

國立臺灣科技大學因應新型冠狀病毒肺炎
無法入境臺灣修課學生安心就學措施 Q&A(研究所)

109.08.20

No.	Question	Answer
Course Selection		
1.	If I want to take remote courses,How do I select courses?	<p>1. If you are a new student, please select courses on the Course Selection System (link given below) from August 20 to August 31, 2020.</p> <p>Course Selection System: https://stuinfosys.ntust.edu.tw/NTUSTSSOServ/SSO/Login/CourseSelection</p> <p>Course Query System: https://querycourse.ntust.edu.tw/querycourse/</p> <p>PTT slides about how to use the systems</p> <p>2. If you are an old student who cannot return to Taiwan, and you would like to take remote courses, please write an email with the subject line “Taiwan Tech Remote Registration_ your student no._ your name” and send it to admission@mail.ntust.edu.tw. Please attach documents to prove that you are not in Taiwan so that you can take remote courses and be qualified for tuition reduction.</p> <p>Reminder:</p> <p>If the course that you select don’t offer remote learning options, we suggest you contact the instructor or the department/graduate institute by email. Regarding how to check the availability of remote learning options, please refer to point 3.</p> <p>Please check if the courses offer remote learning options in advance, and if they do not, you must drop the courses before September 28, 2020. If you do not drop them, an X (fail) would be shown on the transcript, and the average of the semester grades would be affected.</p>
2.	How do I know if the courses I want to take offer remote learning options?	<p>1. Please log in to Moodle (https://moodle.ntust.edu.tw) from September 14 to Semtempber 28, 2020 to see if the courses offer remote learning options.</p> <p>2. If the course that you select don’t offer remote learning options, we suggest you contact the instructor or the department/graduate institute by email.</p> <p>3. Reminder: please check if the courses offer remote learning options in advance, and if they do not, you must drop the courses before September 28, 2020. If you do not drop them, an X (fail) would be shown on the transcript, and the average</p>

		of the semester grades would be affected.
3.	How to select courses during the adding and dropping period?	<p>Students who cannot arrive in Taiwan can select courses during the course adding or dropping period.</p> <ol style="list-style-type: none"> 1. Please write emails to ask the department/graduate institute that offers the course if the course can be taken remotely. 2. Select courses in the system: Course Selection System: https://stuinfosys.ntust.edu.tw/NTUSTSSOServ/SSO/Login/CourseSelection Course Query System: https://querycourse.ntust.edu.tw/querycourse/ 3. If a class is full to its capacity, please send an e-mail to the instructor to inform that you cannot arrive in Taiwan and need to take remote courses because of the COVID-19 pandemic so as to get an authorization code from the instructor. After receiving an authorization code, you can add or drop courses in the course selection system. 4. Reminder: please check if the courses offer remote learning options in advance, and if they do not, you must drop the courses before September 28, 2020. If you do not drop them, an X (fail) would be shown on the transcript, and the average of the semester grades would be affected.
4.	If I have arrived in Taiwan before the semester starts, can I still select remote courses?	<p>Remote courses are only offered to students who cannot arrive in Taiwan due to the Covid-19 pandemic. For those who have been in Taiwan, please select face-to-face courses.</p> <p>The Academic Affairs Office will provide a list of students who cannot arrive in Taiwan for instructors providing remote courses to confirm student attendance status.</p>
5.	Can I drop remote courses?	Remote courses are formal courses. After the course adding or dropping period, you cannot drop any remote courses. You can only withdraw remote courses during the 2 nd course withdrawal period from November 23 rd to December 10 th .
5.	Can I have courses in other countries? Can I apply for credit transfer and how to apply for it?	<p>Students should provide relevant documents of the university in which you want to take the course and the course outline, etc. for the department to examine. After being permitted by the department, you can select the course.</p> <p>Application Form for Taking Courses in Nearby Universities or Online Courses (Download here)</p> <p>After finishing the course, you need to prepare relevant documents of grades or course registered certificates. You can apply for credit transfer according to the NTUST academic calendar.</p> <p>The credit transfer application form (Download here)</p>

6.	I expect to graduate this semester. However, I haven't finished the compulsory course "Academic Research Ethics." How can I do?	If you are students who are affected by Covid-19 and want to apply for degree examination, you can go to Center for Taiwan Academic Research Ethics Education (website: https://ethics.moe.edu.tw/) and log in as a registrant and finish online learning and tests (unit 0101- unit 0115). After finishing the class, please download the certificate and send it to your department/graduate institute office. The department/graduate institute will submit a petition to both General Education Center and Section of Graduate Studies.
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Registration and Payment

7.	I am a newly admitted student, but I am not able to enter Taiwan. How can I go through registration procedures ?	<ol style="list-style-type: none"> 1. If you are a new students, and you have made sure that the courses offer remote learning options, please follow the steps below before October 5, 2020 to finish academic certification and registration procedures: <ol style="list-style-type: none"> a. Please write an email with the subject line "Taiwan Tech Remote Registration_ your application no._ your name" and send it to admission@mail.ntust.edu.tw. Please complete on-line registration by uploading the required documents here. The hardcopies of the required documents will have to be checked when you resume your on-campus studies at Taiwan Tech. b. The Office of Academic Affairs will email you the Payment Authorization Form (by credit card) after checking your registration documents. c. Fill out the Payment Authorization Form and email it back to admission@mail.ntust.edu.tw with the subject line "Taiwan Tech Remote Registration Payment Authorization Form_ Application No. _ name." d. You will be informed about your registration status once the payment is done. 2. If the courses do not offer remote learning options, we suggest that you defer your studies. 3. If you do not apply for admission deferral or finish registration before October 5, 2020, the admission qualification will be cancelled.
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8.	I am an old student. How can I pay for tuition if I cannot arrive in Taiwan?	<p>If you are an old student who does not apply for a leave of absence, please finish registration procedures before October 5, 2020; otherwise, you will be expelled from school in compliance with school rules. The payment methods are as the following:</p> <ol style="list-style-type: none"> a. If you possess a credit card or postal visa debit card issued in Taiwan, you can pay by card directly on the website. b. If you don't possess a credit card or postal visa debit card issued in Taiwan... <ol style="list-style-type: none"> 1) Please write an email with the subject line "Taiwan Tech Registration_ your student no._ your name" and send it to admission@mail.ntust.edu.tw. 2) The Office of Academic Affairs will email you the Payment Authorization Form (by credit card) after checking your registration documents.
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9.	If I cannot enter Taiwan, how much do I have to pay for registration?	<p>Please fill out the application form with valid proof. Master’s and doctoral students will have to pay the tuition fees only. Please refer to the Tuition and Fees Chart. (Foreign students need to pay for student insurance fees, Internet access charge, and relevant insurance fees.)</p> <p>If you have paid the full tuition fees, please fill out this form, attach the proof that you are not in Taiwan, and send them to admission@mail.ntust.edu.tw. You can apply for refund when you enter Taiwan.</p> <ul style="list-style-type: none"> ● NTUST Scholarship (full scholarship / partial scholarship / tuition and fees waiver only) recipients: Tuition and fees will be waived, but you will still need to pay insurance fees and computer and software usage fees. These are mandatory fees which cannot be waived. The payment of the monthly scholarship installments will be stopped during the distance learning period and cannot be claimed when you arrive in Taiwan. Payments will be resumed when you arrive in Taiwan and finish enrollment for the new semester.
Admission Deferral		
10.	I am newly admitted student, and I want to defer my studies at Taiwan Tech to the 2021 spring semester because of travel restrictions in Taiwan.	<p>1) Please submit your defer request by completing the Request Form and email it to admission@mail.ntust.edu.tw before October 5, 2020.</p> <p>2) If you hold a NTUST Scholarship and wish to defer your studies, your scholarship payments will be stopped until your return to Taiwan/ registration at Taiwan Tech.</p>
11	If I have finished registration procedures, can I still apply for admission deferral?	No, once the registration is finished, you cannot apply for admission deferral. But you can still apply for leave of absence. Please refer to point 12 for more details.
Leave of Absence		
12.	How can I apply for leave of absence due to COVID-19?	If you are affected by the Covid-19 pandemic and want to apply for leave of absence this semester, you can write an e-mail with valid proof that you are not in Taiwan(not required for new students)to admission@mail.ntust.edu.tw . The Academic Affairs Office will deal with these cases at once. Leave of absence of this semester will not be included in maximum of leave of absence set out by the General Academic Regulation.
13.	If I have registered and taken remote courses, can I apply for leave of absence? And how much refund would I receive?	<p>Students who have registered can apply for leave of absence. Please refer to point 12.</p> <p>Those who have finished leave of absence procedures according to point 12 can apply for refund (excluding student insurance fees,</p>

		Internet access charge, and relevant insurance fees).
Others		
14.	I am a graduate student who has met graduation requirement set out by the department/graduate and finished the thesis draft. If I cannot arrive in Taiwan, how can I attend degree examination?	If you are affected by Covid-19, you can contact the department/institute or advisor. After the department/institute or advisor grants you permission, a petition will be submitted to the Dean of Academic Affairs. After the petition has been permitted, you can proceed your degree examination by videotaping.
15.	If, due to Covid-19, I am not able to take courses, but this is the last semester of my study period, can I apply to extend my period of study?	Yes, with valid related proof, you may apply for the extension of the period of study.