Dear international students:

On behalf of the National Chiayi University, I would like to extend warm welcome to you. We look forward to having you as part of our academic community and thank you for your interest in NCYU.

National Chiayi University is a comprehensive university for higher education in the greater Southwestern area of Taiwan dedicated to research and teaching. NCYU is composed of College of Agriculture, College of Science and Engineering, College of Life Science located in the Lantan campus, Teacher’s College, College of Humanities and Arts located in the Minsyong campus, and College of Management in the Shinmin campus.

We have a huge variety of classes and degree programs. We make available a rich array of extracurricular, athletic and entertainment options. And, in the strong belief that every student can succeed, we offer ample support services in both academics and mental and physical health. We try hard to realize the goal of the “holistic-person” education, which values equally on technology and humanity, theory and practice, and we strongly expect our students’ success in academics and their sense of responsibility for the society as well. Based on the university motto, Simplicity, Action, Innovation and Service, we take every reasonable step to fulfill the missions of the University, “to honor Chiayi, to glorify Taiwan and to join the global community.”

You may feel anxious since you are starting a new journey. However we at NCYU are dedicated to granting you a rewarding educational experience and the University degree. You will definitely find yourself more than welcome and supported by the faculty and staff of the NCYU. I look forward to meeting you soon.

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Ming-Jen Lee, President of NCYU
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History

National Chiayi University (NCYU) was formed in February 2000 by merging the National Chiayi Institute of Technology (NCIT) and National Chiayi Teachers College (NCTC). NCIT was founded in 1919 as Chiayi Agriculture and Forestry Public School. NCTC was founded in 1957 as Taiwan Provincial Chiayi Normal School.

By integrating the two colleges, National Chiayi University is one of the few universities in southwest Taiwan offering programs in life science, agriculture, business administration, natural science, engineering, humanities and education. The University has six colleges with more than 49 graduate institutes and 36 departments on four campuses.

Campus

The University comprises four campuses and a practicum forest, totally occupying areas of 283.73 hectares. The four campuses include Lantan Campus, Minghsiung Campus, Hsinming Campus and Linsen Campus. Lantan Campus, the head quarter of the administration, is situated in the well-known scenic area between Lantan Reservoir and Renyitan Reservoir. It accommodates College of Agriculture, College of Science and Engineering and College of Life Sciences. Minghsiung Campus, situated in Minghsiung Township, accommodates Teachers College and College of Humanities and Arts. Hsinming Campus, situated in the center of Chiayi City, accommodates College of Management. A wide variety of extension and lifelong learning programs is offered in this campus to provide educational service to the local community inhabitants. The practicum forest offers students of related professions hands-on experiences in the field. In conclusion, the four campuses and the practicum forest have their own unique characteristics while they appropriately complement each other.
Office of Overseas Chinese and Foreign Students Affairs

National Chiayi University has over 100 overseas Chinese students and 50 foreign students, including from Myanmar, Malaysia, Hong Kong, Macao, Philippines, Indonesia, Vietnam and Thailand etc.

For Office of Overseas Chinese and Foreign Students Affairs, we are responsible for assisting overseas Chinese and foreign students with educational, social and personal problems when they are studying in National Chiayi University. And also arrange various activities for overseas Chinese and foreign students in Chinese traditional festivals to enable them to know our cultures more.

Contact us

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Office hours

Monday ~ Friday
8:00 AM ~ 05:00 PM
School Regulations

Academic Regulations of National Chiayi University

Chapter I General Regulations

Article 1

The regulations are provided in accordance with the “University Act,” “Enforcement Rules of the UNIVERSITY ACT,” the “Degree Conferral Law” and the “Enforcement Rules of the Degree Conferral Law” for handling student status and other related affairs for NCYU.

Article 2

Except for those stipulated by the Ministry of Education(MOE), NCYU students shall comply with these regulations for admission, reservation of the admission qualification, registration, credits, study period, degree conferral, student’s transferring between universities and between departments (institutes or groups), postponement of study, reinstatement, expulsion, academic evaluation, intercollegiate course selection, and other relevant affairs.

The term “department (institutes)” stipulated in these regulations includes the study program for relevant degree. The regulations for students of study program are same with those of departments (institutes).

Regulations of student status for NCYU Students studying abroad are set forth by NCYU and recorded by the MOE.

NCYU will keep records of student status information regarding student number, name, gender, birth date, permanent address, citizen ID number, date of enrollment, postponement of study, reinstatement, mailing address and parents’ or guardian’s information.

Student status information stipulated in foregoing paragraph shall be kept permanently.

Article 3

All Continuing Education students shall comply with these regulations as well.

Chapter II Admission

Article 4

NCYU will recruit new students for undergraduate programs and graduate
programs (both Master and Doctor included) at the beginning of academic year. Each department will also recruit second grade and third grade transfer students. The general regulations and brochure of recruitment will be set forth by NCYU and recorded by the MOE.

The regulations for foreign students’ admission are provided in accordance with the “MOE Regulations Regarding International Students Undertaking Studies in Taiwan” and recorded by the MOE.

NCYU may recruit overseas Chinese students, overseas Mongolian and Tibetan students, aboriginal students, disable students that have a proof of disabilities, children of government employees who are assigned to work abroad and talented student athletes that meet MOE qualifications.

Article 4-1
NCYU students who admitted into the Dual-Degree International Study Program shall follow the stipulations of the Implementation Regulations of Dual-Degree International Study Program for NCYU and a Contracted Universities Abroad, which formulated by NCYU and recorded by MOE.

Article 4-2
Students who apply for double registration shall comply with “Guidelines for Double Registration Application of NCYU”, which come into force after the approval from Academic Affairs Meeting.

Article 5
Anyone who meets the following qualifications can be a student of NCYU.

5.1 Persons who have graduated from a public or an accredited private senior high school, vocational high school or school with an equivalent education level and passed the public admission exams can be enrolled in first year class of a bachelor program at NCYU.

5.2 Individuals who have received a bachelor’s degree from a public or accredited private university, or a college, or a foreign university or a college recognized by the MOE, or schools with an equivalent education level and passed the public admission exams may be enrolled in the first year class of a master program.

5.3 Individuals who have received a master’s degree from a public or accredited private university, or a college, or a foreign university or a college recognized by the MOE, or schools with an equivalent education level and passed the public admission exams may be enrolled in the first year class of a doctor program.
With excellent academic achievements, graduating seniors of bachelor program or students of the master program may apply for a direct admission to doctorate program. The regulations are set forth by NCYU.

Article 6

Except for the first year and last year classes, departments may organize transfer examinations to recruit transferred students for vacancies.

Students of enrollment preservation and postponement of study are excluded from vacancies mentioned in preceding paragraph. After enrollment of transferred students, the sum of student numbers shall not exceed the numbers originally assigned to NCYU.

Applicants for transfer student vacancies shall have qualifications followed: studied in college for one year above, graduated from college with military service finished or without obligation of military service, graduated from junior college, vocational school or schools with an equivalent education level, or undergraduate students of National Open University who finished required credits. After public admission procedures, the qualified transferred students shall be enrolled in equivalent level class of NCYU.

Any transfer exams related regulations are proved by the Transfer Student Admission Committee and recorded by MOE.

Article 7

Candidates of new students or transfer students shall complete the enrollment procedures by themselves within a time limit. Candidates who can’t enroll within the time limit due to serious illness or special circumstances shall submit the proof in advance to apply for one week of enrollment time extension.

If the enrollment procedures are not completed within the time limit, the candidates’ admission qualification will be rejected immediately.

Students convicted of cheating on an entrance exam will be revoked of their student status. If the incident is discovered after the student graduated, the graduation certificate will be revoked and qualifications for graduation will be canceled. This incident will be made known to the public.

Any new students or transfer students who cannot finish the enrollment process within the time limit due to serious illness, pregnancy (including child-birth and child-care), military service, or special circumstances shall submit supporting documents and apply for reservation of the admission qualification within the time limit. With the approval, the student may obtain the reservation of the admission qualification for one year at most (military service, pregnancy, child-birth, child-care
applications are not subject to the limited period). The application shall follow the Guidelines for Reservation of the Admission Qualification.

New students or transfer students who do not finish the enrollment and registration process will not be allowed to apply for postponement of study. Upon enrollment, the citizen ID card, graduation certificate and other required documents shall be examined.

Article 7-1

Foreign graduate students who arrived at the campus over one-third of current semester shall not be enrolled. The admission will be allowed for the next semester with the agreement of chairperson (director) of the department (institute), dean of the college and the approval of the President.

Chapter III Treatment

Article 8

The rights and obligations of students who study at the government sponsorship are set according to the “MOE Regulations Governing Government Sponsorship of Teacher Education and Students Dispatch” and relevant regulations.

Other students need to pay tuition and miscellaneous fees in accordance with the administrative orders of the MOE. Students may apply for fees reduction or scholarships according to NCYU regulations within the specified time limit.

Chapter IV Registration and Course Selection

Article 9

Except for expelled students and those meet with graduation qualifications, all students shall pay tuition and miscellaneous fees every semester within regulated time period. The enrollment process is complete after all fees are paid.

Any student who cannot pay the fees within the specified time due to illness or special circumstances shall submit proof documents before its due in order to postpone payment for two weeks at most. In addition to new students or transfer students who are approved with a reservation of the admission qualification or current students who apply for postponement of study, anyone who does not pay the fees without application or expire the accepted stipulated period will be expelled by the University.

Student who completes the registration process without paying all the required fees shall not be allowed to register for the next semester. If graduating seniors don’t pay all required fees, or return the borrowed books in regulated period, the graduation certificate will be temporarily withheld.
Article 10

Courses selection is in accordance with the regulations set by each department/institute and shall be recorded and approved by the Office of Academic Affairs or Continuing and Extension Education Department.

Students are not allowed to select different courses offered at the same session. Once this case is encountered, both courses will be graded zero.

When the student has already passed, except for transfer between departments, minor study, double majors or other special purpose with the approval from the chairperson of department, same course shall not be selected and studied twice or more. The credits shall be excluded from the minimum of graduation credits.

Graduate students shall select the topics for their theses after discussions with their advisors within the specified time. The selected topics shall be approved by the director of the institute and registered by the Office of Academic Affairs.

Article 11

Courses addition or drop after courses selection process shall be within the specified time period.

Courses addition/drop, grades and credits without official approval will not be admitted.

Article 12

Courses offered by other universities shall be selected by NCYU students only with the agreement of both universities. The regulations on intercollegiate course selection are provided by NCYU and recorded by the MOE.

NCYU may offer courses during summer period. The regulations on summer courses are provided by NCYU and recorded by the MOE.

Article 13

Students at the second year of bachelor program or above may apply for minor study or double majors. The regulations of double majors and minors will be provided by the meeting of Academic Affairs and recorded by the MOE.

Chapter V Study Period and Credit Requirements

Article 14

NCYU adopts a credit-based system. A student in a bachelor program shall study for four years (veterinarian majors shall complete five years of study) and complete at least 128 credits. Students in two-year technical college shall study for two years, and
complete at least 72 credits.

Student of graduate program with excellent academic performance who finishes all the credit and result requirements for graduation may apply for early graduation for one semester or one academic year.

Students who cannot complete the required courses and credits during the regulated study period may be allowed to extend the period of study for two years at most.

A graduate student in a master’s program shall study for one to four years and complete at least 24 credits, while the credit for the thesis not included. In-service graduate students who cannot complete the required credits or finish their theses during the regulated time period are allowed to extend their study for one year at most.

Graduate students in a doctoral program shall study for two to seven years and complete at least 18 credits. Students with direct admission to doctorate programs shall complete at least 30 (including the maximum of 12 credits from master program) within three to seven year study period. The credits for the theses are not included. In-service graduate students that cannot complete the required credits or their theses during the regulated time period are allowed to extend their study for two years at most.

In-service graduate students identities stipulated in foregoing paragraph are recognized according to the indentity of admission examination. Graduate students identy changing shall comply with the regulations of “Guidelines of Identity Changing for Graduate Students of NCYU”.

**Article14-1**

Mental or physical disabled students may request for extending the study period with maximum 4 years for special demands, and exempt from the expulsion-related regulation stipulated in Article 37.

Disabled students mentioned in former paragraph are recognized with the formal government-issued certificate or the approval of “Committee Responsible for Identification and Placement of Gifted and Disabled Students”.

Students with pregnancy, child-birth, and child-care reasons are allowed to extend the study period with maximum 4 years.

**Article15**

Graduating seniors who need to retake or make up courses in the second semester in the extended years may apply for a postponement of study for the first semester, i.e. they will not need to register for the first semester.
They are allowed to register for the first semester with one course taking at least.

Article 16

All NCYU courses are offered in terms of credit. One credit refers to one hour weekly and totally 18 weeks each semester for one course. For labs, practical training, and operation courses, one credit requires 2-3 hours weekly and last for 18 weeks.

The regulations on the offerings and calculation of credits of courses such as Physical Education, Military Training, Environmental Improvement Training, etc. shall be provided by the “Curriculum Committee” and come into force after the approval from the Academic Affairs meeting and recorded by the MOE.

Article 17

To receive a bachelor’s degree, transfer students must study for at least one year at NCYU and fulfill all graduation requirements. To receive an associate’s degree, students must study for at least two years in the vocational college at NCYU.

Article 18

Students who have taken courses in prior universities may apply for credit transfer and promoted to higher grades.

The credit transfer is approved by departments/institutes in accordance with regulations of credit transfer provided by NCYU.

Credits transfer for education program is in accordance with the Guidelines of Credits Transfer for Education Program provided by NCYU Teacher Education Center and recorded by the MOE.

Article 19

Any student who is recommended by NCYU to study or conduct thesis research abroad is limited to one year long. The time limit for recommended students to go abroad for research during vacation time is two months. They are not allowed to postpone their stays.

Students who do not come back to NCYU before the regulated time shall be enforced officially with postponement of study. If the students are draftees, relevant affairs shall be dealt in according with the “Regulations for Exit of Draftees.”

Article 20

The total number of credits each semester for students is set according to NCYU regulations of course selection.
Students in two-year undergraduate programs shall take no less than 16 credits each semester during the first academic year and no less than 9 credits during the second year; in-service two-year undergraduate program students shall take no less than 9 credits each semester. Students in four-year undergraduate programs shall take no less than 16 credits each semester during the first, second, third year; and 9 credits for the fourth year at least. Students in evening undergraduate program shall take no less than 9 credits each semester.

With the approval of department/institute, students may apply for reduction number of credits. The number of reduction shall be no more than the 1/3 of regulated minimum credits of that semester.

After the approval from the departments/institutes, students in a master’s or doctoral program can take courses offered from both program and the credits shall be counted if students pass the courses. Such credits cannot be counted twice if students later enter a doctoral program.

After the approval from the department, junior and senior undergraduate students may take courses of master’s programs. Once meeting the pass standard of master’s courses with the credits not listed in the credits of graduation, the students may apply for credits transfer when entering the master programs.

Chapter VI Application for Leave, Absence and Truancy

Article 21
Students who cannot attend classes shall request for a leave in accordance with the regulations provided by NCYU.

Article 22
An absence of class with approval is regulated as absence. An absence without approval and ratification is regulated as truancy. One truancy class equals to three absence classes.

Article 23
Students with truancies up to 45 classes shall be forded officially with expulsions.

Article 24
Students whose absences or truancies for one course reach 1/3 of total are not allowed to take the final exam for that course. The final exam for that course will be graded zero.
Article 25
Leaves for statutory, mourning, pregnancy (including prenatal, miscarriage, paternity, and nursery leaves) and menstrual reasons are not regarded as absences.

Article 26
Students who cannot attend mid-term or final exams shall apply for a leave. The regulations are provided by NCYU.

Chapter VII Transfer between Departments Institutes or Groups
Article 27
Undergraduate students who apply for transfer between departments shall be in accordance with Regulations of Students Transferring between Departments. Graduate students are not allowed to transfer between institutes or groups. Special circumstances are necessary to be agreed by both directors and approved by Office of Academic Affairs and the President of NCYU. Applications of institutes or groups transferring shall be submitted before the beginning of second academic year and the transferring is limited to once for each student. Approved transferring applications are not allowed to transfer to original institutes or groups.

Article 28
Students in bachelor’s programs may submit the application for transfer between departments before the second academic year begins. Students who submit the application before the third academic year shall be allowed to transfer to a department in similar fields as third grade students or departments in different fields as second grade students. Students who submit the application before the fourth academic year, for special reasons shall be allowed to transfer to departments in similar fields as second or third grade students.

Students are allowed to transfer to another department by once only, and shall fulfill the graduation requirements set forth by the department which the students transfer into. Students who apply for transfer to another major in the same department shall follow the regulations stipulated in the first and second paragraphs of Article 28.

For the transfer student who transfer to a lower grade, the reduplicate study period of them shall no be counted into the maximum study period of graduation.

Students applying for transfer between departments shall submit the application within the regulated period during the second semester of the academic year. The application form which approved and signed by their parents or guardians and transcripts of each semester shall be sent to the chairpersons of both departments for their opinions. After notifying the academic advisor, the application will be sent to the
Office of Academic Affairs and approved by the NCYU Transfer Student Evaluation Committee.

The departments can organize an exam for the students applying for transfer into and then submit the results to the NCYU Transfer Student Evaluation Committee for evaluation.

Article 29

After the enrollment of transfer students, the sum of students in each department shall not exceed the original total number of new students assigned to the department.

The results of students department-transferring application examine will be made public by the time of registration of the first semester of the next academic year.

Article 30

Students who are officially approved or enforced with postponement of study shall not apply for transfer between departments within the period.

Chapter VIII Postponement of study and Reinstatement

Article 31

Students can apply for one semester, one academic year or two academic years postponement of study (undergraduate students shall submit the approval documents from parents or guardians).

The period of postponement shall be no more than two academic years. A maximum two-year time extra extension due to serious illness (approved by public hospital or metropolitan hospital or above) or special circumstances (with relevant certified documents) shall be approved by the President of NCYU.

The deadline for applying for postponement of study during the semester is one week before the final exam. The deadline for the graduate institute students is the end of the semester.

No grade or performance during the postponement of study will be included in the credit and result requirements for graduation.

Article 32

Students with the one of the following conditions shall be enforced officially with a postponement of study:

32.1 Being absent more than 1/3 of the course hours during a semester
32.2 Having an infectious disease which is harmful to the public health and confirmed by a public hospital
32.3 Being officially enforced a postponement of study according to the results
from NCYU Student Conduct Evaluation Committee

32.4 Registered students who fail to select courses before the deadline or select the minimum credits.

Article 33
After the approval of the Office of Academic Affairs and complete process finished, an official certificate will be issued to the student who apply for a postponement of study.

Article 34
Students, who are conscripted during the postponement of study, may apply for a time extension by submitting the photocopy of the military services conscription order. The duration of military service will not be counted in the term of postponement of study. After completing the military service, students shall apply for reinstatement by submitting the discharge order.

The students who do not apply for registration or reinstatement one month after expiration date stipulated in former paragraph shall be expelled.

Article 34-1
The duration of postponement of study for pregnancy (including child-birth, and child-care) reasons will not be counted in the term of postponement of study. Students may apply for reinstatement by submitting the certification of pregnancy / birth from public hospital or metropolitan hospital or above before expiration.

Article 35
Upon returning to NCYU, students shall continue studying in the original or proceeding semester or grade and be enrolled in the original department/institute. Students who apply for a postponement of study during a semester shall continue studying in the original semester.

If students’ original department/institute has been altered or closed, NCYU will guide students to an appropriate department/institute in which students can continue their studies.

Chapter IX Expulsion and Revocation of Student Status
Article 36
Students will be expelled from NCYU under either of the following circumstances:

36.1. Being unqualified for admission or transfer after evaluation.
36.2. Failing to register or return to NCYU before the deadline.
36.3. Obtaining a failing grade on conduct.
36.4. Failing to complete the required courses and credits set forth by the department/ institute within regulated study period.
36.5. Doctoral students who do not finish the qualification assessment in period or times regulated by individual departments/ institutes or doctoral degree candidate who failed in qualification assessment by twice.
36.6. Graduate students who fail in the graduation exam and unqualified for make-up exams or qualified but fail in the make-up exams by once.
36.7. Voluntarily applying for expulsion.
36.8. Students who break NCYU rules and shall be expelled from NCYU in accordance with the Regulations on Student Conduct.
36.9. Violating other regulations and shall be expelled.

Article 37

Undergraduate students whose sum of credits of failed courses reaches half or more of total credits in two semesters accumulatively shall be enforced officially with expulsion from NCYU.

Students with status of overseas Chinese students, overseas Mongolian and Tibetan students, children of government employees who are assigned to work abroad, aboriginal students and talented student athletes that meet MOE qualifications whose sum of credits of failed courses reaches 2/3 or more of total in two semesters accumulatively shall be enforced officially with expulsion from NCYU.

Students who take less than 9 credits in single semester are not subject to two stipulations above.

Graduate students (both master and doctor program) whose sum of credits of failed courses (thesis not included) reaches half or more of total credits in two semesters accumulatively or all courses scored zero in one semester shall be enforced officially with expulsion from NCYU.

Article 38

Students who meet any of the following conditions shall be revoked of their student status.

38.1. Violating the stipulations set in Article 7 of NCYU Academic Regulations.
38.2. Violating other government laws, orders and relevant regulations
38.3. Using certifications of education attainments belong to others, or counterfeit/altered ones.
Article 39

Students’ expulsion applications shall be submitted with the approval of parents or guardians.

After completing whole process of expulsion application, NCYU will issue certificates of study to students who have studied for more than one semester and received grades. Students who are expelled due to unqualified admissions, transfer, or revoked students will not receive certificates.

Revoked students must not apply for entering NCYU by any means.

Article 40

The expelled or revoked students can appeal according to the appeal system. The original disciplinary action will not stop for the appeal application, but the students may continue studying in NCYU. The appeal regulations are provided by NCYU and approved by the MOE.

Students may seek resolutions through petition or administrative litigation if no relief is obtained from the appeal application. If the original disciplinary action is found unlawful or inappropriate according to the decision of the competent authorities, NCYU will take alternative disciplinary actions.

NCYU shall help students to reinstate when a reinstatement is granted according to the alternative disciplinary actions but students are unable to reinstate in time. Students may apply for a postponement of study for the revocation period, while the duration will not be included in the period of postponement of study.

Chapter X Grades

Article 41

Students’ academic and conduct performances will be based on a 100-point scale or five letter grades. The passing grade is 60 points for undergraduate students and 70 points for graduate students.

100-point scale and the five letter grades are compared as follows:

41.1. Over 80 points is an A.
41.2. 70 to 79 points is a B.
41.3. 60 to 69 points is a C.
41.4. 50 to 59 points is a D.
41.5. Under 49 points is an E

A grade of “pass” or “fail” are given to operation courses, courses with no credit, or required undergraduate make-up courses taken by graduate students whose admissions are admitted with junior college or equivalent education level. These grades will not be included in students’ grade point averages.
Article 41-1

Graduate students shall take the make-up courses of core curriculum in undergraduate program which decided by the chairperson (director) of individual department (institute). The standard of “pass” is set by individual department (institute) while the standard shall be set at least 60 points. The credits of make-up courses are not counted in the regulated graduation credits. Before passing the make-up courses of core curriculum, graduate students are not allowed to participate in the graduation exam.

Graduate students are allowed to take or retake the make-up of Military Training courses for the reason of Reserve Officer Selection and Examination. The credits of make-up courses are not counted in the regulated graduation credits.

Article 42

The grade point average of each semester is calculated as follows:

42.1. The product of the semester results points and the credit numbers is the total point of the course. The sum total points of all courses = semester total points

42.2. The sum of credits for all courses (includes the failing courses) is the semester total credits.

42.3. Semester total points ÷ semester total credits = semester grade point average.

Article 43

The credits and grades of retaken or make-up summer classes shall not included in the normal semester credits and grades. While the credits and grades of retaken or make-up summer classes can be included in the graduation credits.

The graduation grades for undergraduate students are calculated as follows:

(The sum of the individual course points multiplying the individual course credits) ÷ (The total credits taken during all semesters)

Master and doctor degree graduation grades = (grade point average + master degree exams) ÷ 2

The exams for graduate students will be hold in accordance with Regulations of Master and Doctoral Degrees Examination, which provided by NCYU and recorded by the MOE.

Students who take a Graduation Project course are required to select their topics and advisors at the beginning of the first semester of the last academic year with the consent of the chairperson of the departments and then submit the graduation project paper one month before the final exams of the second semester.
Article 44
Regulations for students’ merit/punishments and conduct grading are stipulated in Student Affairs related regulations.

Article 45
Grade reporting and changing after submitted to the Office of Academic Affairs shall be in accordance with the NCYU Regulations for Grade Reporting and Grade Change.

Article 46
Grade reporting shall be in accordance with the forms of add/drop courses.

Article 47
Students who are absent on the mid-term or final exams without any reason, will be graded zero for the exam.
Students who cannot attend any exams for statutory reasons, funerals or serious illnesses shall comply with the relevant regulations on leave applications provided by NCYU.

Article 48
Academic grades are rounded off to their nearest whole number. The semester grade point average and the total grade point average are rounded off to the second decimal place.

Article 49
Students will not receive credits for courses that last for one full academic year if they do not complete both semesters’ studies. Credits for single semester may be admitted with the approval from the chairperson of the department under special circumstances.

Article 50
Students are required to retake required courses that they fail. They may retake selective courses which they have failed or select other ones to replace those with failing grades.

Article 51
Students who cheat on exams will be graded zero in exams and punished in accordance with Regulations on Student Conduct.
Article 52
Students’ admission and transfer exam papers shall be kept on file by NCYU for one year for inspecting or examining by the government education administrative institutes.

All of the students’ exam papers are shall be kept on file for one year.
All the grades of the students shall be properly recorded and kept on file by NCYU permanently.

Chapter XI Graduation
Article 53
Outstanding students in a bachelor’s program may apply for advancing the time of graduation by one semester or one academic year if they meet all the following requirements:

53.1. Have completed all required courses and credits for graduation
53.2. Being in the top 5% of the class every semester for the academic grades
53.3. The grade of conduct performance is above 80 points for every semester
53.4. The grade of physical education courses and military training is above 70 points every semester

Transfer students of second grade may apply for the advanced graduation with four conditions above qualified.
Transfer students of third grade or above are not allowed to apply for advanced graduation because of the short time of study after transferred.

Article 54
Students are qualified for graduation with following conditions: have completed the whole study period, fulfilled all courses and credits requirements, passed Physical Education courses, Conduct and Environmental Improvement Training and meet the standard of English ability and information ability tests set by NCYU. Qualified students will be issued a certificate of Bachelors' Degree.

English ability and information ability standard mentioned in former paragraph are in accordance with the Regulations of NCYU Students English Ability Improving and Regulations of NCYU Students Information Ability Improving. Except for students in Continuing Education, international students, disabled students and those who graduated from NCYU and passed the tests stipulated formerly, undergraduate students enrolled after academic year 2007 and graduate students enrolled after academic year 2008 shall comply with the stipulations.

Graduate students who have completed all course and credit requirements and
passed the examinations (oral defense if needed) for graduation will be issued a certificate of Master’s Degree or Doctor’s Degree by NCYU.

The date of issuing degree certifications lies in January for first (fall) semester and June for second (spring) semester. Graduate students who have completed all courses and credits requirements and take no course except for thesis in that semester shall be issued a degree certificate in the month which the final exam (oral defense if needed) for graduation passed.

Article 55

The qualification for graduation and degree conferment are in accordance with the University Act, the Degree Conferral Law and relevant regulations.

Students who apply for teacher qualifications shall comply with Teacher Education Law and relevant regulations.

Chapter XII The Management of Student Status

Article 56

Student status information regarding individual departments/institutes, grade year, academic performances, registration, transfer between departments/institutes, transfer between NCYU and other universities, minors, double majors, postponement of study, reinstatement and expulsion are recorded in the Office of Academic Affairs.

Article 57

Enrollment students and graduated NCYU students may change their names or birth dates by submitting the application with valid documents issued by the Household Registration Office to the Office of Academic Affairs for approval.

The graduation certificate must be sent back to NCYU for modification.

Supplementary Regulations

Article 58

Matters not provided herein will be subject to the Education Law and other rules provided by the MOE and the resolution made at the Academic Affairs meetings.

Article 59

The regulations herein will come into force after the approval from the Academic Affairs meeting and recorded by the MOE. Any revision of the stipulations follows the same procedures of approval.
Article 1 National Chiayi University (hereafter NCYU or the University) reinforce counseling to assist international students to study successfully in Taiwan. In accordance with the “Regulations Regarding International Students Undertaking Studies in Taiwan” Article 15, the University promulgates “Guidelines for International Student Counseling at National Chiayi University” (hereafter the Guidelines).

Article 2 Those international students shall be defined to be an individual whose nationality is not from the Republic of China, as described in Article 2, of the Nationality Act and also without overseas Chinese student status.

Article 3 When new students arrive, Division of Overseas Chinese and Foreign students Affairs will assist them to apply ARC form Immigration Agency in 15 days or change visitor visa to resident visa in 60 days from Bureau of Consular Affairs, Ministry of Foreign Affairs, Republic of China (Taiwan).

Article 4 The International students have priority to apply for dormitory and live with Taiwanese students in order to know each other and get friendship.

Article 5 Upon enrollment new international students must attach medical and personal accidental insurance policies for first 4 months and National Heath Insurance after 4 months.

Article 6 After enrollment, Division of Overseas Chinese and Foreign students Affairs will hold an orientation to introduce rules of visas, entry and exit, residence, school, scholarships, health insurance etc.

Article 7 Applying for reentry bases on the principle of winter and summer vacation or hand in a certificate and complete procedures to ask for leave during semester.

Article 8 All departments should assign advisers and students who have good English ability to assist the international students in studying and living.

Article 9 The international students should apply for Taiwan scholarship to an ROC Embassy, Consulate and Representative office before registering. Or apply for International Student Scholarships of National Chiayi University after registering.

Article 10 The international students could apply for student aid fund, relief fund and student worker of NCYU.

Article 11 Student affairs should assist to organize an international student association and invite a teacher to be adviser who would develop the international students multicultural knowledge and promote activities such as the folk
festivals, international cultural festivals, community services and other related matters.

Article 12 Alumni Services Section would keep in touch with the graduated international students to expansive our internationalization achievement.

Article 13 The Guidelines shall come into force as passed through the University Administration Council and with approval of the University’s President.
Students who wish to reside at the National Chiayi University Dormitory shall apply on yearly basis. Students shall collect the dormitory keys from the Dormitory Manager and take/check inventory of equipments and furniture in their allocated room. Each resident is held responsible for maintaining cleanliness inside his/her room as well as any disorder or garbage produced in the common areas and should follow these regulations. Students who violate these regulations will be subject to penalty according to NCYU's Dormitory Conduct Rules.

- Each resident needs to properly dispose personal garbage and recycle items at the designated waste disposal area.
- Students are liable for surcharge of any damage furniture, equipment or machine.
- Students who wish to move out from the dormitory shall inform the Dormitory Manager, fill withdrawal form and get back deposit.
- Students are not allowed to consume alcohol or smoke/sniff drugs in the dormitory.
- Students shall not in any way discriminate, harm or harass one another but behave in a manner that promote multi-culture, respect for one another and foster a loving and caring community.
- No explosive devices, flammable material or dangerous chemical shall be kept in the dormitory.
- Curfew is at 12pm.
- Dormitory furniture, equipment and machines should be kept/used in the proper manner and relevant authority should be informed if any removal or damage occurs. Dormitory should be kept clean at all times, proper disposal of rubbish (re-cycle/other).
- Pets are not allowed in the dormitory.
- Permission should be first sought from the Dormitory Manager for any activity in the dormitory.
- Students should inform relevant authority for any illegal activity such as gambling, theft, drugs etc.
- Students are not allowed to use forbidden electric appliances.
- Students are not allowed to change room or bed number without asking.
Visa and ARC Information

All related application are processed at the National Immigration Agency (NIA) at various cities and counties according to your permanent address. You need to process all your visa or ARC matters at the local offices of the NIA according to your permanent address, i.e. those residing in Chiayi City must go to the Service Office in Chiayi city and those residing in Chiayi County must go to the Service Office in Chiayi County. For Office of Overseas Chinese and Foreign Students Affair, we would do extension for the international students in NCYU.

National Immigration Agency (NIA)

Chiayi City Service Office
Address: 11th Floor, No. 353, Chung Hsing Road, Chiayi City
Phone: 05-2313274

Chiayi County Service Office
Address: 1st Floor, No. 6, West Section, Hsiangho 2nd Road, Puzi, Chiayi County
Phone: 05-3623763

VISAS

A. Visitors Visa (single/multiple entry):
   1. For the people who will **STAY LESS THAN 6 MONTHS**
   2. Visa is valid for maximum of 60 days. There will be 2 extensions allowed, but not over 6 months or 180 days.
   3. Required Documents for EXTENSIONS:
      ➢ “Multiple-purpose Application Form for Foreign Residents” application.
      ➢ The original and one copy of passport (original will be returned).
      ➢ Student ID (with stamp from current semester).
      ➢ a photo.

B. Resident Visa
   1. For the people who will **STAY MORE THAN 6 MONTHS** or apply for Alien Resident Certificate (ARC).
   2. Students who are issued with Resident Visa need to apply for ARC within **15 days** upon arrival in Taiwan to avoid violation of immigration regulations.
Alien Resident Certificate (ARC)

A. Required Documents for NEW application:
   1. “Multiple-purpose Application Form for Foreign Residents” application.
   2. The original and one copy of passport (original will be returned).
   3. A photo.
   4. The original and one copy of student ID card (original will be returned).
   5. NT1000 (for 1 year).

B. Required Documents for EXTENSIONS:
   1. “Multiple-purpose Application Form for Foreign Residents” application.
   2. The original and one copy of passport (original will be returned).
   3. A photo.
   4. The original and one copy of student ID card (original will be returned).
   5. NT 1000 (for 1 year).
   6. The original ARC.
Health Information

Article 21 of the Ministry of Education dictates that: “upon arrival to Taiwan, foreign students should have a minimum of four months medical insurance coverage remaining from their country of origin”. International students must be able to provide this documentation.

The international students who have stayed for more than 4 months need to apply for National Health Insurance after receiving ARC.

National Health Insurance (NHI)

All foreigners who have stayed in Taiwan for more than four months and hold a valid Alien Resident Certificate (ARC) are required to join the National Health Insurance Program. The international students who join NHI Program are required to pay upon registration at the beginning of each semester. First (Fall) Semester include fees from September to February. Second (Spring) Semester include fees from March to August. Premium is NT$659 per month.

A. Required Documents for new application:
1. NHI IC Card Application Form.
2. Photocopy of ARC
3. A photo( taken within the last two months, 2-inch square front bust shot, without hat, color or black and white, not wearing colored glasses).

B. Required Documents (lost or damaged):
1. NHI IC Card Application Form.
2. Photocopy of ARC
3. A photo( taken within the last two months, 2-inch square front bust shot, without hat, color or black and white, not wearing colored glasses).
4. NT 200.

NHI English website:

http://www.nhi.gov.tw/english/
There are some privileged hospitals and clinics in Chiayi city and county. You can get discount when you go to see a doctor with your NCYU student card in these hospitals and clinics.

<table>
<thead>
<tr>
<th>Chinese Name</th>
<th>Adress</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>嘉義基督教醫院</td>
<td>No.539, Zhongxiao Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2765041</td>
</tr>
<tr>
<td>天主教聖馬爾定醫院</td>
<td>No.565, Sec. 2, Daya Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2756000</td>
</tr>
<tr>
<td>嘉義榮民醫院</td>
<td>No.600, Shixian Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2864050</td>
</tr>
<tr>
<td>慈濟大林分院</td>
<td>No.2, Minsheng Rd., Dalin Township, Chiayi County 622, Taiwan (R.O.C.)</td>
<td>(05)2648000</td>
</tr>
<tr>
<td>信合美診所</td>
<td>No.89, Xingye W. Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2867272</td>
</tr>
<tr>
<td>潘內兒科診所</td>
<td>No.352, Gongming Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2284757</td>
</tr>
<tr>
<td>郭俊銘診所</td>
<td>No.262, Mituo Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2771893</td>
</tr>
<tr>
<td>張百欽診所</td>
<td>No.203, Bo-ai Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2339555</td>
</tr>
<tr>
<td>王國哲診所</td>
<td>No.359, Sec. 2, Bo-ai Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2310550</td>
</tr>
<tr>
<td>旭豐診所</td>
<td>No.583, Wufeng N. Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2302108</td>
</tr>
<tr>
<td>新民西醫診所</td>
<td>No.701, Xinmin Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2838257</td>
</tr>
<tr>
<td>Name</td>
<td>Address</td>
<td>Phone</td>
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</tr>
<tr>
<td>丁效曾整型外科診所</td>
<td>No.229, Zhongshan Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2222188</td>
</tr>
<tr>
<td>新恩診所</td>
<td>1F., No.357, Xinsheng Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2777937</td>
</tr>
<tr>
<td>賴政友診所</td>
<td>No.9, Heping Rd., Minxiong Township, Chiayi County 621, Taiwan (R.O.C.)</td>
<td>(05)2262624</td>
</tr>
<tr>
<td>大成中醫</td>
<td>No.309, Xinrong Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2222635</td>
</tr>
<tr>
<td>嘉冠中醫</td>
<td>No.174, Zhongyi St., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2222354</td>
</tr>
<tr>
<td>金陵中醫</td>
<td>1F., No.151-1, Wufeng N. Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2759014</td>
</tr>
<tr>
<td>信生中醫</td>
<td>No.55, Ln. 48, Wufeng S. Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2220160</td>
</tr>
<tr>
<td>仁惠中醫診所</td>
<td>No.82-3, Xi-an Rd., Minxiong Township, Chiayi County 621, Taiwan (R.O.C.)</td>
<td>(05)2263370</td>
</tr>
<tr>
<td>王耳鼻喉科</td>
<td>No.131, Gongming Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2276563</td>
</tr>
<tr>
<td>李英徵耳鼻喉科</td>
<td>No.133, Minsheng S. Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2255610</td>
</tr>
<tr>
<td>蘇耳鼻喉科</td>
<td>No.171, Chuiyang Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2237078</td>
</tr>
<tr>
<td>台大風尚皮膚科</td>
<td>No.612, Xinsheng Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2711711</td>
</tr>
<tr>
<td>新時代皮膚科診所</td>
<td>1F., No.69, Nanjing Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2831188</td>
</tr>
<tr>
<td>慶華牙醫</td>
<td>No.246, Anhe St., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2784452</td>
</tr>
<tr>
<td>Name</td>
<td>Address</td>
<td>Phone</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>陳丕修牙醫</td>
<td>1-2F., No.51, Zhongshan Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2779901-2</td>
</tr>
<tr>
<td>晴亮牙醫</td>
<td>No.388, Xingye W. Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2865888</td>
</tr>
<tr>
<td>新民牙醫</td>
<td>No.838, Xinmin Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2851179</td>
</tr>
<tr>
<td>幸福牙醫</td>
<td>No.218-1, Junhui Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2398022</td>
</tr>
<tr>
<td>豐禾牙醫診所</td>
<td>No.8-1, Dongrong Rd., Minxiong Township, Chiayi County 621, Taiwan (R.O.C.)</td>
<td>(05)2063942</td>
</tr>
<tr>
<td>和平眼科診所</td>
<td>No.325, Heping Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2255561</td>
</tr>
<tr>
<td>蔡恆鎮眼科</td>
<td>No.653, Xinmin Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2368019</td>
</tr>
<tr>
<td>向光眼科診所</td>
<td>No.114, Minzu Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2788358</td>
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<tr>
<td>慎諭婦產科</td>
<td>1-2F., No.118-7, Minsheng S. Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2253652</td>
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<tr>
<td>許文德婦產科</td>
<td>No.818, Chuiyang Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2258050</td>
</tr>
<tr>
<td>建興醫院</td>
<td>No.148, Zhongshan Rd., Chiayi City 600, Taiwan (R.O.C.)</td>
<td>(05)2270302</td>
</tr>
</tbody>
</table>
Parking Permit

1. Parking on campus requires valid parking permit. Please pick-up application either at the Campus security Squad Office.

2. Only vehicles with valid parking permits are allowed entry into campus and park in designated parking areas. The University is not held responsible for stolen or lost vehicles.

3. Vehicles should be parked properly in **Designated Parking Areas**. Improperly parked vehicles will be towed and fined.

4. Students are required to wear a helmet while riding motorcycles should not be riding under the influence of alcohol or illegal substances.

5. Requirements for Parking Permit:
   - a photocopy of the vehicle registration.
   - valid driver’s license.
   - fee: Motorcycle Permit: NT$200/year.
     Automobile Permit: NT$500/year.
### National Chiayi University Academic Calendar 2009-2010

#### Fall Semester

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Week</th>
<th>Date</th>
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<td></td>
<td>1</td>
<td>(1) Fall Semester begins</td>
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<td></td>
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<td></td>
<td></td>
<td>(1-8) Application for International Students Scholarship (for senior)</td>
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<tr>
<td>Aug.</td>
<td></td>
<td>2</td>
<td>2-8</td>
<td>(9-18) Dorm application for freshmen</td>
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<td>(11) Administration Meeting (14) Summer classes end</td>
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<td></td>
<td></td>
<td>(16) Dorm opening-day; (17) Dorm room allocation for freshmen</td>
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<td>(21) Notice of dorm room allocation for freshmen</td>
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<td>6</td>
<td>11</td>
<td>(27) Reserved Dorm application</td>
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<td>12</td>
<td>18-20</td>
<td>(21) Formal start of classes (21-22) Online course booking</td>
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<td>(9/21-10/12) Application for overseas student aid fund</td>
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<td>(10-20) New student week (Online course selection for new students; Freshman English Proficiency Test; 13 Dorm opening-day; 14-16 New student physical examination; 14-17 Orientations)</td>
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<td>(18) Deadline to pay tuition and fees; Deadline for the student loan application; Announcement of course selection results for new students; Conference for Teaching and Learning (morning); Mentors Workshop (afternoon)</td>
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<td></td>
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<td></td>
<td>(21) Course pre-selection of Spring Semester (1st stage)</td>
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<td>(22) University Affairs Meeting</td>
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<td>(25-30) Course pre-selection of Spring Semester (2nd stage)</td>
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<td>(1) Founding Day of the Republic of China (National Holiday)</td>
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<td>(8) Announcement of course pre-selection results</td>
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<td>11-15</td>
<td>(11) Deadline for students’ absentee notification</td>
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<td>(12) Administration Meeting; Notification of withholding the eligibility for the final examination</td>
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<td>(15) Deadline for postponement of study application</td>
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<td>(18-22) Final Exam week</td>
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<td>(22) Chinese New Year party</td>
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<td>(25) Fall Semester ends; Winter vacation begins</td>
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<td>(29) Deadline to submit student grades; Draft of Course Plan from individual college for new academic year</td>
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<td>31</td>
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<td>(31) Deadline for submitting master’s theses and doctoral dissertations (postpone to February 1)</td>
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Approved by the Administration Meeting on April 14, 2009
<table>
<thead>
<tr>
<th>Year</th>
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<td>1 2 3 4 5 6 (1) Spring Semester begins</td>
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<tr>
<td>Feb.</td>
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<td>21 22 23 24 25 26 27 (22) Deadline to pay tuition and fees; Deadline for the student loan application; Conference for Teaching and Learning (morning); Mentors Workshop (afternoon)</td>
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<td>2</td>
<td>28</td>
<td>(28) Peace Memorial Day (National Holiday)</td>
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<td>Mar.</td>
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<td>2 3 4 5 6 (8-12) Deadline for department-transferring application</td>
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<td>14 15 16 17 18 19 20 (16) University Affairs Meeting</td>
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<td>3</td>
<td>21 22 23 24 25 26 27 (3/29-4/3) Excellent teacher voted by the graduated classes</td>
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<tr>
<td>Apr.</td>
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<td>1</td>
<td>4 5 6 7 8 9 10 11 12 13 (5) Tomb Sweeping Day (National Holiday) (6-7) Field trip</td>
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<td>11 12 13 14 15 16 17 (13) Administration Meeting</td>
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<td>3</td>
<td>18 19 20 21 22 23 24 (20-26) Midterm Exam week (20) Academic Affairs Meeting</td>
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<td>4</td>
<td>25 26 27 28 29 30 (4/27-5/7) Application for course withdrawal</td>
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<td>2010</td>
<td>May</td>
<td>1</td>
<td>2 3 4 5 6 7 8 (11) Administration Meeting (5/14-6/15) Tuition-waived Application of Fall Semester</td>
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<td>2</td>
<td>9 10 11 12 13 14 15 16 17 (17-21) Deadline for minor study and doubled majors application (21) Recommendation of Excellent Teacher from each college</td>
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<td>3</td>
<td>18 19 20 21 22 23 24 25 26 27 (24) Teaching Evaluation begins (5/28-6/3) Course pre-selection of Fall Semester (1st stage)</td>
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<td>4</td>
<td>28 29 30 (4) Announcement of course selection results</td>
<td></td>
</tr>
<tr>
<td>Jun.</td>
<td></td>
<td>1</td>
<td>5 6 7 8 9 10 11 12 (7-11) Pre-selection of Fall Semester courses (2nd stage) (12) Graduation Ceremony</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>13 14 15 16 17 18 19 20 21 22 (14) Deadline for Students’ absentee notification; Announcement of course selection results (15) University Affairs Meeting; Notification of withholding the eligibility for the final examination (16) Dragon Boat Festival (National Holiday)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>20 21 22 23 24 25 26 (21) Deadline for postponement of study application (22-28) Final Exam week</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>27 28 29 30 (29) Spring Semester ends; Summer vacation begins</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jul.</td>
<td>1</td>
<td>1 2 3 (5) Deadline to submit student grades</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>4 5 6 7 8 9 10 (12) Summer classes begin (13) Administration Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>11 12 13 14 15 16 17 (18) Administration Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>18 19 20 21 22 23 24 (31) Deadline for submitting master’s theses and doctoral dissertations (postpone to August 2)</td>
<td></td>
</tr>
</tbody>
</table>

Approved by the Administration Meeting on April 14, 2009
Campus Map of NCYU

Lantan Campus
Map of Hsinming Campus, National Chiayi University

1. Building A of College of Management
   (departments, faculty offices, graduate students lounges, audiovisual rooms, clubs and associations)

2. Building B of College of Management
   (general administration offices, health center, library, computer center, language lab, cafeteria, general purpose classrooms, graduate students lounge, international convention center)

3. Ming-de Hall (student dormitory)

4. Tennis Courts

5. Platform

6. Basketball Courts

7. Main Entrance
Map of Linsen Campus, National Chiayi University

1. Gymnasium
2. Track and Field
3. Swimming Pool
4. Basketball Courts
5. Dormitory (female students)
6. Music Classrooms
7. Cafeteria
8. Dormitory (male students)
9. Chiayi Center of National Open University
10. National Sin Gang High School of the Arts
11. Library
12. Guidance Building
13. Division of Continuing and Extension Education
14. Main Entrance
15. Platform
## School Bus Time Table

<table>
<thead>
<tr>
<th>MON~FRI</th>
<th>Route</th>
<th>Departure Campus</th>
<th>Departure Time</th>
<th>Arrival Campus</th>
<th>Arrival Time</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>Minhsiung→Linsen→Hsinming→Lantan</td>
<td>Minhsiung</td>
<td>08:20</td>
<td>Linsen</td>
<td>08:50</td>
<td>Bus Stop : Lantan Campus: Administration Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Linsen</td>
<td>08:55</td>
<td>Hsinming</td>
<td>09:15</td>
<td>Hsinming Campus : Hsinming Gate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hsinming</td>
<td>09:20</td>
<td>Lantan</td>
<td>09:40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lantan→Hsinming→Linsen→Minhsiung</td>
<td>Lantan</td>
<td>10:20</td>
<td>Hsinming</td>
<td>10:40</td>
<td>Linsen Campus: Linsen Gate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hsinming</td>
<td>10:45</td>
<td>Linsen</td>
<td>11:05</td>
<td>Minhsiung Campus: Administration Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Linsen</td>
<td>11:10</td>
<td>Minhsiung</td>
<td>11:40</td>
<td></td>
</tr>
<tr>
<td>Afternoon</td>
<td>Minhsiung→Linsen→Hsinming→Lantan</td>
<td>Minhsiung</td>
<td>13:00</td>
<td>Linsen</td>
<td>13:30</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Linsen</td>
<td>13:35</td>
<td>Hsinming</td>
<td>13:55</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hsinming</td>
<td>14:00</td>
<td>Lantan</td>
<td>14:20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lantan→Hsinming→Linsen→Minhsiung</td>
<td>Lantan</td>
<td>15:20</td>
<td>Hsinming</td>
<td>15:40</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Hsinming</td>
<td>15:45</td>
<td>Linsen</td>
<td>16:05</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Linsen</td>
<td>16:10</td>
<td>Minhsiung</td>
<td>16:40</td>
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</tbody>
</table>
## City Bus Time Table

<table>
<thead>
<tr>
<th>N.1 (step by Chuiyang road)</th>
<th>N.2 (step by Zhongshan road)</th>
<th>From Daya Road to NCYU</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Train Station</td>
<td>From Train Station</td>
<td>From Da Ya Road to NCYU</td>
</tr>
<tr>
<td>08:20</td>
<td>05:50</td>
<td>09:45</td>
</tr>
<tr>
<td>09:30</td>
<td>06:40</td>
<td>10:40</td>
</tr>
<tr>
<td>10:25</td>
<td>08:45</td>
<td>07:30</td>
</tr>
<tr>
<td>11:20</td>
<td>11:10</td>
<td>12:35</td>
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<tr>
<td>13:45</td>
<td>12:40</td>
<td>16:15</td>
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<tr>
<td>14:25</td>
<td>14:45</td>
<td>19:05</td>
</tr>
<tr>
<td>15:20(Sunday)</td>
<td>15:20(Friday)</td>
<td>19:25</td>
</tr>
<tr>
<td>17:00(Sunday)</td>
<td>15:40</td>
<td></td>
</tr>
<tr>
<td>17:25</td>
<td>16:00(Friday)</td>
<td></td>
</tr>
<tr>
<td>17:50(Sunday)</td>
<td>16:40</td>
<td></td>
</tr>
<tr>
<td>18:20</td>
<td>17:45</td>
<td></td>
</tr>
<tr>
<td>18:40</td>
<td>18:40</td>
<td></td>
</tr>
<tr>
<td>18:55(Sunday)</td>
<td>20:40</td>
<td></td>
</tr>
<tr>
<td>19:35</td>
<td>21:10</td>
<td></td>
</tr>
<tr>
<td>20:00(Sunday)</td>
<td>Proceed to NCYU on</td>
<td></td>
</tr>
<tr>
<td>20:25(Sunday)</td>
<td>Fridays(not including summe</td>
<td></td>
</tr>
<tr>
<td>20:45</td>
<td>and winter vacation)</td>
<td></td>
</tr>
<tr>
<td>21:05(Sunday)</td>
<td>Proceed to NCYU on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sundays(not including summe</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and winter vacation)</td>
<td></td>
</tr>
</tbody>
</table>

Proceed to NCYU on Sundays (not including summer and winter vacation)
Opening an Account

Post Office

Requirement Documents:

- Forms (with stamp from Office of Overseas Chinese and Foreign students Affairs);
- The original and one copy of Taiwan ID Number or valid ARC (original will be returned);
- The original and one copy of NCYU Student ID (original will be returned);
- The original and one copy of valid Passport (original will be returned);
- 2 password (one is 4 digital, another one is 6-12 digital)
SIM Package

If you are carrying a GSM or a tri-band unit, you can purchase a SIM Pack with passport and NCYU student card from any authorized network provider retail shop and initiate telephone service. Prepaid cards can be purchased at the same retail shops or any convenience store for reloading purposes.
## Important Numbers

### On-Campus

<table>
<thead>
<tr>
<th>Office of Overseas Chinese and Foreign Students Affairs / 僑生及外籍生輔導組</th>
<th>(05) 2717064 2717065</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidance Adviser / 教官室 (24 hours)</td>
<td>(05) 2717373</td>
</tr>
</tbody>
</table>

### Off-Campus

| Fire & Emergency / 火警、緊急事故 | 119 |
| Police & Traffic Accident / 警察報案、交通事故 | 110 |
| Local Call Directory / 市區電話查詢 | 104 |
| Long Distance Call Directory / 長途電話查詢 | 105 |
| International Information Directory / 國際電話查詢或掛發 | 100 |
| Inquiry for International Telecommunication Service (free) / 查詢國際電信業務電話（免費） | 0800-731-123 |
| Kaohsiung International Airport / 高雄國際機場 | 0800-090-108 (07) 8057630 |
| International Information Counter / 國際班機服務台 | (07) 8057630 |
| Domestic Information Counter / 國內班機服務台 | |
| Taoyuan International Airport/ 桃園國際機場 | 03-3983728 03-3982143 03-3983274 |
| Terminal 1 Service Counter/ 第一航廈服務電話 | |
| Terminal 1 Service Counter/ 第二航廈服務電話 | |
| Chiayi Railway Station--Information Counter / 嘉義市火車站服務中心 | (05) 2223904 |
| Website: [http://service.tra.gov.tw/chiayi/](http://service.tra.gov.tw/chiayi/) | |
| Information for Foreigners / 外國人在台生活諮詢服務網 | 0800-024-111 |
| Website: [http://iff.immigration.gov.tw/](http://iff.immigration.gov.tw/) | |