

EXCHANGE STUDENTS HANDBOOK

Spring 2023

College of
Management,
NCKU

TABLE OF CONTENTS

1	<u>WELCOME TO NCKU</u>
2	<u>IMPORTANT SCHEDULES</u>
3	<u>MAINTAINING YOUR LEGAL STAY</u>
5	<u>GETTING STARTED AT NCKU</u>
7	<u>HEALTH AND WELLNESS</u>
10	<u>ACCOMMODATION</u>
14	<u>OTHER COURSES</u>

WELCOME TO NCKU

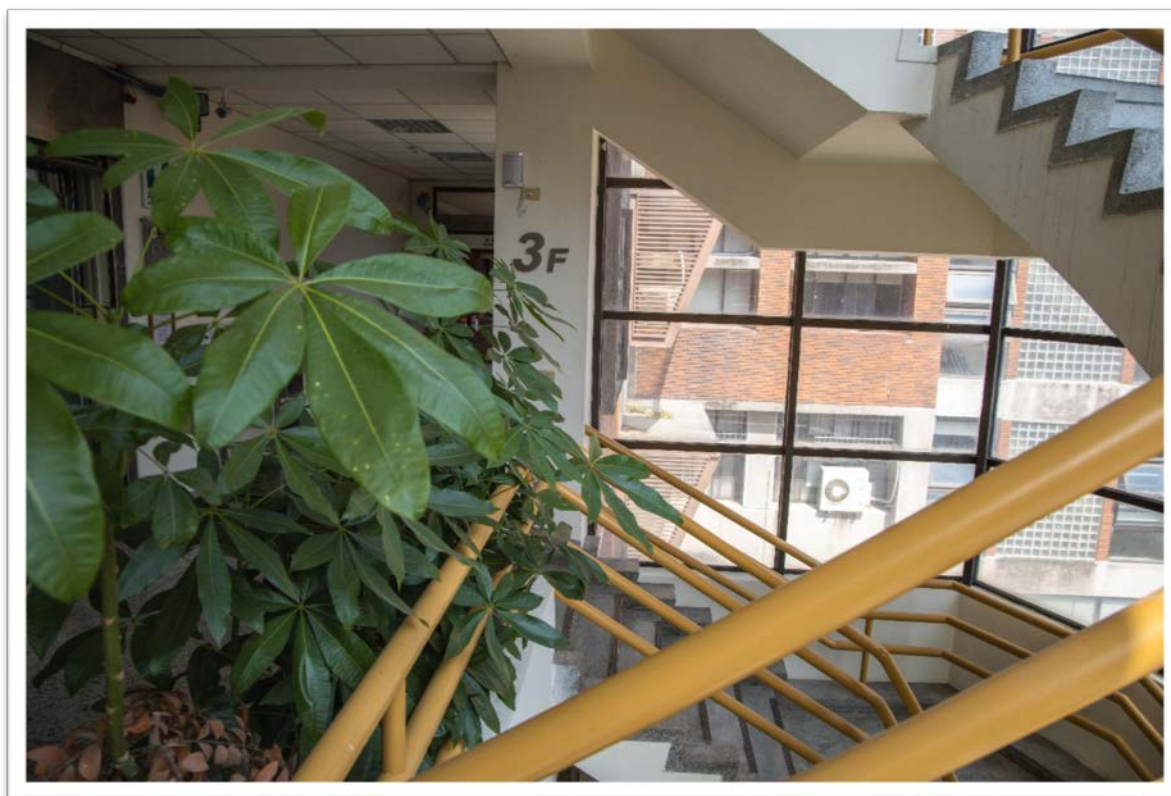
Welcome to College of Management, National Cheng Kung University! This handbook is to help you to become familiar with the resources that are available to you as an international student at NCKU.

If you have any questions, please do not hesitate to contact us at em53010@email.ncku.edu.tw.

- ★ [Map of College](#)
- ★ [YouTube Channel](#)

- ★ [Incoming Webpage](#)
- ★ [Facebook Fanpage](#)

- ★ [Useful Links](#)
- ★ [Cheng Kung Portal](#)



IMPORTANT SCHEDULE

DATE	CONTENT
DEC 7 ~ JAN 4 10AM	ONLINE ACCOMMODATION SIGN-UP*
JAN 10 ~ JAN 13	COURSE ENROLLMENT - 1st stage
JAN 30 ~ FEB 3	COURSE ENROLLMENT - 2nd stage
JAN 31 ~ FEB 13	STUDENT BILL PAYMENT – Student Group Insurance Fees
FROM FEB 10	DORMITORY CHECK-IN
FEB 13	CLASS BEGIN
FEB 16 ~ FEB 24	COURSE ENROLLMENT - 3rd stage

[Academic Calendar](#)



MAINTAINING YOUR LEGAL STAY

From the time you are entering Taiwan with a visa or ARC, a set of requirements must be met in order to maintain legal status. If you're entering with a visa, it is necessary to transfer your resident visa to ARC, or from visitor visa to resident visa, within a limited period of time starting from your arrival day. If you're entering with an ARC, please make sure you get it extended before it expires. Those who do not follow the requirements may be required to leave the country.

IMPORTANT NOTICE TO MAINTAIN YOUR LEGAL STAY

STUDENT STATUS

- ★ An officially admitted and enrolled student is one of the necessary conditions for extending your legal stay.
- ★ New admitted students must submit all the required documents to school and pay for the enrollment fee before the deadline before they are officially enrolled.
- ★ Students who are officially enrolled can obtain an enrollment certificate from the Registrar Division which is one of the requirements for visa transfer or ARC extension. The enrollment certificate is available either in the form of (a) a photocopy of the student ID card with an enrollment stamp by the Registrar Division or (b) print out a certificate by a vending machine outside of the Registrar Division.
- ★ Any suspension or withdrawal from school would result in revocation of your visa or ARC and should leave the country within 2-3 weeks.

PASSPORT VALIDITY

Students are suggested to keep their passports valid for at least 6 months at all times.

VISA

Please be advised not to enter the country with a landing visa (inextensible), whose 90 days' period will not cover one semester. Students will be responsible for all visa-related fees.

VISITOR VISA FOR FOREIGN STUDENTS

Exchange students must apply for a Taiwan (ROC) **visitor visa** with annotation "FS" followed by the name of the host university, prior to entering Taiwan. More information can be found at our Bureau of Consular Affairs ([BOCA](#)).

More Information on Republic of China Visitor Visas: <https://www.boca.gov.tw/np-147-2.html>

Online Visa Form: https://visawebapp.boca.gov.tw/BOCA_EVISA/

RESIDENT VISA FOR FOREIGN STUDENTS

Exchange students, who will stay for two semesters and hold ordinary passports or other legal travel documents, may apply for a resident visa. After entering the ROC with resident visa, please apply for an “Alien Resident Certificate” (ARC) within 15 days. More information may be found at Bureau of Consular Affairs ([BOCA](#)).

TAIWAN ENTRY PERMIT FOR STUDENTS FROM HONG KONG AND MACAU

Hong Kong or Macau residents, holding Hong Kong or Macau IDs may apply for a Taiwan Entry Permit on their own at Taipei and Economic Office (HK).

I want to apply - 香港澳門居民短期停留

申請人必須符合下列資格之一：

有香港永久居留資格，且未持有英國 BNO 或香港以外護照。

有澳門永久居留資格，且未持有澳門護照以外之旅行證照或雖持有葡萄牙護照，但係於葡萄牙結束治理前於澳門取得。

透過移民署「境外人士線上申辦系統」(<https://coa.immigration.gov.tw/coa-frontend/overseas-honk-macao>)線上申請中華民國臺灣地區入出境許可證(入臺證)，需上傳錄取通知書等文件，申請通過後即可自行上該系統下載入臺證及電子收據。

GETTING STARTED AT NCKU

New students who fail to complete any one of the enrollment procedures before the deadline will be regarded as giving up their admission and their student status will be cancelled accordingly.

ENROLLMENT

REGISTRATION

- ★ Please follow the steps below, and you may refer to more information from [this webpage](https://oia.ncku.edu.tw/p/404-1032-230516.php?Lang=zh-tw).
<https://oia.ncku.edu.tw/p/404-1032-230516.php?Lang=zh-tw>

報到 Registration-1	<ul style="list-style-type: none">註冊組報到 (光復校區雲平大樓西棟1樓)Registration Division (1st floor of Yunping Administration Building)
報到 Registration-2	<ul style="list-style-type: none">各系所報到Office of College/ Department/ Institute
報到 Registration-3	<ul style="list-style-type: none">出納組報到 (如果需要) (光復校區雲平大樓西棟1樓)Cash Office (If needed) (1st floor of Yunping Administration Building)
報到 Registration-4	<ul style="list-style-type: none">華語中心報到 (如果需要) (光復校區修齊大樓)Chinese Language Center (If needed) (3th floor of the Xiu Qi building)

- ★ [CL1 International Exchange Students Enrollment Procedure Sheet](#)
[院系級交換生註冊程序單](#)
- ★ [CL2 International Student Information \(for Registrar Office\)](#)
[院系級交換生新生基本資料表\(給註冊組\)](#)
- ★ [CL3 Records of International Student \(for College\)](#)
[院系級交換生綜合紀錄表\(給管院國際學術交流中心\)](#)
- ★ [CL4 Course Selection Sheet \(for Department Institute\)](#)
[院系級各學系選課單\(給系所\)](#)
- ★ [CL5 Leave-school Procedure Sheet](#)
[院系級交換生離校手續單](#)

YOUR BUDDY CAN HELP!

Each exchange student will have one assigned buddy. Contact information will be provided before your arrival. During the exchange period, your buddy will help you get used to campus life. If you have any questions, you can turn to the international coordinator or your buddy. In addition, you and your buddy can enjoy a meal together, and the college will cover the cost (250TWD/person).

PAYMENT

TWO PAYMENT PERIODS PER SEMESTER

- ★ NCKU has two payment periods per semester. Generally speaking, the first payment, which normally falls on early semester, is mainly for enrollment fees including insurance and other miscellaneous fees, and the second payment, which normally falls on mid semester, is mainly for tuition and credit fees. Our college exchange students only need to pay the student group insurance fees (SGI).
- ★ Please visit the [Bank of Taiwan](#) to download the payment slips.
- ★ The student bill on the Bank of Taiwan will be updated once per payment period. Since it is not updated regularly, please check the [Tuition Fee Payment Search Gate](#) for the latest changes on your student bill.

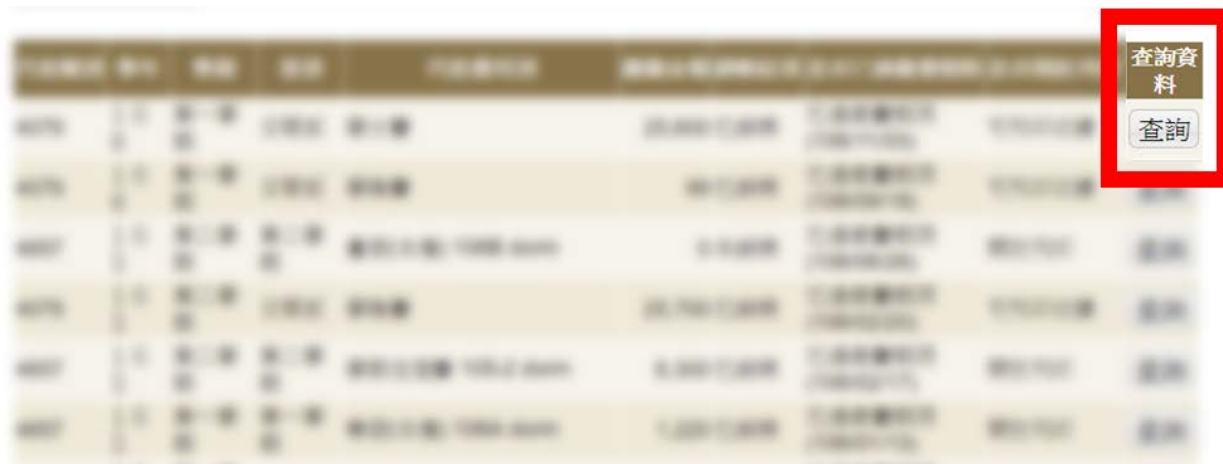
BANK OF TAIWAN

Step 1: Visit the [Bank of Taiwan](#) and login with the following details:

- ★ 身份證字號：Try with your passport / ARC / student ID.
- ★ 學號：Student ID.
- ★ 出生年月日：Birthday in the format of Taiwan year (yyymmdd). This is optional though.

Step 2: Click 確定登入 (enter).

Step 3: Click 查詢 (search).



學號	姓名	性別	出生年月日	身分證字號	繳費項目	繳費金額	繳費日期	繳費地點
10001	張三	男	100010101	100010101	學費	10000.00	100010101	繳納
10002	李四	女	100020202	100020202	學費	10000.00	100020202	繳納
10003	王五	男	100030303	100030303	學費	10000.00	100030303	繳納
10004	趙六	女	100040404	100040404	學費	10000.00	100040404	繳納
10005	陳七	男	100050505	100050505	學費	10000.00	100050505	繳納
10006	林八	女	100060606	100060606	學費	10000.00	100060606	繳納
10007	吳九	男	100070707	100070707	學費	10000.00	100070707	繳納
10008	孫十	女	100080808	100080808	學費	10000.00	100080808	繳納

Step 4: Click 產生繳費收據(PDF 檔) (download the payment slip)

Step 5: Pay the bill at a convenience store, ATM machine, or branch of the Bank of Taiwan.

PAYMENT WITH OVERSEAS CREDIT CARD

- ★ If you would like to pay by an overseas credit card, please visit the [Online Payment Platform](#).
- ★ Account - student ID.
- ★ Password - last four digits of the student ID.

Please visit for detailed information: <https://cashier-ufo.ncku.edu.tw/p/412-1096-20553.php?Lang=zh-tw>

COURSE ENROLLMENT



STUDENT INFORMATION

Before you starting the course enrollment process, please [complete your basic data entry for new student](#). To login the system, please type **your student ID** in the first column (Student ID Number) and second column (passport No.). Please noted that as an exchange student, you should enter your student ID instead of your passport number in the second column.

COURSE ENROLLMENT

Link for Course Enrollment System:

<https://course.ncku.edu.tw/index.php>.

★ [NCKU Notice of Course Enrollment](#)

★ Students may encounter various kinds of questions during the course enrollment process. Please refer to the following website for the contact person who are responsible for your inquiries:

https://reg-acad.ncku.edu.tw/var/file/41/1041/img/2680/choose_cont.htm.

For further information, please refer to the <https://reg-acad.ncku.edu.tw/?Lang=en>.

First login

Default password for International student: Last 4 digits of student ID + 4 digits of date of birth (mmdd)

HEALTH AND WELLNESS

As an international student, health insurance is very important. Medical and injury insurance, covering a period longer than 6 months counting from the day when entering Taiwan, is required. This medical and injury insurance document must be verified with official stamps by a Taiwan (ROC) embassy or consulate. Students can buy the medical insurance after enrolling at school, but should be responsible for their own medical fee before the insurance is valid. **Therefore, we strongly suggest you to have overseas medical and injury insurance (for at least 1 month) in your home country before coming to Taiwan.**

Students who registered to NHI or ISMI under NCKU will be collected for a total of 6 months of insurance fees through student bills in the early semester, served as part of the enrollment fee. The coverage period of Fall semester is from September to February, while Spring semester is from March to August.

TYPES OF INSURANCE COVERAGE IN TAIWAN

STUDENT GROUP INSURANCE (SGI)

- ★ SGI is the REQUIRED insurance for all NCKU students. The payment of this insurance fee (around NTD\$200) is regarded as part of the enrollment process for each semester. Sickness requiring specialized medical care is not included and the final compensation is decided by the insurance company's evaluation of your application.

Insurance Coverage	Fee
Death (caused by accident or disease)	1,000,000ntd
Surgery	6,000ntd (maximum for each general case)
Bone Fracture	6,000ntd (maximum for each case)
Hospitalization	500ntd (maximum for each day less than 60 days)
Accident or Serious Injury	5,000ntd (maximum for each case)

INTERNATIONAL STUDENT MEDICAL INSURANCE (ISMI)

- ★ ISMI is an alternative option for students who are not covered by overseas insurance or NHI.
- ★ ISMI generally costs around 500NTD per month.
- ★ Students will have to pay the medical fees by themselves and apply for the reimbursement afterwards. For reimbursement application, kindly come to our office along with your medical receipt, medical certificate, a copy of your ARC (front and back), and a copy of your postal bank's passbook.
- ★ A medical certificate is a document stating your medical issues and the treatments that you received. It generally needs to be requested from your doctor specifically. In Chinese, we call it 診斷證明書.
- ★ The reimbursement amount is decided by the insurance company's evaluation of your application. The insurance company covers only one visit per day for a situation involving the same symptoms.

NATIONAL HEALTH INSURANCE (NHI)

- ★ It is compulsory to join the NHI if foreigners have been living in Taiwan for 6 continuous months. However, one trip abroad, not to exceed 30 days, is allowed during the six-month period.
- ★ Most medical expenses will be covered by the NHI, but certain registration fees and co-payments will be charged.
- ★ For newcomers, their stays to be eligible for NHI shall be calculated starting from the day their ARCs are issued.
- ★ NHI coverage will be canceled if the ARC expires or if the visa changes. If students leave Taiwan for more than 30 days (one-trip) without being covered by NHI, they will have to wait for 7 continuous months living in Taiwan before becoming eligible to re-join NHI.

MEDICAL INSURANCE FOR MAINLAND CHINESE STUDENTS

- ★ It is managed under Shin Kong Life Insurance (新光人壽保險) with a coverage of outpatient clinic, emergency, hospital admitting and daily ward expenses compensation.
- ★ Insurance fee NTD\$ 2640/semester.
- ★ Death and disabilities due to accidents are not included in the Insurance Claims.
- ★ For detailed information, please refer to [OIA website](#).

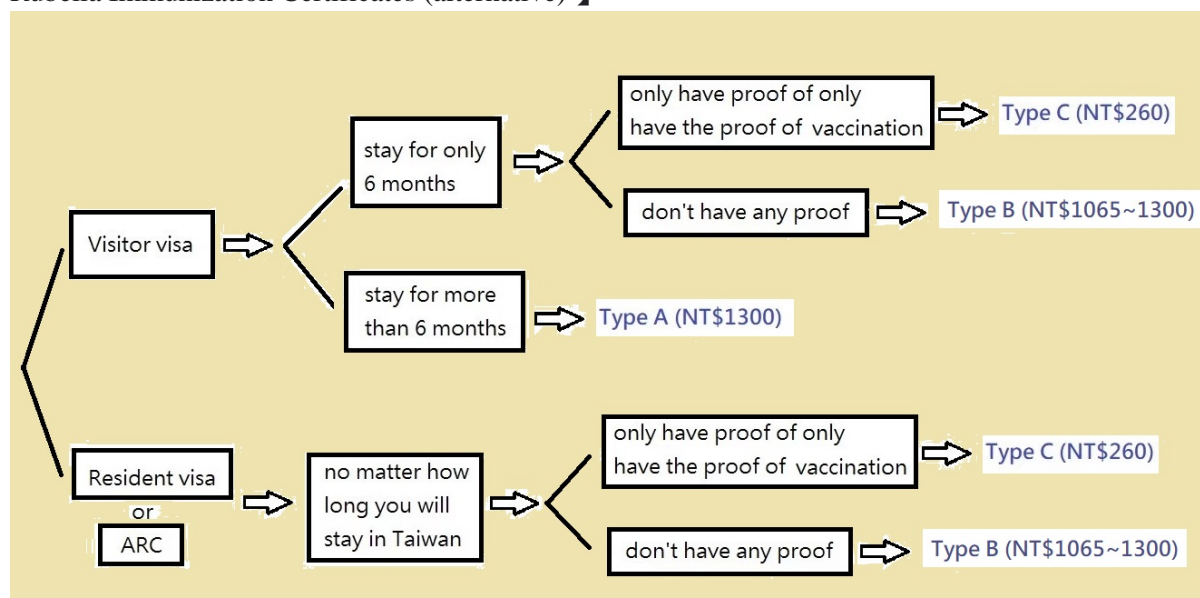
PHYSICAL EXAMINATION OF FRESHMEN

The physical examination is required for every new student including both overseas and local students. There are two types of physical examination which overseas students should conduct depending on their identification documents - ARC, resident visa, visitor visa, or exit & entry permit.

Exchange students, who intended to stay in Taiwan for more than three months but less than 6 months, without the proof of positive measles, mumps, and rubella antibody titers or vaccination certificates, have to take MMR vaccine at the NCKU hospital or other private clinics at your own expenses. ([google form for exchange students only - click here](#))

Introduction of Exam Type

p.s. 【Vaccination below = Proof of Positive Measles and Rubella Antibody Titers or Measles and Rubella Immunization Certificates (alternative) 】



Choose one type you need.

Be noticed, chest x-ray need to be done after arrival in Taiwan.

Price below is only provided by NCKU hospital which cooperate with school.

You may read more about it on Taiwan CDC website first if you have other questions.

Type A: for changing visa(NT\$1300)

Type B: need vaccination + chest X-ray(NT\$1065-1300)

Type C: need chest X-ray only(NT\$260)

- Students need to submit the following document to Ms. Joanne Chung at College of Management (em53010@email.ncku.edu.tw) before their arrival to Taiwan.

- **The proof of positive measles and rubella antibody titers or measles and rubella vaccination certificates (If Any)**
- **Your Mobile Phone Number in Taiwan**
- **Your Arrival Date**
- **The type of the physical examination you would like to conduct**
- **Be noticed, you'll need to submit your physical examination report to the NCKU Health Center by yourself if you are not doing the examination during the Freshman Discount Period.**
- Exchange students, who intended to stay in Taiwan for more than three months but less than 6 months, without the proof of positive measles, mumps, and rubella antibody titers or vaccination certificates, have to take MMR vaccine at the NCKU hospital or other private clinics at your own expenses.

Please check on the [Health Center website](#) for the latest arrangement. For further inquiries on physical examination, please contact school nurse Miss. Jiang at z11003010@ncku.edu.tw.

ACCOMMODATION

SCHOOL DORM

NCKU offers school dormitories for students who are in need to apply. Different dormitories would have various charges, specifications, facilities, and managers.

Students who have their dormitory fees covered with scholarships, still have to pay for the fees in advance and it will be refunded later upon receiving the scholarship.

Check-in Service Calendar for Incoming International Degree Students of 2023 Spring Semester:

<https://housing-osa.ncku.edu.tw/p/406-1052-246471,r1854.php?Lang=en> (including non-office hours)

For further information on school dorm, please refer to:

<https://housing-osa.ncku.edu.tw/var/file/52/1052/img/1355/152275924.pdf>

For charges of school dormitory, please refer to:

https://housing-osa.ncku.edu.tw/var/file/52/1052/img/1355/NCKU_Student_Dormitory_Specification_and_Charge_1090801.pdf

I. SIGNING THE HOUSING CONTRACT ONLINE

- ★ Time: 10 AM, December 07, 2022 – 10 AM, January 04, 2023 (GMT+8)
System: http://dorm.osa.ncku.edu.tw/index_lic.php?m=10
※ Applicants who fail to sign the housing contract via this designated link by 10 AM, January 04, (GMT+8), are regarded as giving up the privilege to apply for on-campus accommodation and will not be assigned a room.
- ★ Contract status: http://dorm.osa.ncku.edu.tw/fr_view.php?s=9508125
※ Please make sure to check your contract status after signing the contract.
※ Students applying for the Prince Dorm do not need to sign this housing contract. Please contact the Prince Dorm and apply.
- ★ Students who missed the contract signing period but would still like to apply for a school dorm may contact a dorm manager for availability inquiries. For instance, kindly contact Huang Dor Miao if you would like to apply for Ching-Yeh 3.

DORM MANAGERS		
Huang Dor Miao	Ching-Yeh 3	ext.36200 z9512035@email.ncku.edu.tw

II. NOTIFICATION EMAIL SENT TO STUDENTS WHO HAVE SIGNED THE DESIGNATED CONTRACT

- ★ Students who have signed the designated housing contract and secured their space will receive a notification email by 18:00, January 11 (GMT+8).

III. DORM BUILDING ARRANGEMENT OPEN FOR INQUIRY

- ★ Time: From **18:00, January 18(GMT+8)**.
- ★ <https://housing-osa.ncku.edu.tw/index.php?Lang=en>

IV. CANCELATION POLICY & CHARGE STANDARD

1. How to cancel your application: Please contact Ms. Lin via ysluc@mail.ncku.edu.tw
2. Email template:

Subject: Accommodation Cancellation-RA8098023 (Std. No.)-David Hoffman(Name)

Content:

Std. No.: RA8098023

Name: David Hoffman

Reason for cancellation: I have reserved a space in the Prince Dorm.

3. **Charge Standard for Cancellation:**

- (1) By **January 17**: Free of charge.
- (2) **January 18 – February 09**: A handling fee of NT\$ 250 will be charged.
- (3) From **February 10**: NT\$ 150 per day, including the handling fee of NT\$ 250, will be charged till the day when the cancellation procedure is completed.

V. APPLICATION FOR EARLY CHECK-IN

1. **Time for Inquiry and application:** 10 AM, January 30 ~ 10 AM, February 06(GMT+8).
2. How to apply: The application shall be made by sending email with the information of the applicant's name, NCKU student ID number, and check-in date to Ms. Lin at ysluc@mail.ncku.edu.tw.
3. **Dates available for early check-in:** February 06- February 09. ※For incoming international exchange students, student dormitories are open for check-in from 09 AM, February 10(GMT+8). ※Rooms' availability cannot be guaranteed. Applicants need to check with Ms. Lin directly via email for details.
4. **Charge standard:**
 - (1) NT\$150 per day.
 - (2) Electricity will be charged separately.
5. Pay the fee for early check-in via payment machines:
 - (1) Sheng-Li Campus—Sheng-Li Dorm 1, D-24 Discussion Room
 - (2) Kuang-Fu Campus—Kuang-Fu Dorm 2
 - (3) Ching-Yeh Campus— Ching-Yeh Dorm 3.
6. **Remarks:**
 - (1) The application for early check-in shall be done 3 working days before your check-in date. A handling fee of NTD 250 will be charged for late applications.

- (2) Once the accommodation arrangement is done, the applicant cannot revise the application items. The applicant shall contact Ms. Lin via email, requesting for revision and a handling fee of NT\$ 250 will be charged when the revision request is approved.

VI. TIME & LOCATION FOR CHECK-IN PROCEDURES

1. Time:
 - (1) 09:00-12:00 & 13:00-17:00 of February 10 and February 12 (GMT+8)
 - (2) 09:00-12:00 & 13:00-17:00 of working days from February 13 (GMT+8)
2. Location: The dorm manager's office, 1F of Ching-Yeh Dorm 3.
3. Items required:
 - (1) Resident Information Card. Please login the system, fill out the information required, print out a copy, and submit it when checking in.
http://dorm.osa.ncku.edu.tw/index_prof.php?lang=en
 - (2) Admission letter or passport.
 - (3) Receipt for dorm fee payment.

VII. DORM FEE PAYMENT

1. Amount: NT\$ 15,730
2. How to download your bill: You may download your bill from the website of Bank of Taiwan: (<https://school.bot.com.tw/twbank.net/index.aspx?pgid=3>) from 18:00, January 18. Please note that:
 - (1) The default value of the column“身分證字號” for incoming students in the first semester is their student ID No. If the student ID No. does not work, please try either the passport No. or Page 3 of 3
 - (2) Date of birth shall be transferred to a 7-digit number of Taiwan calendar.
 - (3) Instruction: <http://tinyurl.com/print-ur-dorm-fee-bill>
 - (4) If you have difficulty downloading your bill, please contact Ms. Lin at ysluc@mail.ncku.edu.tw.
3. Time for payment: January 18~ February 09
4. Methods for payment: Convenience stores, ATM transactions, and Bank of Taiwan.

VIII. Check in during non-office hours

1. Pay your dorm fee via auto-payment machines upon arrival.
2. Present (1) payment receipt and (2) admission letter or any ID with your photo to borrow the spare key and access card from the security guard.
3. Complete check-in procedures with the dorm manager next working day.
4. Items required for check-in: (1) Resident Information Card. (2) Admission letter or any ID with your photo. (3) Payment receipt.

IX. End of Accommodation Term of 2023 Spring Semester

- ★ Noon, June 17, 2023 (GMT+8)

THIS APPLICATION CALENDAR IS SUBJECT TO CHANGE. Please follow the announcement of Housing Service Division. <https://housing-osa.ncku.edu.tw/index.php?Lang=en>

OFF CAMPUS

PRINCE DORM

NCKU Prince Dorm, situated on the corner of Sheng-li Road and Ta-Hsueh Road, provides single rooms. If you prefer Prince Dorm, please send them an email or call them for further information.

※Contact information:

TEL: +886-6-208-7166

EMAIL: nckuservice@prince.com.tw

For dorm facilities and charges, please refer to:

https://nckudorm.prince.com.tw/Introduction_List.aspx?MessageNo=00000016&MessageType=03

OFF CAMPUS ACCOMMODATION SERVICE

A platform for landlords to publish their renting announcements to our students is offered by the Military Training Division. Student ID and NCKU portal's password are required to log in. Please be aware that information on this platform may be purely in Chinese.

If you have any further questions, please feel free to contact ncku.rent@gmail.com

OTHER COURSES

CHINESE CLASS FOR INTERNATIONAL STUDENTS (CIDS)

COURSE INTRODUCTION

- ★ Chinese for International Degree Students (hereinafter as CIDS Courses) are General Education Courses offered by the Office of International Affairs (OIA) and conducted by the Chinese Language Center (CLC) in NCKU. CIDS Courses are designed for international students to enhance their Chinese abilities for better communication in academic and everyday matters.

CLASS LEVEL

- ★ There are 6 levels in the CIDS Courses. Each course meets 2 hours per week, totaling 18 weeks.
- ★ The maximum number of students for each class is set to 17 to achieve better results in learning/teaching a foreign language.
Lv.1-Lv.4 : General Language Courses
Lv.5-Lv.6 : Topic-based Language Course

WHO IS ELIGIBLE TO APPLY?

- ★ International Degree Student
- ★ University-Level Exchange Student
- ★ College-Level or Department-Level Exchange Students from TOP 100 Universities

If you want to register in a CIDS course, please complete the application on this site before the deadline and also enroll in the course online from the university enrollment system following schedule announced by the Office of Academic Affairs.

Notes: Overseas Chinese Students who would like to take a CIDS course should first pass verification of the Division of Study Abroad, NCKU before filling the application. **Students from Hong Kong, Macau, and the People's Republic of China are not eligible for these courses.**

HOW TO APPLY?

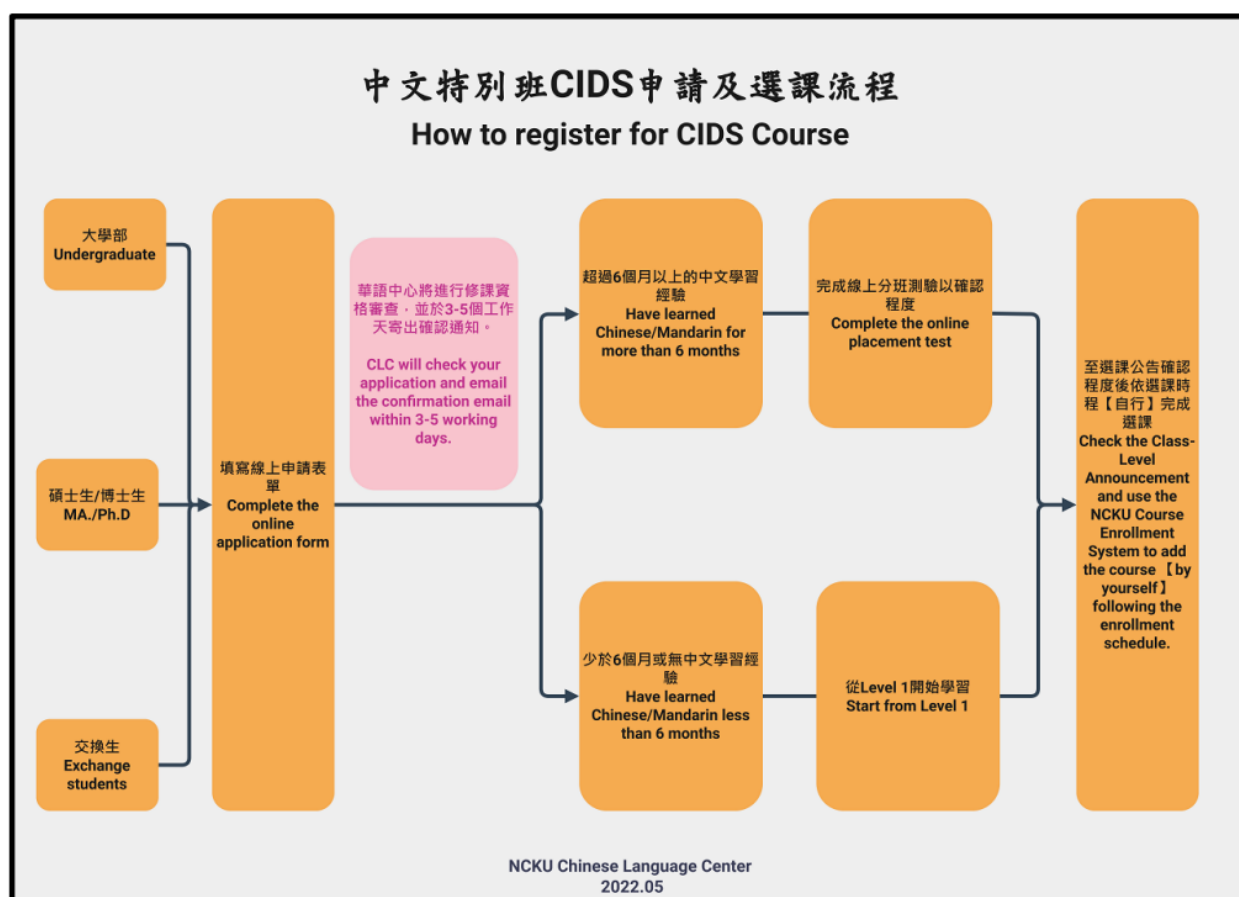
- ★ The application of CIDS is **accepted by semester** and would be conducted **online**. You will receive a confirmation email within **3-5 working days** after you submit the application form. **Only if you receive the confirmation would it mean your application is successful.** If you still do not receive any confirmation email after 5 working days from your application, please contact the CLC Office.
- ★ There will be **2 application stages for New Students** and **1 application stage for Continuing Students**.

PLACEMENT TEST

- ★ New students who have learned Chinese/Mandarin more than 6 months or continuing students who would like to skip level are required to take the Online Placement Tests. Your class level will follow the result of your placement test. It will be an online test and **cost TWD350 per time**. The payment information will be provided via email after the semester begins.
- ★ Please note that the placement test fee will be charged once the test has been completed. To register for the CIDS Course successfully, you must complete the test, or the application will be regarded as invalid. If you have completed the placement test but cannot take the course due to some reasons this semester, you do not need to retake the placement test when applying for the next semester. Please indicate when did you take the test and the level you get when you are filling the application form for the next semester.

HOW TO GET ENROLLED

- ★ Please add the CIDS Course **by yourself** via the NCKU Course Information & Enrollment System (<https://course.ncku.edu.tw/index.php>) during the online enrollment period.
- ★ The space available for each class will be 17. If a class has reached the maximum capacity, no additional student will be admitted to that class.



IMPORTANT REMINDS

- ★ Each degree student can take up to **3 semesters (6 credits)** of CIDS Courses. For Undergraduate-program students, only **pass-course records are counted**; while for graduate-program students (MA/Ph.D), we will count the **course enrollment records** (no matter whether you pass the course or not. Even if you drop the course, it will still be counted).
- ★ According to NCKU's related regulations and guidelines, Undergraduate Programs' students who have finished and passed the course can use the 4 credits to waive the required "College Chinese". The other 2 credits that remained will not be counted as the credits required for graduation while they will still be listed on the transcript. While for MA or Ph.D students, the credits earned from the CIDS course may not be used in calculation of required credits for graduation, yet it will still be listed on the transcript
- ★ To make sure each International Degree student is able to get enrolled in the CIDS courses for at least 2 semesters, the Course Enrollment System has set up a 2-semester limit. The 3rd semester of the CIDS Course will be **manual registration**. Students who would like to take 3rd semester of CIDS courses should fill in the **Registration Form for Course Enrollment Under Special Circumstance during the 1st week of the semester and submit the Form to the CLC Office by the deadline**. The registration request will be processed only if there are seats available in **Special Circumstance Course Enrollment Stage**.
- ★ Please add the CIDS Course **by yourself** via the NCKU Course Information & Enrollment System (<https://course.ncku.edu.tw/index.php>) during the online enrollment period. The space available for each class will be 17 and the enrollment process is conducted on **a first-come, first-served basis**. **Once the enrolled student number meets the maximum capacity, the request of adding a course or auditing will not be accepted.**

Please keep high attention on the course application or enrollment deadline. Students will take full responsibility if they miss the enrollment deadline due to personal negligence.

CONTACT INFORMATION

陳玟螢 Uriel Chen

Email: urielchen@mail.ncku.edu.tw

Phone: +886-6-2740715 or +886-6-2757575 #52040

Website: <https://sites.google.com/gs.ncku.edu.tw/nckuclccids/>

成功大學文學院華語中心

Chinese Language Center, College of Liberal Arts, NCKU

EXPLORING TAINAN

COURSE OBJECTIVES

- ★ This general course, Exploring Tainan, is part of the innovative teaching program incorporating knowledge of diversified fields. It aims to familiarize students with the history, culture and customs of Tainan through both lectures and field investigation, so that students can develop an awareness of cultural diversity and respect others and the environment.
 1. Explore Tainan's history, and gain more knowledge about local culture and customs.
 2. Promote cross-disciplinary integr. of the humanities through field investigation.
 3. Develop an awareness of cultural diversity and respect others & the environment.
- ★ This is a required course for undergraduate students, 1 credit.

HOW TO ENROLL

- ★ Course enrollment website: <https://course.ncku.edu.tw/index.php>
- ★ Course name: Exploring Tainan
- ★ Course Code (taught in English): AF
- ★ [Syllabus](#) (taught in English)
- ★ Course Website: <http://exptainan.liberal.ncku.edu.tw/>
- ★ Facebook: <https://www.facebook.com/NCKUExploringTainan/>

NOTE

- ★ Students who want to join the Exploring Tainan course (Chinese) should fill in and submit the “Course addition request form” to General Education Center to add Exploring Tainan course (Chinese) course during Course Enrollment stages.
- ★ Students who enroll or retake the Exploring Tainan course before 2019 Fall semester, according to the regulation the course will be counted as 0 credit.
- ★ Students who applied for deferment and will be enroll after 2019 Fall semester, according to the regulation the Exploring Tainan course will be counted as 1 credit.