

TAIWAN TECH

National Taiwan University of
Science and Technology



2014 International Student Handbook

Chapter 1 *Introduction to NTUST*

1.1. Introduction to NTUST	4
1.2. Campus Map	5

Chapter 2 *Administration*

2.1. Office of International Affairs	6
2.1.1. Scholarships and Subsidies	6
2.1.1.1. NTUST Scholarship	6
2.1.1.2. Taiwan Scholarship	7
2.1.1.3. Financial Aid (For current students)	7
2.1.1.4. Fourth and Fifth Year International Ph.D. Student Scholarship	8
2.1.1.5. How to Begin Receiving Your Scholarship	8
2.1.1.6. Subsidies for Graduate Students Attending International Conferences	8
2.1.2. Medical Insurance	9
2.1.2.1. National Health Insurance (NHI) Program for Overseas Chinese and International Students	9
2.1.2.2. Additional Information to Note	10
2.2. Office of Academic Affairs	11
2.2.1. Section of Registrar (for undergraduate students)	11
2.2.2. Section of Graduate Studies (for graduate students)	11
2.3. Office of Student Affairs	12
2.3.1. Life Guidance Division	12
2.3.1.1. Dormitory Living	12
2.3.1.1.1. Information on Dormitories	12
2.3.1.1.2. Dormitory Regulations of NTUST	14
2.3.1.2. Regulations for NTUST Off-Campus Dorms	21
2.3.1.3. Renting	22
2.3.1.4. Dining	22
2.3.1.4.1. Dining Facilities and Shops	22
2.3.1.5. Transportation	23
2.3.1.5.1. Transportation Hubs near NTUST	23
2.3.1.5.2. How to Get from the Airport to NTUST	25
2.3.1.5.3. Other Transportation Information for Taipei and Taiwan	25
2.3.1.6. Enjoying Taiwan	26

Table of Contents

2014 International Student Handbook

2.3.1.6.1. Exploring Taipei and Taiwan	26
2.3.1.6.2. Typhoon and Earthquake Preparedness	28
2.3.2. Health Services Division	34
2.3.2.1. Medical Insurance	34
2.3.2.1.1. Student Group Insurance	34
2.3.2.2. Outpatient Clinic	35
2.3.2.2.1. Operating Hours of the University Outpatient Clinic	35
2.3.2.2.2. Modern Epidemics	35
2.3.2.2.3. Student Group Insurance	36

Chapter 3. *Registration Procedures*

3.1. Overview	37
3.2. Registration Procedures (Details)	38
3.3. Guidelines for Selecting Courses Offered by Other Schools	41

Chapter 4. *Visa, ARC, and Work Permit Information*

4.1. Resident Visa	43
4.2. Alien Resident Certificate	45
4.3. Work Permit	47

Chapter 5. *Other University Facilities*

5.1. Sports Facilities	51
5.2. Computer Center	51
5.2.1. Open Hours	51
5.2.2. Services Provided	51
5.2.3. Location	52
5.2.4. Network Services	52
5.2.4.1. Wired Networks	52
5.2.4.2. Wireless Networks	52
5.2.4.3. Network Quota Management	52
5.2.4.4. E-mail Services	52
5.2.4.5. Help	52
5.2.5. Taipei City Free Wireless Network	53

5.3. Library	54
5.3.1. Open Hours	54
5.3.2. Introduction	54
5.3.3. Circulation Policies	55
5.3.4. FAQ	58
5.3.5. How NTUST Students Can Obtain Temporary Reader Privileges and/or Borrowing Privileges at Other Libraries	60

Chapter 6 *Extracurricular Activities for International Students*

6.1. International Student Associations	61
6.1.1. International Student Associations	61
6.2. Local Student Associations with an International Focus	61
6.2.1. Internationally-Oriented Local Student Associations	61
6.3. International Student Participation in Student Government	62
6.4. Regulations and Procedures for Student Clubs/ Associations and Their Activities	63
6.4.1. Regulations for Student Club/Association Activities	63
6.4.2. Regulations for the Management of Student Club/ Association Posters and Announcements	68
6.4.3. Practical Procedures for Student Club/Association Activities: Applying to Hold an Event, Arranging for a Venue, Processing the Final Expense Report, Putting Up Posters, Borrowing Equipment	71
6.4.4. Guidelines for Subsidizing the Expenses of NTUST Student Club Activities	77
6.4.5. Office of International Affairs Guidelines for Applying for Subsidies and Other Assistance for International Student Activities	79

Chapter 7 *FAQ*

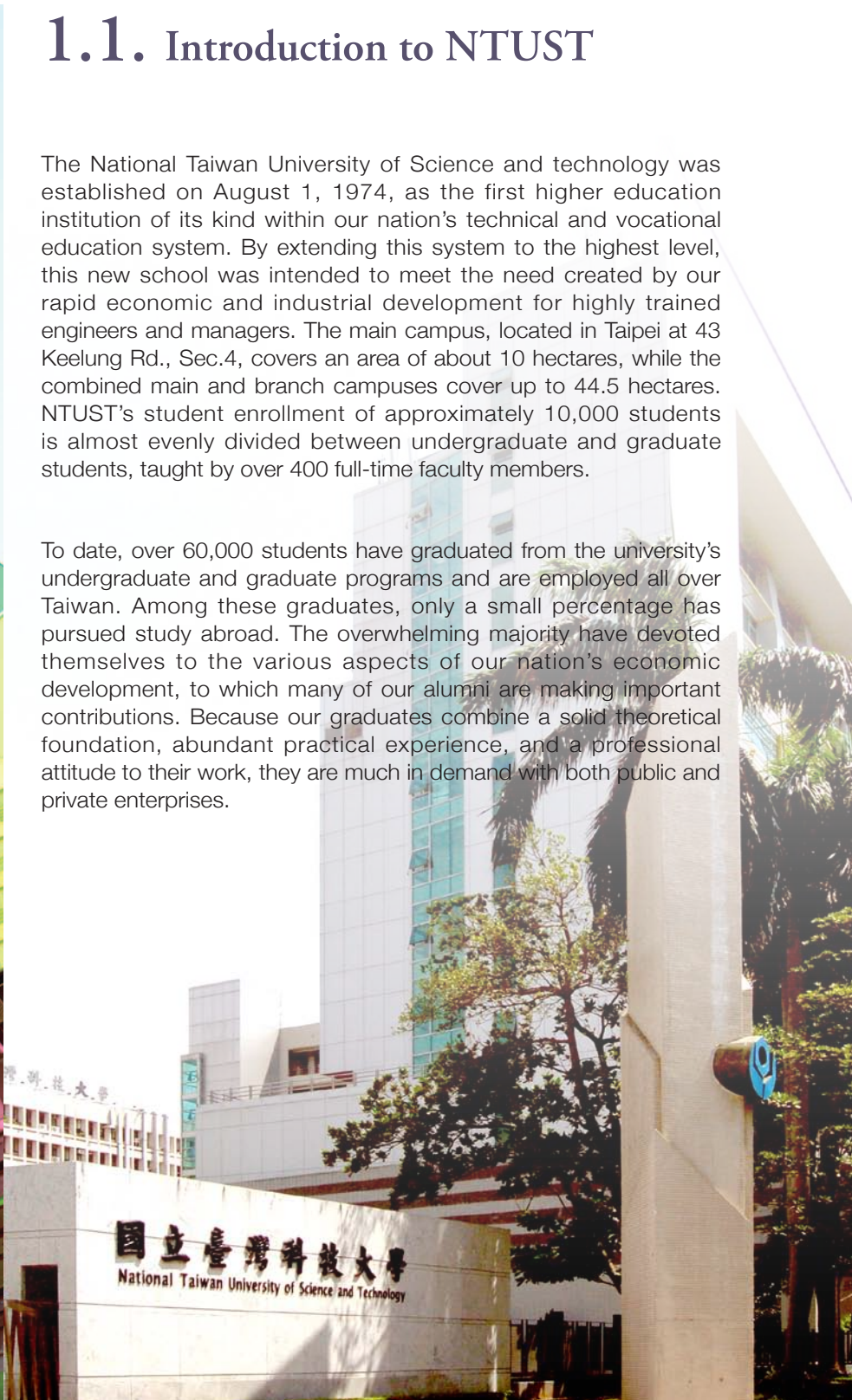
81

Chapter 1. Introduction to NTUST

1.1. Introduction to NTUST

The National Taiwan University of Science and technology was established on August 1, 1974, as the first higher education institution of its kind within our nation's technical and vocational education system. By extending this system to the highest level, this new school was intended to meet the need created by our rapid economic and industrial development for highly trained engineers and managers. The main campus, located in Taipei at 43 Keelung Rd., Sec.4, covers an area of about 10 hectares, while the combined main and branch campuses cover up to 44.5 hectares. NTUST's student enrollment of approximately 10,000 students is almost evenly divided between undergraduate and graduate students, taught by over 400 full-time faculty members.

To date, over 60,000 students have graduated from the university's undergraduate and graduate programs and are employed all over Taiwan. Among these graduates, only a small percentage has pursued study abroad. The overwhelming majority have devoted themselves to the various aspects of our nation's economic development, to which many of our alumni are making important contributions. Because our graduates combine a solid theoretical foundation, abundant practical experience, and a professional attitude to their work, they are much in demand with both public and private enterprises.



國立臺灣科技大學校區平面配置圖



← 基隆

基隆路四段

公館 →

研博大樓 TR 科技管理研究所 Graduate Institute of Technology Management 機械系 Mechanical Engineering 機械系(不分系) Mechanical Engineering (General) 機械系(生物醫學) Biomedical Engineering 醫學工程研究所 Graduate Institute of Engineering 醫學系 Department of Biomedical Engineering 醫務系 Department of Health Management 藥學系 Department of Pharmacy	行政大樓 AD 校長室 President's Office 秘書室 Secretary's Office 會計室 Accounting 人事室 Human Resources 教務處 Academic Affairs 學務處 General Affairs 博碩生辦公室 Postgraduate Office	第一教學大樓 T1 工程學院 College of Engineering 自動化控制中心 Automation & Control Center 材料科技研究中心 Materials Science & Technology Center	工程一館 E1 機械工程系 Dept. of Mechanical Engineering 高分子工程系 Dept. of Polymer Engineering	第三教學大樓 T3 國際商務管理 Land & Equipment Management 國際商務管理 Archives	第三教學大樓 T3 人文社會學院 College of Humanities and Social Sciences 應用外語系 Dept. of Applied Foreign Languages 技藝教育研究所 Institute for Science and Technology Education 人文學科 Dept. of Humanities 通識學科 General Education 師資培育中心 Teacher Education Center 國際會議廳 International Conference Room 演講廳 Lecture Hall 附設圖書館 Library	第四教學大樓 T4 設計學院 College of Design 建築系 Dept. of Architecture 工業設計系 Industrial Design 計算機中心 Computer Center 附設圖書館 Library	綜合研究大樓 RB 設計學院 College of Design 建築系 Dept. of Architecture 工業設計系 Industrial Design 計算機中心 Computer Center 附設圖書館 Library	電資館 EE 電資學院 College of Electrical and Electronic Engineering 電子工程系 Dept. of Electronic Engineering 電機工程系 Dept. of Electrical Engineering	工程二館 E2 化學工程系 Dept. of Chemical Engineering 臺灣工程系 Dept. of Construction Engineering 生態防治中心 Ecological Hazard Mitigation 工程技術學系 Engineering Research Center	管理大樓 MA 管理學院 College of Management 工業管理系 Dept. of Industrial Management 企業管理系 Dept. of Business Administration 資訊管理系 Dept. of Information Management 管理研究所 Graduate School of Management 附屬企業研究所 Graduate School of Finance	國際大樓 IB 國際事務辦公室 Office of International Affairs 研務處 Office of Research & Development 技轉中心 Technology Transfer Center 育成中心 Business Incubation Center 進修中心 University-Industry Cooperation Center 光碟電中心 Optical Discs Technology Center 電力電子中心 Power Electronics Technology Center	國際大樓 IB 新媒體與電腦相關中心 Communication & Emerging Media Technology Center 創意力中心 Center for Innovation and Creativity 資訊中心 Taiwan Information Society Center at NTUST
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Chapter 2 Administration

2.1. Office of International Affairs

Taiwan's commerce and industry have long reached around the world, and in recent years, the nation's educational system has been expanding its international horizons in new ways, including welcoming international students to our campuses and sending local students abroad for study. Facilitating this exchange has involved Taiwan's educational institutions in many changes to remove unnecessary obstacles and provide necessary support. We welcome all students on campus, both local and international, to come visit the Office of International Affairs and our website, to make use of the abundant resources that we seek to provide and to make suggestions of new ways for our university to become an integral part of international education. For international students, the Office of International Affairs is the place to come regarding scholarship and visa affairs and orientation for new students, and we are also glad to provide guidance in handling matters related to other offices on campus. In addition, we can provide assistance, including funding, for international student organizations planning activities open to the entire NTUST community.

Under the guidance of our Ministry of Education, NTUST energetically promotes gender equality among our students. For further information, please go to the OIA English website: <http://www.oia.ntust.edu.tw/> and click on Gender Equity Education Act



2.1.1. Scholarships

2.1.1.1. NTUST Scholarship

1. Students from abroad applying for admission to our English-taught programs for master's and doctoral degrees as full-time students may apply for one year's financial aid.
2. Effective beginning with the 2013 fall semester, the various durations and amounts of the scholarship are listed below:

Type	Duration	Amount of scholarship	
Full scholarship	Master's program	maximum 2 years	NT\$10,000 per month
	Ph.D. program	maximum 3 years	NT\$15,000 per month
Partial scholarship	Master's program	maximum 2 years	NT\$ 8,000 per month
	Ph.D. program	maximum 3 years	NT\$11,000 per month
Tuition waiver	Master's program	maximum 2 years	
	Ph.D. program	maximum 3 years	
Master's fast-track to Ph.D. program		maximum 4 years	

For scholarship recipients, tuition and fees are waived for each year of the scholarship.

3. In both master's and Ph.D. programs, continuation of the scholarship depends on the student's academic and research performance.
4. NTUST scholarship recipients who wish to transfer to another department must re-apply for the scholarship from the new department.
5. Scholarship recipients are not allowed to receive both an NTUST scholarship and any other scholarships (such as those awarded by the Taiwan Government, other government agencies or other organizations) at the same time. As soon as the OIA receives notification from the relevant agency that a student has been awarded an outside scholarship, the student will no longer be eligible to receive an NTUST scholarship.

2.1.1.2. Taiwan Scholarship

Please take notice of the following instructions, if you are the recipient of a Taiwan scholarship.

1. Scholarship recipients cannot receive any other scholarships sponsored by the Taiwan Government or a university at the same time.
2. If recipients are awarded two (or more) scholarships, the student should choose which one to receive, or the Taiwan scholarship will be cancelled.
3. If recipients cannot meet the grading criteria--a GPA of 60 out of 100 for undergraduates and a GPA of 70 out of 100 for graduate students for one semester, the scholarship will be suspended for one month. If a recipient fails to achieve the specified GPA for two consecutive semesters, he/she will be permanently disqualified from receiving any Taiwan Scholarship awards, effective and beginning from the next academic term (semester). For students enrolling after January 1, 2012, the required GPA will be raised to 70 out of 100 for undergraduates and 80 out of 100 for graduate students.
4. The scholarship will be terminated immediately after a recipient's suspension, withdrawal or graduation from studies.

2.1.1.3. Financial Aid (For current students)

1. A full-time undergraduate international student, who has completed his/her previous semester (carrying no less than 6 credits) with a GPA higher than 2.44 and has received no demerit for his/her behavior, is eligible to apply and may apply a maximum of four times.
2. A full-time graduate international student, who has completed his/her previous semester (carrying no less than 4 credits) with a GPA higher than 3.38 and has received no demerit for his/her behavior, is eligible to apply.

A master's or Ph.D. student who is in the midst of working on his/her thesis and thus does not have a transcript of grades from the previous semester may apply for this financial aid during the application period by submitting a letter of recommendation from his/her thesis advisor along with the proposal for the thesis.

While enrolled in a graduate degree program, a master's degree student may apply for this financial aid only one time; a Ph.D. degree student may apply only twice.

3. Financial aid recipients cannot receive any other scholarships sponsored by the Taiwan Government or a university at the same time.

2.1.1.4. Fourth and Fifth Year International Ph.D. Student Scholarship

1. For an international Ph.D. student who needs a fourth or fifth year to complete their Ph.D. studies at NTUST.
2. Each month the university will provide a stipend of NT\$5,000, while the student's college/department/graduate institute/faculty advisor must be willing to provide at least an additional NT\$3,000 per month. The scholarship recipient will also receive a tuition waiver.
3. A second type of scholarship is tuition waiver only. The total quota for each type of scholarship each year will be determined in accordance with the university's budget.
4. The Application Period will be announced at the end of each semester.
5. Students who are receiving a scholarship or other financial aid from the government or other sources are not eligible to apply for this scholarship.

2.1.1.5. How to Begin Receiving Your Scholarship

After you have arrived at NTUST, you must apply for an Alien Resident

Certificate (ARC). (Please see Section 4.2 Alien Resident Certificate in this handbook). Once you have your ARC, you must go to the campus post office to open a postal savings account. Then you must go to the Office of International Affairs, and give your postal savings account number and other relevant information to the person in charge of student scholarships. Usually, within two weeks, the university will begin depositing your scholarship stipend in your postal savings account. However, because of the high volume of administrative processing work at the beginning of the fall semester, newly enrolled students should expect to receive their September and October stipend payments around the end of October. **Because of this, students should come to Taiwan with sufficient funds to cover their first two months' living expenses.** Also, please note: Because of administrative delays caused by the Lunar New Year, there may be a delay in the depositing of scholarship stipends over the Winter Vacation. **So scholarship students are advised to save some money ahead of Winter Vacation to get them through any delay until their next stipend is deposited.**



2.1.1.6. Subsidies for Graduate Students Attending International Conferences

Graduate students who will be traveling abroad to present a paper at an international conference can apply for an MOST subsidy. For the relevant guidelines and regulations, please contact Mr. Hsu at Student Affairs Office (02-2737-6130) for more information.

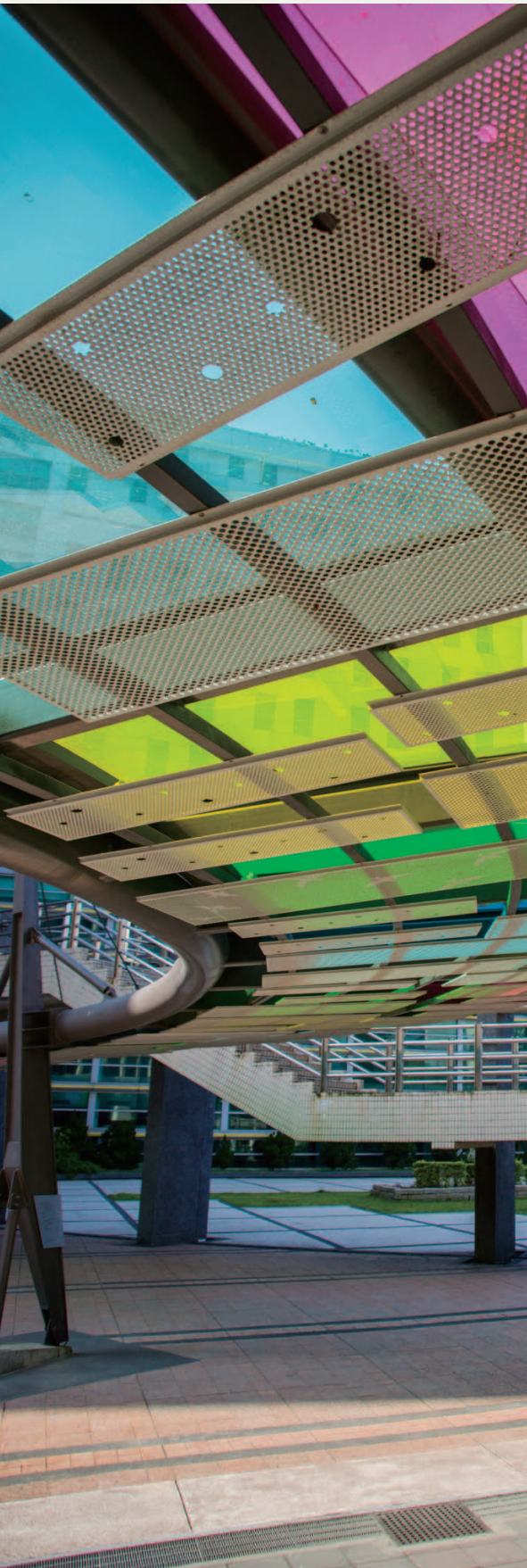
Office of International Affairs

For more scholarship information, please refer to the OIA website or come in person to the OIA.

Location: IB-402 (International Building)

E-mail: oia@mail.ntust.edu.tw

Web: <http://www.oia.ntust.edu.tw/>



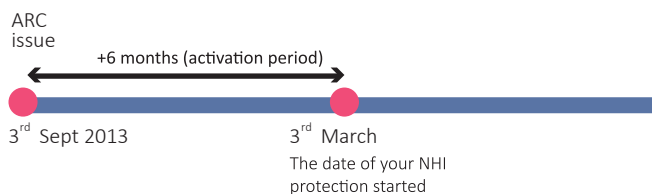
2.1.2. Medical Insurance

2.1.2.1. National Health Insurance (NHI) Program for Overseas Chinese and International Students

People Insured:

According to Taiwan's National Health Law Article 9 Item 1, Overseas Chinese and International Students staying in Taiwan for at least 6 months or more and holding Residence Certificates, are eligible for and required to enroll in the NHI Program.

Case 1 : Foreign students holding ARCs should enroll in the health insurance program if they have stayed in Taiwan for more than 6 months without departure to other countries.



Case 2 : Foreign students who have left Taiwan **ONCE** for **less than 30 days** during the insurance qualification period (6 months) should deduct the days of leave from their cumulative qualification period and apply for NHI when the total period of stay reaches six full months.



Case 3 : Foreign students who have left Taiwan **ONCE** for **more than 30 days** during the insurance qualification period (6 months) should restart their insurance qualification period from the date they return to Taiwan.



Qualifications for Enrollment:

- Those holding an ROC citizen identification card can go to their local (township, municipal and district) administration offices to enroll in the NHI Program directly.
- Those holding an Alien Resident Certificate, at the beginning of each semester, should bring their ARC and one 2-inch photo to the Office of International Affairs to process their enrollment in the NHI Program.

Matters for Attention:

- If there is any mistake in name, identification card number, and birth date on the NHI Program Card, please bring the corresponding documents to Office of International Affairs to have the corrections made.
- Students who graduate, withdraw, drop out or find themselves in other similar situations, should remember to go to Office of International Affairs to surrender their NHI Program Card and withdraw from the program.
- According to NHI law, during winter or summer vacation, since it is a period of less than 6 months, students will still need to pay the insurance fee. For any emergency encountered during this period whether abroad or in Taiwan, students can claim reimbursement of the medical fees paid by presenting a medical certificate and receipt.
- NHI is required insurance provided for everyone in Taiwan society, so according to Article 88 Item 1, people who refuse to join the NHI Program will be fined between NT\$3,000 and NT\$15,000, and during the period when the fine and insurance fee have not yet been paid, the coverage of the NHI Program will be temporarily withheld.
- For further inquiries regarding national health care services, feel free to visit the web site of the Bureau of National Health Insurance (<http://www.nhi.gov.tw>)
- NHI Fee: Overseas Chinese students & International students: NT\$4,494 per semester (NT \$749 per month)
- The NHI Card will be issued about 1 month after enrollment in the program; the health care center of the university will inform the student after receiving the card from the NHI. **Please keep the NHI Card readily available for use at any time.**
- If you feel sick before you have received your NHI Card, please go to the outpatient clinic at the health care center of the university. For emergency cases and those requiring hospitalization, please remember that when new students register at NTUST for the first time, they must present proof that they have purchased private medical and accident insurance that will cover them for at least four months after their arrival in Taiwan, when their NHI coverage will go into effect. Thus, if you require emergency services or hospitalization before your NHI coverage begins, you must use your private insurance or personal funds to cover the costs.

If you have family members coming along with you, please remember that after 6 months of residence, your family members also need to enroll in the NHI Program. Please process their enrollment at the NHI administration office near your place of residence.

For further inquiries, please contact the Office of International Affairs at **2730-1118**.

2.1.2.2. Additional Information to Note:



Most of our international students prefer to seek medical care at our university health clinic. However, please remember that if you are away from the university traveling in Taiwan, you can use your National Health Insurance card at any clinic, hospital or doctor's office that displays the symbol on the left, which you will also find on your NHI card:

Just show the card to the nurse or receptionist when you enter the clinic. There may still be small fees that you will have to pay, but these should not add up to a lot of money. If you do not have your NHI card with you when you are off campus and need to seek medical attention, you must first pay all costs yourself and then bring the receipts back to school to claim reimbursement. Also note that while you are on campus, if the university clinic feels that it is necessary for you to consult a doctor at a clinic off campus (covered by NHI insurance), the OIA will be glad to help provide a translator who can accompany you on the visit.

2.2. Office of Academic Affairs

2.2.1. Section of the Registrar (for undergraduate students)

- ✎ Issuing and revising school and academic regulations.
- ✎ Administering undergraduate student course selection, grades, and academic records.
- ✎ Management and registration of student status, issuing of academic certificates (including academic transcripts, re-issuance of Student ID Cards, etc.)
- ✎ Drafting each year's academic calendar for the school.
- ✎ Undergraduate admissions affairs

The Section of the Registrar is located in the Administration Building, 1st Floor.

2.2.2. Section of Graduate Studies (for graduate students)

- ✎ Issuing and revising school and academic regulations.
- ✎ Administering graduate student course selection, grades, and academic records.
- ✎ Management and registration of student status, issuing of academic certificates (including academic transcripts, re-issuance of Student ID Cards, etc.)
- ✎ Graduate admissions affairs

The Section of Graduate Studies is located in the Administration Building, 2nd Floor.



2.3. Office of Student Affairs

The goals of the Office of Student Affairs are to provide a sound living and learning environment for the students in the university. To fulfill this goal, we provide the following services: dormitory and dining, clubs and societies, health care, counseling and guidance, career counseling, legal counseling, and a class faculty advisor system. The Office of Student Affairs is located on the second floor of the Student Center.

2.3.1. Life Guidance Division

2.3.1.1. Dormitory Living

Students can apply to live in one of the three residence halls. A self-governing dormitory committee is formed by the residents to take care of dormitory matters under the guidance of the Office of Student Affairs.

2.3.1.1.1. Information on Dormitories

Living Arrangements in Residence Halls

Dormitory	Information
1 st Residence Hall	Five floors, with 28-31 rooms on each floor and 5 persons per room.
2 nd Residence Hall	15 floors, with 14-17 rooms on each floor and 6 persons per room.
3 rd Residence Hall	11 floors, with 14 rooms on each floor and 5 persons per room.



Facilities of Residence Halls

Facilities	Location	Remarks
Air-conditioner	One per room.	Student pays for electricity used by the A-C.
Large rack for drying clothes	One per floor	
Washing machine, Dryer	One set per floor	NT\$ 5 per use
Lounge	Each residence hall will have one lounge.	Provides newspapers and television
Study Room	1 st floor of each residence hall, (that of 1 st Residence Hall is in the basement).	
Bathroom	Each floor has a public bathroom. In 3 rd Residence Hall and the girls' dorm, each room has its own bathroom.	

Contact numbers: 886+02+2378-3001 — 2378-3030 (30 lines)

Transfer to each room (dorm code + floor code +room code) (inside campus, can press the dorm+floor+room code directly)

Notes:

- ☞ International and Overseas Chinese students please note: Ph.D students and undergraduates can stay in the dorms for a maximum of three years and master's students for a maximum of two years. International and Overseas Chinese students who need to stay in the dorms beyond these maximums can apply for any leftover bedspaces after the initial distribution is made.
- ☞ Dorm rooms provide a bed, cabinet, study table, and chair for each student. Bedding and any other items for personal use are to be provided by the student.
- ☞ To avoid fires caused by the overloading of electrical circuits in the dorm buildings, refrigerators, hot plates, and rice cookers are **not permitted** in dorm rooms. Other cooking equipment, such as gas stoves or any type of open flame is also **prohibited**. Students are **not permitted to cook** in their dorm rooms.
- ☞ Since the living space is prepared in advance, after paying dorm fees, students can move in directly.
- ☞ Students need to buy prepaid IC cards to pay for electricity for air conditioners.

Dormitory Management Center Location & Emergency Contact Numbers

- ☞ If students have any problems with dorm facilities, equipment, or other aspects of dorm life, please contact the staff in the Dormitory Management Center, located in the 3rd Residence Hall, 1st Floor.
- ☞ For any type of emergency on campus, please use the following numbers:
 (02)2733-2886 Help Line for emergency
 0800-695-995 24-hour Emergency Hotline
 6134 Help Line for emergency, when calling from an on-campus landline phone.

2.3.1.1.2. Dormitory Regulations of NTUST

Chapter 1. Purpose

Article 1

These regulations are specially set out to maintain the order and security of the dormitories of NTUST, and to enable the fully effective functioning of dormitory management.

Chapter 2. Duties

Article 2

The Life Guidance Division of the Office of Student Affairs is in charge of dorm management, dorm residents' counseling, dorm safety inspection and evaluation, administrative coordination and so on.

1. Dorm Counselors

Administrative staff serve as dorm counselors concurrently.

2. Dorm Administrators

Dorm administrators are responsible for maintaining dorm facilities, managing dorm property, ensuring dorm safety and security, and conducting evaluations.

3. Dorm Security

The security company contracted by NTUST is in charge of dorm safety, student life services, and maintenance of the cleanliness of the dorms and their environment.

4. Dormitory Self-Government Association Officers:

- Help residents understand the dorm regulations.
- Make recommendations on policies and regulations concerning the dorms.
- Assist in processing applications for dorm spaces.
- Hold activities for the dorms.
- Handle other tasks assigned by the university.

(Regulations of the Dormitory Self-Government Association are set out separately).

5. Administrative Coordination

The Office of General Affairs shall

- Help to improve and repair the facilities in the dorms.
- Be in charge of dorm procurement.
- Handle the tender project for the dorm security company.

Chapter 3. Application for Dormitory Space

Article 3

All full-time students may apply for dormitory space, while part-time and evening program students are not eligible to apply

Article 4. Qualifications needed to apply for dorm space:

1. Students who have held household registration outside of Taipei City, New Taipei City or Keelung City for at least one year can apply for dorm space.

2. Overseas Chinese students, international students, and students who are physically or mentally challenged (including other significant disabilities with a certificate signed by a hospital).

3. Special cases.

Article 5

When the applicant for dorm space is a new student, the student must undergo a health examination as part of the enrollment process, with the items to be examined by the doctor to be determined by the university. Any student who has not provided a health examination report by the announced deadline will be refused dorm space, and the matter will be handled according to Article 15 below. Students whose health examination report indicates any of the following conditions must postpone moving into the dorm; those with such conditions who are already living in the dorm must move out, as indicated in Article 15 below:

1. Contagious diseases for which the government authorities have determined that moving out of the dorm is necessary to prevent transmission of the disease to others.
2. Mental illnesses where the student with the illness has already or is likely to harm others or him/herself or where a medical specialist has determined that the student displays abnormal thinking and unusual behavior which indicates a disconnect with reality that will render the student unable to handle his/her affairs.
3. Students who have postponed moving in or have moved out of the dorm for the above reasons, upon presenting a certificate from a medical specialist stating that there is no longer any danger of transmitting the contagious disease or that the student's mental condition has stabilized, can apply to participate in the lottery for vacant dorm spaces as described in Article 6, Item 2 below.

Article 6. Priorities for Bed Allocation

1. Bed Allocation

The following are the priorities for bed allocation (if the beds are not sufficient to meet a certain priority group's needs, administrative staff will draw lots to decide who in that priority group can stay in the dorm):

- (1) Overseas Chinese students, international students, and students who are physically or mentally challenged (including other significant disabilities with a certificate signed by the hospital), low-income family students (with a certificate issued by a county or city government), and officers of the Student Self-Government Association.
- (2) Four-year and two-year program students who are in their first year at NTUST.
- (3) Transfer students who are in their first year at NTUST.
- (4) Special cases who have been recommended by a department chair and approved by the dorm allocation committee.
- (5) Full-time master's degree students who are in their second year and full-time Ph.D. students in their first to fourth years.
- (6) Four-year program students who are in their second year.
- (7) Students with household registration within Taipei City, New Taipei City, or Keelung City who have special reasons for needing dorm accommodation (restricted to four-year program students in their first or second year, two-year program students in their first year, full-time master's degree students in their second year and full-time Ph.D. students in their first through fourth years), can sign up to apply for dorm space. Applicants will be ranked in priority according to their distance from campus and transportation situation (needing a round-trip commute of 2 hours or more); students in identical situations will be ranked by drawing lots.

- (8) Four-year program students who are in their third and fourth year, two-year program students who are in their second year, and master's degree students who are in their first year.

2. Filling vacancies by drawing lots according to the established system of priorities:

After a semester begins, if there are extra beds due to cancellations or students moving out of the dorm, they will be filled by drawing lots among students eligible for that particular vacancy (undergraduate or graduate). (There are no household registration restrictions on fifth-year Ph.D. students, third-year master's degree students, or fifth year undergraduate students.)

Article 7

Students who want to apply for dorm space shall submit their applications online during the period of time announced by the Office of Student Affairs (for current students: in April; for new master's and Ph.D. students: in July; for new undergraduate students: in August) through the Office of Student Affairs website. Late applications will not be accepted.

Chapter 4. Allocation

Article 8

The Life Guidance Division will call a meeting of officers from the student associations of all the departments to decide the allocation of dorm space through an open public procedure.

Article 9

Students who apply for dorm space can choose their preferred bed assignments.

Article 10

The bed assignments of Overseas Chinese students and international students will be assigned by the Life Guidance Division in accordance with the students' preference for rooming with local students or with other international students.

Chapter 5. Moving into the Dorm

Article 11

Boarders shall pay their dorm fee and registration fees at the same time. After submitting the receipt to the Dorm Management Center within the announced period of time, boarders shall receive their keys and can then move into the dorm.

Article 12

After moving into the dorm, the boarders in each room must hand in to the Dorm Management Center one copy of the pledge to obey dorm policies and regulations which has been signed by every boarder in the room. Boarders should read carefully all the information contained in the pledge about the dorm rules that they are required to obey.

Chapter 6. Moving Out of the Dorm

Article 13

In principle, the period of dorm residence is one year (as indicated by the NTUST academic calendar). After the period expires, boarders should move out of the dorm within the announced period of time.

Article 14

During the regular semesters, boarders shall have one week to move out of the dorm if required to leave for any of the following reasons: temporary withdrawal from studies, expulsion from the university, transferal to another school, personal decision to move out of the dorm, or a violation of regulations that results in losing the right to stay in the dorm.

Article 15

Students whose physical or mental health falls under the conditions described in Article 5, Items 1 and 2 above, must move out of the dorm within one week. Such students who later meet the conditions described in Article 5, Item 3 above, can apply to participate in the lottery for vacant dorm spaces as described in Article 6, Item 2 above.

Article 16

After officers of the Dorm Self-Government Association have finished the room inspection and determined that no damage or loss of furniture or facilities registered for that room has occurred and that the space occupied has been cleaned and tidied, boarders shall complete departure procedures in the Dorm Management Center and then move out of the dorm.

Article 17

Boarders shall take away all their personal belongings within the announced period of time when moving out of the dorm; otherwise, the things left in the room will be disposed of as trash.

Chapter 7. Staying in the Dorm during Summer Vacation

Article 18

Availability of dorm space during summer vacation as well as the dates and procedure for applying will be announced on the website of the Life Guidance Division. Availability will depend on scheduled annual dorm maintenance work as well as the needs of the various summer programs sponsored by the university's departments and graduate institutes.

Article 19

The departments and other units responsible for summer programs should submit their applications for summer dorm space to the Life Guidance Division by the end of April every year.

Article 20

Available beds which have not been taken for summer programs shall be used to support student activities or for new graduate students who are on campus to do their research. Applications for the allocation of summer vacation dorm space will be handled by the Life Guidance Division.

Article 21

When the summer vacation dorm accommodation period ends, boarders shall move out of the dorm as described in Articles 16 and 17 above.

Chapter 8. Change of Bed Assignment

Article 22

The name list for the allocation of dorm space will be approved by the Life Guidance Division and announced on the website of the Office of Student Affairs and the bulletin boards in the dorms. Boarders shall not change their bed assignments without the approval of the Life Guidance Division.

Chapter 9. Standards for the Collection and Refunding of Dorm Fees

Article 23

The dorm fee determined by the university is normally charged for each of 3 periods: fall semester (including winter vacation), spring semester, and summer vacation. Short-term accommodation fees will be charged at the rate of NT\$50 per day. (Air conditioning expenses are not included in the accommodation fees.)

Article 24

For students who fill a vacancy in a dorm after the semester has started, the dorm fee shall be charged according to the proportion of the particular time period that the student lives in the dorm, using one week as the unit of reckoning. Those filling vacancies that become available at the beginning of each semester shall pay the total fee.

Article 25

Students who cancel their stay in the dorm when the semester has just begun will get a full refund. Those who cancel their stay in the middle of the semester will get a refund according to the principle outlined in Article 24. However, students who are expelled from the dorm will not get a refund.

Article 26

Boarders who get approval to change their dorm assignment will not be reimbursed for the price difference if the original dorm fee is higher than the new one. However, if the new dorm fee is higher than the original one, boarders shall pay the price difference.

Chapter 10. Dorm Rules and Penalties for Violations

Article 27

The following rules and the penalties for violations are specially set up to maintain the order and security of the dormitories of NTUST. If boarders are proven to have violated the regulations by dorm counselors, officers of the Dorm Self-Government Association, or other boarders, they will be given penalty points according to the seriousness of the violation. (Violations of university regulations are subject to the Regulations Governing Rewards and Penalties for Students.) A list of dormitory rules and the penalties for violations can be found below:

1. Violations (1) to (4) will result in 20 penalty points and automatic expulsion from the dorm, and the loss of the right to apply to stay in a dorm until graduation:

- (1) Stealing, gambling, drunken behavior, fighting.
- (2) Selling one's dorm authorization, occupying a bed without authorization, preventing a roommate from using an authorized bed.
- (3) Storing dangerous or inflammable goods, shooting off fireworks or setting any kind of fire.
- (4) Altering the circuitry or accounting system of the room air conditioners to avoid being charged.

2. Violations (5) to (12) will result in 15 penalty points and the loss of the right to apply to stay in the dorm the next semester.

- (5) Drinking, playing mahjong, and smoking.
- (6) Bringing members of the opposite sex into the dorm.
- (7) Allowing relatives, friends, members of the opposite sex, other non-NTUST guests, or NTUST students who are not one's roommates to stay overnight or longer in one's dorm room.
- (8) Removing or damaging public property without authorization.

- (9) Using electric heaters, electric dryers, microwave ovens, electric hot-plates, refrigerators, or other electrical appliances that might cause power overload or using gas-fueled appliances.
- (10) Being absent from fire drills without giving a reason.
- (11) Bringing non-boarders into the dorm without permission to carry out religious or commercial activities or any other behavior that disturbs other boarders.
- (12) Violating any dorm-related administrative regulations.

3. Violations (13) to (21) will result in 10 penalty points:

- (13) Cooking in the dorm.
- (14) Any illegal behavior using the dorm internet connections or behavior in violation of TANet regulations.
- (15) Moving to a different bed without authorization.
- (16) Lending a student ID to other people to enter the dorm.
- (17) Keeping pets in the dorm.
- (18) Any liquor-influenced behavior that affects other boarders.
- (19) Any other behavior that adversely affects public hygiene, quiet, or safety, if the boarder refuses to change the behavior after receiving a warning.
- (20) Violating any regulations established by the Dorm Self-Government Association, if the boarder refuses to obey the regulations after receiving a warning.
- (21) Warnings regarding Violations 19 or 20 will be issued to boarders by the military instructors, administrative staff or officers of the Dorm Self-Government Association with the approval of the dorm administrators.

4. Other violations not set out above will be dealt with by the Life Guidance Division on a case-by-case basis.

Article 28

Boarders who have accumulated fewer than 10 violations points can still apply for dorm accommodation. However, violation points will continue to be accumulated throughout the following school years.

Boarders who accumulate 15 or more violation points will lose the right to continue to stay in the dorm in the next semester (to complete the usual one-year residence period), and will not be allowed to apply for dorm accommodation for a period of one year after being required to move out.

Boarders who accumulate 20 or more violation points will be expelled from the dorm, and will lose the right to apply to stay in a dorm while enrolled at NTUST.

Chapter 11. Dorm Security

Article 29

The security company will be in charge of implementing the dorm curfew. Boarders shall use their student ID card to enter/go out of the dorms.

Article 30

Both maintenance staff and visitors shall register in the Dorm Management Center and wear yellow vests, and they shall enter the dorms accompanied by security guards.

Article 31

In order to maintain the security of the dorms, every semester the Office of General Affairs will inspect fire fighting equipment, power sources, boilers, drinking fountains, elevators, and emergency escape equipment on every floor.

Article 32

Boarders must attend the fire and disaster evacuation drill held by the Office of Students Affairs once each academic year.

Chapter 12. General Regulations

Article 33

Except for the dorm administrative or maintenance staff, no one is allowed to enter dorms or rooms that have been closed down during the winter and summer vacations.

Article 34

Boarders shall take good care of public equipment and facilities. If there is any damage or loss caused by boarders during their stay in the dorm, the boarders shall compensate for the damage or loss according to the cost determined by the university.

Article 35

Please report any damage or breakdowns found in the rooms or dorm equipment and facilities by filling out a maintenance and repairs report form obtainable from the counter of the Dorm Management Center.

Article 36

The dorm guidance personnel of the Office of Student Affairs along with the officers of the Dorm Self-Government Association and dorm administrative personnel shall conduct inspections of dorm security, sanitation, and adherence to the dormitory rules set out in Chapter 10.

Article 37

These regulations also apply to Overseas Chinese students, international students, exchange students and visiting students.

Chapter 13. Addendum

Article 38

These regulations will go into effect after passage by the Student Affairs Council and approval by the president of NTUST. The same will be true for all future amendments.



2.3.1.2. Regulations for NTUST Off-Campus Dorms

Article 1

These Regulations aim to support and strengthen the responsible and mature behavior of all boarders in order to improve and protect the quality and safety of off-campus student dormitories.

Article 2

All boarders are obligated to take care of public equipment and facilities while staying in an off-campus dormitory. Any adhering, nailing or drilling on walls or other surfaces is forbidden in the dormitory.

Article 3

Dormitory fees with the deposit are calculated according to the dorm lease contract; students can take the room key after receiving the receipt for the deposit payment. Deposits will not be reimbursed due to any personal issues occurring during their stay in the dormitory.

Article 4

After all boarders check out from the dormitory, staff of the dormitory center will check the rooms, equipment and facilities. If there is any damage to the rooms, equipment, or facilities, the boarders who checked out will be asked to pay compensation for the damage. The compensation will be deducted from the deposit, and if the deposit is not enough to cover the compensation, the boarder shall pay the remaining amount in full.

Article 5

If there is any damage to equipment or facilities in public areas, repair fees are to be shared by all boarders.

Article 6

Before boarders check out from the dormitory, they are obligated to remove all personal belongings in the dormitory or public areas. A cleaning charge of NT 200 will be applied to each boarder and will be deducted from the deposit.

Article 7

Boarders will not be allowed to get back their deposit and will be expelled from the dormitory if they engage in any of the following kinds of prohibited behavior: stealing, gambling, drunkenness, fighting, transferring the lease of the room privately, storage of dangerous materials, or any illegal behavior.

Article 8

Boarders will not be allowed to get back their deposit and will be expelled from the dormitory if they engage in any of the following kinds of prohibited behavior: alcohol abuse, indoor smoking, illegal guests, pet keeping or any behavior that creates public hygiene and safety issues.

Article 9

Boarders must go to the Student Affairs Office to complete the checkout procedure two weeks before moving out of the dormitory.

2.3.1.3. Renting

For those who must or wish to live off-campus, we cooperate with TSUEI MA MA Foundation for Housing and Community Service, offering a free password to search for rental information online. Students needing assistance with finding off-campus housing can contact Mr. Cheng in the Office of Student Affairs (Tel.) 2737-6319.

2.3.1.4. Dining

Several facilities on campus offer a variety of types of food, including buffet set menus, noodles, snacks, and special foods. The operations of these dining facilities are also overseen daily by a self-governing dining committee. In addition to providing vegetarian and halal food in the university dining facilities, the university welcomes international students to make suggestions concerning any special food needs. In the Office of International Affairs, the International Student Affairs Section will also be glad to provide guidance on how the particular religious or cultural needs of international students can be met through the Taiwanese cuisine available in the cafeterias. Please remember---for safety reasons, **cooking is not permitted in dorm rooms.**

2.3.1.4.1. Dining Facilities and Shops

1 st Cafeteria (basement of Student Center)			
Family Mart Convenience Store	Drink Stand	Noodles and Dumplings	Japanese Curry
Steak House	Anna's kitchen	Halal Food	Pork Rib Rice
Korean Food	Breakfast	Taiwan Food	Buffet
2 nd Cafeteria (basement of 3rd Residence Hall)			
Book and Stationery Store	Copy Center	Mini-Mart	
3 rd Cafeteria (basement of Classroom Building II)			
Chinese Pastries and Snacks	7-11 Convenience Store	Stewed Delicacies	Bakery
Vegetarian Buffet	Steamed and Fried Dumplings	General Buffet	Shallot Pie
Japanese Food	Hot Snacks		Drink Shop
Faculty Cafeteria (beside Post Office)			
General Buffet	Fast-food + Noodles	Tea-bar	
Shop1 (under the GYM beside the basement of the Student Center)			
Barber Shop	Photocopy Shop	Sports Shop	

2.3.1.5. Transportation

2.3.1.5.1. Transportation Hubs near NTUST

10 minutes' walk to/from NTUST Gongguan MRT Station & Bus Stops (on Roosevelt Road)		
聯營		
0南	萬芳社區－捷運東門站	Wanfang Community－MRT Dongmen Sta., Bus 0 (south)
1	萬華－松仁路	wanhua－Songren Rd., Bus 1
52	興隆站－中興醫院	XingLong－ZhongXing Hospital, Bus 52
74	建國北路－景美	Jianguo N. Rd.－JingMei, Bus 74
109	萬芳站－陽明山公車總站	Wanfang Stop－Yangmingshan, Bus 109
207	內湖－南勢角	Neihu－Nanshijiao, Bus 207
208	中和－大直	ZhongHe－Dazhi, Bus 208
208區	中和－公館	ZhongHe－Kungkuan, Bus 208
236	東南科技大學－台北車站	Tungnan University－Taipei Main Station, Bus 236
236區	動物園－公館	Taipei Zoo－GongGuan, Bus 236
251	東南科技大學－臺北車站	Tungnan University－Taipei Main Station, Bus 251
251區	東南科技大學－公館	Tungnan University－GongGuan, Bus 251
252	石壁坑－台北車站	Shibikeng－Taipei Station, Bus 252
253	景美女中－台北車站	Jingmei Girls High School－Taipei Main Station, Bus 253
254	大鵬新城－民生社區	Dapeng New Village－MRT Gongguan Sta., Bus 254
254區	大鵬新城－捷運公館站	Dapeng New Village－MRT Gongguan Sta., Bus 254
278	捷運景美站－金龍路(捷運內湖站)	MRT Jingmei－Jinlong Rd.(MRT Neihu), Bus 278
278區	捷運景美站－民生社區	MRT Jingmei－Minsheng Activity Center, Bus 278
280	天母－公館	TianMu－Kungkuan, Bus 280
284	汐止社后－景美	Xizhishehou－JingMei, Bus 284
290	溪園路－榮總	Xiyuan Rd.－Veterans Hospital, Bus 290
311	中和－松山	ZhongHe－SongShan, Bus 311
505	撫遠街－景美	Fuyuan Street－Jingmei, Bus 505
530	指南宮－捷運公館站	ZhiNan Temple－MRT Gongguan, Bus 530
606	萬芳社區－榮總	Wanfang Community－Veterans Gen. Ho., Bus 606
642	青潭－復興北村	QingTan－FuXing Bei Village, Bus 642
643	錦繡山莊－復興北村	JinXiu Villa－FuXing Bei Village, Bus 643
644	青潭－博愛路	QingTan－Boai Rd., Bus 644
648	錦繡山莊－台北車站	Jinxiu Shanzhuang－Taipei Station, Bus 648
660	深坑－圓環	Shenkeng－YuanHuan, Bus 660
668	汐止－公館	Xizhi－Gongguan, Bus 668
671	景美女中－台北車站	JingMei Girls' Senior High School－Taipei Main Station, Bus 671
672	大鵬新城－民生社區	Dapeng Xincheng－Minsheng Community Activity Center, Bus 672
672區	大鵬新城－捷運公館站	Dapeng New Village－MRT Gongguan Sta., Bus 672
673	大鵬新村－東園	Dapeng Village－Dongyuan, Bus 673
675	汐止－捷運公館站	Xizhi－MRT Gongguan, Bus 675

676	動物園－行天宮	Taipei Zoo－Xingtian Temple, Bus 676
907	華江－崇義高中	Huaijiang－Chongyi High Sch., Bus 907
棕11	動物園－捷運公館站	Taipei Zoo－MRT Gongguan, Bus BR11
棕12	動物園－捷運公館站	Jingmei－Taipei City Hakka Cultural Park, Bus BR12
綠11	萬芳社區－台電大樓	Wanfang Community－Taipower Building, Bus G11
綠13	青潭－捷運公館站	Qingtan－The MRT Manor station, Bus G13
藍28	興隆站－東園	Xinglong Stop-Dongyuan, Bus B28
亞聯客運		
1728	台北－新竹	Taipei－Xinzhu.
福和客運		
1550	台北－基隆	Taipei－Keelung Fuho Bus
NTUST Bus Stops (On Keelung Road)		
聯營		
綠11	萬芳社區－台電大樓	Wanfang Community－Taipower Building Green, Bus 11
棕12	景美－客家文化主題公園	Jingmei－Taipei City Hakka Cultural Park, Bus BR12
1	萬華－松仁路	Wanhua－Songren Rd., Bus 1
207	內湖－南勢角	Neihu－Nanshijiao, Bus 207
254	大鵬新城－民生社區	Dapeng New Village－MinSheng Community, Bus 254
275	德霖技術學院－松山機場	De Lin Institute of Technology－Songshan Airport, Bus 275
650	大崎腳－市政府	Dacijiao－Taipei City Hall, Bus 650
672區	大鵬新城－捷運公館站	Dapeng New Village－MRT Gongguan Sta, Bus 672(shuttle)
673	大鵬新城－東園	DapengSincheng－Dongyuan, Bus 673
907	崇義高中－萬華	Trung Yi Senior High School－Wanhua, Bus 907
指南客運		
9009	桃園－台北	Taoyuan－Taipei, Bus 9099
福和客運		
1550	台北－基隆	Taipei－Keelung Fuho Bus, Bus 1550
1551	新店－基隆	Xindian－Keelung, Bus 1551
1552	台北－金山	Taipei－Jinshan, Bus 1552
中壢客運		
9009	桃園－台北	Taoyuan－Taipei, Bus 9099
基隆客運		
1032	基隆－板橋	Keelung－Banqiao

Youbike Rental at NTUST

There is now a Youbike rental station on Keelung Road near the International Building. For information on how to rent a bike, please go to the following English website:
<http://www.youbike.com.tw/home.php?eng=1>

2.3.1.5.2. How to Get from the Airport to NTUST

Currency:

It is a good idea to exchange some currency (about US\$100 worth) for local NT dollars at the airport. This way you will have local currency to pay for your transportation to NTUST and other expenses during your first few days on campus.

Getting from the Airport to NTUST:

The most direct and least expensive transportation is by one of the airport buses run by the Taiwan Bus Corp. After you exit the immigration and customs area, look for signs that say

Airport Bus 機場巴士

These signs will bring you to the bus stop area of the terminal, where you can buy tickets for the bus. Buy a ticket for either the Kuokuang Line 國光號 or the Chunghsin Line 中興號, which have the fewest stops between the airport and Taipei.

There are compartments under the bus which will be open for you to put your luggage in before you get on the bus. Don't forget to get your luggage when you get off the bus!

Stay on the bus until the last stop, which will be near the Taipei Railway Station (台北車站) or the Sungshan Domestic Airport (松山機場) inside Taipei. (It really is inside the city!) When you get off the bus, the driver should open the compartment to let you take out your luggage. If he doesn't, show the driver the following words : 行李

Once you have gotten off the bus and have picked up your luggage, look for a taxi. Show the driver the address of our school:

國立臺灣科技大學	National Taiwan University of Science and Technology
基隆路四段43號	43 Keelung Road, Section 4

This should get you safely to the main gate of our university. The guard at the main gate can phone the Office of International Affairs for you:

國際事務處	2730-3201 (before 5 p.m. 下午五點以前)
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For more information about the Airport Bus, you can check the following website:
<http://www.taoyuan-airport.com/english>, and then click "transportation"

2.3.1.5.3. Other Transportation Information for Taipei and Taiwan

The following webpage from the China Post website contains links to English information (including timetables, fares, and ticket purchasing) about the Taiwan Railway Administration system, Taiwan High Speed Rail, and Metro Taipei (Taipei MRT). There are also links to information about city buses in various cities around the island, as well as the latest traffic information.

<http://www.chinapost.com.tw/taiwan>



2.3.1.6. Enjoying Taiwan

2.3.1.6.1. Exploring Taipei and Taiwan

General information about Taipei, Taiwan, and Taiwan culture can be found at the following websites:

Taipei:

<http://english.taipei.gov.tw>

Taiwan:

<http://eng.taiwan.net.tw> (Taiwan Tourism Bureau Website)

Taiwan Culture:

<http://www.culture.tw>

One Town, One Product OTOP:

<http://otop.tw/>

Bringing Convenience and Enjoyment to Your Life in Taiwan:

<http://www.taiwanease.com>

Information on obtaining a Youth Travel Card and the discounts which cardholders can enjoy can be found on the website:

<http://www.youthtravel.tw/>

Also, information on how to choose and arrange for a wide variety of tours with buses and guides provided for individuals or groups can be found on the website:

<http://www.taiwantourbus.com.tw>

The Taiwan Tourism Bureau has also developed a number of special shuttle bus routes through areas of interest to visitors to Taiwan. The round trips of the shuttle buses depart from and return to major Taiwan cities and make stops at scenic/cultural sites along their routes. After purchasing a shuttle bus ticket, the traveler can get off the bus at any point of interest and board a later bus to continue along the route or return to the terminal stop. For detailed information on the routes, ticket prices, and schedules of these shuttle buses, please see the following website: <http://www.taiwantrip.com.tw>

(after the splash page appears, click on “English”).

Advice and Info from the OIA

1. We advise that when you go sightseeing, within or especially outside of Taipei, it is best to take along a local friend, who can provide insight and explanations of what you are seeing and can help read Chinese signs or other information when necessary. Especially, do not sign a rental contract of any kind if you are not able to read it! NTUST's Association for International Affairs is a local student club that loves to provide guide services for individuals or groups of international students. In addition to larger outings each semester, the AIA is also glad to provide guides for day or half-day trips. For information on contacting the AIA, please come to the OIA.

2. The OIA has a large selection of regional maps of Taiwan, as well as a variety of maps of Taipei, that we provide for free to help our international students enjoy their life in Taiwan. Be sure to stop by the OIA anytime to pick out the maps that suit your needs!



Taiwan News in English

For the latest information on current and upcoming events in Taipei and Taiwan, be sure to check out the websites of our local English-language newspapers;

China Post:

<http://www.chinapost.com.tw>

Taipei Times:

<http://www.taipeitimes.com>

Also, Radio Taiwan International provides the latest Taiwan news broadcast in Chinese, English, French, German, Indonesian, Japanese, Russian, Spanish, Thai, and Vietnamese. The station has recently completed a major upgrade to its website, where listeners can now find audio files of recent broadcasts, materials for learning Chinese, and lots of other useful information such as program schedules, etc. Check out the new website at

<http://english.rti.org.tw>

Other Handy Websites

Taiwan Postal Codes and Romanization of Place Names:

http://www.post.gov.tw/post/internet/U_english/index.jsp?ID=240205

Hostels in Taipei

<http://www.homeyhostel.com/index.aspx>

Consumer Information:

Consumers' Foundation, Chinese Taipei:

<http://www.consumers.org.tw/unit130.aspx>

2.3.1.6.2. Typhoon and Earthquake Preparedness

The following information about typhoons and earthquakes in Taiwan, including how to prepare for and respond to them, is provided by the English website of the Central Weather Bureau (<http://www.cwb.gov.tw/eng/>), and is used with permission.

The chart below is the CWB's list of questions for its Typhoon FAQ. To link to the answers, go to <http://www.cwb.gov.tw/V7e/knowledge/encyclopedia/me000.htm>

I. Understand Typhoon
1. What is "typhoon"?
2. How is typhoon formed?
3. Where is the Taiwan-invading typhoon from?
4. What is the frequency of typhoon occurrence?
5. How is a typhoon named?
6. What is the internal structure of typhoon?
7. What is the eye of a typhoon? What is its shape and size?
8. Why does a typhoon have an eye?
9. How is the typhoon's storm area determined?
10. How is the intensity of typhoon categorized?
11. What is the "landfall" of a typhoon?
12. What is the most common typhoon paths in the Northwestern Pacific Ocean?
13. What is the "Fujiwhara effect"?
II. Typhoon's Impact on Taiwan
1. How many typhoons have invaded Taiwan historically? Which month has the peak value in frequency?
2. How many typhoons hit Taiwan per year on average?
3. How many typhoon landfalls have been on Taiwan? Which spot has the most landfalls?
4. Categorized paths of typhoons invading Taiwan?
5. What is the wind intensity for typhoon invading Taiwan?
6. What is the rainfall situation of Taiwan when invaded by typhoons?
7. Is typhoon any good?
8. What is the southwesterly air current induced by typhoon?
9. Will the tide rise with typhoon?(Will--Dose)
III. Disaster caused by typhoon and its prevention
1. What disasters can typhoon cause?
2. What is the situation of disaster caused by typhoon invading Taiwan?
3. What should urban residents do prior to typhoon invasion?
4. What should rural residents do prior to typhoon invasion?
5. Can we reconstruct a typhoon?




IV. Typhoon Forecast and Warning Issuance and Dissemination	
1. What methods are available for observing typhoons?	
2. What is the Criteria for issuing a typhoon warning message in Taiwan?	
3. What is contained in CWB-issued typhoon warning?	
4. Why does forecast on typhoon have errors?	
5. What is the error on CWB's typhoon forecasting?	
6. How are typhoon warning messages disseminated?	
V. Proverbs and legends on Typhoon	
1. What does it mean by saying "typhoon is turning back south"?	
2. What is the meaning of "Northwest typhoon"?	
Appendix	
1. Map for potential forecast on typhoon's path	






(The above material is copyrighted by the Central Weather Bureau.)

Next, we have the CWB's information on earthquake preparedness and response, also used with permission. To see this information online, go to http://www.cwb.gov.tw/V7e/earthquake/quake_preparedness.htm

TIPS FOR EARTHQUAKE PREPAREDNESS AND RESPONSE

Earthquake Intensity Table by Central Weather Bureau, Ministry of Transportation and Communications (Revised on August 1, 2000)

Intensity Scale		Ground Acceleration (cm/s ² , Gal)		Effects on People	Effects Indoors	Effects Outdoors
0	Micro	Below 0.8		Not felt		
1	Very minor	0.8~2.5		Felt only by a few people at rest, vibrates slightly.		
2	Minor	2.5~8.0		Felt by the majority of people, some awakened from sleeping.	Hanging lamps and objects vibrate slightly.	Standing vehicles vibrate slightly, similar to being passed by a truck, but only lasts for a short time.

3	Light	8~25		Felt by nearly everyone, a few frightened.	Buildings shake, dishes, bowls, windows and doors shake making sounds; hanging objects shake visibly.	Standing vehicles vibrates obviously; electric wires sway gently.
4	Moderate	25~80		Many people are quite frightened, looking for safe shelter. Most people are awakened from sleep.	Buildings rock noticeably; unstable objects topple over; heavy furniture moves; may cause slight damage.	Felt by drivers; electric wires sway obviously; felt by people walking.
5	Strong	80~250		Most people are considerably frightened.	Walls crack; heavy furniture may overturn.	Noticeably felt by drivers; some chimneys and large archways topple over.
6	Very Strong	250~400		People have trouble walking due to violent rocking.	Damage to some buildings, heavy furniture overturns; doors and windows bend.	Drivers have trouble steering; sand and clay blasts occur.
7	Great	400 and above		People move with difficulty due to severe rocking.	Severe damage to or collapse of some buildings; almost all furniture moves or falls down.	Landslides and faults rupture occur; railway bend and underground lines break.

Before an Earthquake

At home

- ✎ Prepare a disaster first-aid kit and fire extinguisher and inform your family members where they are located and how to use them.
- ✎ Learn how to turn on and shut off gas, tap-water and electricity valves.
- ✎ Keep hanging objects firmly secured. Cabinet doors ought to be locked.
- ✎ Do not put heavy objects on high shelves. Secure heavy furnishings.
- ✎ Know the safe spots in your residence.



Schools

- ✎ Teachers (especially K-9) should inform students of seismic knowledge, precautionary measures as well as earthquake response drills beforehand.



- ☞ Classroom lighting, laboratory cabinets, and library shelves should be fastened securely.



In offices and public places

- ☞ Fire equipment should be examined regularly.
- ☞ Develop a seismic emergency plan and inform people how to react during a shaking period.

During an Earthquake

Indoors

- ☞ Keep calm and immediately shut off electricity, gas and tap-water.
- ☞ Open the entrance door and grab a cushion at hand to protect the head. Quickly duck under a table or any sturdy piece of furniture, or stand by the wall studs of the building.
- ☞ Stay away from the windows in case the glass falls apart by the shakiness.
- ☞ DO NOT rush for the doorways.



Outdoors

- ☞ Stand in an open area or under building arcades. Do not rush to a building.
- ☞ Protect yourself from falling objects such as signs or potted plants.
- ☞ Stay away from buildings still under construction, electricity poles, railings, and unsecured automatic vending machines.
- ☞ If you're on an overhead walkway or inside an underground passage, get away calmly and quickly.
- ☞ If you're driving, do not suddenly put on the brakes; instead, reduce the speed gradually, pull over the car in a safe place, and duck under building arcades nearby if available.
- ☞ If you're driving on a highway or viaduct, drive away carefully.
- ☞ If you're in the suburbs, avoid cliffs, riversides, and shores, and move to a clear area.



In school

- ☞ Duck under a desk with your back toward the window and protect your head with your rucksack.
- ☞ Do not rush out of the classroom or up and down the stairs.
- ☞ If you're in the playground, keep away from buildings.
- ☞ If you're in a moving school bus, remain seated and do not move until the bus fully stops.



At offices and public places

- ☞ Protect yourself from falling objects (such as lamps) from the ceiling.
- ☞ If you're in an office, duck under a desk or a sturdy piece of furniture, or stand by the wall studs, away from the windows.
- ☞ In public places, choose an exit carefully, avoid being pushed and hurtled by the crowd.
- ☞ Do not try to rush out of a building. Do not use elevators.



After an Earthquake

- ☞ Check if people near you are hurt and give necessary first aid.
- ☞ Check out if water, electricity or gas leaks. Gently open the doors and windows upon finding gas leaks, immediately get away, and inform related authorities.
- ☞ Turn on the radio for emergency instructions and disaster reports.
- ☞ Check your building and quickly leave there if it is damaged. During evacuation, take the stairs.
- ☞ Try to wear leather shoes or boots to avoid being hurt by broken window glass or other sharp objects.
- ☞ Keep the streets clear for emergency vehicles and evacuate on foot.
- ☞ Follow emergency management officials' instructions to evacuate.
- ☞ Stay away from beaches and ports in case tsunami should happen.
- ☞ Do not enter disaster areas without permission. Be careful about robberies by looters or thieves.
- ☞ Be aware of aftershocks.

Although earthquakes are unavoidable disasters, we can reduce the level of damage to a minimum if we make plans in advance and execute them calmly during the quake.

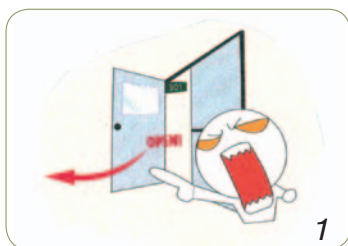


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NTUST Procedures for the Evacuation of Dormitories and Classroom Buildings during Earthquakes and Other Emergencies

- ☞ Evacuation procedures for dormitories will be explained and practiced during regular disaster drills, which students living in the dorms are required to attend.
- ☞ Earthquake response and evacuation procedures for classroom buildings are described below. There will also be regular drills during class hours:
 - I. Take Cover Phase: When the Campus Security Center issues a strong earthquake alarm (a long siren blast + broadcast announcement), all faculty, students, and staff should immediately take the following actions:
 1. Make sure all classroom/office doorways are open and clear.
 2. In classrooms: The teacher should direct the students to squat down beside their desks, using a book, backpack, bookbag, or their arms to protect their head and neck. Students near windows should squat with their backs to the window, to avoid injury from flying glass.
 3. In offices (laboratories): All personnel should cover their heads and necks with their arms, and quickly hide under a sturdy piece of furniture, such as a table or desk, or squat beside a sofa, or stand close to a building column (pillar). Stay away from windows and watch out for objects falling from high shelves or the ceiling.
 - II. Evacuation Phase: About a minute after the first earthquake alarm, the Campus Security Center will issue a second alarm and announce that certain buildings have been damaged and evacuation should begin immediately (two long siren blasts + broadcast announcement). Then all faculty, students, and staff should immediately take the following actions:
 1. In each classroom on every floor, the teacher should direct students to evacuate the building in an orderly manner, using the nearest safe route, and proceed to the evacuation area designated for that building (IB: Campus plaza in front of the administration building; TR: Athletic field in front of the grandstand/viewing platform). At the evacuation area, the teacher should then check to make sure all students have evacuated safely and report to the campus security staff.
 2. Elevators should NOT be used for evacuation. Everyone going down stairs should remain calm and orderly, avoiding pushing and shoving. The directions of officials guiding the evacuation should be followed, and those evacuating should watch out for aftershocks.

Take Cover Phase:



Evacuation Phase:





2.3.2. Health Services Division

The university has established an infirmary with completely new facilities, providing multi-functional health care services and up-to-date medical services for students and faculty members. The medical programs consist of

- ✎ Out-patient management
- ✎ Emergency management and transfer services
- ✎ Group and personal health education programs
- ✎ Medical check-ups and follow-up services
- ✎ Communicable disease control
- ✎ Accident insurance and foreign student medical insurance

2.3.2.1. Medical Insurance

Since this program is now administered by the Office of International Affairs, please turn to Section 2.1.2. for further information.

2.3.2.1.1 Student Group Insurance

*During enrollment, you have to pay a student safety insurance fee. It is required that all students should have student safety insurance.

*Definition:

The insurance company will pay the benefit when students suffer accidents or diseases which require them to receive medical care. The insurance company will also make reimbursements due to accidents which have caused a student's disability or death.

*Range of Insurance Coverage:

*Out-patient clinic--only for accidents.

*In-patient treatment.

*Students suffering accidents or diseases in foreign countries.

Documents to be submitted when applying for reimbursement or payment under the student insurance policy:

1. Application form. (Contact NTUST health services division, Gymnasium 1st Floor)
2. Medical certification.
3. Hospital receipts (original or certified true copy.)
4. Photocopy of bank passbook, ARC, and NTUST Student ID card
5. Reimbursement or payment could be applied for within 2 years after the accident or illness happened.

6. Out-patient cases, hospitalization, surgery, or illness that requires observation for at least 6 hours, meets the requirement criteria for group insurance reimbursement or payment.
7. If the accident or illness happened overseas, you will need to provide local medical certification and hospital receipts in English.

2.3.2.2. Outpatient Clinic

2.3.2.2.1. Operating Hours of the University Outpatient Clinic

General Clinic Operating Hours: Monday through Friday, 8:30 a.m. to 9:30 p.m.

Physician Outpatient Services Schedule:

Date	Monday	Tuesday	Wednesday	Thursday	Friday
Afternoon 2:00pm ~ 4:30pm	General Medicine And Dermatology Dr. Chang	General Medicine Dr. Tsai	General Medicine Duty Dr.	General Medicine And Dermatology Dr. Chang	General Surgery And Urology Dr. Chen
<p>p/s : Please bring your employee or student ID along. *For ordinary colds and Flu, consult anytime(Mon-Fri) during clinic hours. Mothers are welcome to use the breastfeeding room during general clinic operating hours.</p>					

The University Outpatient Clinic is located on the first floor of the Gymnasium Building.

Health Examinations

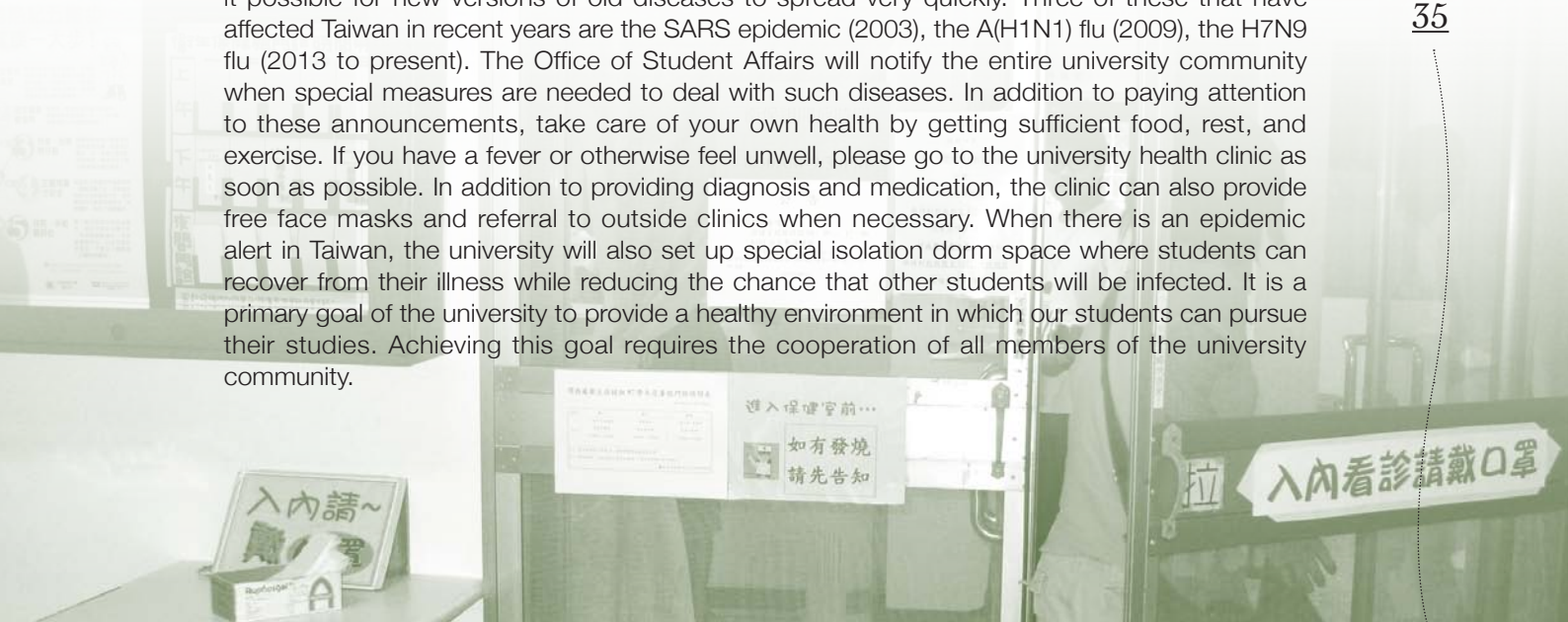
The clinic has various kinds of diagnostic equipment, such as for measuring blood pressure, weight and height, BMI and visual acuity. We also can provide physical examinations.

Health Emergencies Outside of Clinic Hours

If a student needs medical attention when the clinic is closed, contact the Dormitory Management Center (3rd Residence Hall, 1st Floor), which is staffed 24/7. The staff on duty will help the student obtain the needed medical services.

2.3.2.2.2. Modern Epidemics

Although modern medicine has made great advances, modern air transportation has also made it possible for new versions of old diseases to spread very quickly. Three of these that have affected Taiwan in recent years are the SARS epidemic (2003), the A(H1N1) flu (2009), the H7N9 flu (2013 to present). The Office of Student Affairs will notify the entire university community when special measures are needed to deal with such diseases. In addition to paying attention to these announcements, take care of your own health by getting sufficient food, rest, and exercise. If you have a fever or otherwise feel unwell, please go to the university health clinic as soon as possible. In addition to providing diagnosis and medication, the clinic can also provide free face masks and referral to outside clinics when necessary. When there is an epidemic alert in Taiwan, the university will also set up special isolation dorm space where students can recover from their illness while reducing the chance that other students will be infected. It is a primary goal of the university to provide a healthy environment in which our students can pursue their studies. Achieving this goal requires the cooperation of all members of the university community.



2.3.2.2.3. Student Group Insurance

*During enrollment, you have to pay a student safety insurance fee. It is required that all students should have student safety insurance.

*Definition:

The insurance company will pay the benefit when students suffer accidents or diseases which require them to receive medical care. The insurance company will also make payments due to accidents which have caused a student's disability or death.

*Range of Insurance Coverage:

*Out-patient clinic--only for accidents.

*In-patient treatment.

*Students suffering accidents or diseases in foreign countries.

Documents to be submitted when applying for reimbursement or payment under the student insurance policy:

1. Application form.

(Contact NTUST health services division, Gymnasium 1st Floor)

2. Medical certification.

3. Hospital receipts

(original or certified true copy.)

4. Photocopy of bank passbook, ARC, and NTUST Student ID card

5. Reimbursement or payment can be applied for within 2 years after the accident or illness happened.

6. Out-patient cases, hospitalization, surgery, or illness that requires observation for at least 6 hours, meets the requirement criteria for group insurance reimbursement or payment.

7. If the accident or illness happened overseas, you will need to provide local medical certification and hospital receipts in English.

Chapter 3. Registration Procedures

3.1. Overview

Step 1	Temporary luggage storage at the Dormitory Management Center
Step 2	Go to Academic Affairs Office
Step 3	Go to Office of International Affairs (IB-402)
Step 4	Go to the office of the department you plan to study in
Step 5	Go to the health clinic for verifying submission of health report and arranging new student health examination
Step 6	Go to Student counseling Division for dorm room assignment and dorm fee payment slip (Student Affairs Office: 2F, Student Center)
Step 7	Pay fees indicated above at the Cashier's Section (3F, Administration Building)
Step 8	Return to Academic Affairs Office
Step 9	Go to the Dormitory Management Center to move into your dorm room (3rd Residence Hall, 1st Floor)
Step 10	Process Resident Visa/ARC application and course enrollment
Step 11	Return to Academic Affairs Office
Step 12	Return to Office of International Affairs (IB-402)



3.2. Registration Procedures (Details)

Step 1. Temporary luggage storage at Dormitory Management Center

You may leave your personal luggage at the storage room provided by the Dormitory Management Center. If you arrive at NTUST after office hours, please go to the Dormitory Management Center to arrange for temporary housing and prepare for registration procedures the next day.



Step 2. Go to Academic Affairs Office

✎ Undergraduate students: Go to Section of the Registrar (1F, Administration Building)

✎ Graduate students: Go to Section of Graduate Studies (2F, Administration Building)

(1) Show your passport and submit required documents for enrollment.

Checklist for required documents

Passport and Two photos	Original diploma and original transcript
Original authenticated transcript	Original authenticated diploma
One photocopy of authenticated transcript	One photocopy of authenticated diploma
NTUST overseas student insurance receipt or Original authenticated insurance certificate (minimum 6-month period insurance coverage from arrival in Taiwan)	Original authenticated financial statement with minimum amount of US\$16,000 (NTUST scholarship recipients with full or partial monthly stipend who hold resident visa may ignore this item.)
One photocopy of authenticated insurance certificate	One photocopy of authenticated financial statement

(2) Receive tuition/student insurance payment slip and “New student check in procedures form”

NOTICE:

Graduate students shall check in according to the following date for each department

date	Morning(9:00-11:00)	Afternoon(2:00-4:00)
September 9, 2014 (Tuesday)	Industrial Management(35) Business Administration(7)	MBA(15) Construction Engineering(29)
September 10, 2014 (Wednesday)	Computer Science and Information Engineering(8) Information management(16) Mechanical Engineering(20)	Electronic and Computer Science(15) Graduate Institute of Applied science and Technology(10)
September 11, 2014 (Thursday)	Chemical Engineering(33) Biomedical Engineering(3) Finance(1) Architecture(4)	Materials Science and Engineering(13) Electrical Engineering(10) Applied Foreign Languages(3) Automation and control(8) Digital Learning and Education(2)

Students failing to check in on the above designated dates will be reassigned a later check in date.



Step 3. Go to Office of International Affairs (IB-402)

1. Receive the financial aid application form, and return after completing.
2. Receive information on the Resident Visa/ARC application.



Step 4. Go to the office of the department you plan to study in

Graduate Students please note: Your department should provide information about your faculty advisor, what graduate courses in your department are taught in English, and relevant requirements and deadlines, including those for passing qualifying examinations.



Step 5. Go to the health clinic for verifying submission of health report and arranging new student health examination



Step 6. Go to Student counseling Division for dorm room assignment and dorm fee payment slip (Student Affairs Office: 2F, Student Center)



Step 7. Pay fees indicated above at the Cashier's Section (3F, Administration Building)



Step 8. Return to Academic Affairs Office

- 📎 Graduate students: Go to Section of Graduate Studies (2F, Administration Building)
- 📎 Undergraduate students: Go to Section of the Registrar (1F, Administration Building)
Hand in payment receipt and "New Student Check-in Procedures Form," then collect the "Certificate of Study" for ARC application.



Step 9. Go to the Dormitory Management Center for moving into your dorm room (3rd Residence Hall, 1st Floor)



Step 10. Process Resident Visa/ARC application and course enrollment

- (1) Transfer to resident visa: Go to Bureau of Consular Affairs
(台北市濟南路一段2-2號3~5F, 3~5 Fl., 2-2 Chi-Nan Rd., Sec. 1, Taipei)
- (2) Apply for ARC: Go to National Immigration Agency
(台北市廣州街15號 15 Guangjhou St., Taipei)
- (3) Course enrollment online via “Student Information System”



Step 11. Return to Academic Affairs Office

- (1) After obtaining your ARC and completion of your local cell phone application, log into the “Student Information System” and enter your personal information, then print out the “Student Registration Form.”
- (2) Submit one photocopy of your ARC, the Student Registration Form and the “New Student Check-in Procedures Form” to the Section of Graduate Studies to be issued your student I.D. card.



Step 12. Return to Office of International Affairs (IB-402)

To begin receiving your scholarship, as soon as you have your ARC, you must go to the campus post office to open a postal savings account. Then you must go to the Office of International Affairs, and give your postal savings account number and other relevant information to the person in charge of student scholarships. Generally, within two weeks (usually around mid-October for Sept.-Oct. stipend payments), the university will begin depositing your scholarship stipend in your postal savings account. However, because of the high volume of administrative processing work at the beginning of the fall semester, newly enrolled students must often wait to receive their September and October stipend payments around the end of October. **Because of this, students should come to Taiwan with sufficient funds to cover their first two months' living expenses.**

3.3. Guidelines for Selecting Courses Offered by Other Schools

3.3.1.

These guidelines have been established in accordance with Procedure 29 of the University Law and the actual circumstances pertaining at this university.

3.3.2.

If a student wishes to select a course offered by another school, in principle it should be a course not offered by this university, and the class time should not conflict with that of courses that the student has selected at this university; otherwise, the selection of the off-campus course will be cancelled. "A course not offered by this university" is assumed to refer to a required or elective course that is not part of the curriculum offered during the student's time of study at the university.

3.3.3.

When students in this university's master's and doctoral programs select courses offered by other schools (including distance-learning courses), the credits thus earned may account for no more than 1/3 of the minimum number of credits required for graduation by their department, graduate program, or study program. Any outside credits taken beyond that limit may not be counted toward the graduation minimum. Undergraduate students who select courses offered by other schools (including distance-learning courses) may not take more than six credits or two courses outside the university per semester.

3.3.4.

Students from other schools who wish to select courses at this university must do so within the period for adding and dropping courses each semester. Their course grades will be determined according to the relevant regulations set out in this university's General Academic Regulations.

3.3.5.

This university may collect payment of tuition, laboratory, and materials fees from students selecting its courses from outside the university.

3.3.6.

Students selecting courses offered by other schools must do so according to the following regulations: The student must fill out the four-copy form for selecting courses offered by other schools, and after having it approved by the student's department, graduate program, or study program, take it to the other school to sign up for the course. Two of the four copies in the form will be kept by the relevant department or graduate program and the section of the Office of Academic Affairs in charge at the other school for their records. After the other two copies have been approved by the relevant department or graduate program and the section of the Office of Academic Affairs in charge at the other school, the student should bring them back to this university and turn in one copy each to the student's department, graduate school, or study program and the section of the Office of Academic Affairs in charge in order to have the grade for the course accepted and recorded.



3.3.7.

If a student who wishes to select courses offered by other schools does not follow these procedures in doing so, the credits from the courses will not be recognized.

3.3.8.

Students from other schools who select courses during this university's summer term or students from this university who select courses during the summer term at other schools may also follow these procedures in doing so.

3.3.9.

Students who wish to select distance-learning courses may also follow these procedures in doing so.

3.3.10.

All matters not directly covered by the above guidelines will be handled according to other relevant university regulations.

3.3.11.

The above guidelines will go into effect upon approval by the Academic Affairs Council and being reported to the Ministry of Education. The same is true of any revisions to the guidelines.

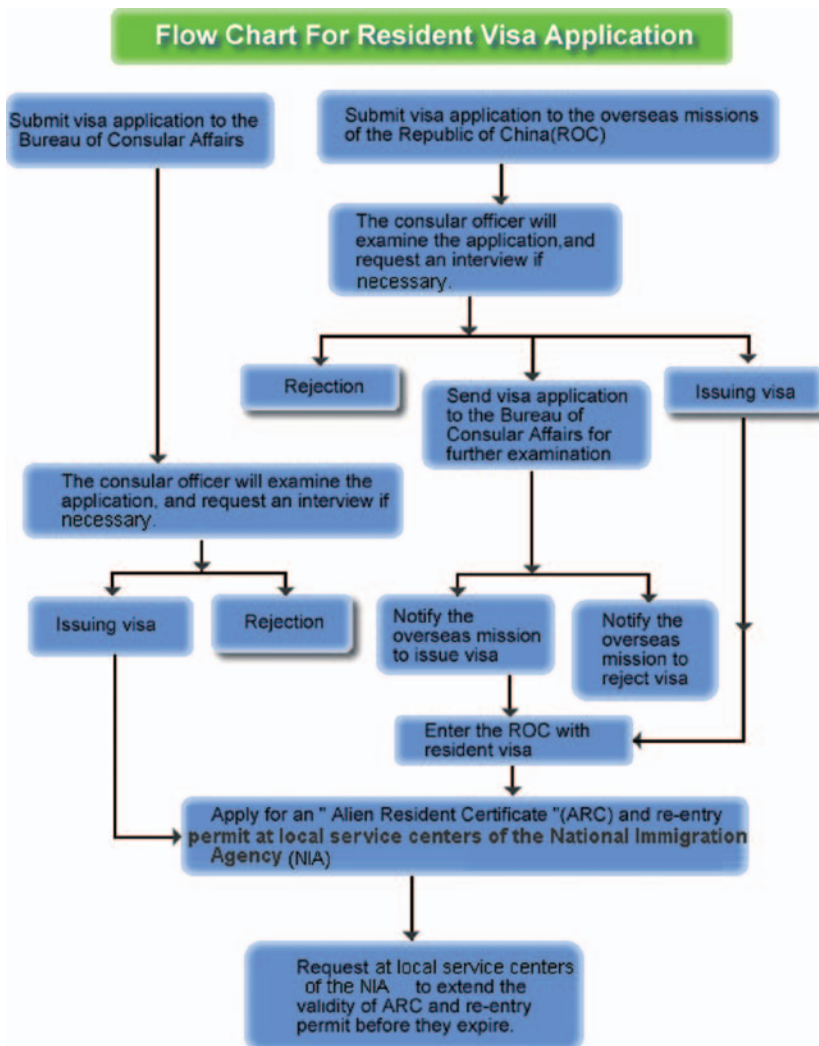
Chapter 4. Visa, ARC, and Work Permit Information

4.1. Resident Visa

Foreign nationals who have entered the ROC with Visitor Visas for the purpose of pursuing studies must make the necessary visa change into a Resident Visa at the Bureau of Consular Affairs, Ministry of Foreign Affairs, before the Visitor Visa's expiration date. (For information on Visitor Visas see <http://www.boca.gov.tw/mp.asp?mp=2> Click "Visa" then "Visitor Visa.")

Resident Visa holders (or those who obtained a Resident Visa through visa change after entering the ROC on a Visitor Visa) are required to apply for the Alien Resident Certificate and Reentry Permit at their local office of the National Immigration Agency, Ministry of the Interior, within 15 days from the day after their arrival or (for those processing visa change) within 15 days of the issue of the Resident Visa. They may stay in the ROC as long as the Alien Resident Certificate remains valid.

Application Procedures



Required Documents

1. Visa Application form. (<http://www.boca.gov.tw/mp?mp=2>)
2. Two 2-inch photos taken in the last six months.
3. Original passport with blank pages and at least six months' validity and one photocopy.
4. Admission Notice of NTUST and one photocopy.
5. Supporting documents or official letters of approval from a competent authority of the ROC, and other relevant documents, as may be required by consular officials.

Application Fee

1. The processing fee for applicants with US nationality: NT\$4,800 (USD 160)
2. The processing fee for applicants of other nationalities: NT\$4,400 (USD 132)
3. An additional charge for visas applied for in the ROC: NT\$800 (US\$24)

Other Key Points

1. Foreigners who come to the ROC with a Visa upon Arrival, with a Visa Exemption, or with a Visa other than a Student Status Visa cannot ask for a visa extension for the purpose of pursuing education. Non-degree students cannot apply for a Student Status Visa.
2. Foreign nationals who have entered the ROC with Visitor Visas for the purpose of pursuing studies must make the necessary visa change into a Resident Visa at the Bureau of Consular Affairs, Ministry of Foreign Affairs, before the Visitor Visa's expiration date.
3. Resident Visa holders (or those who obtained a Resident Visa through visa change after entering the ROC on a Visitor Visa) are required to apply for the Alien Resident Certificate and Re-entry Permit at their local office of the National Immigration Agency, Ministry of the Interior, within 15 days from the day after their arrival or (for those processing visa change) within 15 days of the issue of the Resident Visa. They may stay in the ROC as long as the Alien Resident Certificate remains valid.
4. If Alien Resident Certificate holders need to leave and re-enter the ROC within the valid period of their ARC, they should apply for a Re-entry Permit while applying for their ARC.



**For more details, please contact the Bureau of Consular Affairs,
Ministry of Foreign Affairs**

Website: <http://www.boca.gov.tw/>

Address: 3rd-5th Fl., No.2-2 Chi-Nan Road, Sec. 1, Taipei

Tel: (02) 2343-2888

Visa Inquiry Hotline: (02)2343-2885; (02)2343-2895

Office Hours: 8:30 a.m.~ 5 p.m., Monday to Friday

E-mail: post@boca.gov.tw

4.2. Alien Resident Certificate

For international students, the Alien Resident Certificate (ARC) serves as their temporary ID card which can prove their resident status in Taiwan. It is a very important document, and we advise you to take good care of it and pay attention to its expiration date!

Moreover, whether you have entered Taiwan with a Resident Visa or obtained a Resident Visa through visa change within Taiwan, please remember to apply for the Alien Resident Certificate and Re-entry Permit at your local office of the National Immigration Agency, Ministry of the Interior, within 15 days from the day after your arrival or (for those processing visa change) within 15 days of the issue of the Resident Visa.

Required Documents

1. Application Form
www.immigration.gov.tw Click “English”, then click “Application Form” on the left
2. Alien Resident Certificate (except for first-time applicants)
3. 2-inch photo (2 photos for first-time applicants; 1 photo for applicants for ARC extension.)
4. Original Passport and Resident Visa and one photocopy of each.
5. Original Student ID Card or Enrollment Verification and one photocopy.
(New students could use NTUST admission as verification, and the National Immigration Agency Service Office will grant an ARC with one month’s validity in the beginning. When students complete their registration and receive their student ID cards, they should extend their ARC to one year’s validity.)

Application Procedure

When applying for an ARC, please prepare the required documents and go to the local office of the National Immigration Agency, Ministry of the Interior. The process can be handled in person or by an agent who has provided a certificate of authorization signed by the applicant.

Payment

NT\$1,000 (Valid for one year)

Other Points to Note

1. Resident Visa holders (or those who obtained a Resident Visa through visa change after entering the ROC on a Visitor Visa) are required to apply for the Alien Resident Certificate and Re-entry Permit at their local office of the National Immigration Agency, Ministry of the Interior, within 15 days from the day after their arrival or (for those processing visa change) within 15 days of the issue of the Resident Visa. They may stay in the ROC as long as the Alien Resident Certificate remains valid.



2. If Alien Resident Certificate holders need to leave and re-enter the ROC within the valid period of their ARC, they should apply for a Re-entry Permit while applying for the ARC.
3. International students have to apply for an ARC extension one month before the ARC's expiration date. If the ARC expires during the summer vacation (from July to September), students are allowed to apply for an extension from the 1st of June.
4. Over-staying foreigners who did not apply for an ARC extension will have their residence terminated by the authorized agency, and they may be expelled from Taiwan.
5. Applicants requesting ARC reissue due to the loss or damage of their ARC must pay NT\$500 for the reissue processing.
6. If there is any change to the information originally used to apply for the ARC (for example, a new passport number, a change of address, etc.), the student must report the change to their local office of the National Immigration Agency, Ministry of the Interior, within 15 days from the date of the change. Failure to promptly report such changes can result in serious problems later on!
7. Master's and Ph.D. students please note: If the oral defense exam for your thesis is scheduled in July, it is possible that you will not receive your diploma before July 31. In this case, please contact your department office before July 15 to make necessary arrangements for the extension of your ARC. If you have any questions about how to deal with this situation, please come to the Office of International Affairs.



For more details, please contact the National Immigration Agency (NIA)

Website: <http://www.immigration.gov.tw/>

Address: No.15 Guangzhou Street, Jhongjheng District, Taipei City

Business Hours: 8:00 a.m. – 5:00 p.m. through the lunch hour, from Monday to Friday

Main Telephone Line: (02) 2388-9393

Automatic Answering Telephone Line: (02) 2370-2797

NIA 24-hour Information Hotline (Chinese, English, Japanese): 0800-024-111

E-mail: boi@immigration.gov.tw

4.3. Work Permit

Work Permits for International Students Q & A

1. **Q:** What is a “work permit”?

A: According to the Employment Services Act (Item 68), international students who wish to work in Taiwan (either on campus or off campus) are required to apply for and obtain a work permit before starting work. Foreigners who work without a work permit will be fined from NT\$30,000 to NT\$150,000 and may lose their residence eligibility and be deported. Under Item 63 of the Act, the employer of a foreigner without a work permit will be fined from NT\$150,000 to NT\$750,000.

2. **Q:** Which international students are eligible to apply for a work permit?

A: (1) An international student who has already completed one year of study

(i.e., the student is able to provide grade transcripts for two semesters of coursework) with satisfactory academic performance, and who has been certified by the school where the student is enrolled as meeting one of the following requirements is eligible to take on work related to their studies or language abilities:

a. The student can provide concrete proof of financial difficulties in meeting their expenses for their studies and daily life.

b. The academic and research department in the school where the student is enrolled needs to have international students involved in its work.

c. The student wishes to pursue an off-campus internship related to their studies.

(2) Second-year master’s degree students whose stipend includes NT\$2,000 provided by their faculty advisor or department, students employed as work-study students by academic departments or administrative offices of their school, and students who are working as part-time research assistants on projects funded by the National Science Council or by university-industry cooperation must have their pay (excluding scholarship or financial aid stipends) reported for income tax purposes and must apply for a work permit.

(3) A recent case: An NTUST international student accepted an invitation from a friend who works for a private company to provide a dance performance at a company function. Even though the student wasn’t paid for the performance, the Council of Labor Affairs viewed this as providing valuable work for the company and fined the student NT\$30,000. This is an example of why students must be very careful about accepting any type of work opportunity without first obtaining a work permit.

3. **Q:** Can newly-enrolled graduate students apply for work permits?

A: Newly-enrolled graduate students at NTUST can apply for a work permit during their first year of study if they meet one of the following conditions:

(1) They have permission from their department to participate in on-campus or off-campus research projects related to their studies.

(2) Students with special foreign language skills, having obtained the approval of the Ministry of Education, may serve as part-time foreign language instructors at language centers affiliated with a college or university or at language institutes established by a foreign country in Taiwan.

4. **Q:** How long is a work permit valid? What can I do if my work permit has expired?

A: A work permit is valid for at most six months.

- (1) For applications made in the first semester (fall semester), the work permit is valid until March 31st of the next semester.
- (2) For applications made in the second semester (spring semester), the work permit is valid until September 30th of the same year.
- (3) Students who wish to continue their job beyond six months must apply for a new work permit before the original one expires.

5. **Q:** How many hours a week is a student allowed to work?

A: International students, Overseas Chinese students, and students from Hong Kong and Macau are allowed to work a maximum of 16 hours per week during regular semesters. This limit does not apply during winter and summer vacations.

6. **Q:** Do international students employed as part-time instructors at NTUST have to apply for a student work permit?

A: According to the regulations of the Council of Labor Affairs, if an international student wishes to pursue part-time professional work, such as that of a university instructor or a teacher at a cram school, the student cannot apply for a student work permit. Instead, the student must apply for a regular work permit through the university's Personnel Office, and the student's visa will be changed from a student visa to a work visa.

7. **Q:** What are the procedures for applying for a work permit?

A: Required documents:

- (1) Application form from the Bureau of Employment and Vocational Training
- (2) NTUST application/consent form
- (3) Photocopy of the student ID (both sides), including the registration stamp for the current semester (attached to application form)
- (4) Academic transcript of course grades from the most recent two semesters
- (5) Photocopy of valid passport and Alien Resident Certificate (both sides)
- (6) One 2-inch photo (to be attached to application form)
- (7) The postal remittance receipt for the application fee (NT\$100)

Applicants may submit the fee through postal remittance or pay it directly at the payment counter of the Bureau of Employment and Vocational Training

Postal Remittance Account Name: 行政院勞工委員會職業訓練局聘僱許可收費專戶

Postal Remittance Account Number: 19058848

Supporting Documents (any ONE of the following documents is acceptable):

- (1) Proof of financial difficulty in meeting expenses for studies and daily life (such as a photocopy of the cover and inner pages of the student's postal savings account passbook). The situation should be explained in the space indicated on the NTUST application/consent form.
- (2) Proof that the academic and research department in the school where the student is enrolled needs to have international students involved in its work. The proof should be provided by the academic and research department that wishes to employ the student and be attached to the NTUST application/consent form.

- (3) For a student who wishes to pursue an off-campus internship related to their studies, the department offering the related course should provide the proof, which should be attached to the NTUST application/consent form.
- (4) For newly-enrolled graduate students applying for a work permit:
 - a. Permission from their department to participate in on-campus or off-campus research projects related to their studies.
 - b. Approval of the Ministry of Education, for students with special foreign language skills, to serve as part-time foreign language instructors at language centers affiliated with a college or university or at language institutes established by a foreign country in Taiwan.

NOTE: All photocopies must be signed or stamped with a personal seal by the student and be annotated with the words "conforms to the original document."

Application Procedures:

- (1) Fill in the application forms and prepare the required documents.
- (2) Have the application stamped by the applicant's faculty advisor and/or academic department.
- (3) Prepare the necessary supporting documents (see above).
- (4) Have the application forms and all documents stamped at the OIA (usually requires 2-3 working days)
- (5) Submit the application forms and all the documents to the Bureau of Employment and Vocational Training in person or by mailing them to the following address:

No. 83, 1st Fl., Yenping N. Road, Tatung District, Taipei 103 (Attn.: Comprehensive Planning Department of the Bureau of Employment and Vocational Training, Council of Labor Affairs—Work Permit Application for Foreign Professionals)

The Bureau of Employment and Vocational Training will take approximately ten working days to process your application and will send the work permit to you by registered mail.

8. **Q:** What are the regulations on income tax withholding for pay received by international students?

- A:**
- (1) If the recipient of the income has resided in Taiwan for less than 183 days within the tax year, regardless of the total amount of income, 6% of amounts up to NT\$26,820 will be withheld, and 18% of amounts exceeding that.
 - (2) If the recipient of the income has resided in the R.O.C. for 183 days or more within the tax year, withholding rates for local students will apply, that is, only amounts exceeding NT\$68,500 will be subject to withholding.
 - (3) For example, for a particular tax year, if the days of residence are calculated beginning with January 1 and the income recipient does not leave Taiwan, then on July 3 the income recipient will have reached 183 days of residence, and the withholding rates for local students will start to apply beginning on July 4.

9. **Q:** As an international student, how do I process the filing of my income tax for each year of income?

- A:**
- (1) Period for filing income tax: From May 1 through May 31 of the year following that in which the income was earned. If the student leaves Taiwan before then, the student's income tax filing must be processed one week before departure. (Two weeks before departure, the student should go to the NTUST Cashier Section to apply for the issuing of an income tax withholding statement, which the student will need to process the filing of their income tax.)

- (2) Filing procedure: Must be processed in person (online filing or QR code filing not permitted)
- (3) Fill out the required form: Forms can be obtained at the Taipei National Tax Administration Office, Foreign Taxpayers Section (see address below)
- (4) Submit supporting documents: income tax withholding statement, original passport, original Alien Resident Certificate, student ID.
- (5) Where to file: If your ARC was issued in Taipei City, you can go to the first floor of the Taipei National Tax Administration, where you will find the Foreign Taxpayers Section. The address is No. 2 Jhonghua Road, Sec. 1, Taipei.

If your ARC was not issued in Taipei City, you must go to the National Tax Administration office for the city or county where the ARC was issued.

10. **Q:** If the tax withheld is more than the tax owed, how do I apply for a refund?

A: If the income recipient exceeds 183 days of residence during the tax year, this may result in the amount of tax withheld exceeding the amount of tax owed. When the recipient files their income tax forms in May of the following year, the tax calculation may show that a refund is due. The recipient can indicate on the tax form how they want to receive the refund, which usually takes 3-4 months to process.

If you have any questions about Taiwan's income tax system, you can visit the Foreign Taxpayers Section of the Taipei National Tax Administration in person (see address above) or call (02) 2311-3711 Ext. 1116, 1118 for assistance in Chinese or English.

11. **Q:** How should an international student calculate their days of residence?

A: Days of residence are calculated based on the entry and exit stamps in your passport. If you have exited and re-entered Taiwan during a tax year, the days that you are outside of Taiwan (between the exit and re-entry stamps) are not counted.

Note: If you have any questions about the information provided above, please contact Ms. Hu (3203) in the Office of International Affairs, IB-402.

For more details and regulations, please contact the Ministry of Labor

Website: <http://english.mol.gov.tw/>

Address: 1Fl., No.83, Yanping N. Rd., Sec. 2, Datong District, Taipei

Tel: (02) 8590-2567

Office Hours: Monday to Friday, 8:30 – 12:30; 13:30 – 17:30



Chapter 5. Other University Facilities

5.1. Sports Facilities

Place	Mon.~Fri.	Sat.~ Sun. & Holidays	Notes
Tennis Courts	08:30~18:00	09:00~18:00	1. The facilities will be closed during P.E. classes and the practice of the school teams. 2. If the facilities are closed for other purposes, official notification will be posted. 3. The Swimming Pool is closed on Wednesdays. 4. Table Tennis/Billiards/Fitness/Gym are only open for faculty and students.
Badminton indoor Courts	08:30~18:00	09:00~16:00	
Table Tennis/Billiards	08:30~18:00	closed	
Fitness/Gym	Regular semesters: 08:30~21:30	closed	
Dance room General Court	Summer & winter vacation: 08:30-17:00	09:00-1700	
Swimming Pool	Regular semesters	Morning 06:00-08:00	09:00~19:00
		Afternoon 12:00-13:30	
		Evening 18:00-22:00	
	Summer & Winter Vacation	10:00~14:00 16:00~21:00	

5.2. Computer Center

5.2.1. Open Hours

During Regular Semesters:

Mon-Fri: 08:30-21:30

Sat-Sun: 10:00-18:00

Winter and Summer Breaks:

Mon-Fri: 08:30-16:30

Sat-Sun: 10:00-16:30

Times may vary during national holidays or long weekends

5.2.2. Services Provided

1. Wired/Wireless Internet services and licensed software downloads.
2. PC Classrooms to support computer-related lectures
3. Computer technology consulting support for all faculty and students
4. Development and maintenance of campus administration software systems

5.2.3. Location

The Computer Center is located in the Research Building, on the 5th (Classrooms) and 6th (Offices) Floors.

5.2.4. Network Services

5.2.4.1. Wired Networks:

1. Gigabit connection to Academia Sinica (TANet).
2. MAC-controlled IP address management.
3. For more information about dormitory network service, please refer to <http://www.cc.ntust.edu.tw/home.php> and consult your dormitory network manager for help

5.2.4.2. Wireless Networks

1. Available in all public areas, users must sign in with the university-issued E-mail ID in order to access.
2. Support Wi-Fi roaming through TANet Roaming Center.
3. Support IEEE 802.11b/g/n Wi-Fi standards.

5.2.4.3. Network Quota Management

1. Wired Network: Up to 5 GB per IP per day.
2. Wireless Network: Up to 5 GB per account per day.

5.2.4.4. E-mail Services

1. University-issued account: YourID@mail.ntust.edu.tw
2. Support POP3/SMTP authenticated access for external mail agents.
3. Provide webmail interface for personal computers and mobile devices.
4. Account quota: 500MB per account. Message size is limited to 40MB per message.

5.2.4.5. Help

1. Network-related configurations for personal devices can be obtained from <http://www.cc.ntust.edu.tw>
2. Network managers are posted in every dorm to provide immediate IT assistance.

Note: All online activity that involves copyright infringement violates university, national, and international laws and regulations. Violators are frequently reported to the university by copyright holders and will be dealt with according to the applicable laws and regulations.



5.2.5. Taipei City Free Wireless Network

Background: Beginning on July 1, 2011, the Taipei City Government made available free Wi-Fi Internet access. Between July 1 and October 1, 2011, this service was available mainly in indoor venues, such as the City Hall building, 12 city administrative centers, MRT stations (including underground shopping malls), libraries, and hospitals. Beginning on October 1, 2011 (and in some cases even earlier), the availability of the service was expanded to include outdoor venues such as crowded public places, main roads, main residential and commercial districts, and public buses. The 512k transmission speed enables most basic online functions that don't require broadband. To access this free Wi-Fi service, you must register for a free user account, as described below:

Steps to Using Taipei Free Public Wi-Fi Access

1. Go to http://www.tpe-free.taipei.gov.tw/tpe/index_en.aspx
2. Click on 免費申請 (Free Registration).
3. Read the TPE-Free Public Wi-Fi Access Service Agreement.
4. Enter your cellphone number in order to receive a four-digit code as Step 1.
5. Enter the code as Step 2.
6. Please create your password and enter your email as Step 3.
7. The screen should show "Account Registration Successful!" and will have a link leading you to an explanation of how to use the free public wi-fi service on the various devices that you have.

The online User Guide can be found at

<http://www.tpe-free.taipei.gov.tw/tpe/EN-TPE-Guide.html>



5.3. Library

5.3.1. Open Hours:

During Regular Semesters:

Stacks / Online Resources
 Mon-Fri 8:30-21:30
 Sat-Sun 8:30-17:00

Study Rooms
 Mon-Fri 8:30-23:30
 Sat-Sun 8:30-21:30

During Winter and Summer Breaks:

Stacks/Online Resources/Study Rooms
 Mon-Fri 8:30-20:00
 Sat 8:30-17:00



The Library will be closed on national holidays as well as other days designated by the university. For details, please check the Library's English homepage:
<http://library.ntust.edu.tw/home.php?Lang=en>

5.3.2. Introduction

Opened in March 1975, the Library has an unbroken history of offering services for academic research and teaching resources. The Library, with 5,627 square meters of floor space and about 630 seats in its reading facilities, encompasses three sections: Acquisition & Cataloguing, Periodicals & Circulation and System Information. A Library Committee under the supervision of the President is organized to promote library services. The main collections include 326,166 volumes of books, 3,267 titles of periodicals, and 234 titles of online databases. The Millennium, an integrated library automation system, was implemented in October, 2008. Resource sharing for WebPAC and Databases through the campus LAN, and Internet are available. Full-text e-journal systems such as ABI/INFORM、IEL、BSP、SDOL、SpringerLink、Wiley services are also available. In addition, the Library offers automated circulation、reference

services、reserved book services、interlibrary loan services、audio-visual lab services、library orientation services, etc.

Floor	Collections & Services
8th	Bound Periodicals of Western Languages(TK-Z)
7th	Bound Periodicals of Western Languages (QD(I)-TJ)
6th	Bound Periodicals of Western Languages(P-QD(H))
5th	Bound Periodicals of Western Languages(A-NK)
4th	Books of Oriental Languages Books of Western Languages(R858-Z) Current Periodicals Bound Periodicals of Oriental Languages Periodicals & Circulation Section Library Online Catalog Copy Machine Interlibrary Loan Service

Floor	Collections & Services	
3rd	Books of Oriental Languages Books of Western Languages (A-R857) Library Online Catalog	
2nd	Theses of National Taiwan University of Science and Technology Books of Oriental Languages Study Rooms Newspapers Reading Area Library Online Catalog Copy Machine	
1st	New Books Books of Oriental Languages Reserved Books Audiovisual Materials Pamphlets Reference Books Back Issue Newspapers	Rare Used Books Non-professional Magazines Circulation Counter Reference Service Online Resources Library Online Catalog Copy Machines

5.3.3. Circulation Policies

Borrowing

1. NTUST faculty, staff and students can use their university ID card or library borrower card to check out books and audio-visual materials from the library.
2. Borrowing Privileges:

Status	Books				Audio-visual materials (VCD, DVD, CD etc.)		
	Total No. of Items	Loan Periods (Days)	Renew (Times)	Request Reserve (Items)	Total No. of Items	Loan Periods (Days)	Renew (Times)
Teaching Staff	25	42	3	5	3	7	1
Ph.D. Program Students	20	28	3	5	3	7	1
Master's Program Students	15	28	3	5	3	7	1
Undergraduates	10	21	3	5	3	7	1
Visiting Scholars/ Adjunct. Professors	15	21	3	5	3	7	1
Alumni	5	21	3	2	2	7	1

Library Use Only: Periodicals, newspapers, microforms, databases, dissertations and theses, course reserve.

Please be aware of the user's responsibility to keep an eye on the due dates for materials in order to return or renew them by those dates. Please familiarize yourself with the Library's circulation policies.

3. Recalls:

If a user places a hold on a material that has already been checked out, the Library will send a return notification to the original borrower, who must then return the material to the Library within 7 days. The minimum loan period is 28 days.

4. Reference materials, periodicals and newspapers are limited to use on library premises only.

Return

All materials borrowed by users must be returned to the circulation counter where they were borrowed before the materials' due date. When the Library is not open, materials borrowed from the Library can be deposited in the return boxes located at the entrance of the library. The return date will be the next day after you return the books.

However, the return date of the materials is based on the records kept in the Library's computer. Users are advised to check their personal online account through the Library's homepage the day after returning their materials to ensure that the materials' return was registered properly.

Renewal

1. You can renew your books beginning 3 days prior to the due date.
2. You can renew your books online.
3. Please note that renewal will not be allowed under the following conditions:
 - (1) item is overdue
 - (2) item is on hold
 - (3) the same item has already been renewed three times.
 - (4) user's borrowing privileges are locked temporarily (i.e., unpaid fine...)
 - (5) too early to renew (only accepted beginning 3 days prior to due date)

Online renewal can be performed as follows:

1. From the main menu of WebPAC, click on "My account".
2. Enter your NTUST ID Card number and PIN (the system default: the same as ID), and then press "Enter."
3. Click on "XX Items currently checked out" to display the list of items on loan to you.
4. To renew all items, click on "Renew All". To renew selected items, check the box(es) against the desired item(s) and then click on "Renew Selected".
5. Note down the new due date or any messages.
6. To prevent other users from tampering with your circulation record, click on "Start Over" to exit from your record.

Online Reserve

Online requests are only accepted if the item has been borrowed by another user (item status: due) or is being held in the library for another user (item status: on hold shelf).

The maximum quota of requests is 5 items.

When your requested book is returned, it will display in your circulation record.

To reserve a book, follow the steps below:

1. Use title, author or call number search to locate the record in Library Catalog.
2. Upon display of the full record on screen, click the "Request" button.
3. Enter your NTUST ID Card number and PIN, and then press "Enter."
4. The message "Your request has been sent to the library" will appear. Click "Start over" to continue.

When the requested item has returned

1. When the requested item has returned, besides displaying it in your circulation record, the Library will also send circulation - pick-up notices for requested items. Users should register a valid e-mail address to receive the notices.
2. All requested items returned will be on the hold shelf for 3 working days. If the requester does not pick up the book during that time period, the item will be moved to the next requester or back to the library stacks.

Overdue

1. Please return all checked out items on or before the due date. If a book is not returned by the due date, it is considered overdue and is subject to overdue fines. Fines for the late return of books borrowed will be charged at the rate of NT\$20 for teaching staff and NT\$10 for others per item per day. The fine will accumulate until the item is returned to the Library.
2. Users with overdue books or unpaid fines cannot check out other materials and will have their library privileges suspended.
3. When students graduate, transfer schools, take leave, or drop out of school, or when faculty members leave, they must return all materials borrowed from the Library. If their library privileges are still suspended at this time as a result of overdue materials, they must pay the amount necessary to restore their privileges before they leave the school.

Replacement of Lost/Damaged Books

1. If the library materials borrowed are lost, the user must report the lost items at the circulation counter of the Library where the items were borrowed before the materials' due date. The user must compensate the Library with a copy of the same material. If a newer edition of the material is available, the user must provide it. For out-of-print materials, users must pay the Library 3 times the value of the lost material as recorded in the Library's database.
2. Users should complete the replacement procedure before the book's due date; otherwise, users will have to pay an overdue fine in addition to providing the replacement book.
3. Replacements will be processed according to library regulations and should be approved by the librarians.

Other

The above details are based on National Taiwan University of Science and Technology Book Loan Regulations.



5.3.4. FAQ

How to get a library card?

The following cards are valid for borrowing in the Library.

1. The official University ID card issued by the Office of Academic Affairs, NTUST.
2. New graduate students and new undergraduates may get their university ID card when they enter the National Taiwan University of Science & Technology.
3. Faculty and postdoctoral researchers may receive borrowing privileges by bringing their university ID card to the library circulation counter to be registered for privileges.

What should I do if I lose my library card?

You should report it immediately to the Library. You will be responsible for any misuse of the card during the period that the loss has not been reported.

How do I borrow books? (Check out)

You may present your official University ID card to check out library books at circulation desks. Please refer to the Loan Quotas and Loan Periods chart above for your detailed loan privileges.

Note: You will not be able to borrow, renew or request books when your account is locked or when there are any overdue books or big fines listed in your account.

How do I renew my books? (Renewals)

Most books can be renewed online by yourself. Renewal will only be accepted beginning 3 days before the due date. After the renewal, the due date will be extended for another general loan period counting from the renewal day. Overdue books cannot be renewed.

Renew materials online by the following steps:

- (1) Go to the library home page and select "My Account"
- (2) Enter the barcode number at the bottom of your student ID card or the barcode number of the borrowing card, (for example, D9506802).
- (3) Enter your password. For students who have not changed their password, please enter your Student ID card number.

Employees of the school should enter their personal identification number.

- (4) Check the boxes next to the materials you want to renew and then press "Renew Selected". You can only renew materials beginning 3 days before they are due, provided that no other user has already placed them on hold.

What happens when someone wants a book I have? (Recalls)

If a hold has been placed on one of your books, you may not renew it. All loaned books are subject to be recalled after 21 days' usage. If one of your library books has been recalled, you will be notified of the new due dates by email. You must return the book by the shortened due date in order to avoid fines.

How can I get circulation notifications from the library?

Access My account and select Modify Personal Info button then key in your email address. After that, you will receive an e-mail notification if your book is overdue, recalled, or the book you requested has returned.

The material I want is already checked out. How can I place a hold on it?

Access the material you would like to place a hold then click on the Request button, and you will be notified by email when the material is returned to the library. Go to the circulation counter on the first floor of the library to pick up the materials, and remember to bring your library card. You must pick up your materials within 3 days of being notified (not including Saturdays, Sundays or school holidays.)

What happens if I lose a book? (Losses)

You must compensate the Library with a copy of the same material. If a newer edition of the material is available, you must provide it. For out-of-print materials, you must pay the Library 3 times the value of the lost material.

If the book is borrowed from other libraries through the Interlibrary Loan Service, the replacement will follow the policies of the individual libraries.

What should I process at the library before my departure from the National Taiwan University of Science & Technology?

You should follow the following departure formalities.

- (1) Return all the materials borrowed from the library.
- (2) All fines should be paid if necessary.

How do I access the library's databases when I am outside the University campus?

Nearly all of the library's databases can be accessed from outside the University campus.

- (1) All faculty, staff, and students of NTUST can to access database off-campus.
- (2) At the left of the library website, you'll see a menu for E-Resources, under which there is a category called " Database Search"
- (3) Please click on " Database Search" and then you can browse or search the database you want to use.
- (4) When you find the database you want, click the database hyperlink.
- (5) Please enter your library account ID number and PIN.
- (6) Once you're authenticated as a valid user ,it will allow you to access database off-campus.

How do I apply for and use the Interlibrary Loan Service?

- (1) All faculty, staff, and students of NTUST can apply for this service.
- (2) If you are a new user of this service, you must apply for an account number and a password. Then you will receive an email confirmation a day after applying for an Interlibrary Loan Service account name and password. Now you can begin to use this service.
- (3) You can use the Union catalog to find out which library has the material you are looking for.
- (4) Send the Interlibrary Loan Service loan request through the Nationwide Document Delivery Service (NDDS)
- (5) Receive the notification.
- (6) Pick up the materials and pay for the documentation on the fourth floor of the Library, at the office of the Readers' Services Department.

5.3.5. How NTUST Students Can Obtain Temporary Reader Privileges and/or Borrowing Privileges at Other Libraries

In addition to the Interlibrary Loan Service described above, NTUST students can also obtain temporary reader privileges or borrowing privileges at the libraries listed below:

1. National Taiwan University Library
2. National Taiwan Normal University Library
3. National Chengchi University Library
4. National Taipei University of Business Library
5. Tatung University Library
6. Taipei Medical University Library
7. Taipei Municipal University of Education Library
8. Tamkang University Library
9. Shih Hsin University Library
10. National Taiwan Ocean University Library
11. Soochow University Library
12. Academia Sinica, Institute of Ethnology Library
13. Academia Sinica, Institute of History and Philology Library
14. Chung Yuan Christian University Library
15. National Taipei University of Technology Library
16. National Central University Library
17. National Open University Library

Temporary Reader Privileges

On entering one of the libraries listed above, NTUST students can obtain temporary reader privileges to consult and use the library's materials while in the library by exchanging their Student ID for a temporary reader card at the designated service desk (circulation, reference, or information desk). When the student is ready to leave the library, their Student ID will be returned when the temporary reader card is handed in.

Borrowing Privileges

On entering one of the libraries listed above, NTUST students can obtain borrowing privileges to take materials out of the library by going to the designated service desk (circulation, reference, or information desk). Upon showing their Student ID, the student will be given a temporary borrowing privileges card. This card must be returned to the library within seven days. During that seven-day period, the student may borrow up to five books, which must be returned within 21 days (30 days at National Taipei University of Technology Library). No renewals or reservation of books will be allowed. Each library's regulations on borrowing books and on overdue, lost or damaged books will be in effect for materials borrowed from that library. A student may have a temporary borrowing privileges card from more than one library at the same time, but only one card per library.

Special Note on E-Resources

Our university library has made a considerable investment in subscription fees to make online databases, journals and other publications available to the entire university community. To locate these resources, go to the Library's English homepage and click on the "E-Resources" link on the left-hand side of the page. You will find there many kinds of materials of use to your studies and research. If you have any problems accessing or using any of the databases or other materials, the Library staff will be glad to provide assistance.

Chapter 6. Extracurricular Activities for International Students

6.1. International Student Associations

There are many student clubs and organizations at NTUST; a base group of 20 members is required to register with the Office of Student Affairs as an official student association. The number of international students at NTUST from several countries and regions has already reached the level that allows them to set up their own official student associations. The names of our currently existing international student associations can be found in the chart below. The latest contact information for the association officers can be obtained at the Office of International Affairs. Links to the websites of our various international student associations and related activities can be found on the OIA English website: <http://www.oia.ntust.edu.tw/>

6.1.1. International Student Associations

Associations

1. Indonesian Student Association
2. Indian Cultural Association
3. Vietnamese Student Association
4. NTUST International Muslim Student Association

6.2. Local Student Associations with an International Focus

There are also several associations of local students who are interested in interacting with and helping our international students on campus. These associations are eager to help newly arrived international students settle into their new life at NTUST and deal with all the procedures involved in establishing one's student status, as well as helping the international student associations with the arrangements for their various activities. This interaction is the real "heart" of NTUST's internationalization. Two of these student groups, which are composed of both local and international students, are especially involved in helping the OIA and the university with receiving international guests and handling international events. The names of these currently existing local student associations, as well as the contact information for the Director of Student Activities in the Office of Student Affairs, can be found below. The latest contact information for the association officers can be obtained at the Office of International Affairs.

6.2.1. Internationally-Oriented Local Student Associations

Associations

1. Association for International Affairs(AIA)
2. Student Ambassadors
3. International Student Service Team

Sheau-Feng Shih, Director, Student Activities Division, Office of Student Affairs
Tel. 02-2737-6129

6.3. International Student Participation in Student Government

The NTUST Student Government has both executive and legislative branches. The executive branch contains an International Affairs Department, primarily responsible for interaction with student governments at universities abroad and also providing help to international student associations on campus with arrangements for their activities and other needs. For the legislative branch, the Student Assembly, NTUST's international students are allowed to elect one representative. The latest contact information for Student Government officers can be obtained at the Office of International Affairs.

Association

Student Government, International Affairs Department



6.4. Regulations and Procedures for Student Clubs/Associations and Their Activities

Note: Regarding the following regulations, please note that the Extracurricular Activities Section in the Office of Student Affairs is now called the Student Activities Division.

6.4.1. Regulations for Student Club/Association Activities

Chapter 1. General Provisions

Article 1. Objectives

NTUST hereby establishes the Regulations for Student Club/Association Activities in order to guide the student clubs/associations and train the students' self-governing, public service and leadership abilities, thus building an excellent school spirit. The Regulations for Student Club/Association Activities are suitable for various clubs/ associations; if there is any contradiction between the Regulations for Student Club/Association Activities and other university regulations, the clubs/associations should follow the university regulations.

Article 2. Club Types

The classification of the student clubs/associations.

1. Autonomous clubs
2. clubs/associations for academics
3. clubs/associations for community service
4. clubs/associations for fellowship
5. clubs/associations for the arts
6. clubs/associations for sports

Chapter 2. Starting a New Club/Association

Article 3. Setting Up a Club

Setting up a club/association requires that at least 20 people sign up and follow the procedures below.

1. After filling out the Application Form for Starting a New Club/Association 「學生組織社團申請表」 at the beginning of each spring semester, the founding members should submit the application form to the Student Activities Division (SAD). They can start to make preparations for the association after getting permission from the university.
2. The founding members should call a preparatory meeting after getting permission for setting up a club/association, then draw up the draft of the club/association's constitution, publicly recruit members and hold a founding meeting within two months.
3. The SAD should be notified in writing two days before the founding meeting.
4. A club/association will be considered officially founded after the person who is in charge of the founding meeting later submits the minutes, the program of activities, the club/association's constitution, the list of officers and the list of members to the SAD for approval and registration within one week after holding the founding meeting.

Article 4. Criteria for Setting Up a New Club

Whoever applies to start a club/association must recognize and accept that if the mission statement and the major content of the activities of the club/association are similar or subordinate to those of currently existing clubs/associations, then the proposed new club/association will be considered to be an expansion of the currently existing club/association, or it will be required to merge with the currently existing club/association. The proposed club/association will not be allowed to be established separately.

Article 5. Associations Guidance Committee

The committee consists of the dean of student affairs, section director of SAD, 2 representatives of the club guidance officers, 1 representative of the student government, 1 representative of the student assembly, 1 representative of the graduate student association, and 3 representatives of clubs. The dean of student affairs will be the chairperson. The three representatives of clubs will be elected by a meeting of club chairpersons at the beginning of the semester. The committee will be convened irregularly and the committee can handle club appeals, club disbanding, and other matters related to student clubs/associations.

Article 6. Club Constitution

The contents of a club/association's constitution should involve the following:

1. The title of the club/association should include the university's name.
2. The mission statement
3. The club/association's location needs to be on campus
4. The qualifications for membership
5. The members' rights and obligations
6. The club/association's organization and the duties of officers and members.
7. The appointment, discharge and terms of office for the chairperson and officers
8. The appointment of counselors and consultants
9. The highest-level decision-making body and various kinds of meetings
10. The procedures for managing expenditures and finances
11. The procedures for the approval and the amending of the club/association's constitution
12. Other provisions

Article 7. Club/Association Counselors

In addition to the guidance received from the Office of Student Affairs, student clubs/associations need to appoint members of the university's faculty as their clubs/associations' counselors. A counselor's term of office is two years and he/she can be reappointed; in principle, each faculty member shouldn't advise more than two clubs/associations.

The chairpersons of the various departments ex officio serve as the counselors of their departments' student associations; the chairperson can designate a faculty member of his/ her department to guide the activities of the student association. The Director of the SAD ex officio serves as the counselor of the Student Government and the Graduate Student Association.

Article 8. Duties of Club Counselors

The Counselors' Duties:

1. Administrative assistance
2. Guidance for the clubs/associations' financial affairs, management of expenditures, and the election and inauguration of officers.
3. Approving the clubs/associations' activities
4. Serving as a guide for a club/association's activities off-campus. The counselor can authorize a faculty member to be a substitute guide when he/she is prevented by other responsibilities from serving in this capacity.
5. Encouraging the exceptional service of the club/association's members or officers by filling out the List of Suggested Members for Special Recognition and submitting it to the SAD at the end of each semester for the determination of award recipients.

Article 9. Club Membership

With the exception of the various department student associations, the membership of which is limited to the students of the particular department, student clubs/associations should be open to all the university's students and can't refuse membership to any NTUST student without proper reasons.

Article 10. Election of Chairpersons and Officers

The clubs/associations' chairpersons and officers have to be elected/re-elected every academic year, and the election has to take place within one month of the end of fall semester each year. The list of newly elected officers has to be submitted to the SAD within one week after the election. The same student can't serve as chairperson of two or more clubs/associations at the same time.

Article 11. The Responsibilities of the Chairperson

The Duties of the Clubs/Associations' Chairpersons

1. The selection of officers and the recruitment of members
2. The planning and promotion of activities
3. Applying for permission to issue publications
4. Calling and leading meetings
5. Managing funds
6. Attending the joint chairpersons meeting held by the SAD
7. Other duties

Before carrying out various duties, the chairpersons have to report to the counselors.

Article 12. Incumbent and Incoming Chairpersons

The incumbent chairperson of a club/association has to conduct an actual, valid handover to the newly elected chairperson, and their accomplishments will be reported as part of the clubs/associations' performance evaluation. If there is a need to elect a new chairman during the academic year, the special election requires the approval of the counselor and must be reported to the SAD of the Office of Student Affairs.

Chapter 3. Club/Association Meetings

Article 13. Types of Club Meetings

The categories of clubs/associations' meetings:

1. The General Membership Meeting (or the General Membership Representatives Meeting)
2. The Interim General Membership Meeting (or the Interim General Membership Representatives Meeting)
3. The Ordinary Meeting

Article 14. Agenda for General Membership Meetings

The General Membership Meeting (or General Membership Representatives Meeting) is the highest-level decision-making body. The following matters have to be approved by the General Membership Meeting:

1. The amendment of clubs/associations' constitutions
2. The election and removal from office of chairpersons
3. The activity program plan, the budget and the final accounting of expenditures
4. Other matters

The chairpersons have to call a General Membership Meeting (or General Membership Representatives Meeting) at least once every semester. The chairpersons of clubs/associations can call Interim General Membership/Representatives Meetings as needed, or as requested by a petition signed by at least one quarter of the membership or representatives. If the chairperson doesn't call the requested Interim General Membership Meeting within two weeks, the members who requested the meeting can call the Interim General Membership/Representatives Meeting on their own after getting permission from the counselors.

Article 15. Counselor Attendance at Meetings

The counselors should be invited to attend the General Membership Meeting (or the General Membership Representatives Meeting) or the Interim General Membership Meeting (or the Interim General Membership Representatives Meeting). Before calling such a meeting, the chairperson should report to the SAD, and representatives of the SAD will be in attendance if needed.

Article 16. Quorums and Voting Thresholds

The final decisions on the contents and amendments of the clubs/associations' constitutions, the expulsion of members and the disbanding of clubs/associations take effect when two thirds of all members are in attendance and three quarters of the attendees agree with the decisions, followed by obtaining the counselor's signature and the submission of the decisions to the SAD.

Article 17. Ordinary Meetings

The various activities held by the clubs/associations should be approved by ordinary meetings, and the ordinary meetings have to be called by the chairpersons or the officers who are in charge of the activities. The final decisions have to be approved by the counselors.

Article 18. Meeting Regulations

All meetings held by clubs/associations should comply with their own rules for meetings as well as these Regulations and those issued by the Ministry of the Interior.

Chapter 4. Club/Association Activities and Holding Events

Article 19. Program Plans and Budgets

The student clubs/associations should draw up the activity program plan and budget for the following academic year by the end of the spring semester in accordance with the university calendar, then submit the plan and budget to the SAD to be used in budgeting the following academic year's subsidies.

Article 20. Applications for Club Activities

Seven days before holding various activities, the clubs/associations should submit the club on-line Application and invite the counselor to attend the activities. Clubs/Associations' activities apply, budget subsidy, equipment, facilities service, posters financial management and other administration support should obey related rule.

Article 21. Off-Campus Activities

If the clubs/associations need to hold activities off-campus or take a trip for sightseeing, the activity has to be led by faculty members. If an activity lasts for a relatively long number of days, it requires parental agreement in written form, without which the activity cannot be held.

Article 22. Communication with Off-Campus Organizations

Before taking up matters with external organizations, clubs/associations should report to the Office of Student Affairs in detail. Clubs/associations aren't allowed to deal on their own with external organizations through written statements or agreements. Such matters should be handled through the university, which alone has the authority to do so. Before inviting outside speakers for academic lectures, coaches or consultants, clubs/societies should first obtain their counselors' approval and the permission of the SAD.

Article 23. Using Campus Facilities for Club Activities

To sign up for the use of classrooms and related facilities for activities, clubs/associations need to fill out the Application Form for Use of Venues 「場地申請表」 in advance and submit it to the Office of Student Affairs, which will make the necessary arrangements. After the activities, the rooms and equipment must be restored to their original condition, the doors and windows should be closed, and the lights and power turned off. If there is any damage to the facilities, the clubs/associations must make restitution according to the university's regulations for compensation for the loss and damage of public property.

Article 24. Scheduling of Activities

Clubs/associations have to hold their activities outside of class hours. The students who attend club/association activities are not allowed to take leave of absence from class except for special circumstances. Every activity has to be held in an open, public manner and holding activities in secret is not allowed.

Article 25. University Required Club Activities

The clubs/associations have the obligation to carry out tasks assigned by the university. "Club Membership Committee" and "Club Membership Institute" are the activities held by SAD for communicating with and training every club's membership. Club/associations have the obligation to attend. Club/associations should appoint a representative to attend if the club chairperson can't attend for some reason, or SAD will decrease the subsidy of those clubs/associations which fail to attend required meetings.

Article 26. Club Posters and Announcements

Before any of the clubs/associations' notices and posters, etc., for activities can be posted in the designated places, the materials have to be taken to the SAD to receive stamps of approval.

And they have to be removed promptly after the activities. Posting notices and posters in nondesignated areas requires the agreement of the management of the buildings.

Chapter 5. Student Clubs/Associations' Expenditures and Financial Management

Article 27. Sources of Club Funding

The sources of clubs/associations' funds include the following:

1. The clubs/associations raise funds by themselves through donations, fund-raising activities, and membership fees.

2. University subsidies: The university gives grants to clubs/associations for the expenses of their activities and equipment based on their grade in the university's evaluation, external assessments, the number of members participating in ordinary activities and how the clubs/associations influence students, the university or society.

Basically, the members of clubs/associations are responsible for their organizations' expenses. Clubs/associations can only apply for subsidy grants from the university when really necessary.

Article 28. Club Financial Statements

Clubs/associations' financial statements have to be reported at the end of every semester to all of their members as well as to the SAD for reference.

Article 29. Management of Club Property

Clubs/associations should include the clubs/associations' current property, funds, seals/stamps, account books and documents among the items to be handed over to newly elected/re-elected officers. The list of the aforementioned items has to be signed by the counselors during the handover and then submitted to the SAD for reference. The SAD is responsible for supervising the clubs/associations' purchase, safekeeping, handover and disposal of their property. If any of the property is found to be damaged or missing, the clubs/associations will be held responsible for the resulting compensation or penalties.

Chapter 6. Evaluation of Clubs/Associations

Article 30. Club Evaluation Policy

The clubs/associations' performance evaluation is carried out under the Evaluation Policy for Clubs/Associations.

Chapter 7. Rewards and Penalties for Clubs/Associations

Article 31. Awards for Club Members and Officers

After various activities, chairpersons can apply, with the counselors' approval, for possible awards for members who participated in the activities, based on their performance.

Article 32. Policy on Closing Down Clubs

Any club/association can be closed down for one of the following reasons:

1. There have no activities for two consecutive semesters.
2. There is no faculty member serving as its counselor.
3. There is no chairperson.

Clubs/associations which have been closed down are not allowed to start up again for at least one year. If the closed down clubs/associations want to function again, they must follow the rules for applying to start a new club/association.

Article 33. Penalties for Prohibited Club Activities/Behavior

Any club/association can be warned, closed down, reorganized or disbanded for one of the following situations, and the people who are involved will be punished according to the Student Rewards and Punishments Policy.

1. Any club/association being involved in illegal actions.
2. Actually using of the name of the club/association to make personal attacks.
3. Raising funds for personal use on and off campus in the name of the club/association.
4. Holding activities that will harm the university's reputation.
5. Holding activities that contradict the mission statement of the club/association.

Chapter 8. Supplementary Provisions

Article 34

Any clubs/associations' constitutions that contradict these regulations are invalid.

Article 35

The Regulations for Student Club/Association Activities will come into effect when approved by the Student Affairs Council and announced by the president. The same holds true for any amendments.

6.4.2. Regulations for the Management of Student Club/ Association Posters and Announcements

Chapter 1. General Provisions	
Article 1	To foster the clubs/associations' active development on campus, maintain the neatness and timeliness of the student bulletin boards and poster walls and actively beautify the campus environment as well as for efficient management, these regulations have been established.
Article 2	The clubs/associations' posters for activities have to be registered and approved by the SAD.
Article 3	All posters put up around campus have to contain the name of the clubs/associations.
Article 4	The contents of posters have to fit their themes. They can't violate national policies and laws, and no written words or pictures of an attacking, inflammatory, commercial or pornographic nature are allowed.
Article 5	Before the posting of any clubs/associations' notices or posters, they have to be submitted to the SAD to receive approval stamps (permission). The approved notices or posters must be posted in designated places (standing bulletin boards); otherwise, they will be removed.
Article 6	Before the posting of the clubs/associations' notices or posters, the contents must be proofread in advance in order to avoid mistakes.
Article 7	Newly posted posters can't cover up other approved posters. Anyone who wants to remove approved posters must obtain permission in advance from the original clubs/associations which posted the approved posters.
Article 8	The clubs/associations are responsible for repairing any damage to their notices or posters; moreover, the posters should be taken down and stored promptly after the event they announce, and the bulletin boards returned to their original condition.
Article 9	Tearing, covering up or destroying approved posters is strictly forbidden. Anyone who violates these regulations will be dealt with by the SAD.
Chapter 2. Detailed Rules for Administration	
Article 1	Posting Period: 7 days; posters with an expiration date have to be removed within one day after the activity.

Article 2

Procedures for poster examination and approval

- 1.The club/association officer responsible for issuing posters must fill out an entry in the Register for the Examination and Approval of Posters海報審核簿.
- 2.The club/association officer responsible for issuing posters should obtain the signature of the person who examines and approves the posters in the last column of the form, thus indicating the person responsible for granting approval.

Article 3

The maximum size of a poster is A2.

Article 4

Approved number of copies of the notice/poster: 2 for the area from the square in front of the Post Office to the square in front of the residence halls, 1 for the Extracurricular Activities bulletin board on the third floor of the Student Center, 3 for the cafeterias and 3 for the residence halls.

Article 5

Explanation of locations for posters: See Attachment 1.

Article 6

Rules for Penalties:

- 1.Any of the following situations for posting posters will be considered in violation of the rules.
 - (1)Posters posted in locations different from those that the clubs/associations applied for originally.
 - (2)Altering the posting period of a poster without permission.
 - (3)Posters lacking an approval stamp from the SAD.
 - (4)Posters remaining on a bulletin board beyond their posting period.The SAD can remove any offending posters and deprive the clubs/associations responsible of the right to post posters for 1 to 3 months for breaking any of the above rules.
- 2.Any violation of Article 4 of the General Provisions (Rules for Posting) and other special situations will be reported to and dealt with by the SAD.

Chapter 3. Supplementary Provisions

- 1.Any notices or posters issued by any administrative department, academic department or the Library need to be examined and stamped with the department's official stamp. Such notices or posters cannot be removed or covered up without permission.
- 2.The posting by designated clubs/associations of written text, notices, posters or signs related to big university events, celebrations or special occasions will be separately regulated by the university and is not subject to these Regulations.

Chapter 4. Rules for Posting

When posting all kinds of approved promotional materials on poster boards or standing bulletin boards, please use transparent tapes or masking tapes. Double-sided adhesive tapes and glue are strictly forbidden.

Chapter 5

These Regulations must be passed by a meeting of the Extracurricular Activities Section. The same is true of any amendments to the Regulations.

Attachment 1

Places	Authorities	
<p>Standing bulletin boards in front of the Post Office and the residence halls (one poster for each bulletin board)</p>	<p>SAD</p>	
<p>Bulletin boards at various cafeterias</p>	<p>Need the SAD approval stamp</p>	 <p>Bulletin board at the First Cafeteria Bulletin board at the Faculty Cafeteria</p> <p>Bulletin board at the Third Cafeteria</p>
<p>Bulletin boards at residence halls</p>	<p>Need the SAD approval stamp</p>	 <p>Bulletin board at the Third Residence Hall Bulletin board at the First Residence Hall</p>
<p>Bulletin boards at various departments</p>	<p>The various department office</p>	

6.4.3. Practical Procedures for Student Club/Association Activities: Applying to Hold an Event, Arranging for a Venue, Processing the Final Expense Report, Putting Up Posters, Borrowing Equipment

Applying to Hold an Event

1. At least 10 days before holding activities (large-scale activities will require more than 10 days' time), the clubs/associations have to fill out the Application Form for Student Club/Association Activities 「社團活動申請表」 with the counselors' signatures and submit it to the SAD along with the activity proposal for examination.
2. If subsidy grants are needed for the activities, please fill out the Budget for Activity Expenses Form 「經費支出預算表」 and list the expense items in detail with explanations.
3. If official university documentation is needed for the activities, please fill out the Application for Official Documentation Form 「公文申請表」. Please discuss the contents of the official documentation with the recipients in advance, then apply for the official documentation after the detailed contents have been agreed on with the recipients.
4. Travel Accident Insurance平安保險 is needed as well as the rental of a legally operated tourist coach for holding activities off campus.
5. Once the Application Form for Activities is approved, the third copy of the Application Form will be returned to the club/association.

Arranging for a Venue

1. Please go to the SAD to arrange to use space on the third floor of the Student Center or Room S201 or Room S101.
2. To arrange to use the Audio-Visual Conference Facility (Auditorium) and RB105, it is necessary to fill out the Application Form for Use of Venues 「場地借用單」. However, before doing so, please go to the General Services Section of the Office of General Affairs to make sure which dates these facilities will be available for. Then submit the application form to the EAS. The General Services Section needs to be notified of any cancellation or changes in the venues applied for so that they can be made available for others' use. The right to arrange to use such facilities in the future will be withdrawn if the General Services Section does not receive such notification.
3. Please go to the Curriculum Development Section of the Office of Academic Affairs (on the first floor of the Administration Building) to arrange to use ordinary classrooms
4. Venues that can be used in the university. Please see the chart at the end of this section.
5. Please take away garbage and return the venues to their original condition after the conclusion of the activities.

Items to Note When Preparing the Final Expense Report

1. Please don't try to save money by going to stores which are not legally registered businesses, because they cannot provide legal invoices/receipts, and the university cannot reimburse expenses that are not backed up by a legal invoice/receipt. Legally registered stores post signs which read, "This store issues Uniform Invoices" or "This store is exempt from issuing Uniform Invoices" at the entrance to their stores.
 2. The receipts issued by the employee consumer cooperatives in various institutions (such as in hospitals) or any commissary stores for military personnel, government employees and educational personnel can't be used to request reimbursement of expenses.
 3. When purchasing items from the on-campus stationery store (located near the 2nd Cafeteria in the basement of the 3rd Residence Hall), if the total comes to more than NTD\$500, ask for a Uniform Invoice; if the total is under NTD\$500, ask for a receipt.
 4. When applying for subsidy grants for insurance premiums, in addition to the payment receipt, a list of the people insured should also be attached.
 5. The buyer's title shown on the Uniform Invoice or receipt has to be the full Chinese name of NTUST (國立臺灣科技大學), and the name of the club/association cannot be added on. To prevent factories and stores from making mistakes, the title can be left blank intentionally for the university to use a stamp with the Chinese name of NTUST.
 6. The description of valid invoices/receipts is as follows:
 - (1) Uniform Invoices produced by cash registers: Explain the name, the quantity and the unit price of each item in pencil.
 - (2) 3-copy Uniform Invoices: The name, the quantity and the unit price of each item has to be listed and 2 copies of the invoice have to be submitted.
 - (3) 2-copy Uniform Invoices: The name, the quantity and the unit price of each commodity has to be listed and 1 copy of the invoice has to be submitted.
 - (4) Receipts: The following information must be shown on the receipt: "Exempt from Using Uniform Invoice Number," the store's stamp and the owner's personal stamp (The personal stamp isn't needed if the store stamp includes the owner's name).
- ✎ The store's stamp is not needed on Uniform Invoices produced by cash registers to avoid covering up the contents of the invoice.
- ✎ Any change of the amount of a price written in complex Chinese numerals is invalid; therefore, a new invoice is required to make a change. But any change written in Arabic numerals/ordinary Chinese numerals can be accepted with the owner's stamp beside the change.
- ✎ Receipts can't be used in place of invoices if the stores are authorized to issue invoices.
- ✎ Purchasing goods that cost more than NTD\$6,000 from one store requires first obtaining quotations from 2 stores; purchases costing more than NTD\$10,000 require quotations from 3 stores.
- ✎ When purchasing a variety of different items, the names, the quantities and the unit prices have to be described in detail on the invoices/receipts. Such descriptions as "one lot of stationery items" are not allowed.

Available Equipment

項目 / Items	備註 / Remarks
全套演唱用音響 / a whole set of karaoke-style stereo equipment for singing performances or lectures	1套 / 1 set
組合式舞台/assembly kits for stages	8組 / 8 sets
園遊會屋形帳篷 / House-shaped tents for exhibitions	10組 / 10 sets
固定帳篷之沙袋 / sandbags for stabilizing tents	向營建系借 / Borrow from the Department of Construction Engineering
護貝機 / Laminating machine	1個 / 1
CALL機 / Walkie-talkie	4支 / 4
椅子/ chairs	向體育室借 / Borrow from the Physical Education Office
長梯 / long ladder	向總務處事務組借 / Borrow from the General Services Section of the Office of General Affairs
手推車 / trolley	向總務處事務組借 / Borrow from the General Services Section of the Office of General Affairs
路標架 / direction sign holder	向總務處事務組借 / Borrow from the General Services Section of the Office of General Affairs
旗竿 / flagpole	向總務處事務組借 / Borrow from the General Services Section of the Office of General Affairs
旗座 / flagpole holder	向總務處事務組借 / Borrow from the General Services Section of the Office of General Affairs
其他視聽器材 / other audio-visual equipment	向視聽中心洽詢 / ask at the Audio-Visual Section (Library Basement—side entrance)

Poster Posting

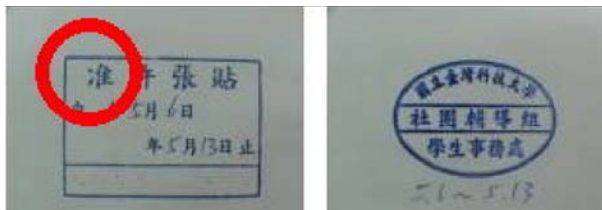
Correct Method:



1.If the size of a poster is no bigger than A2, post it within the frames of the bulletin board.



2.Use transparent tapes



3.Only the two kinds of approval stamps shown below are valid. Posters with any other kind of stamp will be taken down.

Incorrect Method:



- 1.Posting over another poster
- 2.The poster isn't posted within the frames of the bulletin board.
- 3.Using non-transparent tapes
- 4.The poster hasn't been examined and approved by the SAD.

Available Venues

Venues	演講廳 RB105
Location	綜合研究大樓一樓 / The first floor of Research Building
Capacity	428 persons
Contact	總務處事務組 / General Services Section of the Office of General Affairs
Remarks	每月第二、四週週六為保養日，不開放。 Closed for maintenance on the 2nd and 4th Saturdays of every month
<hr/>	
Venues	視聽館 / Audio-Visual Conference Facility (Auditorium)
Capacity	187 persons
Contact	總務處事務組 / General Services Section of the Office of General Affairs
TRemarks	每月第二、四週週六為保養日，不開放。 Closed for maintenance on the 2nd and 4th Saturdays of every month
<hr/>	
Venues	階梯教室 / Auditorium-style classroom
Location	體育館S101 / Gymnasium S101
Capacity	144 persons
Contact	社團輔導組
<hr/>	
Venues	階梯教室 / Auditorium-style classroom
Location	工管大樓IM100 / Management Building IM100
Capacity	159 persons
Contact	工管系 Department of Industrial Management
<hr/>	
Venues	階梯教室 / Auditorium-style classroom
Location	T2 -102
Capacity	144 persons
Contact	課務組 / Curriculum Development Section of the Office of Academic Affairs
<hr/>	
Venues	階梯教室 / Auditorium-style classroom
Location	T3 - 407
Capacity	120 persons
Contact	課務組 / Curriculum Development Section of the Office of Academic Affairs
<hr/>	
Venues	階梯教室 / Auditorium-style classroom
Location	T3 - 406
Capacity	92 persons
Contact	課務組 / Curriculum Development Section of the Office of Academic Affairs
<hr/>	
Venues	階梯教室 / Auditorium-style classroom
Location	T3 - 311
Capacity	120 persons
Contact	課務組 / Curriculum Development Section of the Office of Academic Affairs
<hr/>	
Venues	階梯教室 / Auditorium-style classroom
Location	T3 - 310
Capacity	92 persons
Contact	課務組 / Curriculum Development Section of the Office of Academic Affairs
<hr/>	

6.4.4. Guidelines for Subsidizing the Expenses of NTUST Student Club Activities

Enacted April 21, 2008
Revised April 29, 2010
Revised January 10, 2012

1. These Guidelines have been established for the purpose of guiding NTUST's students in managing the expenses for their club/association activities so that the clubs will operate and develop effectively while improving the quality of the activities.
2. Basic principle for subsidies: Funding for club activities should be principally raised by the club itself. With the exception of service activities and activities carried out at the direction of the university, all funding subsidies will be partial subsidies only.
3. Qualifications to apply for subsidies:
 - (1) The student club/association must be officially established and registered with the university.
 - (2) The club/association must be operating normally and have received at least a third-level grade during the student club/association evaluations.
 - (3) The club must have no violations of regulations on record during the previous semester. (Such violations include those relating to applications to hold activities, submission of final expense reports, management of club service or administrative activities, etc.)
 - (4) At the end of the previous semester or the beginning of the current semester, the student club/association must have submitted a schedule of its upcoming activities and a budget for club expenses. Any club that has not submitted these materials will not be eligible for any subsidies for the current semester.
4. Items that can be subsidized:
 - (1) Club/association activity expenses:
 - a. Fees for advisors or coaches: The application should be made by the actual advisor or coach, using the Lecturer Information Form. In principle, each advisor/coach can be paid 6 times per semester, NT\$1,000 each time. In special circumstances, approval can be granted for at most 2 additional paid sessions. Clubs that have passed the club evaluations will be allowed to apply for an additional 2 paid sessions (for a total of 10).
 - b. Lecturer/referee/contest judge fees: Once per semester, with an upper limit of NT\$2,500.
 - c. Expenses for participation in off-campus competitions: For ordinary competitions, subsidies can be provided for registration fees, insurance, transportation expenses (mainly for MRT or train tickets), with an upper limit of NT\$3,000. National competitions or those involving four or more schools are considered to be major competitions, and subsidies will be provided on a case by case basis.
 - d. Publications: Publications to be distributed only to club members can be subsidized only once per semester, with an upper limit of NT\$4,000. Publications to be distributed to the entire campus can apply for subsidies on a case by case basis.
 - e. Expenses for contests and competitions: To be eligible for a subsidy, the contest/competition must have at least 15 students (or at least 4 teams) participating. Subsidies will be given based on the size and scale of the competition. National competitions or those involving four or more schools are considered to be major competitions, and subsidies will be provided on a case by case basis.

- f. Service activities: Subsidies will be provided on a case by case basis.
- g. Winter/summer vacation club officer training sessions: One such activity per year can be subsidized. The amount of the subsidy will be based on the number of participants.
- h. Major activity expenses: A “major activity” is one where the participants are not limited to only club/association members. Subsidies will be granted based on the actual amount requested and the size of the activity.

(2) Equipment and facilities expenses:

Clubs/associations can apply for subsidies for equipment/facilities expenses seen as necessary for the club/association’s development. Subsidies will be granted based on the perceived necessity of the equipment and the club/association’s regular evaluation grades.

5. Regulations concerning the process for subsidy applications and expense verification

(1) Applications:

- a. For ordinary activities (Ex.: club class/training sessions) ,please submit the activity proposal and subsidy application one week before the date of the activity; for major activities (those seeking overall subsidies of NT\$20,000 or more) applications must be submitted two weeks in advance. The Student Activities Division of the Office of Student Affairs has the right to refuse subsidies to late applications.
- b. The application should include a complete description of income and expenses (including the funding that the club/association itself will provide).

(2) Expense verification:

- a. Within two weeks of the completion of the activity, a final report must be made. This report should include a detailed, full accounting of the activity expenses, a report on the actual performance and results of the activity, photographs from the activity, standard receipts/invoices to support all expense payments, and the Final Expense Report Form. All of this information should be submitted as one report to the Student Activities Division.
- b. The actual expenses must match the expenses listed in the original application.

6. Standards for subsidies:

- (1) Insurance: The total insured amount in all cases should not exceed NT\$1,000,000; a list of the names of those insured should be submitted with the Final Expense Report.
- (2) Food and consumables expenses: These categories will not be subsidized. In the case of national competitions or activities carried out at the direction of the university, applications will be considered on a case by case basis.
- (3) Transportation expenses: Gas expenses for cars will not be subsidized. Generally, the standard for subsidy will be the cost indicated on MRT or train ticket stubs. Special situations where it is necessary to rent a bus or van will be considered on a case by case basis.
- (4) Phone cards or other stored-value cards will not be subsidized.
- (5) Competition/contest expenses: Upper limit for bookstore gift certificates or other prizes of similar value: First prize NT\$1,500; Second prize NT\$1,200; Third prize NT\$1,000.
- (6) Printing expenses:
 - A4, black and white: 50 sheets per activity. Submit an application to the Student Activities Division.
 - A2, color: 3 sheets per activity.

All other printing expenses will not be subsidized. The club/association should provide its own funding.

(7)Activities which charge an admission fee will not be subsidized.

7. Supplementary Provisions

These Guidelines can be revised by a meeting of the Student Activities Division, and will be announced and go into effect upon approval by a meeting of those responsible for student clubs/associations..

6.4.5. Office of International Affairs Guidelines for Applying for Subsidies and Other Assistance for International Student Activities

1. Applying for Subsidies for International Student Activities

- (1) To apply for a subsidy for the expenses of an international student activity, application must be made at least 20 working days before the date of the activity by filling out the Budget Request for Activity Planning Form and submitting it to the Office of International Affairs. Subsidy applications for major activities must also include the activity proposal.
- (2) If an advance loan is necessary to pay for expenses before the activity is to be held, the application must be submitted 30 working days before the date of the activity, to allow time for processing within the university administration.
- (3) The Budget Request for Activity Planning must be approved by the university before funds can be obtained and the activity can be held.
- (4) Any adverse consequences of late applications are the responsibility of the applicant.



2. Subsidy Guidelines

- (1) Activities for which the Office of International Affairs can provide subsidies:
 - a. Activities open to the entire university
 - b. Activities carried out jointly by at least two international student associations
 - c. Off-campus activities at which NTUST's international students will represent the university
- (2) The types of activities for which the Office of International Affairs will not provide subsidies can be found listed in Article 42 of the Office of Student Affairs Regulations for Student Club/Association Activities (Please refer to Section 6.4.1. above).
- (3) When applying for a subsidy, the international student association must present a detailed budget, and only after the application and activity budget have been approved can the funds be obtained. The student association may not exceed the proposed budget or change the budget items and may not seek reimbursement for budget overruns or changes after the activity has been held.

3. Arranging for a venue for the activity

To arrange for a venue for the activity, please refer to 6.4.3. Practical Procedures for Student Club/Association Activities: Arranging for a Venue above.

4. Activity Final Expense Report

- (1) The Final Expense Report must be submitted within two weeks of the completion of the activity.
- (2) Please fill out the Final Expense Report Form and submit it along with the standard receipts/invoices to support all expense payments (stapled or attached with paper clips to the form). The receipts/invoices cannot be attached to any other document or piece of paper.
- (3) Please fill out the International Student Activity Performance and Results Report Form and submit it to the Office of International Affairs along with at least five photographs of the activity. If the activity is a contest or competition, please submit a list of the rankings for each event of the competition. If award certificates are needed for the winning competitors, please fill out and submit the International Student Competition Award Certificate Application Form so that the award certificates can be properly prepared.
- (4) When applying for a subsidy for meals provided to students working on activity preparations, please include a list of the students participating, signed and stamped with the personal seal by each student who received a meal.

5. Items to note when preparing the Final Expense Report

Please refer to 6.4.3. Practical Procedures for Student Club/Association Activities: Items to Note When Preparing the Final Expense Report above.

6. Questions and Forms

If our international students have any questions about organizing an activity or applying for subsidies, or if they need any of the forms mentioned above, they are welcome to come to the Office of International Affairs for assistance.

Chapter 7. FAQ

Registration and Choosing Courses

- Q.** What are the procedures for registration and how do I choose my courses?
A. Please refer to Chapter 3. Registration Procedures
- Q.** Can I register for courses offered by other universities? What are the procedures for this?
A. Please refer to Chapter 3, Section 3.3. Guidelines for Selecting Courses Offered by Other Schools

Visa and ARC Problems

- Q.** I need to change my Visitor Visa into a Resident Visa. How do I do that?
A. Please refer to Chapter 4, Section 4.1. Resident Visa.
- Q.** How do I apply for my ARC?
How long is my ARC valid for?
If I am going home for summer vacation, can I extend my ARC before I leave? Will I need a Re-entry Permit to return to Taiwan?
A. Please refer to Chapter 4, Section 4.2. Alien Resident Certificate.
- Q.** How do I apply for an emergency extension of my ARC if the oral defense exam for my thesis/dissertation will be close to the July 31 deadline?
A. Please Refer to Chapter 4, Section 4.2. Alien Resident Certificate: Other Points to Note

Transportation and Life in Taiwan

- Q.** Where can I find the latest news about Taiwan and upcoming events?
A. Please refer to Chapter 2, Section 2.3.1.6.1. Exploring Taipei and Taiwan, Taiwan News in English.
- Q.** How do I go about arranging a guided tour for myself and my friends? Are there discounts available?
A. Please refer to Chapter 2, Section 2.3.1.6.1. Exploring Taipei and Taiwan.
- Q.** What should foreigners keep in mind when traveling in Taiwan?
A. Please refer to Chapter 2, Section 2.3.1.6.1. Exploring Taipei and Taiwan, Advice and Info from the OIA.
- Q.** Where can I find information about what I should do to prepare for and respond to typhoons and earthquakes?
A. Please refer to Chapter 2, Section 2.3.1.6.2. Typhoon and Earthquake Preparedness

Scholarship and Subsidy Information

- Q.** Where I can find information about the scholarships available to international students at NTUST?
- A.** Please refer to Chapter 2, Section 2.1.1. Scholarships
- Q.** What do I need to do to begin receiving my scholarship?
- A.** Please refer to Chapter 2, Section 2.1.1.5. How to Begin Receiving Your Scholarship
- Q.** I've been invited to present a paper at an international conference abroad. Are there any subsidies available for the trip?
- A.** Please refer to Chapter 2, Section 2.1.1.6. Subsidies for Graduate Students Attending International Conferences.
- Q.** Are there scholarships available for fourth and fifth year Ph.D. students?
- A.** Please refer to Chapter 2, Section 2.1.1.4. Fourth and Fifth Year International Ph.D. Student Scholarship..

Dormitories and Dining Facilities

- Q.** Where can I find information about the NTUST dormitories?
- A.** Please refer to Chapter 2, Section 2.3.1.1. Dormitory Living
- Q.** My religious/cultural beliefs require that I avoid certain foods. Is it possible to do this while eating at the university's dining facilities?
- A.** Please refer to Chapter 2, Section 2.3.1.3. Dining
- Q.** Are students allowed to have refrigerators and use cooking equipment in their dorm rooms?
- A.** No, for safety reasons, students are not allowed to have refrigerators or to cook in their dorm rooms. For further information, please refer to Chapter 2, Section 2.3.1.1.1. Information on Dormitories, Notes and Section 2.3.1.1.2. Dormitory Regulations of NTUST.

National Health Insurance Program and the On-Campus Outpatient Clinic

- Q.** I need more information about the National Health Insurance Program and how to use my NHI card.
- A.** Please refer to Chapter 2, Section 2.1.2. National Health Insurance (NHI) Program for Overseas and International Students
- Q.** I have brought my family members to Taiwan with me. How do I enroll them in the National Health Insurance Program?
- A.** Please refer to Chapter 2, Section 2.1.2. National Health Insurance (NHI) Program for Overseas and International Students

- Q.** Is there a clinic on campus where I can see a doctor or get emergency treatment if necessary?
- A.** Please refer to Chapter 2, Section 2.3.2.2. Outpatient Clinic and Section 2.3.2.2.1. Operating Hours of the University Outpatient Clinic, Health Emergencies Outside of Clinic Hours.
- Q.** When I am off campus or traveling, how do I use my NHI card? Can I be reimbursed for medical expenses that I pay for myself? What if I need a translator to help me talk with the doctor?
- A.** Please refer to Chapter 2, Section 2.1.2. National Health Insurance (NHI) Program for Overseas and International Students
- Q.** If there is an epidemic in Taiwan, does the university have special policies to protect students' health?
- A.** Please refer to Chapter 2, Section 2.3.2.2.2. Modern Epidemics.

Computer and Network Services

- Q.** How do I connect my computer to the campus network from my dorm room?
- A.** Please refer to Chapter 5, Section 5.2.4.1. Wired Networks.
- Q.** How do I apply for a campus wireless network account?
- A.** Please refer to Chapter 5, Section 5.2.4.2. Wireless Networks.
- Q.** What other services does the Computer Center provide?
- A.** Please refer to Chapter 5, Section 5.2. Computer Center.
- Q.** How can I sign up to use the Taipei City Wireless Network?
- A.** Please refer to Chapter 5, Section 5.2.5. Taipei City Free Wireless Network

Library Services

- Q.** How can I obtain access to the materials and services of other university libraries in Taiwan?
- A.** Please refer to Chapter 5, Section 5.3.5. How NTUST Students Can Obtain Temporary Reader Privileges and/or Borrowing Privileges at Other Libraries.
- Q.** Does the NTUST Library provide access to professional databases, online journal archives and other e-resources?
- A.** Please refer to Chapter 5, Section 5.3.5. Special Note on E-Resources.

Sports Facilities

- Q.** What sports facilities does the university have and when are they available?
- A.** Please refer to Chapter 2, Section 2.1.2. National Health Insurance (NHI) Program for Overseas and International Students

Student Club/Associations Activities

- Q.** I'd like to set up a new student club. How do I do this?
A. Please refer to Chapter 6, Section 6.4.1. Regulations for Student Club/Association Activities.
- Q.** The student club I belong to wants to hold an event on campus. What is the procedure for this?
A. Please refer to Chapter 6, Section 6.4.3. Practical Procedures for Student Club/Association Activities: Applying to Hold an Event.
- Q.** Where can we hold our event on campus? How do we sign up to use a venue?
A. Please refer to Chapter 6, Section 6.4.3. Practical Procedures for Student Club/Association Activities: Arranging for a Venue.
- Q.** Does the university have regulations about putting up posters for student activities?
A. Please refer to Chapter 6, Section 6.4.2. Regulations for the Management of Student Club/Association Posters and Announcements and Section 6.4.3. Practical Procedures for Student Club/Association Activities: Putting Up Posters.
- Q.** If we need some equipment for our activity, where can we borrow it?
A. Please refer to Chapter 6, Section 6.4.3. Practical Procedures for Student Club/Association Activities: Borrowing Equipment.
- Q.** Does the university provide subsidies for the expenses of student clubs/associations? How does a club/association obtain a subsidy?
A. Please refer to the following sections in Chapter 6:
6.4.1. Regulations for Student Club/Association Activities.
6.4.3. Practical Procedures for Student Club/Association Activities: Processing the Final Expense Report.
6.4.4. Guidelines for Subsidizing the Expenses of NTUST Student Club Activities.
6.4.5. Office of International Affairs Guidelines for Applying for Subsidies and Other Assistance for International Student Activities.

Academic Calendar

- Q.** Where can I find the English version of the latest NTUST Academic Calendar?
A. Check the English homepage of the Office of International Affairs:
<http://www.oia.ntust.edu.tw/>
or the English homepage of the Office of Academic Affairs:
<http://www.admission-e.ntust.edu.tw/front/bin/home.phtml>

Work Permits

- Q.** In what situations would I need a work permit, and how do I apply for one?
A. Please refer to Chapter 4, Section 4.3. Work Permit.