

International and Exchange Student Handbook 2020-2021



國立台灣海洋大學
National Taiwan Ocean University



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NTOU PRESIDENT

許泰文 **TAI -WEN HSU**

IMPORTANT THINGS TO REMEMBER

IF YOU ARRIVE IN TAIWAN

1. BUY A SIM CARD FOR YOUR CELL PHONE BEFORE YOU LEAVE TAIPEI AIRPORT, TAIWAN
2. EXCHANGE YOUR CURRENCY INTO NT DOLLARS AT THE AIRPORT.
3. YOU CANNOT TAKE PUBLIC TRANSPORTATION ,YOU HAVE TO TAKE SPECIALLY ALLOTTED CABS.
4. YOU NEED UNDERGO 14 DAYS MANDATORY QUARANTINE IN HOTELS.
5. YOU NEED TO PAY HOTEL FEES BY YOURSELF.
6. IF YOU BROKE QUARANTINE RULES YOUR SCHOLARSHIP WILL BE REVOKED.
7. YOU NEED TO FINISH THE 14 DAYS SELF HEALTH MANAGEMENT IN THE UNIVERSITY.
8. YOU CAN JOIN ONLINE CLASSES DURING QUARANTINE PERIOD.

IMPORTANT THINGS TO REMEMBER

- 1.BUY A SIM CARD FOR YOUR CELL PHONE BEFORE YOU LEAVE TOUYUAN AIRPORT, TAIWAN
- 2.EXCHANGE YOUR CURRENCY INTO NT DOLLARS AT THE AIRPORT.
- 3.PACK AT LEAST TWO HEAVY WINTER COATS.
- 4.PACK NECESSARY THINGS LIKE TUXEDOS AND YOUR CULTURAL DRESSES.
5. CONTACT PERSONS

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ASSISTANT ,

Office Of International Affairs,

Adress:No.2, Pei– Ning Road, Keelung, Taiwan 20224,

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Email : joyce_wu730@mail.ntou.edu.tw.

2)VIKRAM PAUL,

President ,

International Student Association

Cell Phone:+886-978284732

Email: vijayavikram3090@gmail.com

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*PLEASE INFORM YOUR ARRIVAL DATE TWO TO THREE WEEKS EARLIER *

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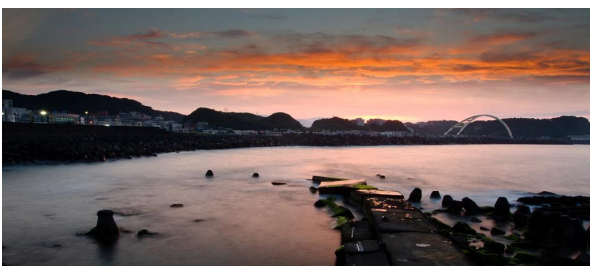
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Introduction

Prologue by Dean of OIA

Dear International and Exchange Students,

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

I hope that this handbook will meet your information needs and, for those unfamiliar with the University and the academic procedures, provide comprehensive guidance during your studies in Taiwan.

Through the efforts of a dedicated staff, the Office of International Affairs has established an English speaking team and developed a cultural diversity in NTOU in order to create a more friendly study environment.

Today, NTOU has grown into a national maritime university that serves all Taiwan through its 22 department and 12 graduates institutes and mainly expanding its research expertise through international agreements with sister universities worldwide. Yet, 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 marks this University. 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 T-Shiang

Dean, Office of International Affairs

Welcome to NTOU

The Office of International Affairs specializes in supporting international, Overseas Chinese students and Mainland China Students. Our target is achieving their educational, professional and personal objectives. Our services include scholarships, working 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, 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 adjusting to the NTOU campus life and Taiwanese culture. If you have any problems or suggestions please feel free to contact us either indirectly via the contact information shown in the front page or directly by visiting our office located in the Gymnasium (Ground/1st Floor).

We wish you success as you acquire the education and the life skills required in this interdependent world!



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About National Taiwan Ocean University

National Taiwan Ocean University (NTOU) was established in 1953 as Provincial Taiwan Maritime Technology College. Eleven years later, in 1964, we 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 widening 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 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 as National Taiwan College of Marine Science and Technology in 1979, and National Taiwan Ocean University in 1989. At present, the University has seven colleges comprising twenty two departments and eleven graduate institutes, staffed with 645 faculty and administrative members and more than 9000 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 to be a unique research and education center. The University has played a pivotal role in the development of marine science and ocean technology in Taiwan. Spanning a period of more than four decades graduates are easily placed in shipping, fishing, food, and engineering enterprises.



Contact Us:

Office of International Affairs

2, Pei-ning Road, Keelung, Taiwan 20224,
R.O.C

Located in the Ground/1st floor of the Gymnasium

Website: <http://oia.ntou.edu.tw/main.php>

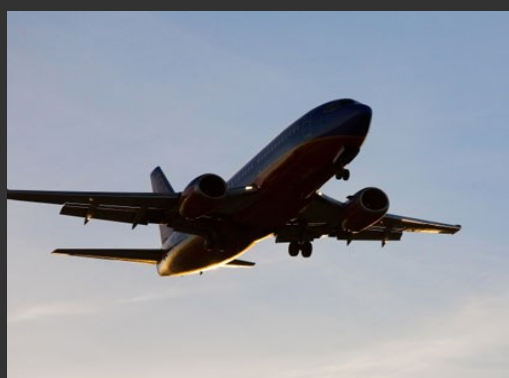
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Preparing For Arrival

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



Visa and Alien Resident Certificate

1. International Students Must Know

Students applying from abroad who have received formal admission letters should apply at nearest ROC embassy, consulate or representative agency for entry visas to enter Taiwan. Visitor visas 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).

The Bureau of Consular Affairs:
<http://www.boca.gov.tw/mp?mp=2>

2. Visa Application & Regulations

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

- Ten days and under, after the assigned time frame (which is fifteen days after being issued a Resident Visa), they will be fined NT\$1,000.
- Thirty days and under, after the assigned time frame (which is fifteen days after being issued a Resident Visa), they will be fined NT\$3,000.
- Above thirty days after the assigned time frame (which is fifteen days after being issued a Resident Visa), they will be fined NT \$5,000.

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

- Ten days and under, after the expiration date, they will be fined NT\$1,000.
- Duration from eleven days to thirty days after the expiration date, they will be fined NT \$3,000.
- Duration from thirty-one days to ninety days after the expiration date, they will be fined NT \$5,000.

- Above ninety-one days after the expiration date, they will be fined NT \$10,000.

Note:

- (1) If you did not apply for the Resident Certificate according to the regulation of Immigration Department, you will be fined and be expected to apply for it within the rescheduled time frame. If not, you might have to pay extra fine.
- (2) If you still stay in Taiwan after your Visitor visa or Resident Certificate expires, you will be fined and be expected to leave the country within the scheduled time frame as well. If not, you will be deported.

3. How to Apply - Resident Visa & ARC

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 within 15 days. Required documents:

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

Information: <http://iff.immigration.gov.tw/mp.asp?mp=2>
 National Immigration Agency– Taipei
Address: NO.15, GUANG JHOU ST., JHONGJHENG DISTRICT, TAIPEI CITY 100-66, TAIWAN
Chinese address: 台北市廣州街 15 號
 TEL: (02) 2388-9393/ (02) 2389-9983/
 FAX : (02) 2388-9393

2. Alien Resident Certificates (ARC)

Students with a resident visa will need to apply for the ARC in the Keelung City Service Center, National Immigration Agency within 15 days. Required documents:

- Fill out a copy of Multiple-purpose Application Form for Foreign Residents and attach two photos (2x2 inch) (only for the new ARC applicant)

- Submit the original and a copy of passport, including the resident visa.
- Submit the original and a copy of student ID or original receipt of tuition and dormitory payment.
- Application fee: NT\$1,000.

Notes:

1. **ARC and Re-entry:**

Address:

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

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

2. **Student's Visa:**

Students holding multiple entries Visa may re-enter 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 re-enter Taiwan.

Pre-Arrival Check List

1. **Things to Do**

- Obtain proper documents for departure and arrival
- Book your flight
- Check customs regulations on what you are allowed to take out and bring in
- Pack your bags



Preparing for Arrival

2. Tips for Packing Your Bags

Taiwan is hot most of the time, but its winter can be very chilly. You might not need a thick coat, but bring some sweaters and a jacket. If you have low tolerance to cold, bring some sweaters and a water resistant jacket.

Closet space is a big issue in dormitories. Do not over-pack. You can purchase all of your daily needs in town, unless you have a special preference for your home product.

If you bring your own electrical appliances, make sure you have a converter if your home country does not use 110 volts electricity.

3. Must have

Here is a list of items most international students at NTOU recommend you bring from home:

- Passport and other documents for status verification
- Original academic documents: Transcripts, degrees/diplomas/certificates
- A good dictionary example a 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 are misplaced or lost in transit. You also need to carry at least 10 photographs of yourself (2x2 inch color photos with white background)
- Important numbers: Write your passport number, travelers' checks numbers, bank draft number, flight number, your contact number and an emergency contact number on a single sheet of paper. Keep it in

your handbag, so you don't have to take out your important documents every time when you need to fill out a form. Leave a list of all these important numbers at home as well.

4. Preparations for Keelung

a. Booking 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 has been granted, book your flight to Taipei.

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 travels 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.

Upon arrival, you may exchange cash or travelers checks to NT Dollars at the CKS International Airport.

Exchange rates are not stable and can fluctuate at times. On a yearly average **\$1 US = \$30NT (Taiwan Dollars)**.

c. Customs Regulations

Taiwan is an island with valuable agriculture industry. No plants and fruits are allowed into the country. During your flight, you will be given a customs declaration form. Please 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 the winter, but bring clothes that you can wear in layers, for the temperature can change drastically during the course of a day. Almost all students dress

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informally and in comfortable clothes such as jeans, shorts, t-shirts, etc. It is useful that if you bring some formal and traditional suits for formal occasions.

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 bought at very low cost at many stores around campus or at the city center, but some students may wish to bring some of their own basic items.

Voltage used in Taiwan is 110 volts with a frequency of 60 cycles, AC. The sockets for plugs are two pinned.

5. Preparation for Session Start

Your first few weeks at NTOU are going to be busy ones! Use this checklist to get settled in and to prepare for classes.

	Checklists	ticks
1	Report Office of International Affairs to complete the initiated procedure and get required documents.	
2	Immigration/Visa application	
3	Register 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 telephone sim card at the airport.	
7	Explore Keelung City	
8	10 photos (2x2 inches with background)	
9	Cash/Traveler's checks (Amount Approximately US\$ 2000)	
10	Authenticated graduation certificate and translated official transcripts in English	

6. Airport Pick-Up Service

Airport Pick Up Service & Request Information

NTOU AIRPORT PICK UP REQUEST FORM (See NTOU airport pick up request form Appendices P.56)

Office of International Affairs provides a complimentary Airport Pick-up Service for all newly enrolled NTOU international students arriving in Taiwan or the first time. Before your departure, please make sure you filled out the form of Airport Pick-up Service Request Form and confirmed with staff.

Please complete this form and e-mail to Division of International Affairs by **August 1st, 2020 for Autumn. Please note Due to COVID 19 this year we cannot provide you airport pick up service, you need to take specially allotted taxi from airport** The confirmation letter will be send to your e-mail address. . If you want to begin your new session well prepared, we recommend all international students to arrive in Taiwan one week before the registration (**August 14th – August 16th 2020**)

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

7. Free Chinese course for new students

School has arranged free Chinese classes for you to get acquainted in Taiwan, among Chinese speaking people. If you are late, you will miss these special Chinese classes.

These free Chinese classes will start from August 24th to September 4th 2020 (only for Autumn). Your early arrival is important for your accommodation and better beginning in the new semester.

Arrival in NTOU

- **Things to do**
- **Transportation to NTOU**
- **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 **August 19th 2020 for Autumn and February 10th, 2021 for Spring**. Please settle down before starting the new semester to avoid any inconvenience due to your late arrival. Due to COVID 19 you can delay it little late.

2. Immigration

Arrival at the Taoyuan (CKS) International Airport .

Before landing on Taiwan's national land, you will be given an immigration form to fill out. You will need to have the form completed before you get off the plane to avoid delays at immigration. When you cleared immigration, the immigration officer will staple the yellow copy of your immigration form onto your passport. DO NOT remove or lose the immigration form. You will need it to exit the country.

3. Foreign Currency Exchange

You can exchange money or traveler's check at the Taoyuan (CKS) international Airport.

4. Transportation to NTOU

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

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Route (to get to NTOU from CKS airport)

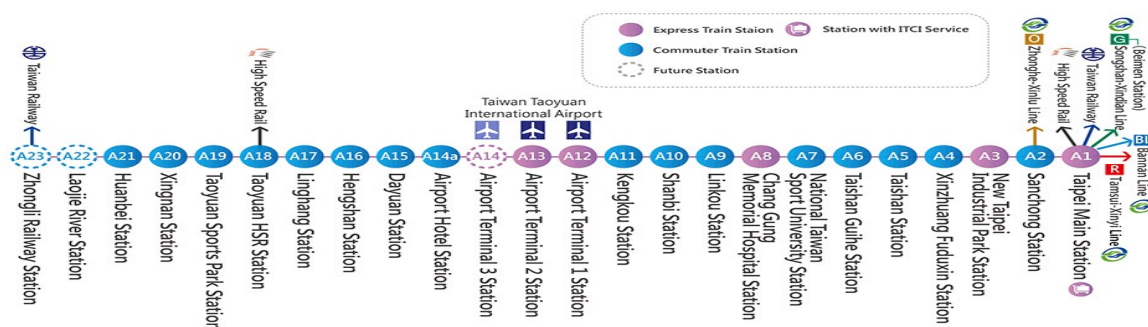
CKS Airport → Taipei Main Station → Keelung Main Station → NTOU

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

3

Step 2: Taipei Main Station to Keelung Main Station : You can either take the bus or the railway system :



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

(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/>

Arrival at NTOU

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 (濱海大門) 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

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 temporary stay. The following is a list of places where you may be able to stay.

Hara Zuru Hotel 桃園市雙峰路 122 號

122.Shuang Feng Road, Taoyuan, Taiwan

Tel: (886)-3-355-8833

Fax:(886)-3-357-2096

YMCA, Downtown Branch

19 XuChang St. Taipei 10047 Taiwan

Tel: (886)-2-2311-3201

Fax:(886)-2-2311-3209

<http://www.ymcataipei.org.tw/>

6. When you arrive at NTOU

If you arrive at NTOU during the weekdays between 8:00 am and 5:00 pm, come to our office. (For information about how to get to NTOU from the airport, please see arrival information)

The Office of International Affairs is your first stop at NTOU, located at 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 facilitate and assist you in settling down when you get to NTOU. Student volunteers are available to assist you, make you feel at home or show you how to get around on campus and even share and explain Taiwan's culture with you.

7. Accommodation for female International Students before semester starts

The female students will live in the second female dormitory. The accommodation will start

from **August 1st to 30rd, 2020 for Autumn and February 6th to February 18th, 2021 for Spring.** The accommodation fee would be **NTD 1,885(NTD 120/day).**

Male students will be living in the International student dormitory off campus starting **September 9th 2020 for Autumn and February 1st, 2021 for Spring.**

8. Things that we can do for you

- Review your immigration documents
- Provide you with information on how to register for classes, how to apply for insurance, where to live, and where to seek help when necessary.

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 issues
- Any academic adviser or student volunteer will help you with all academic questions.

Orientation Date

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

Office of International Affairs (OIA) sincerely invite you to join our International Student Orientation on **25th September 2020 (only for Autumn), For Spring semester please contact OIA.** It will be a great opportunities to meet our friendly international students and staffs. This will run from 9:00 A.M. and located at Student Activity Centre.
DATE: 25th September 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

Tel: +886-2-2462-2192 Ext: 1069

Medical Insurance

International students, who are studying in Taiwan, have two choices of medical insurance: **(1) Student Insurance** and **(2) National Health Insurance (NHI).**

(1) Student Insurance

International student Insurance will cover the new student after the registration day. International students with ARC who have stayed in Taiwan for more than six months are required 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 is NT\$749 (US\$23) per month. The Student Insurance covers clinic visit and hospitalization. The cost of medical service will be reimbursed to the beneficiaries after the submission of receipts to the insurance company via the Office of International Affairs.

(2) National Health Insurance (NHI)

The NHI covers clinical visit, hospitalization and child birth. NHI contracted health care provider 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 need to go to the Office of International Affairs to transfer their insurance registration from the previous organization to NTOU. The Student Insurance is not available for family members of international students.

<http://www.nhi.gov.tw/english/>

Arrival in NTOU

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- **Campus map**
- **Facilities**
- **Dining Locations**
- **Campus's Convenience Stores**
- **Mailing Services**
- **Health Care**
- **Mobile and International Calls**
- **Banking**
- **Getting Involved**

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



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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 (1999) Library Annex 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.

Working hours

Hours/Service Items	Public Services	Circulation Services	Reference Services	Reading Center/ Newspapers
Regular Semester	8:10-22:00	8:10-21:00	8:30-16:50	8:00-23:00
Regular Semester	9:10-21:00	9:10-20:00	Closed	8:00-23:00
Summer Break (MON- FRI)	8:10-18:00	8:10-17:30	8:30-16:50	8:00-22:00
Summer Break (SAT)	9:10-18:00	9:10-17:30	Closed	8:00~22:00
Summer Break (SUN)	Closed	Closed	Closed	Closed

b. Sports fields:

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



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Appendices

MEMO

2. NTOU Health Center (1st floor, Student Activity Center)

Hours of operation

Monday to Friday **08:00-17:00**

Closed on holidays

Phone: 02-2462-2192 extension
1070~1073

E-mail: **sm@mail.ntou.edu.tw**

- If you need any help with health care at any other time, please 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:

1st dining hall is (1st floor) on the map

2nd dining hall is (basement) on the map

3rd dining hall is (basement) on the map

If you want to have a meal outside the campus, then you can also take the Hsiang Feng Gate (no.44) to the Hsiang Feng St. or the Chung-Cheng Rd.

4. Convenience Store in Campus

- 24 hours convenient store: Ok Mart, Family Mart
- Book store
- Gas Station
- Post Office

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 the students are required to open an account at **Post office**. The university will deposit TA, RA, stipend and payment of work into the account. Opening an account at post office is part of the registration process. For opening an account, you need to get your personal Chinese stamp.

Post office at campus is open from 8:00 a.m. to 5:00 p.m. on working days. Keelung Main

Post Office is open until 7:00 p.m. on working days.

Service Line: 0800-700-365

Postal office is available at on campus map.



6. Banking

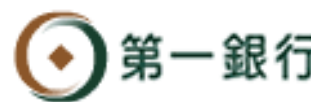
A. **First Bank** has a counter at the **Administration Building** (No.1 on the map).

Students can open their bank account at **First Bank**. However, bank is not providing service of money exchange inside campus. You will be provided an ATM card.

Web Site: http://www.firstbank.com.tw/en_index.html

Working hours: 10:00 a.m.- 11:50 a.m. and 2.00 p.m.- 3.30 p.m. Monday to Friday

B. There are five **ATM**. One is at **1st floor of the First Dining Hall building** and **The 3rd Male Dormitory Building** and **Post Office** and **Food Engineering Building** and **the College of Engineering Building**



Life On Campus

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 at most convenience stores. All types of calls are timed and charged according to the length of the call and the calling distance. 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-hour)

8. International Calls

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

Monday – Friday 11:00 p.m. — 8:00 a.m.

Saturday — Monday 12:00 p.m. — 8:00

a.m. / National / Public Holiday

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 dorms: **00886 + 224622192 + 83 + room number**

9. Getting Involved

NTOU offers a wide array of clubs and organizations representing 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: <http://www.stu.ntou.edu.tw/>

sc/

10. Tips in Taiwan

Traveling Around Taiwan

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

(1) Trains

Taiwan Railway Administration
<http://www.railway.gov.tw/en/>

Tel: +886-2-2381-5226

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

(2) Taiwan High Speed Rail

Can you imagine it only takes three hours travel from Taipei to Kaohsiung? THSR (Taiwan High Speed Rail) provides you the most efficient services for you traveling around Taiwan.

Tickets can be purchased and reserved by phone or online.

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

Tel: +886-2-6626-8000

(3) Subway MRT (Taipei Mass Rapid Transit System) & KRTC (Kaohsiung Rapid Transit System)

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 MRT service.

Please note:

(1) MRT running hours: 6:00 – 24:00

(2) Single –journey ticket price ranges from NT\$20- NT\$65 depending on travel distances.

- (3) Taipei MRT :
<http://www.trtc.com.tw/e/index.asp>
- (4) Kaohsiung RTC (Rapid Transit System)
<http://www.krtco.com.tw/en/e-index.aspx>

11. Application for Driver's License

- (1) Learners for small vehicles should apply for learner's license from motor vehicle offices. Learners for large vehicles should hold driver's license for small vehicles.
- (2) Applicants for learner's license should be over 18 years old, and pass the physical examination and Fitness Performance Test performed by hospitals designated by public hospitals, organizations of public health, or motor vehicle offices.
- (3) Applicants for driver's licenses of general, light or heavy motorcycles should be older than **18 years old**. There is no maximum limit for age.
- (4) Applicants for driver's license of large, heavy motorcycles (Exhaust Volume above 250 CC) should be older than 20

years old. There is no maximum limit for age.

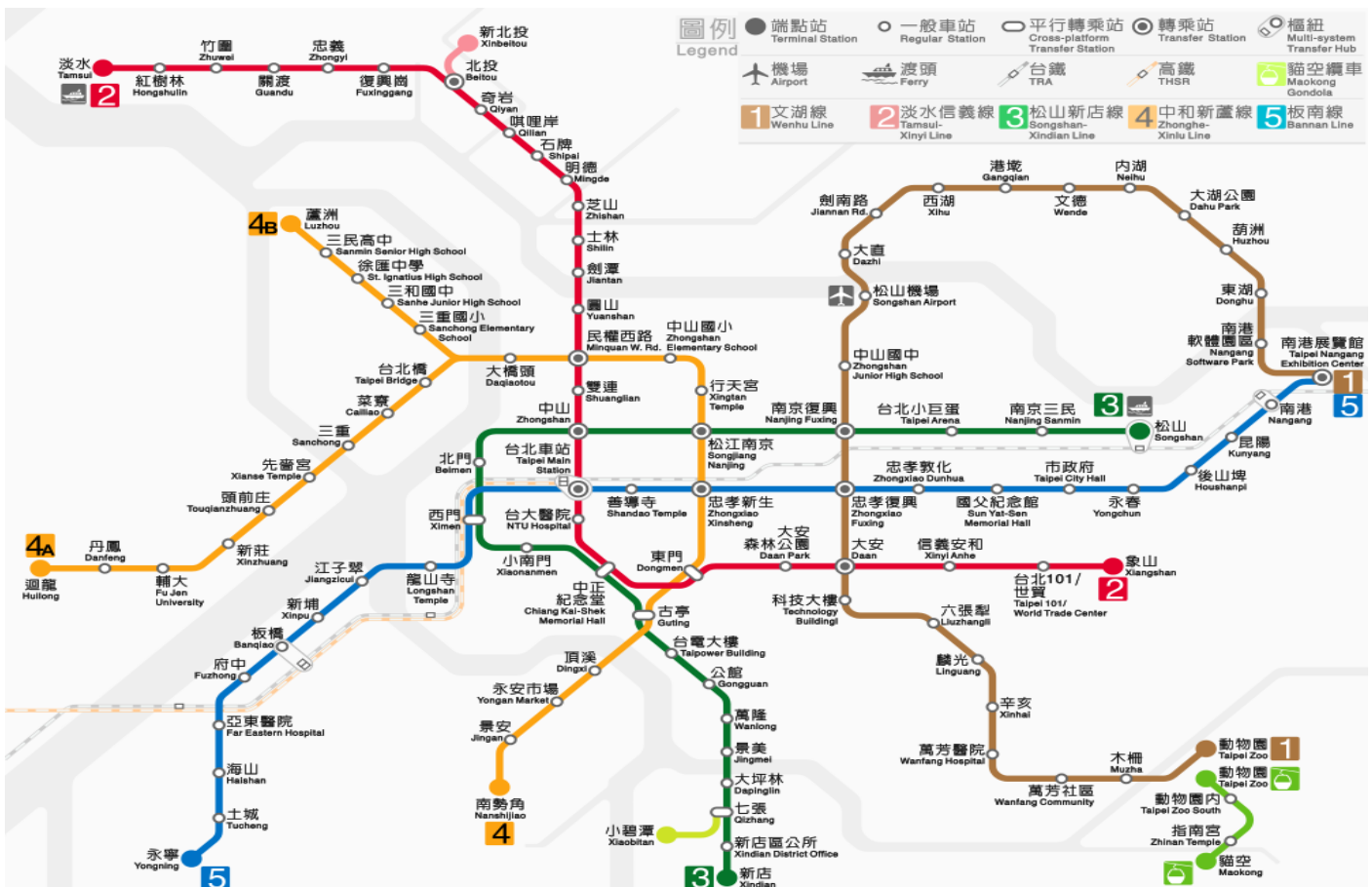
- (5) Applicants for driver's license of large, heavy motorcycles (Exhaust Volume above 250 CC) should have over 1 year of experience for holding general heavy motorcycle driver's license, and have completed training courses with certified drivers training organizations.
- (6) Applicants for small vehicle driver's license should have over 3 months of experiences of driving training

Keelung Motor Vehicles Supervision Station

Tel: (02) 2451-5311

Toll Free Service: 0800-015-311

Office Hours: Monday - Friday 8:00 AM—5:00 PM



Taipei MRT map

Academic Life

- **Application**
- **Tuition fees**
- **Registration Procedures**

1. Application

Exchange Student application's material must be submitted prior to 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:

A. In addition to submitting the Application Form for Admission, applicants must also include the following application materials:

1. Two letters of recommendation
2. Plan of Study/Letter of Intent (in Chinese or English)
3. Proof of attendance and official transcript (in English)
4. Health Certificate (must include results of chest x-ray and HIV test taken within the past six months)
5. Dormitory Application
6. Scholarship Application

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

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

C. Administrative screening: Application materials of qualified applicants are submitted to the college dean for approval and processed by the Division of Academic Exchange and Cooperation (here-in-after called 'DAEC') of Research and Development Affairs.

1. The Health Certificate is verified by the Student Health Services; a copy is sent to the Physical Education Office for reference.
2. The Dormitory Application is sent to the Division of Dormitory Guidance Office for housing arrangements.

D. When applicants have successfully passed academic qualifications and administrative screenings, the application is then sent to the university President for final approval. Once approved, the applicants will be issued a letter of admission from the university.

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

Scholarship Application: Scholarship applications should be submitted by the academic department to the NTOU scholarship committee or NTOU administration for approval, countersigned by the DAEC,

the Accounting Office, and the Research and Development Affairs.

Completed applications are presented to the university President for final approval. Qualified students will be granted a monthly stipend of up to NT\$8,000.

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

2. Tuition fees

- The tuition covers the basic costs for the new semester.
- Normally, the health examination will cost NT\$550 for everyone. If your country is on a list of malaria area, and you will stay over 3 months in Taiwan, the doctor will have an extra examination that will cost you NT\$300 additionally total is NT\$850.
- Any resident for staying in Taiwan longer than 6 months is required by law to enroll in National Health Insurance (NHI). Since the new international students cannot apply for National Health Insurance within the first 6 months, we will assist you to apply for insurances about critical illness and injury in casualties. The fare of the illness and injury insurance is about NT\$3,000 for 6 months,

and other insurances may cost you a lot more money. Six months later, you can apply for the NHI. The fare is NT\$749 per month.

There are 6 months in each semester. Thus, the school is kindly to open up a specific account to keep the total fare for 6 months. And we will take out the fare from the account per month.

Students' Safety Insurance (SSI) is the basic insurance plan required as a condition of registering as a NTOU student. NTOU students required SSI for every semester. Medical benefit covers the medical service for unexpected injury such as car accident, experimenting or exercising when students are in the school and so on. You are billed NT\$200 when you register every semester.

3. Registration

According to university procedures, students on campus should register before session start. Students must register in person and show student I.D. No one can register in your place. Before registering, students must have already paid tuition. Without records of tuition paid in full, students may not register. Registration generally may take place during the first week of classes. (The enrollment is on **September 3rd , 2020 for Autumn**)

National Taiwan Ocean University 2019/2020 International Student and Mainland 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		
	6A Marine Engineering (Division of Applied Energy)	52,668				
	6B Marine Engineering (Division of Marine Power)	52,668				
Engineering	6D Marine Engineering (Division of Power Engineering)	52,668	66 Marine Engineering	52,994	66 Marine Engineering	53,278
	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	55 Materials Engineering	52,668	55 Materials Engineering	52,994	55 Materials Engineering	53,278
	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		
Life Science	56 Bachelor Program in Ocean Engineering and Technology	52,668			56 Doctoral Program in Ocean Engineering and Technology	53,278
	89 Optoelectronics and Materials Technology	52,668	89 Optoelectronics and Materials Technology	52,994	89 Optoelectronics and Materials Technology	53,278
	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
Ocean Science and Resource	33 Aquaculture	53,183	3B Bioscience and Biotechnology	52,679	3B Bioscience and Biotechnology	53,946
	3B Bioscience and Biotechnology	53,183	02 Food Safety and Risk Management	52,679		
	38 Bachelor Program in Marine Biotechnology	53,183	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
Management	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		
			87 Marine Environmental and Ecology	52,679	08 Doctoral Degree Program in Marine Biotechnology	53,946
Social Science					09 Doctoral Degree Program in Ocean Resource and Environmental Changes	53,946
	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				
Note	01 Bachelor Program in Ocean Law and Policy	46,091	04 Master Program in Ocean Policy	45,033		
	9E Bachelor Program in Oceanic Cultural Creative Design	46,091	74 The Law of The Sea	45,033	74 The Law of The Sea	46,206
			9A Education	45,033		
			9C Oceanic Culture	45,033		
			9D Applied English	45,033		
Note		The tuition includes credit fee.				

Registration Procedures for Newly-admitted Students

Before Registration Day, please go to the NTOU website→Academic and Student Affairs System→Student Records→Student Information→Maintain Student Information, fill in the information, or the registration is considered incomplete.

The invoice for tuition fees will be sent to the students. If any student has not received it, he or she should inform the Division of Cashier of the situation.

1. Finish the payment at the Division of Cashier
2. International students in pursuit of dual degrees should bring the receipt of payment from their home university to the Division of Cashier for verification.

Late Registration:

1. Finish the payment (Division of Cashier)
2. Fill in student information online
3. Hand in required documents to relevant divisions

Fail to make the payment or submit the required documents

Send the Student Record Form, photocopy of graduation certificate and relevant documents to the Division of Registration and Curriculum.

Finish the payment, hand in the required documents and finish the registration procedures (Please refer to Form of Registration Procedures.)

Registration day (Verification)

Completion of late ration

Fail to finish late registration

Completion of registration

Please refer to the University's Guidelines Governing Registration and Leave of Absence on Registration Day for the relevant late payment fine.

pass

Verification of payment

fail

Expulsion
(Refer to Study Regulations)

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 ¹ 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 ² "	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 ⁴ 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 (1st 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 and Housing

- Dormitory
- Off-Campus Accommodation
- Male Dormitory for International Students (off-campus)



6.1 On-campus Dormitory

There are presently four student dormitory buildings, supplying 2,747 people's stay, 831 beds for female students and 1,916 beds for male students.

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

Bedrooms are designed for four students each and ***the lodging qualification is decided by lot.*** However, in order to help international students adapt to this new environment and to avoid inconvenience in renting house, beds are reserved for all international students (it is necessary to apply for it on the Internet; if demand is excessive, qualification is decided by lot according to one's household register place).

All the female international students will be arranged in Female 2nd dormitory, and the male students in the male international students dormitory. (listed in P.25 and P.26)

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

Note: 2-bed rooms only reserved for ICDF students.

Ph.D. students can draw when there has room (bed) left, and need to reapply (draw) every year after ICDF students arranged.

Period of living in dormitory: Generally for one year, winter/summer vacation included. (From Feb 1st to July 31st and Aug 1st to Jan 1st every year).

ⓘAttention: According to 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:

- Within 10 days of register, dormitory fee will be fully returned.
- More than 10 days of register, but not 1/3 of the semester, 1/2 of the dormitory fee will be returned.
- 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.

6.1-1 Rules at the Dormitory

Gate Control

All dormitories have a gate control system. (Access Control System. Entrance guard system) Access is allowed only with one's fingerprint, so that safety of dormitories is well protected.

Students must cooperate with the time control; the gate of female dormitory closes at **24:00 (2:00 A.M.)**.

Light Control

In order to achieve a good healthy habit, our school practices light control, i.e. the main light of each bedroom is switched off automatically from **12:00 a.m. to 7:00 a.m.**

Garbage

Do not throw garbage in the corridors nor the living-room. Students must classify the gar-

Morning Garbage collection	Mon. to Fri.	09:40 - 09:54
Evening Garbage Collection	Mon. to Sat.	17:48 -18:02

bage and dispose them during the garbage collect time.

And the recyclables will be collected every Mon., Wed., and Fri. in the afternoon along with the ordinary garbage.

Living Room

Each floor provides a living-room for students to meet and chat or watch television. Pay attention to the volume after **10:00 p.m.** otherwise it may disturb others' rest.

Cooking facilities

Each dormitory has its own cooking facilities, including a Microwave, an Induction Cooker/heater, a rice cooker, and refrigerator.

The cooking facilities are all free to use from 09:00 till 22:00, but to be aware that the space are limited.

Telephone

To receive International calls to your room in the dorms:

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 Dist., Keelung City 202, Taiwan (R.O.C.)

6.1-2 Student Dormitory Regulations (Appendices)

6.2 Off-Campus Accommodation

For those unqualified or whom don't want to stay in the dorm, we provide useful information on house renting, and symposiums to inform students of special notes about leasing, rental contract book and so on. Please check with the Division of Dormitory Guidance (no.44 on the map, 3F) for further help visit the website.

<http://www.stu.ntou.edu.tw/sd/>

6.3 Male Dormitory for International Students (off-campus)

A) About the dormitory

Currently, the international students are arranged in two different dormitories. We are having one off campus male dormitory for the international students, located at Xiangfeng Street. Presently there are 63 beds.

1.Address:

No.277, No.279, Xiangfeng St., Zhongzheng Dist., Keelung City 202, Taiwan (R.O.C.)

2.Traffic:

DOWNTOWN TO DORM

● City Bus:

No.101,103 or 104.

● Taxi

DORM TO SCHOOL

●On foot:

Approximately 1.1 km
(about 15 –20 mins)

●By city bus:

No.101,103 or 104
(5 stops away)

3.Facilities:

•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).

●Public Area

KITCHEN

-Refrigerator, Microwave , Electromagnetic oven, Oven, Rice Cooker

LOUNGE

-TV, sofa, meeting and dinning space.

PRAYER ROOM

●Bed room

-Desk, Desk lamp, Closet, Air-conditioner, Chair, Bed (100*210cm)

● shared bathroom (each floor)

● Internet output

● Laundry

-washing machines and tumble dryers

● Telephone service

-A three-room apartment share one common telephone extension.(e.g. if you want to reach room number 101-103, you should dial ext. 101).

-Reception desk (Everyday 18:00-21:00)

-Tel: +886-2-24621160

For Reception desk — EXT. 1159, 1160,
1165 For each Apartment —

EXT.101.201.204.301.304.401.404.501.504

●Electricity card

Used for electric water heater and air-conditioning.

A new card having value of 500NTD will be issued every semester for each person. Once it is used out, you can recharge at school's cashier division.

●Garbage collection

-time: 20:30 (every night), except Sunday.

B) Need to know about the dormitory

1.Qualification:

Basically, NTOU International Student Dormitory is open for non-domestic student (Foreign, overseas Chinese, and Chinese students) who enrolled to NTOU for undergraduate, master, or Ph. D program.

2. Application Procedure:

When you apply for the school for any degree program, you should also apply for the dormitory on Internet in advance.

Notice of applying International Student Dormitory:

If the student want to continue for the next year residency, he needs to apply every year in May. If he/she moves out of the dorm, he/she needs to finish the procedure of moving out before July 31st. The fee of resident will be according to NTOU International Student Dormitory Management Policies.

3. Fee:

Types of accommodation

- Twin Beds Room NTD. 9,000
-room shared between two students.
- Triple Beds Room NTD. 9,000
-room shared among three students.

●Fees will be according to NTOU International Student Dormitory Management Policies.

●Normally, dormitory fee will be paid in each semester in advance. Other cases should be followed the dormitory regulations (you can find in the appendices), and for further assistance you can consult to the Division of Dormitory Guidance.

●Period of living in dormitory is generally for one year, winter/summer vacation included. (From Feb 1st to July 31st and Aug 1st to Jan 31st every year).

●Remember to keep all the receipts of your deposits for refund.

●And there will be no refund for the money remaining in the electricity card.

4. During check-in

Once you arrived at school, you must go to the office of international affairs to complete the check-in procedure. Log in the online Academic systems (<http://ais.ntou.edu.tw/>) to finish the application for the dormitory, and

C) Pictures

Appearance



Twin beds room



Kitchen/Lounge



Triple beds room

pay the dorm fees. After you finish all the necessary procedure, you're ready to move in. (For further instructions about How to log in the Online Academic Systems go to page 45)

5. During check-out

Call the director of the male dormitory. Fill in the form, and the director will inspect your room to check the damage of any article and cleanliness in side the room. Once the procedure is done, and everything seems fine, the director will return your deposit money.

6. Package delivering :

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

D) Need for help, contact information

Office of International Affairs

Tel:+886-2-2462-2192 ext. 1067-1069

Fax:+886-2-2463-4786

E-mail: joyce_wu730@mail.ntou.edu.tw

Location: Gymnasium 1st floor

Division of Dormitory Guidance

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

Fax:+886-2-2463-3464

E-mail: **dorm@mail.ntou.edu.tw**

Location: Student Activity Centre 3rd floor

E) Appendices

NTOU International Student Dormitory Deposit Management Policies (P.44)

NTOU International Residency Management Policies (P.45)

Important Contact Information

Public Services On Campus E-Mail Services Useful Information



A. Public Services

Fire, Ambulance	119
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 (6:00-24:00)
Keelung City Bus Management Office	02-24251768 02-24226276

B. On campus contact numbers

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

Office of International Affairs	Ext. 1067-1069
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

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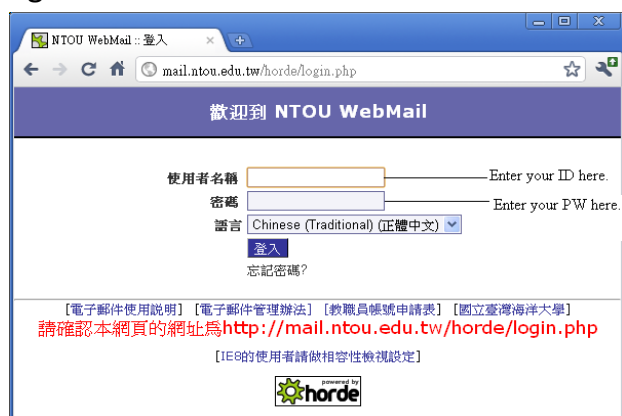
Appendices

MEMO

C. E-mail Services

How to setup an English working environment in NTOU Webmail

STEP 1: Please enter your email ID and PW to log in.



STEP 2: Please select the following items encircled by the red lines.



STEP 3: Please select the language of your preference and save the configuration.



Step4: Finish.

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 & 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/>

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

Ministry of Economic Affairs, ROC

Tel: (02)2321-2200

<http://www.moea.gov.tw/>

1	National Tax Bureau of Ministry of Finance Tel: (02)2322-8000 http://www.mof.gov.tw/engweb/	Tel: (02)2881-2021 http://www.npm.gov.tw
2	Employment of Foreigners Bureau of Employment and Vocational Training Tel: (02)8590-2250 www.evta.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
3	Replacing Foreign Driver's Licenses Tel: (02)2311-3456 http://www.thb.gov.tw/tm/Menus/new_english/index.htm	National Taiwan Museum of Fine Arts Tel: (04)2372-3552 http://www.ntmofa.gov.tw/
4	5. Tourist and cultural information : Tourism Bureau Tel: (02)2349-1500 http://www.tbroc.gov.tw/ http://www.taiwan.net.tw	National Chiang Kai-shek Cultural Center R.O.C National Theater & National Concert Hall Tel: (02)3393-9999 http://www.ntch.edu.tw/
5	Taiwan Area National Freeway Bureau: Tel: (02)2909-6141 http://www.freeway.gov.tw/English/Default.aspx	6. Embassies, consulates, trade & tourism offices
6	Taiwan Railway Administration Tel: (02)2381-5226 http://www.railway.gov.tw/en/	(1)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
7	Taipei Rapid Transit System (Taipei Metro) Tel: (02)2181-2345 http://english.trtc.com.tw/	(2)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 室 Tel:2757-6112 / Fax:2757-6117
8	Taiwan High Speed Rail Tel: (02)6626-8000 http://www.thsrc.com.tw/en/?lc=en	(3)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
Appendices	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	
MEMO	National Palace Museum	

(4)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 室

Tel:2758-8320 / Fax:2757-7006

(5)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

(6)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

(7)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

(8)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

(9)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, Tai-
wan, 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



A. About Taiwan

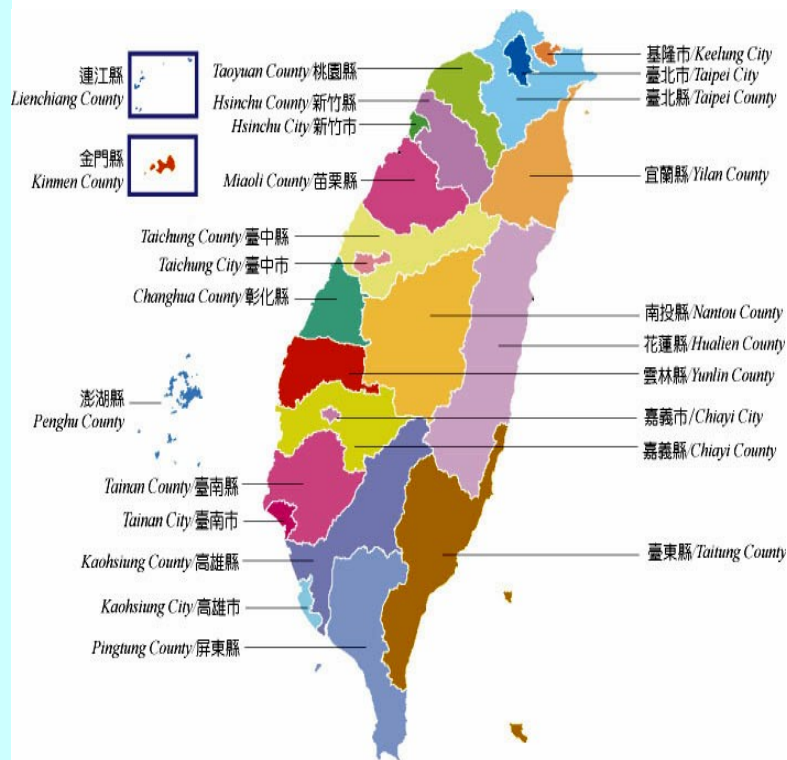
Republic Of China (TAIWAN)

Area : 36,000 square kilometers

Population : 23 million

Language : Mandarin / Taiwanese / Hakka /
Indigenous Languages

Religion : Buddhism / Taoism / Christianity /
Islam



A.1 General

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 which make it 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, sub-tropical, 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 the land-locked salmon,

Taiwan mountain goat, Formosan rock monkey, Formosan black bear, blue magpie, Mikado Pheasant, Hsuehshan grass lizard, and many more.

Reference: <http://eng.taiwan.net.tw/m1.aspx?sNO=0000202>

A.2 Climate

Taiwan enjoys warm weather all year round. The strongest fluctuations in weather conditions are 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 throughout 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're soaking wet.

During the 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 wholeheartedly enjoy the cool and soothing weather, while Taiwan's relatively warm and short winter (November to February) is the time for you 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!

A.3 People

The friendly people of Taiwan

Taiwan has a population of 23 million. The larger 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 have fairly well integrated, 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. (Resource: <http://www.dmtip.gov.tw/Eng/Index.htm>)

A.4 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 on the safety consideration, we kindly suggest that prepare a note with your place of destination written in Chinese to show the taxi driver when taking a taxi.

Taiwan is also the most 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>

B. 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 was not very convenient in the past when transportation was not well-developed. Gradually, the isolation gave Keelung a chance to develop its own marine culture.

After hundreds of years of battles and struggles, the city now becomes an international harbor city visited by numerous ships. Every year, Keelung holds 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 Loosetrife 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.



(Resource: http://www.klcc.gov.tw/en/01/01_1.jsp)

<Taipei>

There are two major public transportation system, 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 temples and traditional-style houses are scattered throughout Taipei. Longshan Temple(龍山寺) is the city's oldest and most famous temple, this temple is located in Taipei City's Kuanzhou Street. 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). Lin Family Garden(林家花園) is the island's finest example of classical Chinese landscaping 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 leading 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 in Chihshan Road in Taipei City's Shihlin District. Visitors can take the Danshui Line of the Mass Rapid Transit (MRT) network and get off at the Shihlin Station, then take the Red 30 bus to the museum.

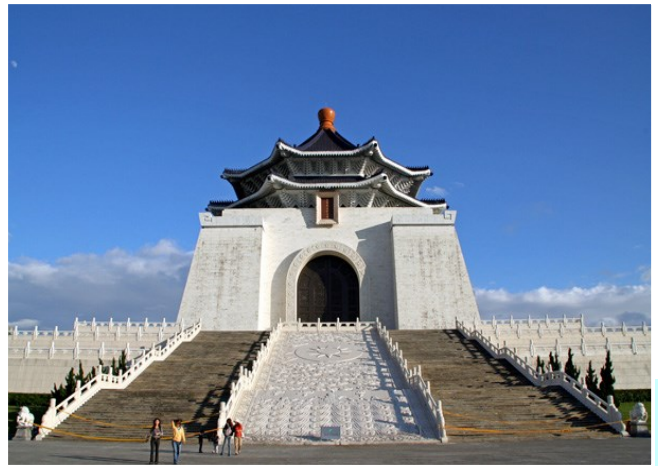


The Chiang Kai-shek Memorial Hall(中正紀念堂), the island's most impressive monument to the late president, has a beautiful Ming-style arch at its main entrance that is flanked by the National Theater(國家劇院) and the National Concert Hall(國家音樂廳). Visitors can take the Danshui-Xindian Line or the Beitou-Nanshi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

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 onto Zhongzheng Road in Shilin. From Jiantan MRT Station, Bus Red 5 leaves for the park every 15 minutes. From Beitou, bus 230 plies the route every thirty minutes. It is a short walk from the bus terminal station to the cultivated area of the park.

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

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



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- **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**
 - **Regulations Governing Mid-term Course Withdrawal**
 - **Student Dormitory Regulation**
 - **NTOU International Student Dormitory Deposit Management Policies**
 - **NTOU International Residency Management Policies**
 - **How To Make Online Dormitory Registration on Online Academic System**
 - **NTOU Academic Calendar 2015/2016**
 - **NTOU School Bus Schedule (Taipei-Keelung)**

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 as-

signed 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

National Taiwan Ocean University 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

2007.1.4Revise 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) 1010026375by 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

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Appendices

MEMO

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：

1		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。
2	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.
3	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.
	第三章	處理程序
4	Chapter 3	Procedure Handling
	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。
5	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.
6	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。
7	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.
8		
Appendices	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。
MEMO	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.
	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。

1	Article 17	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。 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.
2	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：
3	Article 18	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。 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:
4	Article 18	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：
6	Article 19	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。 For student whose petition for military-service, the student academic status shall be handled according to the following provisions:
7	第二十條	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. 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。
8	Article 20	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。 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.
Appendices		
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，送校長核定時，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 st Acad. Yr.		第二學年 2 nd Acad. Yr.		第三學年 3 rd Acad. Yr.		第四學年 4 th Acad. Yr.		備註 Note	
			上 1 st	下 2 nd	上 1 st	下 2 nd	上 1 st	下 2 nd	上 1 st	下 2 nd		
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.

NATIONAL TAIWAN OCEAN UNIVERSITY REGULATIONS GOVERNING COURSE SE- LECTION AND REGISTRATION

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. 0930011380 on Dec. 24, 2004

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. 0940010585 on Nov. 21, 2005

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

Promulgated pursuant to the NTOU Order No. 0950001592 on Feb. 27, 2006

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)

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)

Promulgated pursuant to the NTOU Order No. 0970005981F on June 5, 2008 (Amendment of Articles 3, 4 and 20)

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 Article 5)

Promulgated pursuant to the NTOU Order No. 0970013959A on Dec. 10, 2008 (Amendment of Article 5)

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)

Promulgated pursuant to the NTOU Order No. 0980000664 on Jan. 16, 2009 (Amendment of Article 18)

Article 1

The Regulations are enacted in accordance with Article 8 of the Study Regulations of the National Taiwan Ocean University (NTOU).

Article 2

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.

Article 3

A student processing the course selection should comply with the following provisions:

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.
2. A department/graduate institute should give priority to its students to select courses offered by this department/graduate institute.

Article 4

An undergraduate student (day division) shall take a maximum of 25 credits per semester. However, in terms of the requirement of minimum credits, an undergraduate student should take at least 16 credits per semester in his/her freshman, sophomore and junior

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Appendices

MEMO

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 prescribed 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

1	total number of credits required for graduation.	of the physical education for two semesters in one semester.
2	<p><u>Article 9</u></p> <p>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.</p>	<p><u>Article 14</u></p> <p>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.</p>
3	<p><u>Article 10</u></p> <p>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.</p>	
4		
5	<p><u>Article 11</u></p> <p>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.</p>	<p><u>Article 15</u></p> <p>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.</p>
6		
7	<p><u>Article 12</u></p> <p>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.</p>	<p><u>Article 16</u></p> <p>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.</p>
8		
Appendices	<p><u>Article 13</u></p> <p>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 education 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</p>	
MEMO		

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.

6.3. Distribution (only international students)

- **Male Off-campus International Dormitory**
- **Female 2nd Female Dormitory 6th floor**

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

- I. 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.
- II. 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 Stu-

1	dent Dormitory Regulations and Student Rewards and Punishment Regulations.	5. Change originally designated bed or furniture without authorization.
2	III. 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.	6. Lead merchants into the dormitory for trading purpose.
3	IV. If a student damages or loses any dormitory or public object, he/she is responsible for compensation.	7. Have pets without authorization, but if needed for lessons and agreed by all roommates, it is not restricted.
4	V. When lodging students decide to move out, related procedures must be completed.	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).
5	VI. 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.	9. Cook in the dormitory without authorization.
6	VII. 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 3GB per day (upload/download).	10. Make loud noise disturbing others sleeping or studying.
7	VIII. 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.	11. Smoke in the dormitory.
	IX. Smoking is forbidden.	12. Disobey the dormitory notices and not cooperate with bed-checking.
	X. Other provisions will be announced if necessary.	13. Unpack one's belongings and not store them at the designated place during summer vacation.
8	Lodging students are not allowed to have the following behaviors:	14. Any other behavior disturbing dormitory safety and order.
Appendices	1. Substitute bed to others, or enter restricted areas during summer vacation without authorization.	
	2. Gamble, play ma-jhong, drink alcohol excessively and cause trouble, fight, jump over walls or windows, steal, or any other illegal actions.	
	3. Store hazardous, illegal or easily burnt objects.	
MEMO	4. Keep guests or invite opposite-sex friends into the dormitory without authorization.	
		NTOU International Student Dormitory Deposit Management Policies Article 1: The following guidelines are according to NTOU International Student Dormitory Management Policies article 10. Article 2: 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. Article 3: Each student who lives in NTOU International Student Dormitory will be charge NTD 1000 for deposit to Cashier. 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: Cleanness of Dormitory A: The general managers should get the picture for evidence when the student doesn't 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.

B: 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.

The procedure of Resident deposit refund :

The student should fill the move-out form and checked from general managers, after division of dormitory counseling confirmed, will return the money according to accounting procedure.

Article 8 : General Regulation :

(A) Student who applies for moving out of the dorm should move out before the deadline, general manager should check the facilities and cleanness of room and sign on the form, then the division of dormitory counseling will confirm again and agree with the application.

(B) If student deliberately destroy the facilities or environment, division of dormitory counseling will force the student to move out; School will take disciplinary action against student if the student don't pay the forfeit or clean expense.

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.

Please follow the **waste sorting, 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.

(A) Use internet on campus to send menaced, dissemination, Commercial, or unfriendly news.

(B) Use internet on campus to send virus or invade the computer system which is not authorized.

(C) 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.

How to make online dormitory registration in the Online Academic Systems

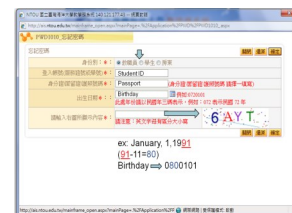
1. First go to <http://ais.ntou.edu.tw>, if you never log in before, please click the button that is circled for reset passwords.

2. Choose 學生

(students). Fill in the rest of the information. Then go to your email box (P.28) to get your new password.



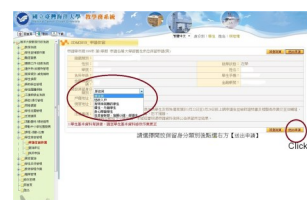
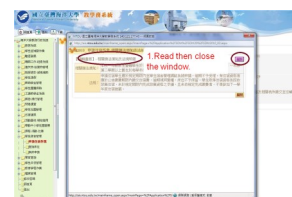
Note: Because of the system set up, the system is using Republic era. You can simply minus 1911 to transform your birth date into Republic era. (e.g. 2012-1911=101. 1995-1911=94.) So if your birthday is January 1st, 1988. You should put 0770101. (1988-1911=077)



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



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



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Appendices

MEMO

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 **August 1st, 2019 for autumn and January 20rd, 2020 for Spring.**

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

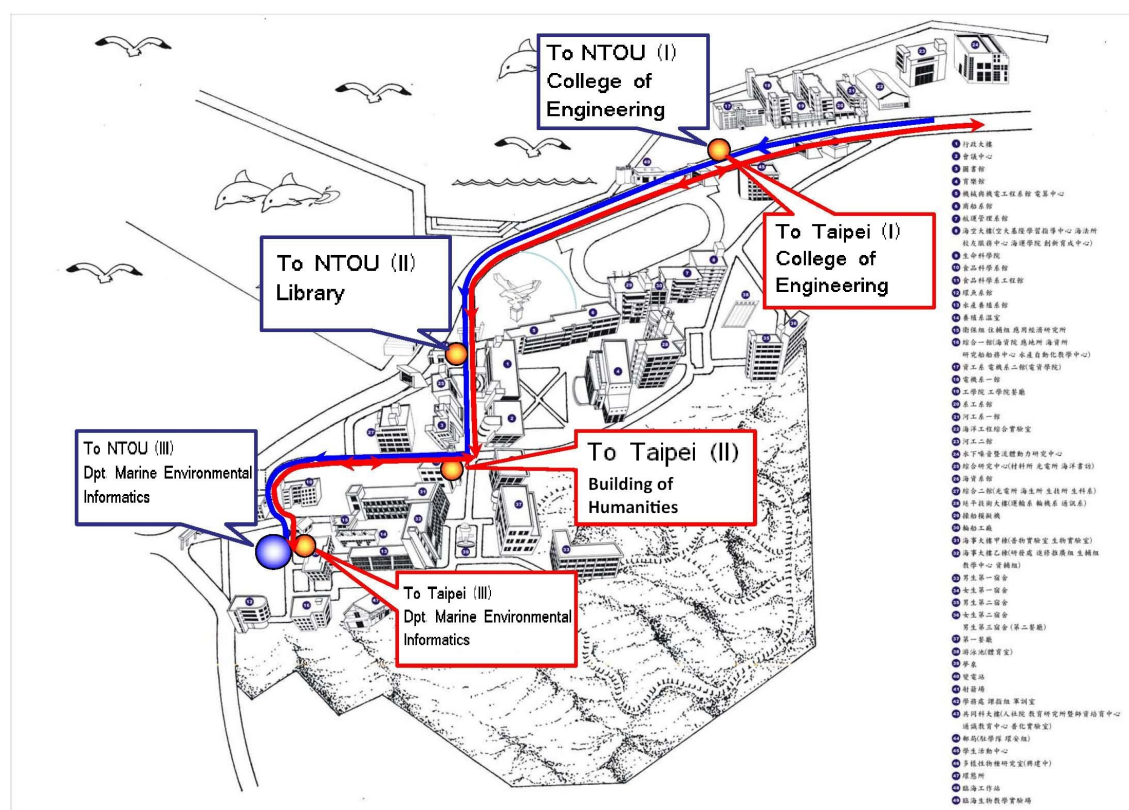
National Taiwan Ocean University 2020/2021 Academic Calendar													
Year	Day Month	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Date		Event Details (1st Semester)		
									Month	Day			
2020	Aug.							1	Aug.	1	First Semester Begins ; Application for Tuition Fee Loan Begins		
		2	3	4	5	6	7	8		5~11	Dormitory Drawing Application (for New Graduate Students)		
										12~13	Dormitory Application (for Freshmen)		
		9	10	11	12	13	14	15		14	Registration for Returning Students		
										15	Orientation for New Students and Parent's Day		
		16	17	18	19	20	21	22		18~24	Credit Transfer Application		
		23	24	25	26	27	28	29		23	National Grandparents Day		
		30	31							31	Summer Vacation Ends		
	Sep.			1	2	3	4	5	Sep.	5~6	Dormitory Opens		
										7	Physical Examination for Newly-admitted Students		
		6	7	8	9	10	11	12		8	Registration and Course Selection Workshop for Newly-admitted Undergraduate Students in the Day Division ; Application Deadline for Tuition Fee Loan and Tuition Exemption or Reduction Application for Newly-admitted Undergraduate Students in the Day Division		
										9	Safety Education for Newly-admitted Students ; Reception and Registration for Newly-admitted Graduate Students in the Day Division ; Application Deadline for Tuition Fee Loan and Tuition Exemption or Reduction Application for Newly-admitted Graduate Students		
										11~22	Online Course Selection for Newly-admitted Students		
		13	14	15	16	17	18	19		13	First Day of Classes for All Students ; Minority Aid Application Begins (9/14-10/20)		
										14	Application Deadline for Tuition Fee Loan and Tuition Exemption or Reduction Application for Continuing Students		
										14~15	Registration for Continuing Students		
										15~22	Online Course Selection (Session Three) for 1091 (for Continuing Students)		
		20	21	22	23	24	25	26		21	NTOU Scholarship Application Begins (9/21-10/19)		
										23~29	Application for Course Addition via Manpower		
	Oct.					1	2	3	Oct.	1~2	Mid-Autumn Festival (Holiday)		
		4	5	6	7	8	9	10		6	Last Day of Confirmation of Online Course Selection Results		
										6~7	Land Sports Meet Day		
		11	12	13	14	15	16	17		9~10	Double-Tenth Day (Holiday)		
		18	19	20	21	22	23	24		17	67nd Anniversary Celebration		
		25	26	27	28	29	30	31					
	Nov.	1	2	3	4	5	6	7	Nov.				
		8	9	10	11	12	13	14		8~14	Mid-Term Examination		
										13	Due date for Credit Fees Payment		
		15	16	17	18	19	20	21		11~25	Department Transfer Application		
		22	23	24	25	26	27	28		16	First Day of Entering Mid-Term Warnings		
		29	30							16~27	Second Semester Tuition Exemption or Reduction Application		
2021	Dec.			1	2	3	4	5	Dec.	20~26	Mid-Term Course Withdrawal Application Begins		
		6	7	8	9	10	11	12		30	Deadline for Entering Mid-Term Warnings		
		13	14	15	16	17	18	19					
		20	21	22	23	24	25	26		1~7	Online Course Selection for 1092 (Session One)		
		27	28	29	30	31							
	Jan.						1	2	Jan.	14~18	Online Course Selection Drawing (1092)		
		3	4	5	6	7	8	9		26~31	Online Course Selection for 1092 (Session Two)		
		10	11	12	13	14	15	16		31	Application Deadline for Master's Degree Examination and Doctoral Degree Examination		
		17	18	19	20	21	22	23		1	New Year's Day (Holiday)		
		24	25	26	27	28	29	30		8	Application Deadline for Suspension of Studies for 1091		
		31								10~16	Final Exam		
										15	Application for Tuition Fee Loan Begins		
										17	Winter Vacation Begins		
										31	First Semester Ends ;		

Year	Day Month	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Date		Event Details (2nd Semester)
									Month	Day	
2021	Feb.		1	2	3	4	5	6	Feb.	1	Second Semester Begins
										4	Registration for Returning Students
										4~16	Dormitory Partially Closed
		7	8	9	10	11	12	13		8~9	An Extended Holiday for Faculty and Staff
										10~16	Chinese New Year (Holiday)
		14	15	16	17	18	19	20		19	Registration and Course Selection Workshop for Newly-admitted Undergraduate Students in the Day Division :
										19~26	Credit Transfer Application : Online Course Selection for Newly-admitted Students :
										20	Winter Vacation Ends
										21	Classes Begin for All Students :
		21	22	23	24	25	26	27		21~26	Online Course Selection for 1092 (Session Three) (for Continuing Students)
	Mar.								Mar.	22	Application Deadline for Tuition Fee Loan and Tuition Exemption or Reduction
										22~23	Registration for Continuing Students
		28								28	Peace Memorial Day (Holiday)
			1	2	3	4	5	6		1	Peace Memorial Day (Holiday)
		7	8	9	10	11	12	13		1~31	NTOU Scholarship Application Begins
		14	15	16	17	18	19	20		2~8	Application for Course Addition via Manpower
		21	22	23	24	25	26	27		15	Last Day of Confirmation of Online Course Selection Results
		28	29	30	31						
	Apr.					1	2	3	Apr.	1、6	Activities to Enhance Family Intimacy (An Extended Holiday for Faculty and Staff)
		4	5	6	7	8	9	10		2~5	Children's Day & Tomb-Sweeping Festival (Holiday)
		11	12	13	14	15	16	17		12~23	Second Semester Tuition Exemption or Reduction Application
										16~30	Application for Department Transfer Begins
		18	19	20	21	22	23	24		18~24	Mid-Term Examination
										19~30	Application for Teacher Education Program Begins
										23	Due Date for Credit Fees Payment
		25	26	27	28	29	30			26	Entering Mid-Term Warning Begins
	May								May	29	Mid-Term Course Withdrawal Application Ends(4/29~5/5)
								1			
		2	3	4	5	6	7	8		6~12	Online Course Selection for 1101 (Session One)
		9	10	11	12	13	14	15		10	Entering Mid-Term Warning Ends
		16	17	18	19	20	21	22		20~24	Online Course Selection Drawing (1101)
		23	24	25	26	27	28	29		21~27	Application for Dormitory during Summer Vacation
		30	31							23~29	Graduation Exam
	Jun.			1	2	3	4	5	Jun.	3	Water Sports Meet Day
		6	7	8	9	10	11	12		3~8	Online Course Selection for 1101(Session Two)
										8	World Oceans Day
		13	14	15	16	17	18	19		14	Dragon Boat Festival Holiday
										15~18	Application for Dormitory during Summer Vacation (for New Graduate Students)
										18	Application Deadline for Suspension of Studies for 1092
		20	21	22	23	24	25	26		19	Commencement (Campus Open)
										20~26	Final Exam
										27	Summer Vacation Begins
		27	28	29	30					27~28	Dormitory Closing
	Jul.					1	2	3	Jul.	28	Dormitory Opens for Summer Residents
										30	Application for Master's and Doctoral Degree Exam Ends
		4	5	6	7	8	9	10			
		11	12	13	14	15	16	17		5	Second Semester Tuition Exemption or Reduction Application (Second Session) Begins
		18	19	20	21	22	23	24		9	A Deferred Holiday for Commencement
		25	26	27	28	29	30	31		16~22	Bed Reservation Application for New Graduate Students
										31	Second Semester Ends

Note:

1. Personnel Office will make a further notice if there's any change on the date of a National Holiday or Chinese New Year.
2. Division of Registration and Curriculum and Division of Continuing and Extension Education will make a further notice if there's any change of schedule on online course selection.
3. Offices closed for staff and faculty on 7/10,7/17,7/24,8/7,8/21,8/28

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 (The Transportation will be stopped from 2018/6/28 to 2018/9/9 due to summer break).

Fare (single trip): NT\$50 .

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

Fare (single trip): NT\$30 .

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 Schedule

Schedule for Bus Number : 1800		
Route : NTOU to Zhonglun		
Departure Timings		
Morning	Evening	Night
07:30	16:50	21:30
07:45	17:05 (only on Friday)	
08:10	17:20	
08:30	17:50	
	18:20	

Important notice : The Transportation for 1800 Bus is stopped during 2018/6/28 to 2018/9/9 because of summer break.

R66					
Route : National Museum of Marine Science and Technology (NMMST) to NTOU					
Departure Timings from NMMST					
From NMMST	06: 30	12: 30			
From Qidu	07:20	22:30			
Departure Timings for R66 which stops at Administrative Building NTOU					
From NMMST	15:55	16:35	17:25		
From Qidu	07:05	07:45	08:35		

**Headway
Normal Day**

Peak Hour : Every 20 Minutes

Off-peak : Every 50 Minutes

Headway on Holiday

Peak Hour : Every 40 Minutes

Off-peak : Every 50 Minutes

at

1811 Taipei to Lotong
1812 Taipei to Nanfang-ao
Hours of Operation : Fixed time
Head way : Fixed time
VIA
Taipei Station (zhengzhou)
Fulong
Toucheng Stop
Lotong Transfer Station
Gongguan
Nanfang-ao



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社團法人台灣國際圖書業交流協會
Taiwan Book Publishers Association



MEMO

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Appendices

MEMO

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MEMO

