

National Taiwan Normal University 2023 Academic Year (Fall Semester) Registration Guidelines for Newly Admitted Full-Time Master's and PhD Students



Registration Items



Important Dates

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	8/14	8/15	8/16	8/17	 8/18 Last day to submit diplomas (of highest degree) Deadline for admissions deferral or suspension of studies applications 	8/19	8/20
August-	8/21	8/22	8/23	8/24	8/25	8/26	8/27
September					 Course selection period for new students begins In-Person registration international students 	 New student health exam 	 New student health exam



Important Dates

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	8/28	8/29	8/30	8/31	9/1	9/2	9/3
August- Septembe r	 Deadline for course selection period for new students Start date of application for credit transfer In-Person Registration for Overseas Chinese Students 			 Last day to fill out basic informatio n form through the Student Advising System 	 Orientation for Mainland Chinese Students 		
	9/4 • Course add/drop	9/5	9/6	9/7	9/8 • Deadline of	9/9	9/10
	 period for all students Classes begin Last day to pay registration fees 				application for credit transfer		
	9/11	9/12	9/13	9/14	9/15	9/16	9/17



Registration Process



Student ID Number Inquiry



Student ID Number Inquiry

Graduate Studies Division, Main Campus: 02-77491107 Academic Affairs Division, Gongguan Campus: 02-77496550

Student ID Number Inquiry

and Account Set Up

Time: Starting from June 15, 2023

Website: <u>https://goo.gl/9UC2Eu</u> Please use the account ID and password that you used during the online confirmation period.

After inquiry, please set up and verify your account. (This is the same account you will use for course selection and tuition payment.)

https://ap.itc.ntnu.edu.tw/nipinit/)

NTNU Email Account Activation

After successfully opening up the NTNU Administrative Portal account, students will be able to use their personal NTNU webmail account. Announcements and important information provided by NTNU (including university correspondence to individual students) will be sent to each student's NTNU webmail mailbox. Students should remember to check their mailbox to ensure they don't miss any important or time-sensitive information.

Mailbox settings can be adjusted to automatically forward mail to another email account (e.g. Gmail or Yahoo). For more information, please refer to: <u>WebMail Service</u> <u>Features Explanation</u>



Registration Fees



Registration Fees

Cashier Division, Office of General Affairs: 02-77491343

Payment Deadline	 Payment Period: Early-August to September 4 Students will be considered as not being registered if they fail to pay in accordance with current regulations. In such cases, admission offer will be withdrawn for new students. In late-October, Credit fees payment for graduate students taking courses at the College of Music, one-on-one tutorial.
Print Bills Online	 Please print out your tuition and miscellaneous fee statement online at http://ap.itc.ntnu.edu.tw/FreshLogin/ Or you can access your bill from the NTNU homepage → Admissions → Tuition → Tuition & Miscellaneous Charges → Print Payment Forms and Receipt Inquiry System.
Payment Methods	 Fees can be paid in-person at any branch of the Post Office, CTBC Bank, major convenience stores (7-Eleven, Family Mart, OK Mart, Hi-Life) or via ATM transfers, Taiwan Pay and credit cards. For detailed payment instructions, please refer to the Office of General Affairs, Cashier Division website <u>http://www.ga.ntnu.edu.tw/cas/st_form.html?class=5</u>
Payment Receipts	 Payment receipts can be downloaded and printed out online or contact the CTBC Bank customer service hotline at 0800-017-688 for paper copies. Please keep your payment receipts or payment certificates in a safe place.

Course Selection



Course Selection

Course Selection Period for New Students

Course Selection Period (New Students):

Course Registration Period, Random Enrollment (During the first course selection period, students can select courses in order of preference, and the system will randomly distribute students to each course.)

- August 25– August 28, 2023
- Course Selection Announcement: September 1 (Please be sure to confirm and verify results.)

Add/Drop Period (All NTNU Students):

Online add/drop period, addition by authorization code and application for special cause

- September 4- September 17, 2023
- System Open for <u>Course Addition Only</u>: September 18

★System Hours: from 9:00am to 12:00 midnight during the course selection period.

Summer Session Enrollment

Summer session enrollment is on a **voluntary basis**. Students who wish to take summer sessions can find further information on the **summer sessions website**.



Intercollegiate Course Selection

Other Important Notes

- 1. National Taiwan University (NTU) and National Taiwan University of Science and Technology (NTUST): Courses offered by these two universities can be selected through NTNU's Course Selection System.
- ✓ For courses which are not open, students can directly contact the professor of the course. If the professor agrees to open up the course for outside enrollment, ask the professor to apply to the hosting university to make available a number of places in the course for students using the Course Selection System.
- ✓ For related rules and regulations, please refer to the course selection reminders for all academic programs.
- 2. Other Universities: For other courses, please follow the deadlines stipulated on the academic calendar. Input your intercollegiate course selection in the NTNU Administrative Portal and then submit a written application.
- 3. The number of total intercollegiate course credits should not exceed one-third of the minimum graduation credit requirement of students' major department in accordance with intercollegiate course selection regulations.

For more information, please visit the Office of Academic Affairs website \rightarrow Course Selection



 Students applying for the teacher education program, after being admitted, can begin taking courses the following semester. For details on taking secondary school teacher education programs, please refer to the Office of Teacher Education and Careers Service website.

- 2. Students enrolled in the secondary school teacher education program can only take up to 12 program credits per semester (credits calculated separately). To take the "Divisional Teaching Materials and Pedagogy" and "Divisional Teaching Practicum" courses, students must complete at least 12 teacher education credits.
- 3. Semester Grade Submission: Grades are only given for courses on the course selection list that appear in a student's record after the add/drop deadline. Courses that are not listed, even if a grade is available, will not be recognized. For courses on the course selection list, but grades are not available, a score of zero will be given and be included in the overall grade average for the semester.

Health Exam



New Student Health Exam (Master's and PhD Students)

Health Center: 02-7749-3107

Rules & Regulations

- According to regulations stipulated by the Ministry of Education, new students are required to complete a health exam in accordance with NTNU's New Student Health Exam Implementation Guidelines. Students who do not undergo a health exam will be considered as having failed to complete the registration process. Only after students submit a health exam report will they be eligible to pick up their student ID.
- Student dorm access: A valid student ID is required to enter and exit dorms. For students who have not finished their health exam and therefore not received their student ID, they shall be required to use a temporary access card.

Important Notes

- New students who plan on admissions deferral or suspending their studies for the current academic semester or year, should not queue for the health exam. Students resuming enrollment prior to February of the next year should visit a qualified medical institution to undertake their health exam and submit the results to the Health Center. Students resuming enrollment in September of the next year can take the health exam alongside the new incoming class.
- Note: Overseas Chinese students and international students are required to complete a health exam. The health exam required for the application of a resident visa and the NTNU new student health exam are separate and distinct.



Completing Your New Student Health Exam

(Pick one of two)

Health Center: 02-7749-3107

NTNU on-campus new student health exam

• Please refer to the On-campus New Student Health Exam Schedule to see what time-blocks have been assigned to your college in order and complete the health questionnaire on the Health Center webpage first toto avoid creating long lines at the exam site. Students can turn in their <u>health exam payment receipt</u> at their respective departments or institutes to pick up their student ID. Students after about a month, will receive an SMS and be able to view their personal health check results online.

Individual health exam off-campus

- New students who are unable to undergo their health exam on campus should visit a qualified medical institution to undertake their health exam as soon as possible. (Please visit the homepage of the NTNU Health Center to download a **Student Health Information Card** which should be brought with you to the hospital/clinic. You should anticipate a 3-4 week wait to receive the results of your exam.)
- Please submit a health exam taken in the last three months (i.e. a health exam taken after June 2023) to the Health Center. (The test items must meet those required by NTNU. You will need to download a Student Health Information Card. Fill in the first page and attach it to your health report). Students can turn in their report either in person at the Health Center (Heping campus or Gongguan campus, see map P.34 and P.36 for details), or email (anni1954@ntnu.edu.tw)Health Center working hours: Monday to Friday (8:30-17:30). After submitting your health exam, the Health Center will issue a Certificate of Health Exam Submission which can be used to pick up your student ID at the Office of Academic Affairs. Students should submit their health exam results prior to October 5 in order to avoid adversely affecting their rights and privileges at NTNU and to ensure timely registration and enrollment.

Health Center website: https://health.sa.ntnu.edu.tw/covid-19/

Freshman Health Checklist Download(NTNU homepage \rightarrow Administrations \rightarrow Office of Student Affairs \rightarrow Health Center \rightarrow Businessproject \rightarrow Physical examination & medical treatment \rightarrow Important Notes Regarding New Student Health Exam \rightarrow New Student Health Exam Form



On-Campus Health Exam Schedule & Important Notes

Health Center: 02-7749-3107

New Student Health Exam Schedule Master's, In-service Master's, and PhD Students (including students resuming enrollment, but not including summer and EMBA students) Time 8:00-10:00 13:00-15:00 10:00-11:00 15:00-16:00 College of Management& 8/26 **College of International Studies** College of Sports and College of Liberal Arts **College of Science** (Saturday) and Social Recreation College of Technology and Engineering & College of Supplementary physical 8/27 examination time for full **College of Education** College of Music Interdisciplinary Industry (Sunday) Academia Innovation student status &College of Arts

Location	On-site Fees	Exam Items	Notes
Room 101, Liberal Arts Building 1F, Heping Campus I (No. 162, Sec. 1, Heping East Road, Taipei.)	Please ensure you have the following items: (1) NT\$600(2) one inch photo (on the back of the photo, please write your department/institute, student ID number and name (3)and one form of identification (international students, Overseas Chinese students and Mainland Chinese students may use a passport, ARC, or entry visa (original and 1 copy)	The health exam will include: A general health exam, a chest X- ray (please wear clothing without metal buttons), a blood test, and a urine test	 You can eat the day of your health exam. Please come for your exam during the timeslot reserved for your college in order to avoid creating long lines at the exam site. For the three days prior to the exam, please eat and drink in moderation, and avoid staying up all night. For students who are pregnant and cannot do a chest X-ray, they should undertake a chest X-ray at the Health Center at a later date following their pregnancy.
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NTNU Student ID



NTNU Student ID

Graduate Studies Division, Main Campus: 02-77491107 Academic Affairs Division, Gongguan Campus: 02-77496550

Student ID Pick Up

- •According to regulations stipulated by the Ministry of Education, new students are required to complete a health exam in accordance with NTNU's *New Student Health Exam Implementation Guidelines*. <u>Students who do not undergo</u> <u>a health exam will be considered as having failed to complete the registration process</u>. Only after students submit a <u>health exam report will they be eligible to pick up their student ID</u>.
- •Beginning in 2017, students are no longer required to obtain a registration stamp as part of the registration process. Registration fees should be paid by September 4. Starting from September 1, International students and Over Chinese students can turn in their health exam payment receipt at Academic Affairs Office to pick up their student ID. Students who have received a health exam at an outside medical institution must submit their reports to the NTNU Health Center, which will provide a <u>Certificate of Health Exam Submission</u>. (For details, please refer to pages 13-15.) Students can turn in this certificate to receive their student ID from Academic Affairs Office.
- For students who have taken a deferral or suspension of their studies, a health exam must be completed when they **resume their student status**. The student ID can be picked up at the Office of Academic Affairs upon presenting a health exam payment receipt or Certificate of Health Exam Submission.

Student EasyCard

•Your student ID also doubles as a Student EasyCard, entitling you to a discount when taking the Taipei Metro. The card is valid for a preset four-year period. For those who have not graduated after the preset period, you can take your student ID to the Registration Division of Main Campus or the Academic Affairs Division of Gongguan Campus for an extension.

Admissions Deferral & Suspension of Studies



Admissions Deferral & Suspension of Studies

Application Deadlines

 New students applying for admissions deferral or suspension of studies should submit an application after student ID numbers have been announced. The application period is from June 15, 2023 to August 18, 2023.

Admissions Deferral Eligibility

• Departments/institutes that do not allow admissions deferral are clearly delineated in the Admission Prospectus.

Valid Time Period

 Admissions can only be deferred for one year. If the student does not enroll after the one-year period, his/her admissions eligibility will be revoked.

Application Download

 Please download and complete the <u>Deferral Request Form</u> and submit the application according to procedures delineated by individual departments/institutes.

Suspension of Studies

 Students who do not meet qualifications to take admissions deferral may apply for a suspension of studies.
 Please complete the <u>Suspension of Studies Application</u>, on NTNU I-Portal system <u>https://iportal.ntnu.edu.tw/ntnu/.</u> Graduate Studies Division, Main Campus: 02-77491107 Academic Affairs Division, Gongguan Campus: 02-77496550

Admissions Deferral Process

1. Check Admission Prospectus for related stipulations and confirm admissions deferral eligibility

2. Submit required documents for registration including your diploma (of highest degree)

3. Fill out Deferral Request Form and prepare required documents

4. Acquire stamp of approval from department/institute

5. Visit the Office of Academic Affairs to receive the letter of consent for your admissions deferral or suspension of studies

Grades & Credit Transfer



Grades & Credit Transfer

Graduate Studies Division: 02-77491107

Grading

- The examination of grades shall be conducted in accordance with NTNU School Regulations, Student Grading Guidelines, as well as other relevant regulations of academic affairs.
- The letter grading system has been implemented since the 2015 academic year. Semester grades are inputted based on the students' enrolled courses for that semester as shown on the course selection list. For classes not listed on the course selection list, no grade will be recorded. For courses on the list, if the instructor does not provide grades or if the grades are submitted after the deadline, it will be designated in the "X" category and count towards GPA.

Application for Credit Transfer

- Application Dates: August 28, 2023 to September 8, 2023
- Process: After [Online Application], print the application form together with relevant attachments for [Paper Review]
- Website of Application for Credit Transfer:
- https://www.aa.ntnu.edu.tw/en/GSD/CreditTransfer02/CreditTransfer03
- How to Access: Office of Academic Affairs homepage → Graduate Studies Division → Credit Transfer, Overseas Credit Transfer → Credit Transfer





Other Services

- Military Service
- Student Counseling System Basic Information Form
- Student Group Insurance
- Scholarship Application
- E-Portfolio System





Military Service

Division of Student Assistance: 02-77491060

Application for Draft Deferral: Under 33 years of age Application for Call-up Deferral: Private: 36 and under; Junior Officer/Sergeant: 50 and below; Senior Officer/Sergeant Major: 58 and below le new students are required to fill out a military service information form, including Overseas Chinese students and ational students if they hold a Taiwan ID card. August of the fall semester or January of the spring semester, new students must fill out a military service information form the online confirmation period and submit the following information (if relevant): ication for Draft Deferral: Student Military Service Application Form ication for Call-up Deferral: Student Military Service, national guardsmen, substitute military service personnel (already reged from regular service), active military personnel, or members of a service unit which has already applied for draft or call-up al: Student Military Service Application fort and submit the Student Military Service Application. udents who have taken admissions deferral or suspension of studies must upon enrollment or resumption of student status apply through the Student Military Service Application System and submit the Student Military Service Application and supporting ents. NTNU homepage → Students → log onto the Administrative Portal/system applications/academic affairs system/student military service application system → choose the Military Service Application and Inquiry area to the left → press New Addition and input rour information → save and print out your Student Military Service Application Form → Mail or submit in person to the Division
the online confirmation period and submit the following information (if relevant): ication for Draft Deferral: Student Military Service Application Form ication for Call-up Deferral: Student Military Service Application Form and a copy of the student's military discharge form. e with exemption or suspension from military service, national guardsmen, substitute military service personnel (already rged from regular service), active military personnel, or members of a service unit which has already applied for draft or call-up al: Student Military Service Application Form and other relevant documentation. rudents who have taken admissions deferral or suspension of studies must upon enrollment or resumption of student status apply through the Student Military Service Application System and submit the Student Military Service Application Form and supporting through the Student Service Application Form and other and submit the Student Military Service Application Form and supporting through the Student Service Application System and submit the Student Military Service Application Form and supporting through the Student Service Application System and submit the Student Military Service Application Form and supporting through the Student Service Application System and submit the Student Military Service Application Form and supporting tents. NTNU homepage → Students → log onto the Administrative Portal/system applications/academic affairs system/student military service application system → choose the Military Service Application and Inquiry area to the left → press New Addition and input
service application system \rightarrow choose the Military Service Application and Inquiry area to the left \rightarrow press New Addition and input
of Student Assistance f changes are made to the household registration address, students should bring their new Taiwan ID card to the Office of Academic Affairs to update information on file to ensure their rights and benefits regarding military service.
t is possible to log onto the system to check at any time: approval status, approved document number, approved effective date, approved expiration date, cancelling of approval date, and cancelling of approved document number, among other areas. If your application is not approved and you have not yet graduated, you are required to apply for a draft deferral extension or a call-up deferral extension to avoid being called up or drafted for military service. Male students born after 1994 or those willing to fulfill their military conscription obligations before the age of 18, may apply to undergo military training and military service over a period of two consecutive summer vacations. For interested parties, please go the National Conscription Agency, Ministry of the Interior homepage to log onto the Application for Staged Military Service and Training System to begin the application process. Following the completion of their service, students should fill out an application or call-up deferral in order to avoid being called-up for military service in the future.

Student Advising System Basic Information Form & Student Group Insurance & Scholarship Application

Student Advising System Basic Information—Office of Student Affairs, Division of Student Services(Tel: 02-77491059)

During the online confirmation period, it will be necessary to fill in an emergency contact form. After successfully opening up a NTNU Administrative Portal account, prior to August 31, please log onto the Administrative Portal at http://iportal.ntnu.edu.tw/ntnu/ System Applications → Student Affairs System → Student Advising System, Student Area to fill out a basic information form and a short autobiography (300 words minimum).

Student Group Insurance—Office of Academic Affairs, Division of Student Assistance (Tel: 02-77491061)

- NTNU students are required to enroll in student group insurance. For those choosing to opt out of the group insurance plan, please download and fill out a Withdraw from Student Group Insurance Application Form and submit the original application form during the stipulated application period. (If applying by mail, please use registered mail and address your application to the Student Group Insurance, Division of Student Assistance.) Please pay registration fees with your new updated bill. Applications made after the deadline will not be processed.
- Fall Semester Application Period: August 25, 2023 August 31,2023 For more details on how and when to enroll into the student group insurance plan, please visit the Division of Student Assistance webpage at: https://reurl.cc/Y8kq6n

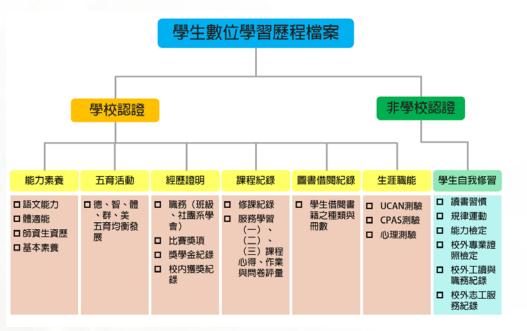
Scholarship Application—Office of Academic Affairs, Division of Student Assistance (Tel: 02-77491061)

- Ministry of Education *Help Dreams* website (<u>https://www.edu.tw/helpdreams/Default.aspx</u>) or visit through the Ministry of Education website (<u>http://www.edu.tw</u>) and click on the Help Dreams Scholarship Announcement
- Introduction to NTNU scholarships/subsidies: https://reurl.cc/V8mM5n
- Scholarships for Overseas Chinese Students and International Students: Visit the Office of International Affairs website
- Scholarships for International Students: https://www.ntnu.edu.tw/oia/scholarship.php (Chinese);
 https://www.ntnu.edu.tw/oia/scholarship.php (Chinese);
- Scholarships for Overseas Chinese Students: https://www.ntnu.edu.tw/oia/oc-scholarship.php

E-Portfolio System

Holistic Education Center : 02-77493326

- This system contains a digital file highlighting your student career at NTNU. It is a tool to help students better understand the self-learning process and to ensure students develop in the "five areas of life" (moral, intellectual, physical, social, and aesthetics) so as to graduate as balanced, mature individuals with outstanding workplace potential.
- The E-Portfolio is divided into a "University Certified" and a "Non-University Certified" folder. Within the "University Certified" folder there will be activities, both curricular and extracurricular, that have been acknowledged and recorded by the university. The "Non-University Certified" folder is an area for students to write down their thoughts, a place for art appreciation, personal insights, and inspiration from books and participation in off-campus events.





E-Portfolio System

Holistic Education Center : 02-77493326

 While enrolled, students can use the "University Certified" and "Non-University Certified" folders to note down all activities and experiences.
 Students can edit, design, and print out customized resumes using this system, which aims to help enrich their academic experience.



E-mail:<u>chieh@ntnu.edu.tw</u> E-Portfolio website: <u>https://epp.sa.ntnu.edu.tw</u> If you have any questions about the E-Portfolio system, please contact Holistic Education Center at 02-7749-3326.



In-Person Registration for International Students

- Registration for International Students
- Registration for Overseas Chinese Students (including Hong Kong and Macau)
- Registration for Mainland Chinese Students



Registration for International Students

Office of International Affairs (International Students): 02-77491275

How to Register

• Please complete online confirmation and in-person registration according to provisions in the NTNU Admissions Brochure for International Student Applicants for the 2023 Academic Year.

New Student Orientation

- Date: Friday, August 18, 2023
- Time and place: Live Online (9:00-10:15 Chinese session) (10:20-11:35 English session)

In-Person Registration

- Date: Friday, August 25, 2023 at 13:30-17:00
- Location: OIA Lounge, Normal Building 1F, Main Campus (No. 162, Sec. 1, Heping East Road, Taipei)



Registration for Overseas Chinese Students (Including HK & Macau)

Office of International Affairs (Overseas Chinese Students): 02-77491275

How to Register

• Registration is divided into two stages: **Online Confirmation** and **In-Person Registration**. Students who fail to complete the registration process shall be seen as having voluntarily withdrawn their admission to NTNU.

New Student Orientation

- Date: Friday, July 28, 2023
- Time and place: Live Online, 14:00-16:00 (Overseas Chinese)

In-Person Registration

- Dates : Monday, August 28, 2023at 13:00-16:30.
- Location: OIA Lounge, Normal Building 1F, Main Campus (No. 162, Sec. 1, Heping East Road, Taipei)
- For registration-related information, please refer to the Mainland Chinese Student registration notification letter.



Registration for Mainland Chinese Students

Office of International Affairs (Mainland Chinese Students): 02-77491283

How to Register

• Registration is divided into two stages: <u>Online Confirmation</u> and <u>In-Person Registration</u>. Students who fail to complete the registration process shall be seen as having voluntarily withdrawn their admission to NTNU.

Online Confirmation

• Visit https://bds.oia.ntnu.edu.tw/bds/cnreg to complete online confirmation.

In-Person Registration

- Dates : Friday, September 1, 2023 at 2:00-4:00pm (Tentative)
- Location: OIA Lounge, Normal Building 1F, Main Campus (No. 162, Sec. 1, Heping East Road, Taipei)
- For registration-related information, please refer to the Mainland Chinese Student registration notification letter.







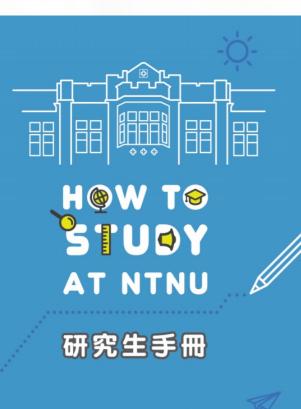
Dormitory Application

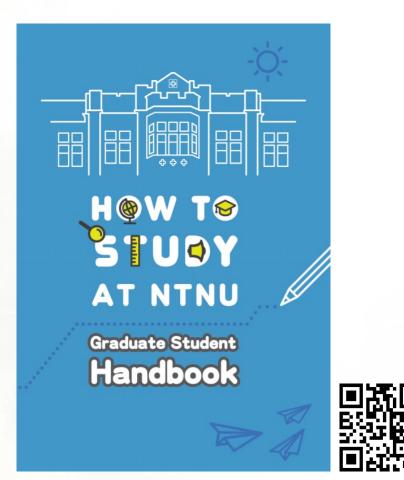
Student Housing Office : 02-77496922

Application Period	 Application time of dormitory housing is the same as the online confirmation period, or login on July 26-August 2, 2023 to apply, look up, revise, or cancel. How to Apply: NTNU homepage → Student → NTNU Administrative Login Portal → Student Dormitory System → Dormitory Application System 	
Special Status	 Students with special status should submit proof and supporting documents along with their dormitory applications before July 30, 2023 in person to the Student Housing Office (Main Campus or Gongguan Campus) or email (su0427@ntnu.edu.tw). Incomplete applications or incorrect information will result in cancellation of eligibility. 	
Payment Details	 Students who have been assigned a dorm room should pay dormitory fees by August 7-13, 2023. Those who decided not lived in NTNU dormitories should notify the SHO before the payment period ends. Failure to pay by the stipulated deadline will be deemed as a voluntary surrender of tenancy, and also lowered down 1-level housing priority for the next school year. Print Dormitory Fee Bills: <u>http://ap.itc.ntnu.edu.tw/FreshLogin/</u> 	
Dormitory Information	 For details, please visit the Student Housing Office webpage at the Office of General Affairs website: <u>http://www.ga.ntnu.edu.tw/</u> (NTNU homepage → Administrations → Office of General Affairs → Student Dormitory Management Center) 	
國立臺灣師範大學 NATIONAL TAIWAN NORMAL UNIVERSITY		32



GRADUATE STUDENT HANDBOOK



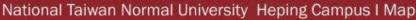


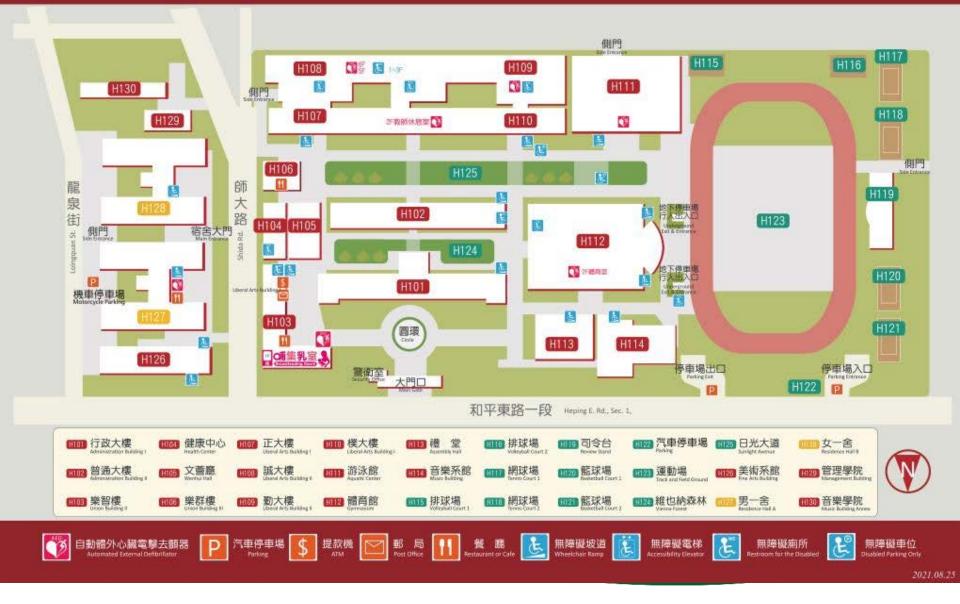
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國立臺灣師範大學和平校區 | 配置圖







或

立臺灣師範大學和平校區||配置圖

National Taiwan Normal University Heping Campus II Map



^{2021.08.25}



國立臺灣師範大學公館校區配置圖 National Taiwan Normal University Gongguan Campus Map



2021.08.25