

# Notice of New Student registration, academic rules

## Table Contents

- Important Notice for New Student Registration
  1. Required documents upon arrival in Taiwan Tech.....1
  2. Document authentication.....3
  3. Important Notices.....3
  
- Important Notice for Academic Rules
  1. Requirements for conferral of master/Ph. D. degree.....4
  2. Important dates for Course Selection.....5
  3. Payment –Tuition and Supplementary Fees.....5
  4. Leave of absence/ Withdrawal.....5
  5. Credit Transfer.....6
  6. Student Information System.....6
  7. Special attention for Course Selection.....6
  8. Contact Information.....6

## Important Notices for New Student Registration

### 1. Required documents upon arrival in Taiwan Tech

- A. Students from *Indonesia, the Philippines, Vietnam and Malaysia* who have also graduated from universities in their home countries are required to submit the following documents upon arrival for registration.

Document	Detail
Passport	
Original diploma in English	<ol style="list-style-type: none"> <li>1. Master's program: Please submit a bachelor's degree diploma;</li> <li>2. Ph.D. program: Please submit a master's degree diploma.</li> <li>3. Please submit the one that you uploaded to the system.</li> </ol>
Original transcript in English	Please submit the one that you uploaded to the system.
Original Financial Statement	<ol style="list-style-type: none"> <li>1. Certified by a notary public and showing minimum amount of US \$8000.</li> <li>2. Students with NTUST scholarship of full or partial monthly stipend can be waived for this item.</li> <li>3. Students (with or without NTUST scholarship of full or partial monthly stipend) who enter Taiwan with a visitor visa and would like to transfer the visitor visa to a resident visa in Taiwan should submit financial statement authenticated by an overseas Embassy or Mission of Republic of China (Taiwan).</li> <li>4. For applicants with supports from other funding institution, the institution must provide relevant certificate of proof.</li> <li>5. If the account name stated in the bank statement is the applicant's parents, a declaration of financial support written by that parent is required. In the letter, the sponsor has to declare an assurance to support the applicant for all his/her expenses while studying in Taiwan.</li> </ol>
Medical and Accident Insurance	All the students are required to buy accident and medical insurance (3000 NT dollars) on site at the registration at Taiwan Tech.
Copy of the above documents.	
Special Notice	Students from Indonesia can contact Taiwan Education Center Indonesia in Surabaya (Nelliana +6281259999790 or Ivan +628123100679) for Admission Service (Document Authorization and VISA Application).

- B. Students from countries other than the four countries stated above are required to submit the [following documents which should be authenticated by an overseas Embassy or Mission of Republic of China \(Taiwan\)](#) upon arrival for registration.

Document	Detail
Passport	
Original Diploma	<ol style="list-style-type: none"> <li>1. Master's program: Please submit bachelor's degree diploma</li> <li>2. Ph.D. program: Please submit master's degree diploma.</li> <li>3. Please submit the one that you uploaded to the system</li> </ol>
Original Transcript in English	Please submit the one that you uploaded to the system
Original Authenticated Diploma	If your original diploma is neither in English nor in Chinese, an authenticated English translation is needed together with the original.
Original Authenticated Transcript in English	
Authenticated Financial Statement	<ol style="list-style-type: none"> <li>1. The financial statement should also be authenticated by an overseas Embassy or Mission of Republic of China (Taiwan)</li> <li>2. Students with NTUST scholarship of full or partial monthly stipend can be waived for this item.</li> <li>3. Students (with or without NTUST scholarship of full or partial monthly stipend) who enter Taiwan with a visitor visa and would like to transfer the visitor visa to a resident visa in Taiwan should submit financial statement authenticated by an overseas Embassy or Mission of Republic of China (Taiwan).</li> <li>4. For applicants with supports from other funding institution, the institution must provide relevant certificate of proof.</li> <li>5. If the account name stated in the bank statement is the applicant's parents, a declaration of financial support written by that parent is required. In the letter, the sponsor has to declare an assurance to support the applicant for all his/her expenses while studying in Taiwan.</li> </ol>
Original Authenticated Medical and Accident Insurance	Certificate of medical and accident insurance issued outside Taiwan covering the period from the date of entry into Taiwan to at least six months upon reporting to Taiwan Tech, or a 6 month international student medical insurance offered by Taiwan Tech which is available upon registration for the charge of NT\$3,000.
Copy of the above documents	

## **2. Document authentication**

For document authentication, please apply to the appropriate office of consular district, or your authenticated documents will not be deemed as acceptable for new student registration requirement. The consular district of your document issuing country could be checked at

<http://www.boca.gov.tw/np.asp?ctNode=788&mp=2>

For example, documents issued from Ethiopia or Pakistan should apply to Taipei Economic and Cultural Representative Office in the Kingdom of Saudi Arabia for authentication.

## **3. Important Notices**

Applicants should conform to the MOE [Regulations Regarding International Students Undertaking Studies in Taiwan](#). Any violations of the mentioned regulations will result in immediate cancellation of the applicant's admission or the deprivation of the applicant's recognized status as NTUST registered student, or revocation of applicant's NTUST diploma. No academic certificate will be given. An international student submitting forged, fabricated, or altered papers for the purpose of the their school application shall be subject to enrollment qualification cancellation; or a revocation of enrollment and denial to the request of any certificate pertaining to study, if the said student is already enrolled; or revocation of graduation qualifications and cancellation of the diploma by the student's school, if the said student has been already graduated.

## Important Notices for Academic Rules (Spring 2018)

These Regulations are adopted from Taiwan Tech related regulations in Chinese. In the event of any discrepancies between the English translation and the Chinese original regulations, the Chinese original version should prevail.

### 1. Requirements for conferral of a master/Ph. D. degree

	Master	Ph. D.
<b>Period of Study</b>	1-4 years	2-7 years
<b>Minimum credits</b> (Passing Grade : B-) The department's rules prevail.	1. MBA program: 45 2. Other departments in College of Management: minimum:36 3. Other departments: 24	1. Industrial Management: 30 2. Other departments in College of Management: 24 3. Other departments: 18
<b>Required courses</b>	Refer to your major department	
<b>Qualifying exam</b>	—	<b>College of Management (within the first 3 years)</b> <b>Other Departments (within the first 2 years)</b> Passing score: 70(B-) If students fail in the first time, they should apply for a make-up examination. If they fail the make-up examination again, the students should be expelled..
<b>Oral defense</b> Fall semester: from Oct. 1 to Jan. 31 Spring semester: from April 1 to July 31	Thesis	Dissertation
<b>Regulation of Academic Research Ethics Course</b>	<b>The master's and doctoral students should complete this course before the end of their first year.</b> Graduate students can apply for the examination of degree only after they pass the course.  The registration systems have been posted on the website: <a href="http://cla.ntust.edu.tw/files/11-1101-6263.php?Lang=zh-tw">http://cla.ntust.edu.tw/files/11-1101-6263.php?Lang=zh-tw</a>	
<b>Laboratory Safety Training Course</b> Time: 18:20-20:50, 23 <sup>th</sup> October , 2018 Venue: RB-105	<b>The training course is mandatory and required by law for every new graduate student who will be involved in laboratory work.</b> Registration Website: <a href="http://140.118.70.185/Front/login.aspx">http://140.118.70.185/Front/login.aspx</a> (The registration will be opened on the 22 <sup>th</sup> September till the 22 <sup>th</sup> October, 2018.) Note: We will not be able to offer dinner. However we do offer hot tea and coffee, please bring your own cup here. Contact: Miss Chieh-Ju Yu, e-mail address: <a href="mailto:amandayu@mail.ntust.edu.tw">amandayu@mail.ntust.edu.tw</a>	
<b>Others</b>	Please contact your major department	

## 2. Important dates for Course Selection

- (1) Classes begin: **Feb. 26, 2018**
- (2) Course adding/dropping(including courses offered by **NTU system**):**Feb. 26, 2018 - Mar. 09, 2018**  
Course selection website (via student information system): [http://e-service.ntust.edu.tw/student\\_system\\_en/stu\\_login.aspx](http://e-service.ntust.edu.tw/student_system_en/stu_login.aspx)
- (3) 2<sup>nd</sup> course withdrawal period : **May 07- May 25, 2018** via Student information system.
  - ❖ *Students who drop course during 2<sup>nd</sup> course withdrawal period will be marked "W" (i.e. withdrawn) on their transcript.*
- (4) Academic related regulations and forms download (e.g. academic certificate application etc.):  
Please visit our website at <http://www.academic.ntust.edu.tw/files/11-1001-836.php?Lang=en>
  - ❖ Be sure to drop the course you do not intend to attend. Otherwise, the result of the course which you fail to attend, take the exams, or submit related reports may be graded "0" on your transcript.

## 3. Payment –Tuition and Supplementary Fees

- (1) Details of tuition and supplementary fee :  
<http://www.admission.ntust.edu.tw/files/11-1004-1158.php?Lang=en>
  - ❖ **New international students may pay tuition fees upon registration at Taiwan Tech. Please pay the fees **IN CASH!****
- (2) Students who find out mistakes on their tuition and supplementary fee bills should not pay their bills. They should go to related offices(such as the Graduate Studies Section, the Register Section, Office of International Affairs, Office of Student Affairs , etc.) to make correction.
- (3) All international students should process registration **in person** prior to **Apr, 09, 2018** in compliance with related government regulations.

## 4. Leave of absence/ Withdrawal

- (1) **Leave of absence:**
  - ❖ Maximum: 2 years
  - ❖ Fill out the application form.
  - ❖ ARC will be suspended during absence period.
- (2) **Withdrawal**
  - ❖ Fill out the application form.
  - ❖ ARC will be suspended.

## **5 Credit Transfer**

The credits gained in prior college or university can be transferred as graduation credits at the applicant's request after approved by the chairman of registered department. New students should apply for credit transfer by submitting their original transcript before **Mar. 01, 2018** after registration. Please contact the registered department directly for details. Degree students shall not be granted credit transfer for more than 1/2 of the total credits required for graduation. No more than 2/3 of required credits should be granted for double-degree students. One who fails to apply by the deadline will not be accepted for further processes.

## **6 Student Information System**

New students should log in to the system to complete new student information input, print out the registration form (front page) and submit it to Taiwan Tech upon registration in March, 2018.

## **7 Special attention for Course Selection**

Please log in to the student information system and check your course selection every semester. Contact your department for more information about graduation requirements.

## **8 Contact Information**

Please go to the "Contact" page of our admission website at

<http://www.admission.ntust.edu.tw/files/11-1004-1163.php?Lang=en>