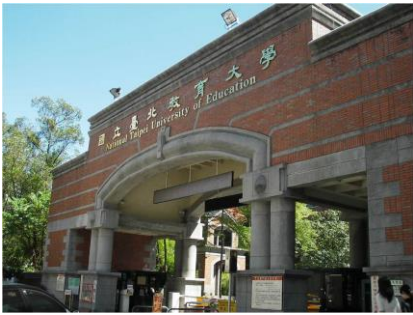




National Taipei University of Education

2017 SPRING GUIDELINES FOR EXCHANGE STUDENTS

A. GENERAL INFORMATION															
Name of Institution	National Taipei University of Education 														
Country	Republic of China (Taiwan)														
In-Charge Unit (for student exchange)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name of Unit:</td> <td>Division of International Affairs</td> </tr> <tr> <td>Address:</td> <td>A709, Administration Building (7F)</td> </tr> <tr> <td>Mailing Address:</td> <td>No. 134, Sec. 2, Heping E. Rd., Da-an District, Taipei City, 10671, Taiwan(R.O.C)</td> </tr> <tr> <td>Director:</td> <td>Dr. Anita Zichun Chu</td> </tr> <tr> <td>Telephone:</td> <td>+886-(0)2-6639-6688 #82220</td> </tr> <tr> <td>Fax:</td> <td>+886-(0)2-2378-5354</td> </tr> <tr> <td>Email:</td> <td>adrew@tea.ntue.edu.tw</td> </tr> </table>	Name of Unit:	Division of International Affairs	Address:	A709, Administration Building (7F)	Mailing Address:	No. 134, Sec. 2, Heping E. Rd., Da-an District, Taipei City, 10671, Taiwan(R.O.C)	Director:	Dr. Anita Zichun Chu	Telephone:	+886-(0)2-6639-6688 #82220	Fax:	+886-(0)2-2378-5354	Email:	adrew@tea.ntue.edu.tw
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Relevant Website	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Institution:</td> <td>http://www.ntue.edu.tw</td> </tr> <tr> <td>Student Exchange:</td> <td>http://orad.ntue.edu.tw/r1.php?Cata=10</td> </tr> </table>	Institution:	http://www.ntue.edu.tw	Student Exchange:	http://orad.ntue.edu.tw/r1.php?Cata=10										
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Student Exchange:	http://orad.ntue.edu.tw/r1.php?Cata=10														
Contact Information	Ms. Chiayun Sung(宋佳芸) Telephone: +886-(2)-6639-6688 #82020 E-mail: cysung@tea.ntue.edu.tw														
General background	With more than a hundred and sixteen years history of excellence, NTUE is proud to be one of the most prestigious academic institutes in Taiwan. Our school plays an important role in the development of primary education and teacher training programs, and is highly regarded as an essential figure of educational services. We are very proud of the programs we offered in training thousands of professional primary school teachers in Taiwan.														
Type of Institution	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Private <input checked="" type="checkbox"/> Teacher Training Institution <input type="checkbox"/> Comprehensive University <input type="checkbox"/> Liberal Arts College <input type="checkbox"/> Others, please specify:														

Location and Campus Map	<p>NTUE is located in the Taipei City, the biggest city and the capital of Taiwan. The university is literally in the heart of Taipei's cultural and financial district, and is near to National Dr. Sun Yat-Sen Memorial Hall, Chiang Kai-Shek Memorial Hall, and Taipei World Trade Center.</p> <p>For location and campus maps, please refer to the following websites: Location: http://www.ntue.edu.tw/about/transportation?locale=zh_tw Campus map: http://www.ntue.edu.tw/about/campustour?locale=en</p>	
Student Enrollment	Total Number of students	Around 6,000
	Number of international/exchange students	40-50/per year
Staff Strength	Total No. of Academic/Teaching staff : 205 Total No. of Administrative staff : 196 PhD-degree holder : 158 MA-degree holder : 28 BA-degree holder : 19	

B. ACADEMIC INFORMATION			
Academic Calendar		2017 Spring	
	Arrival Dates	February 15-16	
	Teaching period starts	February 20	
	Teaching period ends	June 23	
	Holidays	Feb 27-28, Apr 3-5, May 29-30	
	Examination period	April 17-21, June 19-23	
	Website:	http://academic.ntue.edu.tw/ezfiles/7/1007/img/43/835399573.pdf	
Language of Instruction	Chinese		
Exchange Duration	One semester-1 st Semester September to January ; 2 nd Semester February to June or One academic year		
Study Load for exchange students per <u>Semester</u>	Minimum study load	2 credits / per course	
	No. of credits per course	2 or 3 credits/per course	
	For each credit, number of contact hours in a week	1 hour/per week	
	No. of teaching week in a semester	18 weeks	
	For each course, total number of contact hours in a semester	36 hours	
Grading System	Course Grade	Interpretation	Grade Point Equivalent
	90-100	Distinction	4.5/4.0
	80-89	Excellent	3.5/3.0
	70-79	Good	2.5/2.0
	60-69	Satisfactory	1.5/1.0
Below 60	Fail	0.0	
Course Information	http://apstu.ntue.edu.tw/Secure/default.aspx (Mandarin Only) Please see appendix to find the route.		
Courses Restrictions / Requirements	Exchange students must apply for courses according to the regulations requirements of their departments. Students are required to know Chinese for attending professional courses.		
Method:	On-line		

Registration Period:	Within two weeks after the new semester starts
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C. APPLICATION

Academic Requirement	Application will only be considered through the nomination submitted by partner institutions.	
Chinese Proficiency Requirement	<p>Students are required to provide proof of TOCFL Level 3(formerly Basic) at the time of Exchange Application submission.</p> <p>If the student doesn't have the proof of Chinese Test Result, please provide a letter issued by a Professor of the home institution certifying his/her Chinese Proficiency.</p> <p>Or others: Should his or her instructor finds it necessary, an exchange student is suggested to take a minimum number of free Mandarin courses at the Chinese Language Education Center to improve his / her Chinese proficiency.</p>	
Required Documents (in Chinese or English only)	<ol style="list-style-type: none"> 1. NTUE Application Form: <i>The application form will attached with this guidelines. It also could download by our website : http://orad.ntue.edu.tw/r1_3.php?Cata=10&page=1</i> 2. Photocopy of Passport 3. Official Transcripts 4. Certificate of Enrollment 5. Letter of Recommendation 6. Photo(jpg): <ol style="list-style-type: none"> 1) <i>Thin half-length color photo with a glossy finish taken with a white background within the last one year that should be 4.5cm X 3.5cm with an image of the head that should not be shorter than 3.2cm or longer than 3.6cm from the top of the head to the chin, without wearing a hat or a pair of color glasses, with clear facial features not covered and identifiable, and should not be modified or composed.</i> 2) <i>Student staying in Taiwan over 180 days needs to bring a hard copy of photo for ARC application .</i> 7. Certificate of Health: required items must be included 8. Financial Statement: balance over US\$ 5000 for 1 year officially issued by bank 9. Certificate of Chinese Proficiency(if any) 10*. Entry Permit Application to Taiwan for Mainland China Passport Holders大陸地區人民入出臺灣地區申請書(回覆word檔，毋須簽名) 11*. Scanned copy of ID card身分證正反面彩色清晰掃描jpg檔 <p><i>*Item 10 and 11 are additional required documents for applicant from Mainland China only 第10、11項為持大陸地區護照者(不包括香港、澳門地區)須另提供之文件</i></p>	
Application Deadline	1 st (Fall) Semester	30th April 2016
	2 nd (Spring) Semester:	30th November 2016
Application Procedures	Please submit the completed and typed Application Form () with all required documents which should be scanned and colored copy of original one via email at cysung@tea.ntue.edu.tw before the deadline.	

ACCOMMODATION	
Guarantee housing for exchange students	On-campus accommodation will be provided.
Type of accommodation	Shared room among 6 persons.
Estimated Accommodation Fee per semester	7,350 NT (Air-conditioning fee is not included) *Additional fee is applicable for the summer / winter break (500NT /1 week)
Meals	Estimated cost: 200-250 NT per day
Facilities	Inside bedroom: computer ports, telephone, wardrobe, desk, air-condition Shared Facilities: reading room, laundry room, bathroom/toilet *Mattress, blanket, duvet and pillow are not provided in the dormitory. *No kitchen in the dormitory.
Website for accommodation	Find further information about dorm environment via http://dsa.ntue.edu.tw/life/affair/4 (Chinese Only)

MISCELLANEOUS	
ESTIMATED Living Expenses (for reference only)	Accommodation : 7,350 NT (for 1 semester) Bedding Set : 1,500 ~ 1,800 NT(including mattress, blanket, duvet and pillow) Books : 3,000 NT (for 1 semester) Meal : 8,000 NT (per month) Local Transportation : 2,000 NT (per month)
Visa Application Procedures and Application Fee	We will send the document “Certificate of Admission” for applying student visa. All international students are required to apply for the student visa prior to their arrival in Taiwan. 1. Please refer to the website of Taipei Missions Abroad in your country. 中文版(Chinese) : http://www.taiwanembassy.org/dept.asp?mp=2&codemeta=locationIDE English : http://www.taiwanembassy.org/dept.asp?mp=1&codemeta=locationIDE 2. Visa application form 中文版(Chinese) : http://www.boca.gov.tw/np.asp?ctNode=674&mp=1 English : http://www.boca.gov.tw/np.asp?ctNode=776&mp=2 3. Students with People’s Republic of China nationality should pay application fee NT\$ 600 and commission fee NT\$ 15-20 for Taiwan(R.O.C) Exit & Entry Permit. 持中華人民共和國護照之大陸地區學生需於抵台後於國際事務組繳交大 陸地區人民在臺灣地區入出許可證申請費用新臺幣 600 元和手續費 15- 20 元。
Alien Residence Certificates (ARC) Application Fee	Those who enter Taiwan on a Resident Visa or get a Resident Visa after having arrived in Taiwan must apply for an Alien Resident Certificate and Re-entry Permit at National Immigration Agency (No. 15, Guangzhou St., Zhongzheng District,

	Taipei City 100-66) which must apply within 15 days from the next day of arrival or apply within 15 days from the Resident Visa issuance date. Duration of stay is noted on the Alien Resident Certificate.
Insurance	<p>All international students are requested to have medical insurance in home country to cover your medical expenses during your entire stay in Taiwan before enroll in the NHI Program. Students could also buy NTUE Student Insurance when arrive at NTUE which cost NT\$ 200 per semester.</p> <p>According to National Health Insurance Act in Taiwan, international students staying in Taiwan for at least 6 months and holding ARC are eligible for and shall enroll in the National Health Insurance (NHI) Program which cost NT\$ 749 per month.</p>
Pick-up service	Free pick-up service is available on specified date(s). Please offer date and flight number at least 1 month earlier before arrival.

附錄 Appendix 1

國立台北教育大學課表與課綱查詢方法 Method of Searching for Courses and Syllabus at NTUE

1. 進入北教大首頁，點選「教務學務師培系統」

Enter into NTUE homepage and click the “Academic System of Teacher Education”



2. 點選「公開資訊」

Click “Public Information”



3. 進入「訪客主選單」

Enter into "Main Menu for Guest"

目前學年期為104學年第2學期 登入者: 訪客

日期	公布內容	類別	單位
1050707	<p>通告推廣進修教育中心公告</p> <p>105學年度第一學期碩士在職專班：</p> <p>(一) 第一階段選課結果公告：105年7月7日下午5時前。</p> <p>(二) 夜間進修班碩士班第二階段選課時間：105年7月11日中午12時起至7月18日上午11時止。</p> <p>註1：未預修選課為即時選課，屆滿35人修課之課程無法自主加選，或低於修課人數下限之課程，無法自主退選，請有需加、退選之同學隨時留意選課情況。</p> <p>註2：第二階段選課結果預計於7月27日下午5時前公告。</p> <p>註3：夜間進修班碩士班一年級學生課修本學期與該班學生加選課。</p> <p>(三) 105學年度第一學期選課時程表請參閱 附件。相關註冊通知單、行事曆及其他各項申請公告請參閱 公告、選課綜合。</p>		進修教育中心
1031020	<p>視察所有核編同學們 您好：</p> <p>關於1017~2018學期課程與修課資料庫建置內容異動，造成教學課程跟進查詢與教學平台無法登入問題，已於今日緊急維修完成，目前已恢復正常運作，此項問題造成與同學的困擾，我們深感歉意。</p>		教學學院課程系統

訪客主選單 訪客主選單(查詢課表、申請"訪客"當選)

4. 點選「各種課表查詢」

Click "Search for All Courses"

訪客主選單次選單 登入者: 訪客

日期	公布內容	類別	單位
1040825	<p>【教務處課務組公告】</p> <p>適用對象：當本行在職進修學生</p> <p>1.本校上課時間格式為：第1碼表示星期，第2、3碼表示開始節次，第4、5碼表示結束節次，例如50102，為星期五第一節至第二節，各節起迄時間，請參閱「各種課表查詢」。</p> <p>2.上課教室欄位中第一個英文字代表大樓代碼，代碼內容請參閱「各種課表查詢」。</p> <p>3.科目為藍色字，表示老師已將「教學計畫」上傳可供查詢，請直接點科目即可進入查詢。</p> <p>4.科目英文名稱請至教務處課務組網站各學年度入學新生課程計畫表中各開課單位「課程結構與教學科目表」中查詢。</p>		教學處

作業名稱	說明
各種課表查詢	可在本作業查詢教室課表、別修課表及教師課表
申請教育實習作業	可在本作業申請實習
查詢教育實習輪轉教師	可在本作業查詢實習輪轉教師資料
學生申請活動作業	可在本作業進行活動報名申請
租借場地資料	可在本作業申請租借場地資料

報表名稱	格式	說明
教學大綱	A+直印	可在本作業列印教學大綱
場地申請單	A+直印	可在本作業列印場地申請單

5. 依各項條件查詢課程

Search for courses by different conditions such as classroom, class, instructor or advanced search

The screenshot shows the top navigation bar with the text "課程查詢" (Course Search) on the left and "登入" (Login) and "幫助" (Help) on the right. Below the navigation bar are four tabs: "教室課表查詢" (Classroom Schedule Search), "明細課表查詢" (Detailed Schedule Search), "教師課表查詢" (Instructor Schedule Search), and "進修查詢" (Advanced Search). The "進修查詢" tab is active. The search criteria form includes the following fields:

- 學院: [Dropdown menu]
- 系所: [Dropdown menu]
- 學制: [Dropdown menu]
- 開課系所: [Dropdown menu]
- 學分學程: [Dropdown menu]
- 期別: [Dropdown menu]
- 上開教室: [Text input]
- 上開時間: [Dropdown menu]
- 科目名稱: [Text input]
- 查詢學年期: [Dropdown menu, set to 104學年度第2學期]
- 開課號: [Text input]
- 教師姓名: [Text input]
- 查詢 [Submit] [Reset]

以 104 學年度第 2 學期之語創系為例(2016 年秋季學期為 105 學年度第 1 學期)

Take Department of Language and Creative Writing in 2016 spring semester for example(105 學年度第 1 學期 is 2016 fall semester)

This screenshot is similar to the one above, but the "系所" (Department) dropdown menu is open, showing a list of departments. The department "語言與創意寫作系" (Department of Language and Creative Writing) is selected and highlighted in blue. The other fields in the search criteria form remain the same as in the previous screenshot.

附錄 Appendix 2

北教大課堂時間表

NTUE Class Timetable						
節次 Period	時間 Time	一 Mon	二 Tue	三 Wed	四 Thu	五 Fri
1	8:10-9:00					
2	9:05-9:55					
3	10:15-11:05					
4	11:10-12:00					
N	12:10-13:00					
5	13:30-14:20					
6	14:25-15:15					
7	15:35-16:25					
8	16:30-17:20					
E	17:30-18:20					
9	18:30-19:15					
10	19:15-20:00					
11	20:10-20:55					
12	20:55-21:40					