



# International & Exchange Student Handbook 2021-2022



## Office of International Affairs (OIA)

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**TAI -WEN HSU**

許泰文

**NTOU President**

# IMPORTANT THINGS TO REMEMBER UPON ARRIVAL IN TAIWAN

1. Buy a Taiwan SIM Card for your cellphone before leaving Taoyuan International Airport in Taiwan.
2. Exchange your currency into NT dollars at the airport.
3. Use designated cabs. Do not take public transport.
4. Undergo 14-day mandatory quarantine in quarantine facilities. Hotel quarantines are self-paying.
5. Finish the 7 days self-health management in the university quarantine facility. Students are only allowed to enter the campus after 21 days.
6. Violation of quarantine rules revokes any Taiwan scholarship.
7. You can join online classes during the quarantine period.
8. Pack at least two heavy winter coats.
9. Bring tuxedos and cultural dresses for formal gatherings and cultural activities.
10. Make sure to inform the Office of International Affairs of your arrival at least two to three weeks earlier.

For questions, please contact the following persons:

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Assistant, Office of International Affairs

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# CONTENTS

## 1. Introduction

Prologue by Dean of OIA	5
Welcome to NTOU by the Office of International Affairs	5
NTOU: A Glimpse from the Past	6
Overview	6

## 2. Preparing for Arrival

Visa and Alien Resident Certificate	7
Pre-Arrival Check List	9
Airport Pick-up Services	12

## 3. Arrival in NTOU

Things to do	13
Transportation to NTOU	13
Orientation Schedule	16
Medical Insurance	16

## 4. Campus life

Campus map	17
Facilities	21
Health Care	22
Foods	22
Convenience Stores in Campus	22
Postal Services	22
Banking	23
Telephone	23
Getting Involved	24
Tips in Taiwan	24

## 5. Academic Life

Application	26
Tuition Fees	27
Registration	27

## 6. Residence and Housing

Dormitory	30
Off-Campus Accommodation	31
Male Dormitory for International Students	32

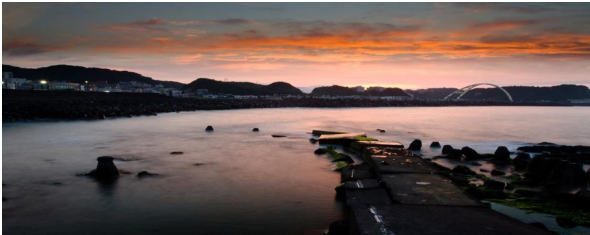




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## 7. Important Contact Information

Public Services	35
On Campus	35
E-Mail Services	36
Important Contact Information	37



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## 8. Exploring Taiwan

About Taiwan	39
Northern Taiwan	41

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## Appendices

Regulations Governing Registration Procedures and Applications for Leave of Absence on the Registration Day	44
Guidelines for Handling Student Appeals	46
General Education Requirements for of International Degree Students	52
Regulations Governing Course Selection and Registration	54
Student Dormitory Regulations	57
NTOU International Student Dormitory Deposit Management Policies	58
NTOU International Residency Management Policies	60
Steps for Online Dormitory Registration using the Academic Information System	60
NTOU Airport Pick Up Request Form	62
NTOU Academic Calendar 2021/2022	63
NTOU Bus Schedule	67
References Services & Copyright Infringement	69



# Introduction

## Prologue by Dean of OIA

It is my pleasure to extend a very warm welcome to study at National Taiwan Ocean University (NTOU).

I hope that this handbook will meet your information needs and, for those unfamiliar with university and academic procedures, provides a comprehensive guide to help you while studying in Taiwan.

Through the efforts of our dedicated staff, the Office of International Affairs has established an English-speaking team and developed cultural diversity in NTOU to create a friendlier academic environment.

Today, NTOU has grown into a national maritime university serving Taiwan through its 22 departments and 12 graduate institutes and is primarily expanding its research expertise through international agreements with sister universities around the world. However, its main purpose remains the same, to transform lives through education.

I have worked in higher education my entire professional life and I can attest to the special character that this university represents. We are proud of our past, excited about the future, and fully embrace our role in providing educational opportunities to international and exchange students who wish to find their place in the world.

Sincerely,

*Chen I-Shiang*  
Dean, OIA



## Welcome to NTOU

The Office of International Affairs specializes in supporting international, overseas Chinese, and mainland Chinese students. Our goal is to achieve your educational, professional, and personal objectives. Our services include scholarships, work certificates, ARC applications, National Health Insurance, orientation, executive workshop, host family, and domestic volunteer students. Furthermore, cultural trips, Chinese New Year gathering, and other association/club activities.

We, at the Office of International Affairs, are delighted that you have chosen to continue your education here! We look forward to welcoming you and supporting you in your adjustment to the life of the NTOU campus and Taiwanese culture. If you have any problems or suggestions, please feel free to contact us either indirectly via the contact information provided in this page.

You can also visit us at our office located on the ground floor of the gymnasium.



**The National Taiwan Ocean University** (NTOU) was established in 1953 as the Provincial Taiwan Maritime Technology College. Eleven years later, in 1964, it became a maritime college that offered bachelor's and master's degrees in various maritime fields. During this period, the college was supported by the Taiwan Provincial Government of the Republic of China. In 1979, we became a national institution and were renamed the National Taiwan College of Marine Science and Technology. A decade later, in 1989, the college became a full-fledged university.



At present, NTOU has 7 colleges - Maritime Science and Management, Life Sciences, Ocean Science and Resource, Engineering, Electrical Engineering Computer Science, and Ocean Law and Policy as well as Humanities and Social Sciences. These colleges house a total of 34 undergraduate departments and graduate institutes.

As we look at the progress over the last 60 years, the University has undergone great growth and change and is now recognized as one of the nation's most important centers of learning and scholarship, especially in the marine sciences and maritime studies.

Responding to the changing needs of society and the growing interests of our students, we are developing into a comprehensive university with a unique maritime focus. We aim to be an internationally known institution of higher education. Toward this end, our social sciences and liberal arts programs are developing as a core part of the education at NTOU. The University is rapidly moving toward providing a positive learning environment and culture for intellectual and personal growth, with ocean interests as our unique characteristic.

## Overview

The University was founded in 1953 as a maritime college. It was renamed the National Taiwan College of Marine Science and Technology in 1979 and the National Taiwan Ocean University in 1989. Currently, the University has seven colleges comprising 22 departments and 11 graduate institutes, staffed with 645 faculty and administrative members, and more than 9,000 students are enrolled at NTOU.

With its programs in maritime science and management, life sciences, ocean science and resource, engineering, electrical engineering and computer science, and humanities and social sciences, the University prides itself on being a unique research and education center. The University has played a pivotal role in the development of marine science and ocean technology in Taiwan. Throughout a period of more than four decades, graduates are easily placed in shipping, fishing, food, and engineering enterprises.



Contact the Office of International Affairs, located at the ground or 1<sup>st</sup> floor of the Gymnasium, #2, Pei-ning Road, Keelung, Taiwan 20224, R.O.C. You can also call them using Tel:+886-2-2462-2192 ext. 1220-1229 or Fax:+886-2-2463-4786 or email them at [oia@mail.ntou.edu.tw](mailto:oia@mail.ntou.edu.tw).

Visit the OIA website at [www.oia.ntou.edu.tw](http://www.oia.ntou.edu.tw). For more information



# Preparing for Arrival

- ⇒ **Visa and Alien Resident Certificate**
- ⇒ **Pre-arrival check list**
- ⇒ **Airport Pick-up Services**



## 1. Visa and Alien Resident Certificate

Students applying from abroad who have received formal admission letters should apply at the nearest ROC embassy, consulate, or representative agency for entry visas to enter Taiwan. Visitor or resident visas are issued to students depending on the length of their study.

International students staying in Taiwan for more than six months will have to apply for an Alien Resident Certificate (ARC).



**Bureau of Consular Affairs**

<http://www.boca.gov.tw/mp?mp=2>

### Visa Application & Regulations

Foreign nationals are required to apply for the Alien Resident Certificate (ARC) within 15 days after entering Taiwan. Failure to comply with the regulation set by the Immigration Department in Taiwan will result in a fine.

- \* 10 days or under, after the assigned time frame (which is 15 after the issuance of the Resident Visa), they will be fined NT\$1,000.
- \* 30 days or under, after the assigned time frame (which is 15 after the issuance of the Resident Visa), they will be fined NT\$3,000.
- \* Above 30 days after the assigned time frame (which is 15 days after the issuance of the Resident Visa), they will be fined NT \$5,000.

If foreign nationals stay in Taiwan after a visitor visa or resident certificate expires, they will be fined according to the regulation set by the Immigration Department in Taiwan.

- \* 10 days or less after the expiration date, they will be fined NT\$1,000.
- \* 11 to 30 days duration after the expiration date, they will be fined NT \$3,000.
- \* 31 to 90 days duration after the expiration date, they will be fined NT \$5,000.
- \* Above 91 days after the expiration date, they will be fined \$10,000.

### Note:

1. If you did not apply for the resident certificate according to the Immigration Department regulation, you will be fined and expected to apply for it within the rescheduled time frame. If not, you might have to pay an extra fine.
2. If you stay in Taiwan after your visitor visa or resident certificate expires, you will be fined and you will also be expected to leave the country within the scheduled time frame. If not, you will be deported.

## Resident Visa & ARC Application

### a. Resident Visa

Students with a visitor visa will first need to apply for a resident visa from the Taipei City Service Center, National Immigration Agency. The visa will be issued in 15 days. The following are the required documents:

- Fill out a copy of the **Multiple Purpose Application Form** for foreign residents and attach two photos (2x2 inch color photos).
- Submit the original and a copy of the passport.
- Letter of admission.
- Application fee up to NT\$3,000, depending on country of origin.

### b. Alien Resident Certificates (ARC)

Foreign and overseas Chinese students who wish to attend school in Taiwan may apply through the **online registration and certification system** with an **admission permit/notice or certificate of enrollment and registration** provided by the attending school within 15 days after arriving in Taiwan.

1. After acquiring a residence permit upon arriving in Taiwan and being enrolled, foreign and overseas Chinese students who need to extend their stay in Taiwan due to academic requirements shall apply for a residence permit renewal online within 30 days before the residence permit expires.
2. After acquiring a residence permit upon arriving in Taiwan and registering, Chinese foreign and overseas students who need to change their residence permit content must apply for a residence permit modification online.
3. After acquiring a residence permit upon arriving in Taiwan and registering, Chinese foreign and overseas students who need to change their residence permit content must apply for a residence permit modification online.



#### National Immigration Agency — Application Manual for ARC

**System User Guide:** <https://coa.immigration.gov.tw/coa-frontend/manual/Foreign-students-Manual.pdf>

**Application Instruction:** <https://coa.immigration.gov.tw/coa-frontend/manual/ForeignStudentApplicationInstructions.pdf>

After the application, the student can claim the ARC at the Keelung City Service Center, National Immigration Agency, within 15 days. The following are the electronic documents that must be submitted:

- Photo (check requirement)
- Electronic copy of the admission notice, passport, resident visa, proof of accommodation (original receipt of tuition and dormitory proof of payment or occupancy contract) and other supporting documents (e.g. scholarship contract)
- Pay the application fee through credit card, bank transfer, ATM transfer or convenience stores amounting to NT\$ 1,000.

**Keelung City Service, National Immigration Agency**

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

Chinese address: 基隆市義一路 18 號 11 樓 (A 棟)

TEL : 2-2428-1775 / FAX : 2-2428-5251

**Notes:**

**ARC and re-entry:** Students may apply for re-entry and the ARC at the Keelung City Service Center, National Immigration Agency at once.

**Student visa:** students holding multiple entry visa may reenter Taiwan within the valid period stated on the visa. Students holding single entry visa, and if he or she leaves Taiwan, he or she will need to apply for a visa from overseas in order to reenter Taiwan.

**Pre-arrival check list**

1. Obtain the correct documents for departure and arrival.
2. Book your flight
3. Check the customs regulations on what you are allowed to bring in and take out.
4. Pack your bags.



Checklists	Ticks
1	Report Office of International Affairs to complete the initiated procedure and obtain required documents.
2	Immigration / visa application
3	Register for your courses and pay your fees
4	Open a bank account
5	Arrange your health insurance
6	Get your mobile phone/ Internet connected. You can buy a phone sim card at the airport.
7	Explore Keelung City
8	10 photos (2x2 inches with background)
9	Cash / Traveler checks (approximately US\$ 2,000)
10	Authenticated graduation certificate and translated official transcripts in English

## Tips for Packing Your Bags

Here is a list of items most international students at NTOU recommend new students bring with them to Taiwan:

- \* Passport and other documents for status verification
- \* Original academic documents: Transcripts, degrees, diplomas, certificates
- \* Good dictionary such as Chinese-English, if English is your official language. Purchase a reliable dictionary that explains Chinese in your local language.
- \* Photocopies of passport, other documents for status verification, and academic documents. Ensure that you have photocopies of the main pages of your passport (expiry date/ passport number/date of birth), your authenticated graduation transcripts, degrees/ diplomas/certificates, etc. Keep a set of photocopies in each piece of luggage in case one of your bags is lost or lost in transit. You also need to carry at least 10 photographs of yourself (2x2 inch color photos with white background)

Also, take note of important numbers:

- \* Write your passport number, travelers check numbers, bank draft number, flight number, contact number, and emergency contact number on a single sheet of paper.
- \* Keep it in your handbag, so that you don't have to take out your important documents every time you need to fill out a form.
- \* Leave a list of all these important numbers at home as well.

## Preparations for Keelung

### **a. Book your flight**

As soon as you receive your NTOU acceptance letter, you should apply to the R.O.C. Representative Office (Embassy) in your country for a residence visa. As soon as your visa is granted, book your flight to Taiwan.

### **b. Finances**

Your first month allowance takes 3 weeks to process upon arrival. You are advised to secure US\$2000 to cover living expenses for the first month in Taiwan.

Cash (US dollars) and travel checks are accepted. As a precaution when collecting US dollars, make sure that the dollar notes are 2014 or more recent. Money changers can reject old US dollar notes due to uncertainty of authenticity.

On arrival, you can exchange cash or travelers check for NT dollars at the CKS International Airport. Exchange rates are not stable and can fluctuate at times. On an average yearly, **\$1 US = \$30NT (Taiwan Dollars)**.

### **c. Customs Regulations**

Taiwan is an island with a valuable agricultural industry. Plants and fruits are not allowed in the country. During your flight, you will receive a customs declaration form. Visit the Directorate General of Customs website for more detailed information.

### **d. Packing your bags**

Keelung is located on the coast and its weather is very unpredictable. You need a heavy coat for winter, but bring clothes that you can wear in layers, as the temperature can change drastically during the course of a day. Almost all students dress informally and in comfortable clothes, such as jeans, shorts, t-shirts, etc. It is useful to bring some formal and traditional suits/dresses for formal occasions and cultural activities.

### **e. Electrical items and other household equipment**

Most off-campus student accommodation is furnished, but most likely does not include any household goods. Simple household items can be purchased at very low cost at many stores on campus or in the city center, but some students may wish to bring some of their own basic items. The voltage used in Taiwan is 110 volts with a frequency of 60 cycles, AC. The plug sockets are two-pin.

## Preparation for the start of the class

Your first weeks at NTOU are going to be busy! Use this checklist as a guide to settle in and prepare for classes.

Checklists		ticks
1	Report to the Office of International Affairs to complete the initiated procedure and obtain the required documents.	
2	Immigration/Visa application	
3	Register for your courses and pay your fees	
4	Open a bank account	
5	Arrange your health insurance	
6	Get your mobile phone/internet connected. You can buy a phone sim card at the airport.	
7	Explore Keelung City	
8	10 photos (2x2 inches with background)	
9	Cash / Traveler checks (Amount approximately US\$ 2000)	
10	Authenticated graduation certificate and official transcripts translated into English	

## Airport pick-up service & request

(not available at this time due to COVID 19 quarantine restrictions)

The Office of International Affairs provides a complimentary airport pick-up service for all newly enrolled NTOU international students arriving in Taiwan for the first time. Before your departure, please fill out the Airport Pick-Up Service Request Form and confirm with the staff.

Please complete this form and email it to the Division of International Affairs by **August 1, 2021**, for the fall. Due to COVID 19 this year, we cannot provide you with airport pick up service, you need to take a designated taxi from the airport to the quarantine site and to NTOU. The confirmation letter will be sent to your email address. If you want to start your new schooling well prepared, we recommend that all international students arrive at NTOU at least one week before registration (**September 14-16, 2021**).

## Preparation for the start of the class

The school has organized free Chinese classes for you to get acquainted with Taiwan among Chinese-speaking people. If you are late, you will miss these special Chinese classes. **These free Chinese classes will be online and will be announced later (only for autumn).** Your early arrival is important for your accommodation and a better start in the new semester.

On your arrival date, we will arrange a precise time to pick you up from Taoyuan International Airport in Taiwan and take you to your NTOU student dormitory safely and securely.



# Arrival in NTOU

⇒ **Things to do**

⇒ **Transportation**

⇒ **Orientation Date**

⇒ **Medical Insurance**



## Things to Do

### 1. When to arrive .

Plan your arrival 7 days before the start of the semester. It is better to settle down no later than **October 19, 2021, for autumn**, and **February 10, 2022, for spring**. Please settle down before starting the new semester to avoid any inconvenience due to your late arrival.

### 2. Immigration: Arrival at Taoyuan International Airport (CKS).

Before landing on Taiwan's national land, you will receive an immigration form to complete. You will need to complete the form before getting off the plane to avoid delays at immigration. When you cleared immigration, the immigration officer will staple the yellow copy of your immigration form on your passport. **DO NOT** remove or lose the immigration form. You will need it when you are about to leave the country.

### 3. Foreign Exchange. You can exchange money or traveler checks at Taoyuan International Airport (CKS).

## Transportation to NTOU

The Taipei International Airport is also known as the Taoyuan (CKS) airport, located in Taoyuan prefecture, about 50 km south of Taipei City.

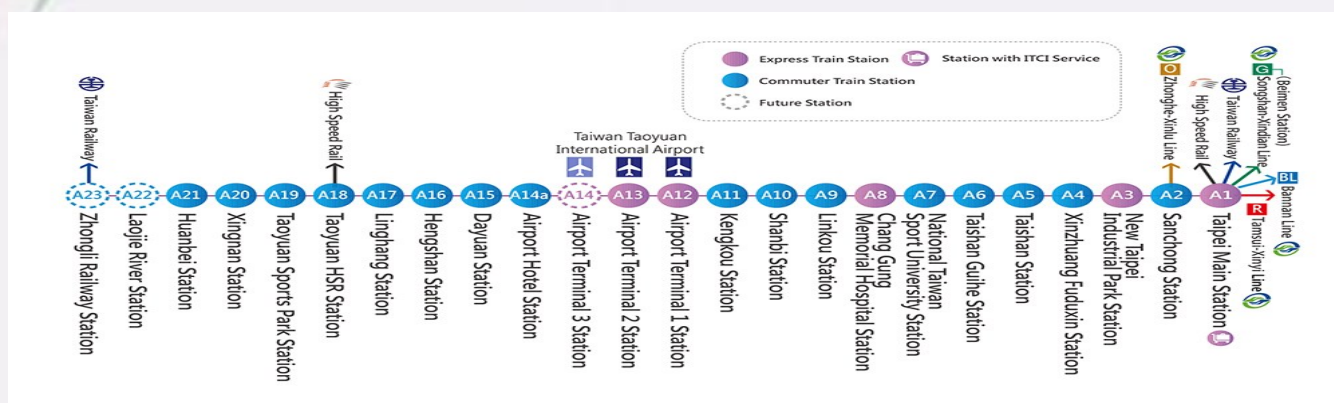


## Route: CKS airport to NTOU

**CKS Airport → Taipei Main Station → Keelung Main Station → NTOU**

### Step 1: CKS Airport to Taipei Main Station

Routes	Departure/Arrival	Fare (NT\$)	Service Hours	Journey Time
Taiwan Bus Corp. (Kuokuang Line; MRT is also available)	CKS Airport/ Taipei Main Station	Adult: NT\$125	CKS Airport: 05:40-24:50 Taipei Main Station: 5:00-23:30	50 minutes



### Step 2: Taipei Main Station to Keelung Main Station

(You can take the bus or train system)

Routes	Departure/Arrival	Fare (NT\$)	Service Hours	Journey Time
Taiwan Bus Corp. (Kuokuang Line)	Taipei Main Station/ Keelung Main Station	Adult: NT\$55	Taipei Main Station: 06:00-24:00 Keelung Main Station: 06:00-23:00	40-50 minutes
Taiwan Railway system	Taipei Main Station/ Keelung Main Station	Adult: NT\$41 (Local train)	Taipei Main Station: 06:00-23:50 Keelung Main Station: 05:00-23:00	42-53 minutes

### Step 3: Keelung Main Station to NTOU

(1) **Public Bus:** The boarding stop is across the Keelung main bus station.

Bus **103** or **104**. The fare is **NT\$15** (US\$0.5)

Bus **103** or **104** will drop you off in front of the campus main gate or in front of the side gate (祥豐大門)

(2) **Taxi:** NT\$120-150 (US\$3.6 to US\$4.6) from Keelung downtown to NTOU

For further details, check the websites below:

**Kuokuang Bus Line**

<http://www.taiwanbus.tw/Route.aspx?bus=KUO-KUANG%20MOTOR%20TRANSPORTATION&Lang=En&CityText=%E8%87%BA%E5%8C%97%E5%B8%82>

**Taiwan Railways Administration:**

[http://twtraffic.tra.gov.tw/twrail/English/e\\_index.aspx](http://twtraffic.tra.gov.tw/twrail/English/e_index.aspx)



**5. What to do if you arrive on the weekend or after our office hours**

If you arrive at a time when our office is closed, you will need to make your own arrangements for a temporary stay. The following is a list of places:

**Hara Zuru Hotel 桃園市雙峰路122號**

**Address:** 122. Shuang Feng Road, Taoyuan, Taiwan

**Tel:** (886)-3-355-8833 **Fax:** (886)-3-357-2096

**YMCA, Downtown Branch**

**Address:** 19 XuChang St. Taipei, 10047, Taiwan **Tel:** (886)-2-2311-3201

**Fax:** (886)-2-2311-3209 **Website:** <http://www.ymcataipei.org.tw/>

**6. When you arrive at NTOU**

If you arrive at NTOU during the week between 8:00 AM to 5:00 PM, come to our office. (For information on how to get to NTOU from the airport, see arrival information). The Office of International Affairs is your first stop at NTOU, located on the ground floor of the Gymnasium. **You must report to our office and present your passport, visa, acceptance letter, original academic document, and six 2x2 inch color photos.**

We will try our best to help you get settled when you get to NTOU. Student volunteers are available to help you, make you feel at home, show you how to get around campus, and even share and explain Taiwan's culture with you.

**7. Accommodation for international students before semester starts**

The University offers accommodation for all its students on campus. Female students will live in the second female dormitory, while male students will be living in the second male dormitory. Accommodation will begin from **August 1-30, 2021 for autumn and February 6-18, 2022 for spring.** The accommodation fee would be **NTD 1,885 (NTD 120/day).**

(Note: When you receive your student ID card, you can apply for a Keelung bus card at the Keelung Main Bus Station with a student rate of **NT\$9** Information about public bus: <http://www.klcba.gov.tw/>)



## 9. What else can we do for you?

- \* R.O.C immigration regulations and Alien Resident Certificate (ARC) application
- \* National Health Insurance (NHI)
- \* Cultural adjustment concerns
- \* Any academic advisor or student volunteer will help you with all academic questions.

## Orientation Date

In addition to learning everything you need to know about NTOU, international student orientation is a great opportunity to meet other international students and volunteer students. At the orientation, we will give you information on how to register for classes, how to find a dormitory, and where to seek help when necessary. You will also receive important information about studying and living at NTOU in Taiwan.

The Office of International Affairs (OIA) will invite you to join our International Student Orientation. It **will be held online depending on COVID-19 case situations (only for Autumn), for Spring semester, please contact OIA.** It will be a great opportunity to meet our friendly international students and staff.

**Date:** For announcement not later than 2021 (only for Autumn)

**Time:** 9:00 AM

**Venue:** Administration Building 2nd Auditorium

**Contact Person at OIA:** Joyce Wu (Assistant)

E-mail: [joyce\\_wu730@mail.ntou.edu.tw](mailto:joyce_wu730@mail.ntou.edu.tw); Tel: +886-2-2462-2192 Ext: 1069

## Medical Insurance

International students studying in Taiwan have two choices of medical insurance: **Student Insurance** and **National Health Insurance (NHI)**.

**Student Insurance.** International student insurance will cover the new student after the registration day. Only international students with ARC who have stayed in Taiwan for more than six months are required and eligible to enroll in NHI. The Division of International Affairs will transfer the student insurance to NHI. The premium for International Student Insurance is around NT\$3,000 (US\$95) for 6 months, and for NHI it is NT\$749 (US\$23) per month. Student insurance covers clinic visits and hospitalization. The cost of medical service will be reimbursed to beneficiaries after the submission of receipts to the insurance company via the Office of International Affairs.

**National Health Insurance (NHI).** The NHI covers the clinical visit, hospitalization, and birth of the child. The contracted healthcare provider with NHI provides these medical services. A personalized insurance card is required for the service. The NHI insurance card can be picked up at the Office of International Affairs. International students transferred from other universities or institutions should go to the Office of International Affairs to transfer their insurance registration from the previous organization to NTOU. Student insurance is not available for family members of international students. Visit the NHI website for more details: <http://www.nhi.gov.tw/english/>

# Arrival in NTOU

⇒ **Campus Map**

⇒ **Facilities**

⇒ **Dining Locations**

⇒ **Campus's Convenience  
Stores**

⇒ **Mailing Services**

⇒ **Health Care**



## CAMPUS MAP

- 1 Administration Building F3
- 2 Exhibition Hall 、 Ocean Hall F3
- 3 Library G3
- 4 General Research Center G4
- 5 General Purpose Building 2 G4
- 6 Dept. of Food Science H4
- 7 Post Office F4
- 8 Mechanical and Mechatronic Engineering Building B 、 Computer Center F3
- 9 Mechanical and Mechatronic Engineering Building A E3
- 10 Recreation Building E3
- 11 Dept. of Merchant Marine E3
- 12 Yen-Ping Technology Building E2
- 13 Marine Engineering Factory E3
- 14 Ivy Wang Hall E3
- 15 Dept. of Shipping and Transportation Management D3
- 16 Brave Fountain D2
- 17 Hai-Kong Building D2
- 18 Sports Center D2
- 19 Men's Dorm 3 and Women's Dorm 2 D1
- 20 2nd Restaurant  
(Brave-Fountain Restaurant) D2
- 21 Men's Dorm 2 D1
- 22 Student Activity Center C3
- 23 Gymnasium D3
- 24 Sports Field D4
- 25 Basketball Court E4
- 26 Marine Research Station F5
- 27 Ocean Pier F5



- 28 Men's Dorm 1 G1
- 29 Archery Range F2
- 30 1st Restaurant  
(Fantasy - Fountain Restaurant) G2
- 31 General Purpose Building 3 G2
- 32 Lung-Gang Ecological Park G2
- 33 Fantasy Fountain G2
- 34 Humanities Building G3
- 35 Ocean and Mountain View Corridor G3
- 36 Women's Dorm 1 H2
- 37 NTOU Farm H2
- 38 Marine Science Building B G2
- 39 Marine Science Building A G3
- 40 Founding Memorial Park G3
- 41 Marine Science Building C H2
- 42 NTOU History Museum H3
- 43 Institute of Marine Environment and Ecology H2
- 44 Aquaculture Center H3
- 45 General Purpose Building 1 H3
- 46 Dept. of Marine Environmental Informatics H3
- 47 Taiwan Algae Research Center H3
- 48 Volleyball Court 、Tennis Court H3
- 49 Fisheries Science Building I3
- 50 College of Life Sciences I3
- 51 Food Engineering Building H4
- 52 Terrestrial Animal Experimental Center H4
- 53 Large Cavitation Tunnel Laboratory A2
- 54 Harbor and River Engineering Building 2 A3
- 55 NTOU Rainwater Park B2
- 56 Ocean Engineering Laboratory B3
- 57 Softball Field B4
- 58 Harbor and River Engineering Building 1 B3
- 59 Beach Volleyball Court B4
- 60 Dept. of Systems Engineering and Naval Architecture B3
- 61 College of Engineering 、B1 Restaurant C4
- 62 Electrical Engineering Building 1 C4
- 63 Electrical Engineering Building 2 C4
- 64 Dept. of Computer Science and Engineering C4
- 65 Aquatic Animal Center D4



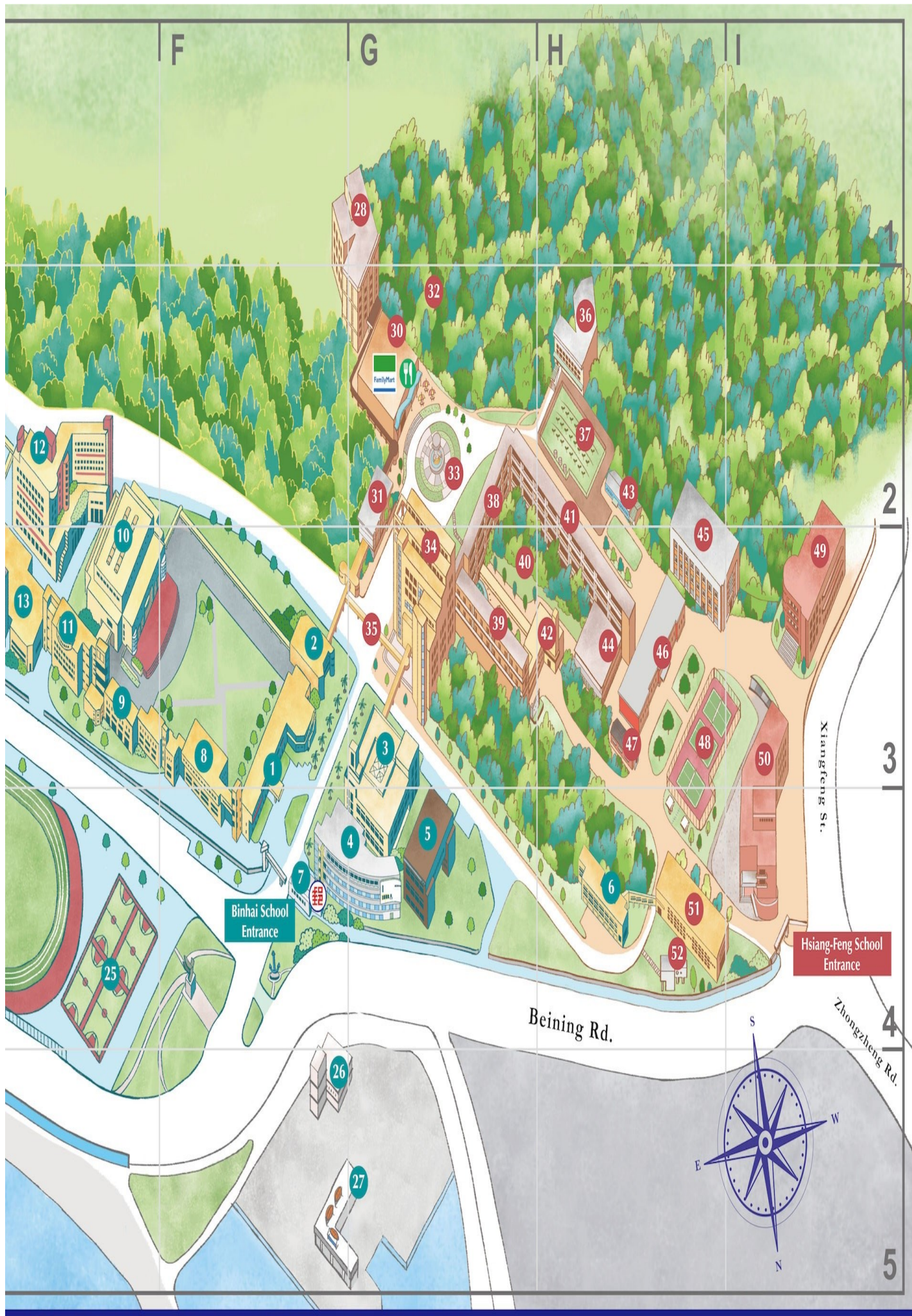




# NTOU CAMPUS MAP









# Life on Campus

## 1. Facilities

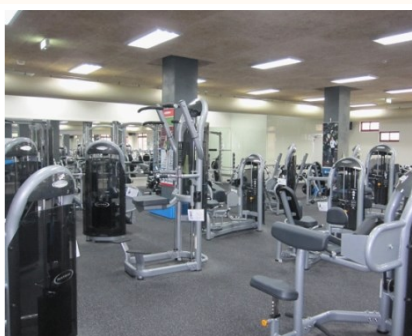
### a. Library

The University Library, built in 1991, is housed in a five-story building with a Reading Room in the basement. The main library and the new Library Annex (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. 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 (Mon - Fri)	8:10 AM to 10:00 PM	8:10 AM to 9:00 PM	8:30 AM to 4:50 PM	8:00 AM to 11:00 PM
Regular Semester (Sat - Sun)	9:10 AM to 9:00 PM	9:10 AM to 8:00 PM	Closed	8:00 AM to 11:00 PM
Summer Break (Mon - Fri)	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 (Sat)	9:10 AM to 6:00 PM	9:10 AM to 5:30 PM	Closed	8:00 AM to 10:00 PM
Summer Break (Sun)	Closed	Closed	Closed	Closed

### b. Sports Fields:

- \* **Swimming Pool:** next to Hai Kong Building No. 39.
- \* **Recreation Center:** located at No.4 on the map
- \* **Tennis Court:** No. 51 on the map
- \* **Track & Field Stadium:** located near the Main Gate (No.49 on the map)
- \* **Basketball Court:** No. 52 on the map
- \* **Gymnasium:** No. 46 on the map





# Life on Campus

## 2. NTOU Health Center (1<sup>st</sup> floor, Student Activity Center)

**Hours of operation:** Monday through Friday from 08:00 AM to 5:00 PM; closed on holidays.

**Phone:** 02-2462-2192 extension 1070-1073 **Email:** [sm@mail.ntou.edu.tw](mailto:sm@mail.ntou.edu.tw)

If you need any help with health care at any other time, dial emergency phone calls: 02-2462-9976 it will get you through the on-shift military training officer/ military instructor or dial 02-2462-2192 ext. 1132 to the security office.

## 3. Foods

There are several restaurants on campus:

- \* The 1st dining hall is (1<sup>st</sup> floor) on the map
- \* The 2nd dining hall is (basement) on the map.
- \* The 3rd dining hall is (basement) on the map



If you want to have a meal outside the campus, you can also take the Xiang Feng Gate (No. 44) to Xiang Feng St. or Zhongzheng Road.

## 4. Convenience Stores on Campus

- \* 24 hours convenience store: Family Mart
- \* Bookstore



## 5. Postal Service

Postal boxes are conveniently placed throughout Taiwan. Red boxes are for airmail (left-hand slot) and prompt delivery mail (right-hand slot). Green boxes are for local; the right-hand slot is for mail within the city, the left-hand slot is for outside the city.

All students are required to open an account at the **Post Office**. The university will deposit the Teaching Assistant (TA) and Research Assistant (RA) stipend and payment of work into the account. Opening an account at the Post Office is part of the registration process. To open an account, new students must provide a personal stamp with their Chinese name on it.

The Post Office on campus is open from 8:00 AM to 5:00 PM on working days. The Keelung Main Post Office located in downtown is open until 7:00 PM on working days; you can call their service line at 0800-700-365. The postal office location can also be found on the campus map.



# Life On Campus

## 6. Banking



Taiwan's **First Bank** has a counter in the **Administration Building** (No. 1 on the map). Students can open their bank account at **First Bank**. However, the bank does not provide a money exchange service inside the campus, but an ATM card will be provided.

Web site: [http://www.firstbank.com.tw/en\\_index.html](http://www.firstbank.com.tw/en_index.html)

Working hours: 10:00 to 11:50 AM and 2.00 to 3.30 PM from Monday to Friday

ATM locations (5): 1<sup>st</sup> floor of the First Dining Hall Building, 3<sup>rd</sup> Male Dormitory Building, Post Office, Food Engineering Building, and the College of Engineering Building.

## 7. Telephone

Students living off-campus may get phone lines set up at Chunghwa Telecom with their passport, ARC card and a guarantee, who must be a ROC citizen of age 20 or up (if you want a postpaid line).

If you want a pre-paid line, you can go without a guarantee. The company provides data communication, wireless, and regular domestic and international telecom services.

Cellular phones are very popular in Taiwan. Cellular phone line application is similar to fixed line service. There are several service providers who sell their services at competitive prices.

For more information, you can visit the following websites:

**Chunghwa Telecom** [中華電信] <http://www.cht.com.tw/CHTFinalE/Web/>

**Taiwan Mobile** [台灣大哥大] <http://english.taiwanmobile.com>

**Far EasTone** [遠傳電信] <http://corporate.fetnet.net/>

Public telephones can be found on the streets. They are either coin-operated or card-operated. Telephone cards can be purchased in most convenience stores. All types of calls are timed and charged according to the length of the call and the calling distance. The basic charge for a local call is NT\$2.

For English-speaking directory assistance, please **call 106**. For travel-related questions while touring Taiwan, please call the following telephone number: 0800-011-765 (24 hours).



# Life on Campus

## 8. International Calls

International calls can be made at a discount price by dialing at these times:

- \* Monday to Friday from 11:00 PM to 8:00 AM
- \* Saturday to Monday from 12:00 PM to 8:00 AM and also for national or public holidays.

To make a call, make sure you dial:

002 + country code + area code + local number

016 + country code + area code + local number

019 + country code + area code + local number

To receive international calls to your room in the dormitories: **00886 + 224622192 + 83 + room\_number.**

## 9. Getting Involved

NTOU offers a wide range of clubs and organizations that represent many interests. Refer to the Division of Extracurricular Activities (no.41 on the map) for descriptions of the numerous campus organizations. Information about the many clubs on campus can be found at their website <http://www.stu.ntou.edu.tw/sc/>.

## 10. Tips in Taiwan

### Traveling Around Taiwan

Let us travel to Taiwan! The public transportation system is well developed in most cities in Taiwan, we strongly recommend you start having an exploration plan while studying in Taiwan to discover harmonious weather, friendly people, and rich of historical and cultural scenic sites, we bet you will be surprised and enjoy the experiences while studying abroad. In Taiwan, we have a well-constructed public transportation system, including the Train, Taiwan High Speed Rail, and the Mass Rapid Transit System (MRT) and Intercity Buses.

### Trains

- \* Taiwan Railway Administration

Website: <http://www.railway.gov.tw/en/>

Tel: +886-2-2381-5226

Taiwan Railways Toll-Free Service Hot Line: 0800-765-888

- \* Taiwan High Speed Rail

Website: <http://www.thsrc.com.tw/en/>

Tel: +886-2-6626-8000

Can you imagine that it only takes three hours to travel from Taipei to Kaohsiung? THSR (Taiwan High Speed Rail) provides you with the most efficient services to travel through Taiwan. Tickets can be purchased and reserved by phone or online.



# Life on Campus

## \* Subway Taipei MRT & Kaohsiung Rapid Transit System (KRTC)

The MRT and KRTC are available in Taipei and Kaohsiung, these lines are dotted with a variety of attractions and scenic spots, visitors can take a leisurely journey through most of the attractive parts of Taipei and Kaohsiung by using the MRT service. Please note:

- ◇ MRT operating hours: 6:00 AM to 12:00 AM
- ◇ The price of a single flight ticket ranges from NT\$20- NT\$65 depending on travel distances.

\* Taipei MRT: <http://www.trtc.com.tw/e/index.asp>

\* Kaohsiung Rapid Transit System (RTC): <http://www.krtco.com.tw/en/e-index.aspx>

## 11. Application for Driver's Li-cense

- a. Small vehicle learners should apply for a learner license from motor vehicle offices.  
Large vehicle learners should have a driver's license for small vehicles.
- b. Applicants for the learner's license must be over 18 years old and pass the physical examination and the fitness performance test performed by hospitals designated by public hospitals, organizations of public health, or motor vehicle offices.
- c. Applicants for general, light, or heavy motorcycle drivers' licenses must be over **18 years of age**. There is no maximum age limit.
- d. Applicants for a large, heavy motorcycles (Exhaust Volume above 250 CC) should be over 20 years old. There is no maximum age limit.
- e. Applicants for the driver's license for large heavy motorcycles (Exhaust Volume above 250 CC) must have over 1 year of experience to hold the general heavy motorcycle driver's license, and have completed training courses with certified driver training organizations.
- f. Applicants for small vehicle driver's license should have more than 3 months of experience of driving.

## 12. Keelung Motor Vehicles Supervision Station

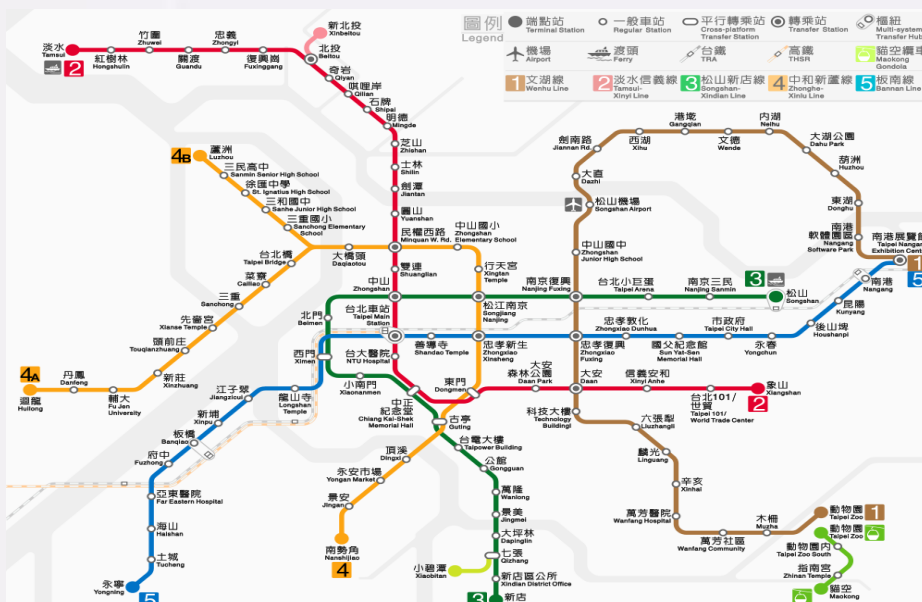
Tel: (02) 2451-5311

Toll-Free Service:

0800-015-311

Office Hours:

Monday through Friday  
from 8:00 AM to 5:00 PM



# Academic Life

⇒ Application

⇒ Tuition Fees

⇒ Registration Procedures



## A. Application

Exchange student application materials must be submitted before June for fall admission or November for spring admission. International students wishing to apply for short-term studies must comply with and follow the procedures listed below.

1. In addition to submitting the **Admission Application Form**, applicants must also include the following application requirements.

- \* Two letters of recommendation
- \* Plan of study/letter of intent (in Chinese or English)
- \* Proof of attendance and official transcript (in English)
- \* Health certificate (must include results of chest radiograph and HIV test taken within the past six months)
- \* Dormitory application
- \* Scholarship application

2. **Verification of area of expertise and academic qualifications for admission:** Applications are reviewed, and qualified applicants are selected at departmental faculty meetings.

3. **Administrative screening:** The application documents of qualified applicants are submitted to the dean of the college for approval and processed by the Division of Academic Exchange and Cooperation (hereafter called 'DAEC') of Research and Development Affairs.

4. The Health Certificate is verified by Student Health Services; a copy is sent to the Physical Education Office for reference.

5. The Dormitory Application is sent to the Division of Dormitory Guidance Office for housing arrangements.

6. When the applicants have successfully passed academic and administrative screenings, the application is then sent to the university president for final approval. Once approved, the applicants will receive a letter of admission from the university.

If and when an applicant does not meet academic qualifications or does not meet health requirements, the application material/health certificate will be returned to the applicant.



<http://english.ntou.edu.tw/nscholarship.php>

# Life on Campus

## Scholarship Application

Scholarship applications should be submitted by the academic department to the NTOU scholarship committee or the NTOU administration for approval, countersigned by the DAEC, the Accounting Office and the Research and Development Affairs.

The completed applications are presented to the university president for final approval. Qualified students will receive a monthly stipend of up to NT\$8,000.

The amount of scholarships for applicants from sister universities may vary depending on the reciprocal benefits established by both universities.

## B. Tuition Fees

Tuition covers basic costs for the new semester. Normally, the health exam will cost NT\$550 for everyone. If your country is in the list of malaria areas and you stay more than 3 months in Taiwan, the doctor will have an additional examination that will cost you NT\$300, the total is NT\$850.

Any resident who stays in Taiwan for more than 6 months is required by law to enroll in National Health Insurance (NHI). Since new international students cannot apply for NHI within the first 6 months, OIA will assist new students to apply for insurances for critical illness and injury in casualties. The cost of illness and injury insurance is approximately NT\$3,000 for 6 months, and other insurances can cost you a lot more money. After six months, students can apply for the NHI. The cost is about NT\$749 per month.

There are 6 months in each semester. Thus, the school has a specific account to keep the 6-month payment for 6 months for the NHI. Each month, the school takes a month of NHI contribution as a payment.

Every semester, Student Safety Insurance (SSI) is a basic required insurance plan once a student is registered with NTOU. Medical benefit covers the medical service for unexpected injuries such as car accidents, experimenting or exercising when students are in the school, etc. Students collect NT\$ 200 for each semester of registration.

## C. Registration

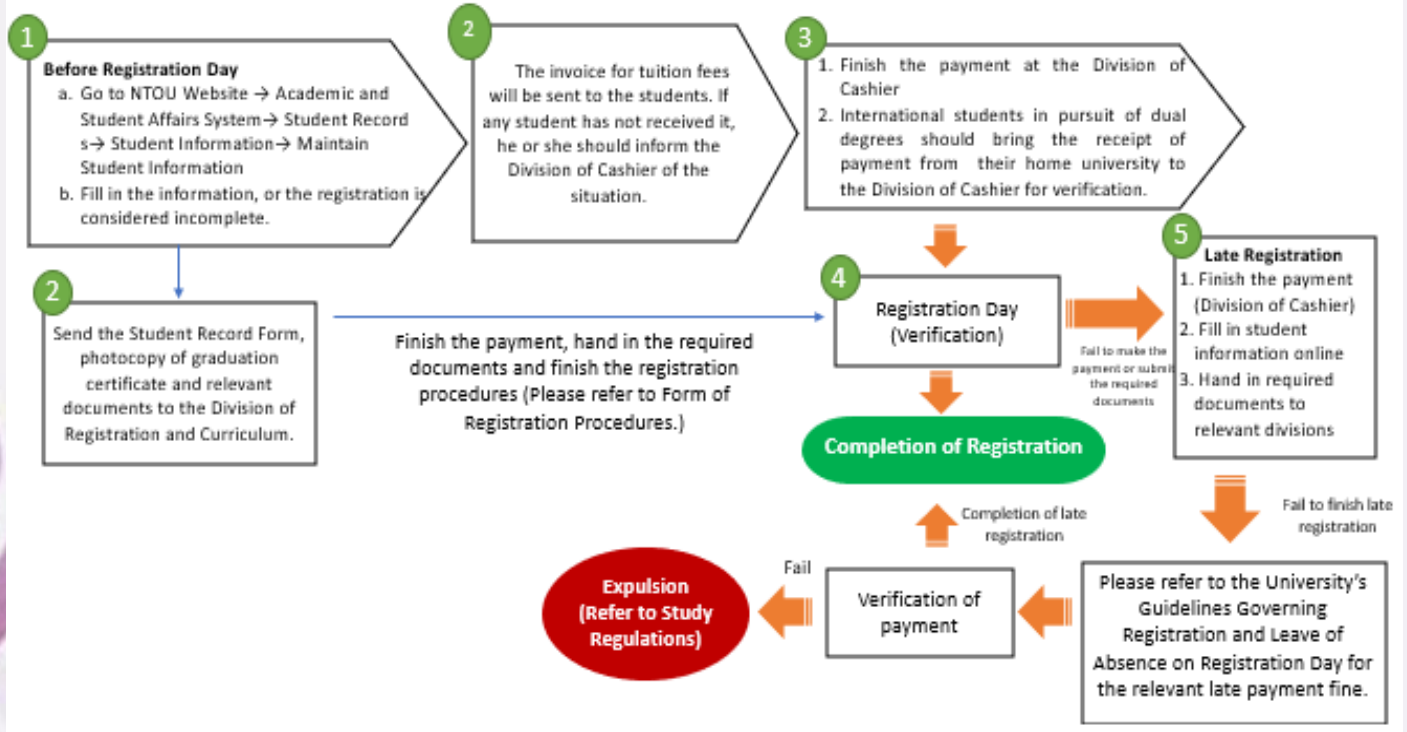
According to university procedures, students on campus should register before the start of the session. Students must register in person and show their student ID. No one can register in your place. Before registering, students must have already paid tuition. Without paid tuition records, students may not register. Registration may generally take place during the first week of classes. Enrollment is on September 9, 2021.



# Life on Campus

## National Taiwan Ocean University International Students and Main Land China Student Tuition Fee Chart

Subject	Bachelor Degree	Tuition	Master Degree	Tuition	Doctoral Degree	Tuition		
Maritime Science	71 Merchant Marine	52,668	71 Merchant Marine	52,994				
	68 Transportation Science	52,668	68 Transportation Science	52,994				
Engineering	6A Marine Engineering (Division of Applied Energy)	52,668	66 Marine Engineering	52,994	66 Marine Engineering	53,278		
	6B Marine Engineering (Division of Marine Power)	52,668						
	6D Marine Engineering (Division of Power Engineering)	52,668						
	72 Mechanical and Mechatronic Engineering	52,668	72 Mechanical and Mechatronic Engineering	52,994	72 Mechanical and Mechatronic Engineering	53,278		
	51 Systems Engineering and Naval Architecture	52,668	51 Systems Engineering and Naval Architecture	52,994	51 Systems Engineering and Naval Architecture	53,278		
52 Harbor and River Engineering	52,668	52 Harbor and River Engineering	52,994	52 Harbor and River Engineering	53,278			
Computer Science	53 Electrical Engineering	52,668	53 Electrical Engineering	52,994	53 Electrical Engineering	53,278		
	57 Computer Science and Engineering	52,668	57 Computer Science and Engineering	52,994	57 Computer Science and Engineering	53,278		
	60C Communication Navigation and Control Engineering	52,668	67 Communication Navigation and Control Engineering	52,994	56 Doctoral Program in Ocean Engineering and Technology	53,278		
	56 Bachelor Program in Ocean Engineering and Technology	52,668	89 Optoelectronics and Materials Technology	52,994				
	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	53,183					3B Bioscience and Biotechnology	53,946
		38 Bachelor Program in Marine Biotechnology	53,183	02 Food Safety and Risk Management	52,679			
Ocean Science and Resource			34 Marine Biology	52,679	34 Marine Biology	53,946		
	31 Environmental Biology and Fisheries Science	53,183	31 Environmental Biology and Fisheries Science	52,679	31 Environmental Biology and Fisheries Science	53,946		
	81 Marine Environmental Informatics	53,183	81 Marine Environmental Informatics	52,679	81 Marine Environmental Informatics	53,946		
			86 Earth Sciences	52,679	86 Geosciences	53,946		
			37 Marine Affairs and Resource Management	52,679	08 Doctoral Degree Program in Marine Biotechnology	53,946		
			87 Marine Environmental and Ecology	52,679			09 Doctoral Degree Program in Ocean Resource and Environmental Changes	53,946
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	46,091	74 The Law of The Sea	45,033				
			9A Education	45,033				
			9C Oceanic Culture	45,033				
			9D Applied English	45,033				



# National Taiwan Ocean University

□1st □2nd Semester of Academic Year \_\_\_\_\_

## Form of Registration Procedures for Newly-admitted International Students

Student ID No.:

Name:

Department/Institute:

Please tick ☐ Master's Programs ☐ Doctoral Programs ☐ Bachelor's Programs

Steps	Processes	Official Stamp
1. Health Examination	1. Please fill out the Medical Record <sup>1</sup> in advance and stick a photo on it 2. Finish the payment of the medical examination 3. Undertake medical examination 4. Hand in the Medical Record	Division of Health Services
2. Student Affairs	Hand in "International Student Information Form <sup>2</sup> "	Division of International Affairs
3. Payment of Fees (Tuition/Dorm/Insurance)	1. The Division of Cashier will check the receipts of tuition, dorm and medical insurance. 2. Students who have not finished the payment should make the payment at the Division of Cashier.	Division of Cashier
4. Registration	1. Verification of passport and documents which prove the educational background 2. Check whether the students turn in the Student Record Form <sup>4</sup> or not 3. Check all registration procedures and collect the form of registration procedures	Division of Registration and Curriculum

Note:

- The form of Medical Record is available to download at the Division of Health Services website→Forms. Please fill out the form in advance and stick a photo on the form.
- International Student Information Form is available to download at the Division of International Affairs→Downloads→Application Forms.
- Please pay the required fees in advance and keep the receipts for the Division of Cashier. If not, students may pay the required fees at the Division of Cashier at the time of registration (1<sup>st</sup> floor of the Administration Building.)
- The Division of Registration and Curriculum will verify the authenticity of the graduation certificate (or certificate of studies) and passport and check if the student hands in the Student Record Form or not. Please go to the NTOU website→Academic and Student Affairs System→Student Records→Student Information→Maintain Student Information, fill in the information online and print out the form. The username is your Student ID Number and the password is an eight-digit number with the last four digits of the passport number and the other four digits of the month and the day of your birthday (e.g. If your birthday is 1988/12/30, your password to enter the system is \*\*\*\*1230.)



# Residence & Housing

⇒ **Dormitory**

⇒ **Off-Campus Accommodation**

⇒ **Male Dormitory for International Students**



## 1. On-Campus Dormitory

There are presently four student dormitory buildings, providing accommodation for 2,747 students with 831 beds for female students and 1,916 beds for male students.

The bedrooms are designed for four students each and *the accommodation qualification is decided by lot*. However, to help international students adapt to this new environment and avoid inconvenience when renting a house, beds are reserved for all international students (it is necessary to apply on the Internet; if demand is excessive, the qualification is decided by lot according to the place of the household register place).

Dormitory	Bed Width (cm)	Bed Length (cm)
Male 1 <sup>st</sup> Dorm	85	191
Male 2 <sup>nd</sup> Dorm	89.5	193
Male 3 <sup>rd</sup> Dorm	88	197
Female 1 <sup>st</sup> Dorm	90.5	180.5
Female 2 <sup>nd</sup> Dorm	88	197

All the international female students will be arranged in Female 2<sup>nd</sup> dormitory, and the male students will be arranged in the Male 2<sup>nd</sup> dormitory (listed on Page 30).

The dormitory fee for international female students is NT\$16,400 in a twin share room or NT\$8,450 in a quadruple share room (four beds) per semester.

**Note:** Two-bed rooms are only reserved for ICDF students. Ph.D. students can draw when there is room (bed) available but need to reapply (draw) every year after ICDF students are fully accommodated.

**Period of living in dormitory:** Generally, for one year, winter/summer vacation included. (From February 1<sup>st</sup> to July 31<sup>st</sup> and August 1<sup>st</sup> to January 1<sup>st</sup> every year).



# Residence & Housing

## Attention: According to the Student Dormitory Regulations

**Application:** The application is not permitted for those with legal infectious disease (requiring treatment in isolation), or severe mental illness before completing treatment.

**Refund:** Freshman (only first semester), dropout, expelled, or graduate students can refund the dormitory fee based on the following conditions:

- \* Within 10 days of registration, the dormitory fee will be fully returned.
- \* More than 10 days of registration, but not 1/3 of the semester, 1/2 of the dormitory fee will be returned.
- \* For freshman (second semester), students who **voluntary move out** or violated the Student Dormitory Regulations Rule 14 and suspended for lodging qualification, **no refund will be given**.

**Notice:** Each **period** is one academic year (including winter vacation, but not summer vacation), and please cooperate moving for concentration in winter vacation.

### a. Rules in the Dormitory

**Gate Control.** All dormitories have a gate control system (Access Control System/Entrance guard system). Access is allowed only with a fingerprint to ensure safety and protection of students. Students must cooperate with the dormitory curfew requirement; the door to the female dormitory closes at **12:00 AM**. Students can still open the door using their student ID card.

**Light Control.** As a good habit to save resources, the university practices light control and the main light of each bedroom is automatically switched off from **12:00 AM to 7:00 AM**.

**Garbage.** Do not throw garbage in the hallways or living room. Students must classify the garbage and dispose of them during

garbage collection time. Recyclables are collected every Monday, Tuesday, and Friday afternoon along with biodegradable (can not be recycled) garbage.

**Living Room.** Each floor provides a living room for students to meet, chat or watch television. Pay attention to sounds or be sensitive to creating noise after **10:00 PM** to prevent disturbing others' rest.

**Cooking facilities.** Each dormitory has its own cooking facilities, including a microwave, an induction cooker/heater, a rice cooker, and refrigerator. The kitchen facilities are free to use from 09:00 AM until 10:00 PM. The student should consider the time to use the kitchen due to limited space.

### Telephone

To receive international calls to your room in the dormitories: **00886 + 224622192 + 83 + room number**.

To make calls from any interconnected phone in NTOU to your room: **83 + room number**.

**Address:** 2, Pei-ning Rd., Zhongzheng District, Keelung City 202, Taiwan (ROC).

### b. Student Dormitory Regulations (see Appendices)

### 2. Off-Campus Accommodation

For those unqualified or who don't want to stay in the dormitory, we provide useful information on house rentals and symposiums to inform students about leasing, rental contract book, etc.

Please check with the Division of Dormitory Guidance (3<sup>rd</sup> Floor of the Student Activity Center; No. 44 on the map) for further help. Visit the website: <http://www.stu.ntou.edu.tw/sd/>

# Residence & Housing

## Male Dormitory for International Students (off-campus)

### a. About the dormitory

Currently, the international students are arranged to stay in two different dormitories. We have an off-campus male dormitory for international students, located on Xiangfeng Street. Currently, there are 63 beds.

**Address:** No.277, No.279, Xiangfeng St., Zhongzheng Dist., Keelung City 202, Taiwan (ROC)

**Downtown to dorm:** The available transportation is by bus and taxi. If you plan to take the city bus, take buses 101, 103, or 104 by Xiangfeng Street. The bus that takes the Zhongzheng road does not pass through Xiangfeng Street.

**Dorm to school:** If you plan to walk, the distance is about 1.1 kilometers or a travel time of 15-30 minutes. If you take the city bus, it is recommended to get to 104 and 103, as they pass through the Pei-ning road, which is inside the campus. Bus 101 passes only through Xiangfeng Street and Zhongzheng Road, which is just outside the first gate.

**Note:** City bus 103 and 104 have two different routes. You have to take the bus which passes the Xiangfeng Jie Street (祥豐街).

### 3. Facilities

**Public Area.** This area is the common area and is shared with other students.

**Kitchen:** refrigerator, microwave, electromagnetic oven, oven, rice cooker

**Lounge:** TV, sofa, meeting, and dining space

**Prayer room**

**Shared bathroom:** Each floor is also equipped with bathrooms and toilets.

**Laundry area:** washing machines and dryers;

**Bedroom:** Each student is provided with a desk, desk lamp, closet, chair, and bed (100\*210cm).

- \* The desk has outlets and ports for Internet connection.
- \* The room is also equipped with a metered air conditioner and an electric fan. The electric card is used for the air conditioner. Each semester, each student will receive an amount of NT\$250 for the card. Once the load is consumed, students must reload the card by paying in the cashier division of the university. The amount of the electricity card cannot be refunded.
- \* A common telephone extension is also available (to reach Room 101 – 103, dial extension 101)

### Telephone service.

The reception desk is available from 6:00 to 11:00 pm with phone number: +886-2-24621160. For reception desk, use extensions 1159, 1160, 1165. For each room, dial extension 101, 210, 204, 304, 401, 501, 504.

**Garbage collection:** The garbage is collected every night except Sunday at 8:30 PM by a garbage truck.



# Residence & Housing

Female First Dormitory



Female Second Dormitory



Male First Dormitory



Male Second Dormitory





# Residence & Housing

## 4. Needed Information about Dormitory

### Qualification:

Basically, the NTOU International Student Dormitory is open for non-domestic students (Foreign, overseas Chinese, and Chinese students) who enrolled in NTOU for undergraduate, master, or PhD program.

### Application Procedure:

When applying to the school for any degree program, you should also apply to the dormitory online in advance. Every year, students who wish to continue staying in the dormitory should apply. A student who leaves the dorm should finish the procedure of moving out. The accommodation fee is based on the NTOU International Student Dormitory Management Policies.

### Dormitory fees

- \* The fee is based on the type of accommodation, for twin bedroom, which can be shared by two students costs NT\$ 9,000 while for three bedrooms are occupied by three students, that also costs NT\$ 9,000.
- \* The dormitory is paid in advance for each semester. For further assistance, consult the Division of Dormitory Guidance.
- \* Students are also required to pay deposits during reservations; the amount will be transferred to the student's account after each semester, or students should keep their receipts for the deposit for the refund.

### Duration

Students can stay in the dormitory for one year, including winter and summer vacations.

### Check-in

Once the student arrives at school, he/she must go to the Office of International Affairs to complete the check-in procedure. Log into the online Academic systems (<http://ais.ntou.edu.tw>) to finish the application for the dormitory and pay the dorm fees. After finishing all the necessary procedure, students can move to the dorm. For further instructions on the procedures for logging into the Online Academic Systems, go to Page 60.

### Check-out

To check out, students must inform the dormitory manager and then complete the check-out form. The manager or any of the dormitory assistants will inspect the room to check for damage and cleanliness inside the room. Once the procedure is done and everything seems to be fine, the manager will return your deposit money.

### Package delivery

Currently, there are no mail delivery services outside the campus. You are suggested to send your mail package to school.

### Division of Dormitory Guidance Contact information:

Tel: +886-2-2462-2192 ext. 1060

Fax: +886-2-2463-3464

Email: [dorm@mail.ntou.edu.tw](mailto:dorm@mail.ntou.edu.tw)

Location: 3<sup>rd</sup> floor, Student Activity Centre

## 5. Appendices

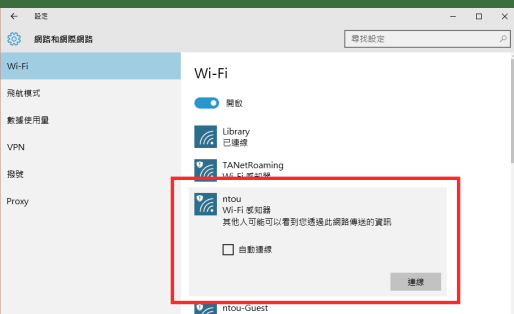
NTOU International Student Dormitory Deposit Management Policies - **Page 58**

NTOU International Residency Management Policies - **Page 60**



# Important Contact Information

- ⇒ Public Services
- ⇒ On-Campus Email Services
- ⇒ Useful Information



## A. PUBLIC SERVICES

<b>Fire, Ambulance</b>	<b>119</b>
International Operator Assistance	100
Police, Traffic Accident	110
Long Distance Call Directory	105
CKS International Airport Service Counter	Voice inquiry: 03-3983728 Emergency Call 24 Hours: 03-3982050
Inquiry for International Telecommunication Service (Toll Free)	0800-731123
Keelung Tourist Information Center	02-24287664
Information Center Keelung Railway Station	02-24263743 (6:00-24:00)
Railway Station Information Desk (Taipei City)	02- 23713558 02-23110121 (From 6:00 AM-12:00 AM)
Keelung City Bus Management Office	02-24251768 02-24226276

## B. ON-CAMPUS CONTACT INFORMATION

(Example: 02-2462-2192 Ext. 1XXX)

<b>Office of International Affairs</b>	<b>Ext. 1067-1069</b>
Library	Ext. 1187
Life Guidance	Ext. 1062-1066
Dormitory Guidance	Ext. 1056-1061
Health Services	Ext. 1070-1073
Psychological Counseling	Ext. 1195-1199
Military Training Office 24h emergency call	Ext. 1051-1054 02-24629976
Gate Security	Ext. 1132

# Important Contact Information

## C. Email Services

Setting-up an English environment in NTOU Email.

### Step 1: Input Email ID and Password

### Step 2: Select the items that are encircled with red lines.

### Step 3: Select the language preference and save the configuration as the final step.

## D. Useful Information

### 1. About the Program

Bureau of Consular Affairs, Ministry of Foreign Affairs, ROC (Taiwan)

\* Tel: (02)2343-2888

\* <http://www.boca.gov.tw/mp.asp>

Ministry of Foreign Affairs, ROC (Taiwan)

\* Tel: (02)2348-2999

\* <http://www.mofa.gov.tw/webapp/mp?mp=6>

### 2. Legal Matters: Information for Foreigners

\* Tel: 0800-024-111

\* <http://iff.immigration.gov.tw/iff-index.htm>

### 3. Student Life

Taiwan Map (Go Travel)

\* <http://www.taiwan-map.com/>

Visiting Taiwan

\* Tel: (02) 3356-8888

National Health Insurance

\* Toll Free: 0800 212 369 or 0800 030 598

\* Fax: (02)2702-5834

\* <http://www.nhi.gov.tw/english/index.aspx>

### 4. Laws and Regulations in Taiwan

Immigration Office National Police Agency

\* Tel: 0800-024-111

\* <http://www.immigration.gov.tw/>

Ministry of Foreign Affairs, ROC

\* Tel: (02)2348-2999

\* <http://www.mofa.gov.tw/>



# Important Contact Information

## Ministry of Education, ROC

- \* Tel: (02)7736-6051

## Council of Labor Affairs, ROC

- \* Tel: (02)8590-2866
- \* [http://www.cla.gov.tw/cgi-bin/SM\\_theme?page=431d3444](http://www.cla.gov.tw/cgi-bin/SM_theme?page=431d3444)

## Ministry of Economic Affairs, ROC

- \* Tel: (02)2321-2200
- \* <http://www.moea.gov.tw/>

## National Tax Bureau of Ministry of Finance

- \* Tel: (02)2322-8000
- \* <http://www.mof.gov.tw/engweb/>

## Employment of Foreigners: Bureau of Employment and Vocational Training

- \* Tel: (02)8590-2250
- \* [www.evta.gov.tw](http://www.evta.gov.tw)

## Replacing Foreign Driver's Licenses

- \* Tel: (02)2311-3456
- \* [http://www.thb.gov.tw/tm/Menus/new\\_english/index.htm](http://www.thb.gov.tw/tm/Menus/new_english/index.htm)

## 5. Tourist and Cultural Information

### Tourism Bureau

- \* Tel: (02)2349-1500
- \* <http://www.tbrc.gov.tw/>
- \* <http://www.taiwan.net.tw>

### Taiwan Area National Freeway Bureau

- \* Tel: (02)2909-6141
- \* <http://www.freeway.gov.tw/English/Default.aspx>

### Taiwan Railway Administration

- \* Tel: (02)2381-5226
- \* <http://www.railway.gov.tw/en/>

### Taipei Rapid Transit System (Taipei Metro)

- \* Tel: (02)2181-2345
- \* <http://english.trtc.com.tw/>

## Taiwan High Speed Rail

- \* Tel: (02)6626-8000
- \* <http://www.thsrc.com.tw/en/?lc=en>

## Taipei City

- \* Tel: (02)2720-8889
- \* <http://english.taipei.gov.tw/>

## Central Weather Bureau

- \* Tel: (02)2349-1168
- \* <http://www.cwb.gov.tw/eng/index.htm>

## National Palace Museum

- \* Tel: (02)2881-2021
- \* <http://www.npm.gov.tw>

## Taiwan National Parks

- \* Tel: (02)8771-2345
- \* <http://np.cpami.gov.tw/>

## National Central Library

- \* Tel: (02)2361-9132
- \* <http://www.ncl.edu.tw/mp.asp?mp=5>

## National Taiwan Museum of Fine Arts

- \* Tel: (04)2372-3552
- \* <http://www.ntmofa.gov.tw/>

## National Chiang Kai-shek Cultural Center R.O.C

## National Theater & National Concert Hall

- \* Tel: (02)3393-9999
- \* <http://www.ntch.edu.tw/>

# Important Contact Information

## 6. Embassies, Consulates, Trade & Tourism Offices

### Malaysian Friendship and Trade Center in Taipei

- \* 馬來西亞友誼及貿易中心
- \* 8F, No. 102, Dunhua N. Rd., Taipei 105, Taiwan, R.O.C.
- \* 105 臺北市敦化北路102號8樓 (三和塑膠大樓)
- \* Tel: (02)2713 2626
- \* Fax:(02)2514 9864

### India-Taipei Association

- \* 印度台北協會
- \* Suite 2010, No. 333, Keelung Rd. Sec. 1, Taipei
- \* 台北市基隆路一段333號2010
- \* Tel:2757-6112
- \* Fax:2757-6117

### Indonesian Economic & Trade Office to Taipei

- \* 駐台北印尼經濟貿易代表處
- \* 6F, No. 550, Rui Guang Rd., Taipei
- \* 台北市瑞光路550號6樓(倫飛大樓)
- \* Tel:8752-6170 / Fax:8752-3706

### Korean Mission in Taipei

- \* 駐台北韓國代表部
- \* Rm. 1506, 15F, No. 333, Sec. 1, Keelung Rd., Taipei
- \* 台北市基隆路一段333號1506
- \* Tel:2758-8320
- \* Fax:2757-7006

### Manila Economic and Cultural Office

- \* 馬尼拉經濟文化辦事處
- \* 11F, No. 176, Chang Chun Rd., Taipei
- \* 台北市長春路176號11樓
- \* Tel:2508-1719

- \* Fax:2508-4045

### Thailand Trade & Economic Office

- \* 泰國經濟貿易辦事處
- \* 12F, No. 168, Sungchiang Rd., Taipei
- \* 台北市松江路168號12樓
- \* Tel:2581-1979
- \* Fax:2581-8707

### Vietnam Economic & Cultural Office in Taipei

- \* 駐台北越南經濟文化辦事處
- \* 3F, No. 65, Sungchiang Rd., Taipei
- \* 台北市松江路65號3樓
- \* Tel:2516-6626
- \* Fax:2504-1761

### Embassy of Belize

- \* 貝里斯大使館
- \* 11F, No. 9, Lane 62, Tienmu W. Rd., Taipei
- \* 台北市天母西路62巷9號11樓
- \* Tel: 2876-0894~5
- \* Fax:2876-0896

### Indonesian Economic and Trade Office to Taipei

- \* 駐台北印尼經濟貿易代表處
- \* 6F, No. 550, Ruiguang Rd., Taipei 11492, Taiwan, R.O.C.
- \* 11492 臺北市瑞光路550號6樓 (倫飛大樓)
- \* Tel:8752-6170
- \* Fax:8752-3706



# Exploring Taiwan

⇒ Taiwan

⇒ Northern Taiwan



## About Taiwan (Republic of China)

- \* **Area:** 36,000 square kilometers
- \* **Population:** 23 million
- \* **Language:** Mandarin, Taiwanese, Hakka Indigenous Languages
- \* **Religion:** Buddhism, Taoism, Christianity, Isla

Taiwan's total land area is only about 36,000 square kilometers (14,400 square miles); it is shaped like a leaf that is narrow at both ends. It lies off the southeastern coast of mainland Asia,



across the Taiwan Strait from mainland China, a solitary island on the western edge of the Pacific Ocean. To the north lies Japan; to the south is the Philippines. Many airlines fly to Taiwan, making it a perfect travel destination.

Taiwan lies on the western edge of the Pacific 'ring of fire', and continuous tectonic movements have created majestic peaks, rolling hills, plains, basins, coastlines, and other wonders. Taiwan's tropical, subtropical, and temperate climates provide clear differentiation between different seasons. There are about 18,400 species of wildlife on the island, with more than 20% belonging to rare or endangered species. Among these are land-locked salmon, Taiwan mountain goat, Formosan rock monkey, Formosan black bear, blue magpie, Mikado Pheasant, Hsuehsan grass lizard, and many more.

Source: <http://eng.taiwan.net.tw/m1.aspxsNO=0000202>

# Exploring Taiwan

## Climate

Taiwan enjoys warm weather throughout the year. The strongest fluctuations in weather conditions occur during spring and winter, while during summer and autumn the weather is relatively stable. Taiwan is extremely suitable for traveling, as the annual average temperature is a comfortable 22 degrees Celsius with lowest temperatures ranging from 12 to 17 degrees Celsius (54-63 Fahrenheit).



Therefore, with the exception of a few mountain areas where some traces of snow can be found during winter, no snow can be seen in Taiwan. When summer is about to dismiss spring (March to May), continuously drizzling rain will sometimes fall on Taiwan. When visiting Taiwan during this period, remember to carry an umbrella at all times; because although it might seem romantic to have a stroll in the rain, it is no fun to travel when you are soaking wet.

During summer (June to August), typhoons sometimes reach the island. We suggest you keep an eye on weather reports during typhoon season, because the roaring waves at the coast are not to be regarded as one of Taiwan's tourist scenes. During autumn (September to October), you can fully enjoy the cool and soothing weather, while Taiwan's relatively warm

and short winter (November to February) is the time to admire the beautifully colored maple trees. The cold fronts that reach Taiwan sporadically are greatly favored by the island's hot spring lovers. In short, Taiwan, where it always seems to be spring, is your perfect travel destination!



## The Friendly People of Taiwan

Taiwan has a population of 23 million. The largest part of the island's inhabitants are the descendants of immigrants from the various provinces of mainland China, but in particular from the southeastern coastal provinces of Fujian and Guangdong. Because the different ethnic groups are fairly well integrated, the differences that originally existed between people from different provinces have gradually disappeared.

Some 360,000 indigenous people, the original inhabitants of Taiwan, still live here; they can be distinguished into 14 different tribes, namely the Amis, the Atayal, the Paiwan, the Bunun, the Puyuma, the Rukai, the Tsou, the Saisiyat, the Tao (or Yami), the Thao, the Kavalan, the Truku, the Sakizaya and the Sediq.

Source: <http://www.dmtip.gov.tw/Eng/Index.htm>



# Exploring Taiwan

## Language

The official language of Taiwan is Mandarin Chinese, but because many Taiwanese are of southern Fujianese descent, Minnan (the Southern Min dialect or Heluo) is also widely spoken. The smaller groups of Hakka people and aborigines have also preserved their own languages. Many elderly people can also speak some Japanese, as they were subjected to Japanese education before Taiwan was returned to Chinese rule in 1945, when the Japanese occupation lasted for half a century.

The most popular foreign language in Taiwan is English, which is part of the regular school curriculum. However, to be in mind of safety, we suggest that you prepare a note with your destination address written in Chinese to show the taxi driver when taking a taxi.



Taiwan is also the ideal place to learn Chinese. There are numerous language schools that offer Chinese classes, ranging from hourly-based classes to recognized university programs. Many foreigners from Europe and the United States, as well as other areas, come to Taiwan to spend their holidays, or one or two years studying Chinese.

### More information:

<http://eng.taiwan.net.tw/m1.aspx?sNo=0002010>

## Northern Taiwan

### Keelung

Situated in the northern part of Taiwan Island, Keelung used to be called Jilong, which means hencoop. The name was later changed to Keelung, which means "rich and prosperous land".

The city occupies 132.7589 square kilometers of land, 95% of which are hills. The city is separated from the neighboring counties and cities by the mountains in the east, west, and south. The northern part of the city faces the ocean and is a great deep-water harbor.

As the city is surrounded by mountains, communications between Keelung and other places were not very convenient in the past when transportation was not well developed. Gradually, the isolation gave Keelung the opportunity to develop its own marine culture.

After hundreds of years of battles and struggles, the city has become an international harbor city visited by numerous ships. Every year, Keelung hosts the Mid-July Festival, which often attracts thousands of visitors. When you visit Keelung, don't miss the fine and exquisite cuisine near the temple and be sure to plan a trip to visit the artillery emplacements, the tunnels, the beak head, the bay, the fishing port and the fishing market in Keelung.

**Crepe Myrtle**, the city flower of Keelung, belongs to the Loosestrife family (Lythraceae). These

deciduous trees have smooth and mottled trunks, as well as pink, white, and mauve blooms that usually appear in late summer. Its exquisite branch ramification makes crepe myrtle a unique tree.

### Source:

[http://www.klccg.gov.tw/en/01/01\\_1.jsp](http://www.klccg.gov.tw/en/01/01_1.jsp)



# Exploring Taiwan

## Taipei

There are two major public transportation systems, buses and mass rapid transit (MRT). Taipei is also building several bike routes in many of the city's riverside parks, to advance the concept of green transportation and eco-city.

Many traditional temples and houses are scattered throughout Taipei. **Longshan Temple** (龍山寺) is the oldest and most famous temple in the city, this temple is located in Kuanzhou Street of Taipei City. Visitors can take the Bannan Line of the Mass Rapid Transit (MRT) network and get off at the Longshan Temple station (龍山寺捷運站).



The **Lin Family Garden** (林家花園) is the island's finest example of classical Chinese landscape and architecture. The gardens are located at 9 Ximen Street, Banqiao (板橋市西門街9號). You can walk there in about ten



minutes from the Fuzhong MRT Station (府中捷運站).

Taipei's main attraction is the majestic **National Palace Museum** (國立故宮博物院), which houses the world's largest and finest collection of oriental art treasures. The National Palace Museum is located on Chihshan Road in the Shihlin District of Taipei City. Visitors can take the Danshui Line of the Mass Rapid Transit (MRT) network and get off at Shihlin Station, then take the Red 30 bus to the museum.



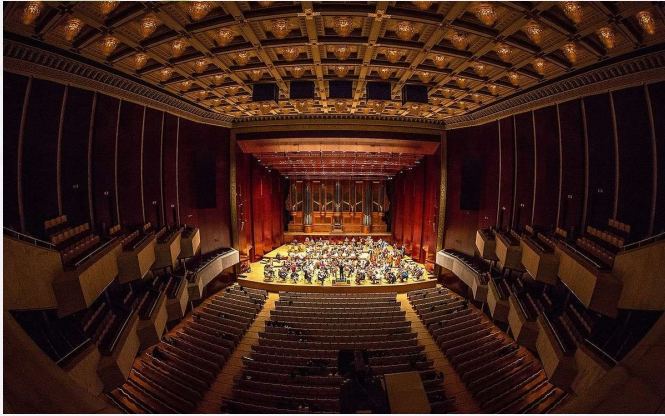
The **Chiang Kai-shek Memorial Hall** (中正紀念堂), the island's most impressive monument to the late president, has a beautiful Ming-style arch at its main entrance that is flanked by the **National Theater** (國家劇院) and the **National Concert Hall** (國家音樂廳). Visitors can take the Danshui-Xindian Line or the Beitou-Nanshi Jiao Line of the Mass Rapid Transit (MRT) network and get off at the CKS Memorial Hall Station.





# Exploring Taiwan

Northern Taiwan is rich in natural beauty. Towering over Taipei to the north is **Yangmingshan National Park** (陽明山國家公園),



where well-maintained walkways and trails lead visitors to scenic spots such as waterfalls, volcanic craters, lakes, and hot springs. To get there, bus 260 leaves from Zhengzhou Road (the road directly behind Taipei Main Railway Station) for the park every ten minutes, traveling along Zhongshan North Road and turning right on to Zhongzheng Road in Shilin. From Jiantan MRT station, Bus Red 5 leaves for the park every 15 minutes. From Beitou, bus 230 takes the route every thirty minutes. It is a short walk from the bus station to the cultivated area of the park.



For more information about Keelung City and sightseeing, please visit the following websites:

- \* Keelung City Government: <http://www.klcc.gov.tw/en/index.jsp>
- \* Keelung Official Tourist Information Website: <http://tour.klcc.gov.tw/english/index2.asp>
- \* Welcome to Taiwan (tourism site): <http://eng.taiwan.net.tw/>
- \* You may also visit the Keelung Tourist Information Center at the following address: <http://tour.klcc.gov.tw/english/index2.asp>





# Appendices

- ⇒ Regulations Governing Registration Procedures and Applications for Leave of Absence on the Registration Day
- ⇒ Guidelines for Handling Student Appeals
- ⇒ Guidelines for General Education Courses of International students
- ⇒ Regulations Governing Course Selection and Registration
- ⇒ Student Dormitory Regulation
- ⇒ NTOU International Student Dormitory Deposit Management Policies
- ⇒ NTOU International Residency Management Policies
- ⇒ Online Application for Dormitory Registration using the Online Academic System
- ⇒ NTOU Academic Calendar 2021/2022
- ⇒ NTOU School Bus Schedule



## National Taiwan Ocean University Regulations Governing Registration Procedures and Applications for Leave of Absence on the Registration Day

Approved in the First Meeting of the Academic Affairs Committee in the First Semester of Academic Year 1996/97 on Nov. 11, 1996

Approved for amendment in the Academic Affairs Committee in the Second Semester of Academic Year 2001/02 on March 28, 2002

Approved for amendment in the Second Meeting of the Academic Affairs Committee in the First Semester of Academic Year 2003/04 on Dec. 25, 2003

Promulgated pursuant to NTOU Order No. 0930000316 on Jan. 9, 2004

Approved for amendment in the Second Meeting of the Academic Affairs Committee in the Second Semester of Academic Year 2007/08 on June 26, 2008 (amendment of Articles 6 and 9)

Promulgated pursuant to the NTOU Order No. 0970007562A on July 16, 2008

### Article 1

The Regulations are enacted in accordance with Article 7 of the Study Regulations of National Taiwan Ocean University (NTOU).

### Article 2

The Office of Academic Affairs shall send the registration-related materials to the new students and continuing students before each semester begins.

### Article 3

NTOU students are required to pay all necessary expenses when each semester begins and should carry out the reporting and registration procedures in accordance with the following rules:

**Reporting:** Reporting procedure should be conducted by verifying the admission notice for freshman students, the resumption of study notice for returning students, and the



student cards for continuing students.

**Registration:** New students and continuing students should observe the registration procedures and register according to the time slots assigned to each department/graduate institutes as shown in the admission guidelines and the registration notice, respectively.

#### **Article 4**

Students should follow the procedures set forth in the Form of Registration Procedures step by step. They should turn in the form and have their student cards stamped with the registration stamp on the reverse side to complete the registration procedures.

#### **Article 5**

A student who is unable to complete the registration procedures within the given deadline should submit an application form stating the reasons for a leave of absence prior to the registration deadline. Upon approval, the student shall be free of fine for his/her payment when he/she registers later. Students whose application for a leave of absence was granted due to special circumstances shall process the late registration separately.

#### **Article 6**

New students who fail to complete the registration procedures by the deadline shall be disqualified for admission unless their applications for a leave of absence or applications for admission deferral have been approved. Continuing students who fail to give the payment by the deadline are subject to the following provisions, which shall be applicable from the date of registration deadline.

1. Payment is three days overdue: A late payment fine of NTD 100 shall be charged for payment which is one day overdue; NTD 200 for payment which is two days overdue; and NTD 300 for payment which is three days overdue.

2. A late payment fine of NTD 500 will be charged for payment which is overdue for four to seven days.
3. A late payment fine of NTD 1,000 will be charged for payment which is overdue for eight to twelve days.
4. A late payment fine of NTD 1,500 will be charged for payment which is overdue for thirteen to thirty days.
5. A late payment fine of NTD 1,500 will be charged for payment which is overdue more than thirty days; moreover, students should apply for suspension of study after giving the payment of the difference calculated pursuant to the NTOU Table of Refunds Rules for Withdrawing Students. Students who are duly notified but still fail to apply for suspension of study shall be expelled from NTOU unless such failure is caused due to force majeure.

#### **Article 7**

When a student in his/her extended year of study has obtained the credits required for graduation but yet finished his/her practicum, the student is required to register for the practicum course.

#### **Article 8**

Matters not covered in the Regulations shall be subject to the Study Regulations of NTOU.

#### **Article 9**

The Regulations shall be enacted for implementation upon the approval of the Academic Affairs Committee and the ratification of the President of National Taiwan Ocean University.

**Note :** The Regulations are enacted in Chinese. In case of any discrepancy between the English version and the Chinese text, the Chinese text shall prevail.

# 國立臺灣海洋大學學生申訴辦法

## Guidelines for Handling Student Appeals

- 86 年 6 月 12 日校務會議修訂通過  
1997.6.12-Revised in the Academic Meeting  
86 年 8 月 1 日教育部核定  
1997.8.1-Passed by the Ministry of Education  
87 年 1 月 10 日發佈  
1998.1.10-Approved  
92 年 1 月 9 日校務會議修訂通過  
2003.1.9-Revise and Approve in the Academic Meeting  
92 年 6 月 19 日校務會議修訂通過  
2003.6.19-Revise and Approve in the Academic Meeting  
92 年 8 月 11 日教育部核定  
2003.8.11-Passed by the Ministry of Education  
92 年 8 月 18 日海學生字第 0920006319 號發布  
2003.8.18-Authorized by means of written notice, reference no. 0920006319 by National Taiwan ocean university Student Affairs.  
95 年 4 月 20 日校務會議修訂通過  
2006.04.20-Revised and Approved in the Academic Meeting  
95 年 6 月 15 日校務會議修訂通過  
2006.05.15-Revised and Approved in the Academic Meeting  
95 年 8 月 28 日教育部台訓(二)字 0950124996 號核定  
2006.8.28-Authorized by means of written notice, Document reference no. (2) 0950124996 by the Ministry of Education  
95 年 6 月 13 日海學生字第 0950008696 號令發布  
2006.6.13-Authorized by means of written notice, reference no. 0950008696 in the Academic Meeting  
96 年 1 月 4 日校務會議修訂通過  
2007.1.4-Revise and Approve in the Academic Meeting -  
96 年 3 月 9 日教育部台訓(二)字 0960034144 號核定  
2007.3.9-Authorized by means of written notice, Document reference no. (2) 0960034144 by the Ministry of Education  
96 年 3 月 22 日海學生字第 0960003059 號令發布  
2007.3.22-Authorized by means of written notice, reference no. 0960003059 in the Academic meeting.  
98 年 6 月 4 日校務會議修訂通過  
2009.6.4-Revised and Approved in the Academic Meeting  
98 年 8 月 5 日教育部台訓(一)字 0980134042 號核定  
2009.8.5-Authorized by means of written notice, Document reference no. (1) 0980134042 by the Ministry of Education  
100 年 6 月 9 日校務會議修正通過  
2011.6.9-Revised and Approved in the Academic Meeting  
101 年 1 月 5 日校務會議修正通過  
2012.1.5--Revised and Approved in the Academic Meeting  
101 年 2 月 16 日教育部臺訓(一)字第 1010026375 號函核定  
2012.2.16-Authorized by means of written notice, reference no. Tai Xun (1) 1010026375 by the Ministry of Education  
101 年 2 月 29 日海學生字第 1010001768 號令發布  
2012.2.29-Authorized by means of written notice, reference no. Zi Di 1010001768 by the National Taiwan Ocean University student affairs  
101 年 6 月 14 日校務會議修正通過  
2012.6.14-Revise and Approve in the Academic Meeting  
101 年 7 月 2 日教育部臺訓(一)字第 1010119535 號函核定  
2012.7.2-Authorized by means of written notice, Document reference no. (1) 1010119535 by the Ministry of Education  
101 年 7 月 17 日海學生字第 1010009144 號令發布  
2012.7.17-Authorized by means of written notice, reference no. 1010009144 by the National Taiwan Ocean University student affairs  
103 年 12 月 11 日校務會議修正通過  
2014.12.11-Revise and Approve in the Academic Meeting  
104 年 1 月 19 日教育部臺教學(二)字第 1040005214 號函核定  
2015.1.19-Authorized by means of written notice, Document reference no. (2) 1040005214 by the Ministry of Education  
104 年 1 月 22 日海學生字第 1040001185 號令發布  
2015.1.22-Authorized by means of written notice, reference no. 1040001185 in the Academic Meeting

### 第一章 總則

#### Chapter 1 General Provision

第一條 本校依據大學法第三十三條第四項及本校組織規程第四十五條之規定設置國立臺灣海洋大學學生申訴評議委員會(以下簡稱學生申評會)，並訂定本辦法。



**Article 1** According to article 33 of the University act and the article 45 of National Taiwan Ocean University student affairs (hereinafter referred as the Committee) provides formulated organizational procedures.

第二條 學生申評會目的在建立申訴管道，以公正超然之立場處理學生、學生會及其他相關學生自治組織之申訴事項，保障學生學習、生活與受教權益，增進校園和諧。

**Article 2** The purpose of the Committee is to establish a channel of communication to the Handling of Appeal in order to provide a fair treatment for students and student associations or other related self-governance organizations, and protect their rights to education, living, learning, and to enhance an atmosphere of harmony in campus.

## 第二章 組織與職掌

### Chapter 2 Organization function and its duty.

第三條 學生申評會委員由下列人員組成：

一、教師委員：由各學院、共同教育中心及教師會各推選一人。

二、選聘委員：由校長選聘校內外具法律、教育及心理輔導專長者三人擔任之。

三、學生委員：由各學院、進修推廣組、學生會及學生議會各推選一人。

擔任學生獎懲委員會之委員或負責學生獎懲決定、調查之人員，不得擔任申評會委員；未兼任行政職務之教師委員，不得少於委員總額之二分之一。

任一性別委員不得占委員總數三分之二以上。

申評會得視申訴案件性質，邀請有關專家、學生（議）會或其他相關學生自治組織代表列席諮詢。

**Article 3 The Committee is comprised as follows :**

1. Teachers Committee : Shall elect a representative from each Colleges, General Education Center and Teacher Association. Of N.T.O.U

2. Election Committee : By the president of the university a bill is passed that three members shall be appointed from the Educational and Counseling.

3. Student Committee : By each college, Department of Continuing Education and student council shall elect a representative.

All members should not serve in the Student Disciplinary Committee, and should not be the persons responsible for decision and investigation on discipline of students. Among which the Teachers Committee without administrative duties should be less than one second of total members.

And the gender member of each department should be more than one third of the total members.

Subject to nature of the case, invite experts and students (proposed) Student Representative Council or other relevant autonomous organizations to attend counseling.

第四條 學生申評會委員均為無給職，任期乙年，連選得連任。

**Article 4** If the committee fails to hand in the results, a new member will be reelected.

第五條 學生申評會設主任委員乙人，由委員互選之，連選得連任。

**Article 5** The chairman of the Committee shall be elected by the Committee members.

第六條 學生申評會置執行秘書、助理秘書各乙人，處理有關行政事務，分別由生活輔導組組長及組員一人兼任之。

**Article 6** The committee shall appoint an executive secretary and assistant secretary in administrative matters from Director and member of Division of Life Guidance center.

第七條 學生申評會評議下列事項：

一、學生對於學校有關受教權益所為之懲處、其他措施或決議，認有違法或不當致損害其權益者。

二、學生會及其他相關學生自治組織，不服學校之懲處或其他措施及決議之事件。

1 **Article 7** The following matters are revised by the committee:

1. If a student have a misconduct behavior or break the law of university they should accept consequence, others measures or decision related to Right to Education.
2. Incident of Student Association and other related self-governed organization if refuse to accept the consequence or other measures.

2 第八條 學生申評會採不定期召開，由主任委員召集之，並擔任主席。須有三分之二（含）以上委員出席始得開議。出席委員三分之二（含）以上同意方得決議。

**Article 8** A meeting held irregularly by the committee shall be conducted with the attendance of at least 2/3 of all committee members. Decisions must be approved by at least 2/3 of all committee members in attendance.

3 第三章 處理程序

**Chapter 3 Procedure Handling**

4 第九條 學生、學生會及其他相關學生自治組織，得依本辦法之規定向學生申評會提出申訴。

前項所稱學生，指學校對其為懲處、其他措施或決議時，具有學籍者。

**Article 9** If student and its association and other self-governed organization shall take measures while applying for an appeal. Student who refuses to accept the consequence and other decision making given by the university shall refer to the preceding paragraph.

5 第十條 學生於收到學校對於個人生活、學習獎懲處分書或學生會或其他相關學生自治組織受到學校之懲處或其他措施及決議之事件後，如有不服，應於收到次日起十五日內以書面提列具體事實並檢附相關資料提送學生申評會辦理，逾期不受理。申訴人因天災或其他不應歸責於己之事由，致遲誤前項申訴期間者，於其原因消滅後十日內，得以書面敘明理由向學校申評會申請受理評議。但遲誤申訴期間已逾一年者，不得為之。

申訴人於申訴評議書送達前，得撤回申訴案。學生、學生會及其他相關學生自治組織就同一案件向學校提起申訴，以一次為限。

6 **Article 10** If student and its association or other relevant self-governed organizations who receives NTOU notification of reward and punishment on individual living and learning behavior and feel unconvinced an object to cases of punishment and other measures. The arbitrations can file its petition to the Committee in written notice within 15 days of receiving the notification from NTOU, submission of late notifications will not be accepted. Those who cannot file a petition on time due to natural disasters or other attributed incidents, a written petition shall be filed stating the reasons within 10 days after the incident. However, no request shall be made if the complaint deadline already passed for more than a year.

Petition for the same case may only be filed once by student and its association, or other relevant self-governed organization.

7 第十一條 申訴案有調查或實地瞭解之必要時，得經學生申評會決議，推派委員三至五人成立「調查小組」為之。並將事實、理由及證據提報學生申評會，以決定案件之成立與否。

8 **Article 11** In the case of an appeal it requires investigation or further understanding, the Committee may appoint 3 to 5 members to form an investigation group for the purpose of conducting investigation and further understanding.

Appendices

MEMO



- 第十二條 申評會之表決及委員意見，應予保密。委員對申訴案件有直接關係者，應自行迴避，或由學生申評會決議請該等有關委員迴避。
- Article 12** The contents of an Appeals and Committee Meetings shall remain undisclosed. All decisions made by the committee and all remarks made by committee members shall remain strictly confidential.
- 第十三條 學生申評案件之評議，以不公開為原則，但得通知申訴人、原處分單位之代表及關係人到會說明。
- Article 13** Review cases from students undisclosed for discussion, the complaints will further be informed and explained.
- 第十四條 申訴提起後，申訴人就申訴事件或其牽連之事項，提出訴願或訴訟者，應即以書面通知學校，由學校轉知申評會。  
申評會依前項通知或依職權知前項情事時，應停止評議，並通知申訴人；於停止原因消滅後，經申訴人書面請求，應繼續評議，並以書面通知申訴人。申訴案件全部或一部之評議決定，以訴願或訴訟之法律關係是否成立為據者，申評會於訴願或訴訟程序終結前，應停止評議，並以書面通知申訴人；於停止原因消滅後，應繼續評議，並以書面通知申訴人。  
退學、開除學籍或類此處分之申訴案件，不適用前二項規定。
- Article 14** After the filing of an appeal, should the appellant choose to file pleas, administrative litigation, civil litigation or criminal litigation regarding the matter of appeal or other related matters, the Committee should immediately be notified in writing. The Committee should cancel all the arbitration proceedings upon knowledge of the above mentioned circumstance. Arbitration may proceed only after the reason for suspension has been removed. This article is not applicable to appeals concerning disciplinary rulings that result in withdrawals and expelled.
- 第十五條 學生申評會於收到申訴書之次日起，除有應不受理、申訴人撤回或中止評議情形外，應於三十日內完成評議，必要時得予延長，並通知申訴人，延長以一次為限，最長不得逾二個月，但涉及退學、開除學籍或類此處分之申訴案，不得延長。  
申評會認為申訴書不合規定，而其情形可補正者，應通知申訴人於七日內補正。其補正期間應自評議期間內扣除。  
評議決定書經校長核定後送達申訴人及原處分單位。評議決定經核定後，學校應依評議決定執行。
- Article 15** The Committee shall complete the arbitration within 30 days from the following day of receiving the petition unless it is not be accepted, the complainant to withdraw or suspend the case outside the Committee. It may be extended if necessary, and the complainant shall be notified. It may only be extended once, and the extension may not be over two months. For cases involving withdrawal, suspended, or similar punishment, it may not be extended.  
If the Committee deems the written petition improper, but correctable, the complainant shall be informed to correct it within 7 days, and the correction period shall be deducted from the arbitration period.  
Committee decided to serve the complainant and former president of sanctions approved by the principle. After the principle approved the decision, schools should be performed in accordance with council decisions
- 第十六條 學生申訴評議委員會審議期間得建議對申訴人原處分暫緩執行。
- Article 16** Student appeals Committee during the review of complaints, the sanctions stay the same as the original complaints
- 第十七條 退學或開除學籍之申訴，學校於評議決定未確定前，學生得向學校提出繼續在校肄業之書面請求。學校接到上項請求後，應徵詢學生申評會之意見，並衡酌

1		該生生活、學習狀況於一週內書面答覆並載明學籍相關之權利與義務。依前項申訴經學校同意在校肄業者，學校除不得授給畢業證書外，其他修課、成績考核、獎懲得比照在校生處理。
2	<b>Article 17</b>	With regard to complaint case about suspended, expelled or similar sanction, before the review decision is confirmed, NTOU may allow the student to continue its registration based on NTOU authority or in accordance with the student's written application. If NTOU receives a student application mention above, it shall seek opinions from the division processing the complaint case and shall assess the living and learning status of the student. A written response shall be provided within seven days, specifying the rights and obligations related to student registration.
3	第十八條	退學、開除學籍或類此處分之申訴，經評議確定維持處分者，其修業、學籍依下列規定辦理： 一、修業證明書所載修業截止日期以原處分日期為準。 二、申訴期間所修習科目學分，得發給學分證明書。
4	<b>Article 18</b>	For student whose petition Withdrawal, expelled or other category as per complaints, the review is determined to maintain its sanctions schooling in NTOU governed by the following provisions: 1. The study termination date state certificate of study shall be on the original disciplinary date. 2. Credit certificate for the courses taken during the petition period should be issued.
5	第十九條	退學、開除學籍或類此處分之申訴，經評議確定維持原處分者，其兵役、退費標準依下列規定辦理： 一、役男「離校學生緩征原因消滅」名冊於申訴結果確定後三十日內冊報。 二、退費基準依專科以上學校向學生收取費用辦法第 8 條及專科以上學校學雜費收取辦法第 15 條規定辦理。
6	<b>Article 19</b>	For student whose petition for military-service, the student academic status shall be handled according to the following provisions: 1. Draftee shall be submitted to file [The Dropout Students' List of Military Service Deferment Reasons Elimination] military service guidance within 30 days of confirming the arbitration decision. 2. The tuition refund shall be issued in accordance with the Article 8 of The Principle of Varsity Charge and the Article 15 of The Principle of Varsity Tuition and Fees Charge.
7		
8	第二十條	申訴人就學校所為之行政處分，經向學校提出申訴後而不服其決定，得於收到申訴評議書之次日起三十日內，繕具訴願書，經學校檢卷答辯後送教育部提起訴願，訴願時並應檢附學校申訴評議決定書。 申訴人就學校所為行政處分以外之懲處、其他措施或決議，經向學校提起申訴而不服其決定，得按其性質依法提起訴訟，請求救濟。
Appendices	<b>Article 20</b>	Complainant whose petitions to NTOU and objects its arbitration decision can file an appeal attached with the NTOU written arbitration decision to the Ministry of Education through NTOU. After receiving the aforesaid appeal, NTOU shall submit the defense statement as soon as possible with pertinent documents to the Ministry of Education. If complainant files an appeal for NTOU arbitration decision to the Ministry of Education without following NTOU procedure, the Ministry of Education shall transfer the case back to NTOU for handling in accordance with student petition procedure.
MEMO	第二十一條	訴願決定或行政訴訟判決撤銷學校原退學、開除學籍或類此處分者，其因特殊事故無法及時復學時，學校應輔導其復學；對已入營無法復學之役男，保留其學籍，俟其退伍後，輔導優先復學；復學前之離校期間並得補辦休學。



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

**Article 21** Students who have received disciplinary rulings that result in withdrawals or expulsions of student status has been reinstated through appeal decisions or administrative litigation decisions, should receive reinstatement counseling in the event of special circumstances that prevent them from resuming their studies. For students who have been drafted into the military and are unable to return to NTOU for schooling.

Its status should be kept as a student. After completion of military service above mentioned students should receive priority counseling for resuming their studies, and can also apply for application leave of absence for the entire duration of their absence.

#### 第四章 附則

#### Chapter 4 Supplementary Article

第二十二條 評議決定書應包括主文、事實、理由等內容。對不受理之申訴案件亦應做成評議書，惟其內容得不記載事實。  
前項申訴評議書，應記載不服申訴評議決定之救濟方法。

**Article 22** A written arbitration decision shall contain circumstance, facts, and grounds. Review of the complaint is necessary, Arbitration decision shall also be written for overruled petition case, but only circumstance and grounds shall be stated.

第二十三條 評議原則應以學生權益為重，依據學生現行法規，秉持公平、正義原則審議。

**Article 23** According to the regulation principle of justice, students should review equally on regulations and impartial considerations.

第二十四條 學生申評會做成評議書，送校長核定时，應副知原處分單位，原處分單位如認為有與法規抵觸或事實上窒礙難行者，應列舉具體事實及理由陳報校長，並副知學生申評會，校長如認為有理由者，應移請學生申評會再議，再議以一次為限。

**Article 24** The written arbitration decision shall be sent upon approved by the President to the complainant, and the original disciplinary authority according to the Committee's organization and subordination. When submitting the written arbitration decision approved by the President, a copy shall be sent to the original disciplinary authority. If the arbitration decision is deemed difficult to proceed or is against the regulations, the original disciplinary authority shall provide actual facts and grounds to the President, and send a copy to the Committee. If the President agrees, the Committee shall be requested to arbitrate again, only once is allowed.

第二十五條 學生申訴制度應列入學生手冊，廣為宣導，使學生了解申訴制度之功能。學生因校園性侵害或性騷擾或性霸凌事件提起申訴，其屬性別平等教育法第二十八條第二項申請調查之性質者，依性別平等教育法相關規定處理。

**Article 25** Students appeals systems should be included in student handbook, promotion of propaganda, so that students can understand its function of the appeal systems who appeals due to on-campus sexual assaults, sexual harassment or sexual bullying, and whose appeals the meet of investigation criteria as stipulated in Art.28.2 of the Gender Equity Education Act shall be processed according to regulations associated with the Gender Equity Education Act.

第二十六條 本辦法經校務會議通過，報請教育部核定後發布施行。

**Article 26** The Guideline was passed during the academic meeting, and implemented upon by the Ministry of Education.

# General Education Requirements for International Degree Students

Approved in the Meeting of General Education Committee on Dec. 30, 2009

Approved in the Meeting of University Curriculum Committee on March 18, 2010

Approved in the First Meeting of Academic Affairs Committee in the Second Semester of Academic Year 2009/2010 on April 8, 2010

National Taiwan Ocean University General Education Requirements for International Degree Students												
科目類別	科目名稱 Course	學分數 Cr.	第一學年 1 <sup>st</sup> Acad. Yr.		第二學年 2 <sup>nd</sup> Acad. Yr.		第三學年 3 <sup>rd</sup> Acad. Yr.		第四學年 4 <sup>th</sup> Acad. Yr.		備註 Note	
			上 1 <sup>st</sup>	下 2 <sup>nd</sup>	上 1 <sup>st</sup>	下 2 <sup>nd</sup>	上 1 <sup>st</sup>	下 2 <sup>nd</sup>	上 1 <sup>st</sup>	下 2 <sup>nd</sup>		
共同教育課程	國文領域 Chinese	8	2	2	2	2					一般外國學生須修習至少八學分。 At least 8 credits required for international students enrolled in degree programs	
	博雅領域 Liberal Arts	8		2	2	2	2					
	外文領域 Foreign Languages	4	2	2							英語系國家學生應修習非本國語言之外文課程。 Students from English-speaking countries should register for non-English courses.	
	體育 Physical Education	0	0	0	0	0					每週上課二小時。 Two hours per week	
	服務學習 Service-Learning	0	0	0							每週上課一小時。 One hour per week	
共同教育課程學分總計 Total			20	4	6	4	4	2	0	0	0	



# General Education Requirements for International Dual-degree Students

Approved in the Meeting of General Education Committee on Dec. 30, 2009

Approved in the Meeting of University Curriculum Committee on March 18, 2010

Approved in the First Meeting of Academic Affairs Committee in the Second Semester of Academic Year 2009/2010 on April 8,

2010

必修科目別 Course	學分數 Credit	課程說明 Note
體育 Physical Education 服務學習 Service-Learning Program	0	免修。 International students are exempted from taking these courses.
國文領域 Chinese	4	雙聯學位外國學生須修習至少四學分。 At least 4 credits required for international students enrolled in dual degree programs
外文 Foreign Languages	2	英語系國家學生應修習非本國語言之外文課程。 Students from English-speaking countries should register for non-English courses.
博雅領域 Liberal Arts	4	
共同教育課程總計 Total	10	

備註：依協議書所訂修課期間修課。

**Note:** Course requirements shall be subject to the Agreement on Dual Degree Program and Joint Supervision of a Thesis/Dissertation signed by the universities.

1	<b>Regulations Governing Course Selection and Registration</b>	Article 5)
	Approved for amendment in the First Meeting of the Academic Affairs Committee in the First Semester of Academic Year 2004/05 on Nov. 18, 2004	Promulgated pursuant to the NTOU Order No. 0970013959A on Dec. 10, 2008 (Amendment of Article 5)
2	Promulgated pursuant to the NTOU Order No. 0930011380 on Dec. 24, 2004	Approved for amendment in the Second Meeting of the Academic Affairs Committee in the First Semester of Academic Year 2008/2009 on Dec. 18, 2008 (Amendment of Article 18)
3	Approved for amendment in the First Meeting of the Academic Affairs Committee in the First Semester of Academic Year 2004/05 on Oct. 27, 2005	Promulgated pursuant to the NTOU Order No. 0980000664 on Jan. 16, 2009 (Amendment of Article 18)
4	Promulgated pursuant to the NTOU Order No. 0940010585 on Nov. 21, 2005	<b><u>Article 1</u></b> The Regulations are enacted in accordance with Article 8 of the Study Regulations of the National Taiwan Ocean University (NTOU).
5	Approved for amendment in the Second Meeting of the Academic Affairs Committee in the First Semester of Academic Year 2005/06 on Jan. 19, 2006	<b><u>Article 2</u></b> A student processing the course selection should observe the compulsory course list of each department/graduate institute and meet requirement of minimum credits for graduation as regulated by the University.
6	Promulgated pursuant to the NTOU Order No. 0950001592 on Feb. 27, 2006	<b><u>Article 3</u></b> A student processing the course selection should comply with the following provisions:
7	Approved for amendment in the First Meeting of the Academic Affairs Committee in the First Semester of the Academic Year 2007/08 on Sep. 20, 2007 (Amendment of Article 4)	1. Course selection should be made within the given deadline announced by the University. Request for course registration beyond the deadline shall not be processed.
8	Approved for amendment in the Second Meeting of the Academic Affairs Committee in the First Semester of Academic Year 2007/08 on Dec. 18, 2007 (Amendment of Articles 3 and 20)	2. A department/graduate institute should give priority to its students to select courses offered by this department/graduate institute.
Appendices	Promulgated pursuant to the NTOU Order No. 0970005981F on June 5, 2008 (Amendment of Articles 3, 4 and 20)	<b><u>Article 4</u></b> An undergraduate student (day division) shall take a maximum of 25 credits per semester. However, in terms of the require-
MEMO	Approved for amendment in the First Meeting of Academic Affairs Committee in the First Semester of Academic Year 2008/09 on Oct. 23, 2008 (Amendment of	



ment of minimum credits, an undergraduate student should take at least 16 credits per semester in his/her freshman, sophomore and junior years, and at least 9 credits per semester in his/her senior year.

A graduate student (including a student of an in-service master's program) may take a maximum of 22 credits per semester, and should take at least one course in a semester. An undergraduate student of the Continuing and Extension Education Program shall take a maximum of 25 credits and a minimum of 9 credits per semester. However, at least 6 credits should be taken in his/her final academic year before graduation.

An undergraduate student, a graduate student (including a student of an in-service master's program), or an undergraduate student of a Continuing and Extension Education program whose average score of the previous semester is among top 20% of his/her class and who intends to take credits more than the maximum credits requirement per semester may file an application for a credit overload pursuant to the administrative procedures; however, the maximum number of courses allowed for a student to overload is two courses.

A student who extends his/her study duration should take at least one course per semester; Failure to register for any course or meet the requirement of minimum credits for each semester shall be deemed as an enrolled student with incomplete course registration. A student, who is duly notified through a written notice, still fails to process the matter at the Division of Registration and Curriculum (or Division of Continuing and Extension Education for a student of the continuing and extension education program) shall be suspended from the University in accordance with the Study Regulations of the NTOU.

### **Article 5**

In addition to the compulsory courses, an undergraduate student, during the period of his/her study, should likewise obtain the credits of general education courses pre-

scribed by the University Curriculum Committee before he/she is approved to graduate from the University. An undergraduate of the Continuing and Extension Education program is required to fulfill at least 4-credit-hour courses about liberal education during the period of study.

A foreign graduate student (excluding overseas Chinese students) should follow the Regulations for his/her course registration, and take the course of Chinese for four semesters before the student is approved to graduate from the University. The credits of the Chinese course will not be included in the total number of credits required for graduation. Foreign students of a special program ratified and sponsored by the Ministry of Education or other institutions shall follow the regulations of the sponsoring agency or institutions in terms of the requirement of Chinese course study.

### **Article 6**

A student may process registration of inter-university course pursuant to the Regulations Governing the Inter-university Course Selection of the NTOU; however, the student may only take courses which are not offered by the University. Moreover, the number of credits of the interuniversity courses should not exceed one-third of the total number of course credits taken by a student in a semester. Such provision is not applicable to a student who extends his/her study duration and takes no more than six credits.

The preceding paragraph shall not apply to an undergraduate student of the Continuing and Extension Education program and a graduate student of an in-service master's program.

### **Article 7**

A student may take a second specialization program (exclusive of educational program) offered by the University during the period of study.

### Article 8

When a student takes a two-semester course only for one semester, the credit(s) earned from the course should not be included in the total number of credits required for graduation.

### Article 9

A student whose score of a two-semester course is below 40 in the first semester is not allowed to continue taking the course in the second semester; furthermore, credits earned from the course in one semester should not be included in the total number of credits required for graduation.

### Article 10

A student taking courses offered by other department(s) shall obtain the approval of the student’s major department and the prior consent of the course-offering department. When courses taken are not related to the student’s major department, credits earned from these courses shall not be included in the total number of credits required for graduation.

### Article 11

Enrolling in overlapping courses is prohibited. If a student is found to register for classes that overlap, such courses shall be given a score of zero, and the score will be included in the calculation of the semester average.

### Article 12

A student is not allowed to retake a course which the student has already passed. The credit(s) earned from a retaken course shall not be included in the calculation of the semester average and the total credits for graduation.

### Article 13

Retaking a physical education course is limited to one course of the physical education every semester, that is, a student is not allowed to take the courses of physical edu-

cation for three semesters in one semester. Where a student is required to make up a physical education course due to failure to register for the course in the previous semester, the student should not take the courses of the physical education for two semesters in one semester.

### Article 14

A student of the Day Division is not allowed to take the courses offered by the Continuing and Extension Education program. However, a student of the Continuing and Extension Education program may take courses offered by the Day Division, and credit(s) earned from the course(s) may be included in the credits for graduation. The number of course credits and the courses offered to students of the Continuing and Extension Education program should be defined by respective departments/graduate institutes and implemented upon approval of the Dean of Academic Affairs; such provision does not apply to students of the educational program.

### Article 15

A student transferred from another department or university may apply for the credit transfer pursuant to the Course Credit Transfer/Waiver Guidelines of the University provided that a course previously passed by the student has the same title and number of credits with the required course offered by the department to which the student transfers.

### Article 16

A student who extends the study duration (including a student who extends the study duration for pursuing a dual degree, taking a minor or attending the educational program) should pay a credit fee based on the standards of the credit fee for students of the Continuing and Extension Education program. The student taking more than nine credits in a semester of the extended academic year should pay full amount of tuition

fees for students of the Day Division, excluding the courses taken in the educational program. A student of the educational program should pay a credit fee based on the standards of the credit fee for students of the Continuing and Extension and Education program.

#### **Article 17**

An undergraduate student taking a course offered for a master's program or a doctoral program need not pay credit fee for any course taken.

#### **Article 18**

A student, who fails to make a payment by the due date, will be charged a fine for the late payment which is calculated from the due date, as shown below:

1. NTD 100 will be charged for each day that the payment is late.
2. A student, who fails to give payment ten days after the due date, shall be deprived of the right to process course selection for the next semester until payment is given.

#### **Article 19**

Matters not covered in the Regulations shall be processed in accordance with the Study Regulations and other related rules and regulations of the University.

#### **Article 20**

The Regulations shall be enacted for implementation upon approval of the Academic Affairs Committee and ratification of the President of the National Taiwan Ocean University.

**Note:** The Regulations are enacted in Chinese. In case of any discrepancy between the English version and the Chinese text, the Chinese text shall prevail.

## **Student Dormitory Regulations**

**Application:** The application is not permitted for those with legal infectious disease (requiring treatment in isolation), or severe mental illness before completing treatment.

**Refund:** When freshman (only first semester), drop-out, expelled, or graduate, dormitory fee can be returned according to the following condition:

- a. Within 10 days of register, dormitory fee will be fully returned.
- b. More than 10 days of register, but not 1/3 of the semester, 1/2 of the dormitory fee will be returned.
- c. Freshman (second semester), **voluntary move out**, or disobeyed Student Dormitory Regulations Rule 14 and suspended for lodging qualification, **no refund will be given**.

**Notice:** Each **period** is one academic year (including winter vacation, but not summer vacation), and please cooperate moving for concentration in winter vacation.

**Distribution** (only international students)

- \* Male Off-campus International Dormitory
- \* Female 2<sup>nd</sup> Female Dormitory 6<sup>th</sup> floor

**Students must follow Student Dormitory Regulations, Dormitory Contract Book and related regulations**

1. Substitution is forbidden. The students provided or accepted others' bed will be given a demerit and suspended for lodging qualification according to Student Dormitory Regulations and Student Rewards and Punishment Regulations.



1	2. Students should cooperate with bed-checking, and must not give out one's bed without authorization. The students that disobey will be processed according to Student Dormitory Regulations and Student Rewards and Punishment Regulations.	any other illegal actions.
2	3. Objects provided by our Student Dormitory are: bed, desk, chair, shelf, air conditioner and wardrobe. Students should prepare other objects of living necessity without disobeying Student Dormitory Regulations.	3. tore hazardous, illegal or easily burnt objects.
3	4. If a student damages or loses any dormitory or public object, he/she is responsible for compensation.	4. Keep guests or invite opposite-sex friends into the dormitory without authorization.
4	5. When lodging students decide to move out, related procedures must be completed.	5. Change originally designated bed or furniture without authorization.
5	6. An air-conditioner card is given to each room of four students every semester (face value NT\$1,000, including cost of production NT\$40). If the air-conditioner card was used up, it can be purchased at the convenient store in campus.	6. Lead merchants into the dormitory for trading purpose.
6	7. In order to maintain the normal operation of Internet, lodging students should cooperate with keying in MAC address number of the network adapter. Every address is limited to <b>3GB per day</b> (upload/download)	7. Have pets without authorization, but if needed for lessons and agreed by all roommates, it is not restricted.
7	8. Main lights at all dormitories are off at 12:00 a.m. (except the previous week and the week of mid-terms and final exams) Desk lights are not turned off.	8. Install electrical appliances without authorization; e.g. refrigerator, dehumidifier, television set, electric stove, heater, microwave, oven, or any other electrical appliances higher than 500W (the hair dryer is excluded).
8	9. Smoking is forbidden.	9. Cook in the dormitory without authorization.
Appendices	10. Other provisions will be announced if necessary.	10. Make loud noise disturbing others sleeping or studying.
MEMO	<p><b>Lodging students are not allowed to have the following behaviors:</b></p> <p>1. Substitute bed to others, or enter restricted areas during summer vacation without authorization.</p> <p>2. Gamble, play ma-jhong, drink alcohol excessively and cause trouble, fight, jump over walls or windows, steal, or</p>	<p>11. Smoke in the dormitory.</p> <p>12. Disobey the dormitory notices and not cooperate with bed-checking. Unpack one's belongings and not store them at the designated place during summer vacation.</p> <p>13. Any other behavior disturbing dormitory safety and order.</p> <p><b>NTOU International Student Dormitory Deposit Management Policies</b></p> <p><b>Article 1:</b> The following guidelines are according to NTOU International Student Dormitory Management Policies article 10.</p> <p><b>Article 2:</b> The following guidelines are maintaining the facilities of International Student Dormitory full blast in order to cultivate to take care of the environment and public property.</p> <p><b>Article 3:</b> Each student who lives in NTOU International Student Dormitory will be charge NTD 1000 for deposit to Cashier.</p>

**Article 4:** The general managers should confirm the facilities and cleanness of each room when the school's year is ending or the student moves out.

**Article 5: Cleanliness of Dormitory**

- a. The general managers should get the picture for evidence when the student doesn't
- b. Clean their room after they moved out; Division of Dormitory Guidance will charge the clean expense according the working hour, any stuff left is regard as trash.
- c. The duty of cleanness should prosecute responsible to student, if we cannot prosecute responsible to student, the charge will share by student in the room.

**Article 6: Facilities of Dormitory**

- a. Division of Dormitory Guidance should check the engineering of building before student moves in the room.
- b. The residency should check the room and fill the facilities card to general managers once the student moves in the dorm.
- c. If student destroys the facilities or property in the dorms as follows, should indemnify according to the facilities card:
  1. **Student loses or destroys the facilities duo to their negligence.**
  2. **Student loses or destroys the facilities deliberately.**
  3. **Student loses or destroys the facilities duo to their negligence.**
4. The general managers or division of dormitory counseling should identify the facilities damage, if indemnify is needed, the indemnification price should be printed in the identify table.
5. If the reason of damage is considered a personal factor, the duty of indemnification should prosecute responsible to student, if we cannot prosecute responsible to student, the charge will share by student in the room.
6. The procedure of process the indemnification: The general managers or the

part-time student work at the front desk should fill the list of repair, appendix the identify table and send it to Division of Dormitory Guidance, after the examination will cut the resident deposit. If the balance is insufficient, Division of Dormitory Guidance should notify the student to make up the balance. The facilities will be repaired according to identify table.

7. The general managers should stay in the dorm for 2days to make an inventory in the room with Division of Dormitory Guidance after the school's year ended.
8. Division of Dormitory Guidance should formulate the facilities card and the amount of indemnification.
9. If there are still has balance in the air-conditioner reloaded card will not return when student moves out of the dorms.
10. NTOU offer reload card which value NTD 500 to student to use the air-conditioner and Electric Boiler.
11. Please go to Cashier to reload the card if the balance is using up, and then take the receipt to division of dormitory guidance to add value in the card.
12. Student should return the reloaded card once they move out of the dorms. Division of dormitory guidance will deduct NTD 1000 from the resident deposit if student didn't return the card.

**Article 7: Resident deposit refund:**

The student lives in NTOU International student dormitory should handle the application of deposit refund when they move out of the dorms.

**After deduct the clean and repair expense, the Resident deposit should be refund when student graduate, leave the school, or move out of the dorms. Student should return the money if the balance is not enough.**

## NTOU International Residency Management Policies

For the healthy dormitory environment, please keep the good behavior and get into a nice groove of life, and take care of cleanliness of dormitory, please follow the rules:

- The meeting time for opposite sex visitors from 9:00 to 22:00 in social room at first floor.
- It is unlimited from division of dormitory counseling or drillmaster's agreement If meet the emergency situation.
- The dormitory strictly forbids the gambling, **mahjong**, fighting, stealing, and drink too much, and other illegal behavior.
- The public facilities is school's property, please cherish them. If deliberately destroy the facilities or environment is happened, repair and indemnify is needed.
- Do not speak loudly to obstruct other to study or sleep.
- Air-conditioner is school's property, if the damage is happened should repair it according to the regulation from school, if the student deliberately destroy the A-C and lead it to damage, the person involved should be responsible for repair or indemnify, and will be punish by the regulation.
- Follow the waste segregation, to cooperate the operation time for trash car individually to maintain the environmental cleanness.
- The residence should cooperate the room confirmed and the announcement from the dorm.
- Do not switch the room or residency.
- If the student use the internet inside the school, they will be responsible for legal liability if they do as follows.
  - Use internet on campus to send menaced, dissemination, Commercial, or unfriendly news.
  - Use internet on campus to send virus

or invade the computer system which is not authorized.

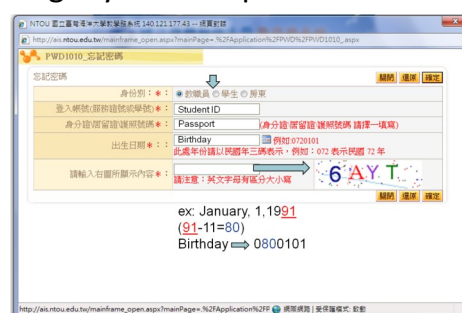
- Use others internet IP or change IP without authorizes.
- The residence should clean the stuff in the room when the student move out of the dorm, otherwise they will be recorded and add in the reject list for applying. If the student graduate from school should restore the original condition otherwise the school will confiscate the deposit.
- The residence should follow NTOU International Student Dormitory Management Policies and regulations from the contract of house renting. The school will bulletin if there has further rule.

## Steps for online dormitory registration using the Academic Information System (AIS)

1. First go to <http://ais.ntou.edu.tw> , if you never log in before, please click the button that is circled for reset passwords.



2. Choose 學生(students). Fill in the rest of the information. Then go to your email box to get your new password.





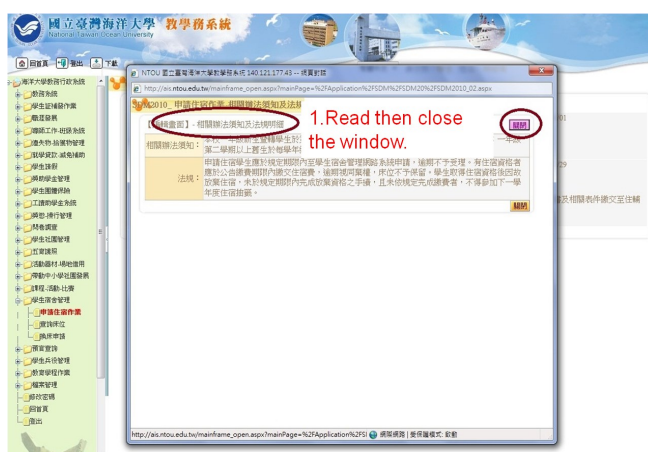
**Note:** Because of the system set up, the system is using Republic era. You can simply minus 1911 to transform your birth date into Republic era. (e. g. 2012-1911=101. 1995-1911=94.)

3. So if your birthday is January 1st, 1988. You should enter 0770101 (1988-1911= 077).

4. Log in with the new password, and switch the language into English. Click on the student dormitory system.



5. Go to the dormitory application, and finish the rest of the information, then click to send.



## NTOU Airport Pick Up Request Form

### A. Personal information

Title:

Family Name:

First Name:

Student ID Number:

Faculty:

Nationality

Gender: (Male/ Female)

Telephone Number:

E-mail Address:

### B. Family / Partner Contact information (for safety consideration)

Family Name:

First Name:

E-mail Address:

### C. Flight Details

Date of Arrival at Taoyuan: \_\_\_\_\_ (Day)/ \_\_\_\_\_ (Month)/ \_\_\_\_\_ (Year)

Time of Arrival at Taoyuan: \_\_\_\_\_ (AM/PM)

Name of Airline:

Flight Number:

Number of Bags:

**Students who require airport pick up, need to complete and submit this for before **September 9th, 2021 for autumn and January 20rd, 2022 for Spring.** (Please note these dates are changeable Depends on your VISA and Entry Permit)**

Please e-mail or fax the above filled form to:

**Ms. Joyce Wu**

(Assistant)

Division of International Affairs

Email: joyce\_wu730@mail.ntou.edu.tw

Tel: +886-2-24622192EXT1069

Tel: +886-2-24634786

National Taiwan Ocean University 2021-2022 Academic Calendar												
1	Year	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Date		Day	Event Details (Fall Semester)
									M	D		
2	2021	1	2	3	4	5	6	7	Aug.	2	Mon	First Semester Begins
										3	Tue	Application for Tuition Fee Loan Begins
										10	Tue	Dormitory Drawing Application (for New Graduate Students,8/3-8/9)
		8	9	10	11	12	13	14				Dormitory Application (for Freshmen,8/10-8/16)
		15	16	17	18	19	20	21		13	Fri	Registration for Returning Students
		22	23	24	25	26	27	28		22	Sun	National Grandparents Day
3	29	30	31						30	Mon	Credit Transfer Application (8/30-9/3)	
				1	2	3	4		4	Sat	Summer Vacation Ends Dormitory Opens (9/4-9/5)	
4									6	Mon	Physical Examination for Newly-admitted Students	
												Registration Deadline (new undergraduates)
5												Course Selection Workshop for Newly-admitted Undergraduate Students in the Day Division ;
												Application Deadline for Tuition Fee Loan and Tuition Exemption or Reduction
6		5	6	7	8	9	10	11		7	Tue	Application for Newly-admitted Undergraduate Students in the Day Division
												Safety Education for Newly-admitted Students ;
7									Sep.	8	Wed	Reception and Registration for Newly-admitted Graduate Students in the Day Division ;
										9	Thu	Online Course Selection for Newly-admitted Students (9/9-9/20)
8										11	Sat	A Deferred Holiday for the 68nd Anniversary Celebration
												First Day of Classes for All Students
Appendices		12	13	14	15	16	17	18		13	Mon	3rd Online Course Selection Period for 2021 Fall Semester (9/13-9/20) Apply for a Minor, a Double Major, Non-degree programs (9/13-9/24) Minority Aid Application (9/13-10/20)
										17	Fri	NTOU Scholarship Application Begins (9/17-10/18)
MEMO		19	20	21	22	23	24	25		20	Mon	Mid-Autumn Festival (Holiday,9/20-9/21)
		26	27	28	29	30				22	Wed	Application for Course Addition via Manpower (9/22-9/28)





2021						1		1 Sat	New Year's Day
	2	3	4	5	6	7	8	7 Fri	Application Deadline for Suspension of Studies for 2021 Fall Semester
	9	10	11	12	13	14	15	10 Mon	Final Exam (1/10-1/14)
	16	17	18	19	20	21	22	17 Mon	Application for Tuition Fee Loan Begins Winter Vacation Begins
	23	24	25	26	27	28	29	26 Wed	Dormitory Partially Closed (1/26-2/6)
								28 Fri	An Extended Holiday for Faculty and Staff
	30	31						31 Mon	Chinese New Year (Holiday) Fall Semester Ends;

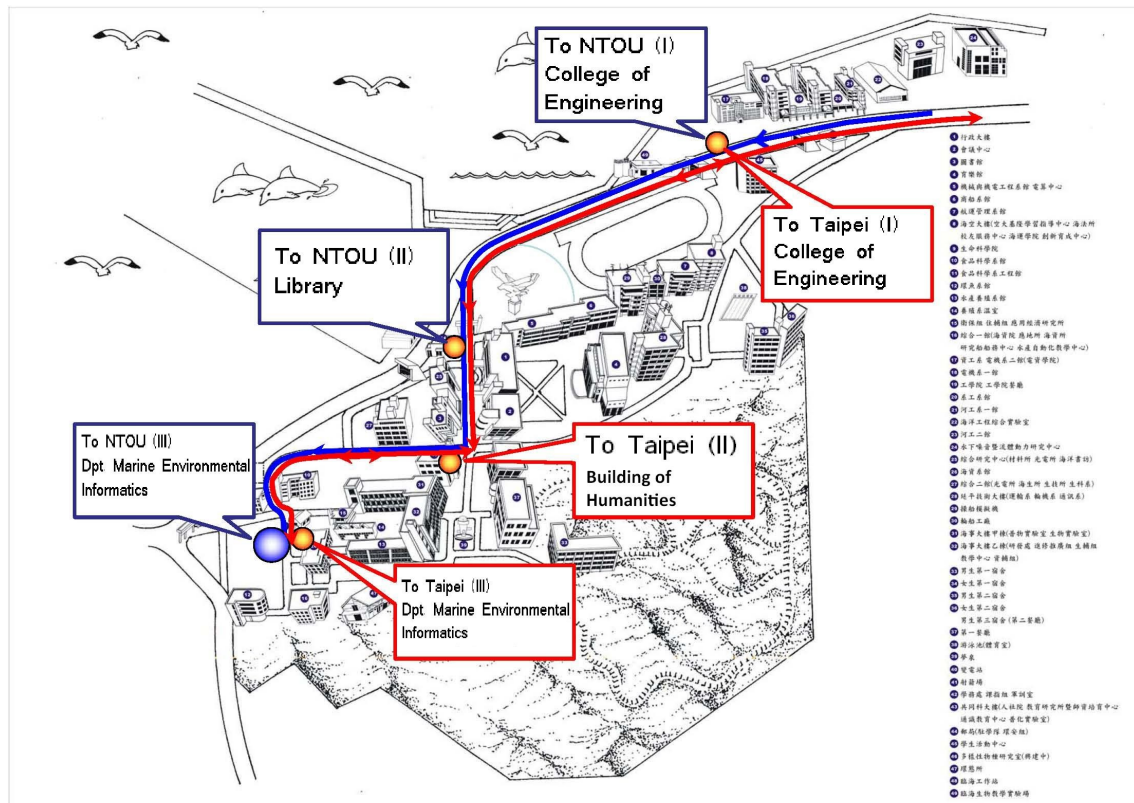
National Taiwan Ocean University 2021-2022 Academic Calendar

Year	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Date		Day	Event Details (Spring Semester)
								Month	Day		
			1	2	3	4	5			1 Tue	Chinese New Year (2/1-2/4) Spring Semester Begins
										7 Mon	Registration for Returning Students
	6	7	8	9	10	11	12			12 Sat	An Extended Holiday for Faculty and Staff
	13	14	15	16	17	18	19			18 Fri	Online Course Selection for Newly-admitted Students (2/18-2/25) Winter Vacation Ends
								Feb.		20 Sun	3rd Online Course Selection Period for 2022 Spring Semester (2/20-2/25)
											Classes Begin for All Students
	20	21	22	23	24	25	26			21 Mon	Application Deadline for Tuition Fee Loan and Tuition Exemption or Reduction Apply for a Minor, a Double Major, Non-degree programs (2/21-3/4)
	27	28								28 Mon	Peace Memorial Day
			1	2	3	4	5			1 Tue	Application for Course Addition via Manpower (3/1-3/7)
	6	7	8	9	10	11	12				NTOU Scholarship Application Begins (3/1-3/31)
	13	14	15	16	17	18	19	Mar.		14 Mon	Last Day of Confirmation of Online Course Selection Results
	20	21	22	23	24	25	26				
	27	28	29	30	31						

1						1	2		1	Fri	Activities to Enhance Family Intimacy (An Extended Holiday for Faculty and Staff)
	3	4	5	6	7	8	9		4	Mon	Children's Day & Tomb-Sweeping Festival (4/4-4/5)
2	10	11	12	13	14	15	16	Apr.	6	Wed	Activities to Enhance Family Intimacy (An Extended Holiday for Faculty and Staff)
									11	Mon	Tuition Exemption or Reduction Application for 2022 Spring Semester (4/11-4/22)
3	17	18	19	20	21	22	23		15	Fri	Application for Department Transfer Begins (4/15-4/29)
											Mid-Term Examination (4/18-4/22)
4	24	25	26	27	28	29	30		18	Mon	Application for Teacher Education Program Begins (4/18-4/29)
									22	Fri	Due Date for Credit Fees Payment
5									25	Mon	Entering Mid-Term Warning Begins
									29	Fri	Mid-Term Course Withdrawal Application Ends (4/29~5/5)
6	1	2	3	4	5	6	7	Mar.	3	Tue	1rd Online Course Selection Period for 2022 Fall Semester (5/3-5/9)
	8	9	10	11	12	13	14		9	Mon	Entering Mid-Term Warning Ends
7	15	16	17	18	19	20	21		16	Mon	Online Course Selection Drawing for 2022 Fall Semester (5/16-5/20)
	22	23	24	25	26	27	28		20	Fri	Application for Dormitory during Summer Vacation (5/20-5/26)
8	29	30	31						23	Mon	Graduation Exam (5/23-5/27)
									30	Mon	2rd Online Course Selection Period for 2022 Fall Semester (5/30-6/4)
9				1	2	3	4		3	Fri	Dragon Boat Festival
	5	6	7	8	9	10	11		8	Wed	World Oceans Day
10	12	13	14	15	16	17	18	Jun.	9	Thu	Water Sports Meet Day
	19	20	21	22	23	24	25		17	Fri	Application Deadline for Suspension of Studies for 2021 Spring Semester
11	26	27	28	29	30				18	Sat	Commencement (Campus Open)
									19	Sun	Final Exam (6/19-6/25)
12									26	Sun	Dormitory Closing (6/26-6/27)
											Summer Vacation Begins
13	31								27	Mon	Dormitory Opens for Summer Residents
									30	Thu	Application for Master's and Doctoral Degree Exam Ends
14						1	2	Jul.			
	3	4	5	6	7	8	9		4	Mon	Tuition Exemption or Reduction Application (Second Session) Begins
15	10	11	12	13	14	15	16		8	Fri	A Deferred Holiday for Commencement
	17	18	19	20	21	22	23		15	Fri	Bed Reservation Application for New Graduate Students (7/15-7/20)
16	24	25	26	27	28	29	30				
	31								31	Sun	Second Semester Ends



# NTOU School Bus Schedule: Transportation Information:



## Routes:

Bus Number : 1800

- \* **School days:** School bus operate Monday to Friday (no operations on holidays, national holidays).
- \* **Summer/Winter Break:** Division of General Service will make further notice about the schedule during break time. Transportation will be stopped during summer break.
- \* **Single trip fare :** NT\$50
- \* **Route:** NTOU to Zhonglun
- \* **Departure time:**

Morning	Afternoon	Evening
7:30 AM	4:50 PM	9:30 PM
7:45 AM	5:05 PM (only on Friday)	
8:10 AM	5:20 PM	
8:30 AM	5:50 PM	
	6:20 PM	

## Bus Number : R66

\* **School days:** School bus operate Monday to Friday (no operations on holidays, national holidays).

\* **Summer/Winter Break:** Division of General Service will make further notice about the schedule during break time

\* **Single trip fare :** NT\$50

\* **Route:** National Museum of Marine Science and Technology (NMMST) to NTOU

\* **Departure time from NMMST:**

From NMMST	6:30 AM	12:30 PM
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From Qidu	7:20 AM	10:30 PM
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### **Stops at Administrative Building of NTOU**

From NMMST	3:55 PM	4:35 PM	5:25 PM
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From Qidu	7:05 AM	7:45 AM	8:35 AM
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### **Headway at Normal Day:**

Peak Hours: Every 20 minutes

Off-Peak Hours: Every 50 minutes

### **Headway on Holiday:**

Peak Hours: Every 40 minutes

Off-Peak Hours: Every 50 minutes

The bus schedule may change due to traffic conditions. You can check the latest schedule with this link <http://140.121.193.236/wpmu/dgs/車輛管理/學生專車資訊/>

### **or contact :**

Division of General Service

Tel: 886-2-24622192, ext.1100

Fax: 886-2-24623084

## Bus Number: 1811

\* **Route:** Taipei to Lotong  
Taiepei to Nanfang-ao

\* **Hours of Operation:** Fixed time

\* **Headway:** Fixed time

\* **Via:**

⇒ Taipei Station

⇒ Fulong

⇒ Toucheng Stop

⇒ Lotong Transfer Station

⇒ Gongguan

⇒ Nangang-ao



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Taiwan Book Publishers Association





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Appendices

MEMO

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