposit of at least TWD 100 for the procedure.

Web: www.post.gov.tw/post/index.jsp

(3) Bank Account and ATM Card

To open a bank account, bring your passport and ARC—the original and a photocopy of both—and a cash deposit of at least TWD 100 to the bank for the procedure. We strongly recommended that you apply for an ATM bank card so that you can withdraw money from any bank’s ATM at any time. ATMs can be found on the street and inside many convenience stores in Taipei.

(4) Post Office/Bank Account for Under 20

According to Taiwan regulations, students under the age of 20 are considered to have limited capacity to make juridical acts and must submit a letter of consent notarized by a Taiwanese embassy (or representative office) from their statutory agents or guardians before they are able to open a bank or post office account. However, if international students can prove that they are legally adults in their home country, as verified by a Taiwanese embassy (or representative office), they do not need a letter of consent. A sample statement from a statutory agent can be downloaded from the following link: www.oia.ntu.edu.tw > Study at NTU > Degree
Chapter VI: Campus Life

Students > New Degree Students > Post Office/Bank Account for Under 20 > Declaration from the student’s statutory agent

Since scholarship money and other payments will be transferred through Chung Hwa post office accounts, we suggest you open a post office account.

(5) Credit Cards / Bank Cards

Please consult with your bank in your home country to find out whether you can use your credit cards/bank cards to withdraw money in Taiwan and what the transaction charges are.

10. Mobile Phone

When applying for mobile phone service in Taiwan, you have to go to a major telecom service center in person and present your ARC and either a passport or driver’s license, and you must be accompanied by a native guarantor (his/her ID Card and National Health Insurance Card are necessary). Alternatively, you can bring your own mobile phone and purchase a local pre-paid card; for this purchase, your passport and ARC (or ROC ID number) are also required. Previous exchange students recommend buying pre-paid cards at the telecom service centers in the Taiwan Taoyuan International Airport upon arrival.

11. On Campus Transportation

(1) Bicycles

A bicycle is a must for students who take courses in various departments across campus. It is much more convenient to travel on campus and in the nearby vicinity on a bike. There are bikes and biking accessories for sale on campus near Xiao Fu. Bicycles can also be repaired on campus or at bike stores on Xin-Hai Road. Second-hand bikes are for sale at the Shui-Yuan Campus everyday. You are required to apply for a campus ID sticker for your bike or run the risk of it being towed away. To apply for a campus ID sticker, please go to the Bicycle Parking Management Center website (http://mybike.ntu.edu.tw/) > Apply for bicycle Parking permit

(2) Campus Shuttle Bus (please check the Office of General Affairs website in case of a schedule change)

If you are heading to the downtown campus, the school shuttle bus is always at your service. You can travel free of charge by simply showing your NTU student ID card to the driver. The bus runs Monday through Friday 7am to around 6pm. For a bus schedule, go to: http://general.ga.ntu.edu.tw/services/car/car3
1. Regulations Governing the NTU Student Appeal

These regulations were passed on the first extension of the second university assembly in second semester of 1995 academic year on June 15, 1996. These regulations were approved by the Ministry of Education with the letter of file No.Tai(1996) xun (i)-85515350 on September 6, 1996. These regulations were published and enforced by the announcement No. 18531 on November 19, 1996.

These regulations were passed on the second university assembly in second semester of 2000 academic year on June 10, 2000. These revised regulations were approved by the Ministry of Education with letter of file No: Taixun (2)-0960017549 on February 6, 2007. These revised regulations were passed on the first university assembly in second semester of 2006 academic year on March 24, 2007.

These regulations were passed on the second university assembly in second semester of 2008 academic year on June 13, 2009. These revised regulations were approved by the Ministry of Education with the letter of file No: Taixun (1)-0980111557 on July 3, 2009.

These regulations were passed on the first university assembly in second semester of 2009 academic year on March 27, 2010. These revised regulations were approved by the Ministry of Education with the letter of file No: Taixun (1)-0990071188 on May 4, 2010. These regulations were passed on the 2753th Administration Meeting in the second semester of 2012 academic year on March 12, 2013.

These regulations were approved by the Ministry of Education with the letter of file No: Taijiaoxue (2)-1020024475 on April 4, 2013.

Chapter 1 General Principles

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 issues the punishment.
3. Verdict, fact and cause.
4. Unit that issues 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.

The reconsideration procedures will be conducted in accordance with the provisions set forth in Articles 11 to 14 of these regulations. After the administrative procedures of the arbitration has concluded, the University should then take action accordingly.

In regards to appeals for withdrawal whereby the SGC upholds the original punishment, the affairs related to school attendance and enrollment should be handled as follows:
1. The date of the termination of attendance stated in the attendance certificate should follow the date of punishment that was originally issued.
2. The credits completed during the appeal period should be recognized and issued a certificate.

In regards to appeals for withdrawal or expulsion whereby the SGC upholds the original
punishment, affairs related to military service and tuition refund should be handled as follows:

1. Draftees should report to the military service unit within 30 days after the appeal results have been confirmed, according to the law of the “The Dropout Students’ List of Military Service Deferment Reasons Elimination.”

2. The tuition refund shall be issued in accordance with Article 8 of The Principle of Varsity Charge and Article 15 of The Principle of Varsity Tuition and Fees Charge.

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, NTU should retain their student status and advise them in resuming their studies after they have been discharged; students who wish to 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.

2. National Taiwan University Student Individual Reward Reprimand Measure

Article 1
In a bid to instill school students with moral discipline and study studiousness, and a fine school ambience of industrious learning, patriotism and caring for the people, the measure has been expressly promulgated in accordance with stipulations set forth under Article 12 of the University Act.
Article 2
Rewards and reprimands given to individual school students are to be implemented per the measure.

Article 3
The methods for granting the student’s individual rewards are as follows,
   I. Honorary citation
   II. Minor merit
   III. Major merit, together with a honorary certificate conferred
The methods for granting the student’s individual reprimands are as follows,
   I. Written warning.
   II. Corrective
   III. Minor demerit.
   IV. Major demerit.
   V. Expelling order.
   VI. Permanent banishment of student status
When making the foresaid rewards/reprimands, it may be recommended for a provisional ruling to be stipulated for the actor to receive psychological counseling or psychiatric treatment. The rewards enlisted in par one may not be offset with reprimands enlisted under par two. However, a student who has been given a corrective action less than a major demerit as an initial offender per the measure may have whose reprimand canceled per the “National Taiwan University Student Reprimand Cancellation Implementation Guideline”. Students who breach the provisional ruling stipulated under par three are not eligible to file for reprimand cancellation. The “National Taiwan University Student Reprimand Cancellation Implementation Guideline” is to be promulgated separately.

Article 4
An individual student who meets one of the following criteria is to be given an honorary citation,
   I. Servicing official duties, being enthusiastic in public welfare with tangible achievements.
   II. Serving in student social organization as prefect or as self-governance prefer with excellent performance.
   III. Enthusiastically participating in sports and extracurricular activity with excellent performance.
   IV. Helping to promote campus environmental protection for curtailing resource waste, safeguarding campus environment and protecting its safety and sanitation (hereinafter referred to as the Environmental Safety and Health) with tangible excellent achievement.
V. Being honest in finding lost articles.
VI. Enthusiastically helping others with commendable righteous act.
VII. Other comparable achievement.

**Article 5**
An individual student who meets one of the following criteria is to be given a small merit,
I. Servicing official duties, being enthusiastic in public welfare with exceptionally excellent achievement.
II. Serving in student social organization as prefect or as self-governance prefer with exceptionally excellent performance.
III. Enthusiastically participating in sports and extracurricular activity with exceptionally excellent performance.
IV. Participating in national competitions scoring at top three spots.
V. Enthusiastically helping others with tangible excellent achievement.
VI. Acting righteously and bravely with tangible excellent achievement.
VII. Promoting environmental safety and health matters with tangible excellent achievement, and has also been commended by entities beyond the school.
VIII. Other comparable achievement.

**Article 6**
An individual student who meets one of the following criteria is to be given a major merit, and also be conferred with an honorary certificate,
I. With critical contribution to the society and the school with excellent achievement.
II. Having served as student corps prefect or self-governance prefect with exceptionally excellent performance, and with extraordinary contribution in erecting an excellent school reputation.
III. Having participated in international competitions with exceptionally excellent performance.
IV. Having assisted students relieve of harm and difficulties, with extraordinary contribution in erecting an excellent school reputation.
V. Having had extraordinary righteous or brave conducts with excellent achievement.
VI. Other comparable achievement.

**Article 7**
An individual student who is found engaging in one of the following circumstances is given a corrective,
I. Serving as student social organization prefect or self-governance prefect but neglect
whose duties to result in creating harm.
II. Destroying or obtruding legitimately posted posters.
III. Disrupting the public order in public venues.
IV. Polluting school property, violating relevant environmental protect, safety and health laws and regulations but without creating incidents.
V. Violating the Internet operating guideline.
VI. Disrupting others’ living routines by resorting to following, or hacking electronic mail or using means against others’ will, attempted sexual assault in minor offences. The student who initially commits the foresaid circumstances in a minor scenario may be given a written warning.

Article 8
An individual student who is found engaging in one of the following circumstances is given a minor demerit,
I. Cheating on an examination in a minor circumstance.
II. Insulting or defaming others.
III. Deliberately disturbing others, engaged in open lewd conduct.
IV. Opening engaging in gambling conduct.
V. Forging others’ credential documents or lending whose own credential documents for use by others.
VI. Staying in the dormitory but keeping others to stay overnight without the consent of the roommates and the dormitory management personnel.
VII. Willfully transfer school dormitory bed placement.
VIII. Engaging in assaulting others or mutual altercation.
IX. Illegally infringing on school buildings and structure, others’ research room, or bedroom.
X. Destroying public property or others’ belongings.
XI. Failing to exercise all cautionary measures as a decent manger in safekeeping public property to result in destruction, disintegration, shortage, or falsely declaring, misappropriating communal funding under management, or mismanaging the account.
XII. Infringing on others’ intellectual property claims.
XIII. Polluting school property, violating environmental protection, safety and health laws and regulations to inflict harm on oneself and others.
XIV. Violating the Internet operating guideline in severe offence.
XV. Creating noise in severe offence.
XVI. Disrupting the public order in public venues in severe offence.
XVII. Violating academic ethos in minor offence.
XVIII. Disrupting others’ living routines by resorting to following, or hacking electronic mail or using means against others’ will, attempted sexual assault in severe offences.
Article 9

An individual student who is found engaging in one of the following circumstances is given a major demerit,

I. Cheating on an examination.
II. Insulting, defaming others in severe offence.
III. Engaging in burglary, embezzlement, or fraud.
IV. Forging and tempering documents.
V. Illegally possessing drugs, amphetamine, or other contraband drugs.
VI. Illegally infringing on school buildings and structure, others' research room, or bedroom in severe offence.
VII. Willfully exchanging bed placement and also derive improper gains, forcefully occupying school dormitory bed placement, or dejecting others from illegally occupying.
VIII. Maliciously hacking into computer network to destroy the system, data or sending e-mail bugs to endanger computer server security, disrupting others’ magnetic document processing.
IX. Selling, supplying or misleading for the fabrication of illegal products via the computer network or by other means.
X. Failing to exercise all cautionary measures as a decent manger in safekeeping public property to result in destruction, disintegration, shortage, or falsely declaring, misappropriating communal funding under management, or mismanaging the account in severe offence.
XI. Engaging in assaulting others or mutual altercation in severe offence.
XII. Infringing on others’ intellectual property claims in severe offence.
XIII. Engaging in other conducts that violate the criminal code that has been confirmed with a court guilty verdict or as verified to be true by the school in minor offence.
XIV. Polluting school property, violating environmental protection, safety and health laws and regulations in severe offence.
XV. Violating academic ethos in severe offence.
XVI. Engaging in kissing, embracing or touching others buttock, breasts, or other private physical parts while others are unable to resist, attempted sexual assault.

Article 10

An individual student who is found engaging in one of the following circumstances is ordered expelling from school,

I. Assaulting faculty and elders.
II. Cheating on an examination in severe offence.
III. Violating academic ethos in very severe offence.
IV. Deliberately assaulting others in severe offence.
V. Illegally peddling or manufacturing drugs, amphetamine or other narcotic drugs.
VI. Engaging in other conducts violating the criminal code that has been conformed through a court verdict or been verified to be true by the school.
VII. Having accumulated three major demerits.

Article 11
An individual student who is found engaging in one of the following circumstances is given permanent banishment of whose student status,
I. Assisting faculty or elders.
II. Repeatedly cheating on examinations.
III. Illegally pedaling or manufacturing drugs, amphetamines or other narcotic drugs in severe offence.
IV. Engaging in other conducts violating the criminal code that has been conformed through a court verdict or been verified to be true by the school in severe offence.

Article 12
The reprimands for an individual student’s conducts is to be ruled not only by the criteria the measure specifies, and may also be fittingly stepped up or lessened by the following circumstances,
I. The motive and purpose behind the act.
II. The stimulation subjected at the time of the conduct.
III. The means of the conduct.
IV. The actor's living condition and disciplinary conduct.
V. The actor and the victim's relationship.
VI. The level of danger or harm following the act.
VII. The actor's attitude after the act.

Article 13
When a student, in the school’s processing whose individual reprimand ruling process, attempts to cover up the evidence, or deliberately supply or coerce others to supply untrue evidence or information, the ruling may be stepped up.

Article 14
The school, in an effort to discover the true of reprimanded facts, is to have the reprimanded student’s counselor conduct understanding, and also have the counselor inform the findings
in writing.

**Article 15**
The school, when reviewing a reprimand case, is to notify the case students to be present to depose whose statement at the meeting, and is also to have relevant class counseling present at the meeting.

**Article 16**
Of an individual who receives reprimand for whose personal conduct, the school is to notify the student in writing, and of an individual student who receives a small demerit or higher for whose personal conduct, the school is to notify the parents or guardian in writing.

**Article 17**
The preceding paragraph's reprimand notice is to footnote the following matters:

I. Of a student who initially violated stipulations of the measure and has not reached the ruling of a major demerit, the student may apply to substitute it with the school loving service per the school's student reprimand cancellation implementation guideline.

II. A student, when desiring to contest the reprimand ruling, may file a complaint within the deadline specified by the school's student complaint evaluation measure.

**Article 18**
The measure, upon motioned before the student counseling council, and presented before the school administration meeting for voluntary filing with the Ministry of Education pending further verification, to be implemented on the announcement date.
1. Taoyuan Airport Metro Route Map
2. Taipei Metro Route Map