

STUDENT HANDBOOK

ACADEMIC YEAR 2025 - 2026

Disclaimer

We have tried to ensure that the information in this handbook is current and accurate at the time of printing. The information in this handbook is intended to be a general guide to answering some of the most frequently asked questions that a new GMBA student may have; it does not purport to establish official National Yang Ming Chiao Tung University policy and does not establish contractual relations. The NYCU GMBA program reserves the right to alter or change any statement contained herein without prior notice.

Students are responsible to consult the relevant laws and regulations governing registration, enrollment, and graduation at National Chiao Tung University. Students are strongly advised to seek information and assistance from the unit in charge for questions related to application deadlines, registration, enrollment, and graduation.

For the convenience of international students, the laws, regulations, and guidelines in this handbook are provided in English. If any discrepancy exists between the English and the original Chinese versions, the Chinese version shall prevail.

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Welcome Message

Congratulations on your decision to join the Global MBA at NYCU! As you embark on this transformative journey, I am excited to welcome you to a program that has pioneered cultivating entrepreneurship, innovation, and global leadership.

Our Global MBA, accredited by AACSB and recognized as one of the top 100 programs for entrepreneurship worldwide (ranked 71st by Eduniversal in 2024), has established itself as a benchmark for excellence. For over a decade, we have been at the forefront of advancing entrepreneurial education and fostering international collaboration. With an alumni network that spans more than 40 countries, our graduates continue to lead and inspire, creating a truly global community that supports and uplifts one another.

In today's rapidly changing world, marked by the ongoing digital revolution, the skills required to thrive in business are evolving. At NYCU, we have responded to these changes by integrating cutting-edge technologies such as artificial intelligence, business analytics, and machine learning into our curriculum. Our strategic location near the Hsinchu Science Park—the heart of the global semiconductor industry—affords us unique access to the latest technological advancements. This provides you with the tools and insights necessary to become leaders in AI-driven innovation and entrepreneurship.

Beyond technical expertise, our program is also designed to foster resilience and effective communication. At Global MBA, you will be part of a diverse and inclusive community that values collaboration and cross-cultural understanding. This rich environment will empower you to work effectively with teams from around the world, preparing you to lead with empathy and vision.

As you embark on this exciting chapter, we are committed to providing you with the best possible environment for your growth. I encourage you to take full advantage of the opportunities before you, engage deeply with your peers, and challenge yourself to reach new heights. "Act together; we go far." Our program will equip you with the knowledge, skills, and networks to drive change and make a meaningful impact in your career and beyond.

Welcome to the NYCU Global MBA family!

A handwritten signature in blue ink, reading "James Juichia Lin" in a cursive style.

James Juichia Lin, Ph.D.
Director of Global MBA

1.1 Faculty Introduction



Prof. James Lin 林瑞嘉 教授
Ph.D., National Taiwan University, ROC



Prof. Kuan-Cheng Huang 黃寬丞 教授
Ph.D., Cornell University, USA



Prof. Shih-Ping Kevin Huang 黃仕斌 教授
Ph.D., Waseda University, Japan



Assoc. Prof. Sirirat Sae Lim 林士平 副教授
Ph.D., University of Cambridge, UK



Prof. Wen-Chih Chen 陳文智 教授
Ph.D., Georgia Institute of Technology, USA



Prof. Chih-Hsuan Wang 王志軒 教授
Ph.D., National Taiwan University, ROC



Prof. Anthony Kuo 郭國泰 教授
Ph.D., National Cheng Chi University, ROC



Prof. Kuo-Yang Kao 高國揚 教授
Ph.D., University of Houston, USA



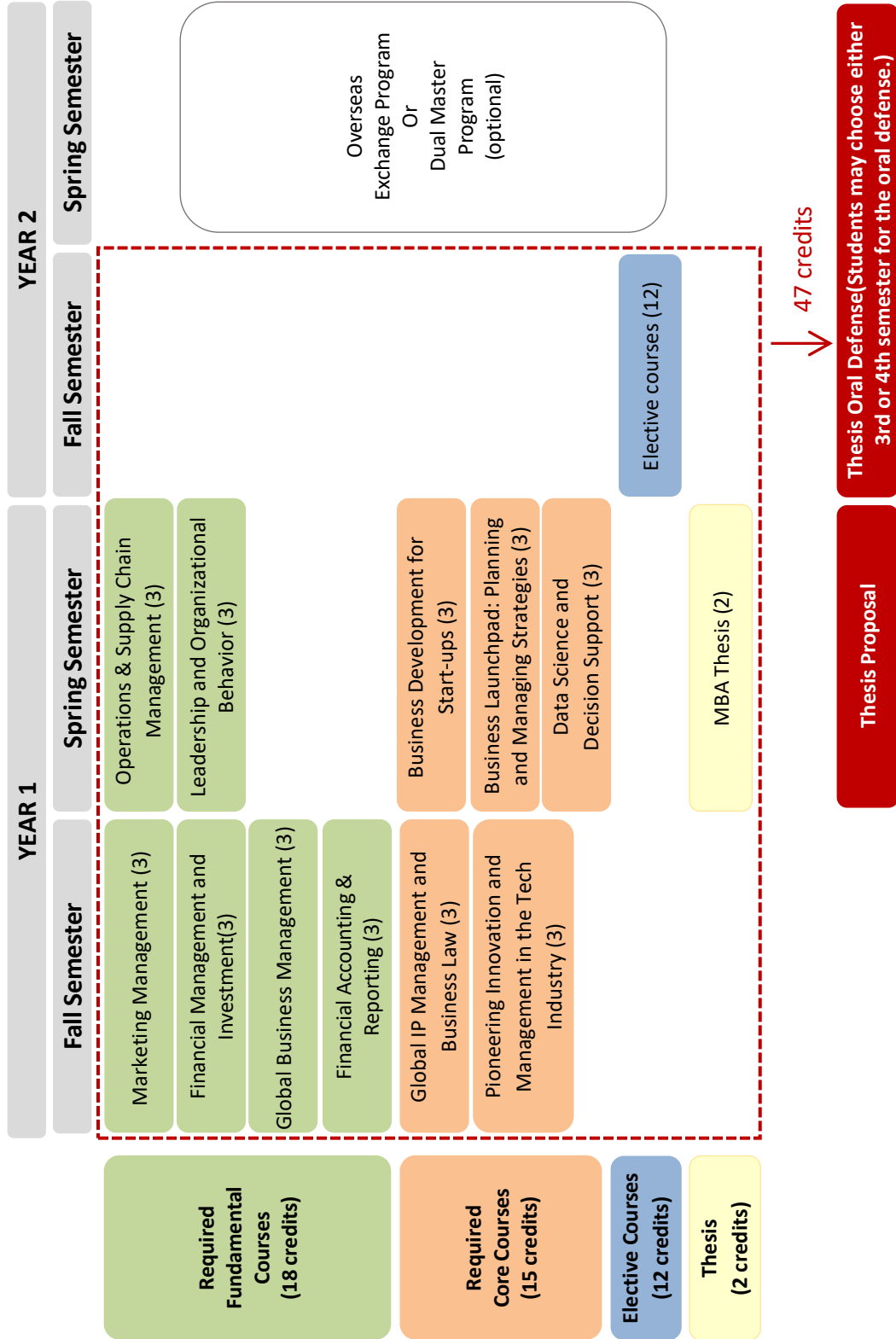
Prof. Tsai-Fang Chen 陳在方 教授
Ph.D., University of Wisconsin-Madison, USA



Asst. Prof. Brian Yang 楊志偉 兼任助理教授
MBA, Cambridge University, UK

Global MBA Curriculum

Total Required Credits : 47 Credits



2.1 Course Map Fall Entry

2.2 Academic Calendar

National Yang Ming Chiao Tung University 2025-2026 Academic Calendar

Fall Semester (Revised on 18 June 2025)

March 19, 2025 Passed by the 5th University Executive Meeting, spring semester, Academic Year 2024–2025

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Jiao-Gao (1) Zi, No.1140034356, dated 27 March, 2025

Year	Week	Date							Month	Day	Event
		Sun	Mon	Tue	Wed	Thu	Fri	Sat			
2025							1	2		1	Fall Semester begins
		3	4	5	6	7	8	9		1	Application for minor studies (including graduate and degree programs) and double majors begins (Aug.1-Sep.19)
		10	11	12	13	14	15	16		10	Application for degree programs as international students (Spring 2026) begins
		17	18	19	20	21	22	23		23	Freshmen Dorm Move-in (Aug. 23-24)
		24	25	26	27	28	29	30		25	Freshmen Orientation Week (Aug.25-29)
		31								25	3rd Stage Course Selection Period (Aug.25-28)
										27	Matriculation Ceremony
										29	Summer courses end
	1		1	2	3	4	5	6		1	Fall Semester classes begin
	2	7	8	9	10	11	12	13		1	Course add/drop and intercollegiate course selection (Sep.1-12)
	3	14	15	16	17	18	19	20		3	Deadline for payment of tuition fees
	4	21	22	23	24	25	26	27		5	Deadline for grade corrections (for Spring 2025)
	5	28	29	30						8	The 'Road Safety Awareness Week' activities (Sep.8-12)
										12	Deadline for credit exemption
										28	Teachers' Day
										29	Make-up holiday as Teachers' Day (holiday)
										30	Deadline for application for degree programs as international students (Spring 2026)
	6	5	6	7	8	9	10	11		6	The Mid-Autumn Festival (holiday)
	7	12	13	14	15	16	17	18		9	Deadline for getting a two-thirds (2/3) refund for graduates and those with a temporary leave or suspension from school
	8	19	20	21	22	23	24	25		10	The National Day (holiday)
	9	26	27	28	29	30	31			17	Deadline for continuing education proposals
										20	Mid-term Exams (Oct.20-23)
										20	Academic warning begins
										24	Make-up holiday as Taiwan Restoration Day (holiday)
										25	Taiwan Restoration Day (holiday)
										27	The Academic Warning System is available for faculty members
	10	2	3	4	5	6	7	8		10	Academic Warning – offering needed support to students with low academic standing
	11	9	10	11	12	13	14	15		12	Sports day – the preliminaries
	12	16	17	18	19	20	21	22		14	Deadline for getting a one-third (1/3) refund for graduates and those with a temporary leave or suspension from school
	13	23	24	25	26	27	28	29		19	Sports day (no daytime class)
	14	30								28	Deadline for course withdrawal
	15	7	8	9	10	11	12	13		10	University Council Meeting
	16	14	15	16	17	18	19	20		15	Final Exams (Dec.15-19)
		21	22	23	24	25	26	27		20	Application for degree programs as international students (Fall 2026) begins
		28	29	30	31					22	Winter vacation begins (Dec.22-Feb.20, 2026)
										22	1st Stage Course Selection Period (Dec.22-25)
										25	Constitution Day (holiday)
										29	2nd Stage Course Selection Period (Dec.29-31)
2026					1	2	3			1	New Year' Day (holiday)
		4	5	6	7	8	9	10		9	Deadline for application for direct admission to PhD programs (for Academic Year 2025)
		11	12	13	14	15	16	17		16	Deadline for grade submissions (for Fall 2025)
		18	19	20	21	22	23	24		31	Fall Semester ends
		25	26	27	28	29	30	31			

Note

Note 1: Any changes to the holidays will be notified by an announcement.

Note 2: Deadline for application for direct admission to a PhD program: If the research institute in question has another application schedule, please follow its regulations.

[Revised on 18 June 2025] In accordance with the 2025 Work Calendar (Revised Version) announced by the Directorate-General of Personnel Administration, Executive Yuan, adjustments have been made to the holidays on September 29, October 24, and December 25.

National Yang Ming Chiao Tung University 2026 Academic Calendar

Spring Semester (Revised on 18 June 2025)

March 19, 2025 Passed by the 5th University Executive Meeting, spring semester, Academic Year 2024–2025
 Ratified by the Ministry of Education, as written in its official letter coded as Tai-Jiao-Gao (1) Zi, No.1140034356, dated 27 March, 2025

Year	Week	Date							Month	Day	Event
		Sun	Mon	Tue	Wed	Thu	Fri	Sat			
2026	1	1	2	3	4	5	6	7	FEB	1	Spring Semester begins
		8	9	10	11	12	13	14		1	Application for minor studies (including graduate and degree programs) and double majors begins (Feb.1-Mar.13)
		15	16	17	18	19	20	21		9	3rd Stage Course Selection Period (Feb.9-11)
		22	23	24	25	26	27	28		14	Chinese New Year holidays (Feb.14-Feb.20)
										23	Spring Semester classes begin
										23	Course add/drop and intercollegiate course selection (Feb.23-Mar.6)
										23	The 'Friendly Campus Week' activities (Feb.23-26)
										23	Dormitory Application Opens (for Fall 2026)
										25	Deadline for payment of tuition fees
										26	Deadline for grade corrections (for Fall 2025)
										27	Make-up holiday as Peace Memorial Day (holiday)
										28	Peace Memorial Day
	2	1	2	3	4	5	6	7	MAR	6	Deadline for credit exemption
	3	8	9	10	11	12	13	14		6	Mei-Chu Contest (Mar.6-8)
	4	15	16	17	18	19	20	21		11	The campus run
	5	22	23	24	25	26	27	28		15	Deadline for application for degree programs as international students (Fall 2026)
	6	29	30	31							
					1	2	3	4			
	7	5	6	7	8	9	10	11	APR	1	Deadline for getting a two-thirds (2/3) refund for graduates and those with a temporary leave or suspension from school
	8	12	13	14	15	16	17	18		2	Intercollegiate activities (holiday)
	9	19	20	21	22	23	24	25		3	Children's Day and Tomb Sweeping Day (Apr.3-6)
	10	26	27	28	29	30				8	The NCTU Anniversary
										13	Mid-term Exams (Apr.13-17)
										13	Academic warning begins
										17	Deadline for continuing education proposals
										20	The Academic Warning System is available for faculty members
	11						1	2	MAY	1	Labor Day (holiday)
	12	3	4	5	6	7	8	9		4	Academic Warning – offering needed support to students with low academic standing
	13	10	11	12	13	14	15	16		8	Deadline for getting a one-third (1/3) refund for graduates and those with a temporary leave or suspension from school
	14	17	18	19	20	21	22	23		15	The NYMU Anniversary
	15	24	25	26	27	28	29	30		20	The School Aquatic Competition
										22	Deadline for course withdrawal
										27	University Council Meeting
	16		1	2	3	4	5	6	JUN	8	Final Exams (Jun.8-12)
		7	8	9	10	11	12	13		13	Commencement
		14	15	16	17	18	19	20		15	Summer vacation begins
		21	22	23	24	25	26	27		15	1st Stage Course Selection Period (Jun.15-18)
		28	29	30						19	Dragon Boat Festival (holiday)
									JUL	22	2nd Stage Course Selection Period (Jun.22-25)
					1	2	3	4		1	Summer courses begin
		5	6	7	8	9	10	11		10	Deadline for grade submissions (for Spring 2026)
		12	13	14	15	16	17	18		15	Deadline for application for direct admission to PhD programs (For Academic Year 2026)
		19	20	21	22	23	24	25		31	Spring Semester ends
		26	27	28	29	30	31				

Note

Note 1: Any changes to the holidays will be notified by an announcement.
 Note 2: Deadline for application for direct admission to a PhD program: If the research institute in question has another application schedule, please follow its regulations.

[Revised on 18 June 2025] In accordance with the 2026 Work Calendar announced by the Directorate-General of Personnel Administration, Executive Yuan, adjustments have been made to the holidays on February 20 and May 1.

2.3 Study Regulations and Procedures

2.3.1 Regulations and Guidelines of the GMBA Program

1. These regulations are provided in accordance with the “NYCU Regulations for Graduate Students Conferment”.
2. Full-time students of the GMBA Program MUST finish their study within the range of one and half to four years.
3. For the students admitted in the GMBA program, a total of 47 credits, including 18 credits for fundamental courses, 15 credits for core courses, 12 credits for electives, and 2 credits for the thesis, are required for graduation. Students can take up to 6 credits from other colleges at NYCU or other schools.
4. GMBA Required Courses:
 - A. Fundamental Courses (6 courses):
 - 1) “Marketing Management”
 - 2) “Financial Management and Investment ”
 - 3) “Global Business Management”
 - 4) “Operations and Supply Chain Management”
 - 5) “Leadership and Organizational Behavior”
 - 6) “Financial Accounting & Reporting”
 - B. Core Courses (5 courses):
 - 1) “Data Science and Decision Support”
 - 2) “Global IP Management and Business Laws”
 - 3) “Business Development for Start-ups”
 - 4) “Pioneering Innovation and Management in the Tech Industry”
 - 5) “Business Launchpad: Planning and Managing Strategies”
 - C. Thesis (1 course): MBA Thesis
5. Students after completing the curriculum, meeting all the requirements of the GMBA program and conforming to the “Degree Authorization Act” and the “NYCU Regulations for Graduate Student Degrees Conferment” will be offered an MBA degree (Master of Business Administration).
6. Once a student has been matriculated in the GMBA program, the student may be allowed for credit/course transfer. These transfer credits, which are subject to review for approval, can become credit waivers for partial courses in the GMBA program. Please be aware of the following limitations:
 - A. The total credit waivers cannot exceed 9 credit hours. The transfer credit must be defined as graduate-level and earned with a B or better grade **(at least 70 out of 100 points)**.

- B. The name and the number of credit hours of each and every transferring course should be the same as the equivalent course in the GMBA program. Moreover, the student needs to provide the official transcript or the certificate for the credit waiver.
 - C. Those students, who have taken some graduate courses of NYCU during their undergraduate study, can apply for course credit waivers if those credits did not count into the undergraduate degree requirement.
 - D. Those students who have credit waivers are required to study full time at NYCU for at least one year, and to comply with all related graduate rules.
 - E. Credits earned while studying abroad cannot be used to waive GMBA required courses. The total credit waivers for electives cannot exceed 3 credit hours, and the transfer credit must be earned with an A- or better grade. (at least 80 out of 100 points) The credit waivers count into 6 credits from other colleges at NYCU or other schools.
7. Every student must find an advisor at least seven months before graduation, and hand in the application form. One of the advisors must be in the College of Management at NYCU; otherwise, the application needs to be approved by the director. If a graduate student intends to change his/her thesis advisor during his/her studies, he/she should apply in writing to the Program 4 months before graduation and such change of advisor will become effective after notifying the former thesis advisor; also, the consent of the former thesis advisor is not required. When a graduate student applies for the replacement of a thesis advisor in accordance with the Guidelines, the graduate student may not have the original ideas or concepts provided by the former thesis advisor and the research results obtained under the guidance of the former thesis advisor used for the dissertation without the consent of the former thesis advisor. If an advisor wants to terminate the mentorship relationship, he or she should submit an application form to the GMBA program, and the program committee will notify the students after review and approval. If there are uncovered matters or disputes, students should follow the "NYCU Guidelines for the Interaction between Thesis Advisor and Graduate Students".
8. A master thesis (including the abstract) should be written in English, and it should meet the formatting requirements for master theses or doctoral dissertations of the university. After a student passes the degree examination, he/she should upload the electronic file of his/her thesis and its abstract to the certain archive (following the regulations of NYCU Electronic Theses and Dissertations System) and submit two printed copies of the thesis to the GMBA Office. Students should submit his/her printed copies by the last working day before the next semester classes begin. A student who fails to submit the printed copies by the due date and does not reach the limit on the period of study should enroll him/herself in the university in the following semester. A student who fails to submit his/her "NYCU Thesis Defense Grading Sheet" in the semester when he/she reaches the limit on the period of study or fails to submit the printed copies of the thesis by the last working day before the next semester begins will be dismissed.

9. After passing the degree examination, a student should submit his/her "NYCU Thesis Defense Grading Sheet" to the Registration Division in the semester when he/she takes the examination. The due date in the Fall Semester is January 31st, and the due date in the Spring Semester is July 31st. When a student fails the degree examination, if he/she does not reach the limit on the period of study, he/she may take the examination again in the next semester or the next academic year. A student is limited to retake the examination once. If the student still fails the examination which is retaken, then the student will be dismissed.
10. Students are required to fulfill an internship in a multi-national company and provide the GMBA office with relevant documentation before graduation. Students who complete an internship must submit a certificate of internship participation. The period of internship should be at least 4 weeks. For a request of special consideration, students should seek approval from the director of GMBA.
11. To be qualified for the application of scholarship, the student must be a full-time student. Full-time students must take at least three courses (9 credit hours) each semester for the first year, and at least two courses (6 credit hours) in addition to the thesis work each semester for the second year.
12. Outstanding students, who meet all the graduation requirements in the second or third semester of study, can apply for early graduation. The student can be granted his/her degree after the application being reviewed by "the Committee of the GMBA program" and approved by the Office of Academic Affairs.
13. For international students, it is required to acquire the TOCFL Level-2 certificate, or to pass at least 10 credits of Chinese language courses offered by Chinese language institutes affiliated with colleges or universities in Taiwan or abroad.
14. These regulations and revisions thereof must be drawn up by the Steering Committee of GMBA Program and implemented after being examined by the College of Management and University Curriculum Committee and approved by the academic affairs meeting.

2.3.2 Academic Research Ethics Online Course

All NYCU graduate students are to complete an online course on research ethics. The online course concludes in an online examination administered as a multiple-choice pass/fail quiz. Passing the examination successfully is a graduation requirement. Please complete this requirement in the first year of studies at NYCU and submit the examination certificate to the GMBA office as soon as possible.

2.3.3 Specialization Certificate

A Global MBA director's certificate will be awarded if students take three elective courses (9 credits, graduate level) listed in the "Recommended courses" table. When only one course open in each field in each new semester, students may apply for new courses to be accepted into the

recommended course table. Required courses do not count towards the course necessary for the specialization certificate. The available specialization fields are:

- Strategy
- Human Resource Management
- Marketing
- Finance
- Supply Chain & Logistics Management
- Technology Management
- IP Management
- Data Science

Please refer to the GMBA website for the courses required for each discipline.

2.3.4 Internship

All students are required to gain relevant professional experience prior to graduation. This professional experience will put the global skills you acquire in our classrooms into a practical context. The professional experience requirement can be completed by pre-approved internship. The internship period should be at least 4 weeks full-time or an equivalent 160 hours over a longer period for part-time completion.

To satisfy the internship requirement:

- Students should submit the "Proposal of Internship" at least 4 weeks before starting the internship
- After the internship, students should submit the "Certificate of Internship Participation"

Local students are required to complete their internship at a multi-national enterprise, international students are encouraged to complete their internship at a Taiwanese enterprise. Please download the required documents on the GMBA website. (<https://gmba.nycu.edu.tw/en/internship/>)

2.4 Courses and Credits

2.4.1 Course Enrollment System

Please pay attention to the course enrollment periods indicated in the academic calendar and e-mail announcements. Within the enrollment period, please select courses in the course enrollment system through the NYCU portal page:

<https://portal.nycu.edu.tw>

Upon login, please enter your contact e-mail address. All further information and correspondence pertaining your course enrollment will be directed to this e-mail address. Please

consult the information on the GMBA curriculum and required courses provided in section 2.3, and select your courses accordingly. Please confirm that all applications for add and drop have been processed by the course enrollment system before the deadline. The deadline for enrollment in the **Fall Semester of the 2025/26 Academic Year is September 12.**

2.4.2 Manual Enrollment after Enrollment Deadline

Students who did not complete their course enrollment within the deadline and apply for add and drop behind time should ask class instructors for permission to complete their course registration manually at the Curriculum Division within one week after the add-and-drop period. Besides, students who cannot finish add and drop in time should perform work-study duty without pay for eight hours.

2.4.3 Cross-College Course Enrollment

Students who wish to take courses from a university other than NYCU, they may only enroll in courses that are not offered by NYCU during the current semester. The credits taken from other universities should not exceed six credits in total. Students will not receive credits and grades from another campus if their applications are not approved and should familiarize themselves with the related rules of cross-college course registration beforehand to assure successful completion of registration.

Application procedure: please select “Cross-college Course” through the Online Course Selection System and search for the course you need. If the course is already present in the list, please add it directly; if the course is not listed, please “add” new course information and then print the “Cross-college Course Taking Application Form” in order to finish this step of the procedure. After printing out your application, the procedure flow is as follows: you need to obtain the signature of your advisor → signature of the chairman of the department → signature of the course instructor → authorization from the department that offers the course → Curriculum Division of the university (not NYCU) → Cashier’s Office of the other university → NYCU Curriculum Division.

Dropping courses: students who applied for receiving credit for course work completed at another campus but wish to drop the course later on should do it in the Curriculum Division. Students will fail the course if the process is not complete.

2.4.4 Semester Grades and Registration Status

Students may check their semester grades, class ranking, waived courses, and registration status through the Grading System(Registration and Achievement System), which is accessible via the NYCU Portal:

<https://portal.nycu.edu.tw/>

3. Student Life – Extra-Curricular Events

3.1 GMBA Events and Activities

Throughout the semester, the GMBA students can host and organize a number of events and activities by proposals, which are briefly introduced as follows. While all events are extra-curricular, for some attendance is nevertheless required.

Event/Activity	Description	Remark
Commencement	An event at the end of the Spring Semester for graduating seniors to celebrate their achievement with faculty, classmates, friends, and family.	Participation Required
Country Visit	The trip will include visits to companies and institutions at destination country. Details will be announced.	Participation Optional
BBQ Party	Casual get-togethers organized on an ad/hoc basis attended by both students and faculty.	Participation Optional
Holiday Parties		Participation Optional
Dinners		Participation Optional
Movie/KTV Nights		Participation Optional

4. Campus Facilities and Services

4.1 Printer in GMBA's lab

There is a printer in GMBA's lab (2nd floor in the Management Building 2). Everyone has the quota of 1000 pieces (copy + print) for free when you register in NYCU. You will be charged NT\$0.5 per piece if you use over 1000. The payment will be charged when you graduate.

The setting steps are as follows:

1. Download the driver for the printer (DocuCentre-V C3373).
2. While installing, you will need a printing ID, you will have the ID when you pick up the student ID card in the GMBA office.
3. Set up the printer on your laptop. Find the printer in the settings and fill in your ID.

4. Set up completed. You can start printing.

If you have any problem while installing the driver, please call **02-4128158#1#2**. The service line is also provided in English.

4.2 University Library

The library provides access to books, periodicals, reading rooms, and study carrels. You may borrow materials with your student ID. Database access to online periodicals (e.g. academic journals) is also granted via your student ID and password. The library also offers computers, printers, and copy machines. The library building also accommodates a range of university administration offices. For the allocation of floors and offices, please refer to the following table.

Floor	Facilities / Administrative Units
8 th Floor	President , Senior Vice President , Dean of Academic Affairs/ Student Affairs/ General Affairs/ R&D , University System of Taiwan , Secretariat Alumni Communication , Public Relations , NYCU Strategic Development , Higher Education Sprout Project , International Affairs , Research and Development , Academic and Industry Collaboration , Advanced Instrumentation
7 th Floor	NYCU Museum , Bound Sino-Japanese Periodicals , IEEE Conference Proceedings , Study Carrels(701-724) , Silent Study Area
6 th Floor	Study Area , Learning Commons , Study Carrels(602-624) , NYCU Collected Works
5 th Floor	Western Books , Oversize Books , Compact Shelves , Discussion Room(509)
4 th Floor	Chinese Books , Dissertations/Thesis , Reference Books , Faculty Publications , Copy Room
3 rd Floor	Current Periodicals , Seminar Room , Self-Study Center of LTRC , NYCU Manuscripts Room , Information Agora
2 nd Floor	Discussion Room(227-229) , Making Space , 3D Printers , Lockers , The Voice of NYCU Alumni , Entrance Lobby , Circulation Desk , Book Exhibition , Audio-Visual Collections , Newspapers , Graphic Novels
1 st Floor	Digital Library and Information , Central Control Room , Breastfeeding Room , Library Director , Deputy Director , Administration Librarian's Office
Basement	24-hour Study Room, International Conference Hall

** The allocation is subject to change, please check website for details.

The library is closed on New Year's Day (January 1), during the Chinese New Year Holiday, Tomb-Sweeping Day, Dragon Boat Festival, Moon Festival, and election days. Please refer to the following table for opening hours on all other days.

Facility	Monday – Friday	Saturday	Sunday
Reading Services	08:00-22:30	09:00-17:00	09:00-17:00
Book Borrowing & Returns	08:30-22:00	09:30-16:30	09:30-16:30
Reference Services	09:00-17:30	Contact the Circulation Desk at 03-5712121 ext. 52636	
Interlibrary Loan Service	08:30-17:30		
NYCU Museum	09:00-12:00 13:00-17:00	Closed	
Audio-Visual Center	08:30-22:00	08:30-16:30	08:30-22:00
Copy Service (Staff Service)	08:30-12:00 13:00-16:00	09:00-12:00	Closed
Copy Service (Self-Service)	08:00-22:30	09:00-17:00	09:00-17:00
Database Access	24-hour access open all year		
24-Hour Reading Room	24-hour access except during Chinese New Year		
Return Box	Use during library non-open hours		

4.3 Language Center

The NYCU language center offers various foreign language courses. International students are advised to fulfill their Chinese language proficiency requirements by enrolling in the Chinese courses offered at the language center. Please refer to the following table for information on the location and opening hours of the language center.

Center	Location, Website, Opening Hours
Language Teaching and Research Center	Assembly Building, 5F, Room 527 http://ltrc.NYCU.edu.tw Monday-Friday, 08:30-12:00, 13:30-17:30 Closed on weekends and official holidays
Self-study Center	Library B1

	https://lssc.web.nycu.edu.tw/ Monday-Friday, 09:00-21:00 Closed on weekends and official holidays
Chinese Language Center	Assembly Building, 5F, Room 526 https://mandarin.ltrc.nycu.edu.tw/ Open during class instruction

4.4 Information Technology Services Center

The Information Technology Services Center offers a range of services and resources related to computers, Internet access on campus, and student e-mail accounts:

- E-Mail account and change of password applications
- Workstation applications
- ADSL/FTTB applications
- Licensed software consulting services
- PC classroom reservation
- 24-hour PC area, Mac area, and PC classroom support
- Student ID IC card services
- Handling IT service issues
- Lost & found

Please refer to the following table for opening hours of the Information Technology Services Center.

Service Area		Opening Hours	Closed On
24-hour area	24-hour computer service area	All day	Chinese New Year
Non-24-hour area	Service Desk	Monday-Friday 08:00-21:20	Saturdays, Sundays, and official holidays
	PC2 Classroom		
	PC3 Classroom		
	PC4 Classroom		
	Training Classroom		

4.5 Sports and Recreational Facilities

NYCU offers a range of recreational and sports facilities on campus for the use of students, such as a gymnasium, fitness center, and indoor and outdoor swimming pools. You may access these facilities with your student ID. Please refer to the following table for opening hours.

Facility	Opening Hours
Gymnasium	Monday-Friday, 08:00-23:00
Fitness Center	Monday-Sunday, 09:00-12:00, 13:00-22:00
Swimming Pool	Monday-Sunday, 06:00-22:00
Composite Sports Building	Monday-Sunday, 08:00-23:00
Badminton Building	Monday-Sunday, 06:00-23:00
Outdoor Courts	Monday-Sunday, 06:00-23:00

4.6 Health Services

NYCU offers various health services to students at the Health Center Clinic Service (陽明交大衛生保健組門診醫療). The Health Center is located on the 1st floor of the Administration Building. Register with your student ID and wait to receive treatment. The registration fee is NT\$ 100. Prescription medicine can be picked up from 12:30-13:00 and 16:30-17:00. Students with general flu symptoms may register for treatment with doctors of any specialization.

Please refer to the following table for opening hours of the different departments.

Opening Hours	Monday	Tuesday	Wednesday	Thursday	Friday
09:00-12:00	Surgical Department			Neurology Department	Rehabilitation Department
13:00-16:00	Infectious Department (available twice a month during school semester.)	ENT Department	Surgical Department	Neurology Department	

4.7 Counseling and Guidance Services

NYCU offers on-campus counselling services for students. The services provided include individual interviews to resolve mental questions and difficulties, as well as group programs on a number of issues, such as gender relationships, career planning, interpersonal relationships, self-growth, pressure adjustment, parent-child communication, and parents' growth group. NYCU also provides psychological consultations and mental tests.

- Individual Interview
Counselors work with you to resolve questions and difficulties in your mind.
- Growth Group
Welcome your participation in the programs including gender relationship, career planning, interpersonal communication, self-growth, pressure adjustment, parent-child communication and parent's growth group, to help you understand yourself and know others.
- Psychological Consultation
Provide you with the professional information, opinion or suggestion about any mental disorder or problem, to help you manage your own life effectively.
- Mental Test
Utilize various objective tests and professional counselors' interpretation to help you understand yourself better.
- Department/Institute Counseling Service
One professional counselor will be assigned to each department/institute to assume your life advisor. If you have any questions, you may contact the department/institute counselor directly.
- Department/Institute Mental Health Promotional Activity
Organize the career planning programs in the various departments, and mental health symposiums in the various institutes.
- Mental Health Serial Activities
Organize different theme-based lecture events, movie appreciation events, symposiums and exhibitions to make you healthier physically and mentally.
- Theme-Based Guidance Activities
Organize different theme-based guidance activities irregularly, including workshops, seminars, guidance groups and mental tests, et al.
- Supply of Information
Various mental books, magazines, recording tapes and videos are available in the Center.

- Supporting Activity
Provide the spiritual programs in orientation activities, club activities, and teacher and student gatherings.
- Volunteer Training Program
Recruit and train the Center's volunteers in 1st semester per academic year. We welcome your participation in the program.

4.8 Food Services

A wide range of food services are offered on campus, encompassing various Chinese and Western meal options for any budget. Please refer to the campus restaurant map for the location of all food options.

4.9 Student ID card

Your student ID card will be processed within 3 weeks upon receipt of all the completed registration documents. When your student ID card is ready, you will receive a notification through e-mail and can claim your student ID card at the 1st floor of the administration building.

In addition to entering the library, dormitory, and sports facilities on campus, your student ID card is also an EasyCard. You can deposit money in the student ID card at any convenient stores or Taipei MRT stations. You can make purchases at convenient stores and take MRT or bus in Taipei through the EasyCard function of your student ID card.

Please report lost or misplaced student ID cards as soon as possible to the Information Technology Service Center. A charge of NT\$ 200 is levied for the replacement student ID card. You may obtain a refund of the remaining value on the student ID card; however, a refund handling fee of NT\$36 will be charged.

5.1 Transportation

Hsinchu is conveniently located in the North of Taiwan and accessible by two National Freeways, High Speed Rail (HSR), Taiwan Rail (TRA), and intercity bus. For information on operating a motor vehicle in Taiwan, international students are advised to consult section 5.6 of this handbook.

5.1.1 Reaching NYCU via HSR

The nearest HSR station is Hsinchu Station. The HSR takes 30 minutes from Taipei, and 15 minutes from Taoyuan Station. Taoyuan Station is the nearest HSR station to Taoyuan International Airport. The driving time by taxi from Hsinchu Station to NYCU Guang-Fu Campus is approximately 15 minutes. You may also reach NYCU by Science Park shuttle bus, please proceed to the bus platform outside of the station building and refer to the current schedule for more information

5.1.2 Reaching NYCU via TRA

The nearest TRA station is Hsinchu Main Station. The travel time from Taipei is approximately 1 hour. The driving time by taxi from Hsinchu Main Station to NYCU Guang-Fu Campus is approximately 15 minutes. You may also reach NYCU by city bus, please proceed to the bus station outside of the station building and refer to the current schedule for more information. Bus line 2 take you directly to NYCU Guang-Fu campus and run at intervals of 15 and 60 minutes respectively.

5.1.3 Reaching NYCU via Intercity Bus

Intercity buses connect Hsinchu to major cities in Taiwan, including Taipei. Buses also connect Hsinchu with Taoyuan International Airport. Intercity bus stations operated by various bus companies are right outside NYCU Guang-Fu campus and generally run in 60 minute intervals.

5.2 Immigration, Residence, and Working (International students)

International students should pay special attention to the following sections on immigration procedures, residence, and working in Taiwan. Individual situations may vary, and the information provided herein only constitutes a general introduction. Regulations for Overseas Chinese, Mainland Chinese, or Hong Kong / Macau students may differ, please contact the Division of International and Cross-Strait Services (國際及兩岸服務組) for information pertaining your situation.

5.2.1 Alien Resident Certificate (ARC)

The Alien Resident Certificate (ARC 外僑居留證) is evidence of your legal stay in Taiwan and used for most identification purposes in daily life. The following explanations apply to international students who stay in Taiwan for the purpose of attending National Chiao Tung University; they do not apply to international students who hold an ARC as the dependent of a ROC national, as the employee of a Taiwan-based enterprise, or those who have already been approved for permanent residence (Alien Permanent Resident Certificate, APRC 外僑永久居留證).

5.2.2 Resident Visa to ARC

You are required to apply for the ARC within 15 days of entering Taiwan on a Resident Visa. Applications are made at the Service Center of the National Immigration Agency (NIA 內政部移民署). The NIA Service Center in Hsinchu is located at the following address:

No. 12, Sec. 3, Zhong-Hua Rd., Hsinchu City 300 新竹市中華路3段12號

The NIA Service Center is best reached by taxi and located about 15 minutes from NYCU Guangfu Campus. Opening hours are Monday to Friday from 08:00 am through 05:00 PM. To apply for the ARC, you are required to prepare the following documents:

- ARC Application form (available free of charge at the NIA Service Center);
- 1 two-inch color passport photo with white background, the applicant must not be wearing a hat or have their face covered;
- Passport valid for at least 6 months and visa (original and 1 photocopy each);
- Student ID card or Proof of Registration certificate (original and 1 photocopy);
- Proof of address, e.g. rental agreement;
- Application fee: NT \$1,000 (1 year).

After application, you will receive a pick-up slip. The processing time is approximately 10-14 days and you may either pick your ARC up personally, or have it mailed to an address of your choice. Please prepare an envelope and stamps in the latter case.

5.2.3 Visitor Visa to ARC

If you have entered Taiwan on a Visitor Visa, you are required to first change your visa to a Resident Visa, and then proceed to apply for an ARC. Note that your visitor visa should contain the remark “FS” in order to change to a resident visa. You are required to file your application no later than 7 days before the duration of stay expires. Applications are made at the Bureau of Consular Affairs (BOCA 外交部領事事務局). The BOCA offices are located at the following address:

No. 2-2, Sec. 1 Ji-Nan Rd.,
Taipei 100
台北市濟南路 1 段 2 之 2 號

The BOCA offices are best reached by MRT and located near National Taiwan University Hospital MRT Station. Opening hours are Monday to Friday from 08:30 am through 05:00 PM. To apply for the visa change, you are required to prepare the following documents:

- Application form (available free of charge at the BOCA offices)
- 1 two-inch color passport photo with white background, the applicant must not be wearing a hat or have their face covered;
- Passport valid for at least 6 months and visa (original and 1 photocopy each);
- NYCU Letter of Admission or Student ID card or Proof of Registration certificate (original and 1 photocopy each);
- Health certificate issued within the previous 3 months. Foreign health certificates are to be authenticated by a Taipei Representative Office or ROC Embassy and domestic health certificates must be issued by designated hospitals;
- Application fee: NT\$ 5,600 for United States citizens / NT\$ 3,000 for citizens of all other countries.

After application, you will receive a pick-up slip. The processing time is approximately 7-10 days. Upon receipt of your Resident Visa, you need to follow the aforementioned steps for applying for an ARC within 15 days from issuance.

5.2.4 Renewing Your ARC

Your ARC will be issued for the duration of one year. Please ensure at all times that your ARC is valid, in particular before extended trips to your home country and other foreign travel. To avoid complications, please renew your ARC at least two weeks before the indicated expiration date. Late renewals will be subject to fines and may necessitate application for a new visa from abroad or deportation from Taiwan. To renew your ARC, please proceed to the NIA Service Center in Hsinchu and submit the following documents:

- ARC application form (available free of charge at the NIA Service Center);
- Passport valid for at least 6 months and current ARC (original and 1 photocopy each)
- Student ID card (original and photocopy)
- Application fee: NT\$ 1,000 (one year)

After application, you will receive a pick-up slip. The processing time is approximately 10-14 days and you may either pick your ARC up personally, or have it mailed to an address of your choice. Please prepare an envelope and stamps in the latter case. The Division of International and Cross-

Strait Services (國際及兩岸服務組) may at times offer an ARC renewal service and handle applications on-campus. Please pay attention to announcements via e-mail.

5.2.5 Misplacing or Losing an ARC

In case of misplacement, please proceed to the NIA Service Center in Hsinchu and submit the documents stated in section 5.2.5 and pay the application fee of NT\$ 500.

5.2.6 Working in Taiwan

There are many excellent internship and work opportunities available to foreigners in Taiwan. National Yang Ming Chiao Tung University and the GMBA program have proven themselves to be stepping stones for international students establishing their careers in Taiwan and Asia. However, please note that as an international student at NYCU you are not to engage in work without prior to receiving permission from the Workforce Development Agency of the Ministry of Labor (勞動部勞動力發展署).

Foreign citizens working illegally in Taiwan are liable to a fine between NT\$ 30,000 and 150,000 and/or deportation to their home country. Receiving remuneration, the amount of remuneration, or the number of working hours is irrelevant for the determination of a working situation by the relevant enforcement agencies.

After attending NYCU for two semesters as a full-time student, you may apply for a part-time work permit (< 20 hours per week). Contact the Division of International and Cross-Strait Services (國際及兩岸服務組) for more information on the relevant procedures. Remember to apply for a work permit in time before your internship in Taiwan commences. Under certain circumstances, NYCU/MOFA/MOE scholarship recipients may be excluded from applying for a work permit. Please clarify specific details with the unit in charge of your scholarship to ensure continued eligibility.

5.3 Health Insurance (International Students)

International students should pay special attention to the following sections on health insurance in Taiwan. Individual situations may vary, and the information provided herein only constitutes a general introduction. Regulations for Overseas Chinese, Mainland Chinese, or Hong Kong / Macau students may differ, please contact the Division of International and Cross-Strait Services (國際及兩岸服務組) for information pertaining your situation. Local students need not follow the procedures described herein.

5.3.1 National Health Insurance

The ROC Government has instituted a single-payer healthcare system. In principle, all persons resident in Taiwan, both citizens and foreigners alike, should contribute to the National Health

Insurance (NHI 全民健康保險). The NHI offers affordable and high-quality comprehensive healthcare in all situations, ranging from outpatient clinics to inpatient hospital stays.

International students who, after entering Taiwan and having applied for an ARC, have stayed in Taiwan for six consecutive months, or exited Taiwan not more than once for a duration of less than 30 days within the period of stay amounting to six months, after deducting the number of days that they have been absent from Taiwan, may apply for NHI through the university or the local district office.

Monthly NHI premiums currently amount to NT\$ 826 and NYCU collects 6 months of premiums in advance, which will generally be stated on your tuition fee bill. Please note that in addition to monthly premiums, a copayment fee is applicable each time you see a doctor.

Enrollment in the NHI is mandatory and anyone who qualifies for the program must enroll. Any qualified person who does not enroll is subject to a fine of NT\$3,000 to NT\$15,000. In addition, such person is required to pay the full premiums starting from the date they should have been enrolled. No benefits will be offered before outstanding premiums are paid in full. If fined, a notice of penalty violation will be delivered in writing and the fine must be paid on time. If the fines imposed remain unpaid, after a given period of time the case will be referred to the courts for compulsory enforcement.

NYCU handles the enrollment of international students. Please pay attention to any announcements by NYCU regarding NHI enrollment and prepare the necessary application documents as advised in announcements.

5.3.2 International student Health Insurance

According to art. 22 of the *Regulations Regarding International Students Undertaking Studies in Taiwan* (外國學生來臺就學辦法), at the time of registration a new incoming international student shall present proof of medical and injury insurance coverage which is valid for at least 6 months from the date the student enters Taiwan. Insurance documents issued by overseas insurance providers must be verified by a Taipei Representative Office abroad. Failing to provide proof of insurance coverage necessitates enrollment in the International Student Health Insurance policy provided by NYCU. Please consult with the Division of International and Cross-Strait Services (國際及兩岸服務組) for enrollment and reimbursement information.

5.3.3 Student Group Insurance

In addition to the compulsory NHI health insurance coverage, your tuition bill includes an accident insurance policy, or Student Group Insurance. The premium currently amounts to NT\$ 151.

5.3.4 Healthcare Providers in Hsinchu

The following table provides a non-exhaustive list of clinics and hospitals in Hsinchu, all of which accept National Health Insurance.

On-Campus	
NYCU Health Center Clinic Service 交大衛生保健組門診醫療	Administration Building, 1F 行政大樓一樓
Off-Campus	
Mackay Memorial Hospital 馬偕紀念醫院	No. 690, Sec. 2, Guang-Fu Rd., Hsinchu City 300 新竹市光復路 2 段 690 號
National Taiwan University Hospital Hsinchu Branch 國立台灣大學醫學院附設醫院新竹分院	No. 25, Al. 442, Sec. 1, Jing-Guo Rd., Hsinchu City 300 新竹市經國路一段 442 巷 25 號
Hsinchu Armed Forces Hospital 國軍新竹地區醫院	No. 3, Wuling Rd., Hsinchu City 300 新竹市北區武陵路 3 號
Hsinchu Cathay General Hospital 新竹國泰綜合醫院	No. 678, Sec. 2, Zhong-Hua Rd., Hsinchu City 300 新竹市中華路二段 678 號

5.4 Banking Services (International Students)

5.4.1 Postal Saving Account

Students are suggested to open a postal saving account. At the time of printing, opening and maintaining a post office account is free of charge. Scholarship remittances from NYCU are handled through post office accounts. Furthermore, the postal saving account comes with a Visa debit card, allowing you to withdraw money from ATMs, as well as pay in stores. The nearest Post Office is located on campus in the Chung Cheng Auditorium (中正堂).

To open a post office account, you will need to prepare the following items:

- Valid passport (original);
- Valid ARC (original);
- Personal name stamp;
- At least NT\$ 100 for the initial deposit.

5.4.2 Bank Account

You may also open a bank account at a private or public financial institution in Taiwan. The documents required to open a bank account may differ from the documents you need to open a postal saving account. Consult with the bank beforehand.

5.4.3 ATM and Transfer Fees

Interbank ATM cash withdrawals are usually charged at NT\$ 15 per transaction. Interbank transfers are usually charged between NT\$ 15 to 30 each.

5.4.4 Credit Cards

Many merchants and restaurants do not accept credit cards. You are advised to prepare for sufficient NT\$ cash when going out. Local banks generally do not issue credit cards to applicants without a regular domestic income, in particular foreign applicants. Postal savings account ATM cards come with Visa debit card functionality and may be used like a credit card.

5.5 Cellular Phone Services (International Students)

Taiwan has an excellent coverage of cellular high-speed Internet. Major telecom providers are Chunghwa Telecom (中華電信), FarEastone (遠傳電信), and Taiwan Mobile (台灣大哥大). Additionally, a number of discount resellers such as TStar (台灣之星) offer cellular plans while operating on the networks of larger telecom providers. You may choose from monthly subscriptions or pay-as-you-go options.

5.5.1 Pay-as-you-go

Pay-as-you-Go cellular services come without a fixed monthly fee or contract term. Generally, voice calls and a mobile data package will range between NT\$ 200 to 600 per month. To apply for pay-as-you-go cellular service, please prepare the following documents:

- Valid passport (original);
- Valid ARC (original);
- Personal name stamp.

5.5.2 Cellular Plan

A cellular plan is charged on a monthly basis and generally has a fixed term of 12-36 months. Telecom providers often require a deposit to be paid upon signing of the contract. At the end of the contract term, the deposit will be refunded. A cellular plan with voice calls and unlimited mobile Internet will be in the range of NT\$ 500 to 1,000. To apply for a cellular plan, please prepare the following documents:

- Valid passport (original);

- Valid ARC (original);
- Personal name stamp;
- NT\$ 2,000-5,000 deposit.

You may choose to either pay your monthly bill in cash at the telecom provider's branch office, or have the fees deducted from your local bank account.

5.6 Operating Motor Vehicles (International students)

To operate a motor vehicle, including cars, motorcycles, and scooters in Taiwan, you require a valid driving license. There are no exceptions made for foreigners and police have increased enforcement in recent years. Please follow traffic regulations and always stay alert to avoid any accidents.

Driving without a license incurs a fine of NT\$ 6,000. Drunk driving with breath alcohol content of 0.15 mg/L to 0.24 mg/L is punishable by a fine of NT\$ 15,000 to 90,000. Breath alcohol content of 0.25 mg/L or higher is a criminal offence and punishable by a fine of up to NT\$ 200,000 and 2 years imprisonment, as well as revocation of your driving license.

Depending on your particular situation, which may differ depending on your country of nationality, please follow the required procedure to apply for a ROC driving license.

Your Current Driving License	Procedure
International driving license	MVO affixes a driving license visa free of charge valid for 1 year.
Foreign driving license from partially reciprocating country	Present driving license at MVO, written test is waived, pass road test, receive ROC driving license.
Foreign driving license from fully reciprocating country	Present driving license at MVO, written test and road test are waived, receive ROC driving license.
Foreign driving license from non-reciprocating country	Pass written and road test at MVO.
No driving licence	

Please proceed directly to the Hsinchu Motor Vehicles Office (MVO 新竹區監理所) for detailed application procedures and required documents:

No. 58, Sec. 3, Wende Rd., Xinpu Township, Hsinchu County 305
305 新竹縣新埔鎮文德路三段 58 號

6.1 Yangming Campus





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