

NCKU Academic Registration Notice for the 2020 Spring Semester

Instructions	Office (Ext. No.)
Registration and Course Enrollment	
<p>1. Registration and Class: Starting from Monday, March 2, 2020.</p> <p>2. Course Enrollment Schedule and Information: http://course.ncku.edu.tw/course/.</p> <p>3. 3rd Stage of Online Course Enrollment: Starting from March 9 to 13, 2020. During this period, all courses are open for every student to add or drop. Please note that the General Education courses can't be added at this time. No course fees will be charged for any enrolled courses dropped before the end of this stage. After March 19, 2020, except for courses that are changed by the departments/institutes, students will be permitted only to withdraw from enrolled courses.</p> <p>4. Online Course Withdrawal: Starting from March 12 to May 26, 2020. No refund will be given during this period and the course withdrawal will be recorded on the transcript.</p> <p>5. Information for Students Deferring Graduation: Those who enroll in 9 or fewer course credits will pay the course fees only. But, those who enroll in more than 9 course credits will have to pay the full tuition.</p> <p>Note:</p> <p>(1) Those who receive General Education courses credits through certification points in the "Learning by Practice" courses will have to pay the full tuition, if the total course credits are more than 9 credits.</p> <p>(2) Two-credit fees will be charged for Physical Education or Military Training courses. A one-credit fee and a test fee of NT\$ 200 will be charged for the Remedial English courses.</p>	Registrar Division (50120)
Course Credit Waiver	
<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 three weeks from the start of class.</p>	Registrar Division (50120)
Study Suspension and Dismissal	
<p>1. Study Suspension for the 2020 Spring Semester: Please apply in person or by a deputy with power of attorney, with the required materials including the letter of parental consent(age 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.</p> <p>2. Tuition Refund: Those who have completed the application for study suspension or</p>	Registrar Division (50120)

<p>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:</p> <p>(1) Study Suspension or Dismissal Application Completed by February 17, 2020: No tuition will be charged. A full refund, except for the insurance fees, will be processed if a payment of tuition was made.</p> <p>(2) Study Suspension or Dismissal Application completed after March 2, 2020:</p> <ol style="list-style-type: none"> Two-thirds of the tuition will be refunded during March 3 to April 10, 2020. One-third of the tuition will be refunded during April 11 to May 22, 2020. None of the tuition will be refunded after May 23, 2020. Two-thirds of the tuition will be refunded for involuntary study suspensions. 	
<p>Tuition and Miscellaneous Fees Payments</p>	
<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 https://school.bot.com.tw/twbank.net/index.aspx. Tuition and fees information will be available at http://reg.acad.ncku.edu.tw/p/412-1041-5424.php?Lang=zh-tw.</p> <p>1. Tuition billing statements can be downloaded and printed starting from January 31, 2020. 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, (4) online ATM transfer, (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, February 17, 2020. All students, except for those with student loans or tuition waivers, must complete their payment by the specified deadline. Those who failed to complete this registration requirement will be dismissed from the university.</p> <p>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 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 starting from February 17, 2020.</p> <p>3. The tuition payments for international 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 April 17, 2020. Please be sure to complete this</p>	<p>Cashier Division (50606, 50607)</p> <p>Registrar Division (50120)</p>

<p>payment before May 3, 2020.</p> <p>4. Students who are dismissed from NCKU due to academic failure will have their tuition payments refunded in full.</p> <p>According to 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 the NCKU Academic Regulations for more information.)</p>	
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Required English Courses & Foreign Language Proficiency Requirements

<p>1. Required English Courses:</p> <p>(1) Students (except for English majors) of the University must acquire 4 credits of English courses before graduation.</p> <p>(2) Starting from the fall semester of the 2019-2020 academic year, students who are eligible for credit exemption should apply in person to the Foreign Language Center (FLC) with their application forms and other related certificates before the deadline. Please check http://flc.ncku.edu.tw/p/412-1144-21150.php?Lang=en for the course exemption regulations.</p> <p>(3) Students who possess valid certificates of English proficiency equivalent to CEFR standard can register in a suitable module course in the first week of the Spring Semester at FLC. The course will start from Week 2.</p> <p>(4) Students who do not possess any valid certificate of English proficiency should take the English Placement Test to enroll in a module course.</p> <p>(5) Students who miss the test, and do not possess any valid certificate of English proficiency, should take a standardized test, such as GEPT, TOEIC, TOFEL, IELTS, on their own expenses. The test results can be used for enrolling in an English course and/or applying for course exemption. The certificate is also needed when applying for graduation. Without adequate proficiency credentials will result in not being able to elect English courses and/or to apply for graduation.</p> <p>2. Information about the English Placement Test:</p> <p>(1) Applicable to: International Students Spring Semester, 2020</p> <p>(2) Online registration: The registration site is open from now till February 24, 2020, at https://forms.gle/TGBVQ28bVCrbZJg39</p> <p>(3) Test time: 4:00 PM, March 5, 2020.</p> <p>(4) Test venue: Room 26202 (Hypermedia Language Learning Lab) of FLC, Hsiu-Chi Building (Kuang-Fu Campus).</p> <p>(5) The test: “Oxford Online Placement Test” (OOPT) is a computer adaptive proficiency test assessing the test takers’ abilities in listening, reading, and English usage. Earphones are provided in the test room, but test takers are allowed to use their own.</p> <p>(6) Test takers must carry either their student IDs or the passports to be admitted to the test.</p> <p>(7) Students may apply for credit exemption at the FLC if their OOPT test</p>	<p>Foreign Language Center (52273)</p>
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grades exceed the threshold levels.

(8) A module will be assigned to the student based on his/her test grade. The results will be announced at the website of the FLC after the test.

(<http://flc.ncku.edu.tw/index.php?Lang=zh-tw>). Students should elect the courses online immediately after the test according to the assigned modules so to start the course in Week 2

3. Foreign Language Proficiency Requirements:

- (1) All undergraduate students should fulfill the designated English or other foreign language(s) proficiency requirements before graduation.
- (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.
- (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.
- (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. A printout of the confirmation form with approval stamps and a relevant official grade report should both 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.

English Course Credit Exemptions

1. Please check <http://flc.ncku.edu.tw/p/412-1144-21150.php?Lang=en> for the exemption standards and regulations.
2. There are **TWO PHASES** of applications for credit exemptions. The qualifications are listed in the tables on the next page. 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.**
 - (1) **[First Phase] Application ONLINE:** Applications for credit exemptions shall be completed online via the Confirmation of Foreign Language Competence System (<http://eagle.english.ncku.edu.tw/>) **from 9:00 AM, February 1st, 2020 to 17:00 PM, March 6th, 2020.** The wavier qualifications for students enrolled in 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, please choose the qualifications applicable to your enrollment academic year. Applicants who choose the wrong criteria will be asked to resubmit the application.
 - (2) **[Second Phase] Verification by Foreign Language Center:** 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 **from 9:00 AM, February 24th, 2020 to 17:00 PM, March 6th, 2020.** Please go to the Confirmation of Foreign Language Competence System

Foreign
Language
Center
(52273)

(<http://eagle.english.ncku.edu.tw/>) to check the results of your credit exemption application after your submission to the Foreign Language Center:

- i. **Valid passport** (for those from countries where English is an official language).
 - ii. **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** (for those who received high school education where English is the instructional language).
 - iii. **Original English proficiency certificate** of GEPT, TOEFL iBT, IELTS, TOEIC, Cambridge Main Suite, BULATS, or Oxford Online Placement Test.
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.

NCKU students are required to complete four credits of General Education English courses before their graduation, and the approved maximum number of exemption credits is four for the students who have successfully met the criteria for credit exemptions.