



國立臺北科技大學

# National Taipei University of Technology

## Enrollment Notice for New Graduate Students Spring Semester 2024

Students must read this **Enrollment Notice and Guide for New Students** carefully before registration.

### ➤ Important Events

| WHEN                             | WHAT  | HOW & WHERE  |
|----------------------------------|---|--|
| Jan. 26                          | Student ID Announced                            | Student ID will be announced on OIA website:<br><a href="https://oia.ntut.edu.tw/">https://oia.ntut.edu.tw/</a>  |
| Jan. 29-Feb. 14                  | New Students Info Key-in & Course Pre-selection | Students are allowed to select courses from their own departments/programs: <a href="#">Taipei Tech Portal</a><br><b>Instruction:</b><br><a href="https://oaa.ntut.edu.tw/var/file/8/1008/img/2897/809002671.pdf">https://oaa.ntut.edu.tw/var/file/8/1008/img/2897/809002671.pdf</a> |
| Feb. 6-Feb. 16                   | Pay Tuition / Campus Fees                       | Pay by credit card / debit card<br><a href="https://fstbcc.ntut.edu.tw/">https://fstbcc.ntut.edu.tw/</a>   |
| Feb. 19-Mar. 1                   | Health Check                                    | Compulsory for all new students. Please prepare <b>NT 600</b> to attend Health Check in ChiXin Clinic.   |
| Feb. 16<br>09:30AM-<br>12:30PM   | New student Orientation                         | <b>B1, General Studies Building (No.14)</b><br><a href="https://www-en.ntut.edu.tw/p/404-1006-37132.php?Lang=en">https://www-en.ntut.edu.tw/p/404-1006-37132.php?Lang=en</a>   |
| Feb. 19-Mar. 1                   | Enrollment Online                               | To complete the registration, please upload all the required documents to the <a href="#">enrollment link</a> .  |
| Feb. 19, 09:00-<br>Mar. 1, 17:00 | On-line Course Add/Drop Period                  | Students can select courses from other departments/programs: <a href="#">Taipei Tech Portal</a><br>Instructions (PDF & VIDEO):<br><a href="https://oaa.ntut.edu.tw/var/file/8/1008/img/2897/140102348.pdf">https://oaa.ntut.edu.tw/var/file/8/1008/img/2897/140102348.pdf</a>        |
| Feb. 19                          | Class begins                                    |  |

\* [行事曆 112-1/112-2](#)

\* [Academic Calendar 2023/2024](#)

教務處 OAA: Office of Academic Affairs

Rules of OAA: <https://oaa.ntut.edu.tw/p/412-1008-13399.php?Lang=en>

Forms & Applications of OAA: <https://oaa.ntut.edu.tw/p/412-1008-12760.php?Lang=en>

➤ **Documents to be Submitted Online**

Please submit the following documents for Enrollment:

1. Enrollment Form
2. ARC
3. Taiwan Scholarship Certificate (Applicable to Taiwan Scholarship Recipients only)
4. Bank book
5. Verified transcripts/diplomas/degrees. Non-Taiwan transcripts / diplomas / degrees must be verified by the Taiwan Embassy, Consulate, or Representative Office in the country of the institution where the transcripts/diplomas/degrees were issued.

**Please note that temporary degree certificate is not acceptable.**

➤ **Years of Studies**

The years of studies for master’s programs may be 1 to 4 years. The years of studies for doctoral programs may be 2 to 7 years.

Rule of OAA: [A1 National Taipei University of Technology Academic Policy](#)

➤ **Course Selection**

1. New Students Info Key-in & Course Pre-selection: [Instructions of Freshmen Course Selection System \(PDF\)](#)
2. Adding/Dropping from Courses: [Instructions of Online Add/Drop Course Selection System \(PDF\)](#)

Rule of OAA: [E1 National Taipei University of Technology Policy on Student Course Selection](#)

**Notice:** The minimum and maximum enrollments applicable

| Identity                                       | Minimum Enrollment | Maximum Enrollment   |
|--|--------------------|--|
| Graduate School<br>(Master & Doctoral Program) | <b>3</b>           | <b>13</b>  |
|  |                    | <b>16</b><br>College of Management (except for the specific programs for foreign students) |

➤ **Credit Waiver**

For professional courses, it shall be held by the respective departments of the applying students. Upon completion of the preliminary review, the Office of Academic Affairs will conduct the second review, and notify the students about the results.

Rule of OAA: [D1 NTUT Policy on Course Credit Substitutions and Waivers](#)

Forms & Applications of OAA: D4 Application Form of Credit Waiver for Newly-Entered Freshmen

➤ **Minimum English Proficiency Requirements for Graduation**

1. Each graduate student admitted to the Taipei Tech master's/doctoral program as of Academic Year 2019 must meet one of the following English proficiency test criteria to pass the minimum English proficiency requirements for graduation:
  - (1) NTUT English Proficiency Test for Minimum Graduation Requirement Level A or Level B.
  - (2) Scoring in accordance with CEFR Level B1 on English proficiency tests.
2. Graduate students of the Special Foreign Students Programs are **exempt** from the minimum English proficiency requirements for graduation, and are subject to the policy of each special program.
3. Graduate students in the English department are required to pass the minimum English proficiency requirements for graduation under department policy.

Rule of OAA: [I4 NTUT Guidelines for Minimum English Proficiency Requirements for Graduation for Graduate Students of Day Division](#)

➤ **Academic Research Ethics Education**

Each student of the master's/doctoral program in Taipei Tech shall complete the academic research ethics education courses by the end of the first year following the registration. Any student unable to complete the courses before the deadline shall meet the requirements no later than applying for the degree examination. Any student who fails to complete the academic research ethics education courses as required will not be eligible for taking the degree examination.

Rule of OAA: [J8 NTUT Implementation Guidelines for Academic Research Ethics Education of Graduate Students](#)

➤ **Credits for Graduation**

The total credit requirements for graduate students shall be prescribed by respective graduate schools. **Master's** students shall at least complete **24 course credits and 6 thesis credits**. **Doctoral** students shall at least complete **18 course credits and 12 thesis credits**. As may be required for their researches, graduate students may enroll in the undergraduate courses; the scores will not be included in the total average of that semester and upon graduation, and the units will not be counted against the graduation requirements.

\* List of Credits for Graduation: <https://aps.ntut.edu.tw/course/en/Cprog.jsp?format=-2&year=2021>

➤ **Estimated Costs Per Semester**

Students who do **not** receive any scholarships:

| Cost Category                      | TWD                     | Cost Category             | TWD      |
|------------------------------------|-------------------------|---------------------------|----------|
| <a href="#">Tuition &amp; Fees</a> | NT 59,702~<br>NT 66,302 | National Health Insurance | NT 4,956 |
| Internet                           | NT 400                  | Campus Insurance          | NT 274   |
| NT 65,332 ~ NT 71,932              |                         |                           |          |

Students who receive **Taipei Tech Int'l Graduate Student Scholarship (tuition waiver)**:

| <b>Cost Category</b> | <b>TWD</b> | <b>Cost Category</b>      | <b>TWD</b> |
|----------------------|------------|---------------------------|------------|
| Tuition & Fees       | NT 0       | National Health Insurance | NT 4,956   |
| Internet             | NT 400     | Campus Insurance          | NT 274     |
|                      |            |                           | NT 5,630   |

**All the fees listed in the tables above are estimates only. For the exact amount of fees payable, please refer to the printed fee payment bill.**

➤ **Tuition & Dorm Bills**

Please make sure all the information shown is correct before making payments. If any information is incorrect, or should you require assistance, please contact the OIA office.

**\*\*\*IMPORTANT\*\*\***

**Students are strongly advised to complete all tuition and payments before deadline. Students who fail to pay their tuition and fees before the deadline will be penalized in accordance with university regulations and face the consequences of expulsion and deportation.**

➤ **Health & Insurance**

International students must register for health insurance during their stay in Taiwan. Students staying in Taiwan with a valid Alien Resident Certificate (ARC) for over six months continuously must enroll in National Health Insurance (NHI). Prior to registering for NHI, we will automatically enroll you in Group Medical Insurance.

Note: If you would like to use another insurance that you have purchased from your home country instead of joining Group Medical Insurance, you must have the insurance verified by the Taiwan Embassy/Mission in your home country.

**The Group Medical Insurance fee is a one-time payment.**

**NTD 3,000 for 6 months.**

See here for more detail: <https://oia.ntut.edu.tw/p/412-1032-13822.php?Lang=en>

➤ **Contact List**

| <b>Office</b>                      | <b>Duty</b> | <b>Staff</b> | <b>E-mail</b>        |
|------------------------------------|-------------|--------------|----------------------|
| Office of<br>International Affairs | Enrollment  | Anna         | intstudy@ntut.edu.tw |
|                                    | Scholarship | Jenny        | intstudy@ntut.edu.tw |

|                              |                           |              |                         |
|------------------------------|---------------------------|--------------|-------------------------|
|                              | National Health Insurance | Rita         | hyhsieh@ntut.edu.tw     |
|                              | Work permit               | Ariel        | arielchen@ntut.edu.tw   |
| Office of<br>Student Affairs | Health check              | Ms.<br>Jiang | momom155@ntut.edu.tw    |
|                              | Dormitory                 | Mr.<br>Hsieh | scorpio_nov@ntut.edu.tw |