

Contents

I.	TKU 2017~2018 ACADEMIC CALENDAR	2
II.	GETTING TO KNOW TKU	5
1.	TKU FACILITIES.....	5
2.	TKU ADMINISTRATIVE DEPARTMENTS	6
III.	STUDYING AT TKU	9
1.	CLASS TIMES	9
2.	STUDENT EMAIL.....	9
3.	COURSE ENROLLMENT & COURSE SELECTION	9
4.	ACADEMIC LEAVE	10
5.	TEST OF CHINESE AS A FOREIGN LANGUAGE.....	10
6.	PROCEDURE OF ACADEMIC YEAR LEAVING	10
7.	DEFERMENT, RESUMPTION OF STUDIES, DISCONTINUATION AND EXPULSION, AND THE REMOVAL OF STUDENT STATUS	10
IV.	VISA AND ALIEN RESIDENT CERTIFICATE	14
1.	CHANGING YOUR VISA STATUS: VISITOR VISA→ RESIDENT VISA (REMARK: FS)	14
2.	RESIDENT VISA → ALIEN RESIDENT CERTIFICATE (ARC).....	14
3.	EXTENDING YOUR ALIEN RESIDENT CERTIFICATE (ARC)	15
V.	SCHOLARSHIPS	17
1.	THE OUTSTANDING FOREIGN STUDENT SCHOLARSHIP AND FINANCIAL AID SCHOLARSHIP	17
2.	THE TAIWAN SCHOLARSHIP	17
3.	OTHER SCHOLARSHIPS.....	17
VI.	INSURANCE	18
1.	STUDENT INSURANCE.....	18
2.	NATIONAL HEALTH INSURANCE (NHI)	18
3.	MEDICAL SERVICES.....	19
VII.	OTHER INFORMATION	20
1.	OPENING A POST OFFICE/BANK ACCOUNT.....	20
2.	WORK PERMIT	20
VIII.	REGULATIONS ON THE PREVENTION OF SEXUAL ASSAULT, SEXUAL HARASSMENT, AND SEXUAL BULLYING ON CAMPUS	21
IX.	USEFUL WEBSITES	21
1.	SCHOOL	21

Emergency Contact

軍訓室

Office of Military Education and Training

(02)2622-2173(24hours)

(02)2621-5656 ext.2256

安全勤務中心

Campus Security Section

(02)2621-5656 ext.2110/2119

蘭陽校園

Lanyang Campus

(03)9873088 ext.7119

淡水派出所

Tamsui Police Station

(02)2621-2069

警察局

Police Station: 110

消防局

Fire Station: 119

救護車

Ambulance: 119

I. TKU 2017~2018 Academic Calendar

【Fall Semester, 2017】			
Week	date	Weekday	Events
S U M M E R	Aug 1	Tue	Fall Semester Begins
	Aug 2	Wed	Student Recruitment Committee Meeting
	Aug 3	Thr	University Teaching Faculty Evaluation Committee Meeting, 2017
	Aug 8	Tue	In-person enrollment day for transfer students
	Aug 8~14	Tue-Mon	Fall semester courses signing-up for undergraduates and new graduates
	Aug 9~10	Wed-Thr	Seminar for Newly elected Chair persons of School Year 2017
	Aug 10	Thr	Application Deadline of PhD program
	Aug 26	Sat	New student PTA meeting ∙ Dormitory Open House (Lanyang Campus)
	Sep 2	Sat	New student PTA meeting ∙ Dormitory Open House (Tamsui Campus)
	Sep 4~6	Mon-Wed	Courses Signing-up for undergraduate freshmen
	Sep 6~8	Wed-Fri	Courses Signing-up for undergraduate transfer students
	Sep 8~10	Fri-Sun	Courses Signing-up for newly admitted undergraduates of Evening Programs and graduates
	Sep 11~12	Mon-Tue	Enrollment period for students of foreign nationality, Mainland China, and Overseas Chinese
	Sep 11~29	Mon-Fri	Information of Enrollment status available for online checking
	Sep 12	Tue	Teaching workshop for newly hired faculty
	Sep 13	Wed	Seminar for newly hired faculty, 2017
	Sep 14~15	Thr-Fri	Make-Up Final Exam for Spring Semester of 2015 (including classes of Evening Programs
	Sep 14	Thr	Opening Ceremony for freshmen of Liberal Arts, Engineering, Foreign Languages, International Studies, all departments in Education College Medical Check-ups and campus safety lectures for all department in Science, Business Management, all departments in Global Development College (undergrads, graduates, evening program, transfers) (Global Development College Lanyang holds events in Lanyang Campus.)
Sep 15	Fri	Opening Ceremony for freshmen of Science, Business Management, all departments in Global Development College (undergrads, graduates, students of evening programs, transfers) Medical Check-ups and campus safety lectures for Liberal Arts, Engineering, Foreign Languages, International Studies, all departments in Education College	
Sep 15	Fri	Deadline for enrollment and payment	
1	Sep 18	Mon	Classes begin
	Sep 18~29	Mon-Fri	Application Period for waivers of military training and nursing courses, "TKU Quality Awards" and "Quality Management Circle Competition"
	Sep 18~ Oct 3	Mon-Tue	Application Deadline for "Certificate of Credited Programs"
2	Sep 20	Wed	Student Recruitment Committee Meeting
	Sep 25~Oct 3	Mon-Tue	Drop Add week
	Sep 27	Wed	Meeting for TKU Anniversary planning
	Sep 29	Fri	156 th Administrative Meeting
3	Sep 30	Sat	Work-day for having 10/9 off as Double-Tenth long weekend.
	Oct 2	Mon	Application Deadline for course waivers
4	Oct 4	Wed	Day-Off for Mid-Autumn Festival (no classes)
	Oct 9	Mon	Day-Off (No Class) Adjusted for a long weekend (make-up class scheduled on 9/30 or decided by the teacher)
5	Oct 10	Tue	National Day of the Republic of China (no classes)
	Oct 18	Wed	Students' Affairs meeting
	Oct 19	Thr	2017 National Disaster Prevention Day – earthquake evacuation drills and practices and promotions of disaster prevention activities
	Oct 20	Fri	Student Recruitment Committee Meeting
6	Oct 21	Sat	Seminar for innovation in areas of teaching and administration
	Oct 25	Wed	Curriculum Committee Meeting
7	Oct 30	Mon	Completion of 1/3 of the semester (students who defer or discontinue study will not be able to apply 2/3 refund of their tuition payment after this date)
	Oct 30 ~ Nov 12	Mon-Sun	Mid-term teaching performance evaluation week
	Oct 30 ~ Nov 27	Mon-Mon	Application for Graduate Degree Exam
	Nov 1	Wed	Academic Affairs Meeting
	Nov 3	Fri	78th School Affairs Meeting (for Budgeting)
8	Nov 4	Sat	TKU Anniversary Celebration ∙ Alumni Homecoming Day (Lanyang campus)
	Nov 8	Wed	TKU 67th Founding Anniversary
10	Nov 10	Fri	Yearly Teaching Faculty Evaluation Committee Meeting, 2017
	Nov 20~ Nov 26	Mon-Sun	Mid-Term Exams
	Nov 20~ Dec 15	Mon-Fri	Roster Submission period for the students who have elected credited curriculum
11	Nov 24	Fri	157 th Administrative Meeting
	Dec 1~Jan 21, 2018	Fri-Sun	Examinations for Graduate Degrees

【Fall Semester, 2017】			
Week	date	Weekday	Events
13	Dec 11	Mon	Completion of 2/3 of the semester (students who defer or discontinue study will not be able to apply 1/3 refund of their tuition payment after this date)
	Dec 11~Dec 17	Mon-Sun	Mid-semester Drop
	Dec 13	Wed	Recruitment Committee meeting
14	Dec 20	Wed	The 158 th Administrative Meeting (Chair persons of all departments and student representatives are to participate)
15	Dec 25~Jan 7, 2018	Mon-Sun	Teaching Performance Evaluation Week
16	Jan 1	Mon	New Year's Day (No Class)
17	Jan 8	Mon	Application Deadline for deferral of Study
18	Jan 15~Jan 21	Mon-Sun	Final Exam Week
	Jan 15~Feb 9	Mon-Sun	Final grades available for online checking
	Jan 17	Wed	Recruitment Committee meeting
Winter Recess	Jan 22~Jan 26	Mon-Fri	Preliminary Courses Signing-up for Spring Semester
	Jan 23	Tue	Year-End Performance Review of the Military Training Office
	Jan 26	Fri	General Affairs Performance Evaluation Meeting
	Jan 31	Wed	End of Fall Semester, 2016

【Spring Semester, 2018】			
Week	date	Weekday	Events
寒假	107/02/01	四	Semester Begins
	107/02/05~02/22	一~四	Chinese New Year Holidays (From Feb. 15-New Year's Eve to Feb. 20)
	107/02/23	五	Faculty and Staff Begin with office hours
一	107/02/26	一	Classes begin
	107/02/26~03/02	一~五	Application Period to waive "National Defense Military Training / Nursing Courses"
	107/02/26~03/09	一~五	Enrollment Status available for online checking
	107/02/28	三	Peace Memorial Day (no classes)
	107/03/03	六	Spring Festival -Departments and graduate schools are to invite alumni for homecoming
	107/03/03~03/04	六~日	Make-Up Exam for the Final Exam of Fall Semester, 2017 (Including Evening program)
	107/03/05~03/09	一~五	Drop and Add Period
二	107/03/15~03/21	四~三	Application Period for transfer of academic major 2017
	107/03/15-03/22	四~四	Application Period for Teacher Education Program
三	107/03/16	五	159 th Administrative Meeting
	107/03/19~04/27	一~五	Application Period for the Graduate Degrees Examinations
四	107/03/23	五	TQM seminar for administrative staff
	107/03/26~04/15	一~日	Mid-term teaching performance evaluation survey period
五	107/03/28	三	Students Recruitment Committee Meeting
	107/04/02~04/03	一~二	Teaching Observation Period
	107/04/04	三	Children's Day (no classes)
	107/04/05	四	Tomb Sweeping Day (no classes)
六	107/04/06	五	Teaching Observation Period
	107/04/09	一	Completion of 1/3 of the semester (students who defer or discontinue studies after this date will not be able to get 2/3 of initial tuition payment as refund)
	107/04/13	五	160 th Administrative Meeting (Chair Persons of all departments and student representatives are to participate)
七	107/04/25	三	Student Affairs Meeting
	107/04/30~05/06	一~日	Mid-Term Examinations
十	107/04/30~05/25	一~五	Roster Submission for the students who have elected credited curriculum
	107/05/01~07/08	二~日	Examinations for Graduate Degrees
	107/05/02	三	Student Recruitment Committee Meeting、Earthquake evacuation drills and disaster prevention activities for College of Education building on Dan-Sui Campus
	107/05/04	五	Preparatory Meeting for Graduation Commencement Ceremony
	107/05/07~05/11	一~五	' Group Application of Graduating Seniors Period for Military Service Waiver
十一	107/05/09	三	Teaching faculty Evaluation Committee Meeting, 2018
	107/05/11	五	161 st School Affairs Meeting (for budgeting)
十二	107/05/16	三	Teaching faculty Evaluation Committee Meeting; Interview and Selection of Candidates for Teacher Education Program
	107/05/16~05/29	三~二	Application period of double major / minor curriculum, 2017.
十三	107/05/21	一	Completion of 2/3 of the semester (students who defer or discontinue studies after this date will not be able to get 1/3 of initial tuition payment as refund)
	107/05/21~05/27	一~日	Mid-Term Course-Drop period
	107/05/23	三	Academic Affairs Meeting
	107/05/25	五	Teaching faculty Evaluation Committee Meeting, 2018
十四	107/05/28	一	Graduating Seniors' Application Deadline for Deferring Study (include students with extended study)
	107/05/28~06/03	一~日	Teaching performance evaluation (applicable for the subjects offered in senior year)
	107/05/30	三	General Affairs Meeting
	107/06/01~06/29	五~五	Application Period for Credited Curriculum Certificates

【Spring Semester, 2018】			
Week	date	Weekday	Events
寒假	107/02/01	四	Semester Begins
	107/02/05~02/22	一~四	Chinese New Year Holidays (From Feb. 15-New Year' s Eve to Feb. 20)
	107/02/23	五	Faculty and Staff Begin with office hours
十五	107/06/04~06/10	一~日	Examinations for graduating seniors, four-year college and five-year architecture
	107/06/04~06/17	一~日	Teaching performance evaluation (subjects offered to non-graduating students)
	107/06/04~06/22	一~五	Semester Final Grades of Graduating Seniors are available for online checking
	107/06/06	三	Students Recruitment Committee Meeting
	107/06/08	五	79 th School Affairs Meeting (for budgeting)
	107/06/09	六	Graduation Ceremony at Lan Yang Campus
十六	107/06/16	六	Graduation Commencement
十七	107/06/18	一	Dragon Boat Festival (No Class)
	107/06/19	二	Application Deadline for deferring or discontinuing study of non-graduating students
	107/06/22	五	Make-up Exams for Graduating Seniors including Evening Programs
十八	107/06/25~07/01	一~日	Final Examinations
	107/06/25~07/31	一~二	Final Grades of Spring Semester, 2018 are available for online checking
暑假	107/07/01~08/31	日~五	No office hours from 7/09~7/12; No office hours on all Fridays in this period
	107/07/02~07/06	一~五	On-Board-Together Program -- 2018 Seminar for leaders of all student clubs
	107/07/31	二	Spring Semester ends

II. Getting to Know TKU

1. TKU Facilities

1) Chueh-sheng Memorial Library

The Chueh-sheng Memorial Library is one of the most comprehensive university libraries in Taiwan. It has wireless networks, spacious study carrels, a vast multi-media section, and a 24 hour student study area. Currently, the university library stocks more than 1 million printed books, 1.7 million electronic books, 60,000 periodical titles (including electronic journals), and 120,000 non-book items. It also offers some of the best views in Danshui.

Branch library on Lanyang Campus is located on Clement Chang Building 3rd floor CL329, and a 24 hour student study area at CL405 room.

2) Computer Laboratories

TKU has a total of 7 computer laboratories. Most of these are located in the Business Management Building and Engineering Building on the Tamsui Campus(B201, B203, B204, B206, B213). E313 and E314 are open 24 hours. The labs provide students with access to the latest technology and software, with which to complete university assignments and reports.

Computer laboratories on Lanyang Campus are Located in Clement Chang Building 3 floor CL323 and CL324 room.

3) Shao-Mo Memorial Gymnasium

Tamkang University places a strong emphasis on sports and athletic activities, and provides students with world class facilities. Many of these facilities are located within the Shao-Mo Memorial Gymnasium, a vast, multi-story sporting complex equipped with Taiwan's largest (Asia's second largest) retractable grandstand, as well as a comprehensive weights room, volleyball, basketball and badminton courts, professional table tennis tables, aerobics and dance studios, and martial arts training halls.

4) Shao-Mo Memorial Natatorium Complex

In Taiwan, very few college swimming pools rival the one on the TKU Tamsui Campus. The Shao-Mo Memorial Natatorium is a modern, stylishly designed swimming complex that conforms to the highest specifications for swimming facilities of its kind. It boasts a bright interior, a 50m swimming pool, and hosts professional swimming instructors and lifeguards.

5) Carrie Chang Fine Arts Center

In the year 2000, the Carrie Chang Fine Arts Center was established. It is a two-story, exhibition hall that frequently hosts both local and international art displays. The center consists of several subsidiaries: the Carrie Chang Music Hall, the Research Office of Chinese Calligraphy, and the TKU Maritime Museum. Through these entities, TKU hopes to raise students' appreciation of art, music, and Chinese calligraphy, and disseminate knowledge of Taiwan's intriguing maritime past.

6) Health Service Clinic

It offers internal medicine treatment, injury treatment and body check-up. Diagnosis and treatment is free of charge to all students (only for Student ID holders) and staff members.

Location: 1st floor, Maritime Museum, M111 room (Tamsui Campus)

Tel: (02) 2621-5656, ext.2373, 2822 (Tamsui Campus)

2. TKU Administrative Departments

1) Office of Academic Affairs

As a foreign student, you'll be in frequent contact with the Office of Academic Affairs. The Office of Academic Affairs consists of four separate sections or divisions. You'll deal mostly with the 'Registration Section' and 'Curriculum Section'.

- (1) Registration Section: applying for transcripts, certificates, or student ID card and applying to defer or discontinue studies.
- (2) Curriculum Section: adding or dropping courses
 - Location: 2nd Floor, Administration Building, A212 room (Tamsui Campus)
 - Tel: (02) 2621-5656, ext. 2368, 2360, 2210 (Tamsui Campus)

2) Office of Student Affairs

The Office of Student Affairs is divided into several departments. They are located in different building.

- (1) Guidance Section: academic leave, students' group insurance, free legal advice, applying part-time job at school, and scholarships.
 - Location: 4th Floor, Business Building, B402 room (Tamsui Campus)
 - Tel: (02) 2621-5656, ext. 2217, 2817 (Tamsui Campus)

- (2) Extracurricular Activities Guidance Section: Students Club, Club Learning and Practicing,
- Location: Shao-mo Memorial Gymnasium, SG315, SG201 room (Tamsui Campus)
 - Tel: (02) 2621-5656, ext. 2220, 2224, 2226, 3362 (Tamsui Campus)
- (3) Counseling Section: Mental health counseling
- Location: 4th Floor, Business Building, B408 room (Tamsui Campus)
 - Tel: (02) 2621-5656, ext. 2221 (Tamsui Campus)
- (4) Student Housing Guidance Section: applying dormitory, rental information
- Location: Second Sung-tao Hall, Z2200 room (Tamsui Campus)
Tamkang Dormitory (outside school), No.17, Ln. 149, Sec. 1, Zhongshan N. Rd., Tamsui Dist., New Taipei City 251, Taiwan (R.O.C.)
 - Tel: (02) 2621-5656, ext. 2395, 2396 (Tamsui Campus-Sung-tao office)
(02) 2626-6911, ext. 0214, 0216, 0220 (Tamsui-Tamkang Dormitory office)
- (5) Career Guidance Section: part-time job information outside school
- Location: 4th Floor, Business Building, B413 room (Tamsui Campus)
 - Tel: (02) 2621-5656, ext. 2350, 2019 (Tamsui Campus)
- (6) Office of Military Education and Training: Campus and Community Service-learning
- Location: 4th Floor, Business Building, B402 room (Tamsui Campus)
 - Tel: (02) 2621-5656, ext. 2214, 2256 (Tamsui Campus)

3) Office of General Affairs

The Office of General Affairs is responsible for overall campus planning and management of administrative affairs. One of its subsidiary bodies is the Cashier's Section, which foreign students commonly come in contact with paying tuition fees or getting scholarship stipend.

- Location: 3rd Floor, Business Building, B304 room (Tamsui Campus)
- Tel: (02) 2621-5656, ext. 2260 (Tamsui Campus)

4) Office of Information Services

Students with enquiries regarding student emails or on-campus internet usage should head to the Internet Management Section of the Office of Information Services. Remember to take your student ID card with you.

- Location: 1st Floor, Ching Sheng Memorial Hall , T109 room (Tamsui Campus)
- Tel: (02) 2621-5656, ext. 2628 (Tamsui Campus)

5) Office of Finance

Office of Finance offers students tuition information: tuition payment, search tuition fee and applying proof of payment.

- Location: 4th Floor, Engineering Building, G401 room (Tamsui Campus)
- Tel: (02) 2621-5656, ext. 2067 (Tamsui Campus)

6) Office of International and Cross-Strait Affairs

The Office of International and Cross-Strait Affairs is divided into two departments.

(1) International and Cross-Strait Exchange Section: It is in charge of welcoming visitors and scholars, as well as forging partnerships with overseas universities. It is also in charge of Juniors Study Abroad Program and exchange student applications.

- Location: 10th Floor, Ching Sheng Memorial Hall, T1006 room
(Tamsui Campus)
- Tel: (02) 2621-5656, ext. 2002, 2003 (Tamsui Campus)

(2) International and Mainland Student Guidance Section: It helps foreign students, Overseas Chinese students, and Mainland China students with all aspects of their life at Tamkang University. It assists students in applying for scholarships, and offers counseling services, and plans orientation events for international and exchange students.

- Location: 10th Floor, Ching Sheng Memorial Hall, T1001 room
(Tamsui Campus)
- Tel: (02) 2621-5656, ext. 2218, 2818, 3551, 3552, 3553 (Tamsui Campus)

III. Studying at TKU

1. Class Times

At TKU, the duration of each class is 50 minutes, and each class counts for one credit point. Class times are denoted using a sequence of numbers. For example, Period One refers to classes held from 8:10 am to 9:00 am. The table below displays each number and its corresponding class times.

Period No.	Class Time	Period No.	Class Time
Period 1	08:10 – 09:00	Period 8	15:10 – 16:00
Period 2	09:10 – 10:00	Period 9	16:10 – 17:00
Period 3	10:10 – 11:00	Period 10	17:10 – 18:00
Period 4	11:10 – 12:00	Period 11	18:10 – 19:00
Period 5	12:10 – 13:00	Period 12	19:10 – 20:00
Period 6	13:10 – 14:00	Period 13	20:10 – 21:00
Period 7	14:10 – 15:00	Period 14	21:10 – 22:00

2. Student Email

As soon as you receive your student number, you can begin to access your student email account. Your student email address will look something like this: studentno@sxx.tku.edu.tw. The ‘xx’ is the second and third digit in your student number. So, if your student number is “406123456”, your student email will be 406123456@s06.tku.edu.tw. The password is the last six digits of your passport or student number.

3. Course Enrollment & Course Selection

- (1) All the required courses will be selected by Academic Affairs; the selected courses can be added or dropped personally through Course Selection Systems.
- (2) The maximum and minimum of credits for every semester:
 1. First to third year: 15-25 credits
 2. Fourth year: 9-25 credits
 3. The students with extended study should choose at least one course, the maximum credits are 25
- (3) If the same course is studied twice, the credits of the course can't be included twice for graduation credits:
- (4) Graduates or PhD students need to follow each department rule to select courses.

4. Academic Leave

All kinds of the leaves have their regulations; please check the website for the regulation. For the one-day leave, please apply it at the machine in front of B401. For leaves which are more than 1day, please go to B418 to confirm it.

5. Test of Chinese as a Foreign Language

All of international degree students who study in Tamsui campus are required to attend Test of Chinese as a Foreign Language (TOCFL) on Sat. 11th Oct. 2016

6. Procedure of Academic year Leaving

If you have to temporarily hold your degree learning, please remember to go to the Academic office (A building) to apply the leaving procedure.

If you need to apply for discontinuing your academic life in TKU or have further question of the school's academic regulation, please check the following website.

7. Deferment, Resumption of Studies, Discontinuation and Expulsion, and the Removal of Student Status

Article 20

Students who suffer a serious illness and gain documents of proof from a doctor, or have to deal with important personal matters and gain written proof from a parent or legal guardian may apply to defer their studies (no later than the week before the final exam). The deferment will take effect after the applicant gains approval from the Dean of General Affairs.

Article 21

Approval for deferment of study may be granted for one semester, one academic year, or two academic years. Generally speaking, the maximum duration of granted deferment is two years. But students with a serious illness or other legitimate reasons may make special-case applications to extend deferment for an extra year. Those who undertake compulsory military service while deferring studies must provide a Proof of Current Military Status document and may apply for another year of deferment. As soon as they finish military service, such students must submit a Military Service Discharge Certificate and apply to resume studies.

Students who apply for deferment of study due to pregnancy, childbirth, or provision of care for a child under three years old must submit related documents of proof.

[5-1]

6

Time taken to tend to any of the above factors – compulsory military service, pregnancy, childbirth, or child-rearing (for a child under the age of three) – will not count toward time restrictions on the maximum duration of deferment.

Article 22

Students who extend the number of years taken to complete their degree and who hope to undertake compulsory military service before finishing their degree must first apply for deferment of studies. If they fail to do so, their case will be treated as a failure to register for study on time.

Article 23

Deferred students who wish to apply to resume studies must do so during the student registration period at the beginning of each semester by submitting their application to the Office of Academic Affairs. After gaining approval to continue their studies, applicants will return to the same department and continue from where they left off. Upon resuming studies, those who deferred studies in the middle of a semester will start from the beginning of the year (freshman, sophomore, etc.) in which they left. If, while they are away, the deferred student's original department is altered or closed, they may select an appropriate department in which to resume studies.

Article 24 (Deleted)

Article 25

Students who for personal reasons wish to discontinue their studies must transact such within the given semester and do so with the written permission from their parents or legal guardians. Then, after also gaining approval from the Dean of Academic Affairs, they must complete the process of deregistration at the Office of Academic Affairs.

Article 26

Students in any of the following circumstances will be expelled from study:

1. Those whose qualifications do not meet the review requirements when applying for study at or for transfer of study into TKU.
2. Those who exceed the duration of time allocated for deferment of study without applying to resume study.
3. Those who receive a failing grade on their personal conduct record.
4. Those who have not completed all the courses and credit points required by their department of study to graduate within the stipulated time limit for graduation.

[5-1]

7

5. Those whose conduct or actions warrant expulsion based on related laws or regulations, or in accordance with criteria for expulsion proposed by TKU.
6. Those who, for none of the above-stated reasons, voluntarily apply to discontinue studies.
7. those in a situation outlined in Article 28 (below).

In each of the aforementioned circumstances, written notification should be provided to the student's parents or legal guardians, informing them of the process of recourse, and offering possible solutions and respective time constraints.

Article 27

Students who have already completed at least one semester before being expelled may apply for a Certificate of Completed Credits or Transfer of Study Certificate. Those, however, who have their study expelled because they do not meet the review requirements for entrance or transfer into TKU (see Article 26, 1., above) will not be allowed to apply for such certificates.

Article 28

Bachelor students from each department who fail half of the total credits taken in one semester and do so consecutively twice (any semester of failing half of total credits before discontinuing one's studies is considered as "consecutively") will be expelled.

The following categories of students, however, will only be expelled upon failing two-thirds of the total credits taken in one semester consecutively twice (the semesters before and after a leave of absence are deemed consecutive):: overseas Chinese students, Mainland Chinese students, foreign students, Mongolian and Tibetan students who returned from overseas to their countries of origin to pursue higher level studies, students of aboriginal descent, students who are the children of expatriates, and students who meet related MOE criteria and are recommended to the TKU Office of Physical Education based on former athletic achievements.

Disabled students or students who are taking less than ten academic credits are not bound under the above two rules.

Academic credits obtained from physical education or "all-out" defense education military training (or nursing) courses are included in the three rules above.

If there are credit hours that are not included in the calculation of the total amount of

[5-1]

8 attended credit hours, a report should be sent to the Academic Affairs Committee which after passing can then be implemented.

Article 29

Master's students or PhD candidates in any of the following categories will be expelled:

1. Those who do not finish or obtain all required courses or credit points in the allotted time frame: four years for master's students; seven years for PhD candidates.
2. PhD candidates (that entered the PhD program with bachelor qualifications) who do not complete all required courses or obtain all required credits within seven years of commencing the degree program.
3. PhD candidates who fail to pass the qualification assessment twice.
4. Those who fail in their thesis and oral examination (defense) and do not qualify to retake the oral examination or, having retaken the examination, fail a second time.

5. Master's students who take PhD or master's courses and, in one single semester of their first academic year, fail all of their courses. An exception is made for those who only take one course in the semester.

6. Students who have been verified to have plagiarized or cheated in the submission of a dissertation, innovative work, exhibition, performance, or a written or technical report, for which they received a graduate degree.

Article 30

Students in any of the following categories will have their student status removed:

1. Those who use fake, fraudulent, forged or altered documentary evidence of educational qualifications and professional experience.

2. Those who cheat on their entrance examination and – after having been verified to in fact have cheated – have their admissions status revoked.

Those who have their student status removed will not be eligible to receive any documentary proof of having studied at TKU.

Article 31

Students who have their studies deferred, who are expelled, or who have their student status removed, may lodge an appeal with the Student Appeal Review Committee.

While the result of the appeal is pending, the initial punishment issued will remain in place.

If, after lodging an appeal with TKU, the appeal is rejected, the student may –

[5-1]

9 according to ROC law – file an official appeal or administrative lawsuit. If the originally prescribed punishment is deemed inappropriate by the Ministry of

Education or an administrative court, TKU will revise the punishment accordingly.

After having their punishment revised, those who are allowed to continue their studies at TKU may carry out the re-enrollment procedure straight away. If for some reason they are unable to resume studies straight away, they must apply for deferment of study for the time they were away from school during the appeal process.

<http://english.tku.edu.tw/tkulaws.asp> (searching: academic affairs)

IV. Visa and Alien Resident Certificate

1. Changing Your Visa Status: Visitor Visa→ Resident Visa (Remark: FS)

(If you were issued a Resident Visa in your home country, you can skip directly to 2)

Let's assume you entered Taiwan on a Visitor Visa. Applicants who enter the R.O.C. (Taiwan) on a Visitor Visa which qualifies the applicants for Resident Visa application for the purpose of undertaking studies must apply for a Resident Visa 7 work days before the duration of stay expires.

1) Required Documents and Fees:

- (1) Application form
- (2) Passport, valid for at least 6 months (original and photocopy)
- (3) TKU Letter of Admission (original and photocopy) or Student ID card (original and photocopy, photocopy should be stamped by TKU Registration Section) or registration proof from TKU
- (4) Health certificate issued in the last three months: If you take the medical tests before coming to Taiwan, the certificate must be stamped and verified by a Taipei Representative Office in your home country; or, if in Taiwan, you must take the medical examination at a designated hospital
- (5) Two 2-inch color photos with white background taken in the last 6 months
- (6) Application fee: NT \$3,000 (NT \$5,600 for holders of American passports)
- (7) Processing time: 7-10 working days

2) Bureau of Consular Affairs (BOCA) Taipei Headquarters

Address: 3~5 Fl., 2-2 Chi-Nan Rd., Sec. 1, Taipei, Taiwan, ROC

Tel: (02) 2343-2888

Traffic Information: Take MRT to NTU hospital station (Exit NO.2), then walk about 5 minutes

2. Resident Visa → Alien Resident Certificate (ARC)

Remember, you need to make this change at the National Immigration Agency within **15 days** of receiving your Resident Visa! If you enter Taiwan for the first time and haven't registered, you will be issued an ARC which is only valid for 6 months. After you register, you can extend the ARC again.

1) Required Documents and Fees:

- (1) ARC Application form
- (2) One 2-inch, half-length color photo with white background, the applicant must not be wearing a hat.
- (3) Passport and visa (original and photocopy)
- (4) Student ID card (original and photocopy, photocopy should be stamped by TKU Registration Section) or Proof of Enrollment certificate
- (5) Application fee: NT \$1,000 (one year)
- (6) Processing time: 10 working days

2) National Immigration Agency

The National Immigration Agency has service centers set up all around Taiwan. If you live in New Taipei City (this includes Tamsui residents), you must change your visa status from Resident Visa to ARC at the **New Taipei City Service Center**. If you live in Taipei City, the change must be made at the **Taipei City Service Center**. If, however, you live at the TKU Lanyang Campus, Yilan, you must go to the **Yilan County Service Center**.

(1) New Taipei City Service Center

Address: No.135, Min-An St., Jung-He Dist., New Taipei City

Tel: (02) 8228-2090

Traffic Information: Take bus 307 from MRT BanChiao station to Ji-Sui Junior High school station

(2) Taipei City Service Center

Address: No.15, Guangzhou St., Zhongzheng Dist., Taipei City

Tel: (02) 2388 3929

Traffic Information: Take MRT to Xinnanmen station (Exit NO.2)

3. Extending Your Alien Resident Certificate (ARC)

1) Required Documents and Fees:

- (1) Application form
- (2) Passport and ARC (original and photocopy)
- (3) Student ID card (original and photocopy, photocopy should be stamped by TKU Registration Section)
- (4) Application fee: NT \$1,000 (one year)
- (5) Processing time: 10 working days

2) Note

- (1) Before graduation, you can extend the ARC by bringing your student ID card copy (with registration stamp) or the Certificate of Enrollment to apply. If the school hasn't started the new semester registration, you don't have to provide the new semester registration proof, and the ARC can be extended for 1 year.
- (2) If you already graduated and would like to find a job in Taiwan, you can bring your diploma to extend your ARC for 6 months. Students who postpone graduation and need to extend the ARC have to bring related documents. And the ARC can be extended for 6 months to 1 year based on your study status.
- (3) Late applicants will be subject to heavy fines and may have to leave Taiwan to apply for a new visa.

V. Scholarships

1. The Outstanding Foreign Student Scholarship and Financial Aid Scholarship

- 1) To encourage outstanding foreign students to study in the university and to help solve their living difficulties in Taiwan, thereby speeding up the university's internationalization process.

Scholarship recipients need to submit valid work permit photocopy (valid period of time should at least covers until January for the first semester, and June for the second semester) and are required to undertake 20 hours of volunteer services at Tamkang University. During their volunteer work, the Office of International and Cross-Strait Affairs (OICSA) will assume a supervising role and help recipients fulfill their community service requirements.

For the latest information, please go to the website of OICSA → News → Awards Program.

Location: International and Mainland Student Guidance Section (T1001)

- 2) How to apply the work permit?

Please see **VII Other Information**.

2. The Taiwan Scholarship

The Taiwan Scholarship is offered to International students by the Ministry of Education and the Ministry of Foreign Affairs.

•Information: www.oieie.tku.edu.tw → Financial Aid → International Students

3. Other Scholarships

If you want to know more scholarships information, please check Guidance Section of Student Affairs website.

•Information: <http://spirit.tku.edu.tw:8080/tku/main.jsp?sectionId=2> → scholarships

VI. Insurance

1. Student Insurance

Student insurance costs NT\$171 per semester. This cost comes as part of the miscellaneous fees. Once covered under the plan, you may receive compensation if you are hospitalized, use outpatient services, or undergo an operation in the event of illness or accidental injury. Compensation must be claimed within two years of the accident or illness. To claim compensation, go to the TKU Guidance Section, on Tamsui campus on the 4th floor of the College of Business and Management Building (B402).

2. National Health Insurance (NHI)

The international student who, after entering Taiwan and gaining an ARC, has stayed in Taiwan for six consecutive months, or exited Taiwan once for less than 30 days, within the period of stay amounting to six months, after deducting the number of days that he or she has been away from Taiwan, may apply for NHI through the university or the local district office. NHI monthly premiums amounts to NT\$749.

Foreign students with relatives who qualify as an insured person under the NHI program can enroll in NHI as dependents. (e.g.: With parents living outside Taiwan but grandparents living in Taiwan, the student may enroll as a dependent of the grandparents.)

The National Health Insurance Program is mandatory; anyone who qualifies for the Program must enroll. Any qualified person who doesn't enroll is subject to a fine of NT\$3,000 to NT\$15,000. In addition, this person is required to pay the full premiums starting from the date he or she should have been enrolled. No benefits will be offered before the premiums are paid in full. If fined, a notice of penalty violation will be delivered in writing and the fine must be paid on time. If the fines imposed remain unpaid, after a given period of time the case will be referred to the courts for compulsory enforcement

※Applying for NHI through the university

1) Applying for Coverage

- (1) First time to applying NHI students, please hand in those documents to International and Mainland Student Guidance Section (T1001).
 - •One 2-inch photos
 - •Photocopies of both sides of your ARC
 - •“APPLICATION FOR CERTIFICATE OF ENTRY AND EXIT DATES” (Applying from Immigration Agency).
- (2) For student transferring to Tamkang University, please provide the proof of transformation of NHI issued by your original University.
- (3) The fee for NHI will be charged with the tuition payment bill and it will be 4,494NTD every semester.

2) Canceling Coverage

For, graduate, defer studies, discontinue studies, or are suspended from studying at TKU, please go to the International Office to cancel your NHI coverage, and receive refund for payment of NHI premiums.

3) Transfer Coverage

If you graduate and work in Taiwan or transfer to other university, please come to International and Mainland Student Guidance Section apply for transferring proof.

4) Lose NHI Card

You can apply for a new one at any post office branch or at the Bureau of National Health Insurance for a fee of NT\$200.

5) Medical Services

After successfully applying for coverage under NHI, you will receive a NHI card. This card can be used at the vast majority of hospitals and medical clinics around Taiwan to receive a significant discount on the price of medical fees.

VII. Other Information

1. Opening a post office/bank account

1) Post office

※Required Documents

- (1) Passport
- (2) ARC
- (3) Student ID card
- (4) Stamp (The stamp-making service is available at the optical shop on 3rd Floor of Business Building. For Lanyang Campus students, the service is available in downtown Jiaoxi.)

2) Other Banks

International students need to be over 20 years old.

※Required Documents

- (5) Passport
- (6) ARC
- (7) Other supporting documents (ex: NHI IC card, driver license, or student ID card.)
- (8) Stamp (You can make it at the store that sells glasses on 3rd Floor of Business Building.)

2. Work Permit

A work permit is necessary for working in Taiwan.

Please check the following documents for application. International student guidance section will help you to apply for it.

1) Required Documents and Fees:

- (1) Photocopies of both sides of your Student ID Card and stamped by TKU Registration Section)
- (2) Passport
- (3) Original receipt of payment from the post office at which the application fees (NT \$100) were transferred.

2) Note

- (1) Work permits are valid for six months, and must be renewed before they expire.
- (2) After obtaining a work permit, you can work a maximum of 16 hours per week during the regular semester, or as much as you like in the summer and winter holidays.
- (3) Work permits issued in the first academic semester (Aug – Jan) are valid until March 30; those issued in the second semester (Feb – Jul) are valid until Sep. 30.

VIII. Regulations on the Prevention of Sexual Assault, Sexual Harassment, and Sexual Bullying on Campus

The school shall affirmatively promote prevention education of campus sexual assault, sexual harassment, and sexual bullying to enhance the knowledge and ability of faculty, staff, and students to respect sexuality or body autonomy of others and of one's own.

Please confirm the regulation of the sexual legislation.

<http://gender.tku.edu.tw/edupublic.asp>

IX. Useful Websites

1. School

Unit	Website	Note
Tamkang University	http://www.tku.edu.tw	
Office of International and Cross-Strait Affairs(OICSA)	http://www.oieie.tku.edu.tw	International office
Information for studying in TKU	http://english.tku.edu.tw/StudyinTKU.asp	Academic Calendar
Office of Academic Affairs	http://www.acad.tku.edu.tw	
1) Registration Section	http://www.acad.tku.edu.tw/RS/	
2) Curriculum Section	http://www.acad.tku.edu.tw/CS/	
Web E-MAIL	http://webmail.tku.edu.tw/	
Curriculum online system	http://www.ais.tku.edu.tw/elecoss/	
Course Search	http://esquery.tku.edu.tw/acad/	

Personal system	https://portal.tku.edu.tw/	1)Exam table 2) Score
Academic Calendar	http://english.tku.edu.tw/StudyinTKU.asp	
TKU Regulations	http://www.ac.tku.edu.tw/web/url.php?class=205	Ex: Study Regulations 、 Appeal Regulations etc.
Student Appeal	http://spirit.tku.edu.tw:8080/tku/main.jsp?sectionId=2	Choose [學生申訴]

2. Visa

Unit	Website
Ministry of Foreign Affairs	http://www.mofa.gov.tw
Bureau of Consular Affairs	http://www.boca.gov.tw/
National Immigration Agency	http://www.immigration.gov.tw

3. Life

Unit	Website
Taipei Metro	http://www.trtc.com.tw
Bureau of National Health Insurance	http://www.nhi.gov.tw
Chunghwa post	http://www.post.gov.tw
Tourism Bureau	http://www.taiwan.net.tw
Central Weather Bureau	http://www.cwb.gov.tw
Jiaoxi Map	http://jiaosi.e-land.gov.tw/images/20111227032308.jpg