



# INTERNATIONAL GRADUATE STUDENT GUIDE

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# BASIC INFORMATION




# 1. Thesis/Dissertation Advisor

- A thesis/dissertation advisor is responsible for guiding students' studies, providing necessary resources for conducting research, and monitoring progress
- Students have to **find an advisor before the deadline** set by the department
- Contact the faculty of department if you have issues for finding an advisor



# 1. Thesis/Dissertation Advisor

- Plan to change advisors
- ❖ **Should be granted by their current advisors**
- ❖ Shall submit 3 documents to the department (refer to Article 4 of Standards of Conduct between Thesis/Dissertation Advisors and Graduate Students) 
- ❖ Approved applications for a change of advisor shall become effective ten days after submission





# 1. Thesis/Dissertation Advisor

- If encounter some issues with the advisor, students should attempt to resolve such problems by informing the head of the department
- If the issues can't be resolved, students may request the department to hold a mediation meeting
- Read through Article 8, Standards of Conduct between Thesis/Dissertation Advisors and Graduate Students for detailed information



## 2. Maximum Time Limit for Completion of Program

Program	Maximum Time Limit
Master's	1 ~ 4 years
Doctoral	2 ~ 7 years
Direct-Entry Doctoral Degree	2 ~ 7 years

Exception:

In-service Master's Programs or  
Program requires  $\geq 60$  credits

can apply for 2 years' extension

- Graduate students **who don't finish the program within the maximum time limit will be withdrawn from the university**



### 3. Credit & Grades

Program	Credits required to Complete
Master's	$\geq 24$ credits
Doctoral	$\geq 18$ credits
Direct entry doctoral degree	$\geq 30$ credits

- **Minimum credit requirement differs from departments**
- Check the department's website or contact the faculty of department for the exact requirement



### 3. Credit & Grades


- Lowest passing grade for graduate students
  - ❖ GPAs: 2.7
  - ❖ Letter grade: B-
  - ❖ Raw Score Range: 70-72
- Scan the QR code to view the Cross-Reference Table for the Conversion from GPAs to Raw Scores (on page 2)



## 4. Courses

### ● Course Selection

Periods of Course Selection Reference Table	
1 <sup>st</sup> period	around 3 weeks before the beginning of the semester
2 <sup>nd</sup> period	around 2 weeks before the beginning of the semester
Online Add and Drop	first 2 weeks after the beginning of the semester

- ❖ Visit myNTU → Course Selection Information → Course Selection System for course selection
- ❖ Refer to the academic calendar for the exact course selection date 
- ❖ Students should **take at least 1 course (including Thesis) every semester, maximum number of credits is 20 credits per semester**
- ❖ Before **taking courses from other departments or undergraduate program, check with the faculty of the department if the courses are counted as graduate credits**

## 4. Courses

### ● Credit Transfer



#### ❖ Procedures

- Apply online
- Submit a transcript of the previous studies to the department

#### ❖ Reminders

- Can apply for required and elective courses (graduate courses only), passing grade shall be B-
- Total number of transferred credits may not exceed 50% of the number of graduation credits

\*The completed courses have to be graduate programs

#### ❖ Application period: usually in August, refer to the academic calendar for the exact date

\*Contact the faculty of your department if miss the application deadline





## 4. Courses

### ● Additional request forms

- ❖ Visit myNTU → Course Selection Information → Application Form
  - Course Overload Request Form
  - Unblock Course Request Form
- ❖ **Before applying, check the course selection result and the graduate credit requirements first**



## 4. Courses

### ● Inter-University Course Selection



#### ❖ NTU System

- The alliance with National Taiwan Normal University (NTNU) and National Taiwan University of Science and Technology (NTUST)
- **Students can enroll in the NTNU and NTUST courses** that list on the NTU Online Course Information
- **Login to the Course Selection System during the course selection period** (including 1<sup>st</sup> period, 2<sup>nd</sup> period, and Online Add and Drop period) **to select courses**

## 4. Courses

### ● Course Withdrawal

- ❖ **Students can request a course withdrawal after the end of the online add/drop period** (refer to the academic calendar for the exact course withdrawal date)

Number of Withdrawal Courses	Application Method
1 course	Withdrawal Application System (myNTU)
≥ 2 courses	Student Application Form



- ❖ Complete the form, obtain the signatures of the classes' instructors, and submit to the responsible unit of academic affairs





## 5. Direct-Entry Doctoral Degree



### ● Requirements

- ❖ **Complete at least 1 semester of study** of the current program, and have received all grades
- ❖ Students who **achieve a grade point average in the top one-third of the class** or achieve **excellent academic performance as determined by the department**

### ● Application dates

- ❖ 1<sup>st</sup> Semester: during the Ph.D. admissions screening process period
- ❖ 2<sup>nd</sup> Semester: during the Ph.D. entrance exam period
- ❖ Department-specific timelines may take precedence





## 5. Direct-Entry Doctoral Degree



- Application documentation
  - ❖ Application form of Direct Ph.D. Program
  - ❖ Academic transcripts
  - ❖ 2 recommendation letters from academic faculty
  - ❖ Additional supporting documentation (refer to the departments' policy)



## 6. Double Major / Change of Major



### ● Double Major

#### ❖ Application requirement

- **Complete at least one year of study** in the current program
- **Maintain a semester GPA of 3.3 or higher or in the top 20% of the class** in the previous academic year

#### ❖ **The application has to be approved by both departments**

#### ❖ Apply before the beginning of the second semester of the third year of study

(refer to the academic calendar for exact date)

## 6. Double Major / Change of Major



### ● Change of Major

#### ❖ Application requirement

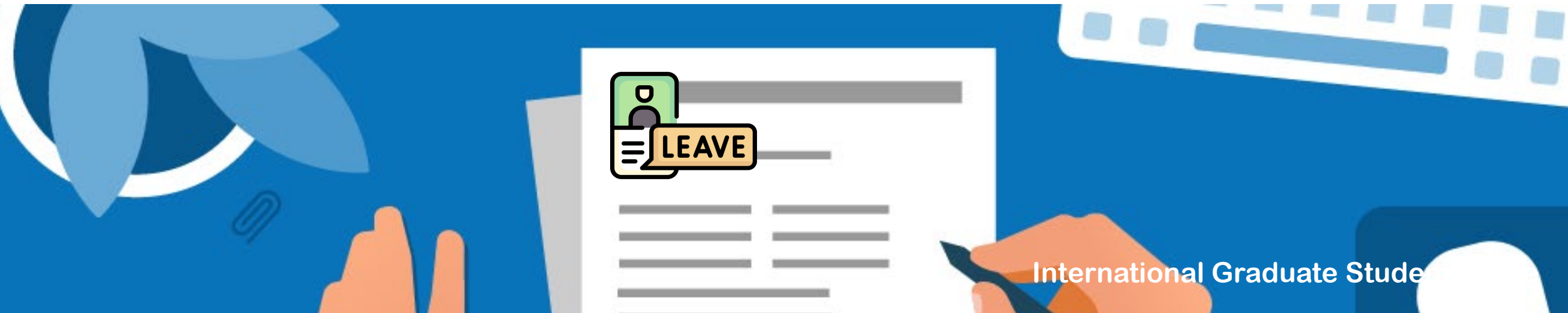
- **Complete at least one year of study in the current program**
- **Student may only apply for change of major once**

#### ❖ Application period starts from the end of each semester until the beginning of the following semester

#### ❖ Confirm with the faculty of the new department whether they acknowledge the taken courses and credits that have obtained

## 7. Student Leave Request

- **Unable to attend class need to apply for leave from the course instructors**
- 6 types of student leaves: sick leave, menstrual leave, personal leave, bereavement leave, official leave, maternity leave
- Scan for policies and application procedures for each student leave



## 8. Leave of Absence / Withdrawal from Study



### ● Leave of Absence

- ❖ **Graduate students are allowed to take a leave of absence for up to 12 semesters in total**
- ❖ Application deadline (refer to the academic calendar for the exact date)
  - 1<sup>st</sup> Semester: from July 15 until the last working day before the final examination week
  - 2<sup>nd</sup> Semester: from February 1 until the last working day before the final examination week

# 8. Leave of Absence / Withdrawal from Study



Semesters of Leave of Absence	Application Method	Remark
1 <sup>st</sup> ~ 4 <sup>th</sup> Semester	By Application for Leave of Absence	Obtain approval from the thesis advisor, the head of department and all divisions listed on the application form
5 <sup>th</sup> ~ 8 <sup>th</sup> Semester	By Application for Leave of Absence, Student Application form and supporting documents	Need to provide the reason on the Student Application form
9 <sup>th</sup> ~ 12 <sup>th</sup> Semester	By Application for Leave of Absence, Student Application form and supporting documents	Have to obtain additional approval from the Vice President of Academic Affairs on a case-by-case basis

● Submit the forms to the responsible unit of academic affairs to compete the application



## 8. Leave of Absence / Withdrawal from Study



### ● Withdrawal from Study

#### ❖ Mandated Withdrawal

- Students **who don't complete the registration process**
- Students **who don't complete their studies within the maximum time limit**

#### ❖ Voluntary Withdrawal: applied with **Application for Withdraw from Study**, start from the beginning to the end of each semester

#### ❖ Certificate of Study: can apply after completing the withdrawal procedure if students studied at least 1 semester

#### ❖ Submit the forms to the responsible unit of academic affairs to compete the application

## 9. Chinese / English Transcripts



- Both soft copy and hard copy are available to apply
- Soft copy
  - ❖ Apply on Online Transcript Order System







## 9. Chinese / English Transcripts

● Hard copies

❖ Available at

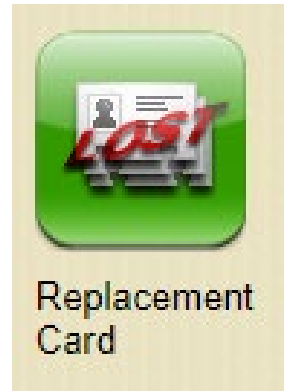
- Transcripts and Documents machines
  - 1) 1F of Administration Building, Main Campus
  - 2) 1F of Gongtong Lecture Building, Main Campus
  - 3) 3F of Basic Medical Science Building, campus of the College of Medicine
- Graduate Academic Affairs Division, Main Campus
- The Branch Office of Academic Affairs in the College of Medicine

\*For students of College of Medicine and College of Public Health, please contact The Branch Office of Academic Affairs in the College of Medicine






## 10. Reissuance or Replacement of Student ID Card

- When the student ID card is lost or damaged
- **Report loss in Replacement Card (myNTU)**
- Replacement fee: NT\$150 (pay at the Transcripts and Documents machine)
- Can receive the new card in 5~10 minutes



# 11. Mental Health Services

● The followings provide student mental health services and resources

Division		Service
Student Counseling Center		The Student Counseling Center helps students work through their adjustment problems and promote their mental health and psychological well-being. <b>The individual counseling is on an appointment basis.</b>
Center for Student Well-Being (CSW)		The CSW, whose <b>campus advisors are stationed in colleges</b> , provides consultants for campus adaptation services. Students can make appointments through the CSW system, email, telephone, or simply walk-in.
Health Center		<b>Making an appointment with the family medicine doctor</b> within the future two weeks on Online Booking System. <b>On-site registration is also available.</b> Referral to a psychiatrist is possible if deemed necessary by the family medicine doctor after initial evaluation.
NTU Care Line		24 hours service, please dial +886-2-2717-1995
On-campus Emergency		24 hours campus security service, please dial +886-2-3366-9110
Student Emergency Assistance		Please dial +886-2-3366-9119



## 12. Academic Writing & Academic Writing Education Center

- **The NTU graduate program mandates thesis submission for graduation**
- Academic Writing Education Center (AWEC) offers formal, 3-credit thesis writing courses
  - ❖ Students can select English-conducted courses offered by AWEC during the course selection periods
  - ❖ Scan to view the list of Graduate Courses





## 13. NTU Main Library Services



### Facilities

Study Carrel, Study Room, Rehearsal Room, Media Hub



### Library Discovery System (SLIM)

To search books, journals, theses, databases



### NTU Theses and Dissertations Repository

Research results from all institutes in NTU



### F.I.R.S.T. Workshop

Designed for international students learn how to discover and search for useful research resources in library collections and e-resources

 國立臺灣大學圖書館  
National Taiwan University Library





## 14. NTU VPN & Campus Licensed Software



### **NTU SSL VPN**

Access NTU services when outside of campus



### **Microsoft Office 365**



### **National Taiwan University Agreement Campus Licensed Software**

Scan for more available licensed software

## 15. Laboratory Health and Safety Training (EH&S)

- Students who
  - ❖ wish to conduct experiments in the laboratory must complete the general training on Laboratory Safety and Hygiene Management
  - ❖ will work in chemical, radiological, or biological laboratories must complete additional specialized training
- **Students are allowed to access the labs after finishing the sessions**
- Contact the faculty of your department for the training that needs to be taken
- Scan the QR code to learn more about the EH&S from the Environmental Protection & Occupational Safety & Health Center





# GRADUATION PROCESS



## 15. Graduation Requirements

- **Complete required courses/credits** set by departments
- The Doctoral program student **has been nominated as a Ph.D. candidate**
- **Academic ethics courses**
  - ❖ Academic Research Ethics Education Courses (online course) 
  - ❖ Responsible Conduct of Research (RCR) Courses (online course) 
  - ❖ Programs or seminars hold by Office of Research Integrity or departments
- **Thesis Originality Check**
- **Thesis/Dissertation Defense**
- **Submit electronic and printed thesis/dissertation to the library**
- Additional requirements (confirm with the faculty of department)
  - ❖ Foreign Language Proficiency Test standards
  - ❖ Requirements regarding journal submission

### CHECKLIST

- 1.....☒
- 2.....☒
- 3.....☒
- 4.....☐
- 5.....☐



## 15. Graduation Requirements

### ● Turnitin

- ❖ **For self-conducting the originality check for thesis/dissertation** and obtaining a Similarity Index report
- ❖ Students will receive the course invitation from Turnitin
- ❖ Confirm the time period with the faculty of department
- ❖ **Contact the faculty of department if not received the course invitation**



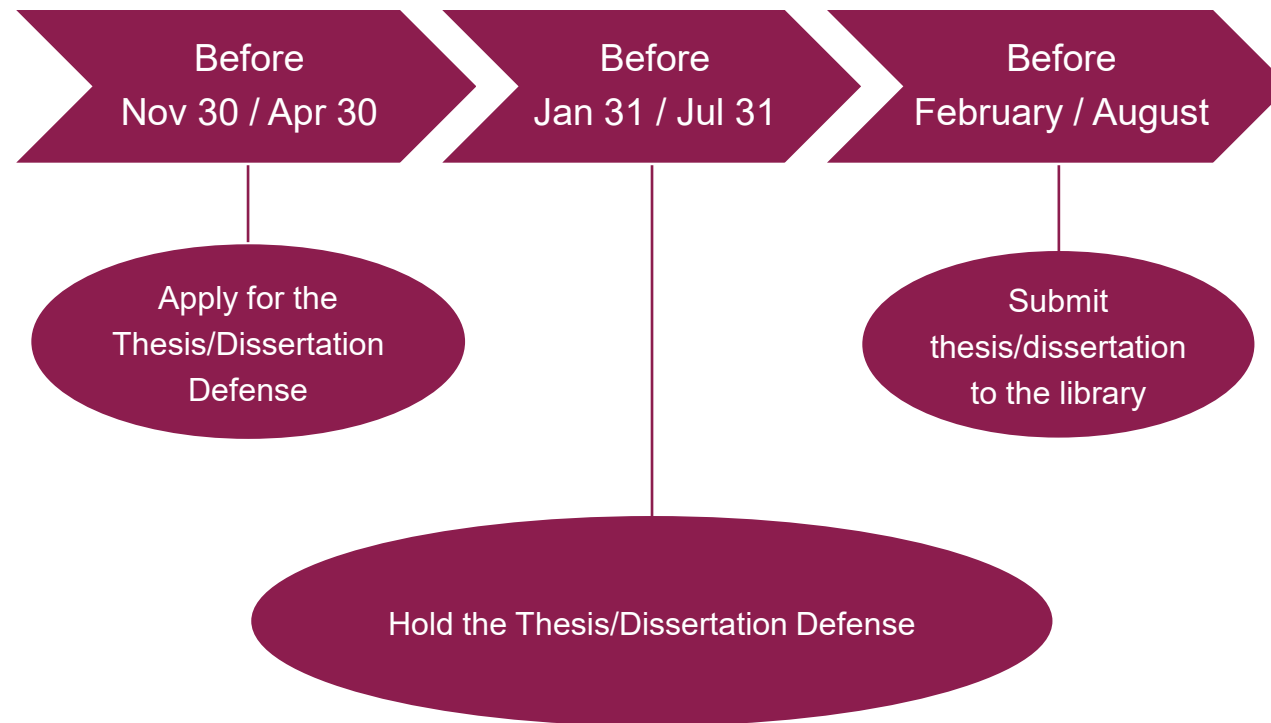
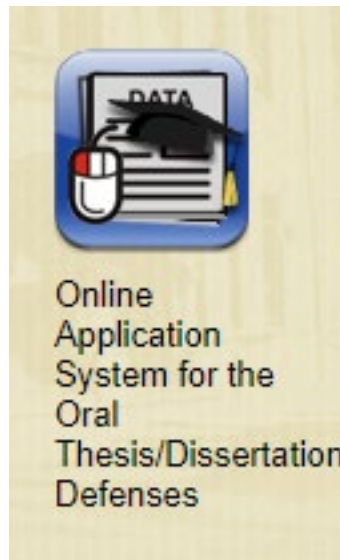
## 16. Requirements of nominated as a Ph.D. candidate

- **Completing all the required coursework for the doctoral degree**
- **Passing the doctoral candidacy qualifying examination**
  - ❖ The qualifying examination such as qualifying tests, journal submission, etc.
  - ❖ Each department sets its qualifying examination date and policies, contact the faculty of your department for more information
- **Read through Directives Governing Implementation of Ph.D. Candidate Qualifying Examination for more information**



## 17. Thesis/Dissertation Defense

- Below are the key dates of Thesis/Dissertation Defense





# 17. Thesis/Dissertation Defense

## ● Completion deadline

- ❖ 1<sup>st</sup> semester: January 31<sup>st</sup>
- ❖ 2<sup>nd</sup> semester: July 31<sup>st</sup>



## 17. Thesis/Dissertation Defense

### ● Preparation

- ❖ **Form the thesis/dissertation defense committee** and send invitations
- ❖ Number of committee members
  - Doctoral degree: 5-9 members
  - Master's degree: 3-5 members
- ❖ **One of the committee members must be from outside the student's graduate program**
- ❖ The committee members are usually suggested by the thesis advisor
- ❖ Read carefully through Rules Governing Thesis/Dissertation Defense for detailed information





## 17. Thesis/Dissertation Defense

### ● Preparation

- ❖ Have a good understanding on the contents of the thesis
- ❖ Required documentation, e.g. a copy of thesis/dissertation draft
- ❖ Visual aids such as PPT slides
- ❖ Borrow a classroom
- ❖ May conduct a mock defense with classmates, and predict possible questions
- ❖ Additional requirements may apply, contact the faculty of your department for more information



## 17. Thesis/Dissertation Defense

### ● After the Thesis/Dissertation Defense

- ❖ Revise thesis according to committee members' suggestions
- ❖ Submit thesis before the deadline that set forth on the academic calendar

\*For students of College of Medicine and College of Public Health, please submit the thesis/dissertation to the NTU Medical Library





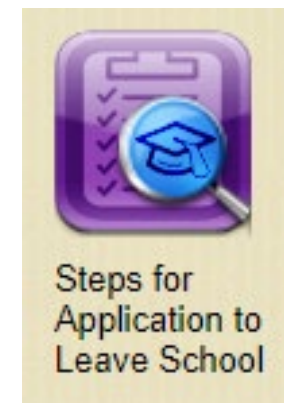



## 18. Submit Thesis

- Submit electronic and hard copy to the library
- Deadline
  - ❖ 1<sup>st</sup> semester: classes begin date of the next semester
  - ❖ 2<sup>nd</sup> semester: three weeks before the classes begin date of the next semester
- **Visit NTU Library's Theses/Dissertation Submission and Graduation Procedures for more information and the specific submission date**



## 19. Graduation / Leave School Process



- Graduation procedures including getting approvals from departments, Office of International Affairs/Overseas Chinese and Mainland Chinese Students Advising Divisions, Student Housing Service Division, etc.
- **Login Graduation / Leave School Process (myNTU) to view the process of graduation procedure** 
- After getting all the divisions' approval (except the Graduate Academic Affairs Division), visit the Academic Affairs Division to receive the diploma



# INTERNATIONAL GRADUATE STUDENT GUIDE

# Contacts

Divisions	Phone Number	Remark
Graduate Academic Affairs Division	+886-2-3366-2388	Except for students of College of Medicine and College of Public Health
The Branch Office of Academic Affairs in the College of Medicine	+886-2-2312-3456	For students of College of Medicine and College of Public Health
Office of International Affairs	+886-2-3366-2007	
Student Assistance Division	+886-2-3366-2050	
Student Counseling Center	+886-2-3366-2181~2	
Center for Student Well-Being (CSW)	+886-2-3366-7173	
Health Center	+886-2-3366-2155	
NTU Care Line	+886-2-2717-1995	24 hours service
Student Safety Center	1. +886-2-3366-9110 2. +886-2-3366-9119	1. For on-campus emergency 2. Student emergency assistance
Academic Writing Education Center	+886-2-3366-1480	
NTU Libraries	1. +886-2-3366-2353 (Main Library) 2. +886-2-2312-3456#262207 (Medical Library)	
Computer and Information Networking Center	+886-2-3366-5022 +886-2-3366-5023	
Environmental Protection & Occupational Safety & Health Center	+886-3366-9422	



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