Office of General Affairs

Banking
Transportation

R&D Center

International Affairs Division

Campus Facilities and Resources

ARC Information

Other Information

Appendix
NTUNHS

Founded in 1947, National Taipei University of Nursing and Health Sciences is already sixty years old. Throughout these six decades, we have devoted ourselves to cultivate outstanding nursing professionals to better the quality of health care in Taiwan. From 1954 to 1981 we were known as the Taiwan Provincial Junior College of Nursing. In 1981, we merged with the Provincial Taipei Vocational School of Medicine and became the National Taipei College of Nursing.

Our status was upgraded to full-fledged college status in 1994, and we gradually expanded our scale by setting up new departments, such as the Health Care Management Department and the Infant & Child Care Department. In 1999, we established our postgraduate programs with the Nursing Department and the Health Care Management Department. Later postgraduate program expansions resulted in the opening of the following departments: Long-Term Care, Nurse-Midwifery, Health Allied Education and Speech & Hearing Disorders & Sciences. We pioneered the nursing care technical education system in Taiwan and this achievement became a chapter of Taiwan’s nursing care technical education development history.

College of Nursing

The College of nursing is the biggest as well as most sophisticated college in NTUNHS. By having educated countless nursing specialists, we have accumulated abundant teaching experience and distinguished research accomplishment.

Equipped with high-tech medical care instruments, our well-trained faulty members combine theory and practicum in order to apply what we have learned in a specific case.

Our aim is to mold students into professionals who possessed the following characteristics: learning by doing; disseminating knowledge in specialty areas; integrating their wisdom, minds and services together; and applying both science and liberal arts into their life and daily practice.

Besides, we will continue in our pursuit of internationalization by designing diversified courses available for perspective foreign students.

College of Healthcare Administration and Management

The College of Healthcare Administration and Management consists of four departments: Health Care Management Department, Information Management Department, Tourism and Health Science Department, and Long-Term Care Department. The aim of the college is to promote practice and research in the filed of healthcare administration and management, and to provide students with training pertaining to the management of healthcare and health enterprise. Students who graduate from the department of Health Care Management are expected to serve as middle-level health care administrators.
International Health and Nursing Administration

Undergraduate Program

Goals and Objectives
The program is provided by the Department of Health Care Management at NTUNHS, aiming to provide comprehensive training courses concerning managerial professional development for students who seek advanced knowledge on health and nursing administration. This program also set its focus on broadening students' horizons of medical knowledge and skill of hospital management, and on cultivating students' research capacity and leadership in health care and nursing program.

Time and location:
(1) Office hour: The Ximen campus Mon. to Fri. 08:30~17:00
(National holiday off)

(2) Address: No.89, Neijiang St., Wanhua Dist., Taipei City 10845, Taiwan (R.O.C.)

(3) Tel: 02-2388-5111 Ext. 6112, 6113


Degree requirement
- Total Credits (128): minimum 75 professional compulsory credits, 30 general education program credits, and 23 elective credits.
- Compulsory Core Courses:

** The course below is for reference only, please contact the Department of Health Care Management for more detailed information.
<table>
<thead>
<tr>
<th>1st year</th>
<th>2nd year</th>
<th>3rd year</th>
<th>4th year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese 1 &amp; 2</td>
<td>Chinese 3 &amp; 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education I &amp; II</td>
<td></td>
<td>Business and Managerial Psychology</td>
<td>Health Economics</td>
</tr>
<tr>
<td>Computer literacy and applications of computer networks</td>
<td>English for Healthcare and Nursing I</td>
<td>Introduction Health Care Delivery Systems</td>
<td>Teaching Principles</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Calculus</td>
<td>Introduction to Medicine I</td>
<td>Physical Examination</td>
</tr>
<tr>
<td>Chemistry Experiment</td>
<td>Pharmacology</td>
<td>Elements of Public Health</td>
<td>Practicum of Health Care Management</td>
</tr>
<tr>
<td>Human Anatomy</td>
<td>Nutrition &amp; Nutrition Experiment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Anatomy Laboratory</td>
<td>Microbiology and Immunology</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physiology</td>
<td>Microbiology and Immunology Experiments</td>
<td>Medicine-Surgical Nursing I</td>
<td>Healthcare Human Resource Management</td>
</tr>
<tr>
<td>Biochemistry</td>
<td>Basic Nursing</td>
<td>Accounting</td>
<td>Healthcare Financial Management</td>
</tr>
<tr>
<td>Biochemistry Experiment</td>
<td>Experiential Learning in Hospitals</td>
<td>Introduction to Medicine II</td>
<td>Healthcare Quality Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Health Informatics Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Healthcare Marketing Management</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Choosing 4 credits among 10 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pathology</td>
<td>Epidemiology</td>
<td>Biostatistics</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Medical-Surgical Nursing II</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Experiential Learning in Health Care Organizations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Introduction to Research Method</td>
</tr>
</tbody>
</table>
Optional Courses (Elective Courses) (23 credit / 23 hour):
Management Science, Physiology Laboratory, Pathology Experiment, Experimental of Pharmacology, 
Economy and life, English for Healthcare and Nursing II, Modern and Contemporary Art, Philosophy 
and Human Life, Organizational Behavior, Operation management in Healthcare Organization, 
Innovation management in Healthcare Organization, Operations Research, Hospital Management 
Practice, Cost Management in Healthcare Organization, Performance Management in Healthcare 
Organization, Health Information and Medical Record Management, Biotechnology and health, 
Statistical Software, Health Insurance, Aerobic dance, Yoga, Muscle Sculpting, Badminton, Tennis, 
Table Tennis, Swimming, Introduction to Health Tourism, and Introduction to Tourism Industry. 
*The above elective courses are for reference only, the actual courses in each semester will be 
opened or arranged by Department of Health Care Management.

Estimated Approximately Annual Expenses $(USA dollars)

<table>
<thead>
<tr>
<th>Breakdown of Costs</th>
<th>Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$3362</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$1453</td>
</tr>
<tr>
<td>Book and Supplies</td>
<td>$606</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$2547</td>
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<tr>
<td>Health Insurance</td>
<td>$219</td>
</tr>
<tr>
<td>Total</td>
<td>$8187</td>
</tr>
</tbody>
</table>
Goals and Objectives

The program aims to provide a path towards professional development for licensed registered nurses by concentrating on broadening students’ horizons of international health and human illness, as well as cultivating research capacity and leadership in nursing care.

Degree requirement

- Total Credits (30): minimum 24 credits plus 6 thesis credits
- Compulsory core courses:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Methodology</td>
<td>3</td>
</tr>
<tr>
<td>Nursing Theory</td>
<td>2</td>
</tr>
<tr>
<td>Advanced Bio-statistics</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>Transcultural Health Nursing I</td>
<td>3</td>
</tr>
<tr>
<td>Transcultural Health Nursing II</td>
<td>3</td>
</tr>
<tr>
<td>Transcultural Nursing Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>Master Thesis</td>
<td>6</td>
</tr>
</tbody>
</table>

- Elective courses:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective Courses</td>
<td>3</td>
</tr>
<tr>
<td>Independent Study</td>
<td>1</td>
</tr>
</tbody>
</table>

** The course above is for reference only, please contact the Department of Nursing for more detailed information.
Application Procedure for Master Degree

1. Finishing 10 credits core courses and 6 credits professional courses, graduate students are able to propose their theses after registration in every semester.

2. The Procedure is divided into two main stages: proposal defense and thesis defense.

Proposal Defense (around June or July of the 1st academic year):

(1) Examining Abstract of Topic:
    Please hand your application form (8.1) to the office of Nursing Department 2 weeks before your proposal defense application.

(2) Applying for Proposal Defense:
    Please pass your application form (8.2) to the office of Nursing Department 2 weeks before your proposal defense.

(3) Applying for IRB review:
    IRB (Institutional Review Board) review can be applied after completing proposal defense.

Thesis Defense (around April to June of the 2nd academic year)

(1) Thesis Defense application:
    Please hand the application form (8.6) to the office of Nursing Department 2 weeks before your thesis defense. In addition, every applicant must finish the oral exam before 1/31 (spring semester) or 7/31 (fall semester), then give your grades and opinions of oral editing members to the office of academic affairs within the deadline.

(2) Finished theses must be uploaded to the Electronic Theses and Dissertation System. The Office of Nursing Department will mail to you a pair of account and password.

(3) Hand a copy of your thesis to the Office of Nursing Department.
Graduate School Students

1. Finishing 10 credits core courses and 6 credits professional courses

2. Examining Abstract of thesis (it must be stamped by Committee advisors, chair of specialty and dean of college)

3. Proposal Defense Application

4. Proposal Defense

5. Applying for Proposal Defense Fees

6. Revision of Thesis Proposal

7. Carrying out the research project

8. Application of Master Degree Exam

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Students Committee advisors
Chairperson
Dean of College. Office of College.

8.1 Application Form for Abstract of Thesis

8.2 Application Form for Proposal Defense

8.3 Reporting card of Proposal Defense

The project manager will prepare 8.4 & 8.5 Application Forms for committee members to sign for oral exam fees

8.6 The exam application letter for master degree
8.7 Score checking table of this-year graduate school students
8.8 Exam Committee member list for master degree
Subjects | process | required documents
--- | --- | ---
 | | 8.11 Master degree’s score reporting cards
 | | 8.12 Oral editing members’ agreement statement for qualified theses
Students Committee advisors Dean of College. Office of College. | 10. Applying for Oral Exam Fees | The project manager will prepare 8.4&8.5 Application Forms for committee members to sign for oral exam fees
Dean of College. Office of College t. Office of academic affairs | 11. Sending the Grades to Office of Academic Affairs | 8.6 The exam application letter for master degree
 | | 8.7 Score checking table of this-year graduate school students
 | | 8.8 Exam Committee member list for Master degree
 | | 8.11 Master degree’s score reporting cards
Students Committee advisors | 12. Revision of thesis | 8.12 Letter of Attorney
Students Project manager | 13. Uploading papers to Electronic Theses and Dissertation System |
Students College of Nursing Advisor | 14. Handing a copy of thesis to:
| | a. Office of Nursing Department
| | b. Advisor
| | c. NTUNHS Library
| | d. Office of Academic Affairs
| | e. Two copies to TaiwanICDF and copying permission certificate with signature.
IRB Protocol Outline

To ensure that the Institutional Review Board receives the information needed to conduct a complete review of your protocol, please respond to items 1-11 listed below.

1 - Study Abstract. This is a one-paragraph summary of the protocol that includes a brief description of the study purpose, methods, potential benefits/risks, and risk management procedures.

2 - Statement of Purpose and Background.

a) Briefly discuss relevant background information and literature reviewed to provide the rationale for the proposed research (include references). State the relevance of this research to and potential for contribution to the field of study.

b) Provide justification for involving humans in your research. If relevant, include a summary of pre-clinical/animal data that have been obtained through other research.

3 - Subjects.

a) Subject Characteristics. Describe the characteristics of subjects to be recruited (e.g. number of subjects, gender, age range, etc.).

b) Selection Criteria. List the criteria for inclusion and exclusion of subjects in this study. Provide a rationale to support the selection criteria. Identify how the inclusion and exclusion criteria will be assessed and by whom.

c) For studies that identify specific inclusion and exclusion requirements to determine subject eligibility (e.g., age, physical or psychological condition), create and submit a screening checklist in which specific inclusion and exclusion criteria are listed and defined. To document appropriate screening of subject eligibility, incorporate procedures to complete the screening checklist for each subject enrolled and maintained in the study master file or individual subject files.

d) Special Populations. Provide a rationale for the use of special groups where ability to acquire informed consent may be limited.

e) Recruitment Source. Identify the location from which subjects will be recruited (e.g., schools, university campus, fitness facilities, hospitals). Include a letter from the institution/organization involved indicating support of the institution’s involvement in this protocol.

f) Recruitment Methods. Describe how subjects will be identified and recruited. If subjects are identified from private medical or student records, the official holder or authorized agent of the record must make initial contact with subjects identified through records to initiate involvement in the research protocol. Submit advertising copy, flyers, telephone scripts or other recruitment materials proposed for use in subject recruitment.
g) Informed Consent Process. Describe recruitment procedures used to ensure voluntary participation. Describe who will make initial contact with the potential subject and how the research will be introduced to the subject. Include the process used to introduce the informed consent document and procedures used by the investigator to assess the potential subject's understanding of the research (i.e., purpose of the study, risks, benefits, confidentiality, investigator's telephone number to call for questions, etc.). Attach the informed consent document(s) used to obtain and document consent.

h) Study Location. Identify the location and describe the setting of where subjects will participate in this research. Address any special considerations associated with data collection at the location. For example, if subjects are school children, identify whether class time is used or if children are participating outside of structured class time (address nonparticipating students, supervision of nonparticipants, procedures used to pull out children/subjects during class time, etc.).

i) Potential Problems. Address any potential problems involving subject identification, recruitment or data collection.

4- Research Design and Methods.

a) Research Design. Describe the research design, the scientific rationale underlying the proposed research and the statistical basis for the structure of the investigation. Specify aims of the research that include the hypotheses to be tested, questions to answer, data to be gathered and tested. Describe procedures used to test the hypotheses. Provide enough information about the research design to allow the IRB to make an informed judgment that the design will allow you to answer your questions and produce valid results. This information is critical to the IRB in weighing the potential benefits of the study as compared to the potential risks.

b) Describe the tasks the subject will be asked to complete. Indicate the amount of time that the subject will be involved in each aspect of the study. Include a summary of investigational, experimental, or special procedures involving subjects (medical devices, electrical equipment, etc.).

c) Tests, Questionnaires, and Interview Guides. The IRB is required to review all research instruments such as surveys, questionnaires, etc. Include all interview schedules and survey instruments with your application. You may submit draft versions of study instruments for review; however, the IRB must review the final instruments prior to approving the use of those instruments for data collection.

d) Deception or Incomplete Disclosure. If applicable, fully describe the use of deception in this research and debriefing practices proposed. Provide justification for the inclusion of deception and possible alternatives to the use of deception in this research.

5- Potential Benefits. Describe anticipated benefits to the subject, the population from which the subject was drawn, and to society/science expected to result from this research. Do not include compensation or incentives offered to subjects as a "benefit" to be gained from the research.
6- Risks.

a) Identification of Risk. Describe the potential or known risks associated with participation in this research. Consider and assess the physical, psychological, social, economic and/or legal harm that may result from participation. Discuss whether risks are considered minimal or significant.

b) Management of Risk. Describe precautions, safeguards and alternatives incorporated into the research activity to reduce or limit the severity, duration and likelihood of harm.

c) Describe provisions made to maintain confidentiality of data. Identify who will have access to the collected data, where the data will be stored and for how long.

d) Data Monitoring. When applicable, discuss the process used to monitor data collected to ensure the safety of subjects (e.g., clinical trial studies).

e) Assessment of Risk. Assess whether the risks and inconveniences associated with the research are reasonable in relation to the anticipated benefits to the subjects and in relation to the knowledge that may reasonably be expected to result from this research.

7- Confidentiality. Describe procedures used to protect subject confidentiality. Guidelines for developing procedures to address confidentiality include:

a- limit the personal information recorded to that which is essential to the research;

b- store personally identifiable data securely and limit access to the principal investigator and authorized staff;

c- code data as early in the research as possible and dispose of the code linking the data to individual subjects when data have been processed;

d- do not disclose personally identifiable data to anyone other than the research team without the written consent of the subjects or their legal representative. (Exceptions may be made in case of emergency need for intervention or as required by regulatory agencies).

8- Costs. Describe the costs that the subject may incur as a result of participation (charges for tests, travel, etc.).

9- Compensation and Incentives. If compensation or an incentive is offered for participation, provide details of this payment. For example, describe whether the subject is compensated by the number and type of procedures performed, the amount of time involved, or for each sample collected. Indicate whether payment is made with a check, cash or gift certificate. Determine a prorated amount of compensation should the subject discontinue participation. Provide the estimated value of the incentive. Discuss how the value of the incentive offered was determined.

10- Investigator Experience. Provide a brief summary of the investigator's relevant research experience/training (do not include a vitae). If the investigator is a student, also include a summary of the faculty member who is supervising the research.
11- Conflict of Interest. The IRB considers the investigator's financial interests when evaluating the protection of human subjects. If a financial interest is reported, the IRB will assess the investigator's objectivity in communicating risks, selecting subjects, promoting informed consent, and gathering, analyzing and reporting data. Within your protocol, identify whether you (including your spouse or dependent child) or any person affiliated with the project has any financial interest, financial relationship, governance or administrative affiliation with any entity that is providing funds for or which has rights to intellectual property resulting from this study.
Offices at NTUNHS

➤ Office of Academics Affairs

School Rules:
Revised by educational meetings on March 16th, 2005, June 14th, 2005 and December 27th 2006, Passed the School Affair Meeting and ratified by Ministry of Education May 12th, 1999 Tai 88 4-year Technical school 88050200, March 7th, 2007, Tai 96 4-year Technical school, 0960026503

Volume one: General Rules

These rules are made in accordance with “Act of University” and “Degree Awarding Act” together with their rules for implementation.

Volume Two: Entrance Qualifications, Management of School rules

Chapter 1: Entrance Qualifications

Article 1: Four-Year Bachelor Program
Applicant has one of the following qualifications is admitted to apply to every four-year departments in this school after passing related entrance ways.
1. Graduate from Public or the private senior vocational schools which have already registered to educational committee, (including the vacation schools affiliated to senior middle school)
2. Applicant has graduated of finished causes from public or the private supplementary school registered to the educational committee, including supplementary school on the air, or from practical techniques school, and has got diploma or certificate for finishing causes.
3. Applicant has graduated or finished causes from public or the private vocational supplementary school affiliated to senior middle school (including supplementary school on the air), or from practical techniques school, and has got diploma or certificate for finishing causes.
4. Applicant has foreign academic qualification which has been confirmed to be equal with that of senior vocational school
5. Applicant comes to Taiwan with the local nationality here, getting diploma from mainland’s senior vocational school and having been confirmed by SEF (Strait Exchange Foundation of Taiwan and China) and educational administrative organization
6. Applicant has got C degree technician certificate or the qualification equals to that with the related working experience more than 5 years, or B degree technician certificate or the qualification equals to that with the related working experience more than 2 years, and having got A degree technician certificate with its document or the qualification equals to that.
7. Applicant has the equivalent educational qualification for application
8. Applicant who has graduated from public or private senior middle school to the educational committee or comprehensive senior middle school.

Article 2: Two-Year Bachelor Program
Applicant accords the following qualification and accepted by related methods can apply to
2-year program of this school.
1. The one who graduated from domestic public, private college, or foreign academies which have been approved by Ministry of Education.
2. The one who has finished the causes or graduated from refresher school with the graduation certificate or document.
3. The one who has the certificate for identifying his passing exam made my examinational Yuan, concerned with high level exam or that of equivalent.
4. The one who has got B level technician qualification (or that of equivalent) with the related working experience more than 4 years, or the one who has got A level technician qualification (or that of equivalent) with related working experience more than 2 years and certificate for identification.
5. The one who has passed the examination for educational qualification of academies, with related certificate and document.
6. The one has who has taken extension course with the credit equaling to that of secondary academy and has got related evincible document.
7. The one, who has graduated from public and private university registered, independent college, or that of foreign university or college which has been approved by Ministry of Education, and got the bachelor degree or that of equivalent, can be absorbed into Master Class after passing the entrance exam.
8. The one, who has graduated from public and private university registered, independent college, or that of foreign university or college which has been approved by Ministry of Education, and got the master degree, after passing the entrance exam for Doctor degree, and the one who are in master class applying for Doctor degree, can be absorbed into Doctor Class. Moreover, the rules for Masters directly coming for doctor degree will be additionally made.
9. When there are vacancies in departments of this university, exam can be hold for transfer students. However, First and Senior grades are not allowed to accepted transfer students. All the transfer students accepted can enter their equal grade, and the admission regulation will be additionally made and apply to Ministry of education for reference.

Article 3: Foreign student should comply with his admission regulations apply for his application. The admission regulations for foreign student should be additionally made and applied to the Ministry of Education for reference. Before his entering, he needs to be audited by the regulation on certifying foreign degree. Doublet system should be additionally regulated.

Article 4: Before his entering, student needs to hand in his documents to audit his degree. If there are some reasonable excuses, he should initially apply for post-handing-in. After getting approved, he is able to enter this school. Anyhow, he must hand in these documents in the stated time. Otherwise his entrance qualification would be canceled.

Article 5: If there are cheats in entrance exam or fabricating, changing, borrowing, cheating and altering for the entrance credentials which would be audited to be true, the one must be excluded or canceled the entrance qualification. If the above-mentioned are audited to be real after his graduation, his graduation certificate will be taken back and the information on canceling his graduation qualification will be announced.
Article 6: Due to being serious ill or other special reason, if the student cannot register in school in that term, he needs to apply for suspending study after his registration and comes back in next term. Only the one who has been accepted for military service is able to preserve his entrance qualification until his retire from army after been approved and be back to school next year from his retirement. The one who has already finished military service should hand in one copy of his retirement certificate to make post-conscription. However, transfer student is not allowed to preserve his entrance qualification.

Chapter Two: Management of School rolls

Article 1: The name and Date of birth for registration should be the same with that of on his I.D card. Any difference should be corrected at once.

Article 2: All the information concerned with his department, class, grade, score, together with his registration, suspending study, resuming study and quitting from school should be determined by that of original enrollment and registration records. The enrollment material is for permanent preservation after being created a file. If he need go abroad for study, the regulation should be additionally made.

Article 3: If there are change on name and date of birth, he need forward the related certification or document given by the government to apply changes.

Chapter Three: Registration, course election and credit:

Section one: Registration

Thirteenth: The fee should be completed in a stated time when registration or enrolling.

Fourteen: Student should comply the registration time. After being permitted, the one is able to postpone the registration time who is with the reason of being ill or other reasonable excuses for which related documents are needed and the postponed time is one week at most. As for overtime, to freshman, the enrollment is to be canceled, and to the student on campus, he will be asked to quit. Application for leave when enrolling should be complied with related regulation which will be additionally made.

Section Two: Course Election and Credits

Article 1: Every school year is divided into two terms, and courses will be needed to be carried on in summer vocation if necessary. The regulation to vocation courses will be additionally made.

Article 2: The course election procedure should be in accordance with the disciplines required by a certain department. The elected course should be approved by the dean of department and then forwarded to the dean’s office for registration. Regulations on course election in out of school will be additionally made.

Article 3: Daytime and on-job students are able to apply courses from each other’s department, but should not exceed one third amount.

Article 4: There are two terms in one school year, and for the four-year program student, the lowest credit required to finish is 9 score the highest is 20. But for the two year student, the extreme for them are 9 for the bottom and 22 scores for the top. When necessary, after been approved by the dean of department, one can elect courses with their credits up to 28; also in that case, he is
able to be allowed to take the upper grade or other department's courses. For the refresher, every term the credit extreme are 6 for bottom and 16 for the top. As for their school year, it should be complied with the regulation's No.22 and 23.

Article 5: Student must comply with regulations to add or cancel elective courses; otherwise the score and credit will not be approved.

Article 6: The credits for the disciplines of Master's and Doctor's should be determined by their departments. Also: In the stated time, the masters and doctors should turn to their supervisors for the titles of essays.

Article 7: The learning time to elective courses and compulsory courses should not be collided, and if there are collision for the two types, involved elective courses should be canceled. For the subjects which have the some credits and name to that of which have been successfully completed, cannot be retake again, otherwise the score will not be approved.

Chapter Four: School year, Graduation credits and score’s auditing

Section one: School year and Graduation credits

Article 1: This school adopts credit system, for the four years students, the study time is four years and the total credit required is determined by each department. Apart from military training and physical course, a student needs to complete 128 credits, while for the one who cannot complete, he is able to prolong his study time for another 2 years. For the two years students, the study time is two years, and their credits are determined by their departments. Apart from military training, a student needs to complete 72 credits, while for the one who cannot complete in stated time, he is able to prolong his study time for another 2 years. For the credits of physical course and military training, they will be added into above-mentioned credits for auditing.

Article 2: The study time for two years refreshers should not be less than 2 years, but it is able to be prolonged 2 years, additionally, their credit should be the same with that of two years student, being no less than 72. For the four years refreshers, the study time is limited into 5 years, being able to be prolonged by another 2 years, and the credit should be the same as that of ordinary four years student, with the credits being no less than 128. For the credits of physical course and military training, they will be added into above-mentioned credits for auditing. For the one who is with somatopsychic disturbance, he is able to be approved to prolong his study time by 4 years at most, when there are some needs by study and health. Moreover, he is not restricted by the rules of quitting from school.

Article 3: Regarding to the study time for masters, it should be one to four years, and to doctors, it should be three to seven years.

Article 4: Apart from essay, the credits for master and doctor to get are determined by their department. The credits to graduates in master class are no less than 24, and that of to graduates in doctor class are no less than 18.

Article 5: The one who is satisfied by the related regulation, he is able to apply for crediting.

Article 6: The extension on study time for the one who takes bi-majors or secondary department should be complied with its related regulations.

Article 7: The one who is excellent in study and able to complete all the required credits one or two terms
ahead his graduation can be allowed to pre-graduate. To explain, being excellent means that average score in every term should be more than 80, conduct perform should be no less than 80 and physical course together with military training should be more than 70m with his placing in the first two in his class. The one able to complete all the required credits one or two terms ahead his graduation, but not meet the requirements on pre-graduation, he still need to register and their credits are determined by the dean of his department in accordance with the eighteenth rule.

Article 8: The method of calculating the credit is based on the teaching hours. One hour per week for 18 weeks is to get one credit. Also, internships, experimental lessons are to be given 2 to 3 hours a week and a whole 18 weeks is to get a credit, while the actual class times are to be decided by each department.

Article 9: The study time excludes that of for preserving entrance qualification, preserving student status and suspending study.

**Section Two: Score auditing**

Article 1: The study performance rating is divided into the following three types:

One: Daily checking: made by teachers casually
Two: Mid-term test: hold in the stated time in the mid-term.
Three: Final term examination: hold in the stated time at the term’s ending.

The senior students who take junior or lower year course should comply with the examination time for the junior or lower year.

Article 2: Scores for each discipline should be filled on to the school report and forwarded to the registration group by educational affairs group of Dean’s Office after being calculated out by the teachers in accordance with one’s daily performance, mid-term and final exam.

Article 3: The score of students in university part are divided into two types which concern with study (including practice, compulsory disciplines and elective courses or elective physical course or military training) and conduct performance, both with the full score to be 100, and passing line to be 60. Apart from that scores of conduct performance is complied with the regulation of 63452th letter (Xun), made by ministry of education Tai (81), other methods are divided in to five levels:

One: A level: more than 80 scores
Two: B level: 70-80
Three: C-level: 60-70
Four: D-level: bellow 60

The disciplines which meet D-level are considered to be fail without giving credits, and related compulsory course need to be retaken. For the graduates, the total scores are 100 and the passing line is 70. The one who failed should not be given credits and related compulsory course need to be retaken.

Article 4: The average score in every term and that of graduation are calculated as following:

One: The credit of a discipline multiples the score which is gained by student to be the integral.
Two: The total credits of all the disciplines taken by a student are the total credits.
Three: The total integrals of all disciplines are the total integrals.
Four: The total integrals divided by total credits is the average score.
Five: The average score includes the failed subjects.

Six: Total integrals divided by total credits (including summer vocational courses) is the graduation results.

Article 5: The score which has already been sent to the dean’s office cannot be changed. But if it is miscalculated, the score can be corrected by the teacher offering formal application and then approved by the dean. If it concerns that one’s falling or passing, it should be initially brought out by teacher and then determined by educational meeting.

Article 6: The one who is absent from exams should be zeroed as for the related disciplines.

Article 7: The one who has been approved is able to make up examination but only once. Regarding to take make-up exam for public holidays or relative's funeral, the core should be original one who gets from that of exam. For other reason to take make-up examination, the score of involved student should take basic counting unit as to be 60, which for masters and doctors is considered to be 70, the surpassed score should be discounted by 80%.

Article 8: The exam regulation for masters and doctors degree should be ensured by that of related rules which will be additionally made and applied to ministry of education for auditing and preservation.

Article 9: If one cheats in an exam, as long as the cheat is identified to be true, not only will he be zeroed in the related discipline, but also he will be punished by recording fault, asking to leave or expelling according to its seriousness. If one is excellent, he will be rewarded, while the rewarding method should be additionally made.

**Chapter Five: Asking for leave, suspending and resuming study and quitting**

Article 1: One needs to make application before his absence from school if there are some reasons. For sick leave, school or public hospital should presents certification. If it is too urgent to get permission, he needs to make up the permission within one week.

Article 2: The one who is absent without permission or over-leaving should be considered to be absence from class, while the one who is absent without permission should be considered to be absence from exam.

Article 3: The accumulated absent time for one course reaches one third of the total teaching time, the involved student is with no rights to attend the exam and the grades of such will be considered zero.

Article 4: As for the case that student who is going abroad in the public vocation, the limit for absent course should be one third of that of total study time. While for refreshing in the public in abroad, the limit is one year. Moreover, whether to approve his study during that time should be determined by his department.

Article 5: If there are serious accidents, students are able to make suspending study application. For freshmen and transfer students, after their registration, they are allowed to offer their application letter in the first term. Meanwhile, if one make serious trouble in school, his compulsory suspending study should be determined by student affair meetings.

Article 6: Suspending-study should take term as its unit and four year as its limit, while after being approved by the dean, he is able to prolong it for 1 or 2 years. When application is offered during the term, it should be offered before the final exam to get approved. If the student needs to serve
in the army or being in pregnant, he or she needs to forward the related document and then apply for suspending study. After his military service, he need hand in his retiring permit for applying resuming study while the service time in army should be deducted from the whole school time. Meanwhile, for her pregnancy, laboring, or rearing baby, the suspending time should not be added into the whole study time.

Article 7: For his resuming, he need go to his original grade and term to continue. If the department has been changed or stopped during his suspending, he needs be arranged to other related department for continuing. As for the resuming who needs continue for suspending study which has already been approved, he needs not register. Otherwise he must register first.

Article 8: The university students should be expelled with one of the following situations:
1. transferring or entrance qualification is not satisfied with the related regulation.
2. Overtime for registration or suspending
3. Accumulated absent time reaching to 45 hours
4. The collective credits of failed courses occupy half of the total credits,
5. The following categories of students who fail in courses making up two thirds of credit hours for the semester, and who fail half their courses in a subsequent semester will be asked to withdraw from school:
   - Overseas Chinese students;
   - Foreign students;
   - Mongolian and Tibetan students repatriated for higher education;
   - Students from indigenous tribes in Taiwan;
   - Offspring of government personnel stationed abroad; and
   - Students certified by the Ministry of Education to be outstanding college athletes.

The one whose total credit for one term is bellow 9 is not restricted by the first two terms.
6. The one who still cannot complete the required disciplines and credits when the prolonged year is ending
7. The one who fails in conduct performance
8. The one who is to enroll in other school without permission schools
9. The one who quit school without any above-mentioned situation. The credits of physical class, military training should be added to the first 4 and 5 items for calculation.

Article 9: Masters are to be asked to leave from school who are encountered one of the following statuses:
1. Graduates who cannot finish compulsory disciplines and credits in four years’ study
2. Fall in degree examination and sill fall in makeup exam.

Article 10: Doctors are to be asked to leave from school who are encountered one of the following statuses:
1. Fell in qualification evaluation and sill fell in makeup exam.
2. Doctors who cannot pass the exam for doctor degree after seven years’ study
Article 11: Due to some reason, if a student applies to leave from school, he can make his leaving procedure after being approved by his guardian or parents.

Article 12: Student will be expelled with one of the following situations:
1. Borrowing, using, counterfeiting or altering certificate so as to get entrance permission
2. Misbehaving, Disobeying laws and serious in circumstance
   The one who is expelled will not get any certification related to study.

Article 13: Learning certification is applied to be given when one leaves school with completing more than one term's study; while in this case, one cannot get that certification before his entrance qualification being audited. For the one who is expelled from school cannot get any certification, moreover, he is not permitted to apply for this school any more.

Article 14: The one who does not conceive the punishment by removing or expulsion from school should lodge a complaint in accordance with the process and rules made by claim committee. Before getting the result, the punished is able to study in this school, however, if the result is the same with the original, the study-ending time to be marked on the certificate for indicating his study should be the same with that of giving punishment. A certification to credit which is gained at the time for complaining is needed.

Chapter Six: Shifting departments, Secondary department and Bi-major

Article 1: After their entering to this school, students must apply for secondary department, bi-majors or shift department. Moreover, “Secondary Department Measure” and “Bi-majors Measure” need to be applied for reference by ministry of education.

Article 2: Students can change departments between daytime department and refreshing department in the formulated time from the second term of that year entered to the first term of the last school year (excluding the prolonged time).

Chapter Seven: Graduation and Degree

Article 1: Majority of students are authorized to graduate after their finishing causes, meeting the following specifications:
1. Completing all the disciplines and credits (including military training and physical cause)
2. The scores of conduct evaluation should reach the passing line in every term, and their service causes should be completed.
3. The one who passed English evaluation of this school.
   The one who meet the third specification above can be bestowed the master degree and graduation certificate after he has audited to graduate.

Article 2: This year's graduates or cause completing student who is lack of credits should make compensation to his credit in the second term of the prolonged school year, and to be absolved from registration. The register must elect one cause at least.

Article 3: Whoever meets the following specifications can be authorized to be awarded Master Degree:
1. The one who finished all the disciplines and Credits in the formulated years
2. The one who has passed the auditing to qualification for doctor degree and passed all the related exams without any breaking the exam rules
3. The evaluations of conduct in all terms should reach passing grade

Article 4: Whoever meets the following specifications can be authorized to be awarded Doctor Degree
1. The one who finished all the disciplines and Credits in the formulated years
2. The one who has passed the auditing to qualification for doctor degree and passed all the related exams without any breaking the exam rules
3. Their evaluations of Conduct in all terms should reach passing grade.

Article 5: The student who is attending an advanced study refresher school, as long as he meets the requirements to the graduates of this department and institution, whereas he has not completed full credits required by refresher cause, or not finished the refresher years, he need to apply to the refresher center, or apply for giving up refresher causes then for graduation from the Office of the Dean of Studies. To the one who apply for the doctor degree cannot pass the exam for doctor degree during the school year, he is able to get the degree in accordance with related rules on masters applying doctor degree.

Chapter Eight: supplementary articles

Article 1: Any other matter should be carried out according to related provision.
Article 2: The School rules have been passed by School and Educational Administration Meetings, applied to Ministry of Education for references, with the same process when revised.

To know more about the Office of Academic Affairs, pls visit the website:

Course Enrollment :

In order to enroll in the courses, you need to fill up the Application Form of Selecting Courses. The project manager will provide assistance during course selection. The first two weeks is called “add & drop period” during which you may add or drop courses any time.

Student ID

As soon as you arrive in our school, you will be issued a student identification card. This card can be used for certain student discounts in Taiwan, and is necessary for using facilities in school. It is also your dormitory & library entrance card; therefore, make sure that you have the card with you at all times; otherwise it would bring you great inconvenience. If you lose your card, all you have to do is to fill up a form (which can be found on the program website) to apply for a new one from the Office of Academic Affairs and pay NTD 100 dollars to the Office of Cashier for new student ID card.

For more information about suspension/drop off/ transfer to other schools, pls visit website:
Office of Student Affairs

Dormitory
This is likely to be the most crucial issue in the whole book since a clean and secure living environment is what we all look for. In order to achieve this purpose, there are four basic dorm rules you should follow by all means.

No Smoking
No Drinking
No Gambling
No members of the opposite sex in your dorm rooms
You shall be present for roll call held by a hall caption at 11:30PM.
For more detailed information and regulations, please find out from the program website or Ask Dorm Manager for further detailed rules.

Award and Penalty Points System
It is a quite important regulation involving in whether you will be rewarded or punished. Students may even be ejected by the school in some serious situations. Please read the Dorm Regulation and related school Rules clearly. For update information, pls visit the website: http://student.ntunhs.edu.tw/files/13-1002-9598.php?Lang=en
Rules for the Dormitory Application Procedure

Implemented after revision by Student Affairs Meeting on 8 June 2006

Article 1 Purpose
These rules are established for the purpose of establishing a management organization for student dormitories, management guidelines for dormitory application, move-in approval, application for departure from dormitories, living within the dormitory, group order, maintenance of public property and evaluation with reward and discipline in order for students of our school to develop the self-governance spirit in their life living in school.

Article 2 Organization of Dormitory Assistance Division

1. Pursuant to the Principal's order and under the direction of the Student Affairs Director and Military Training Director, the Student Affairs Department has established the rules for dormitory application, assisting students with living, implementing student school living application investigations and allocation and performance supervision and evaluation.

2. The General Affairs Department should be responsible for the equipment of the student dormitory, repair and maintenance, property management, supply of water and electricity and environmental beautification.

3. The student dormitory will have Dormitory Duty Drillmasters and Dormitory Assistance Drillmasters to be jointly responsible for overall dormitory assistance matters. (See attachment for student assistance organization)

4. The student dormitory will have self-governing leaders to accept directions from the Dormitory Assistance Drillmasters and the Living Assistance Division. There are currently three student dormitories – Huei Chi Building, Lang Sing Building and Downtown Dormitory. Each dormitory has one Dormitory Manager and each floor has one Floor Manager.

5. For dormitory leaders, the Dormitory Manager shall be elected by the Dormitory Assistance Drillmasters. The Floor Manager shall be elected by the General Drillmaster, Head of Living Assistance Division, Dormitory Assistance Drillmaster and senior dormitory leaders. The leaders shall serve terms of one year each. The duties of the dormitory leaders are shown in Attachment 2.

Article 3 Application, Approval and Allocation of Dormitory

I. Application Qualification:

1. Students who are not in the executive program and who actually live and have household registrations in areas to the south of Taoyuan County (inclusive), to the east of Yilan County (inclusive) and remote
areas of Taipei County such as Wanli, Jingshan, Shiding, Ruifang, Pingsi, Pingling, Gongliao, Wulai, Sansia, Sanchi and Shimen.

2. Any student who changes household registration for the purpose of school lodging, the application qualification shall be cancelled after it is investigated and confirmed that the student does not live in the place of his household registration.

II. Guarantee of Lodging Qualification:

1. Any new student who meets the conditions under paragraph 1, students in year 2 of 4-year technical programs, student from low-income families, self-governing dormitory leaders, overseas Chinese students, foreign students or any student with the Principal's approval due to physical handicap or special difficulties shall be guaranteed a lodging qualification.

2. Any remaining bed units will be available for application by other students meeting the qualifications and allocation shall be done by lot drawing.

3. The percentage of bed units for male students and graduate students and their lodging area shall be planned on a yearly basis and reasonably adjusted by the Student Assistance Division according to the expected number of bed units based on the number of applicants in the previous year.

4. The order of priority for lot drawing for the waiting list of bed units is:

   (1) Students in year 2 of the 2-year technical program and students in years 3 and 4 in the 4-year technical program.

   (2) Students who have not graduated due to studies in the 2-year and 4-year technical program.

   (3) Other students with deferred graduation.

The above students should meet the application qualification under paragraph 1.

III. Lodging Application

1. Existing Students: Application, form submission and review for school lodging applications start during the 11th week of the second semester of the previous school year. Lot drawing procedure shall be carried out to determine the lodging list. The details shall be based on the processing standards published by the school.

2. New Students: After admission is decided, the school lodging application will be sent together with the notice of admission. The approval and allocation will be published before the school start date.

3. During summer and winter vacations, the student dormitory is only provided to students whose lodging has been approved and allocated. Any lodging due to practical program, internship inside the school, community activity, ball team or overseas Chinese status should be subject to centralized application to be filed by the relevant administrative division. The application shall be filed three weeks before
the end of the semester.

4. After the student files a dormitory application form, the Dormitory Assistance Drillmaster shall carry out an initial review of the qualification. The floor and bed unit arrangements shall be published for all applications before the final examination. Bed units may not be switched, occupied without authorization or transferred to other persons without approval.

Article 4 Moving-In, Departure and Cancellation of Lodging

1. After a student moves into the dormitory, he/she shall be responsible for the safekeeping of the allocated public property. In case of any improper use, causing any damage or loss, the student shall compensate the cost.

2. The dormitory shall open for move-in one day before the start of school (internship or community events) and shall be cleaned up and closed in the morning of the day following the end of the semester (internship or community event).

3. After lodging applications are approved and allocated, if lodging should be cancelled due to any reason before the end of the full semester, a written report should be filed with the Dormitory Assistance Drillmaster before moving out.

4. After a student withdraws from school or is suspended with cancellation of lodging rights, the student shall move out of the dormitory and return the borrowed public property and the key within 2 days from receipt of the notice. Any damage to any public property shall be compensated. Any violation will be handled in accordance with the rules of the school.

5. Graduating students should move out of the dormitory at the same time on graduation day in accordance with the school departure procedure.

6. When students live in the school to perform internships during winter or summer vacation, community events or longer vacation periods, in order to ensure safety and caring, the Dormitory Assistance Drillmasters may be centralized in the bedrooms of the same floor. The same shall be applicable during the annual year-end event of the General Affairs Department. Students in the dormitory may not use any excuse to refusal to move.

7. The lodging fee is calculated on a semester basis. For any lodging needs for graduating students up to the graduation day, internships during winter and summer vacations, community events or other reasons, unless an application is filed and approved to waive the fee, students shall only move in after payment of lodging fees to the cashier division. The minimum period is one week. Any period shorter than one week shall be calculated as one week. Fees shall be paid before moving in. Otherwise students shall not be allowed to live in school.
Article 5 Student Application for Lodging Cancellation and Fee Reimbursement

1. Student applications for school lodging should be filed three weeks before the end of the previous semester. Applications after the deadline will not be accepted. Special cases will be processed after approval by the Student Affairs Director.

2. If any application is filed to cancel lodging for special reasons, the procedure of cancellation shall be completed one week before school starts in person or by registered mail (based on postal stamp). If the cancellation is due to any unexpected family matter, proof shall be provided.

3. If due to any internship, and the application cannot be filed within the deadline, the application may be filed within one week after school starts with proof of industry-education cooperation.

4. The standards for lodging fee reimbursement applications are as follows:

   (1) Withdrawal or Suspension (letter from Ministry of Education Tai-1993-Gao-Zhi No. 022594):
       ◎ All lodging fees will be returned if the application for withdrawal or suspension is filed before school starts.
       ◎ If the application for withdrawal or suspension is filed before 1/3 of the semester after school starts, 2/3 of the lodging fee paid shall be returned.
       ◎ If the application for withdrawal or suspension is filed after 1/3 but before 2/3 of the semester after school starts, 1/3 of the lodging fee paid shall be returned.

   (2) Remaining Students:
       ◎ If the application for cancellation is filed one week before school start date, the lodging fee paid will be returned in full.
       ◎ If the application for cancellation is filed within week before the school start date (including on the school start date), 1/2 of the lodging fee paid will be returned.
       ◎ If the application for cancellation is filed within one month from the week following the school start date, 1/3 of the lodging fee paid will be returned. If the application is filed after one month after school starts, the lodging fee will not be returned.

Article 6 Rules for Lodging Fees for Waitlisted Students during Semester

1. The full fee is payable if lodging is provided within 1 month from school start date. 2/3 of the lodging fee is payable if lodging is provided before 1/3 of the semester after school starts. 1/2 of the lodging fee is payable if lodging is provided before 2/3 of the semester after school starts.
   (The start and end dates of a semester: school start date and final day of final exam)

2. These rules are implemented after its revisions are approved by the Student Affairs Meeting on 8 June 2006.
1. Resident students should follow the directions of the drillmaster, counselors, dormitory director and floor managers. The dormitory bed allocation will be published before the final exam. Bed allocation may not be changed without authorization.

2. The dormitory will open one day before enrollment and will close on the day following the end of the semester. Applications for lodging during winter and summer vacation will be further announced. Lodging application can be filed based on personal needs.

3. Resident students should be responsible for the proper maintenance of the properties and objects in the dormitory. In case of any damage due to improper use, the student should compensate at cost. If any bedroom equipment needs to be repaired, the dormitory assistance staff (or intern) may accompany the repair staff from the Maintenance Division to enter into the dormitory for repair.

4. The bedrooms should be kept tidy and clean. Resident students should not keep any pet inside the dormitory.

5. No object or garbage should be placed in the doorway or passageway of the bedrooms or the entertainment hall. Personal announcements may only be affixed on the billboard after review and approval sealed by the dormitory director. No message may be placed at wall.

6. All resident students of all years should participate in cleaning of the public area of the dormitory. (labor education) Each group should perform one week. The daily cleaning time is from 11:00pm to 11:30pm. The bathrooms and entertainment hall are included in the areas to be cleaned. Each area should be taken care of by 1 to 2 persons. The floor manager should verify attendance, supervise and give grading.

7. Dormitory labor education grading will be carried out every semester, with each floor being one unit. Persons with good labor education on each floor will be selected and rewarded.

8. Staying overnight outside the dormitory during regular days should be registered. If staying overnight outside the dormitory is required due to unexpected reasons, the student may ask another student to make registration on his/her behalf.

9. Resident students’ presence will be verified at 11:30 every night. Students should return to the dormitory before 23:30 at night. Any student returning to the dormitory later than 23:30 will be have a violation record. Students may go out at 6:00 am. Any student who needs to go out between 11:30 pm and at 6:00am for any special reason should report to the staff on duty and may only go out if approved. Entry or exit in abnormal manners will be sanctioned in accordance with the “Rules for Student Behavior Reward and Discipline”.

10. Resident students should jointly maintain the safety and tranquility of the dormitory. Lights should be turned off in the bedrooms and the public area at 12:00 (including television). The desk light may be used for studying. Any student whose behavior endangers to the safety and tranquility of the dorm (such as stealing, gambling, unauthorized electricity wire connection, use of prohibited items (relevant objects with electricity use safety concerns such as electric cookers and
electric stoves) will be expelled from the dormitory (move out of the dormitory within 2 weeks) and will be sanctioned in accordance with the “Rules for Student Behavior Reward and Discipline”.

11. Any student who needs to apply for lodging cancellation for any reason should first carry out the cancellation procedure. Properties should be returned and verified. The lodging cancellation form should be submitted. Then the student may move out and may not file lodging application within one semester.

12. Resident students may not have any family, friend and **person who is not a resident student of this campus** stay overnight. The visiting hours finish at 11:30 every night. No visitor will be allowed to access the dormitory.

13. If there is a need to **install computer inside the bedroom**, a report should be filed with the person on duty for approval. Access to the bedroom without prior notice will lead to expulsion from the dormitory. If the network needs to be tested, the testing may be done in the restaurant.

14. The main line of the student dormitory is (02) 2827-0080. In case of emergency and the need to contact the person on duty, please dial the **external line 28214744** or the **school main line 28227101 then extension 4999**. **Inside the dormitory, dial **499 directly.**
1. Any quarrel or fighting inside the dormitory shall be penalized by 6 to 10 points according to the gravity of the matter.

2. Any lack of public virtue or damage to public property shall be penalized by 3 to 6 points according to the gravity of the matter.

3. In case of any emergency, failure to follow the direction of the dormitory manager or leader, causing impact on public safety, will be penalized by 10 points.

4. Bringing into the dormitory, without approval by the dormitory manager, any person, family or friend who is not a dormitory resident (including for computer installation and maintenance) will be penalized by 10 points.

5. Any male (female) entering into the female (male) bedrooms without approval by the dormitory manager will be penalized by 10 points and will be sanctioned in accordance with the relevant provisions under the “Student Behavior Reward and Discipline Rules” of the school.

6. Any person who continues to make noise after midnight, affecting the tranquility of the dormitory, will be penalized by 3 points.

7. Any stay overnight outside the dormitory without prior registration will be penalized by 3 points. Failure to return to the dormitory on time will be penalized by 2 points.

8. Keeping any pet inside the dormitory or disposal or placement of garbage or object at will be penalized by 1 to 3 points.

9. Connecting any electric appliance (such as electric pot, electric spoon, television, electric stove, electric hot water bottle, iron, etc.) to the power source that may affect safety in the dormitory or use of gas appliance will be penalized by 10 points.

10. Keeping any contraband drug or object or use of alcohol or drug inside the dormitory will be penalized by 10 points and sanctioned in accordance with relevant provisions under the “Student Behavior Reward and Discipline Rules” of the school.

11. Any abuse of alcohol, gambling, theft or other inappropriate behavior in the dormitory will be penalized by 10 points and sanctioned in accordance with relevant provisions under the “Student Behavior Reward and Discipline Rules” of the school.
12. Failure to perform labor education will be penalized by 3 points. Unsatisfactory performance or being late will be penalized by 2 points.

13. Other acts in violation of the student dormitory living agreement will be reasonably penalized according to the gravity of the matter.

14. Any student who lives outside the dormitory for more than 30 days during a semester (excluding special reasons such as hospitalization for sickness treatment, internship in other city/county, with justification provided) should carry out lodging cancellation procedure within 2 weeks from notice by the dormitory manager.

15. The system of breach points is maintained in order to develop student self-governing functions and maintain the safety and order of the dormitory. Any student with 10 points in one semester should cancel lodging within 2 weeks from a signed decision and the lodging right will be suspended for one year after the cancellation day. No new application for the dormitory may be filed before the suspension period. If the student has any objection, a petition may be filed through normal channel within 3 days from the public announcement. After review, the decision will be executed within 7 days.
Regulations Governing Conduct, Award & Punishment of Students

Amended and resolved in the 49th Meeting of Council of School Affairs on June 25, 2003
Amended and resolved in the Meeting of Council of School Affairs on June 27, 2007
Amended and resolved in the Meeting of Council of School Affairs on July 21, 2010
Amended and resolved in the Meeting of Council of School Affairs on May 18, 2011

Article I  These Regulations Governing Behavior Issues, Award & Punishment of Students (hereinafter referred to as the Regulations) are duly enacted in accordance with Article 32 of the University Act in the effort to cultivate students with elegant conduct, sound habits of life and build admirable school discipline.

Article II The awards and punishments granted and imposed by the University include the categories below:
I.  Awards:
   1. Commendation.  2. Minor merit.  3. Major merit.  4. Awards in other categories (e.g., prizes, award in cash, plaques, taking a photo as an award, praise in the public).
II. Punishments:

Article III Criteria for awards are enumerated below:
I. A student who meets any of the criteria below will be awarded with commendation:
   2. Having rendered charitable support to another during an emergency with praiseworthy performance.
   3. Having participated in a variety of services with extraordinary efforts.
   4. Having kept the environments clean and neat with concrete performance.
   5. Having participated in competitions beyond the campus as recommended by the University and won honors of award.
   6. Having participated in competitions on campus with honors.
   7. Having accomplished other honor which deserves commendation.

II. A student who meets any of the criteria below will be awarded with a minor merit:
   1. Having led schoolmates to render services to an organization (group).
   2. Having cherished the University’s honor with extraordinary performance.
   3. Having participated in a variety of activities with remarkable performance.
   4. Having demonstrated sport ethics/moral during sport games.
   5. Having dealt with an extraordinary event in a praiseworthy manner.
III. A student who meets any of the criteria below will be awarded with a major merit:
1. Having participated in competitions beyond campus as recommended by the University and won the championship.
2. Having participated in a variety of services beyond campus and won extraordinary performance in service.
3. Having brought to light an unlawful activity which proves well grounded and enables the University to defuse a disaster beforehand.
4. Having accomplished other honor which deserves a major merit.

IV. A student who meets any of the criteria below will receive an extraordinary award:
1. Having accomplished results in both academic studies and Physical Education above the “remarkable” level.
2. Having accomplished an extraordinary deed which proves beneficial to both the University and society.
3. Having accomplished other honor which deserves an extraordinary award.

Article IV Criteria for punishments are enumerated below:
I. A student who meets any of the criteria below shall receive a warning:
1. Having been found dishonest in speech or behavior.
2. Having tried to evade duty of service.
3. Having committed a behavior impolite toward a schoolmate.
5. Having made the environments dirty and untidy.
6. Having been absent from a major get-together or training program.
7. Having violated the rules in use of campus Internet system.
8. Having committed other acts which deserve a warning.

II. A student who meets any of the criteria below shall receive a minor demerit:
1. Having repeated an offense mentioned in the preceding paragraph or committed such an offense in a serious manner.
2. Having willfully damaged public property.
3. Having spoiled public order.
4. Having defied persuading advice in repetitious offenses without a remedial act.
6. Having misbehaved during practicum or service beyond campus thus spoiled the honor of the University.
7. Having harassed another in his or her daily routines by means of tracking, e-mail or other means against his or her free will, and having proven to committed harassment through investigation, as a misdemeanor.
8. Having committed sexual harassment or other act against decent moral other than
sexual assault, and having proven to have committed such offense as determined by the Committee for Gender Equality Education of the University, as a misdemeanor.

9. Having committed other acts which deserve a minor demerit.

III. A student who meets any of the criteria below shall receive a major demerit:
1. Having committed an offense mentioned in Paragraph II above as a recidivist, or in a serious offense.
2. Having behaved arrogantly toward a faculty & staff member in a discourteous manner.
3. Having committed an act of brawl, alcoholic drinking or gambling.
4. Having cheated in examination.
5. Having committed larceny, misappropriation or fraud.
6. Having misappropriated another’s electric account, tampered with his or her documents and thus damaged his or her interests.
7. Having misbehaved and thus spoiled the honor of the University.
8. Having committed other acts which deserve a major demerit.

IV. A student who meets any of the criteria below shall be placed under surveillance at school for a period of time (probation)
1. Having committed an offense mentioned in Paragraph III above as a recidivist, or in a serious offense.
2. Having insulted a professor or a faculty member and defied instructions.
3. Having been imposed punishments with two major demerits and two minor demerits.
4. Having been reported to and resolved by the Committee of Academic Affairs to be placed under surveillance at school for a period of time (probation) (The duration of the period shall be determined by the Committee of Academic Affairs.
5. Having committed other acts which deserve to be placed under surveillance at school for a period of time (probation)

V. A student who meets any of the criteria below shall be dropped out:
1. Having committed an offense mentioned in Paragraph IV above as a recidivist, or in a serious offense.
2. Having accumulated three major demerits.
3. Having cheated in examinations on campus, beyond campus, as a serious offense.
4. Having violated the Criminal Code and received a final and irrevocable court verdict, without being converted into fine or promulgated into suspension for the verdict.
5. Having committed sexual assault, and having proven to have committed such offense as determined by the Committee for Gender Equality Education of the University, in a serious offense.
6. Having failed in score of conduct.
7. Having committed other acts equivalent to the aforementioned ones.

VI. A student who meets any of the criteria below shall be dismissed from student status:
   1. Having assembled, coerced the mass into a campus upheaval.
   2. Having joined a criminal organization or activities.
   3. Having committed other major faults.

Article V
The punishments upon offending students shall be duly imposed in accordance with the criteria under these Regulations and ma be duly increased or reduced based on the factors enumerated below:
I. Motives and purposes behind the behaviors.
II. Stimulus received at the moment of behaviors.
III. Measures taken for the behaviors.
IV. Level of the hazard resulting from the behavior and the level of the damage so incurred.
V. Attitude after the behavior.

Article VI
Awards, punishment upon students shall be managed in accordance with the following procedures:
I. In a case of commendation, minor merit, warning, minor demerit, the faculty & staff member(s) shall offer the referential information with supporting documents to the Office of Academic Affairs, Student Guidance Section which will handle the case in concert with the subject student’s homeroom teacher. The final decision shall be accredited and promulgated by the Dean of Office of Academic Affairs.
II. In a case of awards, punishments of or higher than major merit or major demerit, that case shall first be resolved by the Committee of Academic Affairs before being accredited and promulgated by the President.
III. When the Committee of Academic Affairs convenes a meeting the check and verify a major award, punishment case for a student, the student’s homeroom teacher and other personnel concerned shall be informed and invited to be present and, besides, the student representative and the subject student shall be informed and invited to be present as well so that the subject student may get a chance to speak up and defend himself or herself. The Student Guidance Center shall grant support and assistance as appropriate to safeguard the student’s interests.
IV. In a case where a student receives an award or punishment above major merit or major demerit, the subject student’s parents or guardian(s) shall be informed.
V. A case where a student drops out and gets dismissed from student status shall be reported to the Ministry of Education.

Article VII
During the period while a student studies in the University, the awards and punishments may be accumulated and may be taken to offset each other. But the records shall not be deleted. The punishment upon a student in dropout, dismissal from student status shall not
Article VIII  The results of awards, punishments received by a student shall be taken as the grounds to increase, reduce conduct score in accordance with the Regulations Governing Evaluation of Students in Conduct Scores of National Taipei University of Nursing and Health Science.

Article IX  These Regulations as well as amendment hereof shall be put into enforcement after being submit by the Committee of Academic Affairs to the Council of the School Affairs and shall be submitted to the Ministry of Education for information.
Management Rules for Post Processing in Student Dormitory

1. **Purpose:** These rules are established to facilitate delivery of post for students living in the dormitory and processing of regular mail, registered mail and parcels for students living in the dormitory.

2. **Processed Mail:** Includes regular mail, registered mail and parcels (excluding value-declared mail) with Chunghwa Post, HCT Logistics, TJ Logistics, Shangda Logistics, Yamato, Pelican, Maple Logistics Express, Hualien Logistics.

3. **Acceptance Procedure:**
   
   (1) **Regular Mail:** Mail for Chung Hwa Post will be accepted with signature by General Affairs Department Documentation Division and placed in the box for each class.

   (2) **Parcels and Registered Mail:**
   1. Parcels and registered mail (Chunghwa Post, HCT Logistics, TJ Logistics, Shangda Logistics, Yamato, Pelican, Maple Logistics Express, Hualien Logistics) accepted with signature by General Affairs Department Documentation Division will be delivered to working students at first-floor reception of Hueizhi Building.

   2. The working student at Huizhi Building will verify the quantities of parcels and registered mails received from the General Affairs Department Document Division with the signed acceptance list, verify whether the outer package of the mail is complete and then sign for acceptance.

3. **Registration of Registered Parcels and Mail:**
   
   (i) Registered mail received is divided into categories. The recipient, room number, mail number, quantity of mail, time and signature of the handling person should be completed in a 2-copy form in detail and placed in the box for registered mail (Monday mails in box number 1, Tuesday mails in box number 2, Wednesday mails in box number 3, Thursday mails in box number 4, Friday mails in box number 5, Saturday and Sunday mails in box number 6).

   (ii) Parcels received are divided into categories. The recipient, room number, mail number, quantity of mail, time and signature of the handling person should be completed in a 2-copy form in detail and placed on the floor of the parcels room in accordance with the day of the week (Monday parcels on row no. 1, Tuesday parcels on row no. 2, Wednesday parcels on row no. 3, Thursday parcels on row no. 4, Friday parcels on row no. 5).

   (iii) For non-resident students or teachers and staff of the school, for whom no room number is available, the relevant information should be completed in detail and delivered to the dormitory drillmaster for processing.
4. Distribution Procedure:

(1) Distribution of Regular Mail: Each class representative should collect mail from the class mailbox at the Student Affairs Department and forward the mail to each recipient.

(2) Distribution of Registered Mail and Parcels:
   1. After the working student in Huizhi Building completes the 2-copy form, the second copy should be detached and delivered to the drillmaster (or dormitory manager) before 20:00 of the same day.
   2. The drillmaster (or dormitory manager) will give the second copy (notice copy) to each floor manager during night attendance call at 23:30 at the same time and ask the floor managers to forward to the recipients.
   3. For non-resident students or teachers and staff of the school, the second copy (notice copy) will be delivered to the recipient by the drillmaster (or dormitory manager) for collection within 7 days.

5. Notes about Registered Mail and Parcels:

(1) Registered mail and parcels should be claimed by presentation of the second copy (notice copy) and ID justification (student card, ID card). After the identity of the recipient and registered mail number are confirmed, the first copy (receipt copy) should be signed to complete the mail collection process.

(2) If the recipient asks another student to claim the mail, ID justifications for both the recipient and the person collecting the mail should be presented. After verification, the person collecting the mail should sign on the first copy (receipt copy).

(3) Registered mail and parcels must be collected within 7 days. Any mail not collected within the period will be returned to the sender in order to achieve effective management.

(4) Collection Hours:
   1. Monday to Friday (during school terms): 10:00 to 20:00.
   2. Saturday, Sunday and public holiday: 09:00 to 12:00, 13:00 to 17:00, 18:00 to 20:00.
   3. Hours during winter and summer vacations will be determined separately.

(5) In case of any emergency event or repair inside the dormitory, working students will handle such event or repair in priority and suspend mail collection. Collection requests will not be accepted outside the collection hours that are announced.

(6) In case of special circumstances such as lack of storage room due to large volume of registered parcels and mail in the beginning of the school semester, announcement may be made by public broadcast for the recipient to collect the mail. The broadcasting will be done at times without affecting the normal resting time of dormitory students. There will be no more than two broadcasting per day.
National Taipei University of Nursing and Health Science

Regulations of Leave-Taking for Students

I. A student who undergoes a critical incident or disease as verified by supporting certificate(s) may duly ask for leave pursuant to these Regulations.

II. Categories of leave:

Public leave: A student who is assigned by the University to participate in activities on or beyond campus may be granted public leave and won’t be recorded as absent from school. In such a case, the assigner unit shall apply to the President (or the Dean of Academic Affairs on behalf) for approval before the assigned student may take public leave.

Personal leave: All students shall focus on academic studies and shall not be granted a personal leave except an extraordinary emergency incident or except an event which must be handled by the students themselves. A personal leave shall be managed in the following manner:

A student who intends to take a personal leave shall apply to the professor/instructor for the class where the student is absent with supporting certificate(s) and complete the procedures required for a personal leave beforehand. The act to apply for a personal leave supplementary afterward shall not be approved.

In case of an unexpected emergency for which completion of the procedures to apply for a personal leave beforehand proves impossible, such student shall report and register with the Student Guidance Section by phone before the noon of the day of leave and shall apply to the Student Guidance Section for report certificate and submit the supporting certificate(s) to the professor/instructor for the class where the student is absent to complete the procedures to apply for the personal leave supplementary within one week.

A student who participates in a senior or junior civil service examination and the fundamental educational & training programs for public servants (government employees) may apply for a public leave through the procedures as set forth under Paragraphs 1~2 above.

A student who gets married during a semester may apply for a personal leave through the procedures as set forth under Paragraphs 1~2 above.

Sick leave:

A student who is sick may apply to the professor/instructor for the class where the student is absent for a sick leave through the University website. The professor/instructor for the class where the student is absent may click yes or no to the application through the website.

Application for a sick leave shall be accompanied with supporting certificate(s). Application for a sick leave more than three days shall be accompanied with a diagnosis certificate issued by the doctor or hospital. The procedures to apply for the sick leave shall be completed within one week.

Maternity leave: A student who applies for a leave due to pregnancy shall complete the procedures to apply for the leave with supporting certificate(s) within one week. In case of childbirth, the student may apply for maternity leave for eight days before childbirth and for forty-two days after childbirth. A male student whose wife gives birth to a child may apply for paternity
leave for two days which may be used separately but shall be used up within three days before/after the childbirth by his wife which may be postponed in case of a Sunday/non-working day falling within such period. A female student who miscarry

with pregnancy for more than five months may apply for a miscarriage leave within 42 days from the date of miscarriage. A female student who miscarry

with pregnancy for more than three months but less than five months may apply for a miscarriage leave within 21 days from the date of miscarriage. A female student who miscarry

with pregnancy for less than three months may apply for a miscarriage leave within 14 days from the date of miscarriage.

Funeral: Funeral leave for one week in case of death of a lineal relative (grandparent, parent, child), for three days in case of death of a brother or sister. The student is not recorded as absent during the funeral leave.

In the event that a student who is unavailable to attend a mid-term examination or final examination due to an extraordinary event, such student shall report to and register with the Academic Section of the Department of Academic Affairs (or to the Office of Academic Affairs in case of off-duty hours) in person or by phone by the student himself or herself or through his or her parent (guardian) and shall complete the procedures to apply for leave supplementary with the supporting certificate(s) (certificate issued by hospital in case of a sick leave) with the Curricular Section of the Department of Academic Affairs on the ensuing day. Such student may be approved for a supplementary examination only after the application is approved.

III. A student may apply for leave through the procedures enumerated below:

(I) Fill out the application for leave and accompany it with the supporting certificate(s) and then apply to the professor/instructor for the class where the student is absent (advisor of practicum) to sign their approval.

(II) After the professor/instructor for the class where the student is absent signs to approve of the application, the first part of the application shall be held by the student himself or herself, the second part shall be referred by the practicum advisor to the Department of Nursing Science and the third part shall be registered with the Life Guidance Section.

IV. Where a student needs to continue a leave upon expiry, he or she shall apply for extension of the leave with supporting certificate(s) before expiry of the initial leave.

V. A student who is absent without applying for leave or whose application for leave is disapproved shall be recorded as “unjustifiable absence without leave” (AWOL).

VI. These Regulations are equally application to summer school students and repeated study students.

VII. In the event that the number of days of leave taken by a student involves calculation of the hours of absence which make the student forfeit the right for an examination, these Regulations shall govern.

VIII. These Regulations as well as amendment hereof shall be put into enforcement after being submitted by the Council of Academic Affairs to and approved by the President.

For more details of Regulations of Leave-Taking for students, pls visit the website:
*students must inform each lector or project manager for any leave, otherwise, it will be remarked as absent without any notifying.

Rental house information--
School Rental House webpage: (Chinese Only)

*The school will provide dormitory to scholarship students, but if scholarship students would like to move out campus for some personal reasons, scholarship students must pay the rental fees by themselves and have to sign the contract before moving out.
The original principle on Page 73 of the Students Handbook –Letter No. 14314 of Tai 65 Xun Tsi of Ministry of Education - is invalid.

The Principle is implemented after being resolved by the meeting of students affairs on January 11th, 1993, and is amended by the meeting of university affairs on May 3rd, 2007.

Article 1: The behavioral grades of NTUNHS students are evaluated pursuant to the Principle.

Article 2: Student behavioral grades are categorized into five levels as in the left column:
1. Distinction: Grades between 90 to 95 points.
2. Excellent: Grades above 80 and under 90 points.
3. Good: Grades above 70 and under 80 points.
4. Pass: Grades above 60 and under 70 points.
5. Fail: Grades under 60 points.

Article 3: The evaluation of student behavioral grades includes basic points of behavior and routine evaluation. The basic points of behavioral grades in every semester are 85 points, and the routine evaluation grade will be respectively decided by school teachers, tutors, and counseling discipline masters.

Article 4: The students, faculty, and staff may cite the facts in written form and provide them to teachers who are responsible for the evaluation as references.

Article 5: The performance of the students’ routine behavior in school may, in addition to being processed in accordance with the provisions of the rewards and punishments, also increase or decrease when calculating the semester behavioral grades in accordance with the rewards and punishments records. If the grades are over 95 points because of meritorious service or awards, they shall remain calculated as 95 points; the part of the excess may be listed in the good deeds record as a reference.

Article 6: The calculation methods of the total score in a student’s behavioral grades are as in the left column:
1. Basic grades: To add/subtract the evaluation of the counseling discipline masters, the points of rewards and punishments, and the points of absence into/from the evaluation of the tutors will get actual grades.
2. The upper and lower limits for the evaluation of the tutors are 5 points, and the upper and lower limits for the evaluation of the counseling discipline masters are 3 points. Any adding or subtracting points in behavioral grades shall be noted with reasons.

Article 7: The standard of addition and subtraction of grades following the school attendance records are as in the left column:
1. One point every hour shall be subtracted if absent from the assembly without reason.
2. A half of one point shall be subtracted if being late or leaving early from the above event.

**Article 8: According to the result of rewards and punishments, the standards of addition and subtraction are as on the left:**

1. 2.5 points shall be added to anyone with 1 merit; 7.5 points shall be added to anyone with 1 grand merit.

2. 2.5 points shall be subtracted from anyone with 1 demerit; 7.5 points shall be subtracted from anyone with 1 major demerit.

3. 1 point shall be respectively added to or subtracted from anyone with 1 citation or warning.
Health Center

Introduction of Health Center

Health Service
We offer physical check-ups for students, emergency medical treatment, monitoring special students, and lending medical instruments.

Health Activity
We hold activities such as first aid training, blood donations, and health promotions and also assists the several medical associated team.

Food Safety
We monitor the food sanitation standards and procedures and provides students with related food sanitation law.

Medical Sanitation Administration
Sanitation Committee supervises the regular maintenance of medical equipment and infectious waste management.

Health Information
The Health Education Website provides the information of how to keep healthy along with disease prevention tips and displays links to related websites.

Infection Disease Prevention
This section offers the latest information on infection diseases and is linked to related websites.

1. Health Services
(1) Self-service diagnosis/treatment devices

◎ Self-service diagnosis/treatment room: located in Health Center and provides services for treatment of simple external injuries, monitoring body fat, measuring blood pressure, eye sight, body height and weight.

◎ Self-service diagnosis/treatment van: located in Lan-xin Dorm Hall and Hui-jhi Dorm Hall in the main campus and Women’s Dorm in Taiwan Downtown Campus to offer treatment of simple external injuries.

◎ Simple first-aid kit: Located in Room B116 of General Services Section of Extension Education Office in Main Campus and Department office of Medical Management Department and Student Activity Center in Taipei Downtown Campus.

◎ Observation room: With two observation beds and one infrared mattress for rest in case of physical discomfort.
◎ Health Counseling Room: counseling services for groups and individuals.

◎ Nursing (milking) room:

(1) providing safe and comfortable environment and equipped with fridge.

(2) Health examination and re-examination for new students.

(3) Management and tracing of Type-B Hepatitis Cases.

(4) Annual X-Ray examination for students and teachers of this University.

Time and locations:
(1) Office hours: The Main campus Mon. to Fri. 08:30~17:00
The Ximen campus Mon. 09:00~17:00
(National holiday off)

(2) Tel: 02-2822-7101 Ext. 2450, 2451, 2452

Making online appointment: http://system8.ntunhs.edu.tw/HealthReg/default.aspx

(4) Individual or Group Health Consulting or Education

Outpatient Clinic

Outpatient Schedule—
Outpatient registration at Health Center goes fully digital. It is so easy, just key in required information
Through your computer and enjoy the simple yet blissful care offered by Health Center, **totally free of Charge!**

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<tr>
<th>Department</th>
<th>Doctor</th>
<th>Hours</th>
<th>Services</th>
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<tr>
<td>Dentistry</td>
<td>Dr. Chou, Shih-hong</td>
<td>9:30 am-11:30 am Mon./Tue./Thu.</td>
<td>Oral health education Periodical examination Tooth filling Tooth-washing Tooth extraction</td>
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<td>Mental health</td>
<td>Dr. Xu Wei-xung</td>
<td>2:00 pm-5:00pm Tue.</td>
<td>Group discussions Individual Conservations Pharmaceutical advises</td>
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<td>Chinese medicine</td>
<td>Dr. Jhao Jing-xian</td>
<td>9:00 pm-12:00pm Wed.</td>
<td>Diagnosis Pulse feeling</td>
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<td>Health consultation</td>
<td>Registered Nurse, Dietician, Physical Fitness Instructor</td>
<td>2:00 pm-5:00 pm Wed. / Thu.</td>
<td>Acupuncture Prescription Strain treatment</td>
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International students may go to the above webpage to do the online registration or walk in for sign up OPD appointment or ask the International program manager for assistance. Online Registration time: 2 weeks ahead, reservations accepted.

3. **Self-service treatment equipment**
   Self-service treatment room: provides services for treatment of simple external injuries, blood pressure measurement, vision examination, body composition checkup, BW/BL measurement.

4. **Observation room:** For disease or symptom observation.

5. **Breast-feeding room:** Providing safety and comfortable environment and freezer to preserve the breast milk.

6. **Health emergency management**

7. **Freshmen admission physical Examination fallow up and Chronic Disease management.**

8. **Simple first-aid boxes:** available to borrow.

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### Student Counseling Center

**A. Introduction**

Counseling Center services help students solve their personal difficulties that may interfere with their academic progress, social skill development, and satisfaction about college life. Faculty and staff members are also welcome to utilize counseling services.

**B. Services**

1. **Initial Interview:**
   
   During this consultation, the student has the opportunity to discuss his or her concerns. If further services are indicated, the counselor may recommend group or individual counseling, suggest further evaluation, or refer the student to other services on or off campus. Occasionally, some students find that this initial consultation meets their needs and require no further services.

2. **Individual Therapy:**

   Individual counseling sessions are offered to help students gain a deeper understanding of the sources of their difficulties. Counseling Center provides counseling to students with personal, academic and career concerns. Professional counselors can meet with students to talk about a number of concerns such as: adjusting to school, dealing with family or relationship issues, coping with personal crises.

3. **Group Therapy:**
Group therapy provides a unique opportunity for small groups of eight to twelve students to meet and share common concerns, explore personal issues and learn new skills under the guidance of a professional leader.

4. Crisis Intervention:
Sometimes, crisis situations arise that require immediate intervention (e.g. sexual assault, suicidal feelings, or death of a loved one). The student should alert the receptionist to the crisis nature of their situation and s/he will be seen promptly.

5. Consultation:
Consultation by phone or appointment are available for students, faculty and staff members or parents who wish to talk with a professional about a student suffering from emotional stress, about counseling referrals or other issues.

6. Legal Consultation:
Legal consultation is available upon appointment.

C. Office Location
S106 Technology Building
Contact number 02-2822-7101#2439
Email us at ntcncoun@ntunhs.edu.tw.

Our office on Ximen campus is located at R210.

Office of General Affairs

Banking
Our school cooperates with a private bank to help foreign students open their own account. The program manager will assist you to fill up the application form. If you have further questions on banking services, you can inquire bank representatives in office of general affairs. Available time is 11AM to 12PM from Monday to Friday.

Campus Map and Buildings
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<td>Volley-ball Court</td>
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<td>Motorcycle Parking Lot</td>
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<td>Benevolence Building (B Building)</td>
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<td>Inspiration Building</td>
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International Affairs Division was established on September 1, 2000. The Office handles affairs concerning international academic collaboration and reception of foreign visitors. The former includes signing of protocols, organizing international academic symposia, faculty and student exchanges, and summer programs.

The Office is engaged in the following areas of responsibility:

1. **Signing of protocols**
   
   With the country's rapid development in higher education and economic growth, world-renowned institutions have sought collaboration with NTUNHS on academic projects. A total of over 20 institutions have established formal academic relationships with NTUNHS, including universities in Australia, Korea, Indonesia, China, Singapore, UK, and USA.

2. **International Academic Exchange Programs**

   1. Independent Study Program
      
      The Independent Study Program is designed for international students willing to learn from excellent professors in a variety of concentrations. NTUNHS provides mentors to guide the students with their course of study and also to help integrate the student with the surrounding culture. The program is open to International students from all over the world and does not set limitations on academic background. Enrollment is open all year.

   2. Dual Degree Program
      
      The Office carries out student exchange programs with the assistance of colleges and departments. The Center also organizes Dual degree program to meet different career needs of students.

3. **Organizing international conferences and lecture series.**

4. **Information exchanges and frequent communication with partner universities.**

5. **Reception of visitors.**

6. **International Degree Seeking Student Recruitment.**

   As internationalization of higher education is a trend, the Office has a new role to coordinate the related matters concerning recruiting more international degree seeking students to study in NTUNHS. The new engagement involves providing information to foreign students; coordinating the improvement and maintenance of the English environment on campus and on website; representing NTUNHS in various international education fairs, and etc.

7. **Applying International Affair related Funding or Project**

   As executing any International Collaboration needs a lot of Financial Support, The Office has another responsibility to apply international related sponsoring funding from government or private Institutions.
Time and location:
(1) Office hours: The Main campus Mon. to Fri. 08:30~17:00
(2) Tel: 02-2822-7101 Ext. 2730, 2731
(4) Location: 2F, Administration Building

Campus Facilities and Resources

1. Library

The National Taipei University of Nursing and Health Sciences library has a rich medical collection and is open to all faculty, employees, students, and alumni, and visitors. At present, the open stack archives contain around 100,000 volumes (including audio-visual materials), 900 professional periodicals, 23 newspapers, 2531 online periodicals, and 21 online databanks. Since 1995, the library has used an automated management system. Aside from the regular book lending services, the library provides online search facilities for content, database access, and use of the National Science Network, Medline Database, Selective Dissemination of Information Service, and interlibrary cooperation programs. The library also offers consultation for producing multimedia-teaching materials. Undergraduate and graduate students can borrow books for a maximal time of 3 weeks. NTUNHS students can check out 10/20 (undergraduate/graduate) books at once. The overdue fee is NTD$ 5 dollars per day per book.

Hours:
Main campus: Mon. – Fri. 08:30 – 22:00
Sat. – Sun. 09:00 – 17:00
Ximen campus: Mon. – Sat. 09:00 – 17:00
Tel: 02-2388-5111
Main campus 02-2822-7101 #2610
Ximen campus 02-2822-7101 #6520

2. The Computer Center

The computer center had a crucial role in NTUNHS information networks the core of computer education. The Center is also responsible for the design/planning and of academic administration information systems as well as for the computerization of National Taipei University of Nursing and Health Sciences. The Center oversees the support systems for teaching and research, the integration of resources on campus, as well as on and off campus information services. In terms of teaching facilities, NTUNHS is equipped with several computer classrooms where students can take their courses or use PCs after school. In addition, to further implement the philosophy of serving communities the Center not only
actively participates in developing computer education activities but also conducts a variety of computer education classes

3. Specific Classrooms and Labs

NTUNHS of Nursing has fully equipped health science demonstration classrooms, multimedia video labs, nutrition labs, chemistry labs, biochemistry labs, language labs, distance education classrooms, and music classrooms.

4. Fitness Center

Hours: Mon.-Fri.  12:30 - 13:30
         18:30 – 21:30

For more information about NTUNHS Campus regulations, pls visit the webpage:


ARC Information

How to apply or renew for Alien Residency Record Application Form (ARC)

I. Receiving units: The local NIA’s service center.

II. Required documents (verify the original and take its copy).

1. A completed application form.

2. ARC (the first petitioner shall appear at the local service center personally).

3. A passport with resident visa.

4. Related documents for residency:

   (1) Joining family: Proof of family relationship such as Birth Certificate, Marriage Certificate, Household Registration Transcript issued within three months, Household Certificate, ID Card, or ARC, but foreign documents shall be authenticated by Taiwanese offices abroad. Foreign spouses who are the first time petitioners shall be accompanied by their Taiwanese husbands or wives.

   (2) Employment or investment: An approval letter issued by the competent authority and an In-service
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<tr>
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<td>Certificate.</td>
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<td>Studying or learning Mandarin in Taiwan: A Student ID Card or an Enrollment Certificate. Overseas Chinese students who are the first time petitioners shall submit a notification of enrollment.</td>
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<td>Missionaries: A certificate of a registered religious group and its invitation or other related documents.</td>
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<td>Long-term residents of Korean expatriates: A letter of identity issued by the Ministry of Foreign Affairs.</td>
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<td>One 2” x 2” colored photo, front head and shoulder, taken within six months.</td>
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<td>Fees:</td>
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<td>One-year term: NT$1,000. (TaiwanICDF scholarship student only use this term per year, students should pay extra fees if students would like to extend his/her visa status for personal reason.)</td>
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<td>Two-year term: NT$2,000.</td>
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<td>Three-year term: NT$3,000.</td>
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<td>Overseas Chinese students: NT$500.</td>
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**III. Processing time: 10 workdays.**


**Address:** No.15, Guangjhou St., Jhongjheng District, Taipei 100, Taiwan, ROC (MRT Xiaonanmen Station Exit 2)

**Phone:** 886-2-2388-9393 / **Time:** Mon.-Fri. 8:00am-17:00

Please visit website for more information:


**Other Information**


**Time Zone:** [http://eng.taiwan.net.tw/m1.aspx?sNO=0000202](http://eng.taiwan.net.tw/m1.aspx?sNO=0000202)

(referenced by Tourism Bureau, Republic of China (Taiwan))
Residence Rules for Student Dormitory of National Taipei University of Nursing and Health Sciences

1. All students residing in the dormitory shall follow the instructions and guidance from student guidance instructors or dormitory directors, or floor managers, bed arrangements shall be announced prior to final exam of each semester, after which no changes to bed arrangements shall be made without approval.

2. Dormitories are open for residence one day prior to semester registration day and are closed the next day at end of semester (residence for practicum or student society activities shall be approved by submitting application).

3. Residing students shall be responsible for the safety and maintenance of dormitory properties and shall indemnify at full price for damages to such properties due to misuse.

4. Residing students shall keep dormitory rooms neat and clean at all times and be subject to ad hoc inspections, and they may not keep pet animals in the dormitory.

5. No personal items or garbage shall be placed outside bedroom doors, aisles and meeting lounge, and personal announcements may not be posted at a bulletin board without bearing an approving seal by the dormitory captain.

6. Students intending to sleep out on a regular day shall go through due registration procedure, and shall inform duty military instructor or dorm hall captain concerned by 11:00 pm of the day.

7. Residing students shall be presented for roll call at 11:30 pm each night and shall return to dormitory by 11:30 pm. Late returns constitute a violation of dormitory rules. Residing students may leave the dormitory after 6:00 am each day, and any one who has to go out between 11:30 pm and 6:00 am the next day for any particular reasons shall seek approval from duty military instructor. Entering or leaving the dormitory without authorization and in an inappropriate way shall be stringently disciplined.

8. Residing students shall work together to maintain the safety and peacefulness of the dormitory. All lights, including TV set, in bedrooms and public areas are to be switched off at 12:00 am, and those who wish to continue with their study may switch on one lamp above the desk. Anyone acting in such ways that disturb the safety and peacefulness of the dormitory (e.g. stealing, gambling, unauthorized wiring for power supply, holding prohibited goods, harassing etc.) shall be officially expelled and shall move out of the dormitory within 10 days. Other violations shall be disciplined in accordance to the severity of such violations.

9. Residing students may not receive friends or relatives to sleep over in the dormitory, and meeting hours end at 10:30 pm each day, after which visitors are strictly forbidden to enter the dormitory.
10. In case of emergency that requires contacting a military instructor, please dial outside line 2821-4744 or University line 2822-7101 ext. 4999, or, just dial 4999 when dialing from an internal line within the dormitory.

11. Student dormitory phone number: 2827-0080 extension number.

Extension number = ( “6 + Room number” for Ximen campus,

“5 + Room number” for Hui-jhi Hall,

and “4 + Room number” for Lan-xin Hall).

MRT MAP
Shipai Station Map