

# NCKU Academic Registration Notice for the 2023 Spring Semester

Instructions	Office (Ext. No.)
<b>Registration and Course Enrollment</b>	
<p>1. <b>Registration and Class: Starting on Monday, February 13, 2023.</b></p> <p>2. <b>Course Enrollment Schedule and Information:</b> <a href="http://course.ncku.edu.tw/course/">http://course.ncku.edu.tw/course/</a>.</p> <p>3. <b>3rd Stage of Course Enrollment:</b>            Online course enrollment: <b>from February 20 to February 24, 2023.</b>            During this period, all students are allowed to add or drop courses online. Any enrolled courses dropped before the end of this stage will not be charged.            Starting <b>March 7, 2023</b>, students will be allowed only to withdraw from enrolled courses except for courses rearranged by the course-offering department/institute.            Please refer to the Notice of Course Enrollment for the Spring Semester of the 2023 academic year for the latest information.</p> <p>4. <b>Online Course Withdrawal Deadline: May 12, 2023.</b>            No refund will be made for course withdrawals, which will be recorded on the transcript.</p> <p>5. <b>Deferral Students:</b> Those who enroll in courses with 9 or fewer credits will pay course fees only. Otherwise, they must pay the full tuition.</p> <p><b>Notes:</b></p> <p>(1) Those who received integrated course credits for General Education through accreditation of the “Learning by Practice” courses will have to pay the full tuition if they enroll in courses with more than 9 credits.</p> <p>(2) Two-credit fees will be charged for a course of Physical Education or Military Training. A one-credit fee and a test fee of NT\$ 200 will be charged for a course of Remedial English.</p> <p>※Transfer students admitted in the winter break shall complete course enrollments according to NCKU Registration Procedures for Transfer Students.</p> <p>※New students of master’s programs shall apply for early admission according to NCKU Registration Procedures for Early Admission.</p>	Registrar Division (50120)
<b>Course Credit Waiver</b>	
<p>Students who are eligible for the course credit waiver, as stated in Items 7 and 8 of Article 2 of the NCKU Course Credit Waiver Regulations, need to complete their application for this course credit waiver with relevant transcripts or credit certificates within one weeks from the start of class.</p>	Registrar Division (50120)
<b>Study Suspension and Dismissal</b>	

<ol style="list-style-type: none"> <li>1. <b>Study Suspension for the 2023 Spring Semester:</b> Please apply in person or by a deputy with power of attorney, with the required materials including the letter of parental consent (aged under 20), the student identity card, a self-addressed stamped envelope for registered mail with acknowledgement of receipt, and a completed application form. Application by POST will not be accepted.</li> <li>2. <b>Tuition Refund:</b> Those who have completed the application for study suspension or dismissal and paid the tuition can apply for a tuition refund. Please fill out the application form and enclose the payment receipt and a photocopy of your personal postal passbook for the refund. According to the related regulations established by the Ministry of Education (MOE), the tuition refund regulations are as follows: <ol style="list-style-type: none"> <li>(1) <b>Study Suspension or Dismissal Application Completed by February 13, 2023:</b> No tuition will be charged. A full refund, except for the insurance fees, will be processed if a payment of tuition was made.</li> <li>(2) <b>Study Suspension or Dismissal Application completed after February 13, 2023:</b> <ol style="list-style-type: none"> <li>a. Two-thirds of the tuition will be refunded for applications completed during the period of <b>February 14 to March 25, 2023.</b></li> <li>b. One-third of the tuition will be refunded for applications completed during the period of <b>March 26 to May 5, 2023.</b></li> <li>c. None of the tuition will be refunded for applications completed after <b>May 6, 2023.</b></li> <li>d. Two-thirds of the tuition will be refunded for involuntary study suspensions.</li> </ol> </li> </ol> </li> </ol>	Registrar Division (50120)
<b>Tuition and Miscellaneous Fees Payments</b>	
<p>*Our university has no longer issued any paper tuition billing statements. The tuition billing statements can be downloaded and printed from the Bank of Taiwan website at <a href="https://school.bot.com.tw/twbank.net/index.aspx">https://school.bot.com.tw/twbank.net/index.aspx</a>. Tuition and fees information will be available at <a href="https://reg-acad.ncku.edu.tw/p/412-1041-5424.php?Lang=zh-tw">https://reg-acad.ncku.edu.tw/p/412-1041-5424.php?Lang=zh-tw</a></p> <ol style="list-style-type: none"> <li>1. <b>Tuition billing statements can be downloaded and printed starting from January 31, 2023.</b> You can make tuition payments in any of the following ways: (1) cash payment at any Bank of Taiwan branch, (2) cash payment at any Post Office branch, (3) ATM transfer or online ATM transfer, (4) Taiwan Pay, JKOPAY, and Line pay Money, (5) cash payment with a maximum limit of NT\$40,000 at any local convenient store, including Hi-Life, OK Mart, 7-ELEVEN and Family Mart, and (6) payment with credit card via internet or phone. ✳️Please note that the deadline for tuition payments will be Monday, <b>February 13, 2023</b>. All students, except for those with student loans or tuition waivers, must complete their payment by the specified deadline. Those who fail to complete this registration requirement by the deadline will be dismissed from NCKU.</li> <li>2. Students deferring graduation and returning students will have to complete their course enrollments online according to the university course enrollment schedule. After completing the course enrollment and tuition payment, please submit your application form and tuition receipt to the Registrar Division. For students who have NOT completed the course</li> </ol>	Cashier Division (50606, 50607)  Registrar Division (50120)

<p>enrollment and tuition payment, please complete the school resumption process by completing the course enrollment directly through your department/institute, paying the tuition fees at the Cashier Division, and finally submitting your application form and tuition receipt to the Registrar Division <b>starting from February 13, 2023.</b></p> <p>3. The tuition payments for designated students will be divided into two stages. The first stage involves the payment of the tuition as stated in Item 1 above. The second stage involves the course fees payment. These students can download and print their billing statements starting from <b>March 22, 2023.</b> Please be sure to complete this payment before <b>April 9, 2023.</b> However, those who apply for student loans need to pay in full at one time. For details, please refer to the NCKU student loan system.</p> <p>※ Designated students:  Deferral students on undergraduate programs; in-service master's program students, AMBA students; DBA students; master/doctoral degree students admitted before the 110 academic year; and international students and mainland Chinese students admitted in September 2011.</p> <p>4. Students who are dismissed from NCKU due to academic failure will have their tuition payments refunded in full.</p> <p>5. According to Article 8 of the NCKU Academic Regulations, students are required to complete the payments of course fees after the end of the designated period for Course Add/Drop. Those who fail to complete their payments of course fees by the end of the semester will not be allowed to register for the next semester. In this case, graduating students in the current semester will not receive a diploma. (Please refer to Article 8 of the NCKU Academic Regulations for more information.)</p>	
<p align="center"><b>Required English Courses &amp; Foreign Language Proficiency Requirements</b></p>	
<p><b>Required English Courses:</b></p> <ol style="list-style-type: none"> <li>Students (except for English majors) of the University must acquire 4 credits of English courses before graduation. Students are not allowed to take two English courses of the same title.</li> <li>Students should take the courses from one of the three Modules according to their English proficiency levels.</li> <li>NCKU English module courses with their CEFR alignments, please see <a href="https://flc.ncku.edu.tw/p/412-1144-21109.php?Lang=zh-tw">https://flc.ncku.edu.tw/p/412-1144-21109.php?Lang=zh-tw</a></li> <li>Freshmen (except for English majors) need to first take their English CEFR certificate/transcripts such as TOEFL iBT, TOEFL ITP, IELTS, TOEIC, Cambridge Main Suite to register for their English Modules, and then they can choose English courses via the Course Information &amp; Enrollment system.</li> </ol> <p><b>The Application for English Modules</b></p> <ul style="list-style-type: none"> <li>● <b>First Phase: From 9:00 AM, February 13, 2023 to 5:00 PM, February 14, 2023.</b></li> </ul> <p>Please take the hard copy of your English certificate/transcript to the Foreign Language Center in person to register for your English module, so that you can choose English class at Phase 3 Course Enrollment: 09:00 on February 20 to 17:00 on February 24.</p>	<p align="center">English courses</p> <p align="center">Foreign Language Center (52273, 52258)</p>

<p>●<b>Second Phase: From 9:00 AM, March 13, 2023 to 5:00 PM, June 9, 2023.</b></p> <p>Please take the hard copy of your English certificate/transcript to the Foreign Language Center in person to register for your English module, so that you can choose English courses next semester.</p> <p><b>Note: Please take the hard copy. Images that show only fragments of the certificate/transcript or print-screened transcripts will NOT be accepted.</b></p> <p>5. Foreign students from countries where English is an official language, students who once received high school education where English is the instructional language for more than two years, or students who are eligible for credit exemption can apply for English credits exemption. For further information, please see “Exemptions of English Courses.”</p> <p>6. English majors do NOT need to take English courses offered by the Foreign Language Center. Please follow the course regulations of the FLLD. For other regulations, please see <a href="https://flc.ncku.edu.tw/p/412-1144-21109.php?Lang=zh-tw">https://flc.ncku.edu.tw/p/412-1144-21109.php?Lang=zh-tw</a></p> <p><b>Foreign Language Proficiency Requirements:</b></p> <ol style="list-style-type: none"> <li>1. All undergraduate students should fulfill the designated English or other foreign language(s) proficiency requirements before graduation.</li> <li>2. Each department is responsible for verifying the qualification and documents concerning the required foreign language proficiency for international students from foreign language speaking countries.</li> <li>3. Students who have not successfully reached the required threshold may take Online Remedial English (a zero-credit, semester, optional course) or other courses specified by respective departments. Students who successfully pass the required courses are recognized as fulfilling the English proficiency requirements for graduation. The Notes for registering in Online Remedial English are specified separately.</li> <li>4. Students who have reached the required graduation threshold of foreign language proficiency stipulated by their departments must register online themselves via the Confirmation of foreign language Competence System. An e-version of official grade report should be later verified by the students’ departments and be submitted to the Division of Registrar. Students are legally responsible for all necessary documents submitted to the University.</li> </ol>	<p>Foreign Language Proficiency Requirement</p> <p>Please contact your department office.</p>
<p><b>Exemptions of English Courses</b></p>	
<ol style="list-style-type: none"> <li>1. Please check <a href="https://flc.ncku.edu.tw/p/412-1144-21150.php?Lang=en">https://flc.ncku.edu.tw/p/412-1144-21150.php?Lang=en</a> for the exemption standards and regulations.</li> <li>2. There are Two PHASES of applications for credit exemptions. The qualifications are listed in the tables below. The credit exemptions will only be approved after the second phase of verification is done. No application is accepted later than the specified deadlines, except for special circumstances approved by the University.</li> </ol> <p>(1) <b>[First Phase] Application ONLINE:</b> Applications for credit exemptions shall be completed online via the Confirmation of Foreign Language Competence System</p>	<p>Foreign Language Center (52273)</p>

<p>(<a href="https://eagle.english.ncku.edu.tw/">https://eagle.english.ncku.edu.tw/</a>) <b>from 9:00 AM, February 1, 2023 to 5:00 PM, February 24, 2023.</b> The wavier qualifications for students enrolled in/after the 2017-18 academic year differ from those for students enrolled in/before the 2016-17 academic year (especially for the scores on TOEFL iBT, TOEIC, and OOPT); therefore, choose the qualifications applicable to the academic year of your admission. Any untrue or insufficient applications require re-submission. Please remember to print out the application form after the application online.</p> <p>(2) <b>[Second Phase] Verification by Foreign Language Center:</b> A printout of the application form along with one of the following documents should both be submitted in person to the Foreign Language Center on the second floor of Hsiu-Chi Building on Kuang-fu Campus <b>from 9:00 AM, February 13, 2023 to 5:00 PM, February 24, 2023.</b> Please go to the Confirmation of Foreign Language Competence System (<a href="https://eagle.english.ncku.edu.tw/">https://eagle.english.ncku.edu.tw/</a>) to check the results of your credit exemption application after your submission to the Foreign Language Center:</p> <ol style="list-style-type: none"> <li>i. <b>Valid passport</b> (for those from countries where English is an official language).</li> <li>ii. <b>Official transcript or school letter with a valid signature that describes the study period and subjects taught in English accounting for more than 50% of the entire subjects</b> (for those who received high school education where English is the instructional language).</li> <li>iii. <b>Original English proficiency certificate</b> of GEPT, TOEFL iBT, IELTS, TOEIC, Cambridge Main Suite, BULATS, or Oxford Online Placement Test.</li> </ol> <p>3. Those who have waived four credits and do not intend to take any English courses must drop the enrolled courses online before the end of the third stage enrollment period. The students who do not meet the criteria for credit exemptions or fail to adhere to the deadlines should take the courses as required.</p> <p>4. The system for English credit exemptions will be open every semester. Students are only required to complete the application of English credit exemptions before graduation.</p>	
<p><b>Overseas Students</b></p>	
<ol style="list-style-type: none"> <li>1. <b>New students:</b> The online registration for new overseas students can be done at <a href="http://management.oia.ncku.edu.tw/service/index/index/pid/21">http://management.oia.ncku.edu.tw/service/index/index/pid/21</a></li> <li>2. <b>Suspension students:</b> The ARC, exit and try permit, and NHI card will be deemed invalid within 2 weeks starting from the effective day of their suspension and they shall leave the country within this period or may encounter penalty by the National Immigration Agency.</li> <li>3. <b>Resumption students:</b> Those who would like to reenter to Taiwan to continue their study shall apply for a new visa at nearby overseas R.O.C missionary office with the resumption letter issued and mailed by the Registrar Division. Their NHI status can only be reactivated after 6 continuous months of stay in Taiwan.</li> </ol>	<p>Overseas Students and Scholars Services (50460)</p>