

Taiwan Tech Policies for International Students in Response to Covid-19 Crisis
2021 Fall Semester for International Students outside Taiwan (Graduate Students)

2021.08.16

I. Course selection and withdrawal

Date	Schedule	Detail
Agu. 1 Agu. 13	Online Registration	<p>Please complete online registration by filling out the Payment Authorization Form and uploading it with the subject line “student ID_name (e.g. M109XXXXX_ALEX WANG).” Students need to pay their tuition fees successfully before Aug. 13 to complete their registration procedure; otherwise, it will be regarded as voluntarily giving up their admission.</p> <p>All newly-admitted students: https://forms.gle/Bka1zJTiAAVoCguQ9 Current students outside Taiwan: https://forms.gle/VYHQpwVxvRPhyYZK8</p>
Agu. 20 (9:00 a.m.) Aug. 30 (5:00 p.m.)	Course Preliminary Selection (for new students)	<p>Course Selection system: Course Catalog System: Course selection schedule:</p> <ul style="list-style-type: none"> ● Please log in to the above system to select courses with your Student ID and passwords to select courses. ● Students can only select courses offered by their major departments. E.g. A student of chemical engineering department can only select courses offered by department of Chemical Engineering.
Sept. 22 (9:00 a.m.) Oct. 5 (5:00 p.m.)	Course Adding and Dropping (for new and current students)	<p>Course Selection system: Course Catalog System: Course selection schedule:</p> <ul style="list-style-type: none"> ● The stage is on the basis of first forestalls to win. ● Please log in to the above system to select courses with your Student ID No. and Passwords. ● The Authorization Code Operation: When a class is full of its capacity, please send e-mail to the instructor of the class, state your situation and request for an authorization code. After receiving an authorization code, add the course in the course selection system. ● Please DO NOT select the courses offered by NTU and NTNU(course code starting with 3N and 3T. e.g.

Date	Schedule	Detail
		3N1005701, 3T1512701) from your course selection system since you may not be able to withdraw them during 2 nd course withdrawal period .
Nov. 24 (9:00 a.m.) to Dec. 09 (5:00 p.m.)	2nd Course Withdrawal Period	<ul style="list-style-type: none"> ● Please withdraw via the Course Selection System, print out the application form, sign your name, and email it before Dec. 9 to admission@mail.ntust.edu.tw ● The paid credit fees are not refundable. The courses dropped will be marked as “W”(withdrawn) on the transcript. ● Courses offered by NTU and NTNU cannot be withdrew during this period.

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II. FAQ

No.	Question	Answer
Courses		
1.	Since Taiwan has not lifted its general travel ban for foreign nationals, how do I take courses if I cannot enter Taiwan?	Taiwan Tech provides online courses for students outside Taiwan. After you select courses, please contact the instructors for online courses information.
2.	How do I select online courses?	<p>Course Preliminary Selection:(for new students only) Aug. 20(9:00 a.m.), -Aug. 30 (5:00 p. m.), 2021</p> <ul style="list-style-type: none"> ● Please log in to the system below to select courses with your Student ID and passwords to select courses. ● You can only select courses offered by your major departments. E.g. A student of chemical engineering department can only select courses offered by department of Chemical Engineering. <p>Course Adding and Dropping Period:(all students) Sept. 22 (9:00 a.m.), -Oct. 5 (5:00 p.m), 2021</p> <ul style="list-style-type: none"> ● Please log in to the system below to select courses with your Student ID No. and Passwords. ● The stage is on the basis of first forestalls to win. ● DO NOT select the courses offered by NTU and NTNU(course code starting with 3N and 3T. e.g. 3N1005701, 3T1512701) from your course selection system since they may not be offered online. ● The Authorization Code Operation: When a class is full of its capacity, please send e-mail to the instructor of the class, state your situation and request for an authorization code. After receiving an authorization code, add the course in the course selection system. <p><u>Course Selection system:</u> <u>Course Catalog System:</u> <u>Course selection schedule:</u></p>

		<u>Course Selection: Important Information for New Graduate Students</u>
3.	How do I know if the courses I have selected are offered online?	After you select courses, please log in to <i>Moodle</i> to learn more about online courses during course adding and dropping period. <u>Procedure on Finding Online Course's Link on Moodle</u>
4.	What should I do if the courses I selected are not offered remotely?	By Oct 5, if such situation happens, please contact the instructor directly and request for online courses. You can search for the contact information of the instructors by searching their name on Taiwan Tech homepage or the webpage of the department that offers the courses.
5.	How do I withdraw courses?	You can withdraw courses during course adding and dropping period. After that, you can only withdraw courses during 2 nd course withdrawal period. 2nd Course Withdrawal Period Nov. 24 (9:00 a.m.)to Dec. 9 (5:00 p.m.) <ul style="list-style-type: none"> ● Please withdraw the class via the Course Selection System, print out the application form, sign your name, and send it before Dec. 9 to admission@mail.ntust.edu.tw ● The courses dropped will be marked as “W”(withdrawn) on the transcript. ● Courses from NTU and NTNU cannot be dropped during 2nd Course Withdrawal Period. Students who select courses from NTU and NTNU should bear the consequence when they fail to withdraw the courses.
6	When Taiwan lifts its travel restriction, can I still stay in my home country and take online courses?	Yes, please contact the instructors and request for online courses. Also, do inquire for course evaluation standard and fulfill online courses requirements.
7	After I enter Taiwan, can I continue taking remote courses?	No. please take courses physically; otherwise, you will get an “X” for those courses.
8	I am going to graduate in 2021 fall semester; however, I haven’t passed the ethics course. What should I do?	<ul style="list-style-type: none"> ● Please log in to Center for Taiwan Academic Research Ethics Education (http://ethics.moe.edu.tw) ● Sign up and take course 0101-0115 in total 15 units <p>After passing the courses above, provide certificate downloaded from the website to your department to process ethics course exemption.</p>

Registration and Tuition fees

1	How do I register outside Taiwan?	<p>Please complete online registration by filling out the Payment Authorization Form and uploading it with the subject line “student ID_name (e.g. M109XXXXX_ALEX WANG).” Students need to pay their tuition fees successfully before Aug. 13 to complete their registration procedure; otherwise, it will be regarded as voluntarily giving up their admission.</p> <p>All newly-admitted students: https://forms.gle/Bka1zJTAAVoCguQ9</p> <p>Current students outside Taiwan: https://forms.gle/VYHQpwVxvRPhyYZK8</p>
2	If I stay outside of Taiwan for the whole semester, can I get refund of the fees?	Students without a NTUST scholarship nor a tuition waiver will be refunded credit fees. You need to submit documents that prove you were outside of Taiwan to apply for the refund. Please apply for it initiatively when entering Taiwan, the following semester.

Thesis and Graduation

1	I have fulfilled all the requirements for graduation except for the oral defense. How can I graduate this semester?	You need to complete online registration first, get the approval of your advisor and apply for a video oral defense to your department.
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Student Status

1	I am s new student. Can I apply for admission deferral due to COVID-19?	Yes. Please apply before Aug. 13 with the Request for Deferral of Admission Form
2	I am a new student. After online registration, can I apply for admission deferral?	No. You can apply for a leave of absence if necessary.
3	I am outside Taiwan. How can I apply for a leave of absence after the online registration?	<ul style="list-style-type: none"> ● Application for a leave of absence due to COVID-19 pandemic will not be counted to their personal leave of absence duration. Please fill in the Leave of absence application form and email it to admission@mail.ntust.edu.tw ● Students without NTUST scholarship nor a tuition waiver will be refunded tuition fees and credit fees. They need to apply for the refund initiatively when entering Taiwan, the following semester.

NTUST Scholarship

	If you are ...	Your NTUST Scholarship status will be...
1	Attending physical classes in Taiwan	<ul style="list-style-type: none"> ● NTUST Scholarship monthly stipend will be deposited based on your arrival month. A master student's scholarship will be terminated by August 2023; PhD student's by August 2024. ● For dual master degree student, scholarship will be terminated by August 2022.
2	Attending online courses in your home country	<ul style="list-style-type: none"> ● NTUST Scholarship recipients can keep his / her eligibility. The monthly stipend will be suspended during the distance learning period and you will not be entitled to a stipend backpay. Stipend will be resumed when you arrive in Taiwan and finish enrollment in person. A master student's scholarship will be terminated by August 2023; PhD student's by August 2024. ● * Please note that if you are reported by your department or advisor that you do not take any courses or do not make any contributions to the courses, your scholarship status might be terminated.
3	Deferring study in spring semester of 2022	NTUST Scholarship recipients can keep his / her scholarship status. The monthly stipend will be suspended. Stipend will resume when you arrive in Taiwan and finish the enrollment process in person for the new semester.
4	Recipients in Taiwan who are applying for leave of absence	NTUST Scholarship recipients can keep his / her scholarship status. The payment of the monthly scholarship will be suspended. Payments will be resumed when you arrive in Taiwan and finish the enrollment process for the new semester.
5	Overseas Recipients who are applying for leave of absence	NTUST Scholarship recipients can keep his / her scholarship status. The monthly stipend will be suspended. Stipend will be resumed when you arrive in Taiwan and finish the enrollment process for the new semester.
6	If you are admitted in the spring semester of 2021 and wish to check your NTUST scholarship status	Please contact The OIA for detail.

Other Information

1	Contact information	Academic Affairs: admission@mail.ntust.edu.tw Scholarship: oia@mail.ntust.edu.tw Dormitory: new student: chunchi@mail.ntust.edu.tw current student: green0823@mail.ntust.edu.tw
2	Useful link	<ul style="list-style-type: none">● Course Selection system: https://stuinfosys.ntust.edu.tw/NTUSTSSOServ/SSO/Login/CourseSelection● Course Catalog System: https://querycourse.ntust.edu.tw/querycourse/● Download Leave of Absence Form https://www.academic.ntust.edu.tw/var/file/48/1048/img/2559/leaveofabsenceform0512.pdf https://admission-r.ntust.edu.tw/var/file/52/1052/img/2724/Application_Form_for_Study_Assistance_Due_to_COVID-19.pdf● Course selection schedule: https://www.academic.ntust.edu.tw/var/file/48/1048/img/2567/2021fallCourseSelectionSchedule-1101-0719.pdf● Course Selection: Important Information for New Graduate Students https://www.academic.ntust.edu.tw/var/file/48/1048/img/2869/Important_Notice_of_Course_Selection_1100818(final).pdf● Procedure on Finding Online Course's Link on Moodle https://www.academic.ntust.edu.tw/var/file/48/1048/img/2869/ProcedureonFindingOnlineCourse-sLinkonMoodle1100809.pdf