

2020/2021

國立臺灣大學國際學位生手冊

First edition

Published August 2020 by

National Taiwan University

Office of International Affairs

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重要日期

第1學期	
109年8月1日至110年1月31日	
109年8月1日	公告第1學期全校課程
109年8月3日-9月11日	繳交學雜費(學士班新生為8月12日至9月11日；碩士班及博士班新生繳交至8月24日止；全部舊生繳交至9月11日止)
109年8月12-9月11日	學士班新生繳交學雜費開始
109年8月17-20日	初選第一階段開始
109年8月17-24日	網路申請學分抵免(至24日中午12時止)
109年8月25-27日	初選第二階段開始
109年9月7日	宿舍入住日
109年9月7-9日(9月5日報到)	新生書院第二梯次
109年9月8日	國際學生學士班新生註冊
109年9月9日	國際學生迎新說明會
109年9月11日	國際學生碩士班及博士班新生註冊
109年9月13日	國際學生華語課程分班測驗
109年9月14日	上課開始
109年9月14-26日	網路加選課程(9月26日下午6時截止)
109年9月27-28日	網路退選課程截止(系統開放至28日上午8時)
109年9月28-10月2日	選課結果確認
109年9月28日	停休申請(至12月11日止)
109年10月19-23日(暫定)	第一次進階英語網路申請免修
109年10月26-11月6日	學分費繳交開始
109年11月9-13日	期中考週
109年11月15日	校慶
110年1月11-15日	期末考週

第2學期	
110年2月1日至110年7月31日	
110年1月4日	公告第2學期全校課程
110年1月18-21日	初選第一階段開始
110年1月26-28日	初選第二階段開始
110年2月1日-2月19日	繳交學雜費
110年2月11日	除夕
110年2月9日-17日	春節
110年2月18日	國際學生迎新說明會
110年2月19日	國際學生新生註冊
110年2月21日	國際學生華語課程分班測驗 (交換 / 訪問生及研究所學位生)
110年2月22日	上課開始
110年2月22日-3月6日	網路加選課程 (3月6日下午6時截止)
110年2月22日-3月7日	網路退選課程截止(系統開放至8日上午8時)
110年3月8日	停休申請 (至5月21日止)
110年3月15-19日	選課結果確認
110年3月22-26日(暫定)	第二次進階英語網路申請免修
110年4月8-4月21日	學分費繳交開始
110年4月19-23日	期中考週
110年6月21-25日	期末考週

臺大行事曆: <http://www.aca.ntu.edu.tw/calendar.asp?id=2>

Welcome

Congratulations on your admission to National Taiwan University! We are delighted to welcome you into our unique and close-knit community. In Chinese, we call such affinity 緣分 (yuánfèn): luck that brings different people together. By coming to NTU, you're joining Taiwan's top university, a leading international university providing outstanding teaching and research opportunities and a vibrant and challenging intellectual environment.

A warm and open community

Moving abroad can be a challenge even for experienced globetrotters. You might have been nervous to leave home and might miss your family and friends. And while these feelings are understandable, I am confident that you will experience an open and warm community at NTU, and will always feel safe, valued and at home.

A cosmopolitan campus

NTU's global appeal continues to make our university increasingly international, and our campus is home to students from more than 75 countries. As an international student, you will play an integral role in the university, providing intellectual input and contributing your unique perspective both inside and outside the classroom. Besides, you will be able to learn about Taiwanese culture as well as about the cultures of other international students around you.

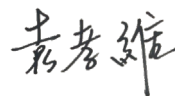
A supportive environment

The OIA will be your main resource during your stay at NTU, offering information, support and plenty of services to make your stay as smooth and fruitful as possible. Please feel free to stop in with any questions and problems you encounter; we will be delighted to see and support you.

A safe place to realize your potential

During the COVID-19 pandemic, Taiwan is offering a safe environment with outstanding epidemic prevention. NTU's campus remains safe and classes are mostly conducted in person. We hope you will build wonderful memories during your time at NTU and experience a safe and stimulating place to learn, grow, and realize your potential.

國立臺灣大學
國際事務處國際長
袁孝維 教授



目錄

06	第一章 歡迎來到臺大
06	一、關於臺大
06	二、行政組織
11	第二章 在臺手續安排
11	一、學歷驗證
11	二、居留簽證
13	三、外僑居留證
16	四、入學健康檢查
16	五、保險
19	第三章 初入臺大
19	一、迎新活動
20	二、選課
22	三、註冊
23	四、學士班華語文及英文能力測驗
24	五、國際學位生華語學分班
25	第四章 住宿
25	一、學生住宿服務組聯絡資訊
25	二、住宿須知
27	三、校外住宿
28	第五章 教務與獎學金
28	一、學則摘要
28	(一) 入學
28	(二) 繳費、註冊
28	(三) 修業年限、學分
29	(四) 學分抵免與採計
29	(五) 成績
30	(六) 請假、曠課、扣分
30	(七) 轉系、所
30	(八) 雙主修、輔系
30	(九) 休學、復學、退學、畢業離校
32	二、獎學金
32	(一) 本校獎助學金
33	(二) 我國政府獎學金
35	第六章 校園生活須知及資訊
35	一、安全
36	二、健康
36	三、課業
37	四、學生申訴
38	五、心理諮商
38	六、電腦與網路
39	七、國際學生相關社團
41	八、申辦工作許可證與相關規定
42	九、金錢
43	十、行動電話
43	十一、校內交通
44	附錄
44	一、國立臺灣大學學生申訴評議辦法
49	二、國立臺灣大學學生個人獎懲辦法
54	三、桃園機場捷運地圖
55	四、臺北捷運地圖



第一章 歡迎來到臺大

一、關於臺大

國立臺灣大學是國內的指標性大學。自1928年成立至今，臺大追求卓越，領導學界，並推動臺灣快速地在全世界嶄露頭角。近年來，臺大優異的學術表現與前瞻的研究亦頗負盛名，與臺灣作為亞洲之心的重要性相輔相成。

臺大每年在其廣泛多元的學術領域中，培養眾多臺灣的傑出學生。臺大學生總人數現今已達32,000多人，其中大學部近17,000人，研究生15,000餘人。目前已有11個學院，3個專業學院，56個學系、134所研究所，另設超過100個各學術領域之國家級或校級研究中心，是臺灣規模最大的綜合性大學。

臺大亦受惠於臺灣絕佳的地理位置，不僅保留了中華文化傳統，更第一線與世界接觸，是一座連接東西方的橋樑，於是造就了遠近馳名的臺大華語課程。

二、行政組織

行政大樓位於臺大地圖的M50

第2行政大樓，同時也是農化新館，位於臺大地圖的M43

以上的辦公室上班時間為週一至週五上午9時至12時；下午1時至5時

(一) 國際事務處

<https://oia.ntu.edu.tw>

1. 國際學生股

國際學生股負責國際學生相關業務，提供國際學生申請入學、獎學金、全民健康保險、簽證、外僑居留證以及工作許可證等資訊的諮詢服務。

地點：第2行政大樓4樓418室

公務信箱：intstudent@ntu.edu.tw



聯絡人

徐慧玲 小姐

學士學位生

雙聯學位生

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盧依柔 小姐

碩士學位生

博士學位生

電話：+886 (0)2 3366 2007 ext 211

公務信箱：vickylu1211@ntu.edu.tw

2. 國際生短期研修股

國際生短期研修股負責華語文課程。

地點：第2行政大樓4樓420室

公務信箱：plusacademy@ntu.edu.tw

聯絡人

陳綺雯 小姐

國際生華語課程

電話：+886 (0)2 3366 2007 ext 315

公務信箱：bettychen@ntu.edu.tw

(二) 教務處

www.aca.ntu.edu.tw

1. 註冊組

負責有關大學部學生入學、成績、註冊，以及多項相關文書申請。
(例如：成績單申請或者學生證的新換發)

地點：行政大樓1樓106室

聯絡人：郭慧芬 小姐

電話：+886 (0)2 3366 2388 ext 213

公務信箱：hfkuo@ntu.edu.tw



2. 研教組

負責有關研究所學生入學、成績、註冊，以及多項相關文書申請。

(例如：成績單申請或者學生證的新換發)

地點：行政大樓2樓210室

聯絡人：梁漢生 先生

電話：+886 (0)2 3366 2388 ext 415

公務信箱：hamson@ntu.edu.tw

3. 課務組

負責有關課程及學分資訊。

地點：行政大樓2樓208室

聯絡人：王友聖 先生

電話：+886 (0)2 3366 2388 ext 302

公務信箱：curri@ntu.edu.tw

(三) 學務處

<http://osa.ntu.edu.tw>

1. 學生住宿服務組

負責學生宿舍床位管理、住宿生活輔導、宿舍硬體維護、宿舍服務學習課程、推動宿舍生活學習方案、宿舍餐廳場地及膳食衛生安全管理、BOT宿舍行政協調等相關業務。

地點：鄰近第二行政大樓(臺大地圖M45)

電話：+886 (0)2 3366 2264

公務信箱：admdorm@ntu.edu.tw

聯絡人

滕民穎 小姐

大學部宿舍申請、分配、轉宿等各項行政業務。

電話：+886 (0)2 3366 2265

公務信箱：myteng@ntu.edu.tw

林詩梅 小姐

研究所宿舍申請、分配、轉宿、以及BOT宿舍行政協調等各項行政業務。

電話：+886 (0)2 3366 2266

公務信箱：shihmei1206@ntu.edu.tw



2. 課外活動組

承辦業務為社團輔導、新生定向輔導、服務學習、社會服務、推動國際化及永續校園。

地點：行政大樓1樓102室

網站：http://osa_activity.ntu.edu.tw

電話：+886 (0)2 3366 2066

公務信箱：activity@ntu.edu.tw

3. 生活輔導組

承辦學生獎助學金、學生團體保險、學生獎懲、申訴及學生請假等事宜。

地點：行政大樓1樓111室

網站：<http://advisory.osa.ntu.edu.tw>

電話：+886 (0)2 3366 2048-53

傳真：+886 (0)2 2369 0481

公務信箱：advisory@ntu.edu.tw

4. 學生心理輔導中心

本中心旨為維護及增進學生的心理健康。

地點：望樂樓(臺大地圖M46)

網站：<http://scc.osa.ntu.edu.tw>

電話：+886 (0)2 3366 2181-2

公務信箱：ntuscc1@ntu.edu.tw

5. 校園安全中心

承辦業務為任何有關校園安全，如學生緊急事件處理、提升及維護校園安全、學生安全教育。

地點：第二行政大樓2樓222室

網站：<http://140.112.163.39/ntume>

電話：+886 (0)2 3366 9119

+886 (0)2 3366 2060



(四) 總務處

<https://ga.ntu.edu.tw>

1. 事務組

事務組其中一項業務為管理校園的車輛停放空間，而校園內的車輛包含汽車、機車以及自行車。

地點：行政大樓1樓104室

網站：<https://ga.ntu.edu.tw/general>

電話：+886 (0)2 3366 2237

公務信箱：axyz@ntu.edu.tw

2. 出納組

學生付款以及獎學金發放。

地點：第二行政大樓1樓115室

網站：<https://ga.ntu.edu.tw/cashier>

聯絡人：葉明源組長

電話：+886 (0)2 3366 2013

公務信箱：yehming@ntu.edu.tw

3. 駐衛警察隊

保障人身、財產安全、天然災害與緊急事件之處理。

地點：展書樓(臺大地圖S21)

網站：<https://ga.ntu.edu.tw/police>

電話：+886 (0)2 3366 2185~6

公務信箱：police@ntu.edu.tw

*24小時校園緊急事件專線：+886 (0)2 3366 9110

第二章 在臺手續安排

【抵臺前】

一、學歷驗證

辦理本校註冊手續時，您必須繳驗申請時繳交的學歷及成績單。請注意：註冊時若無法繳驗上述規定之學歷文件，將無法完成註冊手續、進入臺大就學，且無法領取學生證。若您欲保留文件正本，請於註冊時另外攜帶影本。

一般學歷採認

外國學歷及成績單須經畢業學校所在地之臺灣駐外館處驗證，如果您的成績單與畢業證書（或畢業證明書）非中文或英文，您必須同時將原文及中文或英文之翻譯本交至臺灣駐外館處辦理驗證，故請務必於來臺前完成此項程序。

大陸地區學歷採認

大陸地區學歷採認方式稍有不同，學生須將學位證書送「中國學位與研究生教育發展中心(www.cdgd.edu.cn)」認證、畢業證書送「中國高等學校學生信息諮詢與就業指導中心(www.chsi.com.cn)」認證。歷年成績單於兩單位皆可認證。上述認證單位暑假期間不上班，而認證過程約需時一個月，建議您盡速辦理，以便順利完成本校註冊。

持中國大陸高中學歷入學者，依大陸地區學歷採認辦法，註冊時需提供：

1. 經大陸地區公證處公證屬實之學歷證件【畢業證（明）書或肄業證（明）書】及公證書影本；另應檢附歷年成績證明。
2. 第一點之公證書經行政院設立或指定之機構或委託之民間團體（海峽交流基金會）驗證與大陸地區公證處原發副本相符之文件影本。

二、居留簽證

國際學位生應申請居留簽證，因為居留簽證是日後辦理中華民國外僑居留證的依據文件。即使您來自可免持停留簽證入臺的國家，您仍應辦理居留簽證。

（一）應備文件

1. 簽證申請表1份。可於外交部領事事務局網站下載：www.boca.gov.tw > 簽證 > 中華民國居留簽證 > 外國學生申請居留簽證手續說明(就讀博士、碩士、學士、高級中等學校以下等各學程之正式班外國學生) > 1.簽證申請表
2. 6個月內2吋彩色照片2張。
3. 護照正、影本各1份，護照效期須為6個月以上且有空白頁。
4. 居留或定居健康檢查項目表正本及影本。



5. 國立臺灣大學入學許可正、影本各1份。
6. 最高學歷證件(含畢業證書及成績單) 正本及影本，中文、英文以外之語文應附中
文或英文譯本(須經我國駐外館處驗證)。
7. 財力證明正本及影本。
8. 其他視個案要求提供來臺目的證明、來臺關係人保證書等審核所需之有關文
件。

(二) 費用：

居留簽證規費及外籍人士申請簽證之相對處理費收費數額，請參考「外國護照簽證收費數額表」(www.boca.gov.tw > 中華民國簽證介紹>外國護照簽證規費收費數額)

(三) 注意事項：

以免簽證或落地簽證方式入境，或非以就學之簽證目的持停留簽證來臺者，不得以就學為由要求轉換居留簽證或申請延長停留期限。

(四) 若您持就學之簽證目的之停留簽證來臺，須於停留期限屆滿前7個工作天，將停留簽證轉換為居留簽證：

1. 申辦地點：外交部領事事務局

2. 應備文件：

- 申請表1份
- 6個月以內有效護照
- 6個月以內2吋照片2張
- 學生證或在學證明書正、影本各1份(初次申請者，得以錄取通知書替代)。
- 以來臺就學為由的停留簽證正影本1份
- 3個月以內，指定醫院開立之健康檢查證明(指定醫院：www.cdc.gov.tw > 國際旅遊與健康 > 外國人健檢 > 健檢指定醫院)
- 最高學歷證件(含畢業證書及成績單) 正本及影本，中文、英文以外之語文應附中文或英文譯本。
- 其他相關證明文件，如財力證明
- 手續費：新臺幣800元(美金 24元)

(五) 詳細相關規定請洽「外交部領事事務局」

網站：www.boca.gov.tw

地址：臺北市濟南路1段2-2號中央聯合辦公大樓3至5樓

電話總機：(02) 2343-2888

簽證詢問專線：(02) 2343-2885；(02) 2343-2895

服務時間：週一至週五自上午8時30分至下午5時

服務信箱：post@boca.gov.tw



三、外僑居留證

外僑居留證是國際學生在臺灣的身分證，是您居住在臺灣的身份證明文件，請務必妥善保管並隨時注意您的居留期限。

另外，無論是持居留簽證入境臺灣，或是在中華民國境內獲改換發居留簽證者，請務必於入境次日，或居留簽證簽發日起15天內，向居住地之內政部入出國及移民署各縣（市）服務站申請外僑居留證及重入國許可。

· ARC Sample



(一) 應備文件：

1. 申請表1份：www.immigration.gov.tw > 線上申辦 > 申請書表範例 > 外籍人士入出國 > 外國人居（停）留案件申請表
2. 外僑居留證(初次申請者免附)。
3. 2吋照片（初次申請者1張、延長居留期限換證者1張）。
4. 護照及居留簽證正、影本各1份。
5. 在學證明書正、影本各1份。

(二) 辦理時間：

10個工作天

(三) 申請流程：

1. 線上申請：

- 由申請人以網際網路至移民署「外國與外僑、大陸與港澳、無戶籍國民學生線上申辦系統」網址：

<https://coa.immigration.gov.tw/coafrontend/student/entry>

自行註冊帳號並申請外僑居留證

- 經以網際網路填寫及上傳相關資料後，申請人於核准通過五個工作日內以網路收單 ATM、虛擬帳號或 E 政府繳費平台等方式繳交證照費。



• 領證方式：

a.初次入境者(已錄取未註冊)：由申請人於線上系統完成繳費後，自行下載列印居留有效期六個月之電子居留證，並於完成學校註冊程序後及該證居留有效期屆滿前，持護照、原電子居留證及最近二年內二吋半身脫帽正面相片(同我國國民身分證相片規格)，辦理居留效期展延及換發外僑居留證。

b.初次入境者(已錄取並註冊)：由申請人於線上系統下載列印線上繳款收據，並請於三個工作日後持憑至服務站領取外僑居留證。

c.非初次入境者：由申請人於線上系統下載列印線上繳款收據，並請於三個工作日後持憑至服務站領取外僑居留證(須繳回舊證)。

2.現場辦理：

由申請人親自或委託他人檢具前述文件向居留地之內政部入出國及移民署各縣(市)服務站提出申請，委託他人代辦者，應於申請表上填寫委託聲明或另附委託書，但初次申請者則必須本人親自到場辦理。

(四)費用：

新臺幣1,000元(1年期)，新臺幣2,000元(2年期)，新臺幣3,000元(3年期)。外僑居留證遺失或因故污損申請換發者，須繳納換證費用新臺幣500元。

(五)注意事項：

持外僑居留證者，倘須在效期內出境並再入境，應申請外僑居留證時同時申請重入國許可。

(六)辦理延期注意事項：

1. 未於居留期限內辦理延期者，主管機關得廢止當事人居留資格，並限令出國。
2. 初次入國未註冊經先行核發效期6個月之外僑居留證者：俟其註冊後，再行受理居留延期申請，並補足已繳規費之剩餘效期。
3. 已畢業欲留臺覓職者：應檢附畢業證書申請延期，其居留效期統一以畢業當月加計6個月為延期居留期限；如屬延畢者，應檢附相關證明文件，依實際就學情形酌予核發6個月至1年效期之外僑居留證。

延期申請表格與新辦申請表相同，請見前頁連結。



(七) 詳細相關規定請洽「內政部入出國及移民署」

網站：www.immigration.gov.tw

地址：臺北市廣州街15號

臺北市服務站：星期一至星期五自上午8時至下午5時

總機電話：(02)2388-9393

語音答詢專線：(02)2370-2797

人工答詢專線：(02)2389-9983

外國人在臺生活24小時免費諮詢熱線：0800-024-111 (中英日文)

Email: boi@immigration.gov.tw



【抵臺後】

四、入學健康檢查

入學健康檢查是完成註冊手續的必要項目之一。在您註冊當天，您需要繳交學校規定的健康檢查表格。詳細流程請參考 <https://oia.ntu.edu.tw>>在校國際學生 >國際學位生與雙聯學位生 > 新生>抵台後>健康檢查

五、保險

(一) 學生團體保險

1. 於註冊時繳交團體保險費，即可獲得保障，凡有正式學位的本校學生均強制投保。
2. 學生團體保險包含精神治療門診補助，每人每月最高1,450元（實支實付扣除健保補助）。
3. 學生校外活動有登錄安全守護網者，若發生意外身故者，會獲得特別的約定200萬理賠（未登錄者100萬）。

(二) 國際學生團體傷病醫療保險

1. 在您尚未加入全民健保的6個月，您如要自行攜帶海外保險來臺，請於註冊時出示經我國駐您的國家代表處驗證過的保單。若無，需申辦國泰團體傷病醫療保險且依規定由學校將國際學生應繳納之團體保險費列入每學期學雜費繳款單，由學生於註冊時一併繳納。
2. 國際學生團體傷病醫療保險費每月新臺幣500元，一旦入保，該筆費用不予以退費。請先確認您的醫療項目並非特殊疾病及醫療行為不給付項目（請參考下方備註）。
3. 請先確認您的醫療項目並非特殊疾病及醫療行為不給付項目（請參考下方備註），其使用流程如下：
 - (1)至鄰近醫療院所就診；建議可就近到位於校園內的臺大衛生保健及醫療中心就診。
 - (2)就診時，請向醫師申請你的診斷書。
 - (3)門診費用須先行自付，再向醫院索取門診費用相關收據正本及你的診斷書
4. 看診後，請務必檢附下列文件至本處，我們會協助您辦理理賠
 - (1)繳費收據正本
 - (2)診斷書正本
 - (3)郵局存摺封面影本
 - (4)保險理賠申請書
 - (5)護照影本
 - (6)居留證影本



5. 請留意：門診給付相同症狀每日以一次為限，每日一次理賠上限為新台幣1,000元(超過新臺幣1,000元者，以1,000元計算)且不包括掛號費。
6. 保險醫療給付項目如下：
 - (1) 門診：
 - 診療、處置或手術。
 - 藥劑、注射。
 - 治療所必需之材料及檢驗、檢查。
 - (2) 住院：
 - 診療、處置或手術。
 - 藥劑、注射。
 - 治療所必需之材料及檢驗、檢查。
 - 護理、三等病床及膳食之供應。
 - 保險給付範圍：限於臺灣地區之醫療行為。投保前之傷病及保險公司規定之特殊疾病及醫療行為不給付。
7. 備註：投保之國際學生因傷病事故必須就醫時，皆可就診，但有下列情形者承保機構不負給付之責：
 - 自殺行為、酗酒、吸食違禁藥品或犯罪行為和戰爭變亂所致之傷害或疾病。
 - 不孕症、懷孕、流產或分娩及其所引致的併發症。
 - 健康檢查、視力矯正、預防注射、外科整型美容、洗牙、假牙、義肢、義眼或其他附屬之裝置。
 - 救護車、診斷證明書、指定醫師費、特別護士看護、陪伴費、非治療之用品費
 - 紅斑性狼瘡（先天性）、血友病、多汗症、愛滋病、性病、先天性疾病、結紮手術、器官移植、投保前之傷病。
 - 牙科患者、單純之療養、靜養或復健者，不得給予住院治療。



(三)全民健康保險

依據全民健康保險法之規定，持有居留證明文件在臺居住滿六個月者，均強制參加全民健康保險。

在臺居住滿六個月，係指進入臺灣地區並取得外僑居留證後，連續居住達6個月或曾出境1次未逾30日之實際居住期間扣除出境日數後，併計達6個月。

1. 保險費繳納方式及金額

依規定由學校將外國學生應繳納之健康保險費每月新台幣749元(依健保局現行收費標準)列入每學期學雜費繳款單，由學生註冊時一併繳納。

2. 轉入本校代辦健康保險情形

- 狀況一：新入境新生，在臺居留未滿6個月

在臺居留滿6個月後，需依狀況二程序辦理健保轉入及IC卡申請事宜。

- 狀況二：新入學新生，且已在臺居留滿6個月

請先至國際事務處開立健康保險費繳款單，至出納組補繳費用後，再持『繳費收據』、『外僑居留證』至國際事務處辦理健保轉入及線上IC卡申請事宜。屆時會通知您到國際事務處領卡。

- 狀況三：已於其他單位投保，但欲轉至學校投保

請先至原投保單位(例如：語言學校、工作單位、鄉鎮市區公所)辦理健康保險轉出事宜，並取得健康保險轉出單或轉出證明書後，再至國際事務處開立健康保險費繳款單，至出納組補繳費用後，持繳費收據及原投保單位轉出證明至國際事務處辦理健保轉入事宜。

3. 休學、退學、畢業、轉學、工作者

至國際事務處辦理健康保險轉出。

4. 補發或換發健保IC卡

如因身分資料變更、毀損、遺失，或更換照片等申請換發健保IC卡者，請至郵局或中央健康保險局申辦與繳交工本費新臺幣200元。

5. 詳細相關規定請洽『中央健康保險局臺北分局』

網站：www.nhi.gov.tw

地址：臺北市公園路15-1號(健保大樓)5~9樓

電話：(02)2191-2006；0800-030598

服務時間：週一至週五自上午8時30分至12時30分；自下午1時30分至5時30分



第三章 初入臺大

一、迎新活動

校園導覽

認識臺大美麗的校園及歷史，從校園導覽開始！由熟悉校園的臺大同學，帶領您認識本校地標、餐廳、郵局... 未來您求學、生活不可不知的重要資訊，完整提供給您。本導覽將分別以中文、英文以及日文進行，屆時請於新生調查系統登記您希望參加的組別。詳細資訊，請登入新生調查系統參閱。

迎新說明會

所有國際學生新生皆須參加，迎新說明會中向同學詳細介紹校內資源、選課資訊、簽證換發、健保、獎學金、華語文課程、宿舍規定以及在臺灣生活的各項需知。

註冊

國際事務處將統一辦理所有國際學生、雙聯學位生之註冊事宜。完成註冊後，您將取得本校學生證，成為臺大三萬多名學生的一員。

前往臺大

由桃園機場（機場代號TPE）抵臺

以下為桃園機場到臺大正門與各宿舍的方式：

1. 機場捷運

搭乘捷運：費用約需新台幣200元，時間約需50分鐘。從A12、A13、A14桃園機場站搭乘桃園機場捷運至A1台北車站，再搭乘台北捷運至G07公館站。

2. 計程車

搭乘計程車將免去攜帶大型行李的舟車勞頓。計程車開至臺北市的收費約在新台幣1000至1200元間。機場接機大廳外皆有24小時計程車排班，晚上11點過後會有夜間加成。

3. 公車轉乘計程車、捷運

桃園機場兩座航廈皆有販售客運車票，收費約新台幣150至200元，選擇搭乘往臺北的班次，再轉乘計程車或捷運即可。



至臺大正門與太子學舍水源舍區：

於捷運公館站下車，臺大正門位於3號出口，水源舍區由4號出口出站後往左，至汀洲路右轉，至思源街左轉，大約步行2分鐘後即可於右側看到水源舍區。

至國青宿舍與太子學舍長興舍區：

於捷運科技大樓站下車，往捷運站東南方步行15分鐘即可抵達國青宿舍，長興舍區需在辛亥路上延校區圍牆向東繼續步行10分鐘。

由松山機場（機場代號為TSA）抵臺

松山機場是位於臺北市中心的機場，主要負責國內航線與部分日本、韓國、中國航班，除了計程車以外，亦可以搭乘捷運文湖線松山機場站。由捷運抵達臺大的方式同上。

臺大校總區與宿舍地址：

臺大正門：臺北市羅斯福路四段1號

太子學舍 - 臺大水源舍區：臺北市思源街16-2號（A棟）16-3號（B棟）16-55號（C棟）

太子學舍 - 臺大長興舍區：臺北市基隆路三段75號

臺大國青宿舍：臺北市辛亥路三段30號

二、選課

1. 學生選課，須依本校學生選課辦法，各院系規定之科目表及公告之當學期選課注意事項辦理。
2. 學士班每學期所選學分數，不得少於15學分，不得多於25學分，惟修業年限最後一年，每學期不得少於9學分，不得多於25學分。部分學系可能因課程規劃有異於上述之上下限，同學可至myNTU→課程學習→「各系所必修課程查詢網頁」確認。延長修業年限學生，得僅修習應補修或重修之課程。研究生每學期所修習學分數，由各研究所核定之。若缺修學分是第二學期課程者，第一學期得辦理休學，免予註冊，註冊者至少應選修一個科目。學士班學生成績優異者得修至31學分。學生若因情況特殊，經導師、系主任、教務長核可者，得於當學期超修或減修學分。
3. 學生辦理課程加、退選，應於每學期規定期限內行之，逾期不予受理。學生未照規定辦理加退選手續者，其自行加選科目、成績、學分概不予承認。



4. 網路選課流程：選課流程分為以下各階段：初選第一階段、初選第二階段、開學第一、二週的加退選階段、開學第三週的教師同意加簽(人工加簽)、以及開週加退選階段。相關選課日程，請參照教務處公佈之臺大2020/2021 (109學年度) 行事曆 (請見教務處網頁：www.aca.ntu.edu.tw/calendar.asp)；詳細的選課流程，請至myNTU→學生專區→課務資訊→「選課及註冊須知」仔細閱讀。

初選第一階段

請到 <https://nol.ntu.edu.tw> 瀏覽課程大綱及其他相關資訊。上學期為8月17至20日，下學期為1月18日至1月21日(日期暫定，以公告為準)。

請上網站 <https://my.ntu.edu.tw> > 學生專區 > 課務資訊 > 網路選課1/ 網路選課2，學號即為學生證號碼，請注意第一個英文字母為小寫。預設的登入密碼為英文小寫字母a加上出生日期。(例如，如果你的生日是1月22日，則預設的密碼即為：a0122)

初選第二階段

上學期為8月25日至8月27日，第二學期為1月26日至1月28日 (日期暫定，以公告為準)。初選第一階段結束後，請登入線上選課系統查詢選課結果。在系統內，輸入課程的5碼課程流水號，你可以查詢該課程的剩餘名額。如果該課程已經額滿，仍可登記，但分發時若無缺額將不進行分發。

加退選階段

上學期於9月14日開始，加選至9月26日下午6時止，退選至9月27日截止(系統開放至9月28日上午8時)；下學期加退選為2月22日開始，加選至3月6日下午6時止，退選至3月7日截止(系統開放至3月8日上午8時)(日期暫定，以公告為準)開學後網路加選之方式，分為下列三類，由授課教師決定所授課程之加選方式，並事先公佈於臺大課程網：

- 第1類：教師不設定修課人數上限，學生可直接上網加選，但加選人數達400人後不再接受加選，且未符先修科目規定者會於線上擋修。
- 第2類：教師發給「加選授權碼」，自行管控學生修課資格及人數，學生再依教師發給之授權碼上網加選，網路加選即時完成。
- 第3類：教師有設定修課人數上限，擬修課學生上網登記後，教務處於網路加選期間，依各課程之剩餘名額進行四次分發作業。未符先修科目規定者，會於線上擋修。(登記時請自行設定「衝堂或相同課程志願序」，當分發到衝堂或課號相同班次不同課程時，依據該志願順序分發)。



人工加簽：

請至「網路選課1」或「網路選課2」下載教師同意加簽單，經授課教師簽章後，將加簽單紙本送至註冊組或研教組辦理。上學期開放下載時間為9月27日至10月2日；下學期開放下載時間為3月7日至3月12日。

確認選課：

請在開學第4週上網站 <https://my.ntu.edu.tw> > 學生專區 > 課務資訊 > 「選課結果查詢」，並請下載列印作為紀錄。如果選課結果有誤，一週內學士班學生請向註冊組、研究所學生請向研教組反映更正。

5. 停修申請：

學生於加退選課程截止後，因故無法繼續修習課程，得依本校「學生停修課程辦法」之規定，申請停修1門科目。

上學期為9月28日至12月11日，下學期為3月8日至5月21日（日期暫定，以公告為準）。欲停修課程的學生須上網填寫並列印申請書畫（<https://my.ntu.edu.tw> > 課程學習 > 停修課程網路申請系統），並由授課教授及系所主管簽章同意，於申請期限之前送交至註冊組或研教組辦理。一旦停修課程，該課程在成績單將會註明「停修」。

三、註冊

學雜費繳交

請於規定期限內，上網列印學雜費繳費單，並持繳費單據在指定金融機構於臺灣境內完成繳費。請注意，國外匯款將無法受理。學士班新生請於8月12日起至9月8日新生註冊前完成繳費。碩博士新生可在抵達臺灣之後，於9月11日前來本校國際學位生新生註冊會現場持現金（新臺幣）直接繳費。

有關109學年度國際學生舊生繳交學雜費時間為上學期自109年8月3日開始至9月11日結束，下學期自110年2月1日開始至2月19日結束。請至本校出納組網頁或myNTU網站下載列印學雜費繳費單（<https://my.ntu.edu.tw>> 學生專區 > 學雜分費繳費及證明）。

※任何變動請以本校教務處發布之最新行事曆為準：臺大首頁 > 行事曆 > 本校行事曆



國際學生新生註冊

109學年度國際學位生新生註冊時間及地點資訊，請逕至國際事務處網站查詢。大一新生均要參加新生書院，相關資訊請參考新生調查系統。

為了完成註冊手續請攜帶以下文件：

- 註冊手續單
- 驗證後之外國學歷及成績單 (雙學位免)
- 護照
- 臺大入學許可
- 已完成的臺大新生入學健康檢查表
- 學雜費繳費收據

延緩註冊

本校學則規定，新生第一學期必須親自到校辦理註冊手續，因故不能於本校規定之註冊日來校報到入學，或因其他不可抗力因素而無法於當學期註冊入學者，得於註冊開始前，向教務處申請延緩註冊，惟延緩註冊以一星期為限；保留入學資格以一年為限。如未辦理延緩註冊或保留入學資格，且逾期未註冊者，註銷其入學資格。

有關申辦延緩註冊，須先完成網路延緩註冊，請參考<https://my.ntu.edu.tw> > 學生專區 > 課務資訊 > 延緩註冊及復學申請。相關資訊請洽詢：
教務處註冊組郭慧芬小姐，電話：(02)3366-2388 分機213
或教務處研教組梁漢生先生，電話：(02)3366-2388 分機 415。

四、學士班華語文及英文能力檢測

學士班一年級新生必須參加此英語測驗與華語測驗。

英語能力測驗與免修

英語測驗為大一英文（學士班必修課）之分班測驗。若此測驗成績達應試之僑生、國際學生總人數前百分5者，可免修大一英文。除此之外，持有以下證書之國際學生亦可提出大一英文免修：

1. 全民英檢能力分級檢定(GEPT)中高級初試及複試
2. 托福網路測驗(TOEFL iBT)83分(含)以上
3. 國際英語測試(IELTS Academic)6.5級(含)以上
4. 英國劍橋大學中等英文認證 (FCE or FCE for Schools)Grade B (含)以上
5. 國際溝通英語測驗(TOEIC)聽讀總分865分、口說170分且寫作165分(含)以上
6. 外語能力測驗(FLPT)之英語測驗聽讀總分217分(含)以上，口說S-2+級分(含)以上，寫作B級分(含)以上



華語文能力測驗

華語測驗未達測驗標準者，須上一學年的國際學生華語課程（一週6小時）且通過後，才可修讀大學國文必修課（其他專業課程不受此限）。若您有TOCFL聽力、閱讀、寫作三項測驗之進階級(Level 3)以上證書者可申請直接分入國際學生國文特別班。

「國際學生國文特別班」固定於每周六上課，您若不方便，建議參加華語文檢定：

90分以上者便可自由選擇大學國文課程（本地生班）；

60-90分者仍會編入「國際學生國文特別班」；

低於60分者將編入語文中心辦理之「國際生華語課程」加強中文

（學士班學生不採計為畢業學分，但會有成績並影響平均分數），一年後該課程兩學期成績均及格者，於第二學年起得修習國文，編入「國際學生國文特別班」。

國文為必修課程，您若無參加考試也無申請免考，則無法選課，亦無法畢業，請務必留意。

詳細之華語文及英文能力檢測資訊，請參考「華語文及英文能力檢驗」網站訊息與公告：<http://curri.aca.ntu.edu.tw/isotest/iofirst.html>

五、國際學位生華語學分班

研究生若欲選修國際生華語課程，必須在開學前參加「國際生華語課程註冊暨分班測驗」，詳情請見：oia.ntu.edu.tw > 在校國際學生 > 國際學生華語課程 > 註冊及分班測驗

注意事項：

1. 此課程須自第一學期開始上課，第二學期須於同一學年度選修，至多可選修兩學期。
2. 國際生華語課程為校內正式學分課程。然「是否能抵免畢業學分」與「學分數之轉換」，仍須與原就讀之院系所詢問確認。
3. 分班結果將於一週內帶入選課系統，同學務必至線上選課系統再次確認。如需辦理加退選，請按照本校選課流程進行。
4. 發生國際生華語課程與其他課程衝堂之情形（就算1小時的衝堂也不行），請依照本校加退選規定辦理。

聯絡人

陳綺雯 小姐

國際生華語課程

電話：+886 (0)2 3366 2007 ext 315

bettychen@ntu.edu.tw

第四章 住宿

一、學生住宿服務組聯絡資訊

申請相關問題請連絡學生住宿服務組單一窗口：admdorm@ntu.edu.tw

各學生宿舍輔導員聯絡資訊，請參閱網頁：

學生住宿服務組 > 關於我們 > 宿舍輔導員

https://osa_dorm.ntu.edu.tw/AboutUs/ResidentDirectors



二、住宿須知

如果您想申請住宿，請務必了解並遵守以下注意事項：

1. 本校國際學位生於入學的第一學期，經申請後皆可獲得本校安排校內宿舍住宿，但不得自行選擇房間及室友，且無法為夫妻或家庭安排住宿。如放棄本校所安排之校內宿舍，之後欲再度申請住校內宿舍，則須自行於住宿服務組規定的時間內，重新向住宿服務組或BOT太子學舍提出申請，但無優先分配權，並需依學校所規定的分配順序，重新分配住宿。

同學如抽中BOT宿舍且欲提早辦理入住，請同學務必先寫信至太子信箱，獲得同意後才能辦理入住。

水源BOT：ntusyservice@prince.com.tw 電話：(02)2363-1066 #20199

長興BOT：ntuchservice@prince.com.tw 電話：(02)2377-0199 #10129

2. 若對於所分配之宿舍有疑問，請逕向宿舍輔導員或住宿服務組反應。
3. 住宿學生不得有下列違反規定之行為：
 - 頂讓床位、霸佔床位、或排斥他人進住。
 - 偷竊、賭博、酗酒鬧事或鬥毆。
 - 儲存危險物或違禁物。
 - 利用宿舍網路從事不法之行為或違反學術網路之使用規範。
 - 未經同意留宿訪客或未依「學生宿舍進出及會客辦法」讓訪客進出寢室。
 - 引介商人進出宿舍買賣物品。
 - 接裝未經同意或超過該宿舍及寢室電力負載之器具。
 - 在寢室內炊膳。



- 未經同意在宿舍內飼養動物。
- 在宿舍建物內或舍區室外非吸煙區抽菸。
- 未經同意將寢室內之公物移至寢室外或毀棄。
- 未經同意於宿舍公共區域堆放物品。
- 違反宿舍生活自治會訂定之有關住宿規定。
- 其他違反公共衛生、居住安寧或公共安全之行為。

4. 宿舍內全面禁菸，但在宿舍外有設置吸菸區的空間則可以抽菸。

5. 如放棄本校所安排之校內宿舍，而擬自行於校外住宿，則本校不負責校外住宿之安排。

6. BOT太子學舍生活公約

個人自律部分：

- 個人生活作息時間，應保持正常；室友間應相互尊重與體諒。
- 不在走廊或寢室內高聲談笑、唱歌或彈奏樂器影響他人安寧。
- 維持寢室內的整齊與清潔。
- 禁止將鞋子及雜物置放在走道及公共空間。
- 宿舍區內禁止飼養各類寵物及攜帶寵物進出。
- 未經許可不得擅自開啟他人寢室、抽屜、內務櫃及擅自拿取他人財物。
- 應妥慎保管個人貴重錢財物品。
- 注意服儀、禮節，離開寢室不宜只穿著內衣、內褲或赤膊、光腳；進出宿舍不宜著拖鞋或奇裝異服。
- 維護整體環境，不隨意丟棄垃圾，並力行垃圾分類及環保。
- 宿舍周邊區域之腳踏車應按規定停放。
- 隨手關燈關水，節約用電用水，養成節約能源好習慣。
- 退宿時應保持房間整潔，若有不清潔或設備有毀損、缺漏需負賠償之責。
- 每學年度依本校住宿規定參加一次消防講習。

團體生活部份：

- 公物或公共設施不得擅自移動或挪用，應共同愛惜使用與維護。
- 在交誼廳、自修室舉辦各類團體活動或使用各種休閒娛樂設施，事前應向服務中心（櫃檯）提出申請；並遵守各項相關規定。
- 注意寢室門禁，養成隨手關門鎖門的習慣；隨時留意並報告陌生人之動態，防止不法情事。
- 遇有任何問題或發現違規、不法情事，請立即向管理人員反映或檢舉。



- 為免影響他人作息並維護他人安寧，應遵守設施之使用時段：
 - ※交誼廳電視機於晚間十一時後須將音量調至最小，以利其他住宿生休息。
 - ※以愛惜之心使用休閒健身器材，晚間十一時後禁止使用。
- 自行車、機車及汽車應遵守行車秩序按規定停放整齊。
- 嚴禁於宿舍區域內吸菸（含室內及室外），尊重他人不吸二手菸之權益。
- 遵守公共區域各種電器設施之使用方式，避免發生危險。

三、校外住宿

(一) 崔媽媽基金會

網址：www.tmm.org.tw

電話：(02)2365-8140

傳真：(02)2368-3073; (02)2363-3563

Email：snail.tmm@gmail.com

(二) 臺大生活便利通：

網址：<http://life.ntu.edu.tw>



第五章 教務與獎學金

一、學則摘要

以下僅摘錄部分學則規定，完整之學則及其他相關規定請至教務處網站查閱。

(一) 入學

1. 國際學位生得依教育部「外國學生來臺就學辦法」及本校「外國學生入學要點」規定，申請入學本校。
2. 新生所繳之證明文件，如有假借、冒用、偽造或變造等情事，一經查明，即開除學籍，不發給任何學歷證明，並由學校通知其家長或監護人。畢業後始發覺者，除勒令繳銷其畢業證書外，並公告取消其畢業資格。

(二) 繳費、註冊

1. 學生每學期應繳交之各項費用及其數額，於每學期開學前公布。
2. 新生及轉學生入學第一學期須親自到校辦理註冊手續。學生自入學第二學期起，除已辦理休學、應退學或已符合畢業資格者外，每學期均應於本校行事曆規定之上課開始日之前繳交各項應繳費用，繳交學雜費即視同完成註冊，其他未繳之應繳費用，應依各相關規定辦理。逾期未繳學雜費，除已請准延緩註冊者外，視同未註冊，應令退學。
3. 經網路申請延緩註冊，至多以一星期為限。但情況特殊經專案請准延緩註冊者，不在此限。學生已請准延緩註冊但逾已請准之延緩期限仍未繳費者，應予退學。
4. 學雜費繳費單請逕至出納組網站(<https://mis.cc.ntu.edu.tw/reg>)自行下載，並請務必於學校規定繳費截止前，持繳費單至繳費單所列代收單位繳費(如用ATM繳費者請務必確認收據上顯示交易成功)。

(三) 修業年限、學分

(因時有調整，內容僅供參考，請洽詢各系所為準)

1. 學士班：
 - 各學系修業年限，除醫學系為六年另加實習一年，牙醫學系、藥學系授予臨床藥學學士學位者、物理治療學系授予物理治療學士學位者為五年另加實習一年，獸醫學系為五年，學士後護理學系為二年半外，藥學系授予藥學學士學位者、物理治療學系授予理學學士學位者及其餘各系均為四年。四年制各學系之畢業應修學分數不得少於一二八學分；修業期限非四年者，應依修業期限酌予增減。但各學院專案申請經教務會議通過並報請教育部核准調減者，不在此限。

- 學生於修業年限內不能修滿各學系應修學分者，得延長其修業期限，最長以二年為限。

2. 研究所：

- 碩士班修業期限以一至四年為限；博士班修業期限以二至七年為限。但應修畢業學分數達六十學分以上之研究生未在規定修業期限修滿應修課程或未完成學位論文者，得酌予延長其修業期限，最高以二年為限。逕行修讀博士學位者，自轉入博士班起，其修業期限依照前述博士班規定辦理。
- 碩士班研究生至少須修滿二十四學分，博士班研究生至少須修滿十八學分；逕行修讀博士學位研究生至少須修滿三十學分（含碩士班期間所修學分數）。畢業論文不計入畢業應修學分。

(四) 學分抵免與採計

學生入學本校前修習及格之科目與學分，得依本校「學生抵免學分辦法」之規定申請抵免。入學本校後經核准出國修習及格之科目與學分，適用本校「學生出國修課學分採計要點」之審核規範辦理學分採計。研究生經核准抵免及採認之課程學分數，合計至多以就讀學系所規定畢業應修學分數二分之一為限，但專案簽經教務長核准者不在此限。請於期限內至myNTU> 課務資訊 >> 學分抵免審查系統中申請。申請期限請詳臺大教務處該年度行事曆。

(五) 成績

1. 學生應於每學期期末考試完畢十日起，至教務單位或上網查詢各科學期成績，如有疑義時，得向各教務單位查詢。欲申請紙本成績單，請至教務處網站：www.aca.ntu.edu.tw >業務項目 > 成績相關 > 網路申請成績單，亦可至教務處前的機器繳費列印成績單。
2. 學生學業成績最高為A+，大學部及格標準為C-，研究生及格標準為B-。性質特殊之科目，經院系課程委員會及教務會議通過後，得採「通過」、「不通過」之考評方式。成績不及格或不通過之科目，不給學分。
3. 學士班國際學位生學期學業成績不及格科目之學分數，達該學期修習學分總數三分之二且次學期逾二分之一者，應令退學。下列學生不適用此項規定：
 - 身心障礙學生。
 - 全學期修習學分總數未超過九學分者。
 - 運動成績優良甄審、甄試學生。
4. 學生於考試時如有作弊行為，一經查出，除該科該次成績以X等第計算外，並視情節輕重，分別予以記過、勒令退學之處分。



(六) 請假、曠課、扣分

1. 學生請假之種類分病假、生理假、事假、喪假、公假、產假六種。
2. 相關學生請假之法規請參考學生事務處生輔組網頁：<http://advisory.osa.ntu.edu.tw> > 學生請假 > 法令規章
3. 學生請假系統位於 <https://my.ntu.edu.tw> > 學生專區 > 生活資訊 > 學生請假。
4. 未經准假或假期已滿而缺課者，以曠課論。曠課一小時，以請假五小時論。
5. 學生平時請假達學期授課時數五分之一者，降該科學期成績一等第為原則，達四分之一者，降該科學期成績二等第為原則。授課教師另有規定者，從其規定。一學期中某科目請假達三分之一者，該科成績以X等第登錄。
6. 經核准請公假或產假者，不適用前條規定。

(七) 轉系、所

學士班學生修業滿一年後至修業年限最後一年第一學期開始前(不含延長修業年限期間)，得依學校規定申請轉系，惟以一次為限。

研究生修業一學年以上，因特殊情形經原肄業系、所暨擬轉入之系、所、學程雙方主任(所長)認可或專案簽經教務長同意，得轉系、所、組、學程，並以一次為限。

(八) 雙主修、輔系

各學系學士班學生，其前一學年每學期等第績分平均(GPA)達二點九二以上或成績名次在該班學生人數前百分之二十以內(各學系有更嚴格規定者，從其規定)，學生修讀滿一年後至修業年限最後一年第一學期開始前(不包括延長修業年限)，得申請修讀其他學系為加修學系，並以核准一學系為限。

各學系學士班學生修讀滿一年後至修業年限最後一年第一學期開始前(不包括延長修業年限)，得申請修讀輔系。

(九) 休學、復學、退學、畢業離校

1. 學生因故申請休學，須經家長或監護人之同意，至遲應於期末考試開始前辦理。
2. 學士班學生有下列情形之一者，當學期應令休學：
 - 一學期中請假達三分之一者。
 - 已註冊但於加退選截止日仍未依規定辦理選課或所選學分數低於規定者。
3. 學生休學，得以學期或學年為期，休學累計以二學年為原則，期滿因重病或特殊事故需再申請休學者，應經就讀系所主任及教務處核可後，酌予延長休學年限，至多以二學年為限，但有其他因素專案申請，請經教務處核可者，得再延長二學年。研究生因故申請休學，至遲應於期末考試開始前申請。新生入學第一學期申請休學，須於完成註冊手續後始得申請。



4. 學生請准休學期滿後，如擬繼續休學者，須於應復學該學期本校行事曆規定之上課開始日之前重新申請休學。逾期者須於補繳費註冊後，始得再申請休學。
5. 學生有下列情形之一者，應令退學：
 - 修業年限屆滿經依規定延長年限仍未修足系所應修之科目與學分者。
 - 休學逾期未繳費註冊者。
 - 入學或轉學資格經審核不合格者。
 - 操行成績不及格者。
 - 休學年限(含專案核准者)已滿，已註冊但於加退選截止日仍未依規定辦理選課或所選學分數低於規定者。
 - 自102學年度起入學學生同時在本校擁有二個(含)以上學士班學籍者。
 - 其他規定應令退學者。
 - 僑生、港澳生、陸生、外國學生、海外回國升學之蒙藏生、原住民族籍學生、離島生、派外人員子女學生學期學業成績不及格科目之學分數，達該學期修習學分總數三分之二且次學期逾二分之一者，應令退學。
6. 研究生有下列情形之一者，應令退學：
 - (1) 碩士班修業屆滿四年、博士班修業屆滿七年，而仍未修足應修科目與學分或未通過學位考試者。
 - (2) 訂有資格考之碩士班，其碩士學位候選人未依該所之規定通過資格考者。
 - (3) 博士班學生未依所屬學系(研究所)規定之期限內完成博士學位候選人資格考核者或博士學位候選人之資格考核不合格，經重考一次仍不合格者。
 - (4) 學位考試不及格，不合重考規定或合於重考規定，經重考一次仍不及格者。
 - (5) 學業成績因未符就讀系所自訂並已送校核備之退學標準而應予退學者。
 - (6) 操行成績不及格者。
 - (7) 逾期未註冊或休學逾期未復學者。
 - (8) 入學資格經審核不合格者。

未通過博士學位候選人資格考核或未通過博士學位考試之逕行修讀博士學位研究生，若合於回碩士班就讀或合於授予碩士學位規定者，不受前述第(3)、(4)點規定限制。
7. 自請退學及應令退學學生，應向教務處辦理退學離校手續。如在校修滿一學期以上，具有成績，其學籍並經審查合格者，得發給修業證明書。
8. 畢業離校手續：請至 <https://my.ntu.edu.tw> > 學生專區 > 畢業生資訊 > 畢業生離校手續查詢



二、獎學金

(一) 本校獎助學金

本校獎助學金之初領者皆需上傳：1.有效外僑居留證(ARC)/統一證號、2.郵局存摺影本。尚無郵局帳戶者，請攜帶ARC、護照、學生證、新臺幣10元，至郵局辦理開戶、3.該學期註冊繳費證明。

- 國際研究生獎助學金(新生)

核發說明(以下金額以新臺幣計)：

每個月生活補助費：新臺幣2萬5千元

獎學金於每月底核發

年限：碩士至多2年、博士至多3年

續領：

各學院自訂續領標準進行審查

- 國際優秀研究生獎助學金(新生)

核發說明：

每個月生活補助費：新臺幣3萬5千元

獎學金於每月底核發

年限：碩士至多2年、博士至多3年

續領：

各學院自訂續領標準進行審查

- 國立臺灣大學國際學位生助學金(新生、在校生)

核發說明：

(1)學雜費減免+每月新臺幣6千元

» 每學期學、雜費為0，住宿、保險、網路使用費等須自行負擔

(*就讀GMBA的同學，學雜費補助比照管理學院，學分費需自行繳交)

» 每月TWD 6,000

就讀GMBA的同學，每學期領取：

1-5/7-11月：每月6,000元

6、12月：TWD 6,000 + (管理學院學雜費 - GMBA學雜費基數) }

獎學金自9月起於每月底核發

(2)學雜費減免

每學期學、雜費為0，住宿、保險、網路使用費等須自行負擔

(*就讀GMBA的同學，學雜費補助比照管理學院，學分費需自行繳交)

續領：

學士班：大一升大二學業平均需達GPA3.0 (含) 以上、大二升大三學業平均需達GPA3.2 (含) 以上、大三升大四學業平均須達GPA3.33 (含) 以上。

碩士班：前一學年學業平均需達GPA3.5 (含) 以上。

博士班：各學院自訂續領標準進行審查。

※上述續領資格適用109學年度起之獲獎生；108學年度(含)以前之獲獎生不受此續領限制。

● 國立臺灣大學國際學位生在學生獎助學金注意事項

- 1.本處非主要匯款執行單位，一切以會計與出納流程進度為主，本處無法預先知道確切入帳時間。
- 2.每年1月因橫跨會計年度，會計作業可能延遲，若本處知道情形會再以email另行通知。1月或2月因過年，作業時間亦將不同，請預作準備。
- 3.獎學金相關資訊皆對應學號，因此只會寄發至學校信箱，請定期查閱NTU Webmail以免錯失重要資訊。

(二) 我國政府獎學金

我國政府獎學金領取步驟如下：

初領：

需上傳：

- 1.有效外僑居留證 (ARC) (居留事由：就讀臺大)
- 2.郵局存摺影本。尚無郵局帳戶者，請攜帶ARC、護照、學生證、新臺幣10元，至郵局辦理開戶
- 3.該學期註冊繳費證明

續領：

- (1) 2、8月為每學期首月，需於完成註冊繳費後方可續領該月份獎學金
- (2) 需上傳註冊繳費證明與ARC(居留事由：就讀臺大、效期內)、前一學期成績單。研究生撰寫論文期間若無修課成績，請下載指導教授評估表
- (3) 第一學期成績未達續領審查標準者，第二學期停發4月份獎學金；第二學期成績未達續領審查標準者，下一學期停發11月份獎學金。連續二學期不及格者註銷獎學金
- (4) 成績續領審查標準，依獎學金類別有所不同：
教育部：學士班GPA 2.44；研究生GPA 3.38
外交部：學士班GPA 1.7；研究生GPA 2.44



- **教育部臺灣獎學金**
學雜費補助上限為新臺幣40,000元不含住宿、保險、網路使用費等。不足額部分由獲獎生自行負擔。
研究生每月TWD 20,000
學士班每月TWD 15,000
獎學金於每月底核發
- **外交部臺灣獎學金**
每學期學、雜費比照本地生(TWD 25,640~31,180)
每月TWD 30,000
獎學金於每月底核發
- **臺灣獎學金注意事項**
 - 1.本處非主要匯款執行單位，一切以會計與出納流程進度為主。本處無法預先知道確切入帳時間。
 - 2.1月因橫跨會計年度，會計作業可能延遲；1月或2月因過年，作業時間亦將不同，請預作準備。
 - 3.有提前註冊繳費需求者，請至教務處領取繳費單後至出納組繳費。
 - 4.獎學金辦法請至臺華獎辦公室網頁查詢。
 - 5.獎學金相關資訊皆對應學號，因此只會寄發至學校信箱，請定期查閱NTU Webmail以免錯失重要資訊。



第六章 校園生活須知及資訊

一、安全

(一) 緊急事件通報流程

學生如果遇到緊急事件，可依下列步驟尋求支援協助：

1. 為爭取救援時效，如需救護車、消防車等緊急處理或需緊急報案，請優先撥打119或110，以爭取救援車輛路程所需時間（若須以外語溝通，請撥打外籍人士24小時服務專線0800-024-111）。
2. 採取第一步驟後，撥打本校24小時緊急專線電話，學校支援系統將以最快速度為您服務。

校內緊急報案專線（駐衛警察隊24小時專線）	(02)3366-9110
學生緊急事故協助（校園安全中心24小時專線）	(02)3366-9119

(二) 駐警隊深夜護送服務

駐衛警察隊負責維護校園安全及安寧、緊急事故處理及協助。駐警隊為維護本校教職員工生深夜於校總區內工作、溫書或作實驗、研究後安全返家(或宿舍)，秉持一貫保護師生安全及服務之心，以巡邏車護送師生回宿舍或至校外搭乘交通工具，如有需求可電洽駐警隊。

位置：舟山路展書樓1樓（臺大地圖S21）

電話：(02)3366-2185; (02)3366-2186

校內緊急報案專線：(02)3366-9110（24小時專線）

電子郵件信箱：police@ntu.edu.tw

網址：<http://police.ga.ntu.edu.tw>

(三) 證件或貴重物品遺失或拾獲

1. 請先到您遺失物品地方的臺大管理單位（若無法判斷請查閱本校網頁校園公告失物招領專欄）或駐衛警察隊詢問；反之，若您撿到遺失物品請先交給遺失物品地方的臺大管理單位或駐衛警察隊。
2. 遺失物品者再到羅斯福路派出所備案。（如果您遺失的是外僑居留證，則需到大安分局的外事警察局備案，再到您居住地的移民署服務站補發居留證）。



- 羅斯福路派出所：羅斯福路4段113巷13號；電話：(02)2735-5761
 - 大安分局：仁愛路3段2號；電話：(02)2325-9850
3. 學生證遺失，請先至myntu網頁 > 學生、教職員工證掛失/退費，完成掛失後，至出納組或教務單位前自動繳費機繳費，再持收據至各教務單位申請補發。

二、健康

保健中心

提供學生就醫、疫苗接種、諮詢等各初診項醫療服務。可以持健保卡或自費就醫。

位置：椰林大道走到底右側最後一棟建築物（臺大地圖M65）

電話：(02)3366-2155

電話預約專線：(02)3366-2175（上午8時10分至9時；下午1時至2時）

傳真：(02)2363-4995

電子郵件信箱：shmc@ntu.edu.tw

網址：<http://shmc.osa.ntu.edu.tw>

三、課業

教學發展中心

提供學生各類學習方面的資訊與協助。包括：

1. 學習諮詢服務：提供基礎學科、專業學科與個案諮詢服務，聘任本校大學部及研究所優秀學生擔任小老師，提供本校學生如：微積分、分析化學、有機化學等課業輔導諮詢服務，解決學生課業上所遇到的難題。

<http://ctld.ntu.edu.tw/ls/reservation/v3/>

2. 線上學習諮詢：學習諮詢平台建置線上諮詢考古題庫，包括微積分甲乙、統計學、基礎物理等3門學科。
3. 研究生精進計畫：辦理研究生新生書院；辦理演講和工作坊提升研究生必備的專業知識、技能與學習態度。

如有任何疑問，請洽教學發展中心學習促進組。

電話：(02)3366-3367

電子信箱：ntulsctld@ntu.edu.tw

中心辦公室：博雅教學館5樓（臺大地圖N13）

電話：(02)3366-3367

傳真：(02)3366-9594

電子郵件信箱：ntuctld@ntu.edu.tw

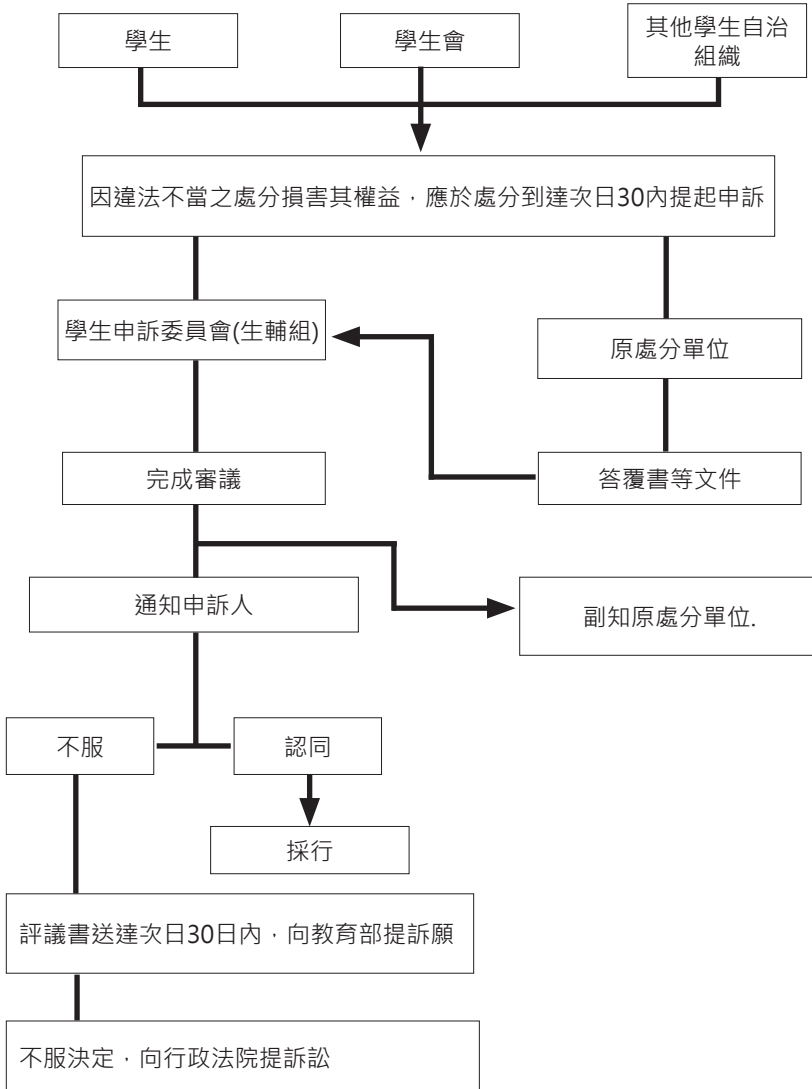


四、學生申訴

學生對於學校就其有關生活、學習或受教權益所為處分，認有違法或不當致損害其權益者，得向學生申訴評議委員會提出申訴。

學生應自處份送達之次日起三十日內，至生輔組網站<https://advisory.ntu.edu.tw/CMS/Page/227> 學生申訴 > 申請表格與申請流程，下載表格並依照以下規定之流程提出申訴。

詳細的學生申訴辦法請參考附錄。





五、心理諮商

學生心理輔導中心：提供學生個別諮商、晤談、心理測驗（含測驗解釋）、身心健康普查及團體工作坊等輔導諮詢服務。

位置：校總區望樂樓1樓（臺大地圖M46）

英語諮商聯絡老師：邱韻哲 老師

電話：(02)3366-2181~2 ext57

電子郵件信箱：ntuscc1@ntu.edu.tw

網址：http://scc_osa.ntu.edu.tw

預約系統：<https://my.ntu.edu.tw/Counsel/notice.aspx>

六、電腦與網路

(一) 24小時電腦教室服務

計資中心（臺大地圖N75）提供 24 小時電腦教室服務，學生憑證進出計資中心，用電腦上網及執行各式應用軟體，並提供黑白及彩色雷射列印服務，每位學生每學期擁有 100 元免費列印額度，超過部分學生需自行付費。提醒同學，禁止於計中電腦瀏覽色情網站或玩遊戲，違反規定者將被停止使用。

(二) 計中 Email 帳號

每一位臺大學生都有一個計算機及資訊網路中心核給的帳號及10GB的信箱空間，帳號形式為「學號@ntu.edu.tw」。學校各項重要公告及資訊，皆會寄到此一帳號信箱，為保障您的個人權益，請務必定時檢查此信箱以掌握學校資訊。啟用帳號及更改密碼請至<http://changepassword.cc.ntu.edu.tw>。您的帳號為「學號」（例如： b95101001，英文字母要小寫）；預設密碼為「英文字母小寫a加上出生月日四碼）此帳號及密碼也是臺大許多網站的登入帳密。

*您的帳號將於離校後停用

(三) 臺大校園無線網路服務

本校教職員工生可使用臺大校園無線網路。使用「NTU」、「ntu_peap」網路時需經臺大計資中心Email帳號及密碼認證。並使用「eduroam」進行國際跨校漫遊。

網卡設定請參考：<https://ccnet.ntu.edu.tw/wireless2/wireless.html>

(四) 註冊宿網IP位址

連到網頁<https://dorm.ntu.edu.tw/register>再按照步驟輸入資料完成IP註冊或請宿舍網管人員協助註冊取得IP位址。

IP註冊方式可參考以下網址：<https://dorm.ntu.edu.tw/register/register.htm>



七、國際學生相關社團

(一) 日本留華學生學會

為臺大的日本留學生及日本華僑學生的聯誼性組織，主要活動內容為給予新進的學生有關生活上的指南，以及舉辦各種活動(例如聚餐或其他活動)來跟臺灣學生及其他國家的留學生交流。

Email : info.ntujsa@gmail.com

(二) 越南同學會

為聚集在臺灣大學學習的越南學生，目的在於：第一，提高團結精神，幫助越南留學生適應生活、學習和研究；第二，每年至少舉辦一次文化節、文藝或體育之活動等，透過健康休閒的運動機會，讓越南同學會的兄弟姊妹聯絡彼此的感情。同學會同時也是一座橋樑，希望與其他臺灣的組織和協會合作、交流。

Email : ntuvs@gmail.com

(三) 韓國同學會

韓國同學會NTUKSA主要由來臺灣念書的韓國留學生組成，以協助臺大韓籍同學適應臺灣為宗旨，並提供韓籍同學溫暖歸屬；同時也與喜歡韓國文化的臺灣同學交流，讓更多人認識韓國文化，同時進一步了解臺灣。

網址：www.facebook.com/ntuksa

(四) 椰島社

社團成立於1974年，目前社員約250人，每年定期舉辦(迎新、送舊、微積分讀書會、萬聖節及耶誕節等多元活動)以增進社員之間的感情，並與印尼臺大校友會緊密聯繫與合作。希望印尼僑生如同椰子果無論飄洋過海到什麼地方都可以順順利利生長。歡迎學弟妹的加入，讓印尼同學會更加團結壯大。

Email : ntuisaofficial@gmail.com

網址：<https://www.facebook.com/ntuisaofficial/>

(五) 馬來西亞同學會

於1972年成立的學生社團，也是在臺最早成立的馬來西亞同學會之一。基於學生自治精神，以砥礪學行、增進感情、發揚友愛、團結、奮鬥之精神為宗旨。

Email : ntumsa@hotmail.com

(六) 港澳同學會

成立於1956年，宗旨為提供本校港澳學生聯誼、輔導、服務工作。每年舉辦多項活動和服務，例如：輔導來臺就學、升學輔導說明會、新生來臺接機及入學手續、迎新宿營、體育活動、送舊、聯誼交流活動等。

網址：<https://www.facebook.com/groups/ntuhkmsa>



(七) 大陸同學會

成立於2012年4月，通過歷屆會長及幹部的努力，至今已發展為擁有眾多獨立部門的綜合性社團，歷年以來持續精進大型活動，孵化部門及運動隊常規活動。陸生會的宗旨是開展聯誼、輔導、服務性工作，發揚團結互助互愛精神，服務本校大陸學生。

Email : ntumcsa2012@gmail.com

網址 : <http://www.ntumcsa.com/>

(八) 外籍生接待服務義工社

由臺灣大學本地學生組成的義工社團，社團成立的目標是幫助所有的臺大國際學生能夠認識、喜愛、進而融入臺灣大學的生活。

義工社除了協助及支援國際事務處(OIA)處理外國學生相關問題，也與國際事務處共同為所有國際學生舉辦各式活動，希望增進國際文化互動與交流。另外，義工社每學期會舉辦「一日遊」，帶領國際學生參觀臺灣特色文化景點，使國際學生對臺灣文化有更深入的認識，也對社內全體臺灣學生開辦社課，以一個國家為主題，由社員進行詳細的介紹，在提升臺灣學生國際視野的同時，也冀望增進社員感情的交流。

Email : isientu@gmail.com

網址 : www.facebook.com/NTUISIE/

(九) 華僑同學會

華僑同學會NTUOCSA為來自世界各地的僑生提供交流平台，除了讓大家結識更多背景相同的朋友外，也希望在陌生的環境下彼此照顧學習，給予僑生們家的歸屬感。

Email : ntucosa@gmail.com

(十) 研究生僑生交流會

因應僑生研究所入學管道開放，僑生就讀研究所的人數也因此大為增加，故針對僑生研究生成立「研究所僑生交流會」，希望在文化、學術及生活上能互相協助與交流。

Email : ntuocgs@gmail.com



八、申辦工作許可證與相關規定

國際學位生如欲在臺灣工作（不論是在校內或校外），依規定必須先申請並取得工作許可證後，始得在臺工作，若未依規定申請工作證，即受僱為他人工作者，得處新臺幣3萬元以上，15萬元以下之罰鍰。請特別注意！

(一)線上申請

1. 線上申請工作許可證需先至勞動部網站「外國專業人員工作許可申辦網」登錄帳號，再依照操作手冊之步驟說明後即可送出線上申請案件。
2. 需準備之文件：
 - a、當學期中文版在學證明
 - b、護照影本
 - c、居留證正反面影本(建議提供)
 - d、學生證正反面影本
 - e、提供審查費之收據資料(每人新臺幣一百元整)。
3. 於線上送出申請後，請逕至系所辦公室通知承辦人，案件始可進入審核程序。
4. 待勞動部通過您的申請案件後，國際事務處在收到您的工作許可證後會再以email的方式通知您領取。

(二)工作證遺失申請補發流程

申請補發工作許可須至勞動部勞動力發展署外國留學生工作許可線上申辦網辦理。

所需上傳文件:

1. 護照影本
2. 補發事由切結書（請至國際處蓋戳章）。
3. 學生證正反影本
4. 居留證正反面影本(建議提供)
5. 繳交工本費之郵政劃撥單收據正本(每人新臺幣一百元整)
6. 當學期中文版在學證明

(三)其他相關規定：許可期限、罰則、工作許可之終止(重要！)

1. 外國留學生、僑生及港澳生其申請工作許可，許可期間最長為6個月，其工作時間除寒暑假外，每星期最長為20小時。
2. 未依前項規定者，本會得依就業服務法規定廢止其工作許可，而未依規定申請工作許可，即受聘僱為他人工作者，依就業服務法規定，處新臺幣3萬元以上15萬元以下罰鍰。



3. 依據「雇主聘僱外國人許可及管理辦法」規定，來臺就讀正式學制之僑生、港澳生及外國留學生，入學後即可向本會申請，惟來臺學習語言課程之外國留學生，則須修業1年以上，方可提出申請。
4. 學生因休學、退學者，若工作許可證仍在有效期限內，應將工作許可證繳回學校輔導單位。
5. 於上學期申請者，工作許可證之期限至次學期3月31日止，於下學期申請者，工作許可證之期限至同年9月30日止；惟跨學期或學年度申請工作證，檢附經學校註冊組加蓋申請期間次學期註冊章之學生證影本或提供註冊證明者，不受前述申請期間限制，許可期間最長為6個月。
6. 從事課程相關之研究助理、教學助理，得無需申請工作證。

(四) 詳細相關規定請洽「勞動部勞動力發展署」

網址：<https://www.wda.gov.tw>

地址：100臺北市中正區中華路一段39號10樓

電話：(02) 2380-1711

服務時間：週一至週五上午8時30分至12時30分；自下午1時30分至5時30分

Email：wda@wda.gov.tw

九、金錢

(一) 匯兌

兌換外幣需要持居留證、護照到銀行進行兌換手續。一般銀行只能提供美金、歐元、日幣和港幣兌換。如需兌換其他國家外幣，則須到重慶南路上、總統府旁的臺灣銀行總行進行兌幣手續。

部份銀行總行地點：

1. 臺灣銀行總行：臺北市重慶南路1段120號(捷運臺北車站附近)
2. 海商業儲蓄銀行總行：臺北市民權東路1段2號(捷運民權西路站附近)
3. 華南銀行臺大分行：在臺大校園內，位於鹿鳴堂旁邊。

(二) 郵局

辦理各項郵政業務，包括寄送郵件、包裹、存款、提款、匯款等，本校校園內小福1樓、捷運公館站內即有分局。若要在郵局開立帳號，需持「護照正、影本1份」、「外僑居留證正、影本1份」及「新臺幣至少10元」辦理開戶。

臺灣郵政公司網址：www.post.gov.tw/post/index.jsp



(三) 銀行開戶、提款卡

需持「護照正、影本1份」、「外僑居留證正、影本1份」及「新臺幣至少1000元」辦理開戶。開戶後建議您順道申請提款卡，因為之後您即可憑提款卡，在任何時候，到各個銀行或分行的ATM進行提款。

(四) 信用卡

請於洽詢您的發卡銀行，您所持有的信用卡是否能於臺灣使用以及手續費事宜。

(五) 20歲以下開戶

依照我國法律規定，屬限制行為能力人(未滿20歲者)開戶人，在各類銀行或是郵局開戶需要提出經駐外館(處)驗證之法定代理人同意書或在臺監護人簽署之同意；另外，開戶人如果表示依其本國法另有不同之成年規定，則需要提出其駐外單位驗證之證明。法定代理人同意開戶證明書範例可由以下連結下載：<https://oia.ntu.edu.tw>> 國際學生 > Study at NTU > 校園生活 > 實用校外資訊

另外，由於獎學金及各項費用核撥，皆使用郵局帳戶，因此建議您開設郵局帳戶為優先。

十、行動電話

申請行動電話服務，必須出示外僑居留證、護照或駕照，並由本國保證人(需攜帶其身分證以及健保卡)陪同，親自至電信公司服務處辦理。您也可以攜帶個人行動電話，購買行動電話預付卡即可(需護照及外僑居留證/中華民國身分證號碼)。先交換生建議：在抵達臺灣時，直接於桃園國際機場的電信公司服務處，購買行動電話預付卡。

十一、校內交通

(一) 自行車

往返臺大各學院，自行車是學子少不了的必需品。小福合作社及旁邊特約自行車商家有出售自行車及各零件。自行車送修可至校園內特約自行車商家(小福停車棚旁)或是出臺大辛亥路後門各自行車店。水源校區自行車拖吊移置場每星期四有二手車販賣也是可參考之選擇。另外別忘了為您的愛車申請自行車識別證貼紙，否則您的愛車可能會被拖吊喔！欲申請自行車識別證，請至自行車線上管理系統網站 (<http://mybike.ntu.edu.tw/>) > 申請自行車識別證。

(二) 校車 (因時刻偶有調整，請以學校總務處網站公布為主)

如果您需要到城中校區(醫學院)，校車是您最好的選擇之一！只要憑學生證就可以免費上車。

時刻表請見總務處網頁：http://ga.ntu.edu.tw/generalmain_ch/docDetail/1502/322/348/校間區及中研院間交通車



附錄

一、國立臺灣大學學生申訴評議辦法

85.6.15 八十四學年度第二學期第二次校務會議第一次延會通過
85.9.6 教育部台(85)訓(一)字第九五五一五三五〇號函核定
85.10.19 八十五學年度第一學期第一次校務會議修正通過
85.11.19 (85)校學字第一八五三一號公告發布施行
95.6.10 九十四學年度第二學期第二次校務會議修正通過
95.7.21 教育部台訓(二)字第〇九五。一〇七六七七號函核定
的1.13 九十五學年度第一學期第二次校務會議修正通過
96.2.6 教育部台訓(二)字第〇九六〇〇一七五四九號函核定
的3.24 九十五學年度第二學期第一次校務會議提報
98.6.13 九十七學年度第二學期第二次校務會議修正通過
98.7.3 教育部台訓(一)字第〇九八〇一一一五五七號函核定
的3.27 九十八學年度第二學期第一次校務會議討論通過
99.5.4 教育部台訓(一)字第〇九九〇〇七一八一八號函核定
102.3.12 一。一學年度第二學期第 2753 次行政會議通過
102 年 4 月 23 日教育部臺教學(二)字第 1 日 20024475 號函核訂
104.7.28 本校第 2868 次行政會議通過
104.8.31 教育部臺教學(二)字第 1040116603 號函核定

第一章總則

第一條(法源)

為建立學生申訴制度，保障學生學習、生活及受教權益，依大學法第三十三條第四項及本校組織規程第五十四條規定，訂定本辦法。

第二條(主責單位)

學生、學生會及其他相關學生自治組織申訴事件，由學生申訴評議委員會(以下簡稱申評會)處理之。

前項委員會之組織、職掌及功能，另定之。

第二章申訴

第三條(申訴之資格、理由及身分認定)

本校學生對於本校就其有關生活、學習或受教權益所為處分，認有違法或不當致損害其權益者，得依本辦法向申評會提出申訴。

學生會及其他相關學生自治組織，不服本校之懲處或其他措施及決議之事件者，亦同。

第一項所稱學生，指學校對其為懲處、其他措施或決議時，具有學籍者。

第四條(申訴期限)

申訴應自處分送達之次日起三十日之內提出之，逾期不受理。

申訴人因不可抗力，致逾期限未提起申訴者，得於不可抗力終止事由後十日內向申評會以書面聲明理由，請求受理。但遲誤申訴期限已逾一年者，不得為之。

期限之末日為本校之休假日者(不包括寒、暑假)，以其休假日之次日代之。

第五條(申訴方式)

申訴應以申訴書書面向申評會提出。



第六條(申訴書內容)

申訴書應載明下列事項，由申訴人簽名：

- 一、申訴人姓名、年齡、性別、系級、學號、住所及聯絡電話。
- 二、原處分之單位。
- 三、申訴之主旨、事實及理由。
- 四、年、月、日。
- 五、證據。

申評會認為申訴書不合規定，而其情形可補正者，應通知申訴人於七日內補正。其補正期間應自評議期間扣除。

多位學生共同申訴時，得由申訴人選出三人以下之代理人，並檢附代理委任書。

第七條(評議準備程序)

申評會於收到申訴書時，由主席進行準備程序，必要時得由主席邀請具法律或相關背景委員及學生委員等至少3名組成準備小組，進行準備程序。

準備程序應審查下列事項：

- 一、申訴之提起是否符合本辦法規定。
- 二、確認申訴爭議標的、事實及理由。
- 三、列席評議會之關係人選。
- 四、繕具申訴書副本送原處分單位，必要時連同關係人，由其答復申訴之內容。
- 五、安排準備評議之其他相關事項。

申訴人及原處分單位均得提出關係人建議人選。

準備程序所為之準備事項，應列明書面記錄，並交由申評會幹事承辦其中所列相關事項。其結果送交原處分單位及申訴人。

準備小組會議決議不受理案件，本會得經三分之二以上委員以通訊表決，且經全體委員過半數同意決議不受理者，本會作成不受理決定。

第八條(原處分單位之義務)

原處分單位應自收到申訴書副本之次日起十日內附具原處分書、對申訴之答復及相關文件，送交申評會及申訴人。

原處分單位認申訴有理由者，得自行撤銷或變更原處分，並知會申評會。

原處分單位逾越法定期間而不提出答復及相關文件者，申評會得逕為決定。

第九條(申訴撤回)

申訴人於申訴評議決定書送達前，得撤回申訴之全部或部分；申訴經撤回後，就同一事實不得再提出申訴。

第九條之一(一事不再理)

學生、學生會或其他相關學生自治組織等就同一事件提出申訴者，以一次為原則。

第十條(申訴資格不符或逾期)

申訴不符合第三條或第四條規定者，申評會應以書面駁回之，並得建議處理方式。



第十條之一(通知當事人)

申評會於評議開始前應通知申訴人、原處分單位及關係

人到會說明。

第三章評議

第十一條(評議時限)

申評會於收到申訴書之次日起，應於三十日內完成評議，必要時得予延長，並通知申訴人，延長以一次為限，最長不得逾二月。但涉及退學、開除學籍或類似處分之申訴案，不得延長。

第十一條之一(調查小組)

申評會得決議成立調查小組調查之。調查小組以申評會委員三人至五人為原則。

第十二條(評議方式)

評議應秉持中立並採不公開原則。

評議之進行，應先認定該申訴之提起是否符合本辦法規定。

評議結論包括申訴成立或駁回之理由，應經本會全體委員過半數同意。

相關各造經合法通知，無正當理由，不於規定之期間內提出答復、準時到會或詳細說明者，申評會得衡酌全盤之資料及相關之證據後，逕為決定。

第十三條(保密義務)

申評會之評議、表決及委員個別意見，應予保密。

第十三條之一(在校肄業之申請)

就退學、開除學籍或類似處分之申訴案件，於評議決定確定前，本校相關權責單位得依申訴人書面之申請，使其繼續在本校肄業。

本校相關權責單位收到前項申訴人提出之申請後，應徵詢本申訴評議委員會之意見，並衡酌該申請者生活、學習狀況，於七日內以書面回覆該申請者，並載明學籍相關之權利義務。

依前二項規定在校肄業之學生，本校除不得授給畢業證書外，其他修課、成績考核、獎懲得比照在校生處理。

第十四條(評議決定書內容)

評議決定書，應載明下列事項：

- 一、申訴人姓名、年齡、性別、系級、學號、住所及聯絡電話。
- 二、原處分之單位。
- 三、主文、事實及理由。
- 四、評議決定單位。
- 五、年、月、日。

不受理之申訴案件亦應作成評議決定書，其內容得不記載事實。

前二項評議決定書並應依本辦法第十六條第一項或第三項規定，記載不服申訴評議決定之救濟方法。



第十五條(評議效力)

申評會作成評議決定書，經委員會確認，送請校長核定後，送達申訴人反原處分單位。

原處分單位認為有與法規牴觸或事實上窒礙難行者，應自收到評議決定書[副本]之次日起十日內，列舉具體事實及理由陳報校長申請再議，並副知申評會。但再議以一次為限。

校長認為再議申請書有補充資料之必要者，得要求原處分單位於三日內提供。

校長未於規定期間內收到原處分單位之補充資料，或收到後認無理由再議，得逕行駁回再議申請。

校長接獲再議申請書後，如認為有再議之必要時，應於十日內移請申評會再議。

申評會於接獲校長再議之裁示時，應通知再議申請人及申訴人，開始再議程序。

申評會再議之程序，準用本辦法第十一條至第十四條規定。

評議書經完成行政程序後，學校應即採行。

退學之申訴，經評議確定維持原處分者，其修業、學籍依下列規定辦理：

一、修業證明書所載修業截止日期以原處分日期為準。

二、申訴期間所修習科目學分，得發給學分證明書。

退學或開除學籍之申訴，經評議確定維持原處分者，其兵役、退費依下列規定辦理：

一、役男「離校學生緩征原因消滅名冊」於申訴結果確定後三十日內冊報。

二、退費基準依專科以上學校向學生收取費用辦法第八條及專科以上學校學雜費收取辦法第十五條規定辦理。

第四章 訴願

第十六條(訴願與訴訟)

申訴人遭受本校所為之行政處分，經向本校申評會提起申訴而不服其決定，得自申訴評議決定書送達次日起三十日內，繕具訴願書，檢附本校申訴評議決定書，依法向教育部提起訴願。

本校收到前項訴願書，應儘速附具答辯書，並將必要之關係、文件，送交教育部。

申訴人就本校所為之行政處分，未經本校申訴程序救濟，逕向教育部提出訴願者，教育部將該訴願案移回本校時，本校應依本辦法規定處理。

申訴人就本校所為行政處分以外之懲處、其他措施或決議，經向本校提起申訴而不服其決定者，得按其性質依法提起訴訟，請求救濟。

第十七條(復學處理)

因訴願或行政訴訟獲救濟之輔導或處理程序如下：

一、依訴願決定或行政訴訟判決另為處分並同意學生復學者，其因特殊事故不能



及時復學時，本校應輔導其復學；因已入營而不能復學之役男，學校應保留其學籍，俟其退伍後，輔導優先復學；復學前之離校期間並得補辦休學。

二、依訴願決定或行政訴訟判決另為處分並同意學生復學者，應依本校規定完成撤銷退學程序。

第十八條(訴訟效力)

在申訴程序進行中，申訴人或關係人，就申訴事件或其相牽連事項提出訴願或訴訟者，應即以書面通知申評會。

申評會於接獲通知後，應停止評議，並通知申訴人；於停止原因消滅後，經申訴人書面請求，應繼續評議，並以書面通知申訴人。

申訴案件全部或一部之評議決定，以訴願或訴訟之法律關係是否成立為據者，申評會於訴願或訴訟程序終結前，應停止評議，並以書面通知申訴人；於停止原因消滅後，應繼續評議，並以書面通知申訴人。

退學、開除學籍或類似處分之申訴案件，不適用前三項規定。

第五章附則

第十九條(性別平等申訴)

申訴人因校園性侵害、性騷擾或性霸凌事件提起申訴，其屬性別平等教育法第二十八條第二項規定申請調查之性質者，依性別平等教育法相關規定處理。

第二十條(施行日期)

本辦法經學生輔導委員會、行政會議通過，報請教育部核定後，自發布日施行。



二、國立臺灣大學學生個人獎懲辦法

72.9.29第72次訓育委員會議立法通過
102.6.26學生輔導委員會第34次會議修正通過
107.1.17學生輔導委員會第43次會議討論通過
107.3.24本校106學年度第2學期第1次校務會議通過修正第3、7、18、19條
107.5.23教育部臺教學(二)字第1070072716號函備查

第一條

為樹立本校學生敦品勵學、愛國愛人之優良校風，確收教育功效，依據大學法第三十二條規定訂定本辦法。

第二條

本校學生個人之獎懲依本辦法辦理之。

第三條

學生個人之獎勵方式如下：

- 一、嘉獎。
- 二、小功。
- 三、大功。

學生個人之懲處方式如下：

- 一、書面告誡。
- 二、申誡。
- 三、小過。
- 四、大過。
- 五、勒令退學。
- 六、開除學籍。

為前項懲處時，得建議行為人接受心理輔導或精神治療之附帶決議。

學生個人之獎懲記錄，記嘉獎三次視同記小功一次；記小功三次視同記大功一次；記申誡三次視同記小過一次；記小過三次視同記大過一次。

第一項所列獎勵與第二項所列懲處不得相抵。但學生初犯本辦法之規定而未達記大過之處分者，得依「國立臺灣大學學生消過實施要點」消過。受懲處學生違反第三項附帶決議者，不得申請消過。第四項「國立臺灣大學學生消過實施要點」另訂之。

第四條

學生個人有下列各款情形之一者，予以嘉獎：

- 一、服務公勤，熱心公益，有具體事蹟。
- 二、擔任學生社團幹部或自治幹部，表現優良。
- 三、熱心參加體育及課外活動，表現優良。
- 四、推動校內環境保護，杜絕資源浪費，保障校園環境保護暨安全衛生(以下簡稱環安衛)，有具體優良事蹟。
- 五、拾物不昧。
- 六、熱心助人，義行可嘉。



七、有其他相當之情事。

第五條

學生個人有下列各款情形之一者，予以記小功：

- 一、服務公勤，熱心公益，表現特優。
- 二、擔任學生社團幹部或自治幹部，表現特優。
- 三、熱心參加體育及課外活動，表現特優。
- 四、參加全國性比賽成績在前三名。
- 五、熱心助人，表現特優。
- 六、見義勇為，有具體優良事蹟。
- 七、推動環安衛事務有具體優良事蹟，且獲校外單位表揚。
- 八、有其他相當之情事。

第六條

學生個人有下列各款情形之一者，予以記大功：

- 一、對社會、學校有重大貢獻，事蹟卓著。
- 二、擔任學生團幹部或自治幹部，表現特優，對樹立優良校風有特殊貢獻。
- 三、參加國際性比賽表現特優。
- 四、協同學解除危困，對樹立優良校風有特殊貢獻。
- 五、特殊義勇表現，事蹟卓著。
- 六、有其他相當之情事。

第七條

學生個人有下列各款情形之一者，予以申誡：

- 一、擔任學生社團幹部或自治幹部，怠忽職守致生損害。
 - 二、毀損或妨害合法張貼之海報。
 - 三、未經許可私自挪用他人物品。
 - 四、在公共場所擾亂公共秩序。
 - 五、污染校產、違反環安衛相關法令規定，而未釀成事件發生。
 - 六、違反網路使用規範。
 - 七、以跟蹤、電子郵件或其他違反他人意願之方法干擾他人日常生活或有其他不受歡迎之追求行為，情節輕微。
 - 八、性騷擾，經本校性別平等教育委員會查證屬實並移送懲處，情節輕微。
- 學生個人有前項各款情形，情節輕微，顯可憫恕，依第十二條之規定減輕其懲處者，得予以書面告誡。

第八條

學生個人有下列各款情形之一者，予以記小過：

- 一、考試作弊，情節輕微。
- 二、侮辱、誹謗他人。
- 三、意圖干擾他人，公然為猥褻之行為。



- 四、有公然賭博之行為。
- 五、冒用他人證件或將已有證件借與他人使用。
- 六、住宿生未經室友及宿舍管理人員之同意而留宿他人。
- 七、私自頂讓學校宿舍床位。
- 八、毆人或與人互毆。
- 九、不法侵入學校廳舍、他人研究室、或寢室。
- 十、毀損公物或他人之物。
- 十一、管理公物未盡善良管理人之注意義務，致生毀損、滅失、短少，或管理公款有浮報、挪用、帳目不清之情事。
- 十二、侵犯他人智慧財產權。
- 十三、污染校產、違反環安衛相關法令規定，造成災害傷及自身或他人。
- 十四、違反網路使用規範，情節嚴重。
- 十五、製造噪音，情節嚴重。
- 十六、在公共場所擾亂公共秩序，情節嚴重。
- 十七、違反學術倫理，情節輕微。
- 十八、以跟蹤、電子郵件或其他違反他人意願之方法干擾他人日常生活或有其他不受歡迎之追求行為，情節嚴重。
- 十九、性騷擾，經本校性別平等教育委員會查證屬實並移送懲處，情節嚴重。

第九條

學生個人有下列各款情形之一者，予以記大過：

- 一、考試作弊。
- 二、侮辱、誹謗他人，情節嚴重。
- 三、竊盜、侵占、詐欺。
- 四、偽造、變造文書。
- 五、於校園內不法儲存危險物或違禁物。
- 六、不法持有毒品、安非他命或其他麻醉藥品。
- 七、不法侵入學校廳舍、他人研究室、或寢室，情節嚴重。
- 八、私自頂讓床位並獲取不當利益、霸佔學校宿舍床位、或排斥他人合法住進。
- 九、惡意侵入電腦網站破壞系統、資料或發送郵件炸彈危及電腦主機安全、干擾他人電磁紀錄之處理。
- 十、利用電腦網路或以其他方式販售、提供、或教唆製造不法商品。
- 十一、管理公物未盡善良管理人之注意義務，致生毀損、滅失、短少，或管理公款有浮報、挪用、帳目不清之情事，情節嚴重。
- 十二、毆人或與人互毆，情節嚴重。
- 十三、侵犯他人智慧財產權，情節嚴重。
- 十四、其他觸犯刑事法律之行為，經法院有罪判決確定或學校查證屬實，情節輕微。



十五、污染校產，違反環安衛相關法令規定，情節重大者。

十六、違反學術倫理，情節嚴重。

十七、乘人不及抗拒而為親吻、擁抱或觸摸其臀部、胸部或其他身體隱私處之行為，經本校性別平等教育委員會查證屬實並移送懲處。

第十條

學生個人有下列各款情形之一者，予以勒令退學：

一、毆打師長。

二、考試作弊，情節嚴重。

三、違反學術倫理，情節極為嚴重。

四、蓄意傷人，情節嚴重。

五、不法販賣或製造毒品、安非他命或其他麻醉藥品。

六、其他觸犯刑事法律之行為，經法院有罪判決確定或學校查證屬實。

七、積滿三次大過。

第十一條

學生個人有下列各款情形之一者，予以開除學籍：

一、毆打師長，情節嚴重。

二、連續考試作弊，情節嚴重。

三、不法販賣或製造毒品、安非他命或其他麻醉藥品，情節嚴重者。

四、其他觸犯刑事法律之行為，經法院有罪判決確定或學校查證屬實，情節嚴重。

第十二條

學生個人行為之懲戒，除依照本辦法所列標準訂定外，得酌量下列各款之情形為加重或減輕：

一、行為之動機、目的。

二、行為時所受之刺激。

三、行為之手段。

四、行為人之生活狀況、品行。

五、行為人與被害人平日之關係。

六、行為所生之危險或損害程度。

七、行為後之態度。

第十三條

學生於學校處理其個人懲戒處分之過程中，湮滅證據、故意提供或唆使他人提供不實證據或資料者，得加重處分。

第十四條

學校為發現懲戒事實之真相，應委請被付懲戒學生之導師協助進行瞭解，並請其以書面告知。

第十五條

學校審議懲戒案件應通知當事學生到會陳述，並應請相關導師列席會議。

第十六條

- 一、學生個人之行為接受懲戒，應由學校以書面通知本人。學生個人之行為記小過以上者，應由學校以書面通知家長或監護人。
- 二、學生個人之行為接受懲戒，其行為致使特定他人權益受損害者，經學校認為有其必要，亦得以書面轉知該特定被害人。

第十七條

前條獎懲之通知，應附記下列事項：

- 一、學生初犯本辦法之規定而未達記大過之處分者，得依本校學生消過實施要點，申請以愛校服務代替之。
- 二、學生對獎懲如有不服時，得依本校學生申訴評議辦法所訂之期限提出申訴。

第十八條

學生於在學期間有勒令退學或開除學籍之懲戒事由，且於畢業或退學後一年內被提報懲戒者，學生獎懲委員會得懲戒之。

前項情形，應通知受懲戒人到場陳述意見。受懲戒人經合法通知且無正當理由不到場者，學生獎懲委員會得不待其陳述作成處分。受懲戒人未經合法通知者，應停止懲戒程序。

第十九條

本辦法經學生輔導委員會議通過，送校務會議核備報請教育部備查後，自發布日施行。

三、桃園機場捷運地圖

TAOYUAN AIRPORT MRT



四、臺北捷運地圖



2020/2021 Guidebook for International Degree Students

First edition

Published August 2019 by

National Taiwan University

Office of International Affairs

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intstudent@ntu.edu.tw

Important Dates

First Semester August 1, 2020 – January 31, 2021	
August 1, 2020	First Semester course information available online
August 3-September 11, 2020	Payment of First Semester tuition/ miscellaneous fees (New graduate students end on August 24; All current students end on September 11)
August 12-September 11, 2020	Payment of First Semester tuition/miscellaneous fees (for Freshman students)
August 17-20, 2020	1st online course selection period
August 17-24, 2020	Online application for course exemption for transfer/ new students (system opens until 12:00, August 24)
August 25-27, 2020	2nd online course selection period
September 6-13, 2020	Freshman Orientation Week
September 7, 2020	Check-in the dormitory
September 7-9, 2020	Orientation Camp (Check in on September 5)
September 8, 2020	Registration for new international students (Undergraduate)
September 9, 2020	Orientation for new international students
September 11, 2020	Registration for new international students (Graduate)
September 13, 2020	General Chinese Course Placement Test for International Students
September 14, 2020	First day of NTU classes
September 14-26, 2020	Online course-dropping (system opens until 18:00, September 26)
September 25-27, 2020	Online course-adding
September 27-28, 2020	Application for course withdrawal begins (system opens until 8:00, September 28)
September 28-October 2, 2020	Online confirmation for course selection results
October 19-23, 2020 (Tentative)	First online application for exemption from Online English Program
October 26-November 6, 2020	Payment for the credit fees and other fees begins
November 9-13, 2020	Midterm exam period
November 15, 2020	NTU Anniversary
January 11-15, 2021	Final exam period

Second Semester February 1, 2021 – July 31, 2021	
January 4, 2021	Second semester course information available online
January 18-21, 2021	1st online course selection period
January 26-28, 2021	2nd online course selection period
February 11, 2021	Chinese New Year's Eve
February 1-19, 2021	Payment of Second Semester tuition/miscellaneous fees
February 9-17, 2021	Chinese New Year
February 18, 2021	Orientation for new international students
February 19, 2021	Registration for new international students
February 21, 2021	Chinese-class Placement Test for International Students (Exchange/ Visiting/ Graduate)
February 22, 2021	First day of NTU classes
	Online course add/drop begins
February 22 - March 6, 2021	Online course-adding (system opens until 18:00, March 6)
February 22 - March 7, 2021	Online course-dropping (system opens until 8:00, March 8)
March 8, 2021	Application for course withdrawal begins (ends on May 21)
March 15-19, 2021	Online confirmation for course selection results
March 22-26, 2021 (Tentative)	Second online application for exemption from Online English Program
April 8-April 21, 2021	Payment for the credit fees and other fees begins
April 19-23, 2021	Midterm exam period
June 21-25, 2021	Final exam period

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

Welcome

Congratulations on your admission to National Taiwan University! We are delighted to welcome you into our unique and close-knit community. In Chinese, we call such affinity 緣分 (yuánfèn): luck that brings different people together. By coming to NTU, you're joining Taiwan's top university, a leading international university providing outstanding teaching and research opportunities and a vibrant and challenging intellectual environment.

A warm and open community

Moving abroad can be a challenge even for experienced globetrotters. You might have been nervous to leave home and might miss your family and friends. And while these feelings are understandable, I am confident that you will experience an open and warm community at NTU, and will always feel safe, valued and at home.

A cosmopolitan campus

NTU's global appeal continues to make our university increasingly international, and our campus is home to students from more than 75 countries. As an international student, you will play an integral role in the university, providing intellectual input and contributing your unique perspective both inside and outside the classroom. Besides, you will be able to learn about Taiwanese culture as well as about the cultures of other international students around you.

A supportive environment

The OIA will be your main resource during your stay at NTU, offering information, support and plenty of services to make your stay as smooth and fruitful as possible. Please feel free to stop in with any questions and problems you encounter; we will be delighted to see and support you.

A safe place to realize your potential

During the COVID-19 pandemic, Taiwan is offering a safe environment with outstanding epidemic prevention. NTU's campus remains safe and classes are mostly conducted in person. We hope you will build wonderful memories during your time at NTU and experience a safe and stimulating place to learn, grow, and realize your potential.

Prof. Hsiao-Wei Yuan, Ph.D.
Vice President for International Affairs
Office of International Affairs
National Taiwan University



TABLE OF CONTENT

06	Chapter I: Welcome to NTU
06	1. About NTU
06	2. Administrative Offices
11	Chapter II: Arranging Your Stay
11	1. Degree Verification
11	2. Resident Visa
13	3. Alien Resident Certificate (ARC)
16	4. Health Exam
16	5. Insurance
19	Chapter III: Getting Started at NTU
19	1. Orientation Activities
20	2. Course Selection
23	3. Tuition and Registration
24	4. Chinese and English Proficiency Test for Undergraduate Freshmen
25	5. NTU General Chinese Course
26	Chapter IV: Accommodation
26	1. Contact Information for Student Housing Service Division
26	2. Accommodation Note
28	3. Off-Campus Housing
29	Chapter V: Academics and Scholarships
29	1. NTU Academic Policies
29	(1) Admission
29	(2) Tuition and Registration
29	(3) Program Requirements/Credit System
30	(4) Credit Transfer
30	(5) Grades
31	(6) Leaves of Absence, Absenteeism, and Grade Point Deductions
31	(7) Change of Major
32	(8) Suspension, Reinstatement, Withdrawal, and Leaving NTU
32	(9) Leave of Absence, Re-enrollment, Withdrawals, and Leaving NTU
35	2. Scholarships
35	(1) NTU Scholarship
36	(2) Taiwan Scholarship
37	(3) MOE Taiwan Scholarship
37	(4) MOFA Taiwan Scholarship
38	Chapter VI: Campus Life
38	1. Safety
39	2. Health
39	3. Schoolwork
40	4. Student Appeal
40	5. Counseling
40	6. Computer and Internet
42	7. Student Organizations and Campus Activities
44	8. Work Permit Application and Related Regulation
45	9. Money Issues
46	10. Mobile Phone
47	11. On Campus Transportation
48	Appendix
48	1. Regulations Governing the NTU Student Appeal
62	2. MRT Map



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 32,000 students (17,000 undergraduate and 15,000 graduate) developing their talents across 11 colleges, 3 professional schools, 56 departments, 112 graduate institutes, and 61 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 cultural 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 - 12pm and 1pm - 5pm.

(1) Office of International Affairs (OIA)

<http://oia.ntu.edu.tw>

a) International Students Services

The International Students Service is 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. Lily Hsu
Bachelor Degree Students
Dual Degree Students
Tel: +886 (0)2 3366 2007 ext 206
Email: lilyhsup87@ntu.edu.tw

Ms. Vicky Lu
Ph.D Degree Students
Master Degree Students
Tel: +886 (0)2 3366 2007 ext 211
Email: vickylu1211@ntu.edu.tw

b) Plus Academy

The NTU Plus Academy 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 Inquires: ntuplusacademy@ntu.edu.tw

Contacts

Ms. Betty Chen
General Chinese Course
Tel: +886 (0)2 3366 2007 ext 315
Email: bettychen@ntu.edu.tw

(2) Office of Academic Affairs

www.aca.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 is responsible for dormitory allocation, dormitory facilities maintenance, dormitory living and learning programs, sanitation arrangement of dormitory restaurant and coordination affairs of BOT Dormitory.

Location: Next to the 2nd Administration Building (M45 on the NTU map)

Tel: +886 (0)2 3366 2264

Email: admdorm@ntu.edu.tw

Contacts

Ms. Ming-Ying Teng

Undergraduate Students
dormitory allocation affairs

Tel: +886 (0)2 3366 2265

myteng@ntu.edu.tw

Ms. Shih-Mei Lin

Graduate Students dormitory
allocation and BOT dormitory affairs

Tel: +886 (0)2 3366 2266

Shihmei1206@ntu.edu.tw

- b) Student Activity Division

The Student Activity Division is in charge of student activities, clubs, service-learning curriculum and the 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

The 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 2048-53

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, the maintenance of overall security of the campus and the promotion safety education for students.

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

<https://ga.ntu.edu.tw>

a) General Service Division

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

Location: Room 104, 1st floor, Administration Building

Website: https://ga.ntu.edu.tw/general/main_en/

Tel: +886 (0)2 3366 2237

Email: axyz@ntu.edu.tw

b) Cashier Division

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

Location: Room 115, 1st floor, 2nd Administration Building



Website: https://ga.ntu.edu.tw/cashier/main_en/

Contact: Mr. Yeh Ming Yuan

Tel: +886 (0)2 3366 2013

Email: yehming@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: https://ga.ntu.edu.tw/police/main_en/

Tel: +886 (0)2 3366 2185~6

*On-Campus 24hrs Emergency Contact

police@ntu.edu.tw

Tel: +886 (0)2 3366 9110



Chapter II: Arranging Your Stay

[Before Your Arrival]

1. Degree Verification (Also known as Authentication)

You are required to submit 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. If you want to keep the original copy, please bring a photo copy of it.**

(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, Ph.D.), 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 to avoid any complications on registration day.

Applicants with high school academic records and graduation certificate issued by institutions in the People's Republic of China (PRC) need to provide the following required documents once admitted:

1. Photocopy of the notarized academic records and graduation certificate by the Notary Public Office in the People's Republic of China (PRC).
2. Photocopy of the above mentioned verified and notarized documents by the Straits Exchange Foundation.

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' (attached to the 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 expires.

- 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

Tel: 02 2343 2888

Visa Inquiry Number: 02 2343 2885; 02 2343 2895

Office hour: Monday to Friday, 8.30 am-5pm

Email: post@boca.gov.tw

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 for an ARC within 15 days after arrival.



(1) Required Documents:

- Completed application form that can be downloaded from the National Immigration Agency's website: www.immigration.gov.tw > Application Forms > MULTIPLE-PURPOSE APPLICATION FORM FOR FOREIGNERS
- Alien Resident Certificate (except for first-time applicants)
- 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)
- Original passport and Resident Visa with a photocopy of each
- Certificate of enrollment issued by the University and one photocopy of it



(2) Processing time:

10 working days

(3) Application Procedure:

a). Online Application:

1. The applicant shall sign up for a new account to apply for an alien residence certificate at “Online Application System for Foreign Students, Overseas Chinese Students, Mainland China, Hong Kong, and Macau Students without Registered Household in the Taiwan Area” of the National Immigration Agency (Link: <https://coa.immigration.gov.tw/coafrontend/student/entry>)
2. After the applicant fills out the required fields, scans and uploads the required documents he/she shall wait for approval. Once the application has been approved, the applicant shall pay the certificate fee by online ATM, virtual account payment the e-government payment platform or other ways within 5 working days.
3. To collect the certificate:
 - First-time entry applicants (received but not yet enrolled): The electronic residence certificate valid for 6 months will be ready for download as soon as the applicant pays the fees through the online system. After completing school enrollment but before the residence certificate expires, the applicant shall apply for a residence extension as well as replacement with an alien residence certificate. The required documents are passport, original electronic residence certificate, and a 2-inch color photo that is front-facing, above the waist, and without wearing a hat and taken within the past 2 years (same specification as for the National Identity Card).
 - First-time entry applicants (enrolled): The alien residence certificate will be ready for the applicant to collect at a National Immigration Agency service center three working days after the applicant pays the fees online. Please present the payment receipt when collecting the certificate.
 - Non-first-time entry applicants: The alien residence certificate will be ready for the applicant to collect at a National Immigration Agency service center three working days after the applicant pays the fees online. Present the payment receipt when collecting the certificate (the old certificate must be returned).

b) Applying On site:

When applying for an ARC on site, please prepare the required application documents and go to your local Ministry of Interior National Immigration Agency branch.

(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 the ARC.

(6) Notes for ARC Extension

- a) International students have to apply for ARC extension one month prior to the expiry 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.



【After Your Arrival】

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 <http://oia.ntu.edu.tw> > Current Students> Degree and Dual Degree Students > New Degree Students > After Arrival 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) Group Medical Insurance

- a) International students are obligated to enroll in medical insurance. If you prefer private insurance, please verify your purchased medical insurance. Otherwise, we will enroll you into a Group Medical Insurance for a fee of TWD 3000 per semester (TWD 500 each month) before joining NHI.
- b) The Group Medical Insurance fee is a one-time and non-refundable payment included in the tuition fee every semester.
- c) If you need to receive medical treatment, please check the conditions to make sure that your medical treatment is included in this insurance and follow the procedures below:
 1. Go to a hospital or clinic near you for treatment. We recommend NTU students to go to the NTU Health Center as it is on campus and is easily accessible.
 2. Ask for a certificate of your diagnosis.
 3. Pay the full fee for the treatment and get both the payment receipt and the certificate of diagnosis.
- d) For applying for the compensation, you need to bring the following documents to the OIA so that we can help you submit them to the insurance company:
 1. The original payment receipts
 2. The original certificate with your diagnosis
 3. Photocopy of your Post Bank passbook cover
 4. Application Form for Compensation
 5. Passport photocopy
 6. ARC photocopy



e) Please note:

For the same symptoms, the insurance company covers only one visit per day. The maximum coverage per visit is TWD 1,000, but does NOT include the hospital or clinic registration fee.

f) Insurance Coverage.

1. Outpatient/Clinic

- Physicians and specialists' consultations, medical treatment and surgery
- Prescribed medicines and injection
- Diagnostic laboratory tests and surgical appliances

2. Hospitalization

- Physicians and specialists' consultations, medical treatment and surgery
- Prescribed medicines and injection
- Diagnostic laboratory tests and surgical appliances
- Basic room and board including general nursing care
- Policy Coverage:

Insurance covers accidents or sickness occurring in the Taiwan area. Accidents or sicknesses that require specialized medical care or that have occurred before enrolling in the insurance scheme.

g) Remarks:

This policy does NOT cover medical treatment incurred by the following situation or personal behavior:

- Suicidal behavior, alcohol abuse, drug abuse, overdose, any sickness or damage resulting from illegal behavior or warfare
- Complication incurred by vibriosis, pregnancy, miscarriage or labor
- Health exams, optical correction, inoculation, elective cosmetic surgery, dental scaling, denture, prosthesis, ocular prosthesis
- Ambulance, diagnosis statement, the fee for assigning doctors, special nursing, any costs not relevant to the treatment
- Systemic lupus erythematosus, Hemophilia, Hyperhidrosis, AIDS-Acquired Immunodeficiency Syndrome, sexually transmitted disease, congenital disorder, vasectomy, organ transplant, and any disease diagnosed before enrolling in the insurance scheme.
- Hospitalized patients with dental therapies, medical care, and rehabilitation

(3) National Health Insurance

According to the National Health Insurance Act, any foreigner staying in Taiwan with an Alien Resident Certificate (ARC) 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 less 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 enroll in the NHI through NTU

- Situation 1. For newly arrived students who have NOT been in Taiwan for six months continuously: After staying in Taiwan for six months continuously, please follow the procedure outlined in Situation Two to underwrite the NHI policy.
- Situation 2. For students who have been in Taiwan for six months continuously: Please pick up an insurance payment form at the OIA, pay at the Cashier Office, and then hand in your receipt and the photocopy of your ARC at the OIA to apply for the NHI IC card (only for students who apply for NHI card for the first time)
- Situation 3. Students who are enrolled in an insurance scheme provided by a different school or association but who want to transfer to NTU's insurance scheme: Please ask your previous agency (language school, company, or municipal administration, etc.) for an insurance policy closure document. You need to bring the document to the OIA to receive a payment form. After paying at the Cashier Office, please bring the receipt to the OIA, which will then transfer your NHI sponsor to NTU.

c) NHI Transfer from NTU (leave of absence, withdrawal, graduation, transfer, or employment) please come to the OIA to complete the NHI program termination 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. For detail information, please check the Online Pre-arrival Survey for New International Students.

Orientation

All 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 provide you with practical tips for living in Taiwan.

For detail information, please check the Online Pre-arrival Survey for New International Students.

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 detail information, please check the Online Pre-arrival Survey for New International Students.

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 11pm.



3. By Bus + Taxi/MRT

Bus tickets are available at both Terminals. The price is around TWD 100 to 150. You can 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 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.

The address for the NTU's Main Gate and NTU dormitories

NTU's Main Gate: No. 1, Sec. 4, Roosevelt Road, Taipei

[臺大正門：臺北市羅斯福路四段1號]

Prince House- NTU ShuiYuan Dorms: No. 16-1, SiYuan Street, Taipei

[太子學舍 - 臺大水源舍區：臺北市思源街16-1號]

Prince House- NTU ChangHsing Dorms: No. 75, Sec. 3, KeeLung Road, Taipei

[太子學舍 - 臺大長興舍區：臺北市基隆路三段75號]

Guo Qing Dorm (YC): No.30, Sec. 3, HsinHai Road, Taipei

[臺大國青宿舍：臺北市辛亥路三段30號]

2. Course Selection

- a) Students should follow the procedures and relevant requirements of the respective department 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. Some departments stipulate different minimum/maximum number of credit hours. You can consult the regulation on



myNTU→Course→Course Selection Information, and select "Credit Requirements Sheet". 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 Vice President for 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) Online Course Selection Guidance

The course selection process consists of several parts:

- Course Pre-registration—Stage 1
- Course Pre-registration—Stage 2,
- Online Course Add/Drop,
- Manual Course Add
- Course Selection Confirmation

For other relevant dates concerning course selection, please refer to NTU's Academic Calendar 2020/2021 issued by the Office of Academic Affairs (Please refer to the website of Office of Academic Affairs: www.aca.ntu.edu.tw/calendar.asp) For more detailed procedure about course selection, please go on myNTU→Students→Curriculum→"Notice for Course Selection & Registration".

Course Pre-registration—Stage 1

(August 17 to 20 for First Semester / January 18 to 21 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>> " Online Course Selection System I " or " Online Course Selection System II "(網路選課1、網路選課2). 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.)



Course Pre-registration—Stage 2

(August 25 to 27 for First Semester/ January 26 to 28 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 other courses 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.

Online Course Add/Drop

September 14 to 26 at 6:00 PM for the Add Period Deadline

September 14 to September 22 for the Drop Period Deadline

February 22 to March 6 at 6:00 PM for the Add Period Deadline

February 22 to March 1 for the Drop Period Deadline) [加退選]

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. Type 1 courses : Students may directly register for the course until additions are over 400.
2. Type 2 courses : Students may have to ask the instructor for a permission number in order to enroll in the course.
3. Type 3 courses : Students may need to join a waiting list for the selected course. During the distribution periods, students on the waiting list will be randomly registered until the maximum capacity is reached.

Manual Course Add

Under certain circumstances, students shall download and complete the "Petition of Instructor's Consent for Course Add" in the third week after classes begin, obtain the signatures of the classes' instructors, and submit the form to the corresponding unit of academic affairs by the deadline to add courses manually.

Course Selection Confirmation

Confirm your course selection results online in the fourth week after classes begin at <https://my.ntu.edu.tw> > Students > Curriculum > 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.

e) Withdrawal:

If a student finds she/he is unable to continue a course after the add/drop deadline, she/he may request a discontinuation of one course according to the University's Guidelines for Course Withdrawal. Students should have the withdrawal form (<https://my.ntu.edu.tw> > Courses >



Withdrawal Application System) signed by the instructor and head of the department/institute, 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 28 to December 11 for the first semester, and March 8 to May 21 for the 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. Graduate students in the first semester may also complete the tuition payment (only in TWD) on September 11 after their arrival in Taiwan.

Please note that all international degree students should pay their tuition from August 10 to September 11 for the first semester, and February 1 to 19 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 for International Students

The Registration Days information, please check the Online Pre-arrival Survey for New International Students. 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 the 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 may join a Chinese class with 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 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 second 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

General Chinese Course

Graduate students interested in taking Chinese language courses should refer to the NTU website (<http://oia.ntu.edu.tw>> Current Student>Chinese for International Students > General and Enhancing Chinese) and follow the NTU General Chinese Courses Registration and Placement Test information.

Please note:

- 1.You may enroll in General and/or Enhancing Chinese Courses from the first semester and take the course continuously up to 2 semesters.
- 2.General and/or Enhancing Chinese Courses offer credits; however, you are responsible to confirm with your department for credit received from these courses.
- 3.Your Chinese placement test results will appear on the NTU course selection system one week after you take the test. Please make sure to check your results on the Course Selection System. If you would like to add, drop, or change the course, please follow NTU course selection procedure before the deadline.
- 4.If you have any time conflicts between General Chinese Course and/or Enhancing Course and other NTU courses, both classes will be cancelled. Any time conflict will not be accepted by the course selection system.

Ms. Betty Chen

General Chinese Course

Tel: +886 (0)2 3366 2007 ext 315

bettychen@ntu.edu.tw



Chapter IV: Accommodation

1. Contact Information for the Student Housing Service Division

For questions regarding on-campus accommodation application, please send an email to: admdorm@ntu.edu.tw

Please check the newest information on the website of the Resident Directors' contact information: Student Housing Division(https://osa_dorm.ntu.edu.tw/en/) /About us/ Resident directors



2. Accommodation Note

If you would like to apply for NTU on-campus accommodation, you must fully acknowledge and obey the following regulations or you will 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 or continue living on-campus, 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 placement is determined by NTU and is subject to availability.

If your application for BOT is confirmed and also would like to move in before the accommodation date, please send an email to the BOT first. After getting the permission, you are able to check in the dormitory.

Shui yuan Dorm: ntusyservice@prince.com.tw Tel: +886 (02)2363-1066 #20199

Chang Hsing Dorm: ntuchservice@prince.com.tw Tel: +886 (02)2377-0199 #10129

- (2) If you have any issues concerning the room assigned to you, please contact the dormitory director or the Student Housing Service Division.
- (3) Students who live on campus must respect the dormitory regulations. Any student who violates the regulations for the first time, will receive a written warning from the dormitory director. When violating the regulations for the second time, students will be forced to move out of the dormitory and will not be permitted to apply for on-campus accommodation for one year from the day they were withdrawn. Those who seriously violate the regulations will be directly withdrawn from the dormitory, and will not be allowed to apply for on-campus accommodation



again. The following are not allowed:

- a) Selling or holding up bed space, or obstructing others from moving in.
 - b) Stealing, gambling, drinking, assaulting, or playing mahjong.
 - c) Storing dangerous or restricted goods.
 - d) Engaging in illegal acts using the dormitory Internet or violating the regulations of the use of academic Internet.
 - e) Keeping visitors for the night without permission or any other behavior against "Visitation Regulation".
 - f) Introducing business people into the dormitory to trade goods.
 - g) Installing electrical appliances unapproved by the university.
 - h) Cooking inside the dormitory rooms.
 - i) Keeping pets inside the dormitory without permission.
 - j) Smoking inside the dormitories or the non-smoking areas outside the dormitory.
 - k) Moving public properties out of the room of the dormitory, damaging or disposing of them without permission.
 - l) Piling up personal belongings in the dorm public areas without permission.
 - m) Violating accommodation rules set by the Dorm Student Association.
 - n) Other behavior in violation of public health, residential tranquility, or public safety.
- (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:
 - The resting hours of each person should be kept in regular time; dorm mates should keep a respect and understanding for each other.
 - Do not make noise in the hallway or inside the room.
 - Keep the room clean and organize.
 - Do not leave your shoes or belongings in the hallway or common areas.
 - No pets allowed in the dormitory/house.
 - Without permission, do not open or get anything from other's room, closet, etc.
 - Safekeeping of your own belongings such as the important ones and money.
 - Be respectful; always wear proper attires when leaving your room.
 - To keep the environment clean, throw your trash properly (segregate the trash). Also bicycles around the House should obey the parking regulations.
 - Always turn off the lights and water when not in use; develop a good habit of saving energy.



- Please keep the room clean during move out, resident has the liability for any loss, damaged, and uncleaned items.
- Attend a fire drill exercise held each year as mandated in the NTU Dormitory Rules and Regulations

b) Group regulations:

- Public facilities and instruments used or used as one's own.
- To organize a group activity in the recreation or dormitory areas, one should apply to the service staff; moreover, the group should obey the regulations abiding it.
- Always close the doors after entering; take note of suspicious actions to avoid any unwanted incidents.
- If there're any accidents or unwanted happenings, inform the dormitory staffs or management immediately.
- In order not to disturb other people's rest and silence, one should obey the facilities' allowed time of use.
 - * 11pm onwards, the television should be put to its lowest volume to avoid disturbance on other people.
 - * Please use the gym facilities with care. The gym can be used until 11pm.
- Cars, motorcycles and bicycles should obey the parking rules.
- Smoking is prohibited for all indoor area and public area. 8. Please comply with all the electronic devices user manual in the public area to avoid any danger.

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 June 12, 2020.

(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. 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. ((If you pay by ATM transfer, please make sure the transfer is successful.)

(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/ Department of Physical Therapy, 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 requirements 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's requirements during the stipulated timeline may extend the timeline 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. 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 is two years. Students in the direct Ph.D. Programs 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). These 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 enrolled as a student at NTU. Credit transfer eligibility will be processed according to 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 colleges' 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

After finishing their first year and before the first semester of their last 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. **Please note that you can only change your major once.**

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



(8) Double Major and Minor Application

a) Double Major :

For undergraduate students getting GPA 2.92 above or ranking at top 20% within his/her class every semester of last academic year (following the stricter regulation by departments), she/he can apply double major between the second studying year and first semester of the third academic year.

For postgraduate students (not including the Master's Program for In-Service Adults) getting GPA 3.3 above or ranking at top 20% within his/her class every semester (following the stricter regulation by departments/institutes), she/he can apply double major between the second studying year and the first semester of the third academic year.

b) Minor :

Undergraduate students can apply a minor between the second studying year and the final academic year (not including the extended term of study)

(9) Leave of Absence, Re-enrollment, Withdrawals, and Leaving NTU

a) If students apply for a leave of absence due to one of the reasons specified below, their request must be approved by their parents or their legal guardian and they must complete the process prior to the 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 absence is allowed for periods of semesters, academic years. Students who have reached 2 years of leave of absence 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 respective department and the Office of Academic Affairs.

d) Students whose leave of absence 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 absence expires
 - Students who are not eligible for admission or transfer
 - Students who have unsatisfactory conduct records
 - Students whose period of leave of absence 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 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 Dissertation Defense and cannot apply to retake or graduate students who fail the retake of the 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 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 article mentioned previously.

Graduate students who apply for a 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. Valid Alien Resident Certificate(ARC) /ROC ID number
2. postal bank account passbook cover
3. Payment receipt of the semester.

To open an account, please go to the post office with your ARC number, Passport, Student ID, and TWD 10.

International Graduate Student Scholarship

Remittance (All Amount is in TWD)

TWD 25,000/Month

Duration: 2 years for master's, 3 years for PhD

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

Steps for Scholarship Eligibility Renewal

Your college holds the right for the scholarship eligibility check process.

Outstanding International Graduate Student Scholarship

Remittance (All the Amount is in TWD)

TWD 35,000/Month

Duration: 2 years for master's, 3 years for PhD

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

Steps for Scholarship Eligibility Renewal

Your college holds the right for the scholarship eligibility check process.

Financial Assistance Grant for International Students

Remittance (All the Amount is in TWD)

(1) Tuition Waiver + 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.

(2) Tuition Waiver

Students who are studying at the GMBA program, the credits fee shall be covered on their own.

Steps for Scholarship Eligibility Renewal

Undergraduate: 1st grade to 2nd grade: GPA 3.0 and above

2nd grade to 3rd grade: GPA 3.2 and above

3rd grade to 4th grade: GPA 3.33 and above

Graduate: Master : GPA 3.5 and above

PhD: Your college holds the right for the scholarship eligibility check process.

• Important Notes for NTU Scholarships

OIA is not in charge of remittance and, therefore 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 January or February because of the Chinese New Year holiday. Please prepare beforehand.

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

(2) Taiwan Scholarships

• First time receiving:

The recipients have to upload the following documents:

1. Valid Alien Resident Certificate (ARC, "Reason of Staying" has to be "Study in NTU")/ROC ID number
2. Postal bank account passbook cover
3. Payment receipt of the semester

To open an account, please go to the post office with your: ARC number, Passport, Student ID, and TWD10.

• Steps for extending scholarship benefits:

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

b) The recipients have to upload their: ARC (residence reason: studying at NTU), as well as, their last 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 the following April. If the recipients fail to pass the grade standard in the second semester, the scholarship will be canceled the following November. If the recipients fail to pass the grade standard in two consecutive semesters, the scholarship will be revoked.



(3) MOE Taiwan Scholarship

- **Remittance (All the Amount is in TWD)**

Tuition waiver is up to TWD 40,000. The rest of the amount not covered by the Scholarship should be covered by the recipients.

Graduate: 20,000/month

Undergraduate: 15,000/month

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

- **Steps for Scholarship Eligibility Renewal**

Grade standard: Undergraduate: GPA2.44 , Graduate: GPA3.38

(4) MOFA Taiwan Scholarship

- **Remittance (All the Amount is in TWD)**

Decreased from the international student tuition fee to the local student tuition fee

Monthly stipend 30,000

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

- **Steps for Scholarship Eligibility Renewal**

Grade standard: Undergraduate: GPA1.70 , Graduate: GPA2.44

Important Notes

OIA is not in charge of 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 January or 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 the Taiwan Scholarship Office for the scholarship guidelines and further details.

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



Chapter VI: Campus Life

1. Safety

(1) Emergency

In case of emergencies, 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) You can also call the 24-hour University Assistance:

On-campus Emergency (Campus Security 24hr)	02 3366 9110
Student Emergency Assistance (Student Safety Center 24hr)	02 3366 9119

(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 administrative office. (if you are not sure, please check the Lost-and-Found section on the NTU website) or Campus Security Guard for more information. If you find 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.

Tel: 02 2735 5761

Da-An Police Station: No 2, Sec 3, Ren-Ai Rd, Taipei.

Tel: 02 2325 9850



c) If you lose your student ID card, you need to go to the website, <https://cms.cc.ntu.edu.tw/ntucms/default.aspx> to report your lost student card immediately. Once you have reported your lost card, it will be invalid and can no longer be used. In addition, you will have the option of ordering a replacement card. There is a replacement fee of NT\$150. You can choose to pay the fee at the self-service document vending machine in front of the Office of Academic Affairs or at the Cashier Division. Next, bring the payment receipt and your identity documents such as your passport or ARC (alien resident certificate) to the Office of Academic Affairs to get your replacement card.

2. Health

The Health Center offers medical services, vaccination, consultations, etc. Students can pay for services with their National Health Insurance (NHI) card or at their own expense.

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 : 10 am to 9am; 1pm to 2pm)

Fax: 02 2363 4995

Email: shmc@ntu.edu.tw

Web: <http://shmc.osa.ntu.edu.tw>

3. Schoolwork

The Center for Teaching and Learning Development provides a variety of resources and supports for students, including:

a) Academic Counseling Services : providing individual counseling and group tutoring for common courses and specialized courses, such as Calculus, Analytical Chemistry, and Organic Chemistry by qualified peer tutors .

<http://ctld.ntu.edu.tw/ls/reservation/v3/>

b) Online Resources: providing an online archive of past exams and problem-solving skills in Calculus, Statistics, and Physics.

c) Future Faculty Program: hosting the Graduate Student Orientation, workshops, and speeches on learning skills and academic ethics for graduate students.

For more information, please contact the Division of Learning Support, Center for Teaching and Learning Development.

Tel: (02)33663367

Email: ntulscld@ntu.edu.tw

Location : 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: <https://www.dlc.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

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)

Counselor in charged of English counseling service: Mr. Chiu, Yun-Che.

Tel: 02 3366 2181~2 ext 57

Email: ntuscc1@ntu.edu.tw

Web: http://scc_osa.ntu.edu.tw/en/

Intake Registration: <https://my.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 the 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>.

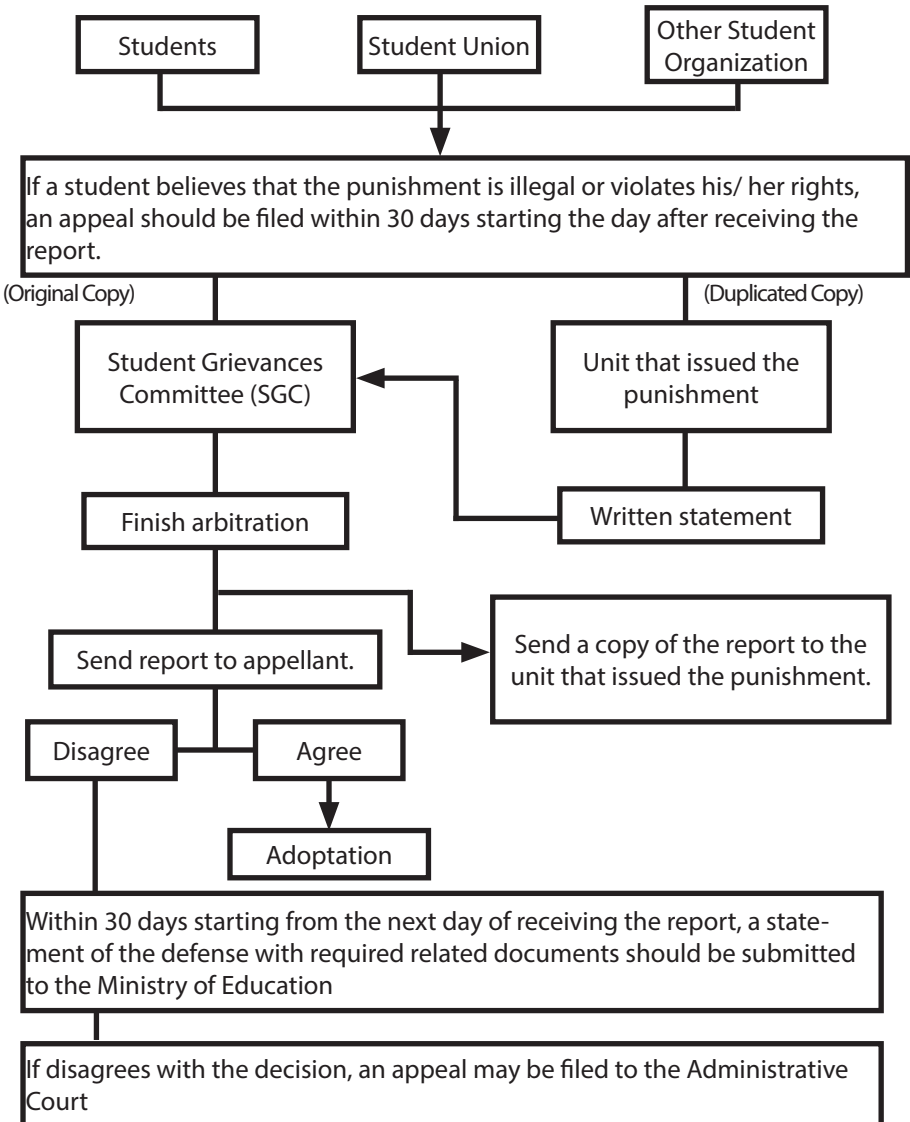
(Your account is your student ID number, such as b95101001, starting with a lowercase letter. Your password is preset as "a" plus your "birth date"—for example "a + MMDD") You will also use this account for several online services offered by NTU.

*Your account will be disabled after your time at 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" networks is done through your NTU email account and password. In addition to the two networks, another choice is the "eduroam" network. It's a secure, worldwide roaming wireless network for Research & Education. For "ntu_peap" and "eduroam", the device will automatically connect to the network after proper configuration. Visit the "Computer and Information Networking Center" website for details.





(4) How to apply for the dormitory network IP address:

Connect to the web page <https://dorm.ntu.edu.tw/register> and follow the procedure to register for the dormitory network IP address. You may contact the dormitory network manager to help you with the IP address process.

For step-by-step instructions on registration, check the following web page for details : <https://dorm.ntu.edu.tw/register/register.htm>

7. Student Organizations and Campus Activities

(1) 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 events such as a picnic to network with students from Taiwan and other countries.

Email: info.ntujsa@gmail.com

Website: www.ntujsa.org

(2) NTU Vietnamese Students' Association (NTUVSA)

NTUVSA gathers Vietnamese students who are studying in NTU with the aim of improving solidarity and, helping Vietnamese students in the areas of living, learning and research. In addition, they create a healthy entertaining environment for the students through various activities like annually cultural festivals, art and sports events. 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>

(3) NTU Korean Student Association (NTUKSA)

NTUKSA mainly consists of Korean students studying abroad. The main purpose is to help Korean students adopt 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

(4) NTU Indonesian Student Association (NTUISA)

Established in 1974, there are about 250 current members in NTUISA. We hold regular events (New Students Welcome Party, Farewell Party, Calculus Tutoring, Halloween and Christmas events, as well as other diverse activities) to enhance the friendships among members. Moreover,



we are also closely connected with the National Taiwan University Alumni Association. We hope that wherever Indonesian students sail across the ocean, they will grow vigorously as coconut fruits. For new Indonesian students, welcome to join our club to make us more united and strong.

Email : ntuisaofficial@gmail.com

Website : <https://www.facebook.com/ntuisaofficial/>

(5) NTU Malaysian Student Association

Established in 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

(6) 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, assistance with various documentation procedures, and organization of sports activities, new incoming students welcoming camp, farewell party etc.

Website : <https://www.facebook.com/groups/ntuhkmsa>

(7) 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 as well as nurturing and pertaining multiple sub-units and sports team activities. NTUMCSA encourages interrelations among members, provides counseling and services to NTU students from Mainland China, and promotes a cooperative and caring spirit among members.

Email: ntumcsa2012@gmail.com

Website: <http://www.ntumcsa.com/>

(8) 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 the OIA 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

(9) Overseas Chinese Student Association

Overseas Chinese Student Association (NTUOCSA) is a platform for overseas Chinese students coming from all around the world. Not only to meet people with similar cultural backgrounds, also to provide the ability for students to learn and take care of each other in an unfamiliar place. NTUOCSA is a home for all Overseas Chinese Students.

Email : ntucosa@gmail.com

(10) NTU Overseas Chinese Graduate Student Association

The Association is founded according to the increasing number of Overseas Chinese Graduate students. Our aims are to create a community for Overseas Chinese Graduate students to know and understand each other's culture; as well as to assist one another and exchange ideas in life and research.

Email: ntuocgs@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, please create an account on the website of the Workforce Development Agency and follow the instructions on the OIA website to submit an appointment.

OIA website: www.oia.ntu.edu.tw >> degree Student >> Others >> Work Permit

Workforce Development Agency, EZ Work Permit Website:

<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>

- (1). After submitting the online application, please inform the administrative staff at your department that you have submitted an application so they begin the approval process.
- (2). The OIA will inform you by email when your work permit has arrived at the OIA.

2. Required Documents

- a) A photocopy of your student ID card (front and back side) with the registration stamp or a Chinese version certificate of enrollment.
- b) One copy of your valid passport.
- c) One copy of your ARC



d) Provide the information shown on the receipt of fee transferring (the amount is NT\$100).

(2) Other Rules (Important!):

- a. The maximum work hours are 20 hours per week, except during summer and winter vacation.
- b. According to Employment Services Act, if you work without a work permit, you will be fined from NT 30,000 to NT150,000 and ordered to leave the country immediately.
- c. According to the "Regulations on the Permission and Administration of the Employment of Foreign Workers", you can apply for the student work permit only if you are officially enrolled as a degree student in any university or have taken at least one-year language course in Taiwan.
- d. You should return the work permit (if valid) to the OIA if you suspend or discontinue your schooling.
- e. For applications made in the first semester, the work permit is valid until March 31th of the next semester; for applications made in the second semester, the work permit is valid until September 30th of the same year. The maximum validity of a work permit is six months .

(3) Work Permit Reissuance Application Procedure

If you have lost your Work Permit, you may apply for re issue through online system as well:

1. Prepare Required Documents:

- a) Work Permit Re Issue Declaration
- b) One copy of your valid passport.
- c) One copy of your ARC
- d) Provide the information shown on the receipt of fee transferring from post office
- e) A photocopy of your student ID card (front and back side) with the registration stamp or a Chinese version certificate of enrollment.

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

Website: <https://www.wda.gov.tw/en/>

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

Email: wda@wda.gov.tw

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 offer exchange of USD, HKD and Japanese Yen. Only the Bank of Taiwan's head office also offers other currencies. You are required to bring your passport and ARC in order to exchange foreign currency.

Head Office Address of some of the banks in Taipei:

- 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 need to bring your passport and ARC—the original and a photocopy of both—and a cash deposit of at least TWD 10.

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 1000 to the bank for the procedure. We strongly recommended you to apply for an ATM bank card to withdraw money from any banks' 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's 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: <https://oia.ntu.edu.tw>** > Study > Study at NTU > Campus Life > Useful Off-Campus Information

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 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 every Thursday. You are required to apply for a campus ID sticker for your bike or risk of it being towed away. To apply for a campus ID sticker, please go to the Bicycle Parking Management Center's 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 the bus' schedule, go to: http://ga.ntu.edu.tw/general/main_en/faqList.aspx?uid=20678,pid=2067



Appendix

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 revised regulations were passed on the first university assembly in first Semester of 1996 academic year on October 19, 1996. These regulations were published and enforced by the announcement No. 18531 on November 19, 1996. The revised regulations were passed on the second university assembly in second Semester of 2006 academic year on June 10, 2006. These revised regulations were approved by the Ministry of Education with letter of file No: Taixun (2)-0950107677, on July 21, 2006. These revised regulations were passed on the second university assembly in second Semester of 2006 academic year on January 13, 2007. These revised regulations were approved by the Ministry of Education with the letter of file No: Taixun (2)-0960017549 on February 6, 2007. These revised regulations were presented on the first university assembly in second semester of 2006 academic year on March 24, 2007. These revised 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 revised 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 revised regulations were approved by the Ministry of Education with the letter of file No: Tajiaoxue (2)-1020024475 on April 4, 2013. These regulations were passed on the 2868th Administration Meeting in the second semester of 2014 academic year on July 28, 2015. These revised regulations were approved by the Ministry of Education with the letter of file No: Tajiaoxue (2)-1040116603 on August 31, 2015.

Chapter 1 General Principles

Article 1 (Source of Law)

These regulations are enacted to establish the student appeal system ensuring students' learning, life, and taught interests in accordance with the provisions set forth in Paragraph 4, Article 33 of the University Act, and Article 54 of the Organic Regulations of NTU.

Article 2 (Main Responsible Unit)

The Appealing case made by students, Students Union or other related student 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 (Appealing qualification, reasons and identity determination)

If a student who is punished due to violations related to life, learning and education rights believes that the punishment is illegal or violated his/her rights, she/he can appeal to the SGC in accordance with these regulations.

If a student union or other related student self-government organization dissatisfies a punishment or other measures or resolutions issued by NTU, they can appeal to the SGC.

The student must have been enrolled at NTU at the time of the respective incident.

Article 4 (Appealing deadline)

An appeal should be applied within thirty days after the first day of punishment; overdue will not be accepted.



The appellant may apply for a request to appeal with a force majeure excuse explained to SGC after the ten-day deadline has passed. but no later than one year after the original deadline. If the last day of the deadline is a holiday (excluding winter and summer vacation), the following day after the holidays will be the deadline.

Article 5 (Appealing manner)

The appellant should apply for an appeal with a written statement to the SGC.

Article 6 (Appealing contents)

The appellant should state the following information and sign on the written appealing 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, fact and the reason for the appeal.
4. Date, including year, month and day
5. Evidences.

If SGC considers a written appealing statement is non-compliant but could be corrected, a correction notice will be issued to the appellant within seven days the correction time will be deducted from the arbitration period.

If multiple applicants file an appeal, they can select a maximum of three agents among them. A letter of authorization needs to be attached.

Article 7 (Arbitration preparation procedures)

When SGC receives a written appealing statement, the chairman of SGC shall conduct the preparation procedures, and as necessary, invite at least three members of legal or related background and student members to be part of the preparation team/ committee conducting the preparation procedures.

In the preparation procedures, the following matters should be reviewed:

1. Does the appeal meet the provisions of these regulations?
2. Identify the dispute object, fact and reason of the appeal.
3. The candidates of related parties attending the arbitration meeting.
4. Send a copy of the appealing written statement to the unit that has issued the punishment, and as necessary with the related parties reply the contents of appealing written statement.
5. Arrange other related matters for preparation of arbitration.

Both the appellant and the unit that issues the punishment may recommend candidates.



The matters prepared in the preparation procedures should be listed as a written record, and submitted to the senior clerk of SGC to handle related matters. The results should be sent to the unit that issues the punishment and to the appellant.

The two-thirds preparation team will first vote by correspondence on whether to accept the case or not. If half, or more, of the members vote for no, then the team will reject the case.

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 after receiving the photocopy of the written appeal statement.

If the unit that has 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 has issued 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 his/her appeal (complete or in parts) before the arbitration resolution report. After the appellant withdraws the appeal, she/he not apply for another appeal concerning the same issue.

Article 9-1 (ne bis in idem)

An appeal filed by students, Students' Union or other related student self-government organizations concerning the same matter is based on the principle of non bis in idem (not twice in the same).

Article 10 (Incompliant or overdue appeal)

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

Article 10-1 (Inform the parties concerned)

The SGC may inform the appellant, and the unit has that issued the punishment. Interested parties may be present for explanation before starting the arbitration.

Chapter 3 Arbitration

Article 11 (Arbitration Period)

The SGC should complete arbitration within 30 days after receiving the written appealing



statement. If an extension is necessary, the SGC should notify the appellant. One time of extension is allowed but never exceeding two months. However, the arbitration deadline should not be allowed if an appeal involves in withdrawal, expulsion or other similar related 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 the SGC.

Article 12 (The way of Arbitration)

Arbitration should be neutral and is not allowed to be made public.

During the arbitration, it should be determined first whether the appeal is in accordance with regulations.

The majority of all members of the SGC need to agree to the results of arbitration including the reasons for accepting or revoking the appeal.

If related parties after being served legally do not present a response before the deadline, participate in the arbitration meeting on time or make a detailed explanation without proper reasons, the SGC shall directly make a decision after considering overall information and related evidences

Article 13 (Confidentiality)

For the arbitration, voting and member's individual opinion, should be kept confidential within the SGC.

Article 13-1 (The Undergraduate Application)

For the appealing case in terms of withdrawal, expulsion or other similar related cases, the unit concerned of NTU, before the resolution report of arbitration is concluded, should cause the appellant to continue being undergraduate at NTU according to the appellant's written application.

After receiving the appellant's application, the unit concerned of NTU should request the comments from SGC's members and considering the appellant's life and, learning conditions, respond to the applicant within 7 days with a written document stating the rights and obligations related to student status.

The undergraduate student at NTU set forth 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 has issued the punishment.
3. Verdict, fact and cause.
4. Unit that has issued the resolution.
5. Date: year, month and day.

A resolution report will be written on the unaccepted appealing cases.

The resolution report on the arbitration of above mentioned two paragraphs should be made in accordance with Paragraph 1 or Paragraph 3, Article 16 of these regulations, stating the remedy for disagreement of resolution report.

Article 15 (Validity of the Arbitration)

The resolution report by the SGC shall be confirmed by members and after being presented to the NTU President for approval, sent to the appellant and the unit that issues the punishment. If the unit believes the result violates the rules or are inconsistent with the facts, it should present its position to NTU's President and a copy to the SGC within 10 days after receiving a copy of the resolution report. Reconsideration is limited to one time. If the President requires additional for the reconsideration, the unit that has issued the punishment will have to provide them within 3 days.

If the president does not receive the reconsideration application within the specified period, or after receiving does not a reason for reconsideration, or the unit that issues the punishment does not provide supplement information within the specific period, s/he shall directly overrule the reconsideration application. If the president reconsideration is necessary, she/he should present the application to the SGC for reconsideration within 10 days. Before the reconsideration procedures, the SGC should notify the applicant and appellant upon receiving the president's instruction of reconsideration. The reconsideration procedure is applied to the provisions set forth in Articles 11 to 14 of these regulations. After the arbitration completes its administrative procedures, NTU should adopt the final decision.

As for the appeal for withdrawal, if the SGC upholds the original punishment, the affairs regarding school attendance and enrollment should be handled as follows:

1. The date of attendance termination stated in the attendance certificate should follow the date of punishment issued originally.
2. The credits finished during the appealing period should be recognized. A certificate shall be issued.

As for the appeal of withdrawal or expulsion that the SGC upholds the original punishment, affairs regarding military service and tuition refund should be handled as follows:



1. Draftees should report to the military service unit within 30 days after the appealing result is 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 the Article 8 of The Principle of Varsity Charge and the Article 15 of The Principle of Varsity Tuition and Fees Charge.

Chapter 4 Petition

Article 16 (Petition and Litigation)

If the student who receives the administrative action made by NTU and applies for an appeal to NTU's SGC disagrees with its decision, she/ he may legally file an administrative appeal with the resolution report to Ministry of Education within 30 days starting from the next day of receiving the report. Upon receiving the forgoing petition, NTU shall submit the statement of defense with required related documents to the Ministry of Education as soon as possible.

An appellant, who files an appeal against the administrative action, other measures or resolutions other than the administrative punishment made by NTU to NTU but disagrees with its decision, may file a suit and request remedies according to the natures.

Article 17 (Resuming Study)

The counseling and handling procedures for relief obtained by administrative appeal and administrative proceedings are as follows:

1. If a decision of withdrawal or expulsion is overturned or modified for a student to resume study, but the student can't resume study immediately due to some special reasons, NTU should give him/her a counseling to resume study. For those draftees who already report to the military service and cannot resume study, NTU should retain their student status and counsel them to resume study after they are demobilized; and they may conduct the suspension during the leaving period before resuming study.
2. If a decision of withdrawal or expulsion is overturned or modified for a student to resume study, the withdrawal should be revoked according to the NTU policy.

Article 18 (Litigation Effectiveness)

While the arbitration is conducted, the appellant or other related parties who file a petition or any kinds of lawsuit regarding the appeal or its involved matters should notify the SGC in a written statement.

The SGC can should stop the arbitration after receiving the notification, and notify the appellant; after the reason of stop eliminates, upon the appellant's written request, it may continue the arbitration and give a written notice to the appellant.



The arbitration decision on the entire or a part of appealing case based on whether the legal relationship of petition or litigation establishes or not, the SGC should stop the arbitration before the petition or proceedings closes, and give a written notice to the appellant; after the reason of stop eliminates, it should continue the arbitration and give a written notice to the appellant. The appealing case regarding withdrawal, expulsion or similar punishment is not applied to the provisions of foregoing three paragraphs.

Chapter 5 Supplementary Provisions

Article 19 (Appeals for Gender Equality)

For an appeal filed by an appellant, and an investigation due to sexual assault, sexual harassment or sexual bullying, and the nature of which is attributed to the provisions set forth in Paragraph 2, Article 28 of Gender Equality Education Act, shall be handled in accordance with the provisions related to the same Act.

Article 20 (Enforcement Date)

These regulations are enforced on the date of release after they are passed by the Student Counseling Committee and administration meeting, and sent to Ministry of Education for approval.

2. Regulations for National Taiwan University Student Individual Honor and Discipline

Article 1

In a bid to instill university students with moral discipline and study studiousness, and a fine university 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 university 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 record of rewards/reprimands of a student is deemed as follows. Three honorary citations equal to one minor merit; three minor merits equal to one major merit. Three written warnings equal to one minor demerit; three minor demerits equal to one major demerit. 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 prefect 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 university.
 - 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 university 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 university 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 university 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. Taking others properties without permission.
- IV. Disrupting the public order in public venues.
- V. Polluting university property, violating relevant environmental protect, safety and health laws and regulations but without creating incidents.
- VI. Violating the Internet operating guideline.



- VII. Disrupting others' living routines by resorting to following, or hacking electronic mail or using means against others' will, or inappropriate courting conducts in a minor offence.
- VIII. Attempting sexual assault in minor offence that is verified and transferred to ruling by Gender Equality Education Committee.

An individual student who meets one of the aforementioned circumstances in an insignificant way with potential forgivable circumstances, may be given written warning under the circumstances of article 12 of this measure.

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 university dormitory bed placement.
- VIII. Engaging in assaulting others or mutual altercation.
- IX. Illegally infringing on university 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 manager 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 university 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, or inappropriate courting conducts in severe offence.
- XIX. Attempting sexual assault in severe offence that is verified and transferred to ruling by Gender Equality Education Committee.



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. Storing hazardous substances and/or prohibited items against the law on campus.
- VI. Illegally possessing drugs, amphetamine, or other contraband drugs.
- VII. Illegally infringing on university buildings and structure, others' research room, or bedroom in severe offence.
- VIII. Willfully exchanging bed placement and also derive improper gains, forcefully occupying university dormitory bed placement, or dejecting others from illegally occupying.
- IX. 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.
- X. Selling, supplying or misleading for the fabrication of illegal products via the computer network or by other means.
- XI. Failing to exercise all cautionary measures as a decent manager 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.
- XII. Engaging in assaulting others or mutual altercation in severe offence.
- XIII. Infringing on others' intellectual property claims in severe offence.
- XIV. 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 university in minor offence.
- XV. Polluting university property, violating environmental protection, safety and health laws and regulations in severe offence.
- XVI. Violating academic ethos in severe offence.
- XVII. 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 university,

- 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 university.
- 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. Assaulting 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 university 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 university'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 university, 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 university, 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

- I. Of an individual who receives reprimand for whose personal conduct, the university is to notify the student in writing, and of an individual student who receives a small demerit or higher for whose personal conduct, the university is to notify the parents or guardian in writing.
- II. Of an individual who receives reprimand for whose personal conduct, if such personal conduct incurs injury to another person's right, after the university deems necessary, the university may relay the reprimand in writing to notify the victim.

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 university disciplinary community service per the university'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 university's student complaint evaluation measure.

**Article 18**

Of a student who has had personal conduct(s) that would incur an expelling order or permanent banishment of student status, when such conduct is submitted for reprimand within 12 months of the student's graduation or expulsion, the Reward/Reprimand Committee may exercise reprimand.

Under the aforementioned circumstance, the individual student shall be notify to attend and make statement. If the individual student has been legally notified and has no good cause for absence, the Reward/Reprimand Committee may take necessary disposition without the student statement. If the individual student has not been legally notified, the reprimand procedure shall be suspended.

Article 19

The measure, upon motioned before the student counseling council, and presented before the university 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

