2016 Fall
International Degree Student
Registration Notification

國際事務處
Office of International Affairs
PART 1  Schedule ........................................................................................................3
Important Dates in September

PART 2  Preparation and Arrival ..........................................................4
Visa & ARC
Common Information for Arrival & Registration

PART 3  Orientation ..................................................................................................9

PART 4  Tuition and Miscellaneous Expenses ..................................................14
Tuition and Credit Fee
Other Fees
Dormitory

PART 5  Insurance ..................................................................................................19
Cathay Insurance
Student Insurance
National Health Insurance (NHI)

PART 6  Check List for Registration .................................................................22

PART 7  Useful Information ..................................................................................23

PART 8  Appendix ..................................................................................................49
Introduction of National Central University

National Central University was originally founded in Nanjing, China in 1915. NCU had later developed into a renowned academic institution with comprehensive programs and outstanding faculty, enjoying a high reputation equal to that of Peking University. In 1962, the Graduate Institute of Geophysics was founded in Miaoli, Taiwan as the re-establishment of the University. The campus was relocated to Jhongli in 1968, and today it has become a home to more than thirteen thousand students and teachers.

As one of the leading universities in Taiwan, NCU has eight colleges: Liberal Arts, Science, Engineering, Management, Electrical Engineering and Computer Science, Earth Sciences, Hakka Studies, and Health Science and Technology, along with several research centers covering cutting-edge disciplines. NCU is also one of the members of the University System of Taiwan, sharing resources with National Tsing Hua University, National Chiao Tung University, and National Yang Ming University.

In recent years, we have been selected twice in “The Aim for the Top University Project”, receiving grants from the Ministry of Education. The University has been evaluated “Excellent” for the past few years. We are now conducting research into four main fields: Environment and Energy, Complex Systems and Plasma Sciences, Optics and Opto-electronics, and Applied Informatics: Learning, Enterprise, Life.

“Sincerity and Simplicity” is our motto, and this down-to-earth attitude will prevail deeper and wider. We endeavor to cultivate more brilliant minds and more leading pioneers with global vision, setting up NCU as a piloting academic establishment in the 21st century.
PART 1: Schedule
### Important dates in September:

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>● Dormitory /temporary dormitory check-in</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>● Arrival</td>
<td>● Payment</td>
<td>● Preparing the required documents</td>
<td>● Registration</td>
<td>● Health examination</td>
<td>● Dormitory /temporary dormitory check-out</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>● Class begins</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
</tr>
<tr>
<td>● Last date for course add</td>
<td>● Last date for course drop</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

- **Orientation Week**
- **Other important dates**
PART 2: Preparation and Arrival
I. Visa & ARC:

Although some countries’ citizen is allowed to enter in Taiwan without visa, **resident visa** is required for those who will study or work in Taiwan.

- **Resident visa holders** should apply for alien resident certificate (ARC) at local service center of **National Immigration Agency within 15 days** after arriving Taiwan.
- If students come to Taiwan without visa, they need to go to the third place and achieve visa again.
- If students come with visitor visa, they must change it to resident visa; the financial certificate is one of the required documents for applying resident visa. Please note the financial account needs to be certified which can withdraw cash in Taiwan (**approximately NT$300,000 to NT$500,000**).

**ARC applying procedures:**
Apply for ARC:

- Multiple-Purpose Application Form for Foreigners
  (The application form can be collected at OIA)
- Student ID Card, which is valid and proofed by the Registry Office
- Two photos (the size as ROC ID Card of Taiwan Residents)
- Passport
- English Proof of Enrollment (Apply from Registry Office with NT$10)
- Receipt of Tuition
- Staying in Dormitory Certificate or the letter to prove where you stay
- Old ARC (if applicable)
- Fee: NT$1,000

National Immigration Agency Taoyuan County Service Center
Add.: 1F., No.106, Xianfu Rd., Taoyuan City
Tel: 03-3314830、03-3310409、03-3318243
Transportation: Taoyuan Bus 1
Apply for Resident Visa:

- Visa Application Form
- Student ID Card
- Two photos (the size is as ROC ID Card of Taiwan Residents)
- Passport
- Admission Acceptance Letter
- Scholarship Certificate
- Financial Statement, which declares the account could be withdrew in Taiwan, with verification by Taipei Economic and Culture in foreign country.
- Original Diploma & Transcript with verification by Taipei Economic and Culture in foreign country
- English Proof of Enrollment
- Receipt of tuition
- Health Certificate
- Fee: NT$3,000 (NT$5,280 of U.S citizens)

Taipei Bureau of Consular Affairs (BOCA)
(http://www.boca.gov.tw)
Add.: 4 Fl., 2-2 Chi-Nan Rd., Sec.1, Taipei
Tel: (02)23432894, (02)2343-2885, (02) 2343-2895

Transportation:
From: Taipei MRT (Taipei Train Station)
To: Xindian Line (Red) NTU Hospital Station
II. Common Information for Arrival & Registration:

- **Money Exchange:**
  If students are not sure whether the currency in their country can be exchanged into NT$, please change into U.S. Dollars in home country and change into NT$ in Taiwan Taoyuan International Airport.

- **Cell Phone (pre-paid card):**
  1. System used in Taiwan: GSM System
  2. Where to get pre-paid card: Taiwan Taoyuan International Airport

Be sure that the students have cell phone number so that it would be easier to contact everyone. **Please purchase pre-paid card in Taiwan Taoyuan International Airport** because it only requests passport at the airport, but ARC will be required together with passport outside the airport.

- **Requiring Format of ID Photo:**
  ✓ Should be identifiable, shouldn’t be modified or composed
  ✓ Color photo with **white background**
  ✓ Be taken in six months
  ✓ 4.5cmx3.5cm
  ✓ **From the top of the head to the chin: between 3.2cm to 3.6cm**

- **Buddy system**
  Buddies (Taiwanese students) will be assigned to help students at the first moment they arrive in Taiwan. During the orientation week, buddies will help on registration, payment, course selection, health examination, etc.

- **NCU Address and Transportation**
  1. Address: No. 300, Zhongda Rd., Zhongli District, Taoyuan City 32001, Taiwán (R.O.C.)
  2. Transportation
     - The closest airport to NCU is Taiwan Taoyuan International Airport. (http://www.taoyuanairport.gov.tw/web/english/index.jsp)
     - Two ways to get to National Central University (NCU) from the airport.
       a. Taxi (NT$500~1000): It only takes 20 minutes. (20-30mins)
       b. Taoyuan Bus(~NT$54)=>Jhongli Main Station=>Bus No.132(NT$18)=> NCU

PART 3: Orientation
※ All students need to arrive on September 4th 2016.

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 3rd Sat. 09:00-17:00</td>
<td>Dormitory &amp; Temporary Dormitory Check-in</td>
<td>Please go directly to the dormitory with student’s passport and approved dormitory application form. OIA will do the demand of temporary dormitory survey to the student who do not get the room in the dormitory. (It costs NT$240/3 nights)</td>
</tr>
<tr>
<td>Sept. 4th Sun.</td>
<td>All students arrive</td>
<td></td>
</tr>
<tr>
<td>Sept. 4th-9th Sun.-Fri.</td>
<td>Online Registration</td>
<td>For your right and obligations, student should fill out the required personal information online. Please double confirm your English name is same as your passport.</td>
</tr>
</tbody>
</table>
| Sept. 5th & 6th Mon. & Tue. | Payment & temporary dormitory check-out       | 1. Pay for the tuition at the convenient store  
2. If students do not pay before Sept. 11th, they will be asked for permission postponing the payment; otherwise, you will be expelled.  
3. Keep the receipt carefully  
4. Preparing all the required document for OIA registration on 7th Sept.  
5. Submit the COPY of the receipt to the OIA on Sept. 7th  
6. Temporary dormitory check-out on Sept. 5th (Before 10:00am) |
| Sept. 7th Wed. 08:30-16:00 | OIA Registration Location: 2F, Room A207 | Submit one copy of the following documents and bring the original copy for confirmation:  
- Graduation certificate and transcript that have been verified by Taiwan Embassy Office Abroad  
- Passport  
- Visa  
- International student information form  
- Declaration |
| Engineering Building #5  
(Building No.32 on campus map) | ● NHI application form  
● Alien Resident Certificate (ARC), if applicable  
● National Health Insurance (NHI) Card, if applicable  
● Post office account book, if applicable  
● Payment receipt for Fall semester 2016  
*Note*  
● All original documents will be returned after the registration. Students should notice and double check your own original documents before leaving the office. Students must assume full responsibility of the loss of the original documents.  
● Please prepare the COPY of each document by yourself.  
● Please complete International Student Information Form, Declaration and NHI Application Form before come to OIA registration. |

| **Sept. 7th Wed.**  
08:30-16:00 | 💫 Get course list or other notifications from your department/institute.  
💫 Please submit:  
1. Registration form (with one photo)  
2. The letter of acceptance  
3. Original highest academic diploma  
4. Original highest academic transcript  
5. Copy of the graduation certificate and transcript that have been verified by Taiwan embassy office abroad.  
*Note*  
1. Your registration form should be stamped by your department.  
2. All original documents will be returned after examination. Students should notice and double check your own original documents before leaving the office. Students must assume full responsibility of the loss of the original documents. |

| **Sept. 7th Wed.**  
08:30-16:00 | Submit:  
1. Registration form with your identification documents, a photo & stamp from department.  
2. Copy of the graduation certificate and transcript that have been verified by Taiwan embassy office abroad.  
*Note*  
1. Your registration form should be stamped by your department.  
2. All original documents will be returned after examination. Students should notice and double check your own original documents before leaving the office. Students must assume full responsibility of the loss of the original documents. |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 7th – 20th</td>
<td>Course Selection</td>
<td>※Add &amp; Drop the course online <a href="https://course.ncu.edu.tw/Course/main/news/announce">https://course.ncu.edu.tw/Course/main/news/announce</a> ⋆If the classes need course code number for selecting the course, please find your course instructor for the “code number” ⋆Sept. 20th course dropping only</td>
</tr>
<tr>
<td>Wed.-Tue.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sept. 8th Thu.</td>
<td>Health Examination</td>
<td>Location: Volleyball Court, Yi-Reng Hall ✅ Please contact with your buddy for guiding you the location one day before. ✅ Please do not eat and drink 8 hours before the examination ✅ Fill out the “NCU Student Health Form” ✅ Fee: Approximately NT$ 1,000</td>
</tr>
<tr>
<td>08:00-12:00</td>
<td>(Resident Visa holder)</td>
<td></td>
</tr>
<tr>
<td>Sept. 8th Tue.</td>
<td>Freshman Session</td>
<td>Location: 2F, Room A207, Engineering building #5 • Admission Process • Introduction of units at NCU • VISA application • Life around NCU</td>
</tr>
<tr>
<td>13:30-16:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sept. 8th Tue.</td>
<td>Campus Tour</td>
<td>Meet in front of the Engineering building #5 after freshman session</td>
</tr>
<tr>
<td>Sept. 12th Mon.</td>
<td></td>
<td>Class begins</td>
</tr>
<tr>
<td>Sept. 22nd – 26th</td>
<td>Manual Course Selection</td>
<td>1. Add /Drop the course online first, then print the application form, get the signature/stamp/approval from the teacher (lecture) and department, then submit the form to the Curriculum Section, at Administration Building 3F 2. <a href="https://course.ncu.edu.tw/Course/main/news/announce">https://course.ncu.edu.tw/Course/main/news/announce</a></td>
</tr>
<tr>
<td>Thu.-Mon.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oct. 24th – Dec. 9th</td>
<td>Course Withdrawal</td>
<td>• Applications for Course Withdrawal (ONLY ONE Course) • Drop the course online first, then print the application</td>
</tr>
<tr>
<td>Mon.-Fri.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
I. Student ID Card
After going through the registration procedure as above (OIA and Department check-in, Register online, payment, examination of health status), students will receive their students' ID card, which can be collected directly from the Registrar Division.

II. Course Selection
With students’ Sparc No. (Student ID No.) and password, log in the course selection system https://course.ncu.edu.tw/Course/main/news/announce

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept. 7th to 20th</td>
<td>Online course selection (Add &amp; Drop)</td>
</tr>
<tr>
<td></td>
<td>※ System maintenance from 7am to 9am every day. It will stop the service temporarily.</td>
</tr>
<tr>
<td></td>
<td>※ Do not take two or more courses that are offered at the same time. Otherwise, you will fail in adding or dropping courses.</td>
</tr>
<tr>
<td>Sept. 20th</td>
<td>Course dropping</td>
</tr>
<tr>
<td>Sept. 22nd to 26th</td>
<td>Manual course selection (costs NT$100 for each handling fee)</td>
</tr>
<tr>
<td>Sept. 26th</td>
<td>Sign the “Course Selection Reconfirmation” and hand in to your department (Curriculum office will submit the reconfirmation forms to the department; then the department will submit to the students.)</td>
</tr>
<tr>
<td>Oct. 3rd – 14th</td>
<td>Pay credit fee</td>
</tr>
<tr>
<td></td>
<td>a. Graduate students need to pay during this period or you will automatically withdraw from the course.</td>
</tr>
<tr>
<td></td>
<td>b. Credit fee will be waived for graduate international students with NCU Scholarship.</td>
</tr>
<tr>
<td>Oct. 24th – Dec. 9th</td>
<td>Course withdrawal (ONE course Only for each semester)</td>
</tr>
</tbody>
</table>

Contact: Section of Curriculum
Administration Building 3F, Room A-308;
Phone call: 03-4227151 Ext. 57166~71
PART 4: Standard for Tuition and Miscellaneous Expenses
## Tuition and Credit Fee (http://pdc.adm.ncu.edu.tw/Register/)

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>College/Department/Institute</th>
<th>Tuition/Sundry Expenses</th>
<th>Credit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts (Expect Inst. of Art)</td>
<td>NT$ 45,691</td>
<td>NT$2,000/credit</td>
<td></td>
</tr>
<tr>
<td>Science &amp; Earth Science</td>
<td>NT$53,183</td>
<td>NT$2,220/credit (except Math Department)</td>
<td></td>
</tr>
<tr>
<td>Engineering &amp; Electrical Engineering (include Inst. of Information Management &amp; Industrial Management &amp; Art)</td>
<td>NT$52,668</td>
<td>NT$2,220/credit</td>
<td></td>
</tr>
<tr>
<td>Management (except Information Management &amp; Industrial Management)</td>
<td>NT$46,091</td>
<td>NT$2,040/credit</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master PhD</th>
<th>College/Department/Institute</th>
<th>Tuition/Sundry Expenses</th>
<th>Credit Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts (except Inst. of Art) Hakka Studies</td>
<td>NT$22,200</td>
<td>NT$3,140/credit</td>
<td></td>
</tr>
<tr>
<td>Science &amp; Earth Science</td>
<td>NT$25,700</td>
<td>NT$3,140/credit</td>
<td></td>
</tr>
<tr>
<td>Engineering &amp; Electrical Engineering (include Inst. of Information Management &amp; Industrial Management &amp; Art)</td>
<td>NT$26,620</td>
<td>NT$3,140/credit</td>
<td></td>
</tr>
<tr>
<td>Management (except Information Management, Engineering Management)</td>
<td>NT$22,500</td>
<td>NT$3,140/credit</td>
<td></td>
</tr>
</tbody>
</table>

| Master | International Environment Sustainable Development | NT$12,000 | NT$5,000/credit |
## II. Other Fees

<table>
<thead>
<tr>
<th>Item</th>
<th>Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Group Accidental Insurance</td>
<td>NT$125 / semester</td>
</tr>
<tr>
<td>Health Examination</td>
<td>NT$1,000–2,000</td>
</tr>
<tr>
<td></td>
<td>Only for first semester enrollment</td>
</tr>
<tr>
<td>Internet Internship Fee</td>
<td>NT$150 / semester</td>
</tr>
<tr>
<td>Dormitory Internet (alternative fee)</td>
<td>NT$800 / semester</td>
</tr>
<tr>
<td>Dormitory Air conditioner (alternative fee)</td>
<td>NT$500 / card</td>
</tr>
<tr>
<td></td>
<td>Depends on the usage</td>
</tr>
<tr>
<td>Cathay Insurance</td>
<td>NT$3,000</td>
</tr>
<tr>
<td></td>
<td>First Semester</td>
</tr>
<tr>
<td>National Health Insurance</td>
<td>NT$4,494/semester</td>
</tr>
<tr>
<td></td>
<td>Starting from the second semester</td>
</tr>
<tr>
<td>Dormitory Deposit</td>
<td>NT$1,000</td>
</tr>
<tr>
<td></td>
<td>Once only during the enrollment of the first semester</td>
</tr>
<tr>
<td>Alien Resident certificate (ARC) Application</td>
<td>NT$1,000/year</td>
</tr>
<tr>
<td>Beddings Set (alternative fee)</td>
<td>NT$1,500</td>
</tr>
<tr>
<td></td>
<td>Only for the first semester</td>
</tr>
<tr>
<td>Food (alternative fee)</td>
<td>NT$50-150/meal</td>
</tr>
<tr>
<td>Transportation (alternative fee)</td>
<td>NT$18, 36 (bus)</td>
</tr>
<tr>
<td></td>
<td>NT$89 (train to Taipei)</td>
</tr>
</tbody>
</table>
### III. Dormitory

| Graduate Dormitory | International Student Dormitory | Fall Semester NT$11,330 (5 months)  
|                   | Male Graduate Dormitory         | Spring Semester NT$15,860 (7 months)  
|                   | Female Dormitory 14             | First Semester NT$8,190 (5 months)  
|                   |                                | Spring Semester NT$11,264 (7 months)  
| Undergraduate Dormitory | Male Dormitory 3               | Each Semester NT$4,710  
|                   | Male Dormitory 7                | Each Semester NT$4,940  
|                   | Male Dormitory 9B               | Each Semester NT$5,160  
|                   | Male Dormitory 11               | Each Semester NT$4,910  
|                   | Female Dormitory 1              | Each Semester NT$5,060  
|                   | Female Dormitory 4              | Each Semester NT$4,830  

※Beddings set should be prepared after students’ arrival, the fee might be different according to students’ preference of beddings.

Please refer to the following link for the “The Regulation of Student Dormitories in National Central University”:
http://in.ncu.edu.tw/~ncu7221/OSDS/table.php

※ Accommodation outside the campus
Due to the lack of dormitory, some of the students who do not get the vacancy in the dormitory should find other places to live near the campus. It costs around NT$4,000~6,000 per month. The related information of the rental can be reached from: http://military.ncu.edu.tw/house/HousingInfo_Eng.html

※ Before you sign the house rental contract with the landlord…

Here are some reminders and information on house rental for foreign students:

(1) Signing a lease:
Asking the landlord to show the identity certificate to make sure he/she is the owner of the house and make sure you understand the content of the contract before you sign it. *(The contract is one of the required document for ARC applying)*
(2) **Rental fee:**

The information on the rent, when to pay, the duration of the lease; whether to pay a deposit or not? How much? And how to pay?

(3) **Furniture and equipment:**

Knowing what kinds of furniture and equipment the landlord will provide. It would be recommended to take pictures of items that are not in good condition to avoid future disputes.

(4) **Limitation:**

Finding out if there is any limitation set out by the landlord—e.g., if the tenant may cook or keep pets.

(5) **Alteration:**

When there are alterations in the contract, both sides should stamp their chops or place their signatures at the changes to prevent future disputes.

(6) **After signing the lease, remember to keep one of the original copies of the document.**

(7) **Rules of thumb for house-renting:**

Spend more time on looking around, checking the premises, and making more comparisons to find the right house.

(8) **Terms of lease:**

The terms of leases generally vary from 6 months to 1 year; the deposits range from month’s to 3 months’ rental, this should be returned at the end of the lease if you have not violated the contract or permanently damaged the residence. Please make sure the terms and rental duration before signing the contract.

(9) **Relevant information is available at the flowing websites:**

PART 5: Insurance
There are 3 types of insurance you should know…

1. **Group Foreign Students Health Insurance (Cathay Insurance)**

   ※ **Students just arrived in Taiwan, who are unable to apply NHI, you will have Cathay insurance for the first 6 months in NCU.**

<table>
<thead>
<tr>
<th>Item</th>
<th>insured value</th>
<th>Remark</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinic</td>
<td>Maximum of reimbursement NT$1,000 (per day/visit)</td>
<td>If the insured suffers an illness or injury and receives treatment at a hospital as an inpatient, the company will reimburse the following expenses incurred.</td>
</tr>
<tr>
<td>Hospitalized</td>
<td>Maximum of reimbursement NT$1,000 (per day)</td>
<td>The payment of benefit shall not exceed the limit of NT$120,000 (per hospitalization)</td>
</tr>
</tbody>
</table>

**NOTICE for Cathay Insurance**

With Cathay insurance, you can go to the clinic or hospital and pay the whole fee by yourself first. The coverage of reimbursement is as above.

Please be noted that the payment of reimbursement for Outpatient/Emergency treatment shall not exceed the limit of **NT$1,000 (per visit)**.

Then please submit the following documents to OIA for reimbursement application:

a. The receipt  
b. The medical certificate (apply from the hospital)  
c. Post office account book  
d. Application form (available at OIA)

OIA will apply the insurance medical subsidy by submitting the documents above to Cathay insurance company.

2. **Student insurance will be charged for each semester by the school. (NT$125/semester).**

3. **National Health Insurance (NHI)**

   According to National Health Insurance Law & Regulation in Taiwan: ([link](http://www.nhi.gov.tw/English/webdata/webdata.aspx?menu=11&menu_id=295&webdata_id=1867&WD_ID=295)), students who stay in Taiwan for over 6 months (stay in Taiwan over 6 consecutive
months without departure to other countries over 30 days or twice.) are required to enroll National Health Insurance (NT$4,494) in the second semester. OIA is the substitute office for charging the above insurance fees.

**Case 1** ARC holders should enroll in the health insurance program if they have stayed in Taiwan for more than 6 months without departure to other countries.

**Case 2** Foreign students who have left Taiwan ONCE for less than 30 days during the insurance qualification period (6 months) should deduct the days of leave from their cumulative qualification period and apply for NHI when the total period of stay reaches six full months.

**Case 3** Foreign students who have left Taiwan more than TWICE or over 30 days during the first semester, need to stay another 6 consecutive months for the NHI enrollment.
PART 6: Check List for the Registration

Please confirm personal information and submit **the original and 2 copies of the following documents** while you come to OIA registration.

- Graduation certificate and transcript that have been verified by Taiwan Embassy Office Abroad
- International student information form + Declaration (completed)
- Passport (personal information page)
- Visa (with the arrival date)
- ARC application form (if applicable)
- NHI card application form (completed)
- ARC + NHI card (if applicable)
- Post office account book (if applicable)
- School fee payment receipt
- 3 pieces of 2 inch photos with white background.

※1) Please make the copies of your documents by yourself at the convenient store first, including the NCU payment receipt.

※2) To avoid your registration be delayed, please check and bring all the documents above before you come to register.
PART 7: Useful Information
I. Weather
Taiwan is located at the subtropical climate area. The temperature in Jhongli area is 28-35°C in summer, and about 8-15°C in winter. Spring and Autumn are the most enjoyable seasons during the year, but the “Plum Rain Season” lasting for about one month in May and June is an exception.

For more details on the current weather in Taiwan, please visit the Taiwan Central Weather Bureau Website: http://www.cwb.gov.tw/V7e/

II. Typhoon & Earthquakes

Most typhoons hit Taiwan during the summer months, between July and September. We usually have four to five typhoons a year, the powerful storms that brings intense rain and fierce winds.

During an Earthquake:
Taiwan is also prone to earthquakes, mostly minor ones with rare major occurrences.

In door
- Keep calm and immediately shut off electricity, gas and tap-water.
- Open the entrance door and grab a cushion at hand to protect the head. Quickly duck under a table or any sturdy piece of furniture, or stand by the wall studs of the building.
- Stay away from the windows in case the glass falls apart by the shakiness.
- DO NOT rush for the doorways

Outdoor
- Stand in an open area or under building arcades. Do not rush to a building.
- Protect yourself from falling objects such as signs or potted plants.

III. Electrical Plug/Outlet and Voltage Information for Taiwan

- Voltage: 110-120 Volts (Same as U.S./Canada, most other areas are 220-240 Volts)
- Primary Socket Types: North American Non-Grounded, North American Grounded
  please note that these may not be identical to U.S./Canadian sockets, and may require an adapter.
- Multi-voltage appliances (laptops, etc.): Plug adapter Click socket type links to view adapter for that type.
IV. Food

- Campus Restaurant:
  - The 7th Canteen & the 9th Canteen: Taiwanese style local food, fruit and drinks are provided. Students can also use these areas for gathering, discussion and exchange ideas.
  - The 14th Food court: in the Female Dorm #14 (basement), provide Fast food, Korean food, beverages, Convenient Store (FamilyMart).
  - Mos Burger: Delicious fast food is provided
  - Nola Kitchen: New Orleans food
  - Fiesta: Different kinds of meals and drinks are offered. Baked rice or noodles with cheese is the special. This is a good place for a group of students to have a meal. The atmosphere as well as the food is well designed and served.
  - Convenient Store: Various food, drinks and dessert are available here
  - Coffee Stand: coffee, drinks, waffle and sandwich are provided

- Restaurant out of Campus
  When it comes to the satisfaction of daily needs, in addition to the many cafeterias on campus, you may want to check out the Midnight Snack Alley and Back Gate area, both located right outside the university parameter, where many faculties and students enjoy alternative food choices.

V. Transportation

- Transportation to Jhongli Downtown (near Jhongli Train Station): Bus: It is available on the campus, costing about NT$18.
  City bus to NCU Timetable:
  http://www.ncu.edu.tw/assets/thumbs/word/623809634ebc4d04ffcdc2b5d108c400.pdf
- Taxi: The taxi fare should be counted by meter. However, there are some private taxi may not follow the rule, please confirm the calculation method with the driver before get on the car. The following are the taxi companies you may choose:
  - 55688
    Mobile: 55688; Tel: 405-88888
    http://www.taiwantaxi.com.tw/taiwantaxi/english_about.asp
  - Hsin-May Taxi
    Tel: (03)363-0033/ (03)375-3322

- Transportation to Taipei:
  - Bus: It costs about NT$80 from Jhongli Downtown directly to Taipei (near Taipei Train Station).
  - Train: The fare varies depending on different kinds of train. It costs NT$57-NT$89.
    Website: http://www.railway.gov.tw/en/
  - High Speed Rail: It costs about NT$160 to Taipei Main Station
    Website: http://www5.thsrc.com.tw/en/
VI. Activities
Many kinds of activities will be held during the semester—welcome, farewell, folk festivals parties, and cultural trip. Information will be announced through email and OIA website.

VII. Estimate Living Cost
It depends on what kind of accommodation you live in. The total monthly budget is between NT$10,000~15,000. The following prices should also help:
- McDonald's Big Mac: NT$110
- Lunch Box: NT$50~100
- 600 ml mineral water: NT$20

VIII. Standard Scores in the Transcript
The best academic achievement score for undergraduate students and graduate students is 100. 60 is a passing score for undergraduates and 70 for graduates.

<table>
<thead>
<tr>
<th>Numeric Grade</th>
<th>93</th>
<th>88</th>
<th>82</th>
<th>78</th>
<th>75</th>
<th>72</th>
<th>68</th>
<th>65</th>
<th>62</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter Grade</td>
<td>A+</td>
<td>A</td>
<td>A-</td>
<td>B+</td>
<td>B</td>
<td>B-</td>
<td>C+</td>
<td>C</td>
<td>C-</td>
<td>D</td>
</tr>
</tbody>
</table>


IX. NCU Post office
There is a Post office in NCU campus, students can apply a post office account for deposit and withdraw the money.
Required document for opening a post office account:
- Original & Photocopy Student ID Card
- Original & Photocopy Passport
- Original & Photocopy ARC
  (Letter of ROC ID No.)
- Stamp (stamp making at grocery store in the back gate called “我家”)
- NT$100

X. First Bank at NCU
Location: Administrative Building 1F
Hours: Tue, Thu, Fri 10:00~12:00
Business Items: Deposit & Withdrawal, Payment, ATM
XI. Foreign Exchange
If you want to exchange foreign dollars to New Taiwan Dollars, you just need to bring your passport and ARC with you. Most banks only have USD, Japanese Yen, and HKD. If you have other currencies, Bank of Taiwan is a good choice.

Bank of Taiwan (Jhongli Branch) 臺灣銀行中壢分行
580, Yanping Road, Jhongli District, Taoyuan City (near by the train station)
桃園市中壢區延平路 580 號
Tel: (03)425-2160

XII. Hospital information

✓ Li-Shin Hospital 壢新醫院
   No.77, Guang-Tai Rd., Ping-Chen District, Taoyuan City
   平鎮市廣泰路 77 號
   Tel: (03)494-1234/(03)492-9292

✓ Tien-Cheng Medical Group 天晟醫院
   No.155, Yanping Rd., Jhongli District, Taoyuan City (across to Xin-Jie Elementary School)
   中壢市延平路 155 號
   Tel: (03)462-9292

✓ Taoyuan General Hospital 省立桃園醫院
   No.1492, Jhong-Shan Rd., Taoyuan City
   桃園市中山路 1492 號
   Tel: (03)369-9721

✓ Hsin-Kuo-Min General Hospital 新國民綜合醫院
   No. 152, Fu-Hsin Rd., Jhongli District, Taoyuan City
   中壢市復興路 152 號
   Tel: (03)422-5180

XIII. Leisure

● Movie
   In Jhongli City, there are movie theaters, playing top Hollywood various movies.

✓ SBC Hsin-Chiao Movie Theater 星橋國際影城 (大江購物中心內)
   中壢市中園路二段 509 號
   No. 509, 2nd Section, Jhong-Yuan Rd., Jhnogli District (in MetroWalk)
   Tel: (03)468-0100
✔ Venus Movie Theater 威尼斯影城 (太平洋百貨對面)
   中壢市九和一街 38 號 3 樓
   3F., No.38, Chiu-Ho 1st St., Jhongli District (across to SOGO)
   Tel: (03)280-5018
   Transportation:
   Shuttle bus (get on at Jhongli Train Station, get off at SOGO Department Store)

● Night Market

✔ Xin-Ming Night Market 新明夜市
   The night market is around Xin-Ming Rd., Jhong-Yang W. Rd., and Min-Tzu Rd. Visitors can try various snacks and buy noted products of Taiwan here. All kinds of hardware, groceries, clothes, shoes are available too.

✔ Chung-Yuan Business District 中原商圈
   Located near Chun-Yuan Christian University, Chung-Yuan Business District has almost everything you can imagine. Clothes, groceries, local snacks, restaurants are easy to find. Because of near to school, students like to gather here, having lunch or dinner, shopping or chatting. This is definitely a place to kill time after class.

✔ Train Station Business District 火车站商圈
   Eating and shopping in Jhongli is convenient. Along with Jhongcheng Road.
Student Opinions Boxes
Students have any common can contact with Office of International Affairs directly or through the mail boxes below:

- Office of Student Affairs:
  Office of Student Affairs will reply general comments within 3 working days. If the case can’t be replied within the deadline, Office of Student Affairs will explain the reason and approved by the dean of each department, and will reply within 7 working days. If any comment involved in further discussion in meeting, regulation amendment or complicated case, after approved by the dean of each department, Office of Student Affairs will reply the draft of handling situation to the interested parties initially within 7 working days. But the reply for the following will be not over 30 days as principle.

http://140.115.184.179/ncuCareYou/login.php?language=en
Student Grievance Procedure

When a student believes that the disposition taken by the university against his/her own living, learning and rewards and punishments is illegal or improper and unfairly prejudices his/her rights, or when a student union or other related self-ruling organization refuses to accept a university punishment or other measure or resolution, he/she/it can raise a complaint and file it to the Student Grievances Board (hereinafter referred to as SGB) in accordance with the provisions of the present Standards.

- After a student has received a written disposition taken by the university against his/her own living, learning and rewards and punishments, or a student union or other related self-ruling organization has received a written disposition or other measure or resolution, if the student or organization in question does not agree with the disposition, he/she/it shall file a written complaint to the SGB within 10 days from the next day after receipt of such disposition. If the original disposition unit does not send any written disposition but instead announces it directly, the complainant shall file a complaint within 20 days from the next day after announcement of such disposition. In the event of a delay caused by force majeure, the complainant may file a statement of such cause to the SGB to request permission.

- A complainant, student union or other related self-ruling organization shall file a written complaint
to the SGB. In this written complaint, it must specify the name, department and grade, student number, age, sex, correspondence address, and telephone number of the complainant or the representative on behalf of such student union or other related self-ruling organization, and the facts and reasons of such complaint as well as the remedies that he/she hopes to obtain, and enclose the relevant documents and evidence. In the event of a special situation, the student in question may personally present his/her oral statement in front of the staff in charge of the receipt of complaint and then such statement shall be transformed into a written report and the said student shall append his/her signature to it.

- A student, student union or other related self-ruling organization shall file only one complaint about one case.

**Student Grievance Review Procedure**

- After receipt of a written complaint, the university shall carry out the review within 20 days. If necessary, the review time may be extended but it must inform the complainant. It shall be extended only once and shall not be more than two months. However, the review time of grievances and appeals in relation to withdrawal or expulsion from school or this kind of disposition shall not be extended.

- In order to facilitate the work of verification, the relevant units or personnel may be invited to personally present and give more explanations or provide written descriptions.

- If an investigation or field survey is necessary, a ‘Special Investigation Team' composed of 3-5 members may be set up according to the resolution of the SGB.

- At the first review meeting of each complaint, it must determine whether a certain board member should be recused from the meeting in question. Whether a certain board member should be recused from the meeting shall be determined by an ordinary vote by the complainant or the board members and other members.

  The SGB shall verify and determine if a certain board member is related to the complaint in question. The board member(s) who shall be recused from the meeting shall not be included in the total number of board members present in the meeting as provided in Article 8 of the Regulations for the Organization of the SGB.
The review process and voting of the SGB shall be kept strictly confidential. The privacy of both parties involved in a complaint related to personal privacy shall be protected.

As to a complaint that goes beyond the scope of complaint, a review report shall be accomplished to reject it but such report may give advice about how to deal with the complaint.

The complainant may withdraw the complaint before the written review report is accomplished by the SGB.

After raising a complaint, if the student in question proceeds by way of petitions, administrative lawsuits, or civil or criminal proceedings, he/she shall immediately inform the SGB by a written notice. After being informed of the said situation, the SGB shall suspend the review and continue to conduct the review when the cause for suspension of review ceases to exist. However, grievances and appeals in relation to withdrawal or expulsion from school are not subject to this restriction.

As for grievances and appeals in relation to withdrawal or expulsion from school, before the review decision is given by the university, the student in question may submit a written request to the university to continue to study at school without diploma. After receipt of the said request, the university shall seek opinions from the SGB and take into consideration the living and learning situation of the students in question and give its written reply within a week and note the rights and obligations in relation to student status.

The student in question who is approved by the university to continue to study at school without diploma in accordance with the provision set forth in the previous paragraph will not obtain a diploma issued by the university. Except for this provision, the study at school, performance appraisal, and rewards and punishments of the student in question will be dealt with in the same way as other normal in-school students.

The content of a review decision report shall include a main text, facts and reasons. As for the complaint that is not accepted to be dealt with, a written review report for it shall be also prepared but it should only include main text and reasons and then it shall be signed by the chairman and filed to and approved by the president and a copy of the said report shall be sent to the complainant and the original disposition unit.
Remedies available in the event of refusal to accept the review report of grievances and appeals. When the complainant subject to administrative action by the school has a grievance against the school's decision, a petition shall be prepared within 30 days from the day after the filing of the complaint with the attached decision by the SGB, submitted via the school to petition the Ministry of Education. Upon receiving the grievance form mentioned in the preceding paragraph, the school shall prepare an accompanying statement of defense as soon as possible, and the necessary related documents shall be sent to the Ministry of Education.

Regarding a complainant who is subject to measures or resolutions other than administrative sanction, if the complainant disagrees with said decision by the school, he or she may undertake legal proceedings to request relief as appropriate to the nature of the case.

**Effectiveness of Review**

A written review report prepared by the SGB shall be filed to and approved by the president of the university and at the same time a copy of the said report shall also be sent to the original disposition unit. If the original disposition unit considers that there is a conflict with laws and regulations or an obstacle to practical feasibility, the unit shall specify the concrete facts and reasons and submit them to the president as well as the SGB. If the president considers that some of the facts and reasons are justifiable, he/she may ask the SGB to conduct another review (only once). As soon as the review report is accomplished in accordance with the administrative procedures, the university shall adopt it.

As for grievances and appeals in relation to withdrawal, if the review meeting determines to maintain the original disposition, the study at school and student status will be processed in accordance with the following provisions:

1. The closing date stated in the Certificate of Study at School is the date of the original disposition.
2. A Certificate of Credits may be issued to recognize the credits obtained during the period of the complaint or grievance.

As for grievances and appeals in relation to withdrawal or expulsion from school, if the review meeting determines to maintain the original disposition, military service and the refund will be processed in accordance with the following provisions:

1. Draftees shall declare the ‘List of the Students Whose Cause for Deferred Enlistment Ceases to Exist’ within 30 days of the confirmation of the result of complaint.
2. The basis of refunds shall be made in accordance with provisions of Article 8 of regulations governing tuition and fees charged to students by junior colleges and higher institutions, and by Article 15 of regulations governing tuition and fees charged to students by specialist schools and higher institutions.
Guidance to the relief of petitions and administrative lawsuits or the handling of student opinions will be dealt with in accordance with the provisions of the ‘University and College Students Grievance Review Standards’ established by the Ministry of Education. Grievances and appeals in relation to ‘sexual abuse or sexual harassment’ will be dealt with by the Gender Equity Education Committee of the university. Regarding students who have filed a grievance in connection with a campus sexual assault, sexual harassment or sexual bullying incident, investigation shall be made under the auspices of Article 28, Paragraph 2 of the Gender Equality Education Act, in accordance with relevant provisions of that Act.
Investigation of Campus Sexual Assault, Harassment or Bullying Incidents

National Central University Procedures for Handling of Applications for Investigation of Campus Sexual Assault, Harassment or Bullying Incidents

Application for investigation
The victim or victim’s legal representative (the applicant) or the informer applies to the school of which the offender is a member at the time of offense.

Responsible unit: Office of Student Affairs (case to be turned over to the Gender Equity Education Committee (the Committee) within 3 days)

A person who knows about the sexual assault, harassment or bullying incident reports to

The authorities to be notified within 24 hours
- The Center for Prevention of Domestic Violence and Sexual Assaults
- The Campus Security Report Center, Ministry of Education

Within 20 days after the Committee receives the application

The Committee issues a notice of acceptance/rejection of application (or the applicant receives the notice of rejection of application or not receiving the notice of acceptance of application)

The applicant/informer has not received the notice of acceptance of application

The applicant/informer has received the notice of rejection of application

Application accepted

Investigation to be completed with 2 months
Two extensions allowed if necessary, each no more than 1 month

Investigation required

The Committee makes the decision, issues the investigation report to the applicant and the offender, and presents the investigation report and handling suggestions in writing to the university (Academic Faculty Evaluation Committee, Administrative Faculty Evaluation Committee, and Student Discipline Committee).

Case turned over to the responsible unit in the NCU or other authorities
Note: 1. Before convening a meeting to decide on the discipline to be administered, the disciplinary unit is required to notify the offender to present a written statement if the disciplinary decision involves alteration of the status of the offender. 2. Representatives from the Committee shall be invited to attend the meeting.

The disciplinary unit (1) concludes on the disciplinary decision within 3 months after receiving the investigation report and (2) informs the Committee of the disciplinary decision.

The applicant and the offender are informed of the investigation result and disciplinary decision.

Within 20 days after receiving the investigation result

Reapplication (allowed once only) to be filed with the Office of Student Affairs

Within 30 days after receipt of reapplication

Result of reapplication accepted

Result of reapplication found unacceptable

Within 30 days after receipt of result of reapplication

Application for relief
President and teachers are to apply according to the Teachers Act and staff members according to the Civil Service Protection Act and the Act of Gender Equality in Employment, and students are to apply to the Student Appeal Review Committee.
National Central University Regulations on the Prevention of Sexual Assault, Sexual Harassment, and Sexual Bullying on Campus

Announced on November 15, 2005
Amended on November 20, 2012

Chapter 1 General principles

Article 1 National Central University established preventing methods and handling mechanisms of sexual assault, sexual harassment, or sexual bullying on campus in order to promote substantive gender equality. These regulations are drawn according to the Article 20 in the Gender Equity Education Act and the Article 34 in Regulations on the Prevention of Sexual Assault, Sexual Harassment, and Sexual Bullying on Campus.

Article 2 The following terms that appear in this regulation are hereby defined:

1. Gender equity education: to generate respect for gender diversity, eliminate gender discrimination and promote substantive gender equality through education.

2. Sexual assault: any sexual offense defined by the Sexual Assault Prevention Act.

3. Sexual harassment: cases described by the following and do not constitute as sexual assaults:

   i) Unwelcome remarks or conducts that carry explicitly or implicitly a sexual or gender discriminating connotation and thereby adversely affect the other party’s human dignity, or the opportunity or performance of her or his learning or work.

   ii) A conduct of sexual or gendered nature that is served as the condition for oneself or others to gain or lose rights or interests in learning or work.

4. Sexual bullying: ridicule, attacks, or threats directed at another person’s gender characteristics, gender temperaments, sexual orientation, or gender identity by using verbal, physical or other forms of violence will be under the category of sexual bullying not sexual harassment.

5. Gender Identity: an individual’s awareness and acceptance of his or her own gender.

Article 3 The sexual assaults, harassments or bullying on campus to be handled in accordance with these Regulations refer to sexual assault, harassment or bullying incidents in which one party is the president, teacher, staff member, janitor or student of a school and the other party is a student. The concerned parties of any of such incidents do not have to be members of the same school. These Regulations shall apply when one of the parties is a member of National Central University.

Definitions of terms in the previous paragraph are as follows:

1. Teacher: full-time teacher, part-time teacher, long-term or short-term
substitute teacher, nursing teacher, military instructor, and other
instructor, researcher, or teaching intern.
2. Staff and janitors: person(s) performing work at the school on a fixed or
periodic schedule but not defined as teachers in the preceding
subparagraph.
3. Student: are enrolled in a regular program or a continuing/extension
education program or student exchange program.

Article 4
National Central University shall affirmatively promote prevention
education of campus sexual assault, sexual harassment, and sexual
bullying to enhance the knowledge and ability of faculty, staff, and students
to respect sexuality or body autonomy of others and of one's own. The
following measures shall also be taken:
1. The University Gender Equity Education Committee (hereafter referred
to as the Committee) is the competent authority of the school for handling
sexual assault, sexual harassment, or sexual bullying incidents on
campus.
2. Regularly hold educational programs and in-service education programs
each year for faculty, staff, and students aimed at the prevention of
campus sexual assault, sexual harassment, and sexual bullying
3. Encourage committee members or agencies involved in the handling of
campus sexual assault, sexual harassment, or sexual bullying cases to
attend on- and off-campus seminars on the handling of campus sexual
assault, sexual harassment, or sexual bullying cases; allow them to
register attendance as official leaves and reimburse any associated
expenses.
4. Promulgate these Regulations through a wide range of channels; include
them in faculty and staff employment contracts and student handbooks.
5. Encourage the victim or the complainant in a campus sexual assault,
sexual harassment, or sexual bullying case to apply for an investigation
or file a report at the earliest possible time in order to facilitate the
collection of evidence, investigation, and other handling.

Article 5
The school or the competent authority shall compile information on the
prevention of and relief measures for campus sexual assault, sexual
harassment, and sexual bullying; it shall take the initiative in providing the
information to relevant personnel when handling such cases.
The aforesaid information shall contain the following items:
1. Definition of, classification of, and laws relevant to campus sexual
assault, sexual harassment, and sexual bullying cases.
2. The rights of the victim and the necessary assistance provided by the
school.
4. Related competent authorities and authorized agencies.
5. Organizations and networks that provide resources and support.
6. Other matters deemed necessary by the school's Committee.

Chapter 2 Campus safety plan

Article 6  In order to prevent incidents of sexual assault, sexual harassment, and sexual bullying on campus, the school shall implement the following measures for enhancing safety:

1. Regularly inspect the planning for and usage of campus grounds and facilities, evaluating overall campus safety by assessing the arrangement, management, and security of indoor and outdoor areas; the signage system; the emergency help system and secure routes; lighting and visibility; and other important safety factors.

2. Record the locations where incidents of sexual assault, sexual harassment, or sexual bullying have occurred on campus, and produce a map illustrating danger areas as necessary.

3. Regularly hold campus space safety inspection workshops and invite professional space designers, faculty, staff, students, and other users of the campus to participate in. The school shall also make public the results of the inspection and pertinent records mentioned in the preceding two subparagraphs, and inspect the improvement progress of the hazard zones on campus.

Referring to subparagraph 1 above, regarding the inspection of the planning for and usage of campus grounds and facilities, the differences of the physical and mental capabilities, or linguistic culture, of students shall be considered, the safety planning and methods of explanation provided meet their needs. The scope of these considerations should extend to on-campus dormitories, bathing and restroom facilities, campus transport, etc.

Chapter 3 Matters needing attention regarding instruction and interpersonal interaction on and off campus

Article 7  During performance of work-related tasks and in interpersonal interactions on and off campus, faculty, staff, and students shall respect gender diversity and individual differences.

Faculty, staff, and students shall respect others' and their own autonomy over their sexuality and body, avoid unwanted sexual advances or requests for dates, and must not use forcible or violent means to handle conflicts related to sex or gender.

Teachers shall not develop intimate relationships that violate professional ethic codes with the student under their instruction, guidance, training, evaluation, management, consultation, or when providing students employment opportunities.
Find a teacher-student relationship may violate the professional ethical codes referenced in the paragraph above, the teacher shall take the initiative to avoid further interaction with the student or report the matter to the school for handling.

Should a teacher find that his or her relationship with a student violates the code of professional ethics referenced in the previous paragraph, the teacher shall take the initiative to avoid further interaction with the student or report the matter to the school for handling.

The University shall impose appropriate sanctions on any teaching and administrative faculty members or students found in violation of the aforesaid regulations.

Chapter 4 Responsible administrative units, procedures, and relief measures for handling incidents of campus sexual assault, sexual harassment, and sexual bullying

Article 8 The victim of a campus sexual assault, sexual harassment, or sexual bullying incident or his/her legal representative (hereafter referred to jointly as “the applicant”), or a complainant to such an incident, may apply for an investigation or a complainant's written report to the school where the alleged offender was employed or enrolled at the time of the incident (hereafter referred to as “the school with jurisdiction”).

If the application or report is made verbally or by email, the school shall create a text record of the application and read it out to the applicant or the complainant or ask him/her to read it in order to confirm its accuracy. Subsequently, the text record shall be signed or sealed by the applicant or the complainant.

The aforementioned text record of a written, verbal, or email application or report shall contain the following items:

1. The applicant or the complainant’s name, national identification card number, the institution where he or she is employed or studies, residence and domicile, telephone number, and date of the investigation’s application.

2. At the time an application for an investigation is made, the applicant shall state the victim’s year, month, and day of birth.

3. If the applicant authorizes a representative as his or her investigation applicant, an authorization letter shall be submitted containing the representative’s name, national identification card number, residence and domicile, and telephone number.

4. Factual materials presented in an application for an investigation or complainant's report—for example, relevant evidence—should be documented in writing or included as attachments.
If the alleged offender is the principal of the school, such application should be submitted to the Ministry of Education. In cases where the incident occurred at a school where the alleged offender was employed part-time, this school shall be considered the school with jurisdiction. In cases where the school accepting the application for investigation or a complainant’s report does not possess jurisdiction in the matter, it shall within 7 days transfer responsibility for the case to a party with such jurisdiction, while informing the involved persons.

Article 9

When the president, teacher, employee, or janitor becomes aware of a possible incident of campus sexual assault, sexual harassment, or sexual bullying, he/she shall immediately notify the Committee, in accordance with the terms of the first paragraph under Article 21 of the Act. Outside office hours, such incidents shall be reported to the personnel on duty in the Military Training Office. Once notified, the Committee or the Military Training Office shall act according to related regulations and report the incidents to the competent authorities. When reporting a case according to this Article, the names and other information that may lead to the identification of the victim, the offender or the complainant shall be kept confidential, except for investigation necessity or public safety concerns, or other occasions prescribed by the law.

Article 10

Sexual assault, harassment, or bullying incidents shall be reported to the Office of Student Affairs. The phone number is 03-4229250 during office hours or 03-2805666 outside office hours. The number for inquiries is 03-4227151 extension 57268. The email address is ncu57268@ncu.edu.tw. Unless it is rightfully rejected, an incident reported shall be turned over to the Committee for investigation and handling within three days. A task force of at least three members of the Committee shall be organized either by the Committee appointment or the members on duty. The task force has to determine whether the Committee will accept the case. The application procedure is listed in the attachment.

Rejecting the application or offending report in the previous paragraph is as one of the followings applies:
1. Events not prescribed in the regulations of this Act.
2. Applicants or offense-reporters who do not provide their real names.
3. A case that has already been handled and closed.

The notification in the preceding paragraph shall explain the reason of its rejection in writing.

The Office of Student Affairs shall appoint staff members to be in charge of the case, receive related documents, and handle corresponding administrative affairs. All related units of the University shall cooperate and
provide assistance.

Article 11 The Office of Student Affairs shall send a written notification of whether an application for investigation or complainant's report has been accepted for further handling to the applicant or the complainant within twenty days after receiving the application or report. Written notification of rejection shall contain reasons, and the applicant or the complainant shall be notified of the deadline for a reapplication and the office that accepts a reapplication. If the applicant or the complainant does not receive a notification by the deadline described in the preceding paragraph or has received notification that an investigation will not be pursued, he/she may reapply in writing with grounds stated to the Office of Student Affairs within twenty days from the second date following the date of receipt of the notification. For an applicant who reapplies verbally, the Office of Student Affairs shall make a documentation of the reapplication and read it to the applicant or the complainant or ask him/her to read it to confirm its accuracy. The record shall then be signed or sealed by the applicant or the complainant. Reapplication in the preceding paragraph shall be made no more than once.

After receiving a reapplication, the Office of Student Affairs shall notify the applicant or the complainant of the reapplication conclusion in writing within twenty days. In the case of reapplication with legitimate grounds, the Office of Student Affairs shall turn over the investigation application or complainant to the Committee for further handling.

After receiving a reapplication, the Office of Student Affairs shall notify the applicant or the complainant of the reapplication conclusion in writing within twenty days. In the case of reapplication with legitimate grounds, documentation for the application or complaint report shall be provided to the Committee for further handling.

Article 12 Incidents of campus sexual assault, sexual harassment, or sexual bullying that have received media coverage shall be treated as having been reported. The school shall take the initiative to proactively refer the matter to its Committee for investigation. In cases where the suspected victim is not willing to cooperate with an investigation, the school or competent authority shall nevertheless provide required counseling or assistance. If in handling an incident of bullying, a school discovers that sexual assault, sexual harassment, or sexual bullying may have occurred, such a discovery shall be considered equivalent to a complainant’s report. The school’s team for prevention of bullying shall handle the matter in accordance with the terms of the previous paragraph.

Article 13 The Committee may organize an investigation team to handle a campus sexual assault, sexual harassment, or sexual bullying incident. The team shall be composed of three or five members who shall be appointed.
Moreover, female members and the School's member must account for at least one-half of the team. Experts with a background in the investigation shall account for at least one-third of the team.

The expert of the previous paragraph is a person shall be acknowledged by the Gender Equity Education Committee of the Ministry of Education (MOE) and included in its investigation specialist database.

Any person serving in the capacity of counselor to the victim or the alleged offender in a campus sexual assault, sexual harassment, or sexual bullying incident shall avoid participation in the case investigation. Any person involved in the investigation and handling of a campus sexual assault, sexual harassment, or sexual bullying case shall also avoid participation in the counseling of the victim or the alleged offender.

When the concerned parties are members of different schools, representatives from the school of the applicant shall participate in the investigation.

Article 14  During the investigation, the University shall give the members of the investigation team official leave, as well as provide related funds and administrative support.

The related funds mentioned in the preceding paragraph include overtime pay, transportation and business trip expenses, and remuneration for the services of specialists and scholars. The administrative support includes cooperation of the administrative units, provision of information, and personnel backup.

Article 15  The school or agency with jurisdiction shall investigate and handle a campus sexual assault, sexual harassment, or sexual bullying case according to the following principles:

1. In handling campus sexual assault, sexual harassment, or sexual bullying cases, the Committee shall be objective, fair and professional, allowing both involved parties sufficient opportunities to make their statements and respond to allegations. Repetitive interrogation shall be avoided.

2. Victim(s) of minor age may be accompanied by their guardians during investigations.

3. When an imbalance of power exists between the offender and the victim, a complainant, or a person requested to assist in the investigation, confrontation should be avoided.

4. Based on the necessity of the investigation, written information may be produced so long as it does not violate the obligation of confidentiality, and be provided to the alleged offender, the victim, or any person invited to assist in the investigation to be read or summarized.

5. In cases where an applicant withdraws an application for investigation, to clarify the relevant legal liability, the school handling the investigation, after the decision of its Committee or the request of the alleged offender, may continue the investigation. The competent authority under whose
jurisdiction the school falls shall, where it considers the facts of the case to be of sufficient gravity to warrant it, must direct the school with jurisdiction to continue the investigation.

Article 16  The names and other information that may lead to the identification of the victim, the alleged offender, the complainant or persons invited to assist in the investigation shall be kept confidential, except for the necessity of investigation or public safety concerns. The persons bound by the obligation of confidentiality include all persons participating in the handling of an incident of campus sexual assault, sexual harassment, or sexual bullying. Person(s) who violate the obligation of confidentiality in the preceding paragraph shall be subjected to penalties in accordance with criminal laws and other pertinent regulations. The school or the competent authority shall seal and store all original documents containing the names of the victim, the offender, complainant, and witness. Excepted otherwise provided by the law, these documents should not be examined or make available to any person(s) other than the agency in charge of legal investigation or trial. Except for original documents, the names and information that may lead to the identification of a victim, offender, complainant, or witness shall be deleted and replaced with codes in all documents produced by the investigators of campus sexual assault, sexual harassment, or sexual bullying cases.

Article 17  In order to protect the right to education and the right to work of the victim of a campus sexual assault, sexual harassment, or sexual bullying incident, the school may prescribe the following measures when necessary, reporting to the Ministry of Education for reference:

1. Handle the attendance record or achievement assessment of the victim with flexibility; assist the victim’s studies or work affirmatively, and without limitations stemming from regulations pertaining to requests for leaves of absence, and those pertaining to performance appraisals for teachers and students.
2. Respect the wishes of the victim, and reduce the chance of interaction between the two parties.
3. Avoid situations where vengeful behavior may be undertaken.
4. Prevent or reduce the possibility of further assault or harassment by the offender.
5. Other measures deemed necessary by the Committee.

If the victim is not employed by or enrolled at the school with jurisdiction, the school at which he/she is employed or enrolled shall be notified for handling in accordance with the terms described in the preceding paragraphs. Any required measures covered in the first two paragraphs of this Article shall be instituted after a resolution is passed by the Committee.
The University shall take adequate measures to protect the offender, applicant, informer, those invited to assist with investigations and the members of the investigation team, as well as make clear the determination to impose severe sanctions for retaliations, threats, false accusations and other inappropriate conduct.

**Article 18**

When the Office of Student Affairs takes charge of a case, it is required to inform the concerned parties the application procedure, their rights and interests, the approaches to seek relief, the counseling service, and the corresponding legal procedure. Nevertheless, the Committee shall act according to these Regulations and investigate the incident without any delay.

The school shall provide the victim with the following appropriate assistance when necessary:

1. Psychological counseling.
2. Channels of legal consultation.
3. School work assistance.
5. Other assistance or protective measures deemed necessary by the Committee.

If the victim is not employed by or enrolled at the school with jurisdiction, the school at which he/she is employed or enrolled shall be notified, and in accordance with the terms of the previous paragraphs be provided with appropriate assistance.

The school shall make budgetary provisions for payment of any fees incurred in hiring professionals such as physicians, psychologists, social workers, or lawyers in order to provide the assistance described in the first two paragraphs of this Article.

**Article 19**

The investigation and handling by the Committee shall not be affected by the judicial proceedings and conclusions of the case.

The investigation procedure in the preceding paragraph shall not be suspended due to the offender’s loss of his or her status at any point of the procedure.

**Article 20**

The Committee shall complete its investigation of a case within 2 months from the date the application or offense report is accepted. The investigation may be extended at most twice if necessary, and each extension may not exceed one-months’ time. The applicant, offense-reporter and offender shall be notified of the extension.

After the investigation is complete, the Committee shall submit a written report to competent authority of the school regarding the investigation and suggestions for handling.

After receiving the aforesaid investigation report, the competent authority of the school shall put forth a disposition or turn it over to the pertinent authority for a decision within 2 months according to this Act or pertinent
laws or regulations. The school shall notify in writing the applicant, offense-reporter and offender of its handling conclusion, facts established and grounds.
Before reaching the aforesaid conclusion, the competent authority of the school may request representative(s) of the Committee to attend the meeting for clarification.

Article 21
In accordance with the principles of deferring to expert judgment and avoiding repeated questioning, the school shall accept the findings contained in the Committee’s investigation report in determining the facts relating to an alleged incident of campus sexual assault, sexual harassment, or sexual bullying.
In the case of the punishment in the Committee’s investigation report, the offender shall be allowed an opportunity to make a written statement when his or her status is changed before.
The school may request the Committee to reinvestigate the case under the conditions that major flaws in the investigation procedure, or new facts or evidences that would affect the investigation are discovered.
When the aforementioned request is received, the Committee shall hold a meeting to organize a new investigation team to reinvestigate the case.

Article 22
After the Committee of the school or agency with jurisdiction has investigated and determined that a campus sexual assault, sexual harassment, or sexual bullying offense has in fact occurred, the school or agency with jurisdiction shall impose punishment according to pertinent laws or regulations. If other agencies have the authority to impose punishment according to pertinent laws or regulations, the school or agency with jurisdiction shall turn over the case to those authorized agencies. In cases in which it has been confirmed that a false accusation was made by an applicant for investigation or complainant, an appropriate punishment shall be imposed on the applicant or complainant according to the law.
The school in addition to directing the offender to receive psychological counseling, may impose one or more of the following punitive measures:
1. Apologize to the victim upon the consent of the victim or his or her guardian.
2. Attend eight hours of courses on gender equity education.
3. Prescribe other measures that serve an educational purpose.
The measures for handling the offender described in the previous paragraph shall be applied by the school responsible for stipulating punishment, and during their application the school shall take appropriate measures to ensure that the offender cooperates and complies.

Article 23
In the written notification of the handling conclusions sent to the applicant and the offender, the school shall also provide the investigation report, as well as indicate the deadline for reapplication and the school handling the
reapplication.

An applicant or offender who objects to the handling conclusion of the school may reapply in writing with grounds to the school within 20 days from the date following the date of receipt of the written notification. For those who reapply verbally, the school shall create a text record and read it to the applicant or the offender, or ask him/her to read it to confirm its accuracy. After the accuracy is confirmed, the documentation shall be signed or sealed by the applicant or the offender.

After receiving a reapplication, the school shall handle it in accordance with the procedure below:

1. After the school handling the application has received the written application form, it shall form an evaluation team. The team shall come to a reasoned judgment, providing a written notification of the decision on the reapplication to the applicant.

2. The evaluation team described in the previous paragraph shall include three or five experts in gender equity education or legal professionals. Moreover, female members must account for at least one-half of the team. At schools, experts with a background in the investigation of campus sexual assault, sexual harassment, or sexual bullying shall account for at least one-third of the team, while at competent authorities, they shall account for at least one-half of the team.

3. Members of the Committee or investigation team may not serve as members of the evaluation team.

4. When the evaluation team conducts a meeting, the members of the team will select a convener who will also chair the meeting.

5. While the meeting is in progress, should the need arise, the person making the reapplication will be given the opportunity to make a statement, and the members of the Committee or investigation team shall be invited to be present to make an explanation.

6. When there is cause for a reapplication, the relevant authorized agencies will be informed of the decision on the reapplication, and the authorized agencies shall be responsible to remake a decision.

7. Before the decision of the reapplication as described in the previous subparagraph is sent to the person making the reapplication, the said person may withdraw the reapplication as described in the previous paragraphs.

Article 24

If not satisfied with the disposition of the reapplication, the applicant or offender may petition for relief according to the following regulations within 30 days from the date following the date of receipt of the written notification:

1. Principal and teachers: regulations prescribed by the Teacher’s Act shall apply.

2. Civil service employees who are hired according to the Civil Service
Employment Act and employees hired before the effective date (May 3rd, 1985) of the Statute for Appointment of Educational Personnel: regulations prescribed by the Civil Servant Protection Act shall apply.
3. Students: regulations prescribed by the school shall apply.
4. Others: regulations prescribed by the Gender Equality in Employment Act shall apply.

**Article 25**
The University shall establish classified files on incidents of sexual assault, harassment or bullying on campus and the offenders and place them in the custody of the Committee.
The school should establish compiled data for the incident of campus sexual assault, sexual harassment, and sexual bullying and appoints the Committee to keep the compiled data with identification.
The compiled data in the preceding paragraph shall be categorized into original documents and report documents.
The original documents in the preceding paragraph shall contain the following information:
1. The occurrence time and type of the case.
2. Pertinent parties of the case (including the complainant, the victim, and the offender).
3. Person(s) in charge of handling the case, handling process and case records.
4. Documents, collected evidence and other pertinent information produced during the handling of the case.
5. The name, job title or student school records, and family background of the offender.
The report in the second paragraph shall contain the following information:
   i.) The occurrence time and type of the case, and codes representing the parties involved in the case.
   ii.) Handling process and conclusion of the case.

**Article 26**
During the investigation of a case, the Committee may make public a description of pertinent matters, handling methods, and principles where necessary. After the case has been closed and upon the approval of the victim or his or her guardian, the school or competent authority may also make public whether the case is established, the type of the case, and handling method of the case. Party names and other information that may lead to their identification shall not be revealed.

**Chapter 5 Penal Provision**

**Article 27**
When the Committee or investigation team carries an investigation, the offender, applicant and persons or offices who are invited to assist the investigation shall cooperate and provide pertinent information.
An offender who violates the previous paragraph without legitimate reasons
shall be subjected to a fine not less than 10,000 New Taiwan Dollars and not more than 50,000 New Taiwan Dollars. Consecutive fine may be made until he or she cooperates or provides pertinent information.

Article 28  A principal, faculty or staff member of the school about whom either of the following statements is true shall be subject to a fine of not less than 30,000 New Taiwan Dollars and not exceeding 150,000 New Taiwan Dollars:
1. Has violated the first Paragraph of Article 21 in the Gender Equity Education Act and did not report to the school, or the competent authority of the municipality or county with jurisdiction of the school within 24 hours.
2. Has violated the second Paragraph of Article 21 in the Gender Equity Education Act by falsifying, altering, destroying or concealing evidence of an incident of sexual harassment or sexual bullying on campus perpetrated by other persons.

Article 29  A principal, faculty or staff member of the school who violates the regulations on reporting suspected incidents of sexual assault on campus described in paragraph 1 of Article 21 in the Gender Equity Education Act when such a violation results in a further incident of sexual assault on campus, or who falsifies, modifies, destroys, or conceals evidence of sexual assault on campus committed by others, shall be dismissed or discharged from employment in accordance with the law.

The school or competent authority shall report any employee who violates the regulation described in the previous paragraph in accordance with the law.

Chapter 6 Supplementary Provisions

Article 30  Retaliation against applicants, witnesses or related parties shall be prohibited. The term “retaliation” refers inappropriate, ill-intended conduct and measures against applicants, witnesses or related parties. Inappropriate, ill-intended conduct and measures include unjust performance evaluation, unjust academic evaluation, inappropriate school work assignment, unjust contents of reference letters, mockery in public or in private, oral or written threats or bribes, or disturbance or harassment in any form. Those confirmed to have engaged in retaliatory conduct shall be subject to heavier sanctions and demanded to undo the inappropriate, ill-intended conduct and measures as well as take effective measures to restore the reputation and compensate for the emotional damage of the victims.

Article 31  The Regulations shall be discussed by the Committee and approved by an academic affairs meeting, and shall do the same upon any amendment thereto.
PART 8: Appendix

Location of NCU

50km away from Taipei
20km away from TIA
Campus Map
Website: http://www.ncu.edu.tw/en/visito
## Units in NCU

These are some units at NCU you should know:

<table>
<thead>
<tr>
<th>Unit</th>
<th>When you may need it</th>
<th>Location</th>
<th>Office Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of International Affairs</td>
<td>exchange student affairs</td>
<td>1st floor, Center of Innovative Incubator</td>
<td>8:00am-5:00pm, Monday to Friday</td>
</tr>
<tr>
<td>Cashier</td>
<td>payment Internet Card Purchasing</td>
<td>1st floor, Administration Building</td>
<td>8:00am-5:00pm, Monday to Friday</td>
</tr>
<tr>
<td>Registry Office</td>
<td>Registration, student ID, proof of enrollment</td>
<td>3rd floor, Administration Building</td>
<td>8:00am-5:00pm, Monday to Friday</td>
</tr>
<tr>
<td>Library</td>
<td>borrow books</td>
<td>Library</td>
<td>Sunday<del>Friday 8:00</del>23:00 Sat.:8:00~17:00</td>
</tr>
<tr>
<td>Computer Center</td>
<td>use computers</td>
<td>Computer Center</td>
<td>Monday<del>Friday 8:00</del>23:00 weekends and holiday: 9:00~16:00</td>
</tr>
<tr>
<td>Health Center</td>
<td>emergent medical treatment, outpatient service, and traumatic medical treatment</td>
<td>1st floor, Chung-Cheng Library</td>
<td>8:00am-5:00pm, Monday to Friday</td>
</tr>
<tr>
<td>Post Office</td>
<td>deposit and withdraw money</td>
<td>Post Office</td>
<td>8:00am-5:00pm, Monday to Friday</td>
</tr>
</tbody>
</table>

- **Campus Emergency Phone Call: 03-2805666 (24 hours)**
## Colleges and Centers

Office operating hours: Monday to Friday 8:00~17:00

<table>
<thead>
<tr>
<th>Unit</th>
<th>Location</th>
<th>Tel.</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Liberal Arts</td>
<td>Liberal Arts Building #3, Room LS-203</td>
<td>03-4267160</td>
<td><a href="mailto:ncu3000@ncu.edu.tw">ncu3000@ncu.edu.tw</a></td>
</tr>
<tr>
<td>College of Science</td>
<td>Science building #2, Room 102</td>
<td>03-422-7151#65000</td>
<td><a href="mailto:ncu5000@ncu.edu.tw">ncu5000@ncu.edu.tw</a></td>
</tr>
<tr>
<td>College of Engineering</td>
<td>Engineering building #2, Room 103</td>
<td>03-4250476</td>
<td><a href="mailto:ncu4000@ncu.edu.tw">ncu4000@ncu.edu.tw</a></td>
</tr>
<tr>
<td>School of Management</td>
<td>Management Building #2, Room 608</td>
<td>03-422-7151#66000</td>
<td><a href="mailto:ncu6001@ncu.edu.tw">ncu6001@ncu.edu.tw</a></td>
</tr>
<tr>
<td>College of Electrical Engineering and Computer Science</td>
<td>Engineering Building#2, Room E1- 233-1</td>
<td>03-4279094</td>
<td><a href="mailto:ylhsiao@ncu.edu.tw">ylhsiao@ncu.edu.tw</a></td>
</tr>
<tr>
<td>College of Earth Sciences</td>
<td>Science Building #1, Room 101</td>
<td>03-422-7151#65680</td>
<td><a href="mailto:ncu5680@ncu.edu.tw">ncu5680@ncu.edu.tw</a></td>
</tr>
<tr>
<td>College of Hakka Studies</td>
<td>College of Hakka Studies Building, Room 419</td>
<td>03-422-7151#33050</td>
<td><a href="mailto:ncu3050@ncu.edu.tw">ncu3050@ncu.edu.tw</a></td>
</tr>
<tr>
<td>College of Health Science and Technology</td>
<td>Research Center Building, Room R3-405</td>
<td>03-422-7151#27705</td>
<td><a href="mailto:ncu27700@ncu.edu.tw">ncu27700@ncu.edu.tw</a></td>
</tr>
</tbody>
</table>
## Building Symbols in NCU

<table>
<thead>
<tr>
<th>Building Symbol</th>
<th>A</th>
<th>C2</th>
<th>E</th>
<th>E1</th>
<th>E2</th>
<th>E3</th>
<th>E4</th>
<th>E5</th>
<th>E6</th>
<th>H2</th>
<th>I</th>
<th>I1</th>
</tr>
</thead>
<tbody>
<tr>
<td>大樓名稱</td>
<td>Liberal Arts Building I</td>
<td>Art Building II</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Engineering Building 1</td>
<td>Engineering Building 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Engineering Building 3</td>
<td>Engineering Building 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Experiment Center for Civil Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Zhi-Xi Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Management Building 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>大樓代碼</td>
<td>Building Symbol</td>
<td>大樓名稱</td>
<td>教室代碼及大樓名稱對照表</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------</td>
<td>----------------</td>
<td>------------------</td>
<td>-------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IL</td>
<td>L3</td>
<td>Kwoh-Ting Optoelectronics Building</td>
<td>鴻經館大樓Hong-Jing Hall</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>香港大學K. T. Lee Library</td>
<td>General Education Building (Language Center)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>O</td>
<td>邏輯中心Research Center Building</td>
<td>二期館Building 1 (College of Earth Science)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>R2</td>
<td>科學三館Science Building 3</td>
<td>科學四館Science Building 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>R3</td>
<td>科學二館Science Building 2</td>
<td>科學五館Science Building 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>科學一館Science Building 1</td>
<td>體育館Office of Physical Education</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Useful Units in Taiwan

Bureau of Consular Affairs, Ministry of Foreign Affairs
http://www.boca.gov.tw

Laws and Regulations Database of the Republic of China
http://law.moj.gov.tw/Eng/

National Immigration Agency
http://www.immigration.gov.tw

Tourism Bureau
http://eng.taiwan.net.tw/

Taiwan Taoyuan International Airport
http://www.taoyuan-airport.com

Taoyuan County Police Bureau
http://www.tyhp.gov.tw

Bureau of National Health Insurance
http://www.nhi.gov.tw/

Taiwan Railways Administration
http://www.railway.gov.tw

Taiwan High Speed Rail
http://www.thsrc.com.tw

Taipei Metro
http://english.trtc.com.tw/

National Palace Museum
http://www.npm.gov.tw/

Living in Taiwan
http://iff.immigration.gov.tw/iffwelcome.asp