



2024/25

Guidebook for

NTOU International Students



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NTOU President



President Tai-Wen Hsu

1 Welcome to NTOU

About NTOU



Founded in 1953, National Taiwan Ocean University (NTOU) has become a well-fledged university (with 6,458,346 square feet) on account of the superior leadership of the past principals and the efforts of the faculty, staff and students, originally named Provincial Taiwan Maritime Technology College (with only 10,677 square feet), Maritime College and National Taiwan College of Marine Science and Technology. NTOU is an ocean-based university, but not limited to the ocean and also an internationally well-known university with excellence in teaching and featured research.

NTOU has three campuses: The main campus, Matsu campus, and Guanyin-Taoyuan campus. We have seven colleges, consisting of 22 departments, 12 graduate institutes, 28 master programs, 20 doctoral programs, 13 in-service master programs, and four bachelor programs of extension education. NTOU has nearly 9,000 students and about 500 overseas students, which makes NTOU the top ocean university internationally.

Currently, National Taiwan Ocean University has seven colleges, including the College of Maritime Science and Management, College of Life Sciences, College of Ocean Science and Resource, College of Engineering, College of Electrical Engineering and Computer Science, College of Ocean Law and Policy, and the College of Humanities and Social Sciences. These colleges comprise 34 undergraduate departments and graduate institutes.



In the past years, NTOU has been awarded for teaching, research and service. Since 2005, we were awarded Promoting Teaching Excellence Universities Project promoted by the Ministry of Education. Since 2006, we were also awarded Top University and Excellent Research Center Project, Top University Project, Higher Education Sprout Project (both two parts), and University Social Responsibility. With the support of Higher Education Sprout Project, we are able to build the best research centers: The Center of Excellence for the Oceans (CEOE) and The Center of Excellence for Ocean Engineering (CEOE). An NTOU publication, Journal of Marine Science and Technology, is the first journal commissioned ELSEVIER Publishing Company, and included in both SCI and EI databases, which is the highest award for our teaching, research, and service.

NTOU actively integrates academic resources to expand research energy, competes for research and industry-university cooperation projects, and recruits international marine professionals. Additionally, NTOU actively combines the characteristics and advantages of the ocean, improves teaching, experiment, internship, and field investigation equipment, promotes cooperation between university and industry, and strengthens industry-university research and development. Based on the implementations, we have obtained very significant results. First, the funding of industry-university research and technology transfer has sharply risen since 2011. The amount of industry-university fund has grown from 580 million to more than 1.25 billion, and the amount of technology transfer fund has grown from 4 million to more than 50 million, which is outstanding. Secondly, NTOU vigorously encourages off-campus internships and short- and long-term internships abroad in order to promote the integration of students' professional learning and practical experience and to expand students' international outlook. Furthermore, "Ocean Pearl Fund" with 20 million NT dollars is

established to recruit international masters, PhDs and to enhance teaching and research qualities. “2+1” dual degree is also promoted to enhance internationalization. In accordance with national policies, National Ocean Policy White Paper and Green Energy, NTOU develops special professionals and high-paying talents. These talents include off-shore wind power marine engineering, smart ships, captains, AI applications, food science, marine environment conservation, high-tech biotechnology, biomedicine and aquaculture. Finally, the school encourages student club development and provides sports facilities, implements whole-person education, and cultivates talents with marine humanistic qualities. In addition, we also actively cooperate with various senior high schools, universities and research institutes at home and abroad to expand our influence and contribution to society. By doing so, we bring honor and credibility to NTOU!

Looking back over the past 70 years of development, the university has undergone significant growth and transformation. It is now recognized as one of the nation's most important centers of learning and scholarship, particularly in the fields of marine science and ocean research.

In response to the changing needs of society and the increasing interests of students, the university is evolving into a comprehensive institution with a unique focus on marine studies. The university is committed to becoming an internationally renowned higher education institution. To achieve this goal, social sciences and liberal arts programs have become a core part of the education at the university. The university is rapidly moving towards providing a positive learning environment and culture for intellectual and personal growth, with a distinctive emphasis on ocean research.



- | | | | | |
|--|--|---|---|--|
| 1 Administration Building F3 | 16 Brave Fountain D2 | 31 General Purpose Building 3 G2 | 46 Dept. of Marine Environmental Informatics H3 | 59 Beach Volleyball Court B4 |
| 2 Exhibition Hall · Ocean Hall F3 | 17 Hai-Kong Building D2 | 32 Lung-Gang Ecological Park G1 | 47 Institute of Food Safety and Risk Management Building H3 | 60 Dept. of Systems Engineering and Naval Architecture B3 |
| 3 Library G3 | 18 Sports Center D2 | 33 Fantasy Fountain G2 | 48 Volleyball Court · Tennis Court H3 | 61 College of Engineering · 3rd Restaurant C3 |
| 4 General Research Center G4 | 19 Men's Dorm 3 and Women's Dorm 2 D1 | 34 Humanities Building G2 | 49 Fisheries Science Building I2 | 62 Electrical Engineering Building 1 C4 |
| 5 General Purpose Building 2 G4 | 20 2nd Restaurant (Brave-Fountain Restaurant) D1 | 35 Ocean and Mountain View Corridor G3 | 50 College of Life Sciences I3 | 63 Electrical Engineering Building 2 C4 |
| 6 NTOU Hung Kuang Bookstore G3 | 21 Men's Dorm 2 D1 | 36 Women's Dorm 1 H2 | 51 Food Engineering Building H4 | 64 Dept. of Computer Science and Engineering C4 |
| 7 Post Office F4 | 22 Student Activity Center C3 | 37 NTOU Farm H2 | 52 Terrestrial Animal Experimental Center H4 | 65 Aquatic Animal Center D4 |
| 8 Mechanical and Mechatronic Engineering Building B · Computer Center F3 | 23 Gymnasium D3 | 38 Marine Science Building B G2 | 53 Dept. of Food Science H4 | 66 Cultivation Center for Aquatic Organisms C4 |
| 9 Mechanical and Mechatronic Engineering Building A E3 | 24 Sports Field D4 | 39 Marine Science Building A G3 | 54 Mu Lan Ocean and Maritime Education Building I5 | 67 Acoustics Laboratory Center B4 |
| 10 Recreation Building E2 | 25 Basketball Court E4 | 40 Founding Memorial Park G2 | 55 NTOU Rainwater Park B2 | 68 Electrical Engineering and Computer Science Building C4 |
| 11 Dept. of Merchant Marine E3 | 26 Ocean Dream Hub F4 | 41 Marine Science Building C H2 | 56 Ocean Engineering Laboratory B3 | 69 Large Cavitation Tunnel Laboratory A2 |
| 12 Yen-Ping Technology Building E2 | 27 Ocean Pier F5 | 42 NTOU History Museum H3 | 57 Softball Field B4 | 70 Harbor and River Engineering Building 2 A2 |
| 13 Marine Engineering Factory E3 | 28 Men's Dorm 1 G1 | 43 Institute of Marine Environment and Ecology H2 | 58 Harbor and River Engineering Building 1 B3 | |
| 14 Ivy Wang Hall E3 | 29 Archery Range F2 | 44 Aquaculture Center H3 | | |
| 15 Dept. of Shipping and Transportation Management D2 | 30 1st Restaurant (Fantasy · Fountain Restaurant) G2 | 45 General Purpose Building 1 H3 | | |

2 Taoyuan International Airport TO NTOU

TPE→Taipei Main Station→Keelung Main Station→NTOU

First Step: TPE→Taipei Main Station

Transportation options	Depature/Arrival	Fare	Service Hours	Duration
MRT Taoyuan Airport Line /Kuo-Kuang Transportation	TPE/Taipei Main Station	NTD 125	MRT: 05:40-24:50 Taipei Main Station:05:00-23:30	50 mins



Second Step: Taipei Main Station→Keelung Main Station

Transportation options	Depature/Arrival	Fare	Service Hours	Duration
Kuo-Kuang Transportation(1813)	Taipei Main Station/Keelung Main Station	NTD 57	Taipei Main Station: 06:00-24:00 Keelung Main Station:06:00-23:00	40-50 mins
Taiwan Railway	Taipei Main Station/Keelung Main Station	NTD 41	Taipei Main Station: 06:00-23:50 Keelung Main Station:05:00-23:00	42-53 mins

Third Step: Keelung Main Station→ NTOU

1. Commuting to the campus:

Taking the Keelung City Bus: You can board the city bus at the Keelung City Bus Terminal. There are four Keelung City Bus routes that can take you to the campus: Route 103 to Badouzi , Route 104 to Xinfeng Street :All three routes mentioned above offer stops at three locations on campus: (Xiangfeng Campus Gate), (Binhai Campus Gate), and (Sports Center)

Fare: 15 NTD



- Taking a taxi:** From Keelung Train Station to the Binhai Campus Gate of our university, the distance is approximately 5 kilometers via Xiangfeng Street or 5.3 kilometers via Zhongzheng Road. You can calculate the taxi fare based on the rates published by the Keelung City Government's Transportation and Tourism Department, which typically falls in the range of around 170~190 NTD.

Taking public transportation from Taipei to Keelung and then transferring to another mode of transport to get to the university

Taking the Train: To get to the university, you can take various train services heading to Keelung. Alight at the final destination, Keelung. Ensure that you board the trains bound for Keelung, as there are North Link Line trains (heading towards Su'ao, Hualien, or Taitung) that do not pass through Keelung. Upon arriving at Keelung Station, you can then opt to take a taxi or a Keelung city bus to reach the university.

Taking Intercity Buses:

©**Keelung Bus** (Operated in conjunction with Kuang Hua Bus) - Route 9006 "Shilin"

©**Tai-Luck Bus** - Route 1550 "Taipei to Keelung" and Route 1558 "Muzha Zoo to Keelung"

©**Taipei Bus** - Route 1070 "Banqiao to Keelung"

©**Kuo-Kuang Bus** - Various routes from Taipei Main Station (East Exit), Taipei Main Station (North Exit), Three-Prince Temple, San-Chong Station, Shih-Pai (National Yang-Ming University), Jung-Lung, etc.

©**Fu-Ho Bus** - Route 1551 "Xindian to Keelung"

©**Capital Bus** - Various routes like Route 1573 "MRT Jiannan Road Station to Keelung Railway Station," Route 1880 "Luodong (via Xizhi) to Keelung Railway Station," and more. All these buses will stop at Keelung Railway Station (Keelung Harbor Marine Plaza). When you disembark, Keelung Railway Station will be directly in front of you in the direction of travel, and the Keelung City Bus Terminal is located at around the 2 o'clock direction from your position. The distance between them is approximately 100 meters.

©**Taking Keelung Bus:** The bus stop is located on the opposite side of the pedestrian overpass from where you disembark from National Freeway Buses at Keelung Railway Station. There are two bus routes, "1051 Keelung-Badouzi-Ruifang" and "791 Keelung-Fulong," where you can get off at either the Xiangfeng Gate or the Sports Center of our university.

Taipei Metro

Taipei Metro Operating Hours: 6:00 AM - 12:00 AM

Fare: NT\$20-65 (calculated based on the travel distance)



3 Campus Facilities

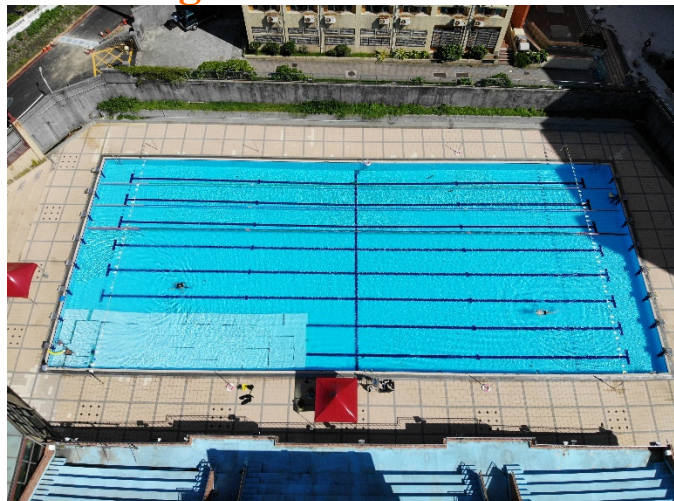
Library



The University Library, established in 1991, is located in a five-story building with a reading room in the basement. The main library and the new Library Annex (constructed in 1999) are situated directly across from the Administration Building, just inside the main gate. The Library provides extensive services and a public reading room to the entire university community. Please take note of the following opening and working hours:

Hours/Service Items	Public Services	Circulation Services	Reference Services	Reading Center/Newspapers Reading Area
Regular Semester (Monday-Friday)	8:10AM to 10:00PM	8:10 AM to 9:00 PM	8:30 AM to 4:50 PM	8:00 AM to 11:00 PM
Regular Semester (Saturday-Sunday)	9:10 AM to 9:00 PM	9:10 AM to 8:00 PM	Closed	8:00 AM to 11:00 PM
Summer Break (Monday-Friday)	8:10 AM to 6:00 PM	8:10 AM to 5:30 PM	8:30 AM to 4:50 PM	8:00 AM to 10:00 PM
Summer Break(Saturday)	9:10 AM to 6:00 PM	9:10 AM to 5:30 PM	Closed	8:00 AM to 10:00 PM
Summer Break(Sunday)	Closed	Closed	Closed	Closed

Swimming Pool



Swimming Pool Opening Hours

(Opening hours may vary due to classes or events, please check the latest announcements on the homepage of the Sports Center or on Facebook: NTOU Sports Center Notices)

*Indicates opening hours

Month	November-March							April~June 、 September~October							July~August						
Week	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
06:00-08:00								*	*	*	*	*			*	*	*	*	*		
08:00-09:00																					
09:00-10:00																					
10:00-11:00																					
11:00-12:00																					
12:00-13:00	*	*	*	*	*			*	*	*	*	*			*	*	*	*	*		
13:00-14:00															*	*	*	*	*		
14:00-15:00													*	*	*	*	*	*	*	*	*
15:00-16:00				S T							S T		*	*	*	*	*	*	*	*	*
16:00-17:00				A F F							A F F		*	*	*	*	*	*	*	*	*
17:00-18:00		*		*	*			*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00-19:00		*		*	*			*	*	*	*	*	*	*	*	*	*	*	*		
19:00-20:00		*		*	*			*	*	*	*	*	*	*							
20:00-21:00								*	*	*	*	*									

※ The pool is not open on national holidays unless there is special approval.

※ The Sports Office may adjust the availability and opening hours of the pool based on class schedules, sports training, and weather conditions, and users should not object to this.

※ To maintain stable water quality, please refrain from wearing makeup or applying sunscreen before entering the pool.

※ Swimmers must wear a swim cap and appropriate swimwear.

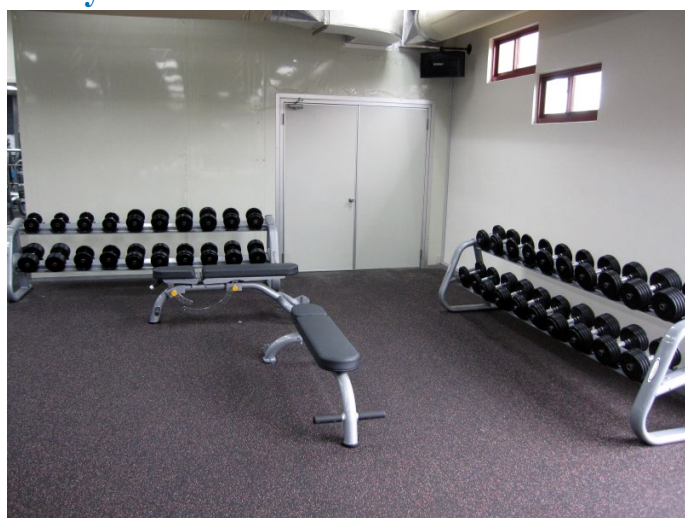
※ Goggles are not available for loan at the pool, and the use of swim rings is prohibited.

Fee standards:

1. Current students of the university: Single entry - NTD 30 / Half-year pass - NTD 400
2. Faculty and staff (including their dependents and retirees): Single entry - NTD 60 / Half-year pass - NTD 1000
3. Alumni: Single entry - NTD 60 / Half-year pass - NTD 1800
4. General public: Full ticket - NTD 80, Student ticket - NTD 60
5. Persons with disabilities and low-income individuals can apply for a half-price pass, women can apply for a 20% discount pass, and those applying for a pass valid for three years or more can get a 30% discount.

Sports Centre

➤ Gym Room



➤ Aerobics Room



➤ Table Tennis Room



➤ Badminton Room



➤ Tennis Room



➤ Indoor Running Track



Gymnasium Opening Hours, Usage Instructions, and Fee Details

Sport Center Opening Hours			
	During the semester (Monday to Friday) (For current students, alumni, and university faculty and staff only)		Weekends/Holidays/Summer and Winter Breaks
Course Hours	08:20~12:00 13:10~17:00		X
Fee Hours	Table Tennis,Badminton,Tennis	12:10~13:10 17:10~22:00	17:00~21:00
	Gym Room (Entrance requires wearing sports attire, sports shoes, and each person must bring a towel. Entry is	12:10~13:10 17:10~22:00 (Tuesday 17:10~20:00)	Saturday: 19:00-21:00 Sunday: 17:00-21:00

	not allowed if these requirements are not met.)		
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- ※ Closed on national holidays; special requests for usage on these days must be approved in advance.
- ※ The sports center may adjust facility usage and hours based on teaching schedules, sports training, events, and weather conditions. Users should comply with these adjustments without objections.

The fee schedule for the Sports Center is as follows:

Facility Features	Fees	Student	Faculty and Staff (Retired Faculty and Staff)	Faculty and Staff	Alumni	Outsiders (7% off for residents of Zhongzheng District with ID)	Outside institutions and groups (1 unit for every 4 hours)
Gym Room	Person/Hours	\$20	\$50	\$50	\$50	\$100/	
	Annual Fee	\$600	\$1500	\$1500	\$1500	Person/Hours	
Badminton	Person/Hours	\$20	\$30	\$30	\$30	\$400/Court/Hours (Limited to 8 users)	\$5000 \$9000 (Including aircond)
	Annual Fee	\$600	\$900	\$900	\$900		
Table Tennis	Person/Hours	\$20	\$30	\$30	\$30	\$400/ Court/Hours (Limited to 8 users)	\$4000 \$8000 (Including aircond)
	Annual Fee	\$600	\$900	\$900	\$900		
Tennis	Person/Hours	\$20	\$30	\$30	\$30	\$1000/ Court/Hours (Limited to 8 users)	\$6000 \$10000 (Including aircond)
	Annual Fee	\$1000	\$1500	\$2000	\$5000		
Aerobics							\$3000 \$6000 (Including aircond)
Indoor Running Track	Free entrance with Sports Card					\$20	
Two card into one	Annual Fee	Combine two cards into one to get a 50% discount on the second card (Discount applies to the lower-priced card, and both cards must be processed at the same time)					
Three card into one	Annual Fee	Combine three cards into one to get the third card for free (Discount applies to the lowest-priced card, and all three cards must be processed at the same time)					

※If a member who has obtained a sports card cannot use it due to unforeseen circumstances, they may apply for a refund by filling out the relevant forms. The refund will be calculated based on the monthly membership fee at the time of issuance multiplied by the actual number of months elapsed (less than fifteen days will be considered as half a month, and over fifteen days will be considered as a full month). The sports card is non-transferable, and any violation will result in confiscation and a one-year ban on reapplication.

Campus Restaurants

Meng-quan restaurant



Meng-quan restaurant: Santori Gourmet Restaurant, IT Information, Pinjia Copying ,Double A, Straight A, Weikenju Canteen, Food Energy Meat and Egg Toast, and Dayeh Beef Noodles all offer healthy and delicious meals along with additional high-quality services.

Yong-quan restaurant



Yong-quan Mall: Shang Yipin Meals Buffet, Shang Yipin Breakfast, Tong Le Douhua, Jumama's Gourmet Restaurant, Shi Zai, and Da Ye Restaurant all offer healthy and delicious meals along with additional high-quality services.

FamilyMart NTOU Store



Operating Hours: 07:00 AM - 11:00 PM (Monday to Sunday)

Contact Number: 02-7746-2481

FamilyMart Ocean Store



Operating Hours: 24 Hours (Monday to Sunday)

Contact Number: 02-2463-6575

NTOU Post Office



Business Hours: Monday to Friday - Postal and Savings Services: 08:30 AM to 05:00 PM

Phone: (02) 2462-1990

4 Dormitory

Dormitory on Campus

Our university has two dormitories for male students, one dormitory for female students, and 1 co-ed dormitory building, total 5 dormitories. There are 1,865 beds for male students, 1,020 beds for female students, with a total capacity of 2,885 students. All dormitories on campus have four students per room, with bunk beds. Accommodation eligibility will be determined through a lottery system. However, to help international students adapt to this new environment and avoid inconvenience when renting off-campus housing, bed spaces have been reserved for all international students (you need to apply online; if demand exceeds availability, accommodation eligibility will be determined based on the location of the student's household registration).

Dormitory	Bed width(cm)	Bed Length(cm)
1st Male Dormitory	85	191
2nd Male Dormitory	89.5	193
3rd Male Dormitory	88	197
1st Female Dormitory	90.5	180.5
2nd Female Dormitory	88	197

*All female international students will be assigned to the female dormitory building 2, male international students will be assigned to the male dormitory building 2, and overseas Chinese students will be allocated dormitories based on their respective departments.

Dormitory Fees

Location		Dormitory	List of Student Dormitory Fees Charge and Refund in 2024/2025 Academic Calendar
Main Campus	On-Campus	1st Female Dormitory	NTD 8,500
		1st Male Dormitory	NTD 9,100
		2nd Male Dormitory	NTD 9,300
		3rd Male Dormitory & 2nd Female Dormitory	NTD 9,900
		Foreign Female Student Dormitory	NTD 19,800
	Off-Campus	International Dormitory	NTD 9,900
		Mulan Marine Education Building Student Dormitory	NTD 14,540
Matsu Campus		Wang Guangxiang NTOU Alumni International Student Dormitory (Matsu Campus)	NTD 9,900

* The application for accommodation is for an academic year, which includes the first and second semesters as well as the winter break. You do not need to reapply for the winter break and the second semester. The

accommodation fee is divided into payments for the first and second semesters. You will also need to pay a housing deposit of 1,000 NTD for the first semester, which is a one-time payment for the entire academic year.

Important notes on accommodation fee payment:

- (1) Students who have been approved for a bed should visit the [First Bank's "e-school miscellaneous fees portal"](https://eschool.firstbank.com.tw/member/index.aspx?code=0012) (<https://eschool.firstbank.com.tw/member/index.aspx?code=0012>) to print the housing deposit and accommodation fee payment form and **complete the payment as specified**. **To avoid any unforeseeable circumstances that might prevent you from paying the housing deposit within the deadline, please complete the payment as early as possible. If you fail to pay the housing deposit within the deadline for personal reasons, it will be considered as giving up your accommodation eligibility, and your bed will be removed without objection.**
- (2) For students applying for student loans and low-income household exemptions, please be sure to complete the relevant procedures within the time frame specified by the Student Affairs Office. For more information, please refer to [the Student Affairs Office's website \(click here\)](#) or [contact them at extensions 1063-1065](#). Those who fail to apply within the deadline will be considered as giving up their accommodation eligibility, and their bed will be removed without objection.
- (3) If you have any questions about paying the housing deposit or your accommodation bed, please contact the Housing Affairs Division during office hours (8:00 AM - 5:00 PM) at extensions 1056-1061.

Refunds and Fees Semester Accommodation:

The fees for semester accommodation are divided into two stages, the 1st semester and the 2nd semester.

- (1) **Campus Dormitory:** The fees and refund standards are based on the number of weeks according to the university calendar, for approved accommodation, accommodation cancellation, or check-out time, as shown in the table below.

Time	The percentage of semester accommodation fee to be paid upon approval of accommodation.	The percentage of the accommodation fee that can be refunded upon completing the check-out or canceling the accommodation
Before the first day of dormitory opening	100%	100%
The first week of the calendar	90%	50%(no including aircond fees)
The second and third weeks of the calendar		

The fourth and fifth weeks of the calendar	80%	0%
The sixth week of the calendar	70%	
The seventh week of the calendar		
The eighth and ninth weeks of the calendar	60%	
The tenth and eleventh weeks of the calendar	50%	
Starting from the twelfth week of the calendar	40%	

Summer accommodation fees do not include air conditioning charges

Time		The percentage of semester accommodation fee to be paid upon approval of accommodation.	The percentage of the accommodation fee that can be refunded upon completing the check-out or canceling the accommodation
The entire summer vacation	Before the first day of summer accommodation	54%	100%
	Before July 20th		50%
	From July 21st	36%	0%
The first term	Before the first day of summer accommodation	27%	100%
	Before July 10th		50%
	From July 11st	18%	0%
The second term	Before August 1st	27%	100%
	Before August 20th		50%
	From August 11st	18%	0%

Housing Deposit

1. The housing deposit is 1,000 NTD.
2. The housing deposit is valid for one academic year. It is collected once per academic year during the application for accommodation approval within the specified period. If you have paid for the first semester, you don't need to pay again for the second semester. However, if you didn't qualify for accommodation in the first semester but are eligible for the second semester or if you move in during the semester, the deposit should be paid along with the accommodation fee starting from your move-in date. The validity period extends until the end of the academic year.
3. After the housing deposit is paid, it will not be refunded in any of the following circumstances:
 - (1) Voluntarily giving up the accommodation before the dormitory is open for occupancy.
 - (2) Failing to complete the move-in procedures after the dormitory is open for occupancy or voluntarily checking out before the accommodation period is over.
 - (3) Failing to check out as per the regulations when the accommodation period is over.
 - (4) Leaving the dormitory room without cleaning it.
 - (5) Violating the regulations of student dormitories and being ordered to check out after an investigation.
4. After the housing deposit is paid, it can be refunded when one of the following circumstances occurs during the check-out process:
 - (1) Taking a leave of absence or withdrawing from the university: Attach the leave of absence or withdrawal application.
 - (2) Graduation: Attach the graduation certificate.
 - (3) Internship: Attach relevant internship proof documents.
 - (4) Studying abroad or participating in an exchange program: Attach relevant documents related to studying abroad or exchange.
 - (5) Checking out at the end of the accommodation period and following the regulations.
5. The balance of the housing deposit, after deducting any necessary compensation, will be refunded without interest within one month of checking out (minus transfer fees deducted from the housing deposit). If the deposit is insufficient, the remaining amount should be repaid separately.
6. The "Financial Account" in the university's teaching system must be accurately filled out with the **student's own bank account information**. If incorrect financial information leads to the inability to process the refund at the end of the academic year, the transfer fee will be the student's responsibility.
7. If a student chooses not to continue their accommodation for the second semester, the housing deposit will not be refunded, and they should complete the check-out procedure at least one month before the beginning of the second semester. Students who do not cooperate with the check-out process will be charged a daily temporary accommodation

fee of NT\$120 (calculated daily, starting from the beginning of the university's winter break) until the check-out process is completed.

Dormitory Rules

1. Gate Control

All dormitories are equipped with gate control systems (access control systems/entrance security systems). To ensure the safety of students, entry is allowed only through fingerprint recognition. Students must adhere to the dormitory access regulations; the doors of female dormitories are locked at midnight, 12:00 AM. Students can still use their student ID cards to open the doors.

2. Lighting Control

To conserve resources, the university has implemented lighting control, and the main lights in each bedroom will automatically turn off from midnight (12:00 AM) to 7:00 AM.

3. Garbage Disposal

Please do not leave trash in the corridors or common areas. Students are required to sort their garbage and dispose of it during designated collection times. Recyclable garbage is collected on Mondays, Tuesdays, and Fridays in the afternoon, and non-recyclable biodegradable waste is also collected.

4. Common Room

Each floor provides a common room for students to socialize, chat, or watch TV. Please be mindful of noise levels after 10:00 PM to avoid disturbing others' rest.

5. Cooking Facilities

Each dormitory is equipped with its cooking facilities, including a microwave, induction cooktop/heater, rice cooker, and refrigerator. Kitchen facilities can be used for free from 9:00 AM to 10:00 PM. Students should consider the limited space when using the kitchen

Dormitory Location



1st Female Dormitory

Dormitory Exterior



Common Room



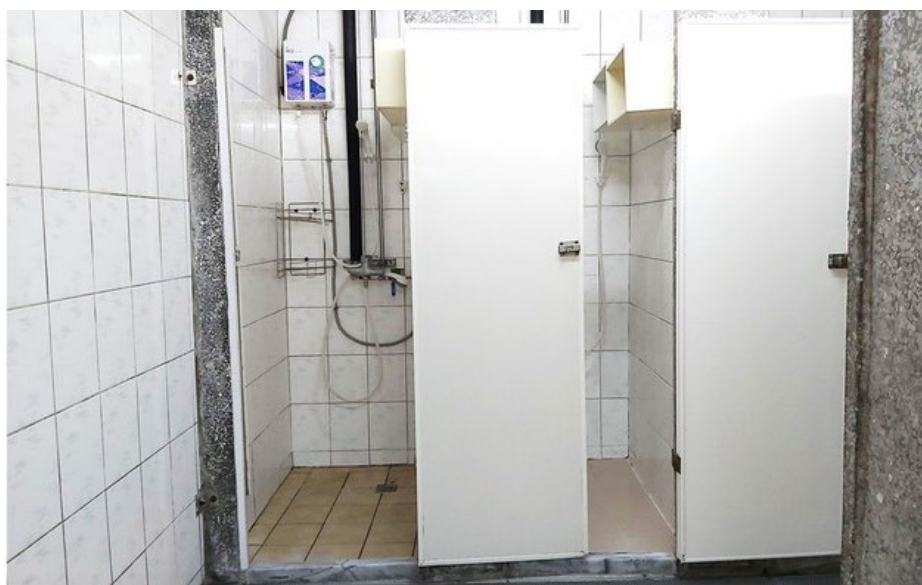
Study Space



Washbasin



Bathroom facilities



Washing and drying machines



Drying Area



Kitchen



Bedroom



➤ **Dormitory Introduction**

1st Female Dormitory is a standalone building hidden amidst the woods, with five stories above ground, making it one of the older dormitories on campus. However, the continuous investment by the university in improving facilities and adding equipment has kept it from appearing outdated. Full-scale window replacements and the installation of air conditioning in bedrooms have enhanced the overall living conditions. This dormitory has a total of 380 beds, all in four-person rooms. It primarily accommodates new female freshmen, allowing them to get to know each other, adapt to group living, understand the dormitory's facilities, layout, and basic rules, ensuring a smooth transition into university life.

➤ **1st Floor Kitchen**

- **Location:** Located on the 1st floor, to the right when facing the counter in front of the main entrance.
- **Opening Hours:** Weekdays 9:00-19:50 / Weekends 10:00-19:50.
- **Equipments:** 1 electric cooker, 1 microwave oven, 1 oven, 2 induction cookers, 2 refrigerators, and a sink.
- **Usage Rules:** Please register at the counter before use. Bring your own pots, pans, and utensils. Clean up after use, and report back to the counter for inspection.

*** Do not dispose of food scraps and eggshells in the kitchen garden. Please take the trash with you.**

➤ 1st Floor Reading Room

- Equipped with a water dispenser, restroom, sofas, television, weighing machine, computers, and self-study spaces.
 - Electrical appliances can be used after registration at the counter.
 - Please do not occupy the seats in the self-study area.
- ※ TV usage in the 1st-floor lounge is suspended during the week leading up to mid-term exams until the conclusion of mid-term exams

➤ Common Lounges on Each Floor

- Equipped with televisions (remote controls available at the counter), sofas, and tables and chairs. After 23:00 daily, please lower the volume to avoid disturbing others.
- Please pay attention to the bulletin boards on each floor, as dormitory announcements and information about school-related events and activities will be updated periodically.

➤ Bathroom Facilities on Each Floor

- There are both front and rear bathrooms on each floor. Please do not dispose of personal trash in the bathrooms. After using the shower, please hang up the showerhead properly.
- Hot and cold water is available 24/7. There is a hot water monitor at the stairwell on the 2nd floor that allows you to check the water temperature in real-time. If the temperature is below 42 degrees, please either delay your shower or use the instant water heater in the 1st bathroom of the front building.
- Dormitory living involves collective living, and students should cooperate with and consider each other. To prevent hot water supply shortages during peak times, students are encouraged to shorten their shower times, save water, or shower during off-peak hours.

* In cold weather, students sometimes extend their shower times, which can lead to rapid consumption of hot water in the thermos. However, the boiler requires a certain amount of time for heating, and the rate of water production is much slower than the rate of consumption, leading to a situation where there is no hot water available within a short period of time!

➤ Laundry and Water Room on Each Floor

- Equipped with a water dispenser, spin dryer, dryer (10 NT dollars/30 minutes), and washing machine (10 NT dollars/use). Please refer to the machine's instructions for usage.
- Brooms and dustpans are placed behind the dryer and are available for use.

➤ Rooftop Clothes Drying Area

- The 6th floor (rooftop) has **indoor and outdoor clothes drying areas** available for use.
- Raincoats or shoes should be brought here for drying.

1st Male Dormitory

Dormitory Exterior



Dormitory Entrance



Common Room



Corridor



Washbasin



Bathroom Facilities



Washing and drying machines



Bunk Bed with Desk



Bunk Bed Set



Desk for Bunk Bed Set



➤ Dormitory Introduction

1st Male Dormitory is located near the Longgang Ecological Park. It is a standalone building with five floors, and during the summer vacation of 2020, all the dormitory rooms were equipped with air conditioning and a metering system. This improvement ensures a more comfortable living experience for the residents. The dormitory currently has 730 bed spaces and accommodates students from the Fisheries, Biological Sciences, Merchant Marine, Oceanography, Aquaculture, Food Science, Mechanical Engineering, Marine Biotechnology, Cultural and Creative Industries, Business Management, Optoelectronics, and Communication departments.

2nd Male Domitory

Dormitory Exterior



Dormitory Entrance



Dormitory Reception



Common Room



Corridor



Washroom Basin



Bathroom Facilities



Washing and drying machines



Bunk Bed with Desk



Bunk Bed Set



Desk for bunk bed setup



➤ **Dormitory Introduction**

The 2nd Male Dormitory is a ten-story residence hall for male students, conveniently located near a convenience store and a swimming pool. During the summer break of 2020, all the bedrooms were equipped with air conditioning and an air conditioning billing system, along with new bed sets, to provide a more comfortable living environment for the resident students. This dormitory currently has 832 bed spaces and accommodates students from the departments of Shipbuilding, Hydraulic Engineering, Computer Science, Marine Engineering, Maritime Transportation, Tourism, Maritime Affairs, Law, and graduate students.

3rd Male Dormitory & 2nd Female Dormitory

Dormitory Exterior



Dormitory Reception



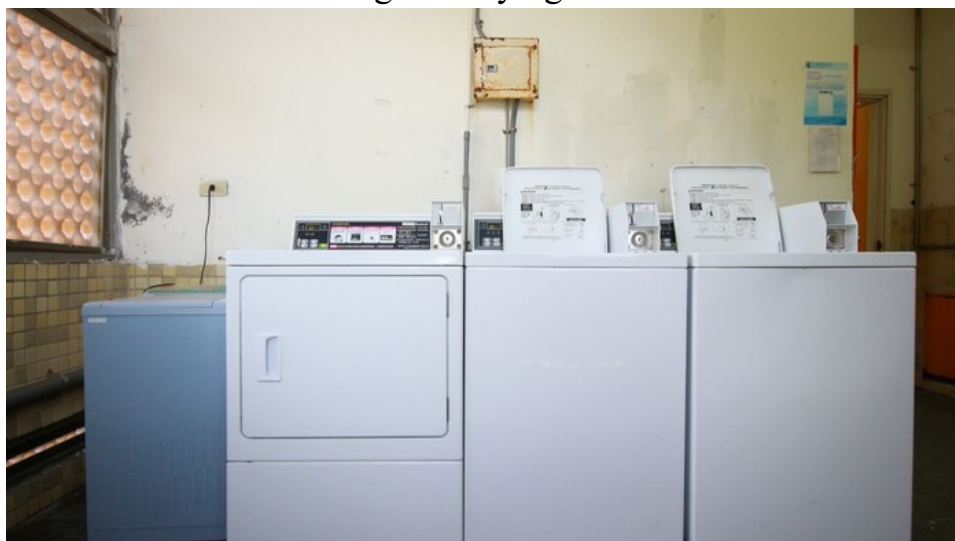
Bulletin Board and Mailbox



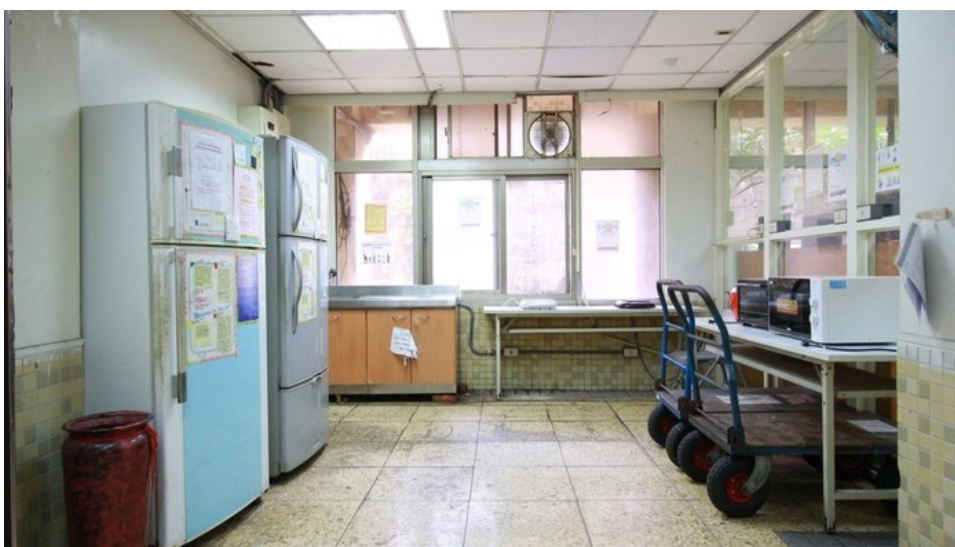
Common Room



Washing and drying machines



Kitchen



Bunk Bed with Desk



Bunk Bed Set



➤ Dormitory Introduction

The 3rd Male Dormitory and 2nd Female Dormitory is a residential building at our university where male and female students reside in different floors of the same building. Male students are accommodated on the 1st, 9th, and 10th floors, while female students reside on the 2nd to 8th floors. The ground floor houses a second cafeteria. During the summer break of 2020, all the bedrooms were updated with air conditioning, air conditioning billing systems, and new bed sets to provide a more comfortable living environment for the resident students. This dormitory currently has 880 beds and is primarily allocated to male students from the Department of Transportation and Electrical Engineering, as well as female students in their sophomore year or higher and graduate students.

➤ **Dormitory Reception**

- **Service Hours:** Weekdays 9:00-20:00 / Weekends 10:00-20:00 (including national holidays and consecutive holidays).
- **Services Provided:** Key borrowing, kitchen access, trolley rental, first aid kit, general inquiries, collection of registered mail, visitor registration, package pickup, and more (registration at the front desk is required).
- **Service Staff:** Dormitory counselors and rotating members of the 3rd Male Dormitory and 2nd Female Dormitory Student Council take turns serving at the front desk.

➤ **Mailbox**

- **Location:** Located on the left side of the main entrance.
- Regular mail can be retrieved from the mailbox; registered mail should be collected at the front desk with proper identification.

➤ **Kitchen and Refrigerator**

- **Opening Hours:** Weekdays 9:00-19:50 / Weekends 10:00-19:50.
- **Facilities:** Rice cooker, microwave, oven, induction cooker, 2 refrigerators, and a sink.
- **Usage Rules:** Please register at the front desk with proper identification before using the kitchen. Bring your own cookware and utensils. After use, please clean up thoroughly and have the front desk staff inspect it.

※ Please maintain cleanliness and take out the trash.

➤ **Refrigerator Storage Rules**

- Please label your room number, name, and the date items were placed in the refrigerator (items stored beyond seven days will be removed).
- Please note! Refrigerators are cleaned every Wednesday (please review the refrigerator usage rules for storage; items not in compliance with the rules will be removed).
- Do not occupy refrigerator space.
- Please keep the refrigerator clean.

➤ **Floor Common Rooms**

- Equipped with a TV (except for the 2nd floor) and tables and chairs. After 22:00 daily, please lower the volume to avoid disturbing others.
- Please pay close attention to the bulletin board on each floor, as it will have periodic updates with dormitory announcements and school-related information and events.

➤ Floor Bathrooms

- Each floor has both long-side and short-side toilets. Please do not dispose of personal trash in the toilets. After using the shower, please hang the showerhead properly.
- The dormitory is a communal living space, and students need to cooperate and be considerate of each other. To avoid a shortage of hot water during peak times, please shorten your shower time, conserve water, or shower during off-peak hours.

※ During cold weather, students tend to take longer showers, causing the hot water in the storage tank to deplete quickly. However, it takes time for the boiler to heat more water, and the production rate of hot water is slower than the consumption rate, resulting in a temporary lack of hot water.

➤ Laundry Room on Each Floor

- Equipped with a spin dryer (free to use), dryer (NTD 10/30minutes), and washing machine (NTD 10 per use). Please refer to the machine labels for usage instructions
- Ceiling-mounted clothes drying racks are provided.

*Do not leave garbage or kitchen waste in the laundry sink.

Mulan Marine Education Building Student Dormitory

➤ Dormitory Introduction

The Mulan Ocean and Maritime Education Building is a structure with 1 basement level and 7 above-ground floors, currently planning floors 3 to 7 as student dormitories.

➤ Dormitory Exterior

The design features a sailboat shape complemented by curtain walls and gray-white alternating facades, with each floor marked by maritime signal flags.

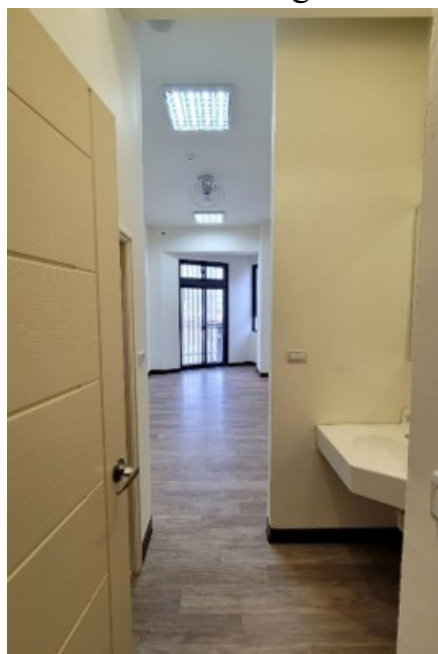


➤ Public Space



➤ Dormitory Space(Current Status)

Each dormitory room features a private bathroom with separate shower and toilet facilities. The rooms are designed to accommodate four people, with loft bed and desk combinations.



Wang Guangxiang NTOU Alumni International Student Dormitory (Matsu Campus)



The "Wang Guangxiang and NTOU Alumni International Student Dormitory" is a three-story building in the Min-Dong architectural style, featuring a tiled roof and granite walls. Each room is equipped with a private bathroom, and the residence can accommodate up to 98 people. It includes an accessible elevator and various accommodation facilities. The third floor, which offers sea views, has three rooms reserved as double rooms to provide a better resting environment for future alumni or distinguished guests.

5 Academics

Department Introduction

College	Academic Programs and Departments	Undergraduate Programs			Post - Bachelor's Programs	Graduate Programs			Remarks
		Program Categories	Bachelor's Degree Programs	Continuing Education Bachelor's Degree Programs		Master's Degree Programs	Doctoral Degree Programs	Master's In-Service Special Programs	
College of Maritime Science and Management	Department of Merchant Marine	2	✓			✓		✓	
	Bachelor's Post-Multidisciplinary Expertise Enhancement Course Special Program in the Department of Merchant Marine				✓				
	Department of Shipping and Transportation Management	1	✓	✓		✓	✓	✓	
	Department of Transportation Science	1,2	✓			✓		✓	
	Department of Marine Engineering	2	✓			✓	✓	✓	
	Bachelor's Post-Multidisciplinary Expertise Enhancement Course Special Program in the Department of Marine Engineering				✓				
	Bachelor Degree Program in Ocean Business Management	1	✓						*

	Bachelor Degree Program in Ocean Tourism Management	1	✓						
College of Life Sciences	Department of Food Science	3	✓	✓		✓	✓	✓	
	Department of Aquaculture	3	✓			✓	✓		
	Institute of Marine Biology					✓	✓		
	Bachelor Degree Program in Marine Biotechnology	3	✓						*
	Department of Bioscience and Biotechnology	3	✓			✓	✓		
	Master's In-Service Program in Food Safety Management							✓	
	Doctoral Degree Program in Marine Biotechnology						✓		
	Institute of Food Safety and Risk Management					✓			
College of Ocean Science and Resource	Department of Marine Environmental Informatics	2	✓			✓	✓	✓	
	Department of Environmental Biology and Fisheries Science	3	✓			✓	✓	✓	
	Institute of Earth Sciences					✓	✓		
	Institute of Marine Affairs and Resource Management					✓			

	Institute of Marine Environment and Ecology					✓			
	Doctoral Degree Program in Ocean Resource and Environmental Changes						✓		
College of Engineering	Department of Systems Engineering and Naval Architecture	2	✓			✓	✓		
	Department of Harbor and River Engineering	2	✓			✓	✓	✓	
	Department of Mechanical and Mechatronic Engineering	2	✓			✓	✓		
	Bachelor Degree Program in Ocean Engineering and Technology	2	✓						*
	Doctoral Degree Program in Ocean Engineering and Technology						✓		
College of Electrical Engineering and Computer Science	Department of Electrical Engineering	2	✓			✓	✓	✓	
	Department of Computer Science and Engineering	2	✓			✓	✓	✓	
	Department of Communications Navigation and Control Engineering	2	✓			✓			

	Department of Optoelectronics and Materials Technology	2	✓			✓	✓		
College of Humanities and Social Sciences	Institute of Education					✓		✓	
	Institute of Applied Economics					✓			
	Institute of Oceanic Culture					✓			
	Institute of Applied English					✓			
	Bachelor Degree Program in Oceanic Cultural Creative Design Industries	1	✓						
College of Ocean Law and Policy	Institute of the Law of the Sea					✓	✓	✓	
	Bachelor Degree of Ocean Law and Policy	1	✓						
	Master Degree Program in Ocean Policy					✓			

* follows a 3+1 system, with one year of classes at the Matsu campus

Undergraduate Graduation Requirements

- Completion of the required courses specified by each department (you can check the list of required courses, including the total credit hours)
<https://ais.ntou.edu.tw/outside.aspx?mainPage=QQBwAHAAbABpAGMAYQB0AGkAbwBuAC8ARQBOAFIALwBFAE4AUgBBADAALwBFAE4AUgBBADEAMgAwAF8ALgBhAHMAcAB4AD8AcABYAG8AZwBjAGQAPQBFAE4AUgBBADEAMgAwAA=>
≡
- **Passing the English language proficiency test (English graduation requirements implementation guidelines).**
- **Passing the swimming proficiency test (swimming course is mandatory, and eligibility for exemption can be granted based on applicable regulations).**

Admission

- During new student registration, it is required to present a **graduation certificate, degree certificate**, or equivalent academic credentials. If there are valid reasons and the university approves a deferred submission, the student may be admitted provisionally. However, the required documents must be submitted within the specified period; failure to do so will result in the revocation of admission.
- Students who gain admission using fraudulent means, including using false, forged, or altered academic credentials, will have their enrollment revoked upon verification. In such cases, all academic qualifications (including grades, credits, and enrollment) achieved during their time at the university will not be recognized, and no documents will be issued.
- Students whose enrollment has been revoked have the right to appeal to the Student Appeals Committee within two weeks (late submissions will not be accepted). The university's original decision will remain in effect until the appeal results are determined.

Foreign students applying for admission based on their foreign status need to submit proof of language proficiency

- **Required Scores:** We request students to submit transcripts with at least Chinese A2 or English B1 language proficiency.
- **Recognized Language Proficiency Tests:**
The following tests are widely recognized by universities, colleges, immigration agencies, and businesses worldwide. You can choose one based on your needs and goals. Each test has its own format, scoring criteria, and examination dates, so it is recommended to review the relevant test information before registration:
 - (1) **TOEFL (Test of English as a Foreign Language)**
 - (2) **IELTS (International English Language Testing System)**
 - (3) **Cambridge English Qualifications**

- (4) TOEIC (Test of English for International Communication)
 (5) PTE Academic (Pearson Test of English Academic)
 (6) GRE (Graduate Record Examination)
 (7) EnglishScore

Table of Correspondence between Various English Proficiency Examinations and the CEFR Framework

CEFR Language Proficiency Reference Index		A2 Waystage	B1 Threshold	B2 Vantage	C1 Effective Operational Proficiency	C2 Mastery
GEPT		Elementary Level	Intermediate Level	Upper-Intermediate Level	Advanced Level	Proficient Level
Cambridge Main Suite		Key English Test (KET)	Preliminary English Test (PET)	First Certificate in English (FCE)	Certificate in Advanced English (CAE)	Certificate of Proficiency in English (CPE)
BULATS		ALTE Level 1	ALTE Level 2	ALTE Level 3	ALTE Level 4	ALTE Level 5
FLPT	Total Score for Three Written Exams	105-149	150-194	195-239	240 above	
	Oral Exam Score	S-1+	S-2	S-2+	S-3 above	
	Writing Exam Score	D	C	B	A	
TOEFL	Paper-and-Pencil Format	337	460	543	627	
	Online Format		42-71	72-94	95 above	
TOEIC		225 above L110 R115	550 above L275 R275	785 above L40 R385	945 above L490 R455	
CSEPT	Level One	130-169	170 above	- - -	- - -	---
	Level Two	120-179	180-239	240 above	- - -	
IELTS		3	4 -5	5.5 above	7-8	8.5-9
G-TELP		Level 4	Level 3	Level 2	Level 1 (75-90 Points)	Level 1 (91 Points Above)

Recommended Test:

(1) TOEIC

We recommend the TOEIC test because it required the cheapest exam registration fee, and the exam is held once a month in average, as far as I know, the examination hall also includes those located in Keelung, and I believe these conditions are the most beneficial for you. Please note, however, that if you have other considerations, you can also register for other exams without any restrictions.

Reference URL: <https://www.toEIC.com.tw/toEIC/listening-reading/registration/test-dates/>

(2) EnglishScore

This exam can be taken online using a mobile phone, and it allows for repeated attempts until achieving a satisfactory score before proceeding to pay for the official score report. Additionally, its fees are very cost-effective.

Registration, Absences, Truancies, and Payment

- **Registration:** New students should complete registration according to the instructions for admission, while returning students should follow the registration notice from the Office of Academic Affairs, and it should be completed on the specified registration date. If registration cannot be completed on time for a valid reason, students should submit a written request for leave of absence, which, if approved, will allow them to complete late registration during the makeup registration period (as per the academic calendar). In cases of special circumstances, students may be granted special permission for late registration.
- Absences are categorized into two types: **excused absences**, which occur when a student is absent due to an approved leave of absence, and **unexcused absences**, which are absences without a valid reason. For unexcused absences, the penalty is twice the number of hours missed for each hour of the absence. There are specific regulations regarding leave of absence for students.
- When the accumulated **absences** and unexcused absences for a single subject exceed one-third of the total class hours for that subject in a semester, the instructor may request that the school impose a failing grade, and the subject with the failing grade will be recorded as zero for the semester. If a student receives failing grades in all subjects for the semester, they may be required to take a leave of absence. For students with accumulated absences and unexcused absences exceeding one-third of the total class hours for the semester, all subjects may receive failing grades, and the student may be required to take a leave of absence. These penalties will be announced by the Registration and Curriculum Division (Division of Continuing Education and Extension) before the start of the semester examinations.
- **For bachelor's degree programs**, students in all years (including extended students with more than nine credits) are required to pay tuition and miscellaneous fees. Extended students who are taking nine credits or less are only required to pay the per-credit tuition fee.

- **Extended students in bachelor's degree programs** who are taking nine credits or less are only required to pay the per-credit tuition fee, which is based on the per-credit fee for the corresponding department. Students taking more than nine credits must pay the full tuition and miscellaneous fees.
- **Master's and doctoral programs**, as well as professional master's programs, require the payment of a base fee for tuition and miscellaneous fees each semester until graduation, as well as tuition for credits (based on the number of credits taken each semester). If a student is only completing a thesis (which does not require credits), they are still required to pay the base fee for tuition and miscellaneous fees but are exempt from the credit fee.

The payment deadlines for various fees for students at the university are as follows:

- I. **Tuition and Miscellaneous Fees:** New students must complete payment before the registration deadline. If they fail to register on time, their admission will be revoked, unless they have been granted leave or approved for deferred admission. Late payment is subject to the following rules:
 - i. **Within three days of the deadline: A late fee of 50 NTD per day.**
 - ii. **Four to seven days past the deadline: A late fee of 250 NTD.**
 - iii. **Eight to twelve days past the deadline: A late fee of 500 NTD.**
 - iv. **Thirteen to thirty days past the deadline: A late fee of 750 NTD.**
 - v. **More than thirty days past the deadline: Written notification to complete the leave of absence procedure, pay a late fee of 750 NTD, and pay the difference in tuition and miscellaneous fees according to the fee refund standard table. If notified but still fail to complete the leave of absence procedure, except for reasons beyond their control, students will be required to withdraw.**
 - vi. For those required to pay only the insurance fee and computer network usage fee, the late fee is ten percent of the specified amounts per the regulations.
- II. **Credit Fees:** Credit fees must be paid in full by the payment deadline. Students who fail to pay on time will be subject to late fees, calculated from the payment deadline, as follows:
 - i. **A late fee of 500 NTD per day for each day overdue.**
 - ii. **For delays of more than ten days past the payment deadline, students must pay a late fee of 500 NTD and their course registration rights for the next semester will be suspended until the late payment process is completed.**
- III. Payment forms for tuition and miscellaneous fees can be downloaded from the First Bank website(<https://eschool.firstbank.com.tw/member/index.aspx?code=0012>). It is essential to bring the payment form to the university's Cashier Division's counter number 1 for payment before the university's specified payment deadline. (For those using ATM for payment, ensure that the receipt indicates a successful transaction)
 - 1) Enter the school name as "National Taiwan Ocean University".
 - 2) Enter your student ID.

3) Enter the 6-digit identity verification code, which is calculated as follows:

- The first 2 digits are the birth year in the Gregorian calendar.
- The next 2 digits represent the birth month
- The last 2 digits represent the birth day.

4) **After completing the verification code**, click on the Login"button to proceed with the payment.

IV. For those who make payments using ATM, credit cards, or at convenience stores, the estimated time for the payment to be credited is as follows:

- ATM payments: Approximately 1 hour for the payment to be credited.
- Credit card payments: It may take 2 to 3 business days for the payment to be credited.
- Convenience store payments: It may take 5 to 7 business days for the payment to be credited.

You can check the status of your payment or print a payment confirmation receipt using the First Bank's Tuition and Miscellaneous Fees Payment System.

V. The First Bank's payment platform has added the 'Taiwan Pay' QR Code payment feature. Please make full use of this option. If you have any questions or issues, please contact Ms. Zhang from NTOU's Cashier Division at (02) 2462-2192, extensions 1145 or 2106.

2024/25 Tuition and Miscellaneous Fees for Overseas Chinese and Hong Kong/Macau Students

Subject	Bachelor Degree	Tuition	Miscellaneous fees	Master, Doctoral Program	Tuition and miscellaneous fees	Credit fees
Maritime Science	71 Merchant Marine	16,960	10,850	71 Merchant Marine	13,453	Per credit: NTD 1595
	68 Transportation Science	16,960	10,850	68 Transportation Science	13,453	
	6A Marine Engineering (Division of Applied Energy)	16,960	10,850	66 Marine Engineering	13,453	
	6D Marine Engineering (Division of Power Engineering)	16,960	10,850	72 Mechanical and Mechatronic Engineering	13,453	
	6F Marine Engineering	16,960	10,850	51 Systems Engineering and Naval Architecture	13,453	
	72 Mechanical and Mechatronic Engineering	16,960	10,850	5A Applied Acoustics, Department of Systems Engineering and Naval Architecture	13,453	

	51 Systems Engineering and Naval Architecture	16,960	10,850	52 Harbor and River Engineering	13,453	
	52 Harbor and River Engineering	16,960	10,850	53 Electrical Engineering	13,453	
	56 Bachelor Program in Ocean Engineering and Technology	16,960	10,850	57 Computer Science and Engineering	13,453	
	53 Electrical Engineering	16,960	10,850	67 Communication Navigation and Control Engineering	13,453	
	57 Computer Science and Engineering	16,960	10,850	56 Bachelor Program in Ocean Engineering and Technology	13,453	
	6C Department of Communications, Navigation and Control Engineering	16,960	10,850	89 Optoelectronics and Materials Technology	13,453	
	88 Department of Optoelectronics and Materials Technology	16,960	10,850			
	89 Optoelectronics and Materials Technology	16,960	10,850			
Life Science	33 Aquaculture	16,960	10,630	33 Aquaculture	13,158	Per credit: NTD 1577
	3B Bioscience and Biotechnology	16,960	10,630	3B Bioscience and Biotechnology	13,158	
	32 Food Science	16,960	10,630	32 Food Science	13,158	
	39 Food Science (Division of Food Science)	16,960	10,630	02 Food Safety and Risk Management	13,158	
	3A Food Science (Division of Biology Technology)	16,960	10,630	34 Marine Biology	13,158	
	38 Bachelor Program in Marine Biotechnology	16,960	10,630	31 Environmental Biology and Fisheries Science	13,158	
	31 Environmental Biology and Fisheries Science	16,960	10,630	81 Marine Environmental Informatics	13,158	
	81 Marine Environmental Informatics	16,960	10,630	86 Earth Sciences	13,158	
				37 Marine Affairs and Resource Management	13,158	
				83 Marine Environmental and Ecology	13,158	
				08 Doctoral Degree Program in Marine Biotechnology	13,158	
				09 Doctoral Degree Program in Ocean Resource and	13,158	

				Environmental Changes		
Management	73 Shipping and Transportation Management	16,820	7,320	73 Shipping and Transportation Management	11,769	Per credit: NTD 1562
	76 Ocean Tourism Management	16,820	7,320	35 Applied Economics	11,769	
	77 Bachelor Program in Ocean Business and Management	16,820	7,320			
Social Science	01 Bachelor Program in Ocean Law and Policy	16,820	7,320	04 Master Program in Ocean Policy	11,481	Per credit: NTD 1562
	9E Bachelor Program in Oceanic Cultural Creative Design Industries	16,820	7,320	74 The Law of The Sea	11,481	
				9A Education	11,481	
				9C Oceanic Culture	11,481	
				9D Applied English	11,481	

2024/25 International Student and Mainland China Student Tuition fees Chart

Subject	Bachelor Degree	Tuition	Master Degree	Tuition	Doctoral Degree	Tuition
Maritime Science	71 Merchant Marine	52,668	71 Merchant Marine	52,994	66 Marine Engineering	53,278
	68 Transportation Science	52,668	7A International Master's Program in Intelligent Shipping, Department of Merchant Marine	52,994	72 Mechanical and Mechatronic Engineering	53,278
	6A Marine Engineering(Division of Applied Energy)	52,668	68 Transportation Science	52,994	51 Systems Engineering and Naval Architecture	53,278
	6D Marine Engineering(Division of Power Engineering)	52,668	66 Marine Engineering	52,994	52 Harbor and River Engineering	53,278
	6F Marine Engineering	52,668	72 Mechanical and Mechatronic Engineering	52,994	53 Electrical Engineering	53,278
	72 Mechanical and Mechatronic Engineering	52,668	51 Systems Engineering and Naval Architecture	52,994	57 Computer Science and Engineering	53,278
	51 Systems Engineering and Naval Architecture	52,668	52 Harbor and River Engineering	52,994	56 Doctoral Program in Ocean Engineering and Technology	53,278

	52 Harbor and River Engineering	52,668	53 Electrical Engineering	52,994	89 Optoelectronics and Materials Technology	53,278
	53 Electrical Engineering	52,668	57 Computer Science and Engineering	52,994		
	57 Computer Science and Engineering	52,668	67 Communication Navigation and Control Engineering	52,994		
	60C Communication Navigation and Control Engineering	52,668	89 Optoelectronics and Materials Technology	52,994		
	56 Bachelor Program in Ocean Engineering and Technology	52,668				
	89 Optoelectronics and Materials Technology	52,668				
Life Science	39 Food Science (Division of Food Science)	53,183	32 Food Science	52,679	32 Food Science	53,946
	3A Food Science (Division of Biology Technology)	53,183	33 Aquaculture	52,679	33 Aquaculture	53,946
	33 Aquaculture	53,183	3B Bioscience and Biotechnology	52,679	3B Bioscience and Biotechnology	53,946
	3B Bioscience and Biotechnology	53,183	02 Food Safety and Risk Management	52,679	34 Marine Biology	53,946
	32 Food Science	53,183	3C nternational Master Program in Marine Biotechnology and Environmental Ecology Sustainability	52,679	31 Environmental Biology and Fisheries Science	53,946
	38 Bachelor Program in Marine Biotechnology	53,183	34 Marine Biology	52,679	81 Marine Environmental Informatics	53,946
	31 Environmental Biology and Fisheries Science	53,183	31 Environmental Biology and Fisheries Science	52,679	86 Geosciences	53,946
	81 Marine Environmental Informatics	53,183	81 Marine Environmental Informatics	52,679	08 Doctoral Degree Program in Marine Biotechnology	53,946
			86 Earth Sciences	52,679		53,946

			37 Marine Affairs and Resource Management	52,679	09 Doctoral Degree Program in Ocean Resource and Environmental Changes	
			83 Marine Environmental and Ecology	52,679		
Management	73 Shipping and Transportation Management	46,091	73 Shipping and Transportation Management	47,276	73 Shipping and Transportation Management	46,778
	76 Ocean Tourism Management	46,091	35 Applied Economics	47,276		
	77 Bachelor Program in Ocean Business and Management	46,091				
Social Science	01 Bachelor Program in Ocean Law and Policy	46,091	04 Master Program in Ocean Policy	45,033	74 The Law of The Sea	46,206
	9E Bachelor Program in Oceanic Cultural Creative Design Industries	46,091	74 The Law of The Sea	45,033		
			9A Education	45,033		
			9C Oceanic Culture	45,033		
			9D Applied English	45,033		
Note		The tuition includes credit fee.				

Student Leave and Withdrawal Refund Standard Table

Charge items	Fee-paying individuals	Credit-based fee payers
1. Applicants for leave or withdrawal within two weeks after the registration day until the start of classes	Exempt from fees; full refund for those who have already paid	Exempt from fees; full refund for those who have already paid
2. Applicants for course enrollment or withdrawal from the 3rd to 6th week after classes begin	Refund two-thirds of the total of tuition and miscellaneous fees	Refund two-thirds of the tuition, miscellaneous fees base (or credit tuition and miscellaneous fees), and the total of other fees
3. Applicants for leave or withdrawal from weeks 7-12 after classes begin	Refund one-third of the total of tuition and miscellaneous fees	Refund one-third of the tuition, miscellaneous fees base (or credit tuition and miscellaneous fees), and the total of other fees
4. Applicants for leave or withdrawal after the 13th week of classes	Fees paid are non-refundable	Fees paid are non-refundable

- a) Students in special program classes with contracts (such as the Industry Research Master's Program) who apply for a leave of absence or withdrawal shall follow the refund regulations as specified in this table. Their related rights and obligations (such as breach of contract compensation, etc.) shall continue to be governed by their respective contracts.
- b) The calculation of dates mentioned in this table, including the registration date, class commencement date, and semester, shall be determined according to the official announcements made by the University. The term "other fees" in this table refers to all fees and service charges other than tuition and miscellaneous fees, credit tuition and miscellaneous fees, miscellaneous fees base, student accident insurance fees, and late registration fines.
- c) For students applying for a leave of absence or voluntary withdrawal, the leave or withdrawal date shall be based on the day the student (or their parent) formally submits the leave or withdrawal application to the University. In the case of mandatory withdrawal, the withdrawal date shall be based on the day when the University's withdrawal notice is delivered. However, for students who continue attending classes after submitting a withdrawal application, the actual departure date shall be used as the reference date. Students applying for a leave of absence or withdrawal must complete the departure procedures within the prescribed time limits. In cases where delays occur in the related procedures due to reasons attributed to the student, the actual departure date shall be used as the reference date.
- d) Extension students who enroll in less than 9 credits (inclusive) and are charged tuition shall follow the refund regulations as specified in this table.
- e) Refunds for fees collected by the University's proxy services will be processed in accordance with the regulations specified in this table. In cases where clothing has been purchased, the clothing will be provided as part of the refund. For fees collected on behalf of student associations, the procedures for refunds shall follow the regulations outlined in the student association's rules. If there are no refund provisions in the student association's rules, then refunds shall be processed according to the regulations specified in this table.
- f) Students who have not completed registration and fee payment must first follow the University's "Student Registration and Leave of Absence Regulations" to complete the registration process.
- g) The term "new students" in this table refers to students who are newly enrolled in the University for the first semester of their first academic year. This standard table, once approved by the Academic Affairs Council, will be published and implemented. Extension students who enroll in fewer than 9 credits (inclusive) and are charged tuition shall follow the refund regulations as specified in this table.
- h) Refunds for fees collected by the University's proxy services will be processed in accordance with the regulations specified in this table. In cases where clothing has been purchased, the clothing will be provided as part of the refund. For fees collected on behalf of student associations, the procedures for refunds shall follow the regulations outlined in the student association's rules. If there are no refund provisions

in the student association's rules, then refunds shall be processed according to the regulations specified in this table.

- i) Students who have not completed registration and fee payment must first follow the University's "Student Registration and Leave of Absence Regulations" to complete the registration process.
- j) The term "new students" in this table refers to students who are newly enrolled in the University for the first semester of their first academic year. This standard table, once approved by the Academic Affairs Council, will be published and implemented.

6 The English Proficiency Test for Bachelor's Degree Programs

Our university's English graduation requirements are as follows:

For undergraduate students in the daytime program, meeting one of the following English proficiency standards is considered as passing our university's English graduation requirements (The final standards are still primarily determined by each department):

1. TOEIC (Test of English for International Communication) score of 550 or higher.
2. Passing the Intermediate Level of the General English Proficiency Test (GEPT).
3. IELTS (International English Language Testing System) score of 4.0 or higher.
4. BULATS (Business Language Testing Service) ALTE Level 2 or higher.
5. Cambridge Main Suite PET (Preliminary English Test) or higher.
6. iBT (Internet-Based Test) score of 57 or higher.
7. ITP (Institutional Testing Program) paper-based test score of 457 or higher.

The English course credit exemption policy

Students at our university who meet the following criteria may apply for **exemption** from the Freshman English and Advanced English courses:

1.Exemption from Freshman English (Part 1, 2 credits):

- (a) Passing the General English Proficiency Test (GEPT) Intermediate High Level.
- (b) Scoring 707 or higher on the TOEIC (Test of English for International Communication).
- (c) Scoring 475 or higher on the Institutional TOEFL Paper-based Test (ITP), 178 or higher on the Computer-based TOEFL (CBT), or 78 or higher on the Internet-based TOEFL (iBT).
- (d) Achieving a level of 5.0 or higher on the International English Language Testing System (IELTS).
- (e) Scoring 216 or higher on the Foreign Language Proficiency Test (FLPT).
- (f) Attaining a level of 297 or higher on the College Student English Proficiency Test (CSEPT), Second Level.

2.Exemption from Freshman English (Part 1 and Part 2, a total of four credits):

- (a) Passing the General English Proficiency Test (GEPT) Intermediate High Level Retest.
- (b) Scoring 785 or higher on the TOEIC (Test of English for International Communication).
- (c) Scoring 504 or higher on the Institutional TOEFL Paper-based Test (ITP), 197 or higher on the Computer-based TOEFL (CBT), or 87 or higher on the Internet-based TOEFL (iBT).
- (d) Achieving a level of 5.5 or higher on the International English Language Testing System (IELTS).
- (e) Scoring 240 or higher on the Foreign Language Proficiency Test (FLPT).
- (f) Attaining a level of 330 or higher on the College Student English Proficiency Test (CSEPT), Second Level.

3. Exemption from Freshman English (Part 1 and Part 2) and Advanced English, a total of six credits:

- (a) Passing the General English Proficiency Test (GEPT) Advanced Level Initial Test.
- (b) Scoring 850 or higher on the TOEIC (Test of English for International Communication).
- (c) Scoring 527 or higher on the Institutional TOEFL Paper-based Test (ITP), 210 or higher on the Computer-based TOEFL (CBT), or 99 or higher on the Internet-based TOEFL (iBT).
- (d) Achieving a level of 6.0 or higher on the International English Language Testing System (IELTS).
- (e) Scoring 300 or higher on the Foreign Language Proficiency Test (FLPT).
- (f) Attaining a level of 360 or higher on the College Student English Proficiency Test (CSEPT), Second Level.

The application process for reviewing the English graduation threshold for students at our school is as follows:

1. During the first to third stages of computer course selection in each semester, students are required to input their scores from external English proficiency tests and upload the electronic file of the proof of their scores to the academic affairs system.
2. Students should submit the original proof of their English proficiency test scores to the department office for verification. The department office will verify whether the student's submitted information is correct.
3. If the verification results meet the English proficiency standards of our school, the student will be deemed to have passed the English graduation threshold and will not need to take the "English Enhancement" course.
4. If the verification results do not meet our school's English proficiency standards, students should select the "English Enhancement" course online during the course selection period. Those who pass the course will be considered to have met the graduation threshold.
Note: Students who have not uploaded proof of their English proficiency test scores and have been verified by the department office are not eligible to select the "English Enhancement" course. The Registration Office will delete their course selection after the end of the third stage of computer course selection.
5. Our school holds two on-campus TOEIC tests each year. The scores from these tests will be directly imported into the academic affairs system by the Office of Academic Affairs. Students do not need to input scores into the system or provide the original proof of scores to the department office for certification.

7 Foreign Resident Visa and Residence Permit

Visa

Students holding a tourist visa must first apply for a residence visa from the Consular Affairs Bureau of the Ministry of Foreign Affairs (<https://www.boca.gov.tw/>). The visa will be issued within 15 days. The required documents include:

- (1) Completed copy of the Foreign Resident Multi-function Application Form with two (2x2 inches) colored photos.
- (2) Original and copy of the passport.
- (3) Letter of Admission.
- (4) Application fee of approximately NTD 3,000, depending on nationality.
- (5) Health examination certificate may be required if applicable.

Alien Resident Certificates, ARC

➤ Application Process

Foreign students and overseas Chinese students intending to study in Taiwan can apply within 15 days after arriving in Taiwan through the online registration system of the National Immigration Agency, Ministry of the Interior (<https://coa.immigration.gov.tw/coa-frontend/student/entry>). Applications submitted after the deadline may incur a fine of **2,000 NTD to 10,000 NTD**.

The following electronic documents must be submitted for the residence permit application

- 1.Photo (2-inch passport-size)
- 2.Proof of Enrolment (Alternatively, a letter of admission if not yet registered)
- 3.Passport
- 4.Residence Visa
- 5.Proof of Accommodation (Original receipts for tuition and dormitory fees or a housing contract)
- 6.Additional Supporting Documents (e.g., scholarship contracts)

*** When applying for the Alien Resident Certificate (ARC), there are certain options to pay attention to because many people tend to make mistakes, leading to difficulties in the subsequent process.**

- (1) First, in the "Status of Study" section, please select "enrolled." Next, if you are unsure of your "Residential Address in Taiwan," please fill in the address for National Taiwan Ocean University: "No. 2, Beining Road, Zhongzheng District, Keelung City."
- (2) After uploading the relevant residence permit application documents through the system, you will receive an email in your inbox notifying you of the application result. If there are any errors or missing information in your application, you will be informed to provide the necessary documents.
- (3) If your application is approved, you will receive a payment link to download the payment voucher. You can then proceed to make the payment at a convenience store.

Payment Method

Applicants are required to make the payment of the application fee within five business days after approval. Payment can be made through international credit cards, ATM transfers, or at major convenience stores. The residence permit fees are as follows: NTD500 for overseas Chinese students, and NTD1000 for foreign students. Please note that payment via "international credit cards" does not support China Union Pay and American Express cards; only JCB, VISA, and MasterCard credit cards are accepted for online payment.

Extension of Residence Permit

When there is a need to continue the residence in Taiwan after the expiration of the foreigner's residence period, the individual should apply for an extension within 30 days before the expiration date through the National Immigration Agency's online application system for foreigners and overseas Chinese. This can be done by visiting the "Foreign and Overseas Chinese/Mainland China, Hong Kong, and Macau/Non-registered National Students Online Application System" on the official website of the National Immigration Agency.

Collection Method

A few days after completing the payment, you will receive an email notifying you that your residence permit has been processed. You can then proceed to the National Immigration Agency Service Centre in Keelung City to collect your residence permit.

Keelung City Service, National Immigration Agency

Building A, 11F., No.18, Yi 1st Rd., Keelung City

TEL : 02-2428-1775 / FAX : 02-2428-5251

Overdue Residence Permit

	Overstaying in the Country		Overstaying Outside the Country
Explanation	For individuals who have overstayed for less than 30 days and whose original reasons for residence still persist, they may reapply for residency after being fined. However, for those who have overstayed for 30 days or more (including the 30th day), residency renewal is not permitted, and they must reapply for a visa to enter the country.		If the residence permit is overstayed outside the country, individuals should apply for a visa to enter the country from abroad. After entering, they must then reapply for a residence permit at the service station. It is not permissible to settle the fine for the overstayed residence permit and subsequently process the renewal of the residence permit.
Fine	Duration of overstay	Fine Amount	You would need to reapply for a residence visa, and after entering the country, proceed to apply for a residence permit.
	within 10 days	NTD 2,000	
	11 to 30 days	NTD 4,000	

	31 to 60 days	NTD 6,000	
	61 to 90 days	NTD 8,000	
	more than 91 days	NTD 10,000	

Important Considerations

- (1) Holders of Alien Resident Certificates can enter the country multiple times during their valid residence period without the need for additional applications.
- (2) Foreign students and overseas Chinese students who obtain a residence permit after arriving in Taiwan and registering should apply online for a permit extension if they need to prolong their stay in Taiwan. This should be done within 30 days before the expiration of the current permit.
- (3) Foreign students and overseas Chinese students who have obtained a residence permit after arriving in Taiwan and completing registration must apply online for a permit modification if there is a need to change the permit details.
- (4) Those who fail to extend their residence permit within the specified period may have their residency qualification revoked by the competent authority, and they may be ordered to leave the country.
- (5) If planning to leave Taiwan during the semester, it is crucial to ensure that the Alien Resident Certificate will still be valid upon return. If necessary, apply for an extension through the online application system well in advance.
- (6) For individuals holding a residence permit for educational purposes who are applying for **leave (suspension, withdrawal, graduation)**, the permit becomes invalid after completing the departure procedures. Leave the country within the specified time. If returning to resume studies after a leave, a new visa application is required.
- (7) Graduates seeking employment in Taiwan should submit their graduation certificate when applying for a residence permit extension. The extended period is calculated as the graduation month plus an additional 6 months. For delayed graduation, relevant proof should be submitted, and the Alien Resident Certificate may be issued for a period ranging from 6 months to 1 year based on actual study circumstances.

- For detailed regulations, please contact the "National Immigration Agency, Ministry of the Interior"

Website: www.immigration.gov.tw

Address: 11th Floor, No. 18, Yi 1st Road, Keelung City

Keelung City Service Station: Monday to Friday, 8:00 AM to 5:00 PM.

Main Line: (02) 2428-1775

Automated Voice Inquiry: (02) 2370-2797

Human Inquiry Line: (02) 2389-9983

24-hour Toll-Free Consultation Hotline for Foreigners Living in Taiwan: 1990
(Chinese, English, Japanese)

Email: boi@immigration.gov.tw

8 National Health Insurance (NHI)

According to the regulations of the National Health Insurance Act, individuals holding a residence permit document and residing in Taiwan for a continuous period of six months or more are required to participate in the National Health Insurance (NHI) program. The six-month residence requirement is considered fulfilled when a person enters Taiwan, obtains an Alien Resident Certificate, and resides **continuously for six months or has been outside the country for up to 30 days on a single occasion** (with the days spent outside subtracted from the total).

Sickness and Medical Insurance

The National Health Insurance (NHI) requires a stay in Taiwan of more than six months for eligibility. Therefore, during the first six months, National Taiwan Ocean University will provide you with health and accident insurance. The premium for one semester (6 months) is NTD3,000. The insurance covers clinic visits and hospitalization. If you need to file an insurance claim, you will need to prepare medical proof and receipts and bring them to the Office of International Affairs (OIA). We will assist you in the claims process, but the **maximum daily claim amount is 1,000 NTD**.

Payment Method and Amount for Insurance Premium

The school includes the health insurance premium in the semester tuition and miscellaneous fees payment invoice. Students are required to settle the payment during the registration process. The health insurance premium for foreign students is 826 NTD per month (in accordance with the current fee standards of the National Health Insurance Bureau). The total amount for one semester is 4,956 NTD (First semester: September to February of the following year; Second semester: March to August). New students entering the country must obtain a valid residence permit and are eligible for insurance coverage after residing in Taiwan for a minimum of 6 months.

Transfer of School-Handled Health Insurance to Our University

- For New Students Who have Not Been Insured by Other Institutions

Upon obtaining a valid residence permit, new incoming students who have not enrolled in insurance elsewhere are required to upload a digital copy of their residence permit to the designated link. The International Affairs Office will process health insurance enrolment and apply for the health insurance IC card for students who have obtained a valid residence permit and have resided in Taiwan for at least 6 months. The National Health Insurance Administration is responsible for card approval and production, and once the card is received by the school, the International Affairs Office will notify students to come and collect their health insurance cards.

➤ **For Those Previously Insured Elsewhere but Need to Transfer Insurance to the University**

If you have been insured through another institution (e.g., language schools, workplaces, local government offices, etc.) and need to transfer your health insurance to the university, please first go to your original insurance provider to process the transfer. Obtain the National Health Insurance Withdrawal Declaration Form from the current insurance provider, and then submit the required documents to the International Affairs Office for the transfer of health insurance.

➤ **Already Insured Through Another Institution and Do Not Need to Transfer Insurance to the University (e.g., Dependents, Workspace, etc.)**

Please provide proof of your external insurance coverage and inform the designated personnel at the International Affairs Office. Check the tuition and miscellaneous fees payment invoice at the beginning of each semester to avoid duplicate payments.

➤ **Transferring Out or Withdrawing from the University-Handled Health Insurance (Leave of Absence, Withdrawal, Graduation, Transfer, Employment)**

Please visit the International Affairs Office to handle health insurance refund and withdrawal procedures.

➤ **Reissuing or Replacing Health Insurance IC Card**

For those who need to reissue the health insurance IC card due to changes in personal information, damage, loss, or photo replacement, please visit the post office or the National Health Insurance Administration to apply and pay a processing fee of NT\$200.

Website: <https://www.nhi.gov.tw/Default.aspx>

Address: 1st Floor, No. 95, Yi 1st Road, Zhongzheng District, Keelung City, 202

Phone: (02) 2428-2799

Service Hours: Monday to Friday, 8:30 AM to 12:30 PM; 1:30 PM to 5:30 PM

9 Working Permit

For international students who wish to work in Taiwan (whether on or off-campus), it is mandatory to apply for and obtain a work permit according to regulations. Failure to apply for a work permit as required, and being employed as an illegal worker, may result in **a fine ranging from NTD30,000 to NTD150,000**, and the individual may be ordered to leave the country.

Online Application

To begin the online application process, please visit the Ministry of Labor website at Foreign Professionals' Work Permit Application

(<https://ezwp.wda.gov.tw/wcfonline/wSite/Control?function=IndexPage>) to create an account. Follow the steps outlined in the website's operation manual to submit your online application.

Required Documents

1. Copy of both sides of the student ID card.
2. Copy of the passport.
3. Copy of both sides of the residence permit.
4. Receipt for the work permit application fee(NTD100) paid at the post office (Upload to the "Other" folder).
5. Current semester's enrollment certificate in Chinese.

* If the Ministry of Labor approves your application, the International Affairs Office **(for foreign students)** will receive your work permit. **Overseas Chinese students** can collect it at the Campus Security Center. Once we have received your work permit, we will contact you via Facebook (FB) or email to inform you to come and collect it. Alternatively, we may send it to you electronically.

Work Permit Duration and Working Hours Limitations

Application Date	Working Permit Duration
Application for First Semester	Permission valid until the end of the next semester on March 31st
Application for Second Semester	Permission valid until September 30th of the same year
Only applicable across semesters or academic years	Permission is valid for a maximum of 6 months (3 months for international students)

***The employer hiring the following students for employment is exempt from the restrictions stipulated in Article 46, Paragraph 1 of the Employment Service Act. The maximum weekly working hours, except during summer and winter vacations, shall not exceed 20 hours.**

The process for applying for a replacement of a lost work permit is as follows

Only the original work permit holder is eligible to apply for a replacement permit.

Required Documents

1. Notarized statement for the reason of reissuance (please obtain an official seal from the International Office).
2. Photocopy of both sides of the student ID.
3. Photocopy of the passport.
4. Photocopy of both sides of the residence permit.
5. Chinese version of the current semester's enrollment certificate.
6. Original work permit and postal payment receipt.

Other relevant regulations (penalties, termination of work permit)are as follows

1. Failure to comply with the provisions mentioned above may lead to the termination of the work permit by the Ministry of Labor. Additionally, individuals who work without applying for a work permit as required and are employed as hired workers by others, according to the Employment Service Act, may face a **fine ranging from NTD30,000 to NTD150,000** and may be ordered to leave the country.
2. According to the "Regulations Governing the Permission and Administration of the Employment of Foreign Workers by Employers," overseas Chinese students, Hong Kong and Macau students, and international students enrolled in regular academic programs in Taiwan can apply for a work permit immediately upon enrollment. However, foreign students studying language courses in Taiwan must have completed at least one year of study before applying.
3. If the applicant wishes to personally collect the documents, they must fill out the "Declaration for Personal Document Collection" (available for download from the Ministry of Labor, Workforce Development Agency website) and submit the application at the designated counter of the Ministry of Labor, Workforce Development Agency. The applicant should collect the documents within the specified period by presenting the receipt, and if the documents are not collected within the deadline, the Ministry of Labor will send them by registered mail.
4. The work permit becomes invalid if a student loses their enrollment status due to suspension or withdrawal from school.

***For detailed regulations, please contact the 'Workforce Development Agency, Ministry of Labor.**

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

Address: 10th Floor, No. 39, Section 1, Zhonghua Road, Zhongzheng District, Taipei City 100,

Taiwan Phone: (02) 8995-6000

Service Hours: Monday to Friday, 8:30 AM to 5:30 PM for in-person submissions

Email: wda@wda.gov.tw

10 Driving License

Required documents for applying a motorcycles driver's license

1. Foreign nationals and overseas Chinese: Attach proof of staying or residing for more than 6 months (such as foreigner's residence permit).
2. Hong Kong and Macau residents: Attach proof of residence for more than 6 months, such as residence permit in the Taiwan region.
3. Three recent 1-inch color photos with a plain background, taken within the last two years, showing a clear, front-facing, head-and-shoulders view without a hat. Composite photos (same as the health examination form) are not accepted.
4. One copy of the driver's license registration book issued after passing the health examination.
5. Registration fee: NT\$250 for regular heavy motorcycles, NT\$250 for light motorcycles, and a license fee of NT\$200.

Physical examination and physical fitness tests

1. Visit a public hospital, health center, or clinic designated by the supervisory office for the physical examination and physical fitness test.
2. Applicants for a motorcycle driver's license are exempt from the physical fitness test.
3. Individuals who have already passed a physical examination when applying for a learner's driving permit are exempt from re-examination for one year.

Guidelines:

1. To apply for a regular driver's license, one must be at least 18 years old.
2. Applicants for a professional driver's license must be at least 20 years old, with a maximum age limit of 65.
3. If unsuccessful in the written or road test, a reapplication is allowed only after 7 days.
4. The health examination form and written test scores are valid for one year.
5. **Applicants for a motorcycle license for large motorcycles (with an engine displacement exceeding 250CC) must be at least 20 years old, with no maximum age limit.**
6. **Applicants for a motorcycle license for large motorcycles must have at least 1 year of experience holding a regular motorcycle license and must complete a training course provided by a certified driving training institution.**
7. **To apply for a regular small car driver's license, one must hold a learner's driving permit.**
8. **To apply for a professional small car driver's license, one must hold a regular small car driver's license or have held a learner's driving permit for at least six months.**

Motorcycle Safety Driving Course for First-time License Holders

In order to enhance the safety awareness of individuals obtaining a motorcycle driving license for the first time and ensure road safety, the Directorate General of Highways will implement a 120-minute free motorcycle safety driving course for first-time license holders, effective December 1, 107 (2018). The course will be conducted before the written test in accordance with Article 8 of the Regulations for Road Traffic Safety Courses.

1. **Course Participants:** Individuals applying for a motorcycle driving license for the first time.
2. **Course content:** The course includes a 40-minute discussion on motorcycle accident case studies through video instruction, a 50-minute lecture on safe driving principles, and a 30-minute tutorial on defensive motorcycle driving. Assessment and questionnaire surveys will be conducted after the course.
3. **Implementing Units:** Various district supervisory offices (stations, branches) of the Directorate General of Highways.

Driver's License Examination, Reservation and Registration

1. All driver's license examinations must be reserved online, and on-site registration is not accepted. Please make reservations through the designated website: (<https://www.mvdis.gov.tw/m3-emv/test/index#gsc.tab=0>)
2. In the event of a natural disaster such as typhoon causing the suspension of classes on the day of the examination, all reservations for that day will be canceled. Candidates are required to rebook their appointments.
3. If you are unable to take the examination on the scheduled day, please cancel your reservation online before 7:00AM on the examination day or call to cancel during the service hours of the reservation station on the same day. Failure to attend three reserved examinations within two months will result in a two-month suspension of reservation privileges (the suspension period will be calculated from the date of the last reservation).

Instruction for Exchanging Foreign Driver's License for a Domestic License

1. Citizens without household registration in Taiwan, foreigners, mainland Chinese citizens, Hong Kong or Macau residents, should submit proof of residence of at least 6 months (documents).
2. The original and authenticated copy of a valid foreign driver's license. (Driver's licenses issued by mainland China must be notarized by the mainland Chinese notary office and verified by the Straits Exchange Foundation. Driver's licenses issued by other countries or regions must be verified by our overseas embassy, representative office, office, or other diplomatic missions authorized by the Ministry of Foreign Affairs.) **Note: Foreign official driver's licenses do not include temporary licenses, new driver's licenses, learner's permits, provisional licenses, or other foreign driver's licenses with limited conditions.**

3. If the driver's license is not in English, a Chinese translation, verified by our overseas embassy, representative office, office, or a domestic notary public, or verified by the foreign embassy or consulate in China, a foreign government, or a region authorized and approved by our Ministry of Foreign Affairs for document verification.
4. Original and photocopy of the passport.
5. Two recent 1-inch color photos with a plain background, taken within the last 2 years, showing a clear, front-facing, head-and-shoulders view without a hat. Composite photos are not accepted.
6. Registration book for a regular automobile driver's license or motorcycle driver's license. The book must be endorsed by a public hospital, health institution, or a hospital designated by the highway supervisory authority, or by a clinic, group, or institution with examination equipment and qualified medical personnel designated by the highway supervisory authority. Applicants for exchanging automobile and large motorcycle licenses must undergo a health examination and physical fitness test. Applicants for regular motorcycle licenses are exempt from the physical fitness test. (The validity period of the health examination is one year)

Application Instructions	
Processing Fees	NTD 200
Processing Timeframe	Handle it upon arrival
Application Acceptance Methods	Directly processed at the counter
Application Methods	Apply in person or authorize someone else to apply (If applying through a representative, the representative should bring their ID and the original residence permit for verification)

7. Keelung Motor Vehicle Office

Phone: 02-2451-5311

Service Hours: Monday to Friday, 8:00 AM to 5:00 PM (Inspections, tests, and new vehicle license services are temporarily suspended from 12:00 PM to 1:00 PM)

Address: 296 Shijian Road, Qidu District, Keelung City 206216

Website: <https://tpcmv.thb.gov.tw/cp.aspx?n=9293>

11 Other Information

Currency Exchange

To exchange foreign currency, you need to bring your residence permit and passport to the bank for the exchange procedure. Generally, banks can only provide currency exchange for US dollars, Euros, Japanese Yen, and Hong Kong dollars.

- Some bank main branch locations:

Bank of Taiwan-Keelung Branch: 16 Yiyi Road, Zhongzheng District, Keelung City 202

Mega International Commercial Bank-Keelung Branch: 24 Nanrong Road, Ren'ai District, Keelung City 200

Post Office

Handles various postal services, including sending mail, packages, deposits, withdrawals, remittances, etc. There is branch located at the coastal entrance within the campus. To open an account at the post office, you need to bring your 'passport', 'Alien Resident Certificate (ARC)', 'seal,' and at least 'NTD10'.

Taiwan Post Company Website: <https://www.post.gov.tw/post/internet/Group/default.jsp>

Bank Account Opening and Debit Card

To open a bank account, you need to bring your 'passport', 'Alien Resident Certificate (ARC)', 'seal,' and at least 'NTD1000'. After opening the account, it is recommended to apply for a debit card. With the debit card, you can withdraw money at any time from ATM at various banks or branches.

Mobile Phone

- Prepaid Card

To apply for a prepaid card, you need to present your passport, resident permit, and if you are a Taiwanese citizen aged 20 or above, provide a guarantee to establish a telephone line (postpaid phone service). If you choose a prepaid phone line, no guarantee is required.

For more information, you can refer to the following website:

Chuanghwa Telecom: <https://www.cht.com.tw/home/consumer>

Taiwan Mobile: <https://www.taiwanmobile.com/index.html>

Fetnet: <https://www.fetnet.net/content/cbu/tw/index.html>

12 Course Selection

- Students applying for special additional enrollment shall follow the following regulations:
 - I. For applicants of Common Education courses, the following conditions apply:
 - (i) For extension students, graduating seniors, transfer students, students changing majors, or returning students who are unable to enroll in a required course due to exceeding the maximum enrollment limit.
 - (ii) Graduating seniors lacking sufficient elective credits.
 - (iii) Third-year undergraduates needing to enroll in courses related to general education (Liberal Arts), foreign language, or those requiring to simultaneously take two required physical education courses due to retaking.
 - (iv) Graduate students needing to enroll in courses related to the foreign language field.
 - II. For applicants of courses within or across departments, the following conditions apply:
 - (i) For extension students, graduating seniors, juniors, transfer students, students changing majors, or returning students who are unable to enroll in a required course due to exceeding the maximum enrollment limit.
 - (ii) Those with insufficient elective credits for pursuing a minor or double major.
 - (iii) Graduating seniors lacking sufficient elective credits.
- Undergraduate (daytime) students may enroll in a **maximum of thirty-one credits** per semester, with a **minimum requirement of one course**.
- Graduate students (including part-time master's program) must enroll in **at least one course** per semester.
- Students approved or assigned for domestic corporate internships, who have completed the required courses and credits for graduation, must enroll in at least one course directly related to the internship each semester during the internship period. If the student has not completed the required courses and credits for graduation, they must follow the regulations from the first to the fourth item.
- Students who have not selected courses or have not met the minimum credit requirement are considered as not registering for courses. Those who fail to complete the registration process within the specified period after receiving notification letters, especially non-degree students, will be subject to suspension according to the university regulations.
- Non-Taiwanese graduate students (excluding double degree students, overseas Chinese students, and mainland Chinese students) are required to enroll in six credits of Mandarin Chinese course during their academic tenure, subject to the approval of the department. Upon approval, these credits may be included in the total required credits for graduation. Foreign students enrolled in special programs subsidized by external units, such as the Ministry of Education, are allowed to take Mandarin Chinese courses during their academic tenure.

- Graduating seniors equivalent to the second year of a senior high school in a foreign country (**Malaysia SPM graduates or junior high school**) or graduates from the same level and type of schools in Hong Kong and Macau, entering the undergraduate program with equivalent academic qualifications (excluding those who have been away from school for more than two years and those admitted based on the completion of the Overseas Chinese Preparatory Program), must, in addition to the total required graduation credits, complete an additional twelve credits. The additional courses include two to three credits of department designated foundational courses and the remaining credits form elective courses in the department's professional curriculum.
- For subjects that span the entire academic year but are only taken for one semester, the credits for courses that have been successfully completed will not be included in the total graduation credits.
- For subjects that span the entire academic year, students who fail to achieve a score **below forty** in the first semester are **not allowed** to continue in the second semester. Credits for courses that have been successfully completed will not be included in the total graduation credits.
- In the case of time conflicts in courses, students are not allowed to enroll in courses with overlapping schedules. If discovered, the semester grades for overlapping courses will be recorded as zero and included in the semester average.
- Courses that have been successfully completed may not be repeated. Credits for repeated courses will not be included in the semester average or total graduation credits.
- For physical education courses, students may only repeat one semester of physical education per semester and are not allowed to take three semesters of physical education in the same semester. Students who need to make up for a lack of physical education may not take two semesters of physical education in one semester.
- Transfer students, including those transferring between departments, who have successfully completed courses that have the same name and credits as the required courses in the new department may apply for credit exemptions according to the university's 'Credit Exemption Regulations for Students'.

Chinese Language Domain (Compulsory)

- For Regular Students (including Mainland China, Hong Kong, Macau, Malaysia, Myanmar)
 - **Freshmen admitted in the academic year 110 (inclusive)** and later: Required to complete 4 credits of compulsory Chinese language courses: (Course Code B9K014DF) Chinese Language (Upper) in the first semester / 2 credits, (Course Code B9K014HC) Chinese Language (Lower) in the second semester / 2 credits.
 - Transfer students who meet the requirements of the old curriculum with a compulsory Chinese language course of 6 credits: If the credits have already been obtained or cannot be exempted after enrolled, and if the required courses in the department conflict with Advanced Chinese, they can choose to take Chinese Language (Upper) or Chinese Language (Lower) for 2 credits. This will be recognized during the graduation grade review conducted by the Registration Division.
 - Students retaking or making up courses must select Advanced Chinese (Upper)/Advanced Chinese (Lower) for 3 credits or Chinese Language (Upper)/Chinese Language (Lower) for 2 credits based on the required credits for the academic year of admission.
- For Overseas Chinese Students (Excluding Hong Kong, Macau, Malaysia, Myanmar)
- **Freshmen admitted in the academic year 110 (inclusive)** and later: (Course Code B9K014DE) University Chinese (Upper) in the first semester / 2 credits, (Course Code B9K014HE) University Chinese (Lower) in the second semester / 2 credits.

General Education Courses

Undergraduate students (Overseas Chinese students, Hong Kong and Macau students)			
<ol style="list-style-type: none"> The total credits for the General Education Program are 28 credits, with the required credits for each domain as shown in the table below. Due to restrictions imposed by international conventions, certain departments such as the Department of Shipping and Transportation Management and the Department of Marine Engineering may: <ol style="list-style-type: none"> Offer similar liberal arts courses (2 credits each), with a maximum of 8 credits counted towards the General Education Program. Offer professional foreign language elective courses (2 credits each), which can be counted towards the advanced English or the second foreign language domain (2 credits) in the General Education Program. 			
Field/Course Name	Credits	Content	Notes
Chinese Language Field	4	For students entering in the academic year 110 (inclusive) and onwards: Four credits in total, with two credits for each semester (both the first and second semester)	<ol style="list-style-type: none"> For students entering before the academic year 109 (inclusive), six credits in total for the Chinese Language field, with three credits for each semester (both the first and second semesters). For students entering before the academic year 109 (inclusive) who are required to

			retake or make up the Chinese Language course (three credits), they must enroll in a specialized Chinese Language improvement course designed for retake or makeup students.
English Language Course	6	<p>1.For students entering from the academic year 102 (inclusive) and onwards:</p> <p>(1) Freshman English: Four credits (two credits each for the first and second semesters).</p> <p>(2) Sophomore Advanced English: Two credits (available for sophomores and above or freshmen exempted from the four credits of freshmen English).</p> <p>(3) Regarding the credits earned in additional advanced English courses in the sophomore year, whether they are counted towards the graduation credits for each department is subject to the regulations of the respective departments.</p> <p>2.For students of the Department of Merchant Marine entering from the academic year 105 (inclusive): Sophomore Advanced English: Two credits, with the requirement to take the 'Maritime English Conversation' course. Whether other advanced English courses are counted as elective graduation credits is subject to the regulations of the Department of Merchant Marine.</p> <p>3. For relevant regulations on the English graduation requirements of the university, please refer to the university's English graduation requirements implementation guidelines.</p> <p>4.For regulations on English credit exemptions, please refer to the university's general education English course credit exemption regulations.</p> <p>5.For course selection considerations, please refer to the guidelines for course selection in the general education English program.</p>	
Liberal Arts Domain	18	1.Freshmen are required to take 'Introduction to Ocean Science' for two	1.For students entering before the academic year 109

		<p>credits, and students entering from the academic year 110 (inclusive) onwards must take 'Introduction to Artificial Intelligence' for two credits.</p> <p>2.The Liberal Arts Domain includes four subdomains: Humanistic Exploration, Social Dynamics, Technological Innovation, and Interdisciplinary Sustainability. A minimum of two credits is required for Interdisciplinary Sustainability, and a maximum of four credits can be recognized for each subdomain. This regulation is effective from the academic year 112 onwards.</p> <p>3. Credits earned in the Liberal Arts Domain cannot be used to substitute for credits in the Chinese Language Domain.</p>	<p>(inclusive), a total of sixteen credits are required in the Liberal Arts Domain.</p> <p>2.For students entering before the academic year 111 (inclusive), courses in the Liberal Arts Domain should be taken according to the regulations of the eight major subdomains within the Liberal Arts.</p>
Physical Education Courses	0	<p>Students are required to complete four semesters of physical education courses, including at least one semester of swimming. However, students who meet the exemption criteria for swimming courses, as specified in the university's regulations, may be exempted from this requirement. In such cases, they must take another physical education course. The requirement for at least one semester of swimming became effective from the academic year 102. Specific guidelines for exemptions from swimming courses are determined by the university.</p>	<p>Each semester, the elective courses offered by the Physical Education Department (one credit) do not count toward the minimum graduation credits, except for cases where specific regulations are set by individual departments.</p>
Service Learning	0	<p>Mandatory course with a minimum requirement of two semesters and zero credits.</p>	<p>The credits for this course do not count towards the graduation credits.</p>

Common Education Courses for International Students (Foreign Student Status)											
Subject Category	Subject Name	Credit Hours	First Academic Year		Second Academic Year		Third Academic Year		Fourth Academic Year		Remarks
			F	S	F	S	F	S	F	S	
General Education Courses	Chinese Language Domain	6	3	3							Regular international students are required to complete a minimum of six credits.
	Liberal Arts Domain	10		2	2	2	2	2			All first-year students across the university are required to take two credits each of the mandatory liberal arts courses, 'Introduction to Ocean Science' and 'Introduction to Artificial Intelligence.'
	Foreign Language Domain	4	2	2							Students from English-speaking countries in the English department are required to take foreign language courses in a language other than their native language.
	Physical Education	0	0	0	0	0					Classes meet for two hours per week.
	Service Learning	0	0	0							Classes meet for one hour per week.
Total Credits for General Education Courses		20	5	7	2	2	2	2	0	0	

Student Course Selection System Operation Notes

- Various course selection information, class schedules, required course lists, and computerized course selection instructions can be accessed on the Academic Affairs Office website (<https://academic.ntou.edu.tw>).
- Regarding the current course selection system, new students should familiarize themselves with the following points to avoid affecting their own rights:
 1. To prevent tampering with course selection data, please change your default password in the Academic Affairs System immediately.
 2. During the semester, the Registration Office will directly transfer required courses to students' personal course selection lists before the start of the semester. Please do not withdraw from these courses arbitrarily.
 3. Detailed regulations related to course selection are explained on the Academic Affairs Office Registration Division webpage. Students are encouraged to browse this information themselves. The Registration Division of the Academic Affairs Office will also announce course selection related information on the university's homepage and the Academic Affairs Office webpage. Notices will be sent via email to all student' campus mailboxes. Please pay close attention to these announcements to safeguard your course selection rights.

Computerized Course Selection Procedure

Phase One: Computerized Pre-selection Procedure (Starts four weeks before final exam)



Computerized Drawing for Regular Courses (Courses exceeding the maximum enrollment) - General Education and Physical Education Course Selection Voluntary Distribution Procedure



Phase Two: Computerized Course Selection Procedure (Two weeks before final exams)



New Student Computerized Course Selection (One week before the start of the semester)



Phase Three: Computerized Course Selection Procedure (First week of the new semester)



Manual Special Registration Procedure (Second week of the new semester)



Midterm Withdrawal Procedure (Before the eleventh week of the semester)

Building Code Cross-reference Table

Building Name	Building Code	Building Name	Building Code
Aquatic Animal Center	AAC	Humanities Building	BOH
Computer Center	CC3	College of Engineering	CE-
College of Life Sciences	CLS	Electrical Engineering Building 1	EE1
Electrical Engineering Building 2	EE2	1st Restaurant	FRB
Fisheries Science Building	FSH	General Purpose Building 1	GH1
General Purpose Building 2	GH2	General Purpose Building 3	GH3
General Research Center	GRC	Gymnasium	GYM
Harbor and River Engineering Building 1	HR1	Harbor and River Engineering Building 2	HR2
Harbor and River Engineering Building 1	HRE	Department of Computer Science and Engineering	INS
Ivy Wang Hall	IVY	Library	LIB
Marine Science Building	MAF	Mechanical and Mechatronic Engineering	MEA
Mechanical and Mechatronic Engineering Building B	MEB	Food Engineering Building	MFE
Department of Food Science	MFS	Department of Merchant Marine	NAV
System Engineering Building	NVA	Department of Marine Environmental Informatics	OCE
Hai-Kong Building	SAH	Sport Field	SPF
Recreation Building	STA	Department of Shipping and Transportation Management	STM
Technology Building	TEC	System Engineering Building	UAH
Student Activity Center	SAC	Administration Building	ADM
Ocean Dream Hub	ODB	Institute of Food Safety and Risk Management Building	FSB
Electronics and Information Engineering and General Teaching Building	ECG	Matsu Campus Teaching Building	MZ-

Note 1: The sports facilities include: basketball court, golf driving range, volleyball court, track field, tennis court, swimming pool, and gym.

Note 2: The administrative building includes: ADM001 Marine Hall, ADM002 First Lecture Hall, ADM003 Second Lecture Hall.

Class Time Code Cross-reference Table

The three-digit code represents class time, where the first digit indicates the day of the week code, and the second and third digits represent the class period code. For example: 401: Indicates the first class on Thursday.

Class Period	Class Period Name	Class Time	Class Period	Class Period Name	Class Time
00	Period 0	06:20~08:10	08	Eighth Period	15:10~16:00
01	First Period	08:20~09:10	09	Ninth Period	16:05~16:55
02	Second Period	09:20~10:10	10	Tenth Period	17:30~18:20
03	Third Period	10:20~11:10	11	Eleventh Period	18:30~19:20
04	Fourth Period	11:15~12:05	12	Twelfth Period	19:25~20:15
05	Fifth Period	12:10~13:00	13	Thirteenth Period	20:20~21:10
06	Sixth Period	13:10~14:00	14	Fourteenth Period	21:15~22:05
07	Seventh Period	14:10~15:00			

Midterm Withdrawal

- Students applying for midterm withdrawal from courses must complete the application with the Registration Division of the Office of Academic Affairs (For Extension and Continuing Education programs, the Extension and Continuing Education Division handles this).
- The deadline for applying for midterm withdrawal is no later than the eleventh week after the start of the semester.
- Approval for midterm withdrawal requires the consent of the instructor and the department chair (or program director for Extension and Continuing Education). The application must be submitted to the Registration Division (or Extension and Continuing Education Division), and any disputes will be resolved by the Director of Academic Affairs.
- Courses withdrawn in the middle of the semester will be noted as "W" on the semester transcript.
- The number of courses a student can withdraw from in the middle of the semester is limited to two, and the credits for these courses will not be counted toward the total credits for the semester.
- Tuition fees for withdrawn courses in the middle of the semester will not be refunded.

Transfer, Change of Department (Division), and Credit Recognition for Transfer Programs

- For international students who entered through domestic admission channels, the regulations outlined below apply to transfer. Those who entered through application-based admission must obtain consent from both schools and undergo a re-application process for the transfer.
- Bachelor's degree students at this university may apply to change departments (programs) before the start of the second academic year. Before the start of the third academic year, they may apply to transfer to the same nature of department (program) of a different nature as a second-year student. Due to special circumstances, they may apply to transfer to a department (program) of similar nature or complete a minor before the start of the fourth academic year. For applications in higher years, they can apply to transfer to a department (program) of similar nature or complete a minor in an appropriate year based on completed subjects and credits.
- Those who transfer department (programs) must fulfill the graduation requirement of the new department (program) before being eligible for graduation. Specific regulations for department (program) transfer are separately determined and reported to the Ministry of Education for record.
- **Transfer** within the same department (program) and transfer to a different program follow the regulations for department (program) transfer.
- For those who **transfer to a lower level** department (program), the years spent repeating courses in both programs will not be counted toward the maximum period of study in the new department (program).

Minoring and Double Major

- Students minoring in a subject must complete a minimum of 20 credits in the required courses of the minor. These credits should be taken from the second year onwards and are in addition to the credits required for graduation in their major (program). The minor courses can be considered as elective courses for the student. Each department determines the list of minor courses and the minimum credit requirements.
- **Students double majoring** (completing two major programs) must complete all required credits for the major they are double majoring in. If there are required courses in the other major that are relevant to the first major. The credits earned can also be used to fulfill the minimum graduation credit requirement for the first major. After extending the study period by two years, if the student has completed the required credits for the first major but has not completed all the required credits for the other major, they may apply for an additional one-year extension.

Leave of Absence, Returning to School, Withdrawal, and Expulsion

- The regulations for handling student **leaves of absences** at this university are as follows:
 1. Students who wish to take a leave of absence for personal reasons must have the consent and signature of their parents or legal guardians (except for married students or those in special circumstances). Applications for a leave of absence must be submitted no later than the semester exam date (as per the academic calendar).
 2. Students applying for a leave of absence must fill out the leave of absence application form on the Academic Affairs System, complete the departure procedures as specified in the application, and submit the form to the Registration Division (or Extension and Continuing Education Division). Upon approval, they can leave the campus and apply for a leave of absence certificate.
 3. Students can apply for a leave of absence for a minimum of one semester and a maximum of two years. For cases of severe illness or special circumstances, an extension of the leave of absence period may be considered upon approval.
 4. Students participating in the Youth Education and Employment Program may apply for a leave of absence for up to three academic years after admission, and this period will not counted toward the leave of absence limit.
 5. Students who fall under the following conditions may be ordered to take a leave of absence:
 - (a) Continuously taking leave after registration, resulting in absenteeism of one-third of the total class hours in a semester.
 - (b) Deducting credits for failed subjects, reaching half of the total credits for the semester.
 - (c) Contracting a contagious diseases and being subject to restriction by the competent authority for prevention needs.
 - (d) Being approved for a leave of absence due to a significant misconduct.
 - (e) Being registered but not enrolled in courses (excluding internship registration).
 - (f) Falling under the conditions specified in the Student Discipline Regulations that warrant a leave of absence.
 6. Students on **leave of absence** during the semester will not have their grades calculated for the leave of absence semester, and the leave period will not be counted towards the maximum period of study.
 7. Students ordered to take a **leave of absence** should fill out the leave of absence application form on the Academic Affairs System and complete the departure procedures immediately upon receiving the leave of absence notice. Failure to clear personal belongings or submit the leave of absence application form within three weeks of the deadline may result in expulsion, and parents or legal guardians may be held responsible for any damages to the university's interests.
- After the completion of the **leave of absence** period, students must submit a re-enrollment notification to apply for re-entry and complete the registration process. When resuming

studies, students should enter the academic year or semester that corresponds to the one they left off from. For students who took a mid-semester leave of absence, they should resume in the original academic year or semester of their leave. Students who fail to return after the leave of absence period should be compelled to withdraw.

- The regulations for handling student **withdrawals** and **expulsions** at our university are as follows:
 1. For a student to voluntarily withdraw, they must obtain the consent and signature of a parent or guardian (except for married individuals or those with special circumstances). Subsequently, the student should complete the withdrawal application form on the educational affairs system, fulfill the required procedures for leaving the school, and submit the withdrawal application form to the registration and academic affairs office (or continuing education office). Students who are officially registered with the school must change their household registration, and only after approval can they leave the school and apply for a certificate of completion.
 2. Students at this institution shall be subject to **expulsion** under the following circumstances:
 - (1) Admission or transfer qualifications do not meet the approval upon review.
 - (2) Failure to register on time or failure to return from a leave of absence within the specified period.
 - (3) Failure to register or select courses upon the expiration of the leave of absence period.
 - (4) Failure to complete the required courses and credits within the specified period of study for the respective department, program, or class.
 - (5) Violation of disciplinary rules that warrant expulsion.
 - (6) Students who, for two consecutive semesters, obtain a grade of 30 or below in all subjects.
 3. Students at this institution shall be subject to expulsion under the following circumstances:
 - (1) Falsifying, impersonating, forging, or altering graduation or completion documents, as well as relevant documents related to employment status, qualifications, and seniority. Even if such actions are discovered after graduation, the student shall be compelled to return the diploma issued by the university, and their graduation qualification shall be publicly revoked.
 - (2) Engaging in cheating during the entrance examination, as verified by the school's investigation or confirmed by a criminal conviction.
 - (3) Engaging in serious violations of laws and regulations.
 4. Students subject to **expulsion** or **forced withdrawal** shall, upon receiving notice of expulsion or withdrawal, promptly complete the withdrawal application form through the academic affairs system, proceed with the departure procedures. If, after a three-

week period, the student has not returned university are damaged, the university reserves the right to seek compensation from the student's parents or guardians.

5. Students who voluntarily withdraw or are compelled to withdraw may request the issuance of a certificate of completion. However, those whose entrance or transfer qualifications were not approved or who have no academic record during their enrollment shall not be eligible for such certificates. No documentation related to academic achievements shall be provided to those expelled.
6. Students who have **withdrawn** or had their **enrollment terminated** may, within the stipulated timeframe, file an appeal with the Student Appeals and Review Committee (applications beyond the deadline will not be accepted). Until a decision on the appeal is reached, the original decision made by the university shall not be halted due to the filing of an appeal. However, students still enrolled at the university may continue their studies. Students who do not agree with the decision of the appeal may file an administrative remedy according to the law. Students who receive redress through filing an appeal or administrative remedy will be subject to additional disciplinary actions determined by the university. Students subject to additional disciplinary actions may reapply for admission. In cases where a student, subject to additional disciplinary actions, is unable to resume studies promptly due to special circumstances, the period of absences before resumption may be treated as a retroactive leave of absence and will not be counted within the designated leave of absence period.
7. During the period of academic suspension or leave of absence, students found to have violated university regulations or engaged in misconduct will be subject to disciplinary actions commensurate with the severity of the offense. Disciplinary actions may include verbal warnings, written reprimands, recorded major offenses, periodic monitoring, enforced leaves of absence, compulsory withdrawal, or expulsion. The regulations governing student rewards and penalties are established separately and reported to the Ministry of Education for record.

Examinations and Grades

- Academic performance is assessed through various types of examinations, including:
 1. **Ad-hoc Exams**: Conducted by instructors during regular class hours.
 2. **Midterm Exams**: Held within specified times during the semester.
 3. **End-of-Semester Exams**: Conducted within the designated period at the conclusion of the semester.
- Student grades at our institution are categorized into two types: academic (including physical education, military training, and internships) and conduct. The grading system follows the principle of percentage scoring, with a maximum of one hundred points. The passing grade is set at **sixty points**, except for graduate students, for whom the passing grade is **seventy points**. The assessment method for conduct grades will be established separately.

- **Graduation Scores:**

1. Undergraduate students graduating with a bachelor's degree will have their graduation scores determined by their overall academic average.
 2. For graduate programs, including master's, specialized master's, and doctoral programs, the graduation score is calculated as the average of the academic average and the thesis/dissertation defense score.
- The grading scale for student academic performance is as follows:
 1. **Distinction:**90 points and above.
 2. **Excellent:**80 points and above, but below 90 points.
 3. **Good:**70 points and above, but below 80 points.
 4. **Satisfactory:**60 points and above, but below 70 points.
 5. **Pass:**50 points and above, but below 60 points.
 6. **Marginally Pass:**40 points and above, but below 50 points.
 7. **Fail:** Below 40 points.

Early Graduation

- Bachelor's degree students who meet the graduation requirements and satisfy the following outstanding performance criteria may apply for early graduation, either one semester or one academic year in advance:
 1. Conduct grades of 80 or above each semester.
 2. Academic performance with an overall average of 80 or above and a ranking within the top 25 percent of students in the department, grade, and class.
 3. Physical education scores with an overall average of 70 or above.
 4. English proficiency:
 - (1)Daytime program students: Equivalent to a Test of English for International Communication (TOEIC) score of 600 or above.
 - (2)Continuing education program students: Equivalent to a TOEIC score of 550 or above.

Duration of Study, Graduation, and Degree

- For students in the graduation year equivalent to the second year of domestic senior high schools (for international students who have completed the equivalent of Form 5 in Malaysia or junior high school in Hong Kong or Macau), or those with equivalent academic qualifications entering the bachelor's program (excluding those who have been absent from school for more than two years and those admitted based on completion of the Preparatory Program for Overseas Chinese Students), additional coursework of at least twelve credits is required, following the regulations of the university's course selection policy.
- Graduating students who lack required credits or internships may extend their study period for up to two years. However, for health or learning needs, and with special approval

through application, an additional one-year extension may be granted. Students who need to retake or make up courses in the second semester of the academic year during the extended study period may apply for a leave of absence without registration for the first semester. If registered, they should take at least one course. Students with disabilities may extend their study period for up to four years based on their physical and learning needs.

- Female students who are pregnant, have given birth, or are caring for a child under three years old may apply for an extension of the study period for up to two years, with necessary supporting documents. In exception cases, they may apply for an additional extension of up to two years.
- Students with outstanding academic performance who, one semester or one academic year before the expiration of the prescribed study period, have completed the required courses and credits as specified by their department or program, may be granted early graduation. The specific regulations for early graduation due to outstanding academic performance shall be determined separately, subject to review by the Academic Affairs Council and reported to the Ministry of Education for record. Bachelor's degree students who achieve outstanding academic performance in three years of study and meet all the requirements for directly pursuing a doctoral degree, as stipulated by the university, may, upon approval by the president, proceed to pursue a doctoral degree directly.
- Students who have completed their course of study and meet the following requirements, with internal review processes completed, are eligible for graduation:
 1. Completion of the prescribed duration of study and required courses with specified credits.
 2. Passing physical education for four semesters.
 3. Satisfactory conduct grades for each semester.
- Students who meet the aforementioned regulations will be conferred with a bachelor's degree by the university, in accordance with the provisions of the Degree Conferral Act. The degree will be awarded based on their affiliation with the college and department (or program), and the corresponding degree certificate will be issued. If plagiarism or cheating is confirmed in the graduation degree process, the conferred degree should be revoked. Graduates must follow the procedures outlines in the Graduating Student Departure Form before receiving their graduation certificate.

➤ Graduate Program

- Master's students who excel in their first year of study and meet the criteria outlined in the university's regulations for direct admission to the doctoral program, as approved by the president, may proceed to pursue a doctoral degree directly.
- The grading system for graduate students is based on a scale of 100, with 70 as the passing grade. Students who fail are not eligible for makeup exams, and compulsory courses must be retaken.
- The duration of study for master's programs is one to four years, while doctoral programs range from two to seven years.
- Graduate students may be required to **withdraw** under the following circumstances:
 1. **Failure to complete the required courses and credits or failure to complete the thesis within the prescribed period.**
 2. **Ineligibility in the qualification assessment for Ph.D. candidacy, even after one re-examination.**
 3. **Failure in the degree examination, not meeting re-examination requirements, or failing again after one re-examination.**
- Graduation for **graduate students** involves meeting the requirements within the specified time frame, including completing the required courses and credits, having satisfactory conduct in each semester, and passing the degree examination. Upon meeting these criteria, the university will confer the Master's or Ph.D. degree and issue the corresponding degree certificate.

Integrated Bachelor's and Master's Degree Program (5-Year Program)

- Third-year undergraduate students may apply for admission to the integrated master's program for the following academic year during either the fall or spring semester. Fourth-year students may submit applications by December 31. Each department (or program) establishes the quotas, selection criteria, and procedures, and after approval by the Office Academic Affairs, these are published and implemented.
- Pre-master's students who have completed graduate-level courses during their undergraduate studies with a grade of 70 or above may be eligible for up to 75% exemption from the required master's program credits (excluding thesis credits). However, if these graduate-level courses have already been counted towards the undergraduate degree requirements, they cannot be used again to apply for exemption from master's program credits.
- Pre-master's students who have successfully enrolled and registered as regular master's program students at our university are eligible for financial aid. **Their status is limited to full-time first-year master's students.**

Financial Aid Details:

1. Each student is awarded financial aid grant of **NTD 20,000, distributed over two semesters.**

2. Additional financial aid of **NTD 20,000** is granted to students who rank in the top 10% of their undergraduate class, distributed in the first semester.
3. Students ranking in the top 11-20% of their undergraduate class receive an additional financial aid grant of **NTD 15,000**, distributed in the first semester.
4. Students ranking in the top 21-30% of their undergraduate class receive an additional financial aid grant **NTD 10,000**, distributed in the first semester.
5. Students who qualify as low-income households in the first semester of the first year of the master's program receive an additional financial aid grant of **NTD10,000** dollars.

The recipient, due to personal reasons, wishes to take a leave of absence and intends to retain the eligibility for receiving the scholarship. To do so, the recipient should complete the “Declaration Form for Retaining and Claiming Graduate Student Scholarship During Leave of Absence.” If the individual fails to resume studies after the expiration of the leave period while maintaining the scholarship eligibility, it will be considered as voluntarily relinquishing the scholarship.

13 Employment in Taiwan

According to the “Regulations Governing the Residency, Domicile, and Permanent Residency Permits for Nationals without Household Registration in Taiwan,” Article 18, the “Regulations Governing the Stay, Residency, and Permanent Residency of Foreigners,” Article 22, and Chapter 5 of the “Employment Service Act”.

(1) Job-seeking Period

Those who graduate and intend to stay in Taiwan for job-seeking purposes should prepare relevant documents for extending their Alien Resident Certificate (ARC) and converting their residency status after graduation. Upon approval, the validity period of ARC is extended for 1 year from the month of graduation certificate issuance. Before the expiration of this extension, if deemed necessary, another extension can be applied for once, with a maximum total extension period of 2 year. During the job-seeking period, engaging in work is strictly prohibited.

The relevant documents are as follows

1. Application form
2. Original and photocopy of passport
3. One 2-inch passport photo
4. Graduation certificate
5. Old Alien Resident Certificate (must be returned)
6. If the residence address needs to be changed, proof of accommodation must be submitted
7. Other related documents

(2) Employment Type

Foreign graduates staying in Taiwan for work engaging in specialized or technical work can apply for employment based on the “general salary, work experience, and other conditions” and the “new system for evaluating the employment of overseas Chinese and foreign students in Taiwan.” The qualification conditions are as follows:

	Based on general salary, work experience, and other conditions	According to the new evaluation system for overseas students working in Taiwan
Qualifications	<ol style="list-style-type: none"> 1. Hold a certificate or professional qualification obtained through the “Professional and Technical Personnel Examination Act ” (e.g., physician, lawyer). 2. Have at least 2 years of work experience after graduating from university or possess a master’s degree or higher. 	Foreign students or overseas Chinese students of other ethnic Chinese origin who have obtained a bachelor’s degree or higher in Taiwan (including relevant associate degrees in manufacturing, construction, agriculture,

	<p>3. Have worked for more than 1 year in a position assigned to Taiwan by a multinational enterprise.</p> <p>4. Have undergone professional training of self-learning with more than 5 years of work experience and demonstrate creativity or exception performance.</p> <p>*Meeting any one of these qualifications is sufficient. Additionally, the salary or income shall not be lower than the amount announced by the Ministry of Labor (currently not less than NTD47,971 per month).</p>	<p>long-term care, or e-commerce-related fields), will be evaluated based on their education, employment salary, work experience, qualifications for the position, proficiency in Mandarin Chinese, proficiency in other languages, international experience, compliance with government policies, receipt of scholarships during the school period, or outstanding academic performance. Upon accumulating a total of 70 points through the review of the Ministry of Labor, they will be deemed eligible.</p>
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*The categories of specialized or technical work as follows, and their respective regulations can be found on the “Foreign Workers Working Services Website” of the Ministry of Labor.

Specialized or technical work	
A01 Architectural or construction engineering work	A09 Environmental protection work
A02 Transportation industry work	A10 Cultural, sports, and leisure services work
A03 Financial and taxation services work	A11 Academic research work
A04 Real estate brokerage work	A12 Veterinarian work
A05 Immigration service work	A13 Manufacturing industry work
A06 Lawyer, patent attorney work	A14 Wholesale industry work
A07 Technical work	A15 Other work designated by the central competent authority for specific purposes after consultation
A08 Medical and healthcare work	

(3) Work Permit Application

After obtaining employment, prepare the relevant documents and submit an online application on the Ministry of Labor's "Online Application for Work Permit for Foreign Professionals" website. However, those with valid reasons approved by the Ministry of Labor are exempt from this requirement.

Documentation Required for the Point System	Points to Note
1. Review fee receipt original copy	1. Postal money order receipt, NTD500 per application 2. After completing or logging in the payment receipt information, it may be exempted; however, the Ministry of Labor may still request attachments depending on the individual case when necessary.
2. Application Form	
3. List of Employed Foreign Workers	
4. Evaluation Form and Required Documents for Each Evaluation Criterion	
5. Copy of Passport or Alien Resident Certificate for Employed Foreign Worker	
6. Copy of Diploma for Employed Foreign Worker Holding a Bachelor's Degree or Above Obtained in Taiwan	Include Relevant Required Documents Along with Evaluation Criteria
7. Copy or Duplicate of Employment Contract	The document should include the name, nationality, job title, job responsibilities, salary, employment period, and signatures of both parties for the employed foreign individual
8. Copy of National ID, Passport, or Alien Resident Certificate of the Responsible Person of the Applying Unit	
9. Copy of Registration Certificate or Establishment Registration Certificate for the Applying Unit	
10. Copy of License for Special Business Permit or Equivalent for the Applying Unit	According to the specific job categories under Class A, please provide additional attachments as required for each respective job application item
11. Copy of Proof of Business Turnover for the Applying Unit	According to the specific job categories under Class A, please provide additional attachments as required for each respective job application item

Note: For those submitting applications in writing, if the above information and supporting documents are originals, please indicate “in accordance with the original” and affix the seal of the applying unit and the responsible person. (Providing false information and documents, if verified, will result in legal consequences)

(4) Change of Alien Resident Certificate- After obtaining employment

If you have found employment, you can bring relevant documents to the service station of the National Immigration Agency of the Ministry of the Interior to change your Alien Resident Certificate.

Relevant Documents
<ol style="list-style-type: none">1. Alien Resident Certificate (original)2. Passport and entry visa (original)3. Proof of the purpose of residence application (e.g., approval letter from the competent authority and an employment certificate issued within the last month)4. Two and a half-inch passport-style frontal photo without a hat5. Payment of the certificate fee:NTD1,000

(5) Important Notes

1. During the period of extended residence after graduation, employment is not allowed. The student work permit automatically becomes invalid from the day of obtaining the graduation certificate. Therefore, work is not permitted until a full-time work permit is obtained. Employment can only commence after finding a job and obtaining a work permit.
2. Working without obtaining the required work permit is a violation of regulations. The Ministry of Labor has the authority to impose penalties, and a ban on working in Taiwan for up to 3 years may be imposed.
3. After graduation, health insurance coverage provided by the school extends only until the end of August. Graduates starting from September can apply for additional health insurance coverage at the district office or National Health Insurance Administration. If not added before obtaining a work permit, the employer will initiate the health insurance coverage, but the health insurance premiums for the gap period must be paid.
4. If the required work permit is not obtained and the change of Alien Resident Certificate is not processed within the specified period, departure from Taiwan is required in accordance with regulations.

(6) Job Evaluation Form

Comment Item		Content and Rating	Pts	Check by applicant	Confirmed by agency
1	Education	Doctoral Degree	30	<input type="checkbox"/>	<input type="checkbox"/>
		Master's Degree	20	<input type="checkbox"/>	<input type="checkbox"/>
		Bachelor's Degree	10	<input type="checkbox"/>	<input type="checkbox"/>
		Associate Degree	5	<input type="checkbox"/>	<input type="checkbox"/>
2	Average monthly salary	NT\$47,971 and above	40	<input type="checkbox"/>	<input type="checkbox"/>
		NT\$40,000~NT\$47,970	30	<input type="checkbox"/>	<input type="checkbox"/>
		NT\$35,000~NT\$39,999	20	<input type="checkbox"/>	<input type="checkbox"/>
		NT\$31,520~NT\$34,999	10	<input type="checkbox"/>	<input type="checkbox"/>
3	Work Experience	2 years and above	20	<input type="checkbox"/>	<input type="checkbox"/>
		1 year less than 2	10	<input type="checkbox"/>	<input type="checkbox"/>
4	Qualified to serve in relevant capacity	Those possessing special expertise required by company for relevant position	20	<input type="checkbox"/>	<input type="checkbox"/>
5	Chinese language proficiency	Fluent or higher	30	<input type="checkbox"/>	<input type="checkbox"/>
		Advanced	25	<input type="checkbox"/>	<input type="checkbox"/>
		Intermediate	20	<input type="checkbox"/>	<input type="checkbox"/>
6	Foreign language proficiency or experience of growing in other countries	2 foreign languages in addition to Chinese	20	<input type="checkbox"/>	<input type="checkbox"/>
		1 foreign language in addition to Chinese or experience of growing in other countries for consecutive 6 years or more	10	<input type="checkbox"/>	<input type="checkbox"/>
7	Compliance with government policy	Companies or employees conforming to government policies related to industrial development	20	<input type="checkbox"/>	<input type="checkbox"/>
		Graduated overseas students studying in special classes established in the line with national policies or enrolled through G2G program			
8	One who received scholarship or excellent grades during studies	One who received government-provided scholarship or scored in the top 30% at school	10	<input type="checkbox"/>	<input type="checkbox"/>
		One who received school scholarship or achieved the	5	<input type="checkbox"/>	<input type="checkbox"/>

		top 50% with a GPA of 3.0 at school			
Qualifying Score:70			Total	Pts	Pts
Guidance Notes					
1.Check only one box in each comment item.					
2.Documentation should be attached for each comment item. Please reference the following “Required Application Documents List”.					
3.If attach document is not Chinese, it should be translated into Chinese					
4.If attach document are copies, they should be marked with the words: “same as originals”and stamped with the seals applicant entity.					
5.Those who have obtained a prior comment system permit, subsequently extended the permit, or are applying to change employers, should comment form, and qualification points, and confirm the points should attach supporting information for the relevant item for inclusion in the total. (Application that have obtained prior comment system permits and had attached supporting information for each comment item are exempt from re-attachment of documents when re-applying.)					
Offical Websites & Contact <ol style="list-style-type: none"> 1. Workforce Development Agency, MOL https://www.wda.gov.tw/ 2. EZ Work Taiwan https://ezworktaiwan.wda.gov.tw/ 3. Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw/ 4. Support Hotline: (02)89956000 5. Reception Counter: No.39 Zhonghua Rd., Sec. 1, 10 F1.,Zhongzheng District, Taipei City 					

14 National Taiwan Ocean University Student Complaint Procedures

Processing Procedures

- Upon receiving disciplinary measures or resolutions from the school, student council, or other relevant student self-governing organizations related to personal life or academic rewards and penalties, if a student disagrees, they should submit a written appeal with specific facts and relevant materials to the Student Appeals Committee within fifteen days from the next day of receiving the notice. Late submissions will not be accepted. If the appellant experiences delays within the appeal period due to natural disasters or circumstances beyond their control, they may submit a written request to the Student Appeals Committee explaining the reasons within ten days after the elimination of such reasons. However, appeals submitted more than one year after the expiration of the appeal period will not be accepted.
- When there is a need for investigation or on-site understanding of the appeal case, a “Investigation Team” consisting of three to five members may be appointed by the Student Appeals Committee upon resolution. The facts, reasons, and evidence will be reported to the Student Appeals Committee for a decision on whether to establish the case or not.
- The voting and opinions of committee members in the Appeals Committee should be kept confidential. Members with a direct interest in the appeal case should voluntarily recuse themselves or be requested to recuse by a resolution of the Student Appeals Committee.
- The deliberation of student appeal cases is based on the principle of non-disclosure, but the appellant, representatives of the original disciplinary unit, and relevant individuals may be notified to attend and provide explanations.
- After filing an appeal, if the appellant submits an appeal or lawsuit related to the appeal event or its implications, the school should be notified in writing, and the information should be conveyed to the Appeals Committee by the school. If the Appeals Committee is notified according to the above or becomes aware of the above circumstances by authority, it should suspend the deliberation and notify the appellant. After the reasons for suspension are eliminated, if the appellant requests in writing, the deliberation should be resumed, and the appellant should be notified in writing. The decision on the appeal case, whether in full or in part, is based on whether the legal relationship of appeal or litigation is established. The Appeals Committee should suspend deliberation until the appeal or litigation process is concluded and notify the appellant in writing. After the reasons for suspension are eliminated, the deliberation should be resumed, and the appellant should be notified in writing.

The provisions of the preceding two paragraphs do not apply to appeal cases involving expulsion, dismissal, or similar disciplinary actions.

- The Student Appeals Committee, starting from the day after receiving the appeal, should complete the deliberation within thirty days, unless circumstances dictate not to proceed, the appellant withdraws the appeal, or deliberation is suspended. Extensions may be granted if necessary, with a one-time limit and a maximum extension of two months. However, appeal cases involving expulsion, dismissal, or similar disciplinary actions cannot be extended. If the Appeals Committee deems the appeal not in compliance with regulations but correctable, the appellant should be notified to make corrections within seven days. The finalized deliberation decision is delivered to the appellant and the original disciplinary unit after approval by the school principal. The school should execute the decision according to the deliberation outcome.
- During the review period of the Student Appeals Committee, the committee may suggest temporarily suspending the execution of the original disciplinary action against the appellant.
- In the case of appeals of expulsion or dismissal, before the deliberation decision is confirmed, the student may submit a written request to the school to continue studying. Upon receiving such a request, the school should seek the opinion of the Student Appeals Committee, provide a written response within one-week considering the student's living and learning conditions, and specify the relevant rights and obligations related to enrollment. If the appeal is approved by the school, the student may continue studying at the school, but the school is not allowed to grant a graduation certificate. However, other aspects such as course completion, grade assessment, and rewards and penalties can be handled in the same manner as for enrolled students.
- In the case of an appeal for expulsion, dismissal, or similar disciplinary actions, if the deliberation confirms and upholds the original disciplinary action, the handling of academic progress and enrollment will be as follows
 1. The deadline for academic completion stated in the certificate of academic completion is based on the original date of the disciplinary action.
 2. Credits earned during the appeal period can be issued a certificate of credits.
- If the appellant is dissatisfied with the administrative disciplinary action taken by the school and submits an appeal, they may, within thirty days from the day after receiving the appeal decision, prepare an appeal letter. After the school reviews and responds, the appellant can appeal to the Ministry of Education. The appeal should be accompanied by the decision of the school's appeals committee.

If the appellant appeals a penalty, other measures, or resolutions other than administrative disciplinary actions taken by the school and is dissatisfied with the decision, they may file a lawsuit according to the nature of the case, seeking legal remedies.
- If the appeal decision or administrative litigation judgment annuls the school's original expulsion, dismissal, or similar disciplinary action, and the student cannot return to school promptly due to special circumstances, the school should provide guidance for their return.

For conscripts who are unable to return to school and are in the military, their enrollment will be retained, and they will be retained, and they will be guided to return school as a priority after discharge. During the period of absence before returning to school, they may also be eligible for a leave of absence. If the appeal decision or administrative litigation judgment imposes additional disciplinary actions and approves the student's return to school, the school should follow its regulations to complete the procedures for revoking the expulsion.

15 Administrative Organization

Office of the International Affairs

Responsible for International student affairs, providing consultation services on international student scholarships, national health insurance, residence permits for foreign students, work permits, exchange student programs, and international student activities.

Website: <https://oia.ntou.edu.tw/>

Mail: oia@email.ntou.edu.tw

Fax: 02-2463-4786

Contact

Malbert Hsu Wei-Han
<ul style="list-style-type: none"> • Exchange programs for students visiting sister schools and short-term training programs. • Winter and summer study camps abroad. • Related services for the Ministry of Education's "Study Abroad" series of programs. <p>☎ : +886 2-24622192 ext 1223</p> <p>✉ : marberthsu@email.ntou.edu.tw</p>
Li Yun-Fu
<ul style="list-style-type: none"> • Handling submissions, reports, and notifications for the Overseas Joint Recruitment Committee's "Joint Admission" and "Individual Application" cases, as well as the "New Student Notice". • Managing the procedures, brochures, identity verification reports, release of admission results, and new student notifications for the separate admission of overseas and Hong Kong/Macau students. • Managing and responding to inquiries related to the enrolment of overseas and Hong Kong/Macau students, including relevant information. • Receiving and coordinating visits from teachers and students from Malaysia, Hong Kong, Macau, and other regions, as well as sponsoring units and media groups. • Managing matters related to incentives for new students from overseas, Hong Kong, and Macau. <p>☎ : +886 2-24622192 ext 1068</p> <p>✉ : levitt7437@mail.ntou.edu.tw</p>
Chen Pei-Cen
<ul style="list-style-type: none"> • Matters related to the life guidance of Mainland Chinese students, handling of medical insurance enrolment for injuries and illnesses, processing insurance claims, maintenance of the tuition and miscellaneous fees system, and setting up insurance premium information. • Organizing activities for Mainland Chinese students and coordinating events for Mainland Chinese student clubs.

- Short-term study programs in Taiwan for students from sister schools in Mainland China (including 3+1 programs) and handling applications for exchange students.

☎ : +886 2-24622192 ext 1224

✉ : Z0162@email.ntou.edu.tw

Chang Cheng-Hsien

- Handling the application and review process for international students.
- Managing scholarship applications and admissions affairs for both domestic and international students (including the New Southbound Talent Development Program, Africa Talent Development Program, NTOU Entrance Scholarships, and scholarships for key research laboratories).
- Providing assistance and guidance on entry-related matters for international students.

☎ : +886 2-24622192 ext 1067

✉ : jo11382001@mail.ntou.edu.tw

Pei-Chun Lai

- Providing guidance on the daily life of foreign students.
- Assisting in the application for documents for foreign students (residence permits, work permits).
- Organizing cultural trips and cultural week activities for foreign students.
- Handling the issuance of scholarship for foreign students.

☎ : +886 2-24622192 ext 1069

✉ : pcln113009@email.ntou.edu.tw

Office of Academic Affairs

<https://academic.ntou.edu.tw/>

Registration Division

Responsible for matters related to student enrolment, grades, registration, and various related document applications. This includes tasks such as issuing transcripts, enrolment certificates, student ID, managing student records, handling charges in student status, withdrawals, transfers, leaves of absence, resumption of study, and maintaining current student records.

- Location: 3rd floor of the Main Administration Building on the main campus

Website: <https://academic.ntou.edu.tw/p/412-1005-3031.php?Lang=zh-tw>

☎ : 02-2462-2192 ext 1016-1024

Fax: 02-2462-2690

✉ : ts@mail.ntou.edu.tw

Office of Student Affairs

<https://stu.ntou.edu.tw/>

➤ Residential Guidance Division

Responsible for student dormitory bed management, dormitory fees, operations related to payment and refund of accommodation deposits, guidance on dormitory living, hardware maintenance of dormitories, and management and safety maintenance of student dormitories.

- Location: 3rd floor of the Student Activity Center

Website: <https://stu.ntou.edu.tw/p/412-1023-8530.php?Lang=zh-tw>

☎ : 02-2462-2192 ext 1056-1061

Fax: 02-2463-3464

✉ : dorm@email.ntou.edu.tw

➤ Extracurricular Activities Guidance Division

Handles tasks related to club counselling, freshman orientation counselling, service learning, social learning, social services, promoting internationalization, and sustaining a green campus.

- Location: 2nd floor of the Student Activity Center

Website: <https://stu.ntou.edu.tw/p/412-1023-7602.php?Lang=zh-tw>

☎ : 02-2462-2192 ext 1075-108

Fax: 02-2462-9909

✉ : sc@mail.ntou.edu.tw

➤ Life Counselling Division

Handles student scholarship and financial aid, student group insurance, various types of tuition discounts, promotion activities for student loans, student rewards and penalties, appeals, and student leave matters.

- Location: 2nd floor of the Student Activity Center

Website: <https://stu.ntou.edu.tw/p/412-1023-7602.php?Lang=zh-tw>

☎ : 02-2462-2192 ext 1062-1066

Fax: 02-2463-4381

Line ID: @804vqxdt

➤ Counselling and Guidance Division

The center aims to maintain and enhance students' mental health by providing services such as group counselling, psychological assessments, individual counselling, mental health promotion, and outreach.

- Location: 3rd floor of the Maritime Building, Room 318
Website: <https://stu.ntou.edu.tw/p/404-1023-43963.php?Lang=zh-tw>
☎ : 02-2462-2192 ext 1195
Fax: 02-2463-2274
✉ : sq@mail.ntou.edu.tw

➤ Health Care Division

Handles campus emergency medical services and health consultation, assists in promoting school health care work, and participates in health education and outreach activities.

- Location: 1st floor of the Student Activity Center (next to the Campus Safety Center)
Website: <https://stu.ntou.edu.tw/p/412-1023-7457.php?Lang=zh-tw>
☎ : 02-2462-2192 ext 1070-1073
Fax : 02-2462-9909
✉ : sm@mail.ntou.edu.tw

➤ Campus Safety Center

Handles tasks related to campus safety, including emergency response for students, enhancing and maintaining campus security, student safety education, residence permits and entry permits and entry permits for overseas students, work permits for overseas students, and guidance services for overseas students, Hong Kong, and Macau students.

- Location: 1st floor of the Student Activity Center (next to the Campus Safety Center)
Website: <https://stu.ntou.edu.tw/p/412-1023-7457.php?Lang=zh-tw>
☎ : 02-2462-2192 ext 1051-54
24-Hour On-Duty Hotline : 02-2462-9976

Office of General Affairs

<https://ga.ntou.edu.tw/?Lang=zh-tw>

➤ Office of General Affairs

Main responsibilities include handling the procurement of campus equipment and office supplies, managing transportation vehicles, venue management, energy-saving planning and management, water and electricity maintenance, telephone management and maintenance, personnel affairs for technical and general staff, assisting public employees in purchasing residential loans, and other ad-hoc tasks.

- Location: 1st floor of the Administration Building, Room 109

Website: <https://ga.ntou.edu.tw/p/412-1015-11005.php?Lang=zh-tw>

☎ : 02-2462-2192 ext 1110

Fax : 02-2462-3084

➤ Cashier's Division

Main responsibilities include student tuition and miscellaneous fee operations, salary and deduction operations, school fund allocation, handling departure savings accounts, and managing work-study students.

- Location: 1st floor of the Administration Building

Website: <https://ga.ntou.edu.tw/p/412-1015-11006.php?Lang=zh-tw>

☎ : 02-2462-2192 ext 2106

Fax : 02-2462-3084

➤ Campus Police

The team is responsible for security patrols, inspections, campus vehicle management, emergency event handling, and maintaining campus safety within the school area.

- Location: 1st floor of the Administration Building

Website: <https://ga.ntou.edu.tw/p/412-1015-7391.php?Lang=zh-tw>

☎ : 02-2462-2192 ext 1131

Emergency Contact Mobile Phone for Campus Police: 09-3319-8009

16 Important Contact Information

Emergency Services(Fire and Ambulance)

☎ :119

Police Station

☎ :110

Malaysian Friendship and Trade Center in Taipei

Address:8F, No. 102, Dunhua N. Rd., Taipei 105, Taiwan, R.O.C.

☎ : (02)2713 2626

Fax: (02)2514 9864

Indonesian Economic and Trade Office to Taipei

Address : 6F, No. 550, Ruiguang Rd., Taipei 11492, Taiwan, R.O.C.

☎ : 02-8752-6170

Fax:02-8752-3706

Vietnam Economic & Cultural Office in Taipei

Address : 3F, No. 65, Sungchiang Rd., Taipei

☎ : 02-2516-6626

Fax:02-2504-1761

India-Taipei Association

Address: Suite 2010, No. 333, Keelung Rd. Sec.1, Taipei

☎ :02-2757-6112

Fax:02-2757-6117

Korean Mission in Taipei

Address : Rm. 1506, 15F, No. 333, Sec. 1, Keelung Rd., Taipei

☎ :02-2758-8320

Fax:02-2757-7006

Manila Economic and Cultural Office

Address : 11F, No. 176, Chang Chun Rd., Taipei

☎ : 02-2508-1719

Fax:02-2508-4045

Thailand Trade & Economic Office

Address : 12F, No. 168, Sungchiang Rd., Taipei

☎ :02-2581-1979

Fax:02-2581-8707

Embassy of Belize

Address : 11F, No. 9, Lane 62, Tienmu W. Rd., Taipei

☎ :02-2876-0894~5

Fax:02-2876-0896

➡ International Phone Number

International calls are eligible for discounted rates during the following periods:

*Monday to Friday, from 11:00 PM to 8:00 AM

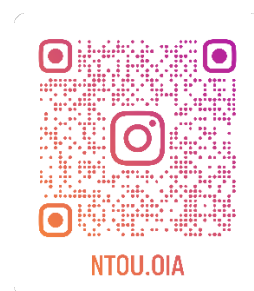
*Saturday to Monday, from 12:00 PM to 8:00 AM, and on national or public holidays.

When making a call, please ensure to dial one of the following numbers:

002 + Country Code + Area Code + Local Number

016 + Country Code + Area Code + Local Number

019 + Country Code + Area Code + Local Number



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