

International Exchange Student Handbook

Spring Semester 2016

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- undergraduate
- master's
- doctorate

NCKU Student Health Check Form

Attachment 1-1

Date of Examination: _____

Attach one 2.5cm x 2.5 cm upper body photo here.	Name: _____		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth: _____		
	Class: _____ Year: _____ Dept.: _____ College: _____				Student No.: _____		
	Email: _____				Tel: () _____ Mobile Phone: _____		
	Name of Parent: _____		Profession: _____		Tel : () _____ Mobile Phone: _____		
Home Address: _____			Present Mailing Address: _____				
Medical History: <input type="checkbox"/> No, <input type="checkbox"/> Hypertension, <input type="checkbox"/> Epilepsy, <input type="checkbox"/> Hepatitis, <input type="checkbox"/> Asthma, <input type="checkbox"/> Allergy, <input type="checkbox"/> Others _____							
Examination Record					Signature of Examiner		
1. Height: _____ cm 2. Weight: _____ Kg		3. Chest Circumference: _____ cm Breathing Difficulty: _____ cm		4. Nutrition: Body Fat Percentage: _____ % Age 18-30: _____ Age 30 above: _____		General Examination	
5. Waist Circumference: _____ cm Hip Circumference: _____ cm		6. Pulse: _____ bp Regular: <input type="checkbox"/> Yes <input type="checkbox"/> No		7. Blood Pressure: _____ mm Hg			
8. Vision: L (corrected _____) R (corrected _____)			9. Color Vision: _____		10. Trachoma: _____		Eyes
11. Any Other Eye Disease: _____							
12. Hearing: L: _____ R: _____			13. Ears: _____		14. Nose: _____		E.N.T
15. Throat: _____							
16. Teeth: R : _____ L : _____ 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8			△ = filled ○ = caries × = lack § = impacted				Teeth
17. Chest: _____			Heart: _____		Lungs: _____		
18. Abdomen: _____			Liver: _____		Spleen: _____		Physical Examination (internal)
19. Skin: _____		20. Thyroid Gland: _____		21. Lymph Glands: _____			
22. Spine: _____		23. Extremities: _____		24. Deformity: _____			
25. Speech and mental state: _____							
26. Chest X-ray: (Date of Examination: _____), Result: _____							X-ray
27. Urine: Protein: _____		Occult blood: _____		Sugar: _____			Other Items
28. HbsAg: _____			29. HbsAb: _____				
30. VDRL: _____							
31. creatinine(CREA): _____			glomerular filtration rate(eGFR): _____				
Blood Routine	Female: Hb : _____ g/dl ;		WBC : _____ K/cmm ;				
	RBC: _____ M/cmm ;		PLT : _____ K/cmm ;				
Hct: _____ % ;		MCV : _____ fl					
Male: Hb : _____ ;		WBC : _____ K/cmm ;					
RBC : _____ M/cmm ;		PLT : _____ K/cmm ;					
Hct : _____ % ;		MCV : _____ fl					
33. Total Cholesterol: _____ mg/dl		34. Liver Function: GOT _____ ; GPT _____					
35. Blood Sugar (AC): _____ mg/dl		36. Uric Acid: _____ ; _____ mg/dl					
37. Triglycerides (TG): _____ mg/dl		38. HDL: _____ ; _____ mg/dl					
Suggstion							
2							
Signature of physician : _____							

- 日間部
碩士班
博士班

國立成功大學健康檢查紀錄卡

學生健康檢查表

檢查日期：中華民國 年 月 日

請張貼 1吋相片	姓名：	性別： <input type="checkbox"/> 男 <input type="checkbox"/> 女	出生： 年 月 日
	學院 系(所) 年級 班(組)		學號：
	e-mail：		電話：() 手機：
	家長姓名：	職業：	電話：() 手機：
永久地址：		現在住址：	
病史： <input type="checkbox"/> 無 <input type="checkbox"/> 糖尿病 <input type="checkbox"/> 高血壓 <input type="checkbox"/> 癲癇 <input type="checkbox"/> 肝炎 <input type="checkbox"/> 氣喘 <input type="checkbox"/> 其他 _____			血型：
檢 查 記 錄			檢 查 人 員 簽 章
1. 身高： 2. 體重：	公分 公斤	3. 體脂肪率： %	4. 發育營養：
5. 腰圍： 公分	6. 脈搏： 次/分鐘 規則： <input type="checkbox"/> 是 <input type="checkbox"/> 否	7. 血壓： / 毫米汞柱	一 查 般 檢
8. 視力：左 (矯正後)；右 (矯正後)		眼 睛	
9. 辨色力：	10. 砂眼：	11. 其他眼疾：	耳 鼻 喉
12. 聽力：左：	右：		
13. 耳：	14. 鼻：	15. 喉：	牙 齒
16. 牙齒：右： 8 7 6 5 4 3 2 1 左： 1 2 3 4 5 6 7 8		△=補牙 ○=齲齒 ×=缺少牙 §=阻生牙	
17. 胸部：	心：	肺：	(理 學 檢 查)
18. 腹部：	肝：	脾：	
19. 皮膚：	20. 甲狀腺：	21. 淋巴腺：	
22. 脊柱：	23. 四肢：	24. 畸形：	
25. 言語及精神狀態：			X-光
26. 胸部X光檢查：(檢查日期 年 月 日)，結果：			
27. 尿液：尿蛋白：		潛血：	尿糖：
28. B型肝炎表面抗原(HbsAg)：		29. B型肝炎表面抗體(HbsAb)：	
30. 肌酐酸(CREA)：		腎絲球過濾率(eGFR)：	
31. 血液色素(Hb)：		g/dl；	白血球(WBC)：
常規：紅血球(RBC)：		M/cmm；	血小板(PLT)：
血球比容(Hct)：		%；	平均血球容積(MCV)：
32. 總膽固醇：		mg/dl	33. 肝機能：GOT ; GPT
34. 血糖(AC)：		mg/dl	35. 尿酸(Uric Acid)：
36. 三酸甘油酯(TG)：		mg/dl	37. 高密度脂蛋白膽固醇(HDL)：
總 評		醫師簽章：	

*參加校內團體健檢，不需下載本表；如選擇自行至其他公立醫院（不包括衛生所）健檢，請務必持本表完成表列各項檢查，並同意體檢報告轉交校部衛生保健組備查。

*未完成入學體檢者，將會造成您在校期間健康方面相關的福利及權利之損失，如未來造成校園公共衛生問題受到處分，請您自行承擔。

2016 SPRING SEMESTER ORIENTATION



At Orientation, you will...
Meet other new students.
Learn about academic policies and procedures.
Hear about campus life from current students.
Get your questions answered about being NCKU.

Place: 1st Lecture Room, International Conference Hall (Student Activity Center), B1 Floor,
Kuang Fu Campus 光復校區國際會議廳第一演講室

Date & time: February 23 13:00-17:00

Online application: <http://goo.gl/GnkpN8> (available from Nov. 20, 2015 – Feb. 10, 2016)

You will be exposed to useful information about studying at NCKU and living in Tainan, get an opportunity to interact with senior international and local students, receive some NCKU gifts, and more.

學院/系所：
學號：
姓名 中/英：

包裹號碼：
承辦人員簽名：
完成報到日期：

Enrollment Checklist for International Exchange Student Spring Program 2016 2016 春季班交換學生註冊程序確認清單

請學生先出示入學許可(Admission letter)，依照入學許可所示學號或姓名搜尋報到包裹號碼。

如學號或姓名有誤，請承辦人員註記，並於收取完下方應收資料後，在本頁右上角簽名加註日期

	Item 應收項目
	1. Type of exchange student 交換生類別： <input type="checkbox"/> By contract 合約交換生 <input type="checkbox"/> Fee-paying 自費生
	2. Exchange period 交換時間： <input type="checkbox"/> One semester 一學期 <input type="checkbox"/> One year 一學年
	3. Records of International Students at NCKU (for ISAD) 外籍學生綜合記錄表
	4. Copy of passport identification page(s) 護照影本(大陸及港澳同學請交大通証影本)
	5. Visa page 簽證頁影本： (do not accept landing VISA) <input type="checkbox"/> Student VISA 停留簽證 (for one-semester exchange students 一學期交換生) <input type="checkbox"/> Resident VISA 居留簽證 (for one-year exchange students 一年交換生) <input type="checkbox"/> Taiwan Entry Permit 入臺証 (大陸、港澳交換生)
	6. Two 2-inch photos 兩張兩吋照片
	7. Insurance: 保險狀況 <input type="checkbox"/> I do not have the required health insurance and will join the International Student Medical Insurance (ISMI). 我自己沒有買保險，所以要請國際處協助加保外國學生醫療保險。 <input type="checkbox"/> I have my own oversea insurance and submit it when I enroll. (我自己有保險，效期：_____)
	8. Health check report 健康檢查報告
	9. Authorization for Emergency Treatment 緊急事件授權同意書
	10. Personal Data Collection Agreement 個人資料蒐集同意書

No	Place	Event	Signature / Stamp
4	NCKU Chinese Language Center 華語中心 Application(報名)	<ul style="list-style-type: none"> * You need to bring 需攜帶: <ol style="list-style-type: none"> 1. Acceptance letter 入學通知書 2. Online Registration Form of Chinese Course with your signature 中文特別班線上報名表(含簽名) 3. One 2-inch Photos 兩吋照片 1 張 4. NTD350 for the NCKU Chinese placement test (if you need it) 中文測驗費 新台幣 350 元(如需要) * Visiting students & Students from Hong Kong, Macau and the People's Republic of China are not qualified for free Chinese Language Courses 訪問學生與香港、澳門及中國大陸地區學生無法報名中文特別班 	
5	Office of Your Department/Institute 各學系/所 辦公室 Course selection(選課)- 1st day of Registration	<ul style="list-style-type: none"> * You need to bring: 需攜帶: <ol style="list-style-type: none"> 1. Acceptance letter 入學通知書 2. Copy of your passport 護照影本/大通証 * Some courses have limit quota, please confirm with your department regarding the course selection. 部分課程名額有限，請同學與相關系所詢問確認。 * Please follow school course selection schedule. 請依學校選課時程辦理加退選作業。 * Please see the following website for course information. 課程資訊請參考以下網頁: http://class-qry.acad.ncku.edu.tw/qry/index.php?lang=en 	

Note: Please return this sheet to Registrar Office after all the procedures are completed. Then, you can pick up the student ID card there after 2~3 weeks of submitting this sheet.

注意：註冊程序完成後，將此單送回註冊組各學系（所）承辦人，而學生證則於之後的 2~3 個禮拜後領取。

Records of International Exchange Students (for OIA)

交換學生綜合紀錄表

學號 _____
Student ID

系/所 _____
Department/Institute

姓名 Name	中文 Chinese		英文 English	姓 Surname 名 Given name	貼照片一張 Photo
性別 Sex	<input type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female		出生日期 Date of Birth	月 Month/日 Day/年 Year	
國籍 Nationality			婚姻狀況 Marital Status		
畢業學校 The previous school	The previous school you graduated from is....				
永久通訊地址 Permanent Address					
護照號碼 Passport No.			居留證統一證號/入台 証號 Alien Residence Certificate No.		
在校聯絡地址： Present Address			聯絡方式 Contact Details	Cell:	
			Email:		
緊急聯絡人 Emergency Contact (1) in Taiwan (2) in your home country 請留兩位緊急聯絡 人! Please leave two emergency contact persons here!!!	姓名 Name	(1)	關係 Relations	(1)	
		(2)		(2)	
	地址 Address	(1)	聯絡電話 Contact Phone Number	(1)	
		(2)		(2)	
			Email: (1) (2)		
指導教授 Supervisor	姓名 Name				
	聯絡方式 Contact Details	Cell phone number:	email:		

Personal Documents for Studying in Taiwan

Attachment 3-4

個人在臺文件

Department/Institute:

Student ID No.:

Student's Name:

Cell Phone number in Taiwan:

To ensure your student status, please paste copies of the assigned documents in the columns below. Then, submit the form **WHEN YOU ENROLL**.

為了確保您在校的學生資格，請將以下所指之文件貼於以下欄位。

Copy of passport identity page

護照主頁影本/大通証影本(陸港澳同學)

Copy of VISA page (with arrival stamp)

簽證頁影本/入臺証影本(要有入境章)(陸港澳同學)

The official Personal Documents will be provided on Feb.22, 2016.

國際學生新生團體傷病醫療保險
International student medical insurance (ISMI)

針對初次來臺前六個月未加入全民健保之新生。

參加此保險之外籍生，在保險有效期間內（原則上約 6 個月）因傷病保險事故須要使用此保險，請先確認您的醫療項目，並非特殊疾病及醫療行為不給付項目（請參考備註），使用流程如下：

1. 至鄰近健保醫院或診所就診，門診費用須先行自付，再向醫院索取門診費用相關收據正本，並請向醫院申請診斷證明書。
2. 看完診後，請務必檢附下列文件至本處，我們會協助您辦理理賠。
 - (1) 繳費收據正本
 - (2) 診斷證明書
 - (3) 存摺封面影本、居留證及學生證影本
 - (4) 保險理賠申請書（可至本處索取此表格現場填寫）

1. If you wish to receive medical treatment, please check remarks to ensure if your medical treatment is not excluded from this insurance and follow the procedures:
Go to a hospital or clinic near you for treatment.
2. Pay full amount of fee for the treatment, and be sure to get both a receipt and the diagnosis report issued by the hospital with symptom description and the date(s) you go to the hospital. If you need to make another appointment with the doctor, please apply the diagnosis report after you complete the final treatment.
3. The documents you need to bring to OIA office as follows:
 - a. The original receipts of payment
 - b. Diagnosis report issued by the doctor
 - c. Copy of your passbook, ARC, and student ID card
 - d. Compensation Application Form (fill out this form at ISAD office)

Bring all documents on point 3 to ISAD office and we will help you deliver them to the insurance company. If your documents are complete and within the coverage policy, the insurance company will transfer the claims payment into your Taiwan Bank account about 4 weeks later.

保險給付範圍：限於台灣地區之醫療行為。投保前之傷病及保險公司規定之特殊疾病及醫療行為不給付。

Policy Coverage: Insurance covers accidents or sickness occurring in the Taiwan area. Accidents or sickness requiring specialized medical care or occurring before the insurance policy was taken out will not be covered.

*備註：

投保外籍生因傷病事故必須就醫醫療時，皆可就診。但有下列情形者承保機構不負給付之責：

- (一) 自殺行為、酗酒、吸食違禁藥品或犯罪行為和戰爭變亂所致之傷害或疾病。
- (二) 不孕症、懷孕、流產或分娩(含)及其所引致的併發症。
- (三) 健康檢查、視力矯正、預防注射、外科整型美容、洗牙、假牙、義肢、義眼或其他附屬之裝置。
- (四) 指定醫師費、特別護士看護、陪伴費、非治療之用品費。
- (五) 紅斑性狼瘡（先天性）、血友病、多汗症、愛滋病、性病、先天性疾病、結紮手術、器官移植、投保前之傷病。

Remarks:

1. This policy does NOT cover medical treatment incurred by the following situation or personal behavior:
 - (1) Suicidal behavior, alcohol abuse, drug abuse, overdose, any sickness or damage result from illegal behavior and warfare.
 - (2) Vibriosis, pregnancy, miscarriage or labor, and the complication incurred.
 - (3) Health exams, optical correction, inoculation, elective cosmetic surgery, dental scaling, denture, prosthesis, ocular prosthesis.
 - (4) The fee for assigning doctors, special nursing, any costs not relevant to the treatment.
 - (5) Systemic lupus erythematosus, Hemophilia, Hyperhidrosis, AIDS-Acquired Immunodeficiency Syndrome, sexually transmitted disease, congenital disorder, vasectomy, organ transplant, and any disease diagnosed before the insurance policy taken out.

門(急)診醫療保險金

被保險人於本契約有效期間內（如於本契約生效後加保之被保險人，則係指加保之翌日起）因疾病或傷害，而於醫院或診所接受門(急)診診療者，本公司按醫院或診所實際收取之門(急)診醫療費用（包含診察、處方、醫藥、檢驗或X光檢查等之全部費用），給付「門(急)診醫療保險金」，但每次最高給付金額以 1000 元為限。

Outpatient/Emergency treatment benefit :

While this Policy is still effective, if the Insured suffers an illness or injury and receives (emergency) treatment at a hospital/clinic as an outpatient, the company will reimburse all medical expenses incurred. However, the payment of benefit shall not exceed the limit of 1000 NTD (per visit).

每日病房費用保險金

被保險人於本契約有效期間內（如於本契約生效後加保之被保險人，則係指加保之翌日起）因疾病或傷害而住院診療時，本公司按該被保險人住院期間內所發生之下列各項費用核付「每日病房費用保險金」，但每日最高給付金額以 1000 元為限：

1. 超等住院之病房費差額。
2. 管灌飲食以外之膳食費。
3. 特別護士以外之護理費。

Daily hospital room benefit :

While this Policy is still effective, if the Insured suffers an illness or injury and receives treatment at a hospital as an inpatient, the company will reimburse the following expenses incurred. However, the payment of benefit shall not exceed the limit of 1000 NTD (per day).

1. Balance billing on hospital rooms.
2. Food, except for nutrients provided through tube feeding.
3. Nursing care fee excluding special nurse fee.

每日病房費用保險金

被保險人於本契約有效期間內（如於本契約生效後加保之被保險人，則係指加保之翌日起）因疾病或傷害而住院診療時，本公司按該被保險人住院期間內所發生之下列各項費用核付「每日病房費用保險金」，但每日最高給付金額以 1000 元為限： 1.超等住院之病房費差額。 2.管灌飲食以外之膳食費。 3.特別護士以外之護理費。 住院醫療費用保險金被保險人於本契約有效期間內（如於本契約生效後加保之被保險人，則係指加保之翌日起）因疾病或傷害而住院診療時，本公司按該被保險人住院期間內所發生之下列各項費用核付「住院醫療費用保險金」，但被保險人同一次住院最高給付金額以 12 萬元為限： 1.指定醫師、醫師指示用藥。 2.血液(非緊急傷病必要之輸血)。 3.掛號費及其證明文件。 4.來往醫院的救護車費。 5.手術費用。

6.手術室、手術後恢復室或急救室及其設備之應用。 7. 材料費。 8.化驗室檢驗、心電圖、基礎代謝率檢查。
9.復健治療。 10.麻醉劑、氧氣及其應用。 11.放射線診療費。 12.血液透析費。 13.注射技術費及其藥液。
14.檢驗費。 15.治療費。

Hospital miscellaneous benefit :

While this Policy is still effective, if the Insured suffers an illness or injury and receives treatment at a hospital as an inpatient, the company will reimburse the following expenses incurred.

1. Physician instructions medication.
2. Blood, except for blood transfusions deemed necessary by a doctor providing emergency care
3. Registration fee and cost of obtaining related certificates
4. Ambulance fee (from or between hospitals).
5. Operation fee.
6. Operation room, post-operative recovery room, emergency room or the application of its equipment.
7. Materials fee.
8. Laboratory tests, electrocardiogram, basal metabolic rate check.
9. Rehabilitation therapy.
10. Anesthetics, oxygen, and its application.
11. Therapeutic radiology.
12. Hemodialysis.
13. Injection and its liquid medicine.
14. Laboratory examination.
15. Treatment.

上述理賠總金額限額為新台幣12萬元。

被保險人資格：限外籍生(含陸生及僑生) 本人投保。

投保年齡限制：15歲~50歲 本險一律以『記名方式』投保。

The payment of benefit shall not exceed the limit of 120,000 NTD (per hospitalization).

The provisions of the insured Insurer qualifications are for foreign students, including Mainland China students and Overseas Chinese students.

Insured age limit : From 15 years old to 50 years old. Insured's name shall be specified in the policy.

Note :

1. The above information is for reference only. For details of the terms and conditions, please refer to the policy contract (Chinese version).
2. The terms and conditions of insurance policy (Chinese version) shall prevail if there is any inconsistency between the above information and the insurance policy.

Declaration of Insurance For International Exchange Students 國立成功大學保險切結書

本人_____ (中文名)自_____ (年/月)至國立成功大學報到之交換學生，就讀_____ (系所)。本人目前並未投保任何海外醫療或旅行平安保險，故願意加入學校提供之國際學生保險及支付保險費用。在入臺後而國際學生醫療保險未生效前，如有任何意外事故發生或衍生其他醫療費用問題，概由本人自行負責，與國立成功大學無涉。特立此書為憑。

此致

國立成功大學國際事務處

I, _____ (Name in English), enrolled in the Inst. /Dept. of _____ at NCKU in _____ (yyyy/mm), hereby declare that I will join the International Student Insurance arranged by NCKU and pay the insurance fee. By signing this document I also declare that I will take full financial responsibility for any medical procedures I should incur upon arriving in Taiwan and prior to receiving my insurance.

立切結書人簽名 Signature :

學號 Student ID No. :

護照號碼 Passport Number :

日期 Date(yyyy/mm/dd):

Chinese Language Course FAQ

The Office of International Affairs (OIA), the parent of ISAD, funds and provides free Chinese language course at the NCKU Chinese Language Center (CLC) for our enrolled international students.

Who is Eligible to Apply?

1. These courses are provided free for two semesters (only). Students are strongly encouraged to take Chinese classes within their first academic year.
2. Only enrolled international degree-seeking students and certain exchange students are allowed to participate. Students from Hong Kong, Macau, and the People's Republic of China are not eligible for these courses.
3. Students who have taken a leave of absence from their studies during the first academic year must apply for the course upon returning to be considered eligible. However, priority will be given to first year and international exchange students as described above.

How to Apply

1. The application must be processed through online registration.
2. OIA will provide the registration link to each student in the admission package. The online application must be completed before the deadline. After confirming the applicant's eligibility and registration, the information of a qualified applicant will be forwarded to the CLC. The CLC will evaluate the language class level based on the submitted information and a placement test.
3. Complete the form online, print it out, and submit it to the CLC when enrolling.
4. The number of accepted students is limited and dependent upon actual conditions every academic year, including the total number of the eligible international students and available funds. Application is on a **first-come first-served basis**.
5. One week before class starts the CLC will announce the names of the accepted students (including the assigned class level) via email.

How to Identify Your Chinese Level

1. If you have had six months or less of Chinese language training, please explain your exact learning experience with the online registration form.
2. If you have learned Chinese for more than six months,
 - (1) Using the online registration form, please explain your level of experience in Chinese.
 - (2) Take the placement test to measure your Chinese language ability and determine the appropriate class. A fee of NTD 350 is required for the test. Payment will be processed by the CLC when you enroll in the University.
3. Please note that mis-reporting your Chinese language ability may result in unfortunate consequences, such as being dropped from, or failing, the course. The OIA and CLC will not be responsible in such cases.

Credit-waiver for "General Chinese" (for Undergraduate Students)

1. These courses may count as Chinese language credits (two credits per semester). International undergraduate students are required to fulfill these credits during their period of study at the University.
2. Only international undergraduate students qualify for the credit waiver. University-level exchange students are not qualified for the credit waiver.
3. Students who apply for the credit-waiver must complete the courses and follow the regulations of the NCKU Chinese Language Center.

Brief Introduction to Chinese for International Degree/Exchange Students (CIDS) & Application Information for CIDS

Brief Introduction to CIDS 中文特別班課程簡介

The Office of International Affairs (OIA) provides for two semesters of free courses in Chinese for International Degree Students (CIDS) in order to help incoming students adapt to the new environment. The CIDS course is from February 29, 2016 to June 24, 2016.

Who can Apply for CIDS 申請對象

According to the Office of International Affairs (OIA) regulations, the Chinese Language Center (CLC) only accepts international degree-seeking students and university-level exchange students. First year students have priority for CIDS, and the seating is limited.

Note:

1. College-level exchange students of the TOP 100 Universities (World University Rankings: ARWU, QS, etc.) can join free Chinese courses arranged by Office of International Affairs.
2. If college-level exchange students are not from a TOP 100 University, the college/department/institute needs to confirm with the CLC for vacancies toward the end of the first calendar month of the semester (September for fall semester, February for the spring semester). If seating is available, college-level exchange students can join the free Chinese course arranged by Office of International Affairs.

Only international degree-seeking students and certain international exchange students are eligible for two semesters of free Chinese language courses. Space is limited, and newly-arriving students have first priority. International undergraduate students who are required to take at least two credits of "General Chinese" can apply for credit waiver after successfully completing the CIDS classes.

How to Apply for CIDS 申請方法及時間

The application is processed through the Office of International Affairs. Please complete and submit the online application (<https://goo.gl/1Z1CLz>) by February 15. In order to complete the application process, you must submit the "Checklist for Application for CIDS Spring Semester of 2016", with one copy of the letter of admission, to the Chinese Language Center during the registration period.

Class Time for CIDS class 中文特別班課程時間

CIDS is three hours, one day per week. The course is designed for students who have not studied Chinese, or who have limited Chinese communication abilities. Undergraduate students who pass the course can apply for credit waiver for the compulsory course "General Chinese."

Class time:	Monday	15:10 - 18:00
	Tuesday	15:10 - 18:00
	Wednesday	15:10 - 18:00
	Thursday	15:10 - 18:00
	Friday	13:10 - 16:00

Regulations for the CIDS Course 中文特別班上課規定

Placement test 關於分班測驗

Students having more than six months of Chinese language training should take the online placement test and submit it before February 15. The placement test fee is NTD 350, due to the Chinese Language Center after the test.

For students who do not take the placement test, the CLC has sole authority to determine whether you will participate in a course at the Center, waive the requirement, and/or assign you to the

appropriate class level.

Deadline for Changing the Class Time, and Dropping the Course 換課或棄選期限

- a. Changing the class time
The deadline for making a request to change your class time is March 11. Please go to the front desk of the CLC to make the request. However, there is no guarantee the request can be met.
- b. Dropping the course
The deadline for making a request to drop the course is March 11. If you do not drop the course by this deadline you will be considered an official student of the course for the remainder of the semester.
- c. If you want to drop the course after the deadline of March 11, you give up the opportunity to take this course for free for one semester in the future.

Attendance 出缺席及曠課

- a. Your attendance will be included as a part of your academic record. This record will be affected by your absences and absences without approval.
- b. Students who miss more than one-third of their classes will not be able to take the mid-term exam or final exam. Also, students who are absent for more than one-third of the Chinese language classes will lose their eligibility for continuing free Chinese language studies the next semester.
- c. Please notify your Chinese language teacher(s) and the staff of CLC of an upcoming absence before a class is missed. If you are unexpectedly absent due to an illness, please provide CLC with a medical certification.

Receive the Notification for CIDS Course 上課名單公告時間

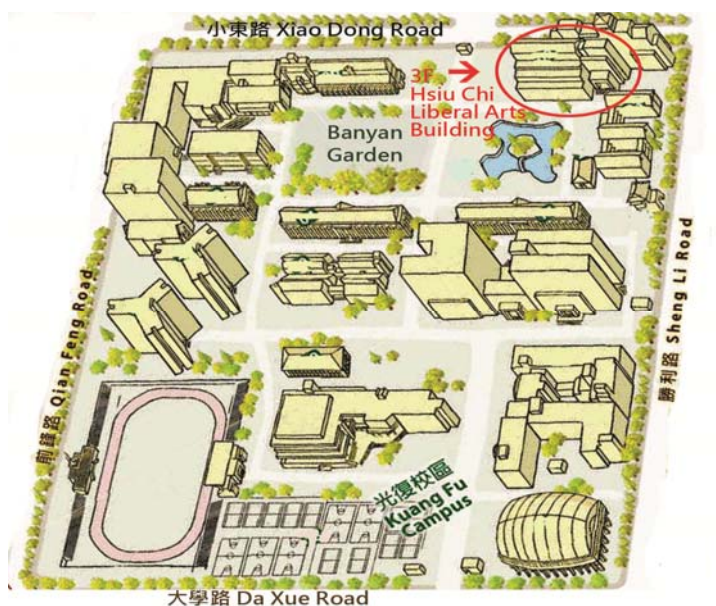
Please check your email after 6:30 p.m. on February 27 (SAT.) for notification about the course and classroom. If you do not receive notification that day, please send an email to shanfreerock@gmail.com and request the information.

Location of CIDS Course 上課地點

The classrooms for CIDS: 3rd Floor, College of Liberal Arts, Kuang-Fu Campus.

Note:

1. CIDS students will participate in experimental teaching activities.
2. CIDS students must attend a field trip hosted by the Chinese Language Center.



Contact information 聯絡方式

If you have any questions please contact:
Debby Tsai
NCKU Chinese Language Center
Email: shanfreerock@gmail.com
Tel.: 06-2757575 ext. 52040

**Checklist for Application for CIDS class
(For First-time Applicant)**

Last Name:

First Name:

Middle Name:

Student ID Number:

E-mail:

Phone number:

Degree: Bachelor Master PhD

Passport Photo

Please check the following steps in order to complete the application process.

- Read through “Brief Introduction to Chinese for International Degree/Exchange Students (CIDS) & Application Information for CIDS” and “Chinese Language Course FAQ.”
- Complete and submit online application form
- Need to take the placement test?
 - No
 - Return the answer sheet of the test
 - Pay NT\$350 placement test fee (@ Chinese Language Center)
- *If you have learned Chinese for more than 6 months, you would need to take the online placement test.
- Submit this form with one copy of your “Notice of Admission” (@ Chinese Language Center) during registration days.

Any modification?

Your signature:

Date:

(辦公室專用 for office use only)

收件日期：

分班結果：

Authorization for Emergency Treatment

緊急事件授權同意書

本人於 104 學年第 2 學期入學，就讀於國立成功大學_____系/所，因緊急事件需要
I am enrolled in department/Institute of_____at NCKU
for the 2016 Spring Semester. In case of emergency, I hereby

同意授權貴校或貴校再次授權予相關人員代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。

Agree and allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility.

不同意授權貴校代為簽具醫療、意外、法律等一切緊急事件同意書，本人願承擔一切責任。

Disagree and do not allow NCKU or its employees to act to obtain any medical treatment required, medical care in the case of an accident or recourse on legal issues. I hereby declare myself willing to take this responsibility.

此致 To

國立成功大學 National Cheng Kung University

立書人/ Applicant Signature:

(未滿 18 歲者由法定代理人簽署/For minors under the age of 18, the applicant is the legal representative)

電話號碼/ Cellphone Number:

在臺緊急聯絡人/ Emergency Contact Person(Taiwan):

緊急聯絡電話/ Emergency Telephone Number:

立書日期/ Date of authority (yyyy/mm/dd) :

The official Acknowledgment of Regulations sheet will be provided on Feb. 22, 2016.

Personal Data Collection Agreement

個人資料蒐集同意書

國立成功大學（以下簡稱本校）為蒐集、處理、利用個人資料，依個人資料保護法之規定，以本聲明及同意書向您行書面告知並徵求您同意。

當您於頁末簽名處簽署本同意書時，表示您已閱讀、瞭解並同意接受本同意書之所有內容。

According to the Personal Data Protection Act, National Cheng Kung University (hereinafter as NCKU) issues its statement of personal data protection and collection agreement to notify you of your responsibilities and rights and solicit your consent to the collection, processing and use of your personal data by NCKU.

Your signature below indicates that you have read, understood and accepted the contents set forth in this agreement.

一、基本資料之蒐集、更新及保管

- (一) 本校係依據中華民國「個人資料保護法」與相關法令之規範，蒐集、處理及利用您的個人資料。
- (二) 請提供您本人正確、最新及完整的個人資料。
- (三) 本校因執行業務所蒐集您的個人資料包括表單內所需欄位等。
- (四) 若您的個人資料有任何異動，請主動向本校申請更正，使其保持正確、最新及完整。
- (五) 若您提供錯誤、不實、過時或不完整或具誤導性的資料，您將可能損失相關權益。
- (六) 您可依中華民國「個人資料保護法」，就您的個人資料行使以下權利：
 1. 查詢或請求閱覽。
 2. 請求製給複製本。
 3. 請求補充或更正。
 4. 請求停止蒐集、處理或利用。
 5. 請求刪除。

但本校各單位因執行職務或業務所必需者，本校得拒絕您上述之請求。且因您行使上述權利，而導致權益受損時，本校將不負相關賠償責任。

I. Basic Data Collection, Renewal and Management

- (I) NCKU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and relevant laws and rules enacted in Taiwan, the Republic of China.
- (II) Please provide your accurate, latest and complete personal data.
- (III) Your personal data collected by NCKU to facilitate its administration includes the information in the columns marked as required on the form.
- (IV) Please inform NCKU of any change to your personal data to maintain the latest information.
- (V) You may lose certain rights or benefits if you provide incorrect, untrue, outdated or incomplete information.
- (VI) According to the Personal Data Protection Act (ROC), you are entitled to make the following requests:
 1. To check or review the collected data.

2. To receive a photocopy of the collected data.
3. To supplement or revise the collected data.
4. To cease the collection, processing or use of the collected data.
5. To delete the collected data.

However, NCKU may reject your requests in order to meet the administrative needs of its offices and institutes. Moreover, should you suffer any losses due to such requests, NCKU shall not be held responsible for any compensation.

二、蒐集個人資料之目的

- (一) 本校係基於「教育行政業務需求」之特定目的而蒐集您的個人資料。
- (二) 當您的個人資料使用方式與本校蒐集的目的不同時，我們會在使用前先徵求您的書面同意，您可以拒絕向本校提供個人資料，但您可能因此喪失您的權益。

II. Purpose of Personal Data Collection

- (I) NCKU collects your personal data to meet the needs of educational administration.
- (II) We will solicit your consent in a written form in advance before using your personal data to serve a purpose other than the one specified in Item (I) of this article. While you may refuse to provide your personal data to NCKU, you may lose certain rights or benefits as a consequence.

三、基本資料之保密

本校如違反「個人資料保護法」規定或因天災、事變或其他不可抗力所致者，致您的個人資料被竊取、洩漏、竄改、遭其他侵害者，本校將於查明後以電話、信函、電子郵件或網站公告等方法，擇適當方式通知您。

III. Basic Information Security

Should your personal information be stolen, disclosed, altered or infringed upon due to the violation of the Personal Data Protection Act by NCKU, the occurrence of any natural disasters, incidental changes or other unavoidable circumstances, NCKU shall inspect the cause and inform you by phone, mail, email or website notice.

四、同意書之效力

- (一) 當您簽署本同意書時，即表示您已閱讀、瞭解並同意本同意書之所有內容。
- (二) 本校保留隨時修改本同意書規範之權力，本校將於修改規範時，於本校網頁(站)公告修改之事實，不另作個別通知。如果您不同意修改的內容，請依上述第一條第六款向本校主張停止蒐集、處理及利用個人資料。否則將視為您已同意並接受本同意書該等增訂或修改內容之拘束。

IV. Validity of Agreement

- (I) Your signature on this agreement indicates that you have read, understood and accepted its contents.
- (II) NCKU is entitled to amend the contents of this agreement, and any amendments will be publicized on the NCKU website. Should you disagree with any amendments, please exercise your right to request that NCKU discontinue to collect, process or use your personal data according to Item VI of Article I. Otherwise, you are considered to have agreed to the amendment.

五、準據法與管轄法院

本同意書之解釋與適用，以及本同意書有關之爭議，均應依照中華民國法律予以處理，並以臺灣臺南地方法院為第一審管轄法院。

V. Governing Law and Jurisdiction

The interpretation and applicability of this agreement shall be governed by the law of the Republic of China. Any disputes arising out of or relating to this agreement shall be submitted to Tainan District Court as the court of the first instance jurisdiction.

Note: The contents of this agreement were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

學號 Student ID number: _____

簽名 Signature: _____

日期 Date of Signature: _____

Leave-School Procedure Form for International Exchange Student

交換生離校程序單

系所 Dept./Inst.	學年度 Academic Year
學號 Student ID No.	姓名 Name
電子郵件 Email Address	原就讀學校 Home School
預定離台日 Expected Departure date	宿舍房間號碼 (非住宿生免填) Dorm Room No.

Registration Checklist

圖書館 Library	系所 Department	宿舍及住服組 Dorm Manager and Housing Service Division	華語中心 Chinese Language Center	財務處出納組 Cashier Office	國際學生事務處 International Student Affairs Division
借書記錄查核 (圖書與滯納 金已還清) Confirm the Circulation Record (material return / overdue fine paid up)	已歸還借用的 各種資料儀器 等物品 Return necessary documents, equipment, etc. To the related department.	住宿生退宿, 繳清 住宿費(繳回鑰匙 領回押金) (非住宿生免辦) Check out from Dorm and pay the fee (Return the room key and refund the deposit)	至華語中心確認繳 清學習費 (給非簽約校學生) Pay the tuition of Language Center (for students of non-partner universities)	持本手續單至出納 組確認離校程序 Confirm leaving school status	繳回本手續單至國 際事務處國際學生 事務組 Submit this form to ISAD
經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp	經辦人簽章 Executive signature / Stamp

*Remarks

- 交換學生於交換計畫結束後, 須繳回本手續單至國際事務處, 完成離校手續。如學生未完成離校手續, 之後將不發給修習證明及成績單。The international exchange students must submit this form to ISAD when finishing the exchange program to complete the leave-school procedure. If the leave-school procedure is not completed, NCKU will not provide proof document and transcript to student's home school later.
- 於交換計畫結束後約兩個月內, 國際事務處將寄發中英文版成績單各一份至交換學生就讀學校, 不另寄成績單予交換學生。Two months after the exchange program is completed, Office of International Affairs will mail transcripts in both Chinese and English (1 copy for each version) to the student's home school. No transcript will be mailed to the student personally.

Instruction of NCKU Online Student Information

如何線上填寫新生資料表

1. Go to the NCKU English website (<http://web.ncku.edu.tw/bin/home.php?Lang=en>). See section “Gateways for”, click “Enrolled Students”.

National Cheng Kung University

正體中文 English

About NCKU Academics Research Administration Admissions

Keyword

Events

25 MAR NCKU-DELTA SYNERGY 2013 10:00-15:30

9-12 OCT GCBME 2014 and APCMBE 2014

Event Calendar

Video News

R&D News

Learning to Listen: Effects of Using Conversational Transcripts to Help Medical Students Improve Their Use of Open Questions in Soliciting Patient Problems [NCKU, Mei-hui Tsai] [2014.05.28]

In medical interview, physician's task in gathering a full perspective of patient problems is often hindered by two common communication barriers: 'patients with hidden agendas', i.e., patients who prefer to postpone voicing their concerns until the end of the encounter^[1], and 'doctor-patient non-concordance', i.e., doctors do not always share the same perspective as their patients ...

Gateways for ...

- International Students
- Enrolled Students**
- Faculty & Staff
- Alumni
- Parents

Links

- NCKU News
- NCKU Library

2. Click “Personal Data Registration”.

National Cheng Kung University

正體中文 English

About NCKU Academics Research Administration Admissions

Keyword

Enrolled Student

- Service for Incoming Students
- Online Service
- Campus Information
- Curriculum
- Intern Services
- Activities and Student Life
- Miscellaneous
- Financial Information

Gateways for ...

- International Students
- Enrolled Students
- Faculty & Staff
- Alumni
- Parents

For Enrolled Students

Service for Incoming Students

- Personal Data Registration
- Overseas Chinese

Online Service

- Electronic Interactive System for Teachers and Students
- Online Registration System for Activities of the Office of Student Affairs
- Application System of Dormitory
- Library Collection Checkup
- Thesis/Dissertation Submission
- Counseling Service
- Personal Library Record Checkup
- Graduates School Leaving Procedure System

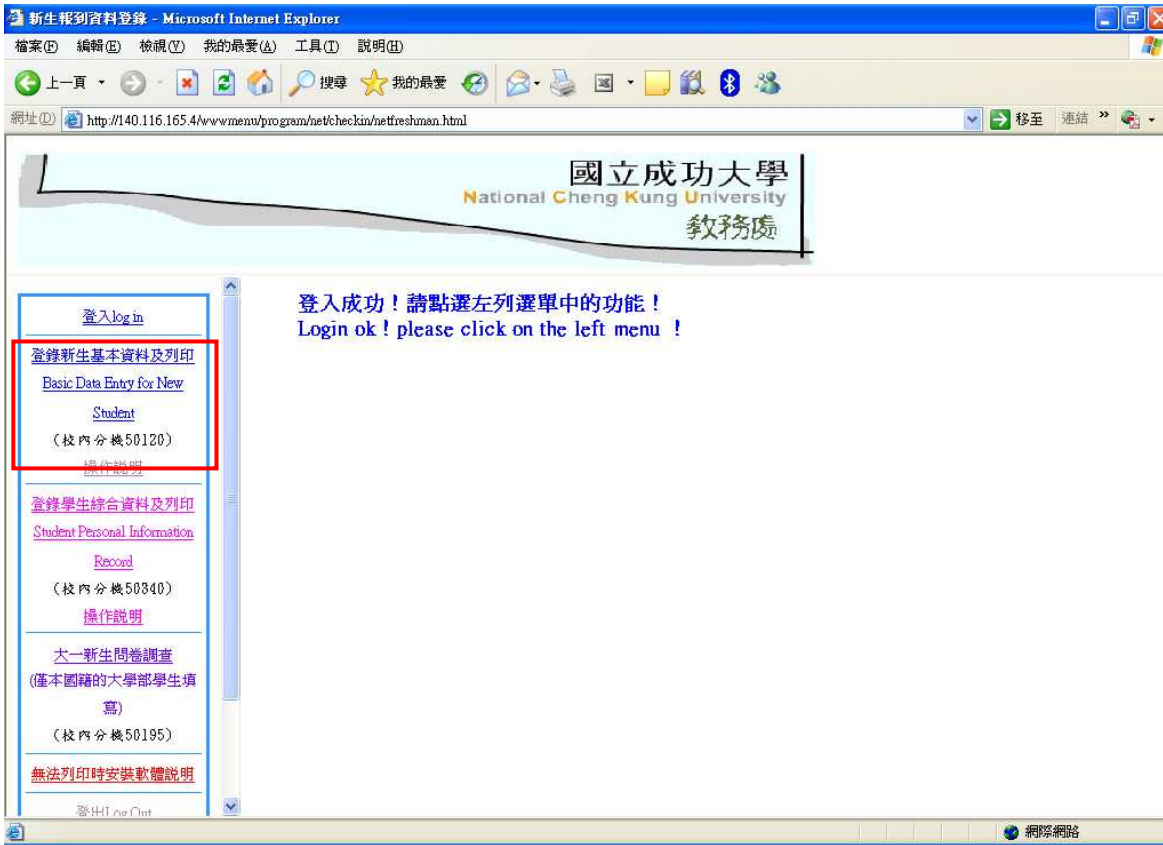
Campus Information

- NCKU News
- Transportation
- NCKU School Calendar
- NCKU Prospectus
- Campus Tour Guide
- NCKU Portal

3. Fill in your student ID at the both two parts.

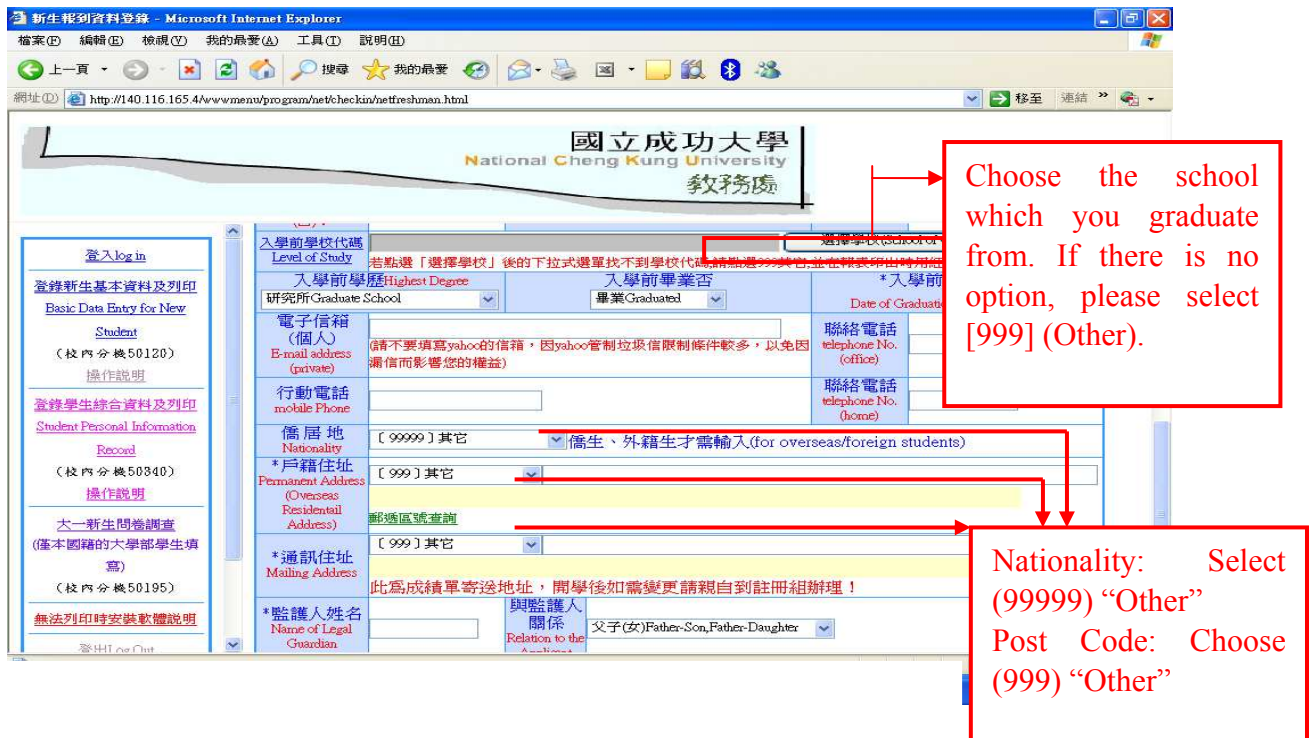
This is to agree to provide your personal information to the school, and allow the school collect and use personal information on student affair or academic affair.

4. After log in, click the link “Basic Data Entry for New Students.”



5. After click, you would see the personal information list below. Follow the instruction to fill in the blank space as possible as you can. The following are the situations there is no English instruction on the interface.

- (1) You don't have to do anything for the gray parts.
- (2) Nationality: All the choices are in Chinese so you could choose “99999” (Other).
- (3) Post Code: Choose “999” (Other) and fill in the blank column.



6. After filling the blank, you can choose to save permanently or to save temporarily for revision. After being sure that you fill in the all correct information, you have to save your document for permanency and print it out.
7. If there is any change or any info that must be added or noted, please write by handwriting in red mark. Please hand in this sheet to NCKU Registrar Division during the enrollment (Feb. 25).
8. This online form is related to the online course selection. If you do not successfully complete it, the course selection cannot be done online and the student status will also be influenced. However, it can be solved after you officially enroll to school.
9. After completing it successfully, you can select the courses online based on the assigned schedule of the school course selection.

Instructions for Course Add & Drop

如何線上加退課

Notice of Course Enrollment: http://reg-en.acad.ncku.edu.tw/files/14-1084-131637_r111-1.php.

Go to the NCKU website: <http://web.ncku.edu.tw/bin/home.php?Lang=en>

The screenshot shows the NCKU website home page. At the top left, there is an event calendar with entries for '25 MAR' and '9-12 OCT'. Below this is a 'Video News' section featuring an English news episode. The main content area includes a 'Bulletin' section with various notices and a 'Links' section with various university resources. A red callout bubble with the text 'Go to Cheng Kung Portal' points to the 'Cheng Kung Portal' link in the bottom navigation bar.

The screenshot shows the Cheng Kung Portal login page. At the top, there is a banner with the university logo and the text 'Input your Username and Password'. Below the banner is a large image of the university campus. The main content area is titled '登入說明' (Login Instructions) and contains several sections of text providing login details. A red callout bubble points to the login form, which includes fields for '帳號 (Username)' and '密碼 (Password)', along with '登入 Sign In' and '清除 Reset' buttons. Below the form are links for '忘記密碼 (Forget Password)' and '使用說明 (Documentation)'.

登入說明

- 建議先瀏覽詳細使用說明。
- 第一次登入成功入口，會強制要求變更密碼，及設定密碼安全機制之問答。完成此動作，整合的10個系統(13項服務)之密碼，才會全部同步。
- 學生帳號(Username)皆為學號(含英文字母，共9碼)，預設密碼規則如下：
 - * 舊生(已有選課系統帳號密碼者)：原【選課系統】之密碼無法使用的同學，請使用【新生】規則登入。
 - * 新生(98學年度入學者)：(部分新生要等完成報到手續，學籍資料建檔後，才能登入)
 - o 本地生：【身分證號】後4碼+【生日】後4碼。如：【身分證號】：A123456789，【生日】：78年6月12日，則密碼為：67890612。
 - o 外籍生與僑生：【學號】後4碼+【生日】後4碼。如：【學號】：A12345678，【生日】：78年6月12日，則密碼為：56780612。
- 如有問題，請洽計算機與網路中心一樓諮詢服務區(分機：61010)，或於計算機與網路中心網站留言。

Username: your StudentID.

Default Password:

- * Senior student: the same with Course Enrollment System.
- * Local freshman: the last 4 digits of ID number + the last 4 digits of birthday. example:
 - .your ID number: A123456789
 - .your birthday: 1989/07/29 ==> your Default Password: 67890729
- * Foreign freshman: the last 4 digits of Student ID + the last 4 digits of birthday. example:
 - .your Student ID: R12345678
 - .your birthday: 1989/12/06 ==> your Default Password: 56781206

If you have any questions, please query the Consulting Services zone at the 1st floor of computer & network center (ext. :61010), or you can leave messages on the website of computer & network center.

忘記密碼 (Forget Password)
使用說明 (Documentation)

Click on [Course Enrollment System I](#)

預設頁面

[System Services] NCKU e-Services

E-portfolio

- 自我介紹
- 成績查詢
- 社團經驗
- 興趣職業探索UC
- 學生交流
- 活動/研習
- 求職服務
- 匯出個人履歷
- 護照紀錄
- 學習計畫
- 學習(參訪)紀錄
- 服務學習

[System Services] NCKU e-Services

- Course Enrollment System-1
- Course Enrollment System-2
- Comprehensive Information on Students
- Education Loan Application
- Teaching Evaluation
- Online Transcript Service
- Teacher-Student Interactive
- Print (Graduation Procedure Form)
- Personal E-mail
- Elearning (Moodle)
- 生涯達人資訊網

E-Services in Library

- E-Thesis Dissertation
- Personal Records for Library
- NCKU Library E-resources Searching Service
- RapidILL Service of Express Document Delivery
- NCKU Library Video on
- EResources Gateway

【校園資訊】成大知多少?

身為成大人，你（妳）了解成大嗎？



- 願景：
 - 基本策略
 - 基本素
 - 核心能
- 基本策略
 - 人
 - 公
 - 社
 - 國
- 基本素
 - 專
 - 思
 - 詳
 - 愈
- 核心能
 - 專
 - 思
 - 詳
 - 愈

成大家族

11個校區 187公頃 9大學院及附設醫院 78系所

22600學生 1400專任教師 5200職工(含醫院)



網路選課系統

成功大學
National Cheng Kung University



[COURSE ENROLLMENT SYSTEM](#) [ANNOUNCEMENT](#) [USER GUIDE](#) [FAQ](#) [INFORMATION](#)

[INQUIRY](#)

[2nd STAGE GENERAL & ELECTIVE COURSES](#)

[CLASS SCHEDULE](#)

[NUMBER OF VACANCIES](#)

[LOGOUT](#)

To search for classes
go to [INQUIRY](#)

建議瀏覽器 I.E. v6.0 以上版本, 最佳解析度1024 * 768

[Mail 信箱](#)(日間部請撥分機 #50137)

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You can search classes by college and department in this window

You can change the system language to English on the drop menu at the top left corner

國立成功大學課程查詢系統
National Cheng Kung University Course Catalog

100 學年 2 學期課程查詢 首頁

請遵守智慧財產權觀念 不非法影印

其他	不分學院	通識課程	文學院	理學院	工學院
(01) 夜共同科 01	(AN) 學士學程	(A1) 國際語言 FLL	(11) 夜中文系	(21) 夜應數系	(31) 夜機械系
(02) 夜體育組 02	CCEP	(A7) 基礎國文 CL	(12) 夜外文系	(22) 進數學系	(38) 夜水利系
(03) 夜軍訓室 03	(C0) 科學班	(A9) 通識中心 GE	(13) 夜歷史系	(23) 夜應化系	(E0) 工學院
(09) 夜通識		(AG) 公民歷史	(B1) 中文系 CL	(24) 進化學系	(E1) 機械系 ME
(A2) 體育室 OPE			(B2) 外文系 FLL	(C1) 數學系	(E3) 化工系 CHE
(A3) 軍訓室 MT			(B3) 歷史系 HIS	MATH	(E4) 資源系 RE
(A4) 師培中心			(B5) 台文系 TWL	(C2) 物理系	(E5) 材料系 MSE
CTE			(K1) 中文所 CL	PHYS	(E6) 土木系 CE
(A5) 計網中心			(K2) 外文所 FLL	(C3) 化學系	(E8) 水利系 HOE
CN			(K3) 歷史所 HIS	CHEM	(E9) 工料系 ES
(A6) 服務與財 SS			(K4) 藝術所 AS	(C4) 地科系	(E1) 系統系
管理學院	醫學院	社會科學院	電機資訊學院	規劃與設計學院	生物科學與科技學院
(51) 夜會計系	(I1) 後醫系	(D2) 法律系 LAW	(32) 夜電機系	(E7) 建築系 ARCH	(C5) 生命系 LS
(52) 夜統計系	(I2) 護理系	(D4) 政治系 PS	(E2) 電機系 EE	(F2) 都計系 UP	(L5) 生命所 LS
(53) 夜工管系	NURS	(D5) 經濟系 ECON	(F7) 資訊系 CSIE	(F3) 工設系 ID	(L6) 生科所 BIOT
(54) 夜企管系	(I3) 醫技系	(D8) 心理系 PSY	(N2) 電機所 EE	(N7) 建築所 ARCH	(L8) 生多所 BIOD
(55) 夜文管系	MLSB	(U1) 政經所 PE	(P7) 資訊所 CSIE	(P2) 都計所 UP	(Z0) 生科學院 BB
(56) 工管職	(I4) 復健系	(U2) 法律所 LAW	(P9) 製造所 IMIS	(P3) 工設所 ID	(Z1) 生物訊息
(57) 企管職	(I5) 醫學系 MED	(U3) 教育所 EDU	(Q1) 微電所 IME	(PA) 創意所 ICID	(Z2) 生訊所 BIOI
(H1) 會計系 ACC	(I6) 物治系 PT	(U5) 經濟所 ECON	(Q3) 電通所 CCE		(Z3) 熱植所 TPS
(H2) 統計系	(I7) 職治系 OT	(U6) 科法所 LAWS	(Q5) 醫資所 IMI		
STAT	(S0) 醫學院	(U7) 認知所 CS	(Q6) 南科專		
(H3) 工管系 IIM	(S1) 生化所		(V1) 生涯學系		

國立成功大學課程查詢系統
National Cheng Kung University Course Catalog

100 Academic year 2 Semester Course Catalog Index

Please follow the Intellectual Property instruction

other	*****	General Education	Liberal Arts	Science	Engineering
(01) 01	(AN) Program of	(A1) International	(11) Chinese	(21) Applied	(31) Mechanical
(02) 02	bachelor's degree CCEP	(A7) Basic Chinese	Literature	Mathematics	Engineering
(03) 03	(C0)	CL	(12) Foreign	(22) Mathematics	(38) Hydraulic and
(09)		(A9) Courses of	Languages and	(23) Applied	Oceanic Engineering
(A2) Courses of		General Education GE	Literature	Chemistry	(E0)
Physical Education		(AG) History and	(13) History	(24) Chemistry	(E1) Mechanical
OPE		Citizenship	(B1) Chinese	(C1) Mathematics	Engineering ME
(A3) Courses of			Literature CL	MATH	(E3) Chemical
Military Training MT			(B2) Foreign	(C2) Physics	Engineering CHE
(A4) Teacher			Languages and	PHYS	(E4) Resources
Education Program			Literature FLL	(C3) Chemistry	Engineering PE
Management	Medicine	Social Sciences	Electrical Engine	Planning & Design	Bioscience and Bio
(51) Accounting	(I1) Medicine(post	(D2) Law LAW	(32) Electrical	(E7) Architecture	(C5) Life Sciences
(52) Statistics	-baccalaureate	(D4) Political	Engineering	ARCH	LS
(53) Industrial	program)	(D5) Economics	(E2) Electrical	(F2) Urban	(L5) Life Sciences
Management Science	(I2) Nursing	ECON	Engineering EE	Planning UP	LS
(54) Business	NURS	(D8) Psychology	(F7) Computer	(F3) Industrial	(L6) Biotechnology
Administration	(I3) Medical	PSY	Science and	Design ID	BIOT
(55) Transportation	Laboratory Science	(U1) Political	Information	(N7) Architecture	(L8) Biodiversity
and Communication	and Biotechnology	Economy PE	Engineering CSIE	ARCH	BIOD
Management Science	MLSB	(U2) Law LAW	(N2) Electrical	(P2) Urban	(Z0) College of
(56) Industrial	(I4) Rehabilitation	(U3) Education	Engineering EE	Planning UP	Bioscience and
Management Science	(I5) Medicine		(P7) Computer	(P3) Industrial	Biotechnology BB

Once you finish searching for the classes you can go back to the course add/drop system

網路選課系統

成功大學
National Cheng Kung University

COURSE ENROLLMENT SYSTEM ANNOUNCEMENT USER GUIDE FAQ INFORMATION

INQUIRY

2nd STAGE GENERAL & ELECTIVE COURSES

CLASS SCHEDULE

NUMBER OF VACANCIES

LOGOUT

CHECKING

ADD COURSE

DROP COURSE

In this window you can add, drop or check the courses you have selected

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Add Courses 線上加選

網路選課系統  *National Cheng Kung University*

[COURSE ENROLLMENT SYSTEM](#) [ANNOUNCEMENT](#) [USER GUIDE](#) [FAQ](#) [INFORMATION](#)

2nd STAGE GENERAL & ELECTIVE COURSES ADD COURSE

NUMBER OF DEPARTMENT	<input type="text" value="N2"/>	COURSE SERIAL NUMBER	<input type="text" value="014"/>	<input type="button" value="ADD COURSE"/>	<input type="button" value="Cancel"/>
----------------------	---------------------------------	----------------------	----------------------------------	---	---------------------------------------

List of course enrollment completed

NUMBER OF DEPARTMENT	COURSE SERIAL NUMBER	COURSE NAME	CORE/ELECTIVE	CREDIT
Total credit is 0				
〈注意：若100學年度上學期成績尚未到齊(非0學分科目),則無法進行超				
ATTN: The fi				

Input the Department Nr and The course serial number and the click on ADD COURSE

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Do you add following course to your course enrollment?

NUMBER OF DEPARTMENT	COURSE SERIAL NUMBER	COURSE NAME	CORE/ELECTIVE	CREDIT
N2	014	SEMINAR (4)	CORE	0.0

Total credit is 0



Verification code may consist of A-F, 0-9

Please input verification code :

ADD COURSE

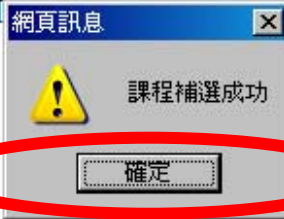
Cancel

Input the verification code and the
click on **ADD COURSE**

建議瀏覽器... 解析度 1024 * 768

[Mail 信箱](#) (日間部請撥分機 #50137)

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Load

You have successfully added the course, press the OK button to continue

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2nd STAGE GENERAL & ELECTIVE COURSES ADD COURSE

NUMBER OF DEPARTMENT :	<input type="text"/>	COURSE SERIAL NUMBER :	<input type="text"/>	<input type="button" value="ADD COURSE"/>	<input type="button" value="Cancel"/>
------------------------	----------------------	------------------------	----------------------	---	---------------------------------------

List of course enrollment completed

NUMBER OF DEPARTMENT	COURSE SERIAL NUMBER	COURSE NAME	CORE/ELECTIVE	CREDIT
N2	014	SEMINAR (4)	CORE	0

Total credit is 0
(注意：若100學年度上學期成績尚未對齊(非0學分科目),則無法進行超修動)
ATTN: The final grade of 100學年度上學期 has not yet been received. No exceeding cr selected.

A list with all your courses information will be shown here

Drop Courses 線上退選

網路選課系統 

COURSE ENROLLMENT SYSTEM ▾ ANNOUNCEMENT USER GUIDE ▾ FAQ INFORMATION

2nd STAGE GENERAL & ELECTIVE COURSES DROP COURSE

DROP COURSE	NUMBER OF DEPARTMENT	COURSE SERIAL NUMBER	COURSE NAME	CORE/ELECTIVE	CREDIT	WAY
<input type="radio"/>	N2	014	SEMINAR (4)	CORE	0	WWW

DROP COURSE reset



To drop courses you should select the course you want to drop from your courses list and then press **DROP COURSE**

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Do you drop following course to your course enrollment?

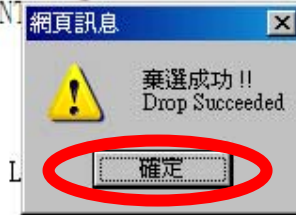
NUMBER OF DEPARTMENT	COURSE SERIAL NUMBER	COURSE NAME	CORE/ELECTIVE	CREDIT	WAY
N2	014	SEMINAR (4)	CORE	3	WWW
				<input type="button" value="DROP COURSE"/>	<input type="button" value="Cancel"/>

The system will show you the list of courses you want to drop, click on **DROP COURSE** to confirm you want to drop the course

建議瀏覽器 I.E. v6.0 以上版本, 最佳解析度 1024 * 768

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You will get a confirmation dialog that says your course drop has

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網路選課系統

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National Cheng Kung University



- COURSE ENROLLMENT SYSTEM ▾
- ANNOUNCEMENT
- USER GUIDE ▾
- FAQ
- INFORMATION
- INQUIRY
- ONE-STAGE GENERAL & ELECTIVE COURSES ▾
- CLASS SCHEDULE**
- NUMBER OF VACANCIES
- LOGOUT

You can click on CLASS SCHEDULE to check your classes schedule

建議瀏覽器: IE v6.0 最佳解析度: 1024 * 768
#50137)

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網路選課系統

成功大學
National Cheng Kung University



- COURSE ENROLLMENT SYSTEM ▾
- ANNOUNCEMENT
- USER GUIDE ▾
- FAQ
- INFORMATION

Print Report

Session	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0							
1							
2							
3							
4							
N							
5		N2-014SEMINAR (4)					
6		N2-014SEMINAR (4)					
7							
8							
9							
A							
B							
C							
D							

A list with all your courses information will be shown here

How to update your personal information in Electronic Interactive System for Teachers and Students?

如何更新導生 E 點通的個人資料?

1. Go to NCKU homepage, click on Cheng-Kung Portal, and login to the system. After login, please find “Teacher-Student Interactive” icon.

The screenshot shows the NCKU Cheng-Kung Portal homepage. The layout includes:

- Event Calendar:** Displays events such as "NCKU-DELTA SYNERGY 2013" (MAR 25, 10:00-15:30) and "GCBME 2014 and APCMBE 2014" (OCT 9-12).
- Video News:** Features a video titled "English News 【Episode27】 --Student Anchor :Noah Edberg [2014-05-27]" with a thumbnail showing a student anchor.
- Bulletin:** A section for announcements with filters for "All", "Administrative", "Academic/Research", "Lectures", and "Admissions". Recent bulletins include:
 - [2014-03-17] Accommodation Reservation for International Students of Graduate Program (103)
 - [2014-02-21] Application for Change of Rooms (102-2)
 - [2014-02-11] Notice of Student Dormitory Internet Registration and Certification
 - [2014-02-07] Accommodation Census (102-2)
 - [2014-01-03] Satisfaction Survey Research of NCKU Student Dormitory (102)
- Navigation and Links:** A sidebar on the right lists user roles (International Student, Enrolled Students, Faculty&Staff, Alumni, Parents) and various links (NCKU News, NCKU Library, Presidential Search, etc.).
- Footer:** Contains navigation links (Home, Bulletin, Donate, Academic Calendar, Publication & E-paper, Transportation, **Cheng Kung Portal**, Contact, Sitemap, About this site), contact information (No.1, University Road, Tainan City 701, Taiwan (R.O.C.) TEL: +886-6-2757575), and social media icons (YouTube, Facebook, RSS).

Input your Username
and Password



登入說明 USAGE

- 建議先瀏覽詳細使用說明。
- 第一次登入成功入口，會強制要求變更密碼，及設定密碼安全機制之問答。完成此動作，整合的10個系統(13項服務)之密碼，才會全部同步。
- 學生帳號(Username)皆為學號(含英文字母，共9碼)，預設密碼規則如下：
 - * 舊生(已有選課系統帳號密碼者)：原【選課系統】之密碼無法使用的同學，請使用【新生】規則登入。
 - * 新生(98學年度入學者)：(部分新生要等完成報到手續，學籍資料建檔後，才能登入)
 - o 本地生：【身分證號】後4碼+【生日】後4碼。如：【身分證號】：A123456789，【生日】：78年6月12日，則密碼為：67890612。
 - o 外籍生與僑生：【學號】後4碼+【生日】後4碼。如：【學號】：A12345678，【生日】：78年6月12日，則密碼為：56780612。
- 如有問題，請洽計算機與網路中心一樓諮詢服務區(分機：61010)，或於計算機與網路中心網站留言。

- Username: your StudentID.
- Default Password:
 - * Senior student: the same with Course Enrollment System
 - * Local freshman: the last 4 digits of ID number + the last 4 digits of birthday. example:
 - .your ID number: A123456789
 - .your birthday: 1989/07/29 ==> your Default Password: 67890729
 - * Foreign freshman: the last 4 digits of Student ID + the last 4 digits of birthday. example:
 - .your Student ID: R12345678
 - .your birthday: 1989/12/06 ==> your Default Password: 56781206
- If you have any questions, please query the Consulting Services zone at the 1st floor of computer & network center (ext.:61010), or you can leave messages on the website of computer & network center.

登入 (Username)

帳號 (Username) : N77777777

密碼 (Password) :

登入 Sign In 清除 Reset

- 忘記密碼(Forget Password)
- 使用說明(Documentation)

Click Teacher-Student Interactive

- 自我介紹
- 興趣與生涯探索UCAN
- 求職服務
- 學習計畫
- [System Services] NCKU e-Services
 - Course Enrollment System
 - Comprehensive Information on Students
 - Teaching Evaluation
 - Teacher-Student Interactive
 - Personal E-mail
 - 生涯達人資訊網
- E-Services in Library
 - E-Thesis Dissertation
 - NCKU Library E-resources Searching Service
 - NCKU Library Video on
 - Course Enrollment System-2
 - Education Loan Application
 - Online Transcript Service
 - Print [Graduation Procedure Form]
 - Elearning (Moodle)
 - Personal Records for Library
 - RapidILL...Service of Express Document Delivery
 - E-Resources Gateway

身為成大人，你(妳)了解成大嗎？



- 願景：
 - 基本策略
 - 基本素人
 - 核心能力



- Click on “綜合資料表異動”，go to the “Student Personal Information Record”，and update your emergency contacts. Make sure you fill in the emergency contacts.



The screenshot displays the 'Student Personal Information Record' form. A red box highlights the 'Telephone (H)' and 'Mobile Phone No.' fields. A green arrow points to the 'Overseas Residential Address' field. The form includes various personal information fields such as Student ID Number, Department, Date of Enrollment, Previous School, Full Name, Sex, Date of Birth, National ID No., Student Status, and Employment.

*** 必填欄位 (Columns with a "*" mark should not be left blank)**

學生資本資料 STUDENT INFORMATION (註：封閉式欄位皆為註冊組維護之資料，如需變更則請至註冊組臨櫃辦理。)
(P.S. All closed sections are under the control of Registrar Division. Please contact Registrar Division while changing the information is required.)

學號 Student ID Number : [REDACTED]	系(所)別 Department : [REDACTED]	入學年月 Date of Enrollment : [REDACTED]	入學前就讀學校 Previous School : [REDACTED]
姓名 Full name (In Chinese) : [REDACTED]	性別 Sex : [REDACTED]	出生年月日 Date of birth : [REDACTED]	身份證或護照號碼 National ID No. (Passport No.) : [REDACTED]
身分甲 Student Status : [REDACTED]	身分乙 Student Status B : 指考生	身分丙 Student Status C : [REDACTED]	役別 Compulsary Military Service : [REDACTED]
職業 Employment : [REDACTED]	僑居地 country of residency : [REDACTED]	族籍 Overseas Residential Address : [REDACTED]	電話(H) Telephone No. : [REDACTED]
電子信箱(個人) Email : [REDACTED]			手機 Mobile Phone No. : [REDACTED]

3. For the personal contact number column, you don't have to key in national code. Here are the examples:
 - (1) For Mobile phone no. (行動電話) in Taiwan, just key in: 09XXXXXXXXX, totally 10 digits.
 - (2) For Local Contact no. (連絡電話), just key in (area code) + (number). Ex: 06-2757575. If you don't have it, please ignore filling in this part.

4. For the Guardian contact number column, here are the examples:
 - (1) For Mobile phone no. (行動電話) in your home country, the maximum is 10 digits.
 - (2) For Contact no. (O)&(H)(連絡電話) in your home country, the maximum is 15 digits including national code.

5. For the Emergency Contact in Taiwan (在台緊急聯絡人), the maximum is 13 digits.

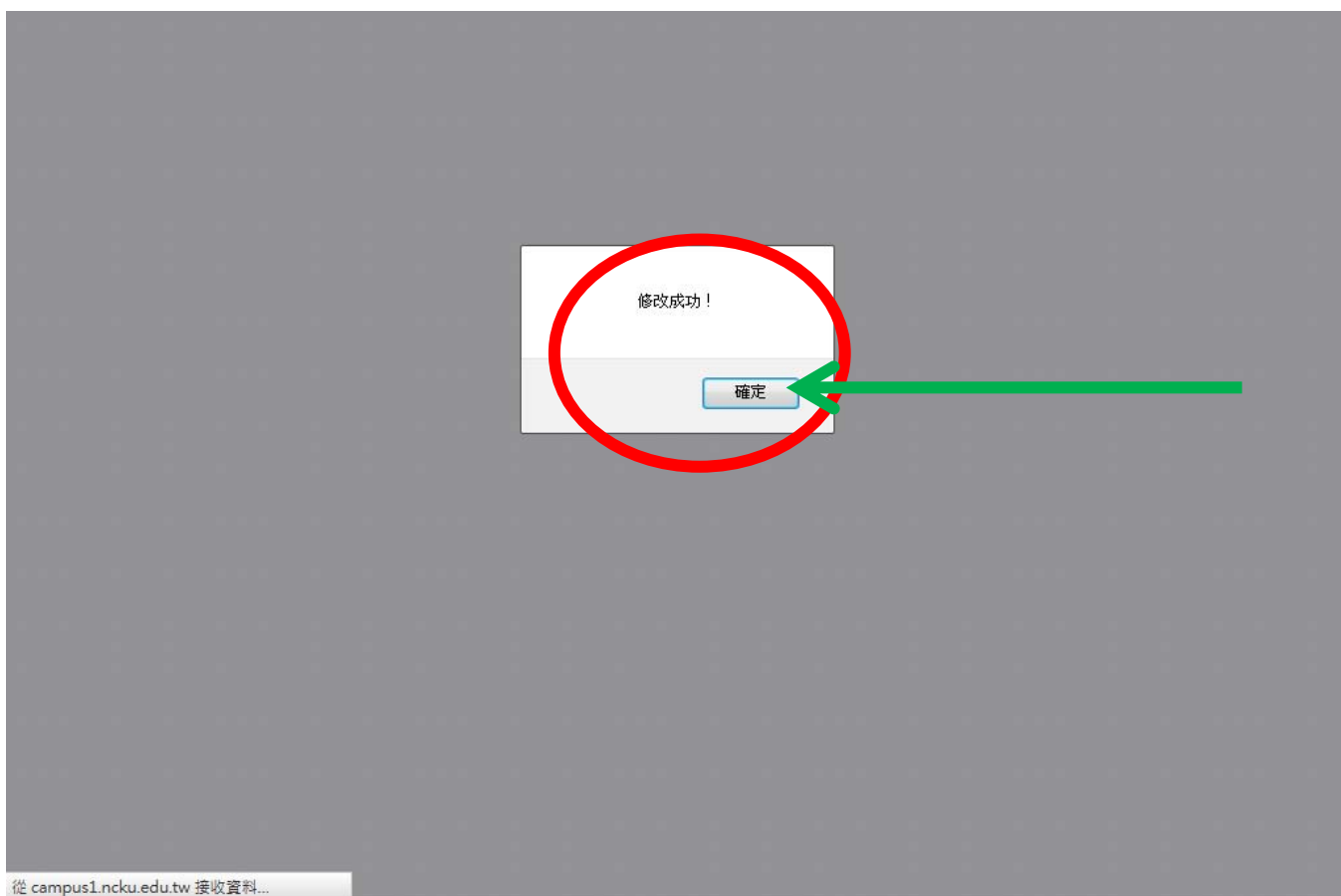
電子信箱(個人)Email (personal): [redacted] 說明: 請不要填寫yahoo的信箱, 因yahoo管制垃圾信限制條件較多, 以免因漏信而影響您的權益		聯絡電話(O)Contact Number: [redacted] 分機extension [redacted]	在校電話Tel in school: [redacted] 分機extension [redacted]
電子信箱(學校)Email(school): ra7981076@mail.ncku.edu.tw 說明: 學校電子信箱是學校與學生重要事項聯絡, 請務必親自至計中一樓諮詢服務處領取帳號密碼		聯絡電話(H)Contact Number: [redacted]	*行動電話Mobile phone: [redacted]
戶籍地址(縣,市,區,里,鄰需填寫清楚)Permanent Address: [redacted]			
通訊地址(縣,市,區,里,鄰需填寫清楚)Mailing Address: [redacted] 說明: 此欄為成績單寄送地址, 更改請至教務處註冊組			
*在校期間住址Present Address: [redacted]			
監護人Guardian			
姓名Name: [redacted]	聯絡電話(O)Contact Number: [redacted]	*行動電話Mobile phone: [redacted]	
關係Relationship: [redacted]	*聯絡電話(H)Contact Number: [redacted]	職業Occupation: [redacted]	電子郵件Email: [redacted]
學生綜合資料Student Personal Information Record			
在台緊急聯絡人Emergency Contact(in Taiwan)			
*姓名Name: [redacted]	*關係Relationship: [redacted]	*電話Contact Number: [redacted]	
親屬資料Family			
*1. 稱謂Relationship: [redacted]	姓名Name: [redacted]	職業Occupation: [redacted]	行動電話Mobile phone: [redacted]

6. For the enrollment dates, please follow the format listed below (YYYYMM):
 Ex: If you enroll in Sept. 2014, please key in 10309 in Taiwan Year. It will be 5 digits.
 Taiwan Year= (Present year)-1911
 If you enroll in Feb. 2015, please key in 10402 in Taiwan Year. It will be 5 digits.
7. After you complete filling in the information, please click on “資料修改” then click on “確定”.

The screenshot shows a web form with various sections: Parental Condition, Friends (In-school and Out-school), Educational Background (with 4 school entries), Health Condition, and Other (Religion, Admission, Extracurricular, Marital Status). At the bottom, there is a text area for '個人自述' (Autobiography) and a '資料修改' button circled in red. A green arrow points from the right towards the button. The URL at the bottom is partially visible: http://sn120w.snt120.mail.live.com/defa...35&fid=8abacef02e6400...

This screenshot shows the same web form as above, but with a confirmation dialog box overlaid in the center. The dialog box contains the text '您確定要修改綜合資料?' and two buttons: '確定' (Confirm) and '取消' (Cancel). The '確定' button is circled in red, and a green arrow points from the right towards it. The background form is dimmed.

- When you see “修改成功”，it means you have successfully updated your personal information in the system. Click on “確定” again to close the window.





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