# INTERNATIONAL GRADUATE STUDENT GUIDE

# CONTENTS

## Basic Information


1. Thesis/Dissertation Advisor ..... 05
2. Maximum Time Limit for Completion of Program ..... 08
3. Credit & Grades ..... 09
4. Courses ..... 11
5. Direct-Entry Doctoral Degree ..... 16
6. Double Major / Change of Major ..... 18
7. Student Leave Request ..... 20
8. Leave of Absence / Withdrawal from Study ..... 21
9. Chinese / English Transcripts ..... 24
10. Reissuance or Replacement of Student ID Card ..... 26
11. Mental Health Services ..... 27
12. Academic Writing & Academic Writing Education Center ..... 28
13. NTU Main Library Services ..... 29
14. NTU VPN & Campus Licensed Software ..... 31

# CONTENTS

## Graduation Process


15. Graduation Requirements 33
16. Requirements of nominated as a Ph.D. candidate 35
17. Thesis/Dissertation Defense 36
18. Submit Thesis 41
19. Graduation / Leave School Process 42


## Working in Taiwan


20. Work Permit Application 45
21. Teaching Assistant (TA) 46
22. EMI TA 47
23. Researching Assistant (RA) 48
24. Salary Account 49

Contacts 50

# 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:<br>Part-time student or<br>Program requires ≥ 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 | ≥ 24 credits |
| Doctoral | ≥ 18 credits |
| Direct entry doctoral degree | ≥ 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
- Visit the link to view the Cross-Reference Table for the Conversion from GPAs to Raw Scores (on page 2)

# 4. Courses

## Course Selection (Course Selection System)

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

- 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**
- Visit the Course Selection System for detailed information and instructions

# 4. Courses

## Instructor’s Consent for Course Add

❖ Applied to the conditions below

- Graduating students who can’t graduate in the current academic year if not taking specified courses
- Students would like to take 2 seminars or special topics/studies courses (have same curriculum number but different contents)
- Has been agreed to take by instructor’s professional judgment

# 4. Courses

## Instructor's Consent for Course Add

- **Application period: refer to Manual Course Add** (Course Add and Drop Section)
- Procedures
  - Download and complete the "Petition of Instructor's Consent for Course Add" in the third week after classes begin
  - Obtain the signatures of the courses' instructors (or get approval via email)
  - Submit the form to the corresponding unit of academic affairs or combine the petition and the approval of the instructors into a PDF file and upload to the system
- **Application deadline: refer to Manual Course Add** (Course Add and Drop Section)

# 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 1st period, 2nd 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
- Visit Course Withdrawal for detailed information

# 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
  - 1st Semester: during the Ph.D. admissions screening process period
  - 2nd 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)

- Visit Application for Direct-Entry Doctoral Degree Programs for more information

# 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)

❖ Visit Regulations Governing Students Taking Double Majors for more information

# 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**

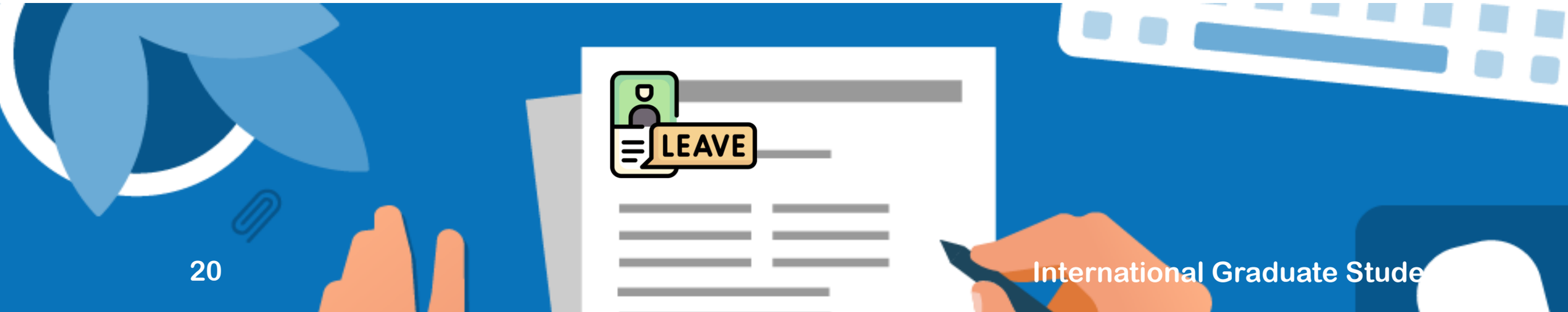
❖ Application period starts from the end of each semester until the beginning of the following semester

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

❖ Visit the website for application procedures

# 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
- Visit Student Leave Request of Student Assistance Division 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)

- 1st Semester: from July 15 until the last working day before the final examination week
- 2nd 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 |
|---|---|---|
| 1st ~ 4th 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 |
| 5th ~ 8th Semester | By Application for Leave of Absence, Student Application form and supporting documents | Need to provide the reason on the Student Application from |
| 9th ~ 12th 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**
- Visit Leave of Absence for more information

# 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

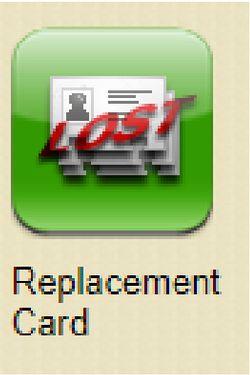
❖ Available at

- 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
- Visit Reissuance or Replacement of Student ID Card for more information



# 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. **The individual counseling is on an appointment basis.** |
| Center for Student Well-Being (CSW) | The CSW, whose **campus advisors are stationed in colleges**, provides consultants for campus adaptation services. Students can make appointments through the CSW system, email, telephone, or simply walk-in. |
| Health Center | **Making an appointment with the family medicine doctor** within the future two weeks on Online Booking System. **On-site registration is also available.** 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
  - ❖ Visit Course Information for the list of Graduate Courses

國立臺灣大學
寫作教學中心
Academic Writing Education Center, NTU

# 13. NTU Main Library Services

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

- Facilities

  ❖ Study carrel
  - For research fellows, postdoctoral fellows and Ph.D. students
  - Register via the space management system

  ❖ Other facilities: Study Room, Rehearsal Room, Media Hub etc.

- Library Discovery System (SLIM): to search books, journals, theses, databases, etc.

- NTU Theses and Dissertations Repository: research results from all institutes in NTU

- F.I.R.S.T. Workshop
  - A workshop designed for international students learn how to discover and search for useful research resources in library collections and e-resources
  - Register by clicking the links in the “Session Description/Registration” column

# 13. NTU Main Library Services

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

- NTU Library English Tour
  - ❖ Two guided tours and lectures for international students
    - Aug 30 2024, 10:20~11:30
    - Sep 09 2024, 14:20~15:30

# 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: visit for more available licensed software

# 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 to the library**
- Additional requirements (confirm with the faculty of department)
  - ❖ Foreign Language Proficiency Test standards
  - ❖ Requirements regarding journal submission

# 15. Graduation Requirements

- Turnitin platform

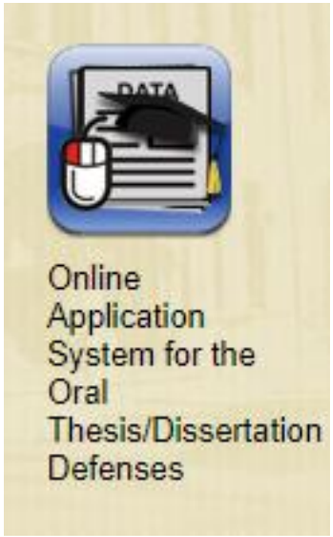
  - **For self-conducting the originality check for thesis** and obtaining a Similarity Index report
  - Students will receive the course invitation from Turnitin
  - Confirm the time period with the faculty of department
  - **Contact the faculty of department if not received the course invitation, or refer to the User Guide_Student version**

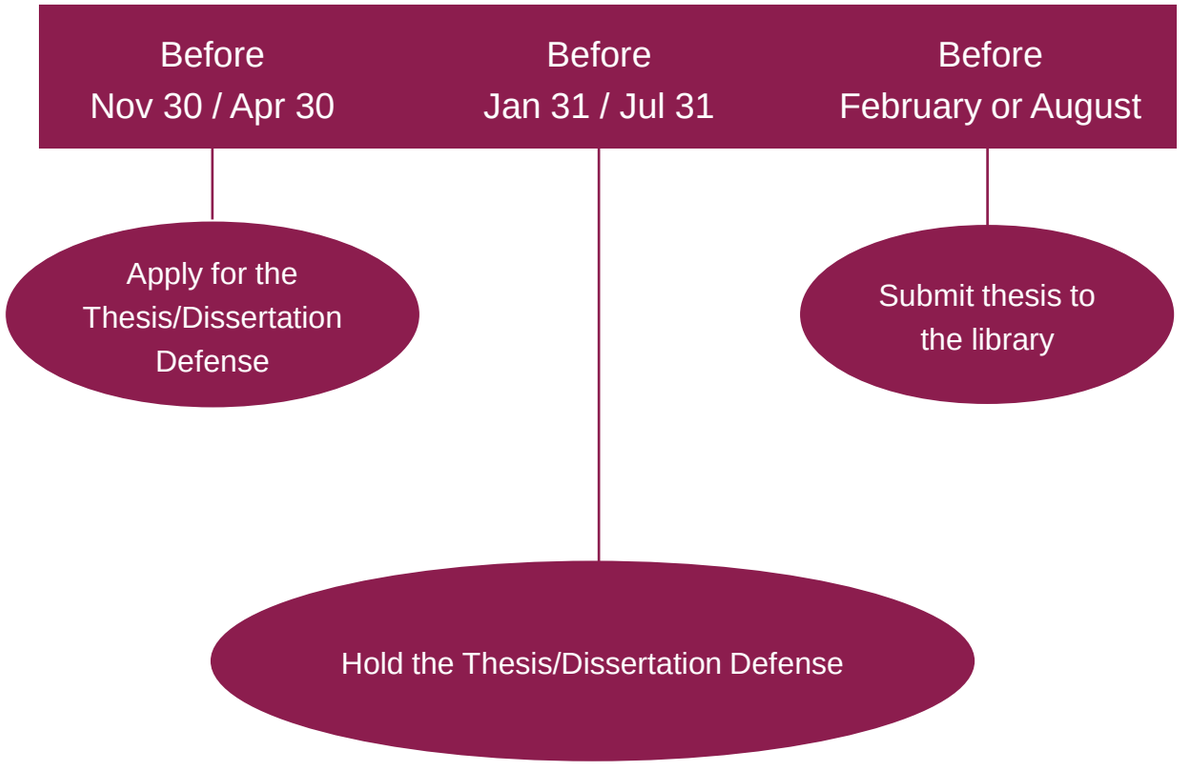
# 16. Requirements of nominated as a Ph.D. candidate

- **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
  - ❖ 1st semester: January 31st
  - ❖ 2nd semester: July 31st

# 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

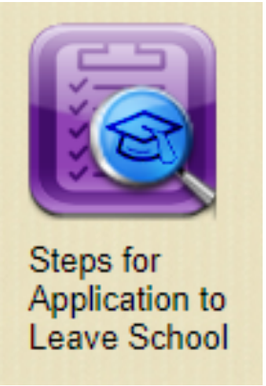
❖ Submit thesis before the deadline that set forth on the academic calendar

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

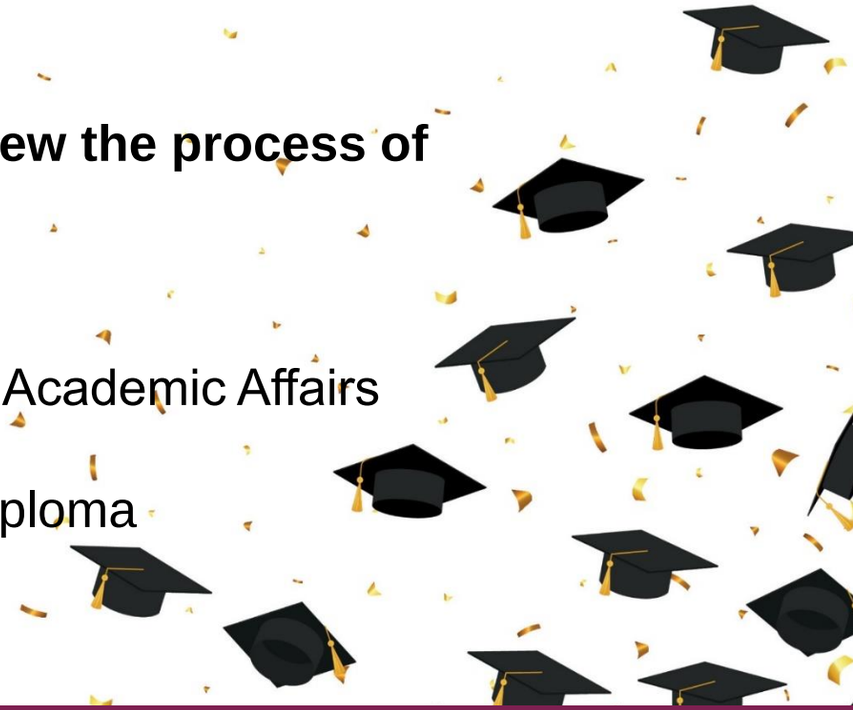
# 18. Submit Thesis

- Submit electronic and hard copy to the library
- Deadline
  - ❖ 1st semester: classes begin date of the next semester
  - ❖ 2nd 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

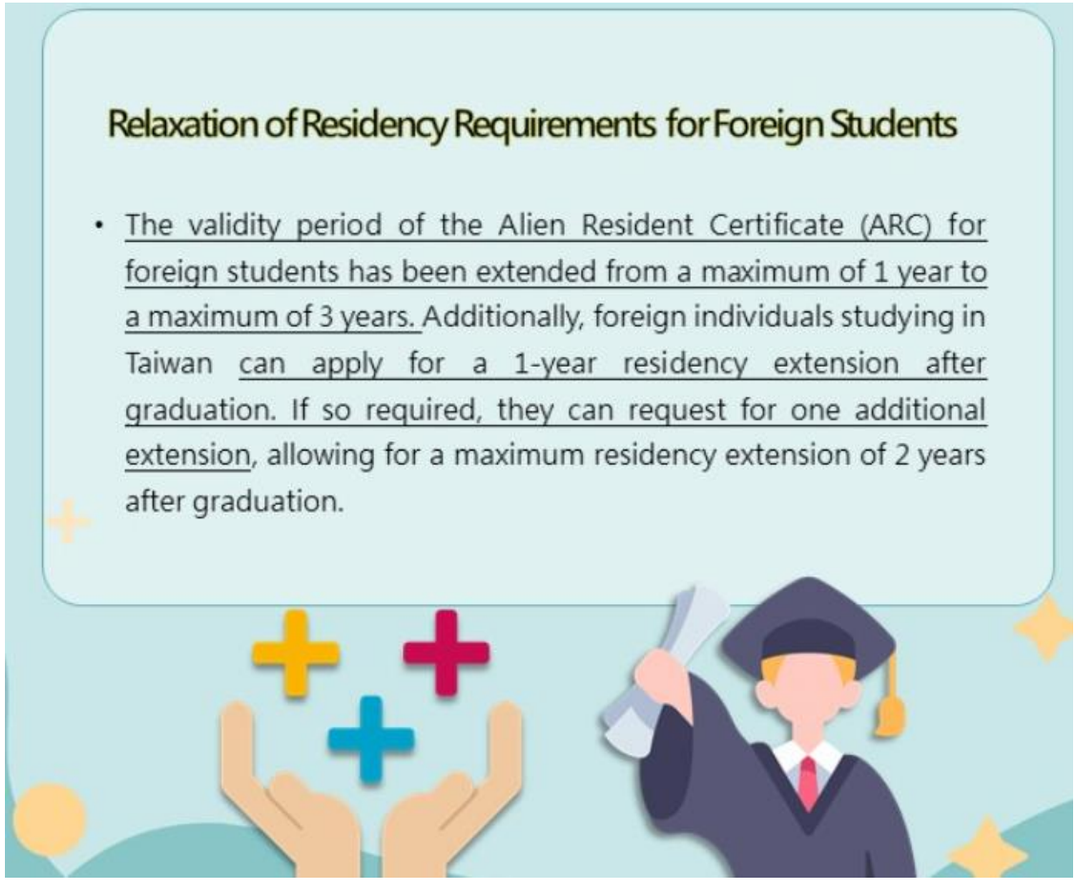



- Graduation procedures including getting approvals from departments, Office of International Affairs/Overseas Chinese and Mainland Chinese Students Advising Divisions, Student Housing Service Division, etc.
- **Login Graduation / Leave School Process (myNTU) to view the process of graduation procedure**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



# 19. Leave School Process / Graduation

- **Graduated students can extend Alien Resident Certificate (ARC) for up to 2 years**, visit National Immigration Agency for more information
- Students may seek employment, internship opportunities during the 2-year extension



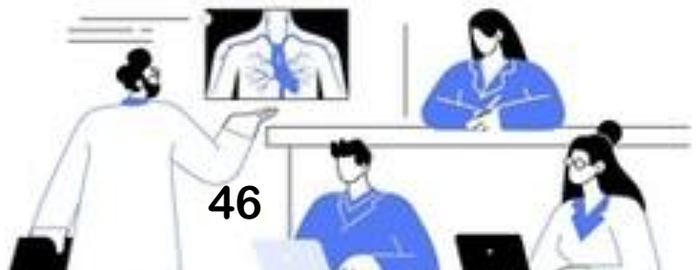
# WORKING IN TAIWAN

# 20. Work Permit Application

- **A valid work permit is necessary for doing part-time jobs (including teaching assistant and researching assistant) or internships**
- Create an account on Workforce Development Agency to apply
- Check the Office of International Affairs' Work Permit for more information

# 21. Teaching Assistant (TA)

- Requirements
  - Currently enrolled students
  - Participated in the Teaching Assistant Orientation Workshop
  - Not enrolled in the same course that intend to serve as a TA
- Visit Complementary Measures for Part-Time Student Assistants/Temporary Workers for details
- Vacancies and application deadline
  - Contact the thesis advisor, course instructors, faculty of department
  - Check vacancies offer by departments on NTU Announcements



# 22. EMI TA

- Requirements
  - Currently enrolled students
  - Recommended by the instructors
  - Obtain the NTU TA certificate by participating in the EMI TA Training Workshop
  - Not enrolled in the same course that intend to serve as a TA
- Confirm if courses are EMI-subsidized with course instructors (EMI-subsidized courses have higher pay)
- Relevant regulations
  - NTU Regulations Governing Scholarship for Teaching Assistantship
  - English Medium Instruction Teaching Assistantship Program

# 23. Researching Assistant (RA)

- Vacancies and application deadline
  - ❖ Contact the thesis advisor, course instructors, faculty of department
  - ❖ Check vacancies offer by departments on NTU Announcements

# 24. Salary Account

- If working in NTU, open a salary account first
- Suggested financial institutions:
  - Chunghwa Post
  - E.SUN Commercial Bank
  - Hua Nan Commercial Bank

# 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<br>2. +886-2-3366-9119 | 1. For on-campus emergency<br>2. Student emergency assistance |
| Academic Writing Education Center | +886-2-3366-1480 | |
| NTU Libraries | 1. +886-2-3366-2353<br>2. +886-2-2312-3456#262207 | 1. NTU main library<br>2. NTU medical library |
| Computer and Information Networking Center | +886-2-3366-5022<br>+886-2-3366-5023 | |

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