

Suspension of Studies at NTNU

Student Version

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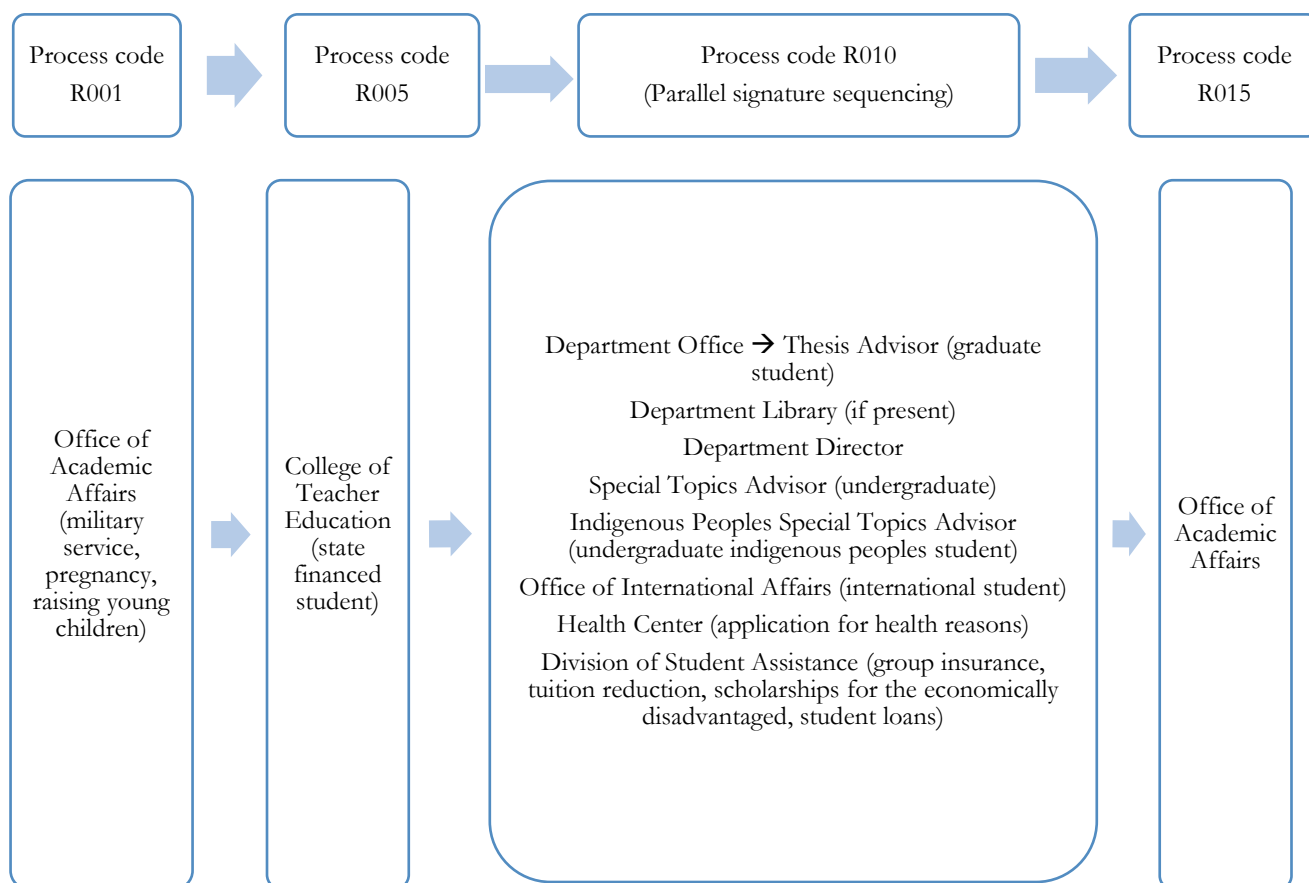
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Flowchart

- 1 Log onto the NTNU Information Portal / Application / Educational administration related system / Suspending Studies Application System (student version)
- 2 Different suspension of studies flowcharts will be presented depending on the student's level of study (PhD, master's, undergraduate), student type (ordinary, indigenous peoples, international, state financed), reason for student's suspension of studies, whether there is a departmental library, whether the student has applied for tuition fee reduction, and whether there are student loans, etc.
- 3 After the application for a suspension of studies has been completed, the student may visit the "suspension of studies process inquiry" page to see which administrative/academic units have signed off on his/her application. Once an administrative/academic unit signs the form stating their approval, the approval process will move to the following administrative/academic unit. After all relevant units have signed off with their approval, the student may print out a suspension of studies approval form. However, if any administrative/academic unit does not approve of the suspension, the approval process will be terminated.



The suspension of studies system is divided into four pages:

- 1) Announcements
- 2) Application Process
- 3) Suspension of Studies Application
- 4) Suspension of Studies Status Inquiry

Application Outline:

Announcements	Application Process	Suspension of Studies Application	Suspension of Studies Status Inquiry	logout
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Hello Students (L)

The system will automatically log you out after 30 minutes of inactivity. Currently you have been inactive for 0 minutes 37 seconds

Information regarding refunds:

The refund ratio is calculated according to the period of class enrollment for the current academic calendar under the academic system in which the student is enrolled.

Withdrawal or suspension of studies applications submitted prior to (including) the day of registration for the 2024 academic year fall semester (20240603-20240902)	Full Refund
Withdraw or suspension of studies applications submitted from the start of the 2024 academic year fall semester until 1/3 of the way into the semester (20240903-20241013)	2/3 of payment refunded
Suspension of studies applications submitted from 1/3 until 2/3 of the way into the 2024 academic year fall semester (20241014-20241117)	1/3 of payment refunded
Suspension of studies applications submitted after 2/3 of the 2024 academic year fall semester has passed (20241118-20250131)	No refund

Office of Academic Affairs

1. An application for a suspension of studies must be approved for the application process to be complete. If, at any stage of the application process, the application is rejected by the relevant authorities, the application shall be considered invalid.
2. Students applying for a suspension of studies after the semester has begun are required to pay all tuition and registration fees as delineated in the Registration Handbook guidelines. Students who fail to do so will be noted as "not registered" and, in accordance with the relevant regulations, considered as having withdrawn from NTNU.
3. After an application for the suspension of studies has been submitted, if the approval process is not completed in the following two (2) weeks, the system will automatically cancel the application. To avoid this situation, students should ensure that their graduate student advisor or academic and student life counselor has signed off on their application, that they have paid all registration fees in full, that they have returned all books to the library, and paid any outstanding fines, etc. Students are also encouraged to contact their department, graduate institute, or administrative department to inquire on the status of their application.

Library

Division of Student Assistance, Office of Student Affairs

Health Center, Office of Student Affairs

Those who wish to apply for a temporary leave of absence for health reasons shall submit a medical certification issued by a physician from a hospital or clinic authorized by the ROC National Health Insurance system. NTNU Health Center tel:+886 2-7749-3107

Office of International Affairs

Overseas Chinese students and international students: Overseas Chinese students and international students who have taken a suspension of studies shall no longer have a valid reason for residency in Taiwan; as such, their legal residence permit shall be revoked, and they will be required to exit Taiwan. Lacking a valid reason of residency, the student shall no longer be eligible for enrollment within Taiwan's National Health Insurance program. In accordance with billing regulations, the Office of International Affairs shall refund to the student any previously paid National Health Insurance premiums. However, premiums paid by the student to a group insurance program shall not be refunded. The student shall also return any valid working permits. Scholarship recipients shall have their scholarship suspended and are required to return to relevant amount in accordance with the scholarship type.

Mainland Chinese Students: Mainland Chinese students who have taken a suspension of studies shall no longer have a valid reason for residency in Taiwan; as such, their multiple-entry permit shall be revoked, and a single-entry permit issued in its place. Furthermore, the student shall be required to exit Taiwan within ten (10) days of the student's successful application of a suspension of studies. Any premiums paid by the student to a group insurance program shall not be refunded.

Announcements	<ul style="list-style-type: none"> • Includes the public announcements and remarks of various administrative units. • If students have questions after reading the announcements, they may contact the relevant unit by phone.
Application Process	<ul style="list-style-type: none"> • Reminds students to check their student status to confirm they have registered, returned all books, etc. • Explanations on how and when to upload attachments and application restrictions.
Suspension of Studies Application	<ul style="list-style-type: none"> • Main page for the application of suspension of studies.
Suspension of Studies Status Inquiry	<ul style="list-style-type: none"> • Following application submission, students can check which administrative/academic units have approved their application. • Print out suspension of studies approval form.

Explanation of Application Steps: Cases in which an application for the suspension of studies is not permitted

Cannot apply for a suspension of studies for the previous semester.

The period for suspension of studies is limited to a maximum of two (2) academic years.

Students who have reached the maximum time allotted for their studies may not apply for a suspension of studies in the following semester.

Once the deadline for an application of a suspension of studies has passed, no application will be accepted for the current semester.

(For semester deadlines, each student group should check the current NTNU School Calendar)

No duplicate applications are permitted.

Explanation of Application Steps: Questions regarding system operations

Uploading necessary attachments

Health reasons/military service/raising young children (under three years of age)/pregnancy and childbirth/local students not yet 20 years of age→ in the previous cases please upload a medical diagnosis/military call-up order/household registration transcript/mother's handbook (with dates of pregnancy check-ups)/parent approval form or other relevant documentation.

Canceling a suspension of studies application (student version)

A submitted suspension of studies application form may be canceled by the student before its final approval by the Office of Academic Affairs.

Application Outline (Suspension of Studies System/ Suspension of Studies Status Inquiry /Cancel Application)

The screenshot shows the 'Cancel application' page. At the top, it displays the application number 20240906140711893 and the reason for cancellation: '學生自行取消申請' (Student self-cancellation). A red box highlights the 'cancel' button, labeled 'step 2. cancel by applicant'. Another red box highlights a system message box showing '140.122.66.100:7001 顯示' and 'Cancellation successful!!', labeled 'step 3. check system message'. A red arrow points from the 'cancel' button to the system message box. Below the form, there is a table with application details and a 'Cancel Application' button in the 'Actions' column, labeled 'step 1.'.

Application Form No	Period of Suspension of Studies	Reason for Suspension of Studies	Application Status	Actions
20240906122041872	1131(Date of Suspension) until 1132(Date of Return) for a total of 1 semester(s)	Work	(學生自行取消申請)	
20240906140711893	1131(Date of Suspension) until 1132(Date of Return) for a total of 1 semester(s)	Work		Progress Inquiry Cancel Application

Unable to change the reasons or period for the suspension of studies

Once a suspension of studies application form has been submitted by the student, if the student wishes to change the reason or the period of the suspension of studies, he/she will be required to cancel the initial application and submit a new application.

Graduate students need to choose an academic advisor, career advisor, or thesis advisor

Application Outline (Suspension of Studies System/Suspension of Studies Application)

* Reminder: If a graduate student does not have a thesis advisor, they should choose an academic or career advisor (they may consult their department's office for suggestions).

Academic and Student Life Counselor or Student Faculty Advisor: (Not required for undergraduate students)


Please choose ▼ OR

Professor E-Mail @ntnu.edu.tw

Once all of the necessary administrative/academic units have signed off approving the application, students shall receive a notification from the suspension of studies system informing them that they may print out their suspension of studies approval form.

Application Outline (Suspension of Studies System/ Suspension of Studies Status Inquiry)

Suspension of Studies Status Inquiry [Welcome Center](#) [Academic Advisor](#) [Suspension of Studies Application](#) [logout](#)

Hello Students  (20190829133223926)

The system will automatically log you out after 30 minutes of inactivity. Currently you have been inactive for 1 minutes 55 seconds

As of this semester (inclusive), you have been enrolled at NTNU for a total of 12 semester(s) and taken a suspension of studies for 4 semester(s) (not including suspension of study periods for pregnancy, infant care, or military service)

In accordance with NTNU School Regulations, undergraduates have a total of six (6) years to graduate, Master's students have a total of four (4) years to graduate, PhD students have a total of seven (7) years to graduate, and Continuing Education Master's students have a total of 6 years (summers) to graduate. If students fail to receive their degree in the allotted time, they shall be required to withdraw from NTNU. The time allotted for the completion of each degree is not inclusive of suspension of studies periods. In general, students can suspend their studies for a maximum of two (2) academic years.

Application Form No	Period of Suspension of Studies	Reason for Suspension of Studies	Application Status	Actions
20190829133223926	1081(Date of Suspension) until 1091(Date of Return) for a total of 2 semester(s)	Work		Print out Suspension of Studies Approval Certificate(English) Print out Suspension of Studies Approval Certificate(Chinese)

* Reminder: If approval by the necessary academic/administrative units is not received within two (2) weeks, the application form will be canceled. Students should make it a point to check the progress of their application and pay attention to comments submitted by the academic/administrative units (e.g. whether tuition fees have been paid, whether the student's thesis advisor has approved the application, whether all books have been returned to libraries and all fines paid, etc.).