TAIPEI TECH 國立臺北科技大學
National Taipei University of Technology

Enrollment Notice for New Graduate Students
Fall Semester 2024

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

➢ Important Events

WHEN	WHAT	HOW & WHERE
Aug. 19	Student ID Announced	Student ID will be announced on OIA website: https://oia.ntut.edu.tw/
Aug. 21, 09:00-Sep. 3, 17:00	New Students Info Key-in & Course Pre-selection	Students are allowed to select courses from their own departments/programs: Taipei Tech Portal Instruction: https://oaa.ntut.edu.tw/var/file/8/1008/img/2897/809002671.pdf
Aug. 22-Sep. 5	Pay Tuition / Campus Fees	Pay by credit card / debit card https://fstbcc.ntut.edu.tw/
Aug. 27	Dormitory Space Announcement	New students will be allocated to On-Campus Dormitory (NT 10,900 per semester). Room number will be announced on OIA website.
Aug. 31	Dormitory opens	Students should prepare cash for the trip to campus. For detailed info to campus, please refer to **Guide for New Students.**
Sep. 2	Health Check	Compulsory for all new students. Please prepare NT 600 to attend Health Check on campus. Location: Integrated Technology Complex building (No. 20) https://www-en.ntut.edu.tw/p/404-1006-37132.php?Lang=en
Sep. 6 09:30AM-12:30PM	New student Orientation	Shih-Hsiung Hall, 1F, Integrated Technology Complex building (No. 20) https://www-en.ntut.edu.tw/p/404-1006-37132.php?Lang=en
Sep. 6 13:30-16:40	Safety and Hygiene Training 安環中心	9F, Administration Building (No.18) https://www-en.ntut.edu.tw/p/404-1006-37132.php?Lang=en ✱ Required for graduate students attending laboratories

Sep. 6-30	Enrollment Online	To complete the registration, please upload all the required documents to the enrollment link.
Sep. 9, 09:00- Sep. 20, 17:00	On-line Course Add/Drop Period	Students can select courses from other departments/programs: Taipei Tech Portal Instructions (PDF & VIDEO): https://oaa.ntut.edu.tw/var/file/8/1008/img/2897/140102348.pdf
Sep. 9	Class begins	

＊ 行事曆 113-1/113-2

＊ Academic Calendar 2024/2025

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

➢ **Enrollment Documents to be Submitted Online**

Please submit the following documents to the Online <u>**Enrollment System**</u> as soon as you have everything ready.

1. Please fill out the personal information on the system.

2. Please upload the <u>**scanned files**</u> of the following documents to the system:

Documents	Instructions/Reminders
1. Enrollment Form	1. Please download the template of the enrollment form from the system and complete the form. 2. Please sign on enrollment form by hand (not by typing). 3. Please provide at least one emergency contact person who is your relative and please state your relationship.
2. Verified Diploma 3. Verified Transcript	1. Please upload the <u>**verification page**</u> along with the <u>**diploma**</u> as well as the <u>**transcript**</u>. 2. Temporary degree certificate is not acceptable. 3. 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.
4. Tuition Receipt	1. Please upload the official tuition receipt from Taipei Tech which should be send to your email address after your online payment. (Please check the spam email as well.) 2. Please contact Ms. Jenny if you are still unable to find the file (jennyyu@mail.ntut.edu.tw).
5. ARC (Front and Back)	Detailed information for applying for the resident visa and ARC: https://www.boca.gov.tw/cp-166-283-c4da3-2.html The ARC will relate to insurance, scholarship, and dormitory, and all other important documents during your study at NTUT.
6. The Cover of the Bank Account Passbook	1. You must have the ARC in order to open a bank account. 2. You can open a bank account at any Post office or bank in Taiwan. 3. Please upload the cover page of the passbook that has your name and the account number.
7. Scholarship Terms of Agreement (Only for Scholarship Recipients)	Please download the template on the system according to the scholarship you receive, read through the template carefully and sign by hand. *You do not need to upload it if you do not receive any

		scholarship from Taipei Tech.*
8.	Taiwan Scholarship Certificate (Only for Taiwan Scholarship Recipients)	For Taiwan Scholarship Recipients (MOFA/MOE), please upload your Taiwan Scholarship Certificate.

3. For Scholarship Recipients, after you completed the enrollments and are approved by the OIA, OIA will then start issuing your first monthly stipend around 10-14 working days (Example: if your enrollment is approved by the OIA in the 2nd week of September, generally you will receive your stipend around the last week of September)

➢ **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: Aug. 21, 09:00-Sep. 3, 17:00

   Instructions of Freshmen Course Selection System (PDF)

2. Adding/Dropping from Courses: Sep. 9, 09:00-Sep. 20, 17:00

   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 (Master & Doctoral Program)	3	**13**
		16 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](#)

➢ <u>Academic Research Ethics Education</u>

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](#)

➢ <u>Credits for Graduation</u>

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=-1

➢ <u>Estimated Costs Per Semester</u>

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

Cost Category	TWD	Cost Category	TWD
Tuition & Fees	NT 59,702~ 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)**:

Cost Category	TWD	Cost Category	TWD
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 <u>estimates only</u>. For the exact amount of fees payable, please refer to the printed fee payment bill.**

※ **<u>For all scholarship recipients: Please still prepare around 2-3 months of living expenses due to the enrollment process.</u>**

➢ 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.

<p align="center">***IMPORTANT***</p>

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.

➢ Dormitory Information

New students of FALL Intake are eligible to apply to reside at Taipei Tech Dormitories for the **first 2 years** ONLY. Students entering their 3rd year of study should be prepared to reside elsewhere.

Students who have requested for Taipei Tech dormitory spaces can move in the dormitories on the opening day (August 31). Students who arrive before the opening date will NOT be admitted to the dormitories and must arrange for their own accommodation until the dormitories are open.

Detailed info about Taipei Tech Dormitory, please refer to **Guide for New Students**.

➢ 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 (NTD 500 per month *Price subjects to adjustment).

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

➢ **Contact List (02-2771-2171)**

Office	Duty	Staff	Ext.
Office of International Affairs	Enrollment	Anna	6514
	Scholarship	Jenny	6515
	National Health Insurance	Vivien	6525
	Work permit	Amanda	6518
Office of Student Affairs 1F, Second Academic Building	Health check	Ms. Jiang	1263
Office of Student Affairs 1F, Administration Building	Dormitory	Ms. Hsieh	1206