

# 師大

National  
Taiwan  
Normal  
University

Fall Exchange Student Handbook



# 2014

國立臺灣師範大學  
秋季班交換生手冊

 國立臺灣師範大學國際事務處  
-Office of International Affairs, NTNU-

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Dear Exchange Student,

Congratulations on being accepted as a National Taiwan Normal University (NTNU) exchange student! On behalf of the entire Office of International Affairs (OIA) staff, welcome to NTNU and Taiwan! We hope that this semester or academic year will be educationally enriching and personally rewarding for you. The information below will assist you make preparations for your study here. Here at OIA, we are busy making preparations for the exchange program, and we stand ready to answer your questions and help you in any possible way we can. Wish you a safe journey to Taiwan and look forward to meeting you soon!

Sincerely,

Office of International Affairs

## **1. ADMINISTRATIVE REGISTRATION**

To complete your registration, please visit the following offices during the required schedule.

### ■ Office of International Affairs (OIA)

- ※ Registration: Aug. 25 & 26, 2014
- ※ Orientation: Aug. 28, 2014

### ■ Mandarin Training Center (if applicable)

- ※ Registration and placement test: Aug. 27 & 28, 2014

Please go to <http://web.mtc.ntnu.edu.tw/mtcweb/> for more detailed information

### ■ Requirement Documents



- ※ Admission Letter in Chinese
- ※ Admission Letter in English
- ※ MTC Admission Letter(if applicable)
- ※ Proof of Health Insurance
- ※ Participation Agreement

■ Students who register after the new student registration dates indicated on the MTC Academic Calendar will be charged a late registration fee.

## **2. ACCOMMODATION**

- ※ A dorm room has been assigned and reserved for you. (For transportation information, please see page16-17). Please go to the front desk of your arranged dorm to collect the key.
- ※ Move-in Date: Aug. 29, 2014
- ※ Accommodation rates are varied and subject to change, ranging from NT\$12,000 to NT\$15,000 for per semester. The accommodation fee waiver will be based on the student exchange agreement between NTNU and your university. Security deposit of NT\$1,000 will be required to pay upon check-in. To ask for the refund, please inform the dormitory administration at least 2-3 weeks before you leave.

※ Dormitory type

Type	4~6 beds dorm	
Photo		
Note	Utilities bills are not included in the accommodation fee.	

※ Dormitory notice

1. Bedroom and bed assignment:	Please use the assigned bedroom and bed and do not change bedrooms and beds without proper authorization. Violator will be revoked of the right to be a resident of the hall and is subject to administrative penalty.
2. Security and safety:	Please lock and handle your personal valuable belongings with care. It is allowed to use your own locks for the bedroom door and closets. For safety reasons, it is forbidden to use electronic appliances (except computers) in the bedroom.
3. Dormitory entrance control:	A student ID or magnetic card is required to enter/exit the dormitory.
4. Receiving guests:	Residents are advised to receive the guests in the guest reception room.
5. Laundry:	Coin laundry and dryers are provided.
6. Maintenance:	The residents are responsible for safekeeping and maintenance of public properties. In case of damage and loss, the resident is responsible for compensation. For public property damages, please come to the first floor reception to fill out a maintenance request. Consumption materials can be supplied according to related rules. In case of personal use or careless damage of public properties, the resident is responsible for compensation. For bedroom public properties or damage for unknown reason, the whole bedroom is responsible for compensation.
7. Telephone:	Each bedroom has n telephone extension as posted on the bulletin boards or behind the bedroom door.
8. Dormitory network:	Each bedroom is equipped with computer network sockets. The residents can setup the computer network configurations to use them. However, illegal Web server setup or download is forbidden as a violation to intellectual property. The configuration process is given by the Computing Center and posted on the bulletin boards.

### **3. COURSE ENROLLMENT**

#### ■ Course Enrollment Process

- ※ Online Course Selection period: Sep. 1-Sep.4, 2014
- ※ Drop/add period (Course Selection Form): Sep. 9-Sep.22, 2014

#### ■ Login Account and Password

- ※ To browse the current semesters' courses, please visit our website at:  
<http://courseap.itc.ntnu.edu.tw/acadmSL/index.jsp>
- ※ The log-in account is your student number (e.g. 99999001), and the password is your passport number.

#### ■ Course Enrollment notice

- ※ Submit your course enrollment form to Ms. Nicole Hsiung (International Student Advisor, OIA) with lecturer's signature.

#### ■ Course Information and Enrollment Website

- ※ For more information of schedule of courses, please visit our website at:  
<http://courseap.itc.ntnu.edu.tw/acadmOpenCourse/index.jsp> (Chinese version)  
<http://www.ntnu.edu.tw/aa/courseweb.html> (Chinese version)
- ※ <http://course.ntnu.edu.tw/course/indexNewEng.html> (English version)

### **4. HEALTH INSURANCE**

NTNU requires each exchange/visiting student to purchase insurance for the entire period of your stay in your home country prior to your arrival in Taiwan. All prospective exchange/visiting students must show proof of insurance by Registration Day or purchase the other health insurance plan. Exchange students who are ARC holders and who have met the four month minimum residency requirement must purchase the National Health Insurance (NHI) plans with limited coverage. For those whose exchange program is less than 6 months, you are required to carry your own medical and accident insurance plans valid for the whole exchange period.

### **5. ACADEMIC CALENDAR**

- ※ Fall Term: September 2014 – January 2015
- ※ Spring Term : February 2015– June 2015
- ※ Winter Holiday: January 12, 2015 – February 24, 2015
- ※ Please refer to the enclosed semester calendar for more details.

# National Taiwan Normal University Calendar

(Approved by the University's 343th administrative meeting)

Fall Semester 2014 (August 1, 2014 to January 31, 2015)

Month	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Action Item
August    2014						1	2	3	1 (1)First day of the Fall Semester 2013
		4	5	6	7	8	9	10	<b>(2)2/3 completion of Summer courses for the Master's Degree of Continuing Education Program(MDCEPS)</b>
		11	12	13	14	15	16	17	11-14 Class selection stage 1
		18	19	20	21	22	23	24	<b>14 Last day of summer program</b>
		25	26	27	28	29	30	31	<b>15 Deadline for suspending application of MDCEPS</b> <b>18-25 Online preliminary screening for the MDCEP</b> 21-23 Class selection stage 2 29 Deadline for tuition payment and registration for new graduate students 30 New students moving into dormitory <b>31 End of the Degree Conferring Exam for students in the MDCEPS</b>
September		1	2	3	4	5	6	7	<b>1 (1)Last day for submission of finalized theses from 102-2 graduate students who are graduating this year (excluding 103MDCEPS students)</b>
	1	8	9	10	11	12	13	14	<b>(2)Last day for submission of grades for the MDCEPS</b>
	2	15	16	17	18	19	20	21	1-16 Application for waiver of credits
	3	22	23	24	25	26	27	28	1-4 Class selection for new students
	4	29	30						2-5 (1) New students' orientation (2) New students' parents workshop (3) Orientation for graduate students 2-23 Commencement of application for taking courses at other educational institutions and/or 5 Last day of summer vacation <b>8 Mid-Autumn Festival (School is closed for one day)</b> 9 (1)First day of school (2)First day to add/drop courses (3)Deadline for tuition payment & registration (4) Last day for new students to apply for detaining eligibility for admission <b>11-12 Registration for the DPPOCS</b> <b>13-14 Exemption Policies for University Foundation Courses</b> <b>15-16 Orientation for new students of the DPPOCS</b> 17 (1)Guidance Counselors' Meeting <b>(2)First day of school for the DPPOCS</b> 22 Last day to drop courses 23 Last day to add courses 24 (1)Teacher Education and Careers Service Meeting (2)University faculty review committee <b>30 Last day for graduating students in the 2014 MDCEPS to submit their finalized theses</b>
October	4			1	2	3	4	5	1 (1)The 345th Administrative Meeting (2)Student Affairs Meeting
	5	6	7	8	9	10	11	12	8 General Affairs Meeting
	6	13	14	15	16	17	18	19	<b>10 National Day (School is closed for one day)</b>
	7	20	21	22	23	24	25	26	15 (1)Curriculum Committee Meeting (2)Academic Affairs Meeting
	8	27	28	29	30	31			18 Completion of curricula by one-third 22 Weekly Meeting at the Linkou campus <b>25 International Culture Festival (for the Linkou campus)</b> 29 (1)University Affairs Research and Development Committee Meeting (2)International Affairs Meeting



November	8						1	2	3-9 Midterm examination
	9	3	4	5	6	7	8	9	10-27 (1)Application period for withdrawal from classes
	10	10	11	12	13	14	15	16	(2)Application for early graduation
	11	17	18	19	20	21	22	23	12 University Affairs Meeting
	12	24	25	26	27	28	29	30	12-14 Mid-term examination for the DPPOCS 19 (1)University faculty review committee (2)Research and Development Meeting 21-22 University-wide Sports Day (no class) 26 The 346th Administrative Meeting 28 (1)Application for Master's/Doctoral thesis defense ends (2)End of review for direct pursuit of the PhD degree 29 Completion of curricula by two-thirds
December	13	1	2	3	4	5	6	7	8-26 Application for to apply for extension of study( undergraduate students)
	14	8	9	10	11	12	13	14	17 (1)Curriculum Committee Meeting (2)Academic Affairs Meeting
	15	15	16	17	18	19	20	21	24 University faculty review committee
	16	22	23	24	25	26	27	28	
	17	29	30	31					
January 2015	17				1	2	3	4	1 New Year's Day(School is closed for one day)
	18	5	6	7	8	9	10	11	2 Application deadline for suspending studies
		12	13	14	15	16	17	18	2-8 Final in-class test
		19	20	21	22	23	24	25	9 Joint Final Exam for Common Subjects, Chinese and English (I)
		26	27	28	29	30	31		12 (1)First day of winter vacation (2)Announcement of the syllabus for the 2nd semester 12-14 Final exam for the DPPOCS 19 (1)First day of winter vacation for the DPPOCS (2)Chinese feast for ancestor worship 23 Last day of submission of grades for the semester 26-29 Class selection stage 1 31 (1)Master's/Doctoral thesis defense ends (2)End of the Fall Semester

**Note: (1)** In case of special conditions, this calendar shall be adjusted to comply applicable laws. (2) When there are separate regulations governing the recruiting test for the PhD program, the recruitment brochure shall be followed. (3) For the Weekend Class of the Master's Degree of Continuing Education Program (MDCEP), in case the university is closed due to national holidays, election days, and typhoons, the curricula will be postponed one week further automatically without separate notification. (4) Class time for the Weekend Class of the MDCEP is highlighted in light gray in this calendar. (5) MDCEP related issues are highlighted by bold black characters, while those for the DPPOCS are indicated by blue color text.

## 6. TRANSPORTATION AND MAPS

### -Taiwan Taoyuan International Airport to Main Campus-

#### ※ MRT(Mass Rapid Transit)

Buses run frequently between the airport and Taipei city (about a 1-hour bus ride). Get off at the Taipei Main Station, from where you can take the MRT.

1. Take the Xindian Line (green line) or Nanshijiao Line (yellow line)
2. Get off at Gu-ting Station.
3. Take the Exit 4.
4. Walk alongside Heping East Road for 10 minutes (Main Campus is located at : 162, HePing East Road Section 1, Taipei)

*Metropolitan and Regional Suburb Transfer:*

<http://www.taoyuan-airport.com/english/Publish.jsp?cnid=100150>

*Route Map of MRT:* <http://english.trtc.com.tw/ct.asp?xItem=1056373&CtNode=27496&mp=122032>

#### ※ Taxi

Taxi ranks are outside the Arrival Lobby and services are available 24 hours a day. Airport taxis to Taipei city charge a flat rate of TWD 1,200 (highway tolls included and should pay in NTD). A night time surcharge may apply after 11:00 PM. It takes around 1 hr to arrive at the school front gate. (Main Campus is located at: 162, Section 1, Heping East Road, Taipei City)

### -Taipei SongShan Airport to Main Campus-

#### ※ MRT(Mass Rapid Transit)

Take MRT Muzha-Neihu Line from Taipei Songshan Airport Station, and get off at Zhongxiao Fuxing Station and transfer to Taipei Main Station. Then take Xindian Line (green line) or Nanshijiao Line (yellow line) and get off at Gu-ting Station. Take Exit 4 and walk alongside Heping East Road for 10 minute and you will reach the main campus.

#### ※ Bus

Take Bus Route 254 outside of MRT Taipei Songshan Airport Station and get off at Shi-da Stop or Route 214 and get off at Jin Shan Da Xia Stop.

#### ※ Taxi

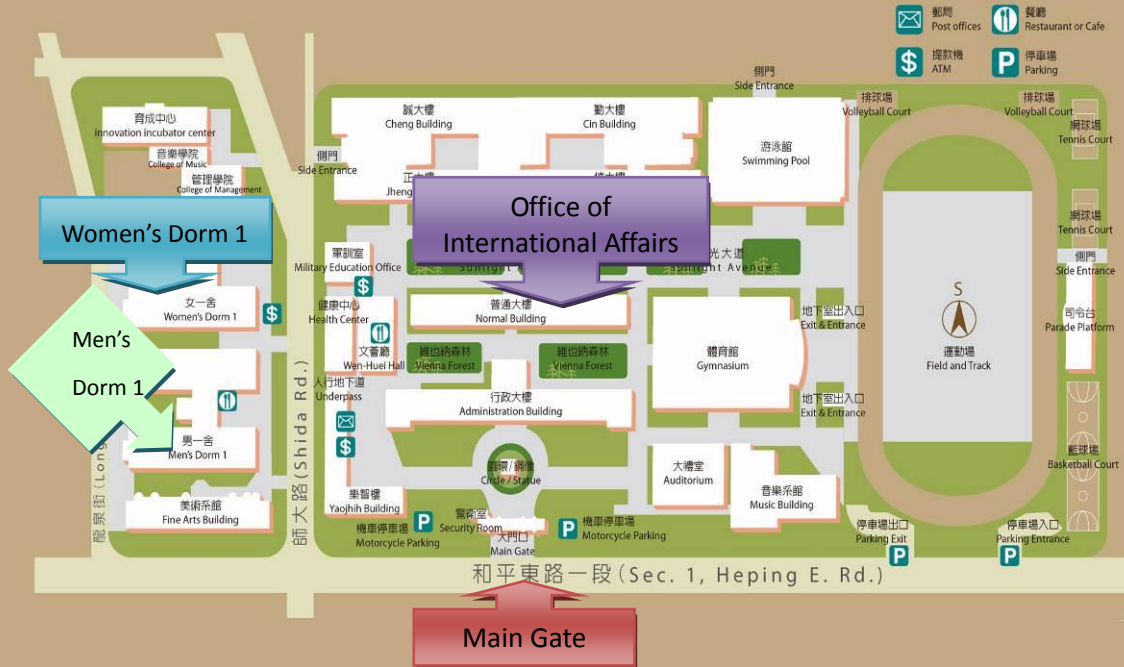
Taxi ranks are outside the Arrival Lobby and services are available 24 hours a day. Airport taxis to Taipei city charge a flat rate of TWD 250 (pay in NTD). A night time surcharge may apply after 11:00 PM. It takes around 20 minutes to arrive at the school front gate. (Main Campus is located at: 162, Section 1, Heping East Road, Taipei City)





# 國立臺灣師範大學配置圖 (校本部 I)

## Map of National Taiwan Normal University (Main Campus I)



# 國立臺灣師範大學配置圖 (校本部 II)

## Map of National Taiwan Normal University (Main Campus II)





# 國立臺灣師範大學配置圖 (公館校區)

Map of National Taiwan Normal University (Gongguan Campus)



## 7. 聯絡資訊 **CONTACT INFORMATION**

### 來校交換生聯絡窗口 Inbound Exchange Coordinators

#### 入學申請與成績單 Application and Transcript

萬欣昀小姐 Ms. Aprille WAN

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#### 學生輔導 Student Advisor

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國際事務處 Office of International Affairs <http://www.ntnu.edu.tw/oia/>