

Q & A

Registration of new students Q&A

1. I am a new student. When will I receive information about reporting to school and information about registration and payment?

Information concerning new students reporting to school will be posted on the University's website in early August, and the Chinatrust Commercial Bank will send payment notices to the students on behalf of the University. Students who do not receive them can contact the Registration Section under the Office of Academic Affairs.

2. How can I get registration information?

The notice of registration will be mailed to new students in August every year. Current students may check the information on the website of the Office of Academic Affairs before the current semester ends.

3. Enrollment deferment

(1) New students (including transfer students and student admitted through the process of screening and recommendation) who, because of long-term recuperation for severe illness or other special circumstances (including pregnancy, childbirth, and the need to take care of children under three years of age), cannot register for the coming semester may request permission to defer enrollment. Their request for deferment must be submitted to the Office of Academic Affairs along with medical proof from regional or higher-level hospital under the Department of Health classification system, or other related documentation. The application must be approved for the deferment to take effect.

(2) Deferment may last for only one year. However, if during the deferment the students are drafted into military service, they may produce documentation of military service and ask to have the deferment extended. Upon completion of the military service, they may produce documentation of discharge and apply for a return to study.

Student status

1. How can students apply for a leave of absence or withdrawal from school?

You should first visit the homepage of the University's website, and click on the CURRENT STUDENTS button on the top right-hand corner; then download the form from the link for DEPARTURE FROM SCHOOL. Follow the regulations and steps you need at the appropriate offices. Then return the form to the Registration Section to complete the application. (For details, refer to Section Six of Chapter Two of the TNUA Statutes.)

2. How can students apply to resume study?

You can download the application form for resumption of study from the Registration Section's website, or ask for the form from your department office. Fill it in and follow the required procedures at the appropriate school offices. The final step is to return the form to the Registration Section. (For details, refer to Chapter 2, Section 6 of the TNUA Statutes.)

3. When is the deadline for applying for a leave of absence?

Applications are accepted from the start of a semester (February 1 or August 1) until the day before three quarters of the semester have been completed. No applications are accepted beyond the deadline.

The deadline is based on the University calendar. If the deadline falls on a holiday, it will be postponed for one day.

New students and transfer students may apply for a leave of absence only after registering for their first semester at the University. (For details, refer to Article 40 of the TNUA Statutes.)

4. After I have completed my application for a leave of absence, what are the rules for refunds?

(1) Those who complete the leave of absence application before or on the day of registration do not have to pay any fees.

(2) Those who complete the leave of absence application during the period from the first day after registration and the last day before class starts, will receive a refund of two thirds of the tuition (or the base

figure for tuition and miscellaneous fees), and a full refund on miscellaneous and other fees.

- (3) Those who complete the leave of absence application after class starts but before one third of the semester is over, will receive a refund of two thirds of the sum of all fees and tuitions (or the base figure for tuition and miscellaneous fees) they have paid for the semester.
- (4) Those who complete the leave of absence application after one third of the semester has passed but before two thirds of it is over, will receive a refund of the sum of all fees and tuitions (or the base figure for tuition and miscellaneous fees) they have paid for the semester.
- (5) Those who complete the leave of absence application after two thirds of the semester is over will not be entitled to any refund.

(Refund rules are based on the Ministry of Education's Directive Tai Gao (4) Zi No. 0950057997B, dated May 1, 2006.)

5. How long can the leave of absence last?

The leave of absence is calculated on a semester basis. In one single application, a student may ask to take time off for one semester, two semesters (i.e. one school year), three semesters, or four semesters (i.e. two school years). The maximum length of the leave of absence is two school years (four semesters). (For details, refer to Article 41 of the TNUA Statutes.)

6. Is military service counted as part of the length of the leave of absence?

Military service is an obligation for ROC citizens, so it is not considered in the calculation of the maximum length for the leave of absence from school, or of the study time limit. If you apply for a leave of absence to complete your military service, you have to attach the military service documentation to your application, and when you return to school, you have to include your discharge papers in your application. (For details, refer to Article 42 of the TNUA Statutes.)

7. I need to take a break from study because of sickness or other pressing matters. How can I apply for a leave of absence?

Undergraduate students (including students in the preparatory years of seven-year program) who wish to apply for a leave of absence must obtain

consent by their parents or guardians. Then they should visit the homepage of the University's website, and click on the CURRENT STUDENTS button on the top right-hand corner, to download the application form from the link. Follow the regulations and steps at the appropriate offices. Then return the form to the Registration Section to complete the application. You have to apply to resume your studies before your leave of absence expires. If you don't apply to resume your studies, or for an extension of your leave, this will be taken as indication that you have no intention to return to the University, and you will be withdrawn from the University. (For details, refer to Articles 40 to 46 of the TNUA Statutes.)

8. When is the deadline for applying to resume study?

When your approved leave of absence expires, apply to resume classes between the start of the next semester (February 1 or August 1) and the start of class. If you don't file the application, you will be withdrawn from the University on the grounds of indicating no intention to continue your courses here. The deadline for application for resuming study is based on the University calendar. (For details, refer to Article 45 of the TNUA Statutes.)

9. Can I resume study any time during the leave of absence?

The leave of absence is calculated on a semester basis. After your application for the leave of absence from a semester has been approved, you may not ask to resume study in that semester. You have to observe the application period for resuming study that is stipulated in the TNUA Statutes.

10. Can students ask to resume study early?

Yes, they can, but they must observe the regulations governing the time when they can resume study in each semester. (For details, refer to Article 45 of the TUA Statutes.)

11. Can I ask someone else to apply for a leave of absence application for me?

If you cannot come to the school to handle the application process, you may ask someone to do it on your behalf. (That person has to have a letter of authorization from you, the applicant, as well as ID papers for both of you.)

12. If my student ID card is lost, broken, or worn out, what should I do?

You can go to the first floor of the Administration Building, where you will find an automated payment machine for documentation application. (It is located at a corner near the staircase on your left as you enter the building from the front door.) Apply for a new student ID card at the machine, get a print-out receipt, take it to the Registration Section on the second floor of the building, and complete the necessary steps. Then go to the Computer Center to receive a new student ID card.

13. How many years can students in Master's, Doctoral, and seven-year programs study?

- (1) Students in Master's programs may study for one to four years; students in professional training programs may study for one to five years. (The minimum length of study follows the enrollment rules set for each particular school year.)
- (2) Doctoral students may study for two to seven years. (The minimum length of study follows the enrollment rules set for each particular school year.)
- (3) The seven-year program is made up of three years of preparatory study (which can be extended for one year) and four years of undergraduate study (which can be extended for two years).

14. How long are current undergraduate programs?

All undergraduate programs offered by the University are designed for four years. Those who fail to complete the course and credit requirements within the period may ask for a two year extension. (For details, refer to Article 20 of the TNUA Statutes.)

15. If I lose my degree certificate, can I get it replaced?

Degree certificates are issued only once to graduates. However, you can apply for replacements for lost certificates.

16. How do I apply for proof that I have registered?

- (1) The receipt for registration payment is already proof that you have registered.

- (2) If necessary, you can request for a “Proof of Enrollment” document (which only proves enrollment for the current semester).

17. How do I apply for a Chinese version of the “Proof of Enrollment”?

Go to the first floor of the Administration Building, where you will find an automated payment machine for documentation application. (It is located at a corner near the staircase on your left as you enter the building from the front door.) Apply for one and it will print out the document.

18. How do I apply for sealed documents to be sent to schools in other countries?

First, you have to complete the applications (the documents must be handled by the Registration Section). When they are ready, go to the Registration Section to ask for them. The staff of the Registration Section will put the documents in school envelopes, seal them, and put a school chop on them. The applicants will then mail the letters themselves.

19. How do I get school chops on photocopies of graduation certificates?

Please take the original and photocopies of the graduation certificates to the Registration Section, which will check their authenticity. After they are verified, the copies will be embossed with school chops and stamped with the same chops as those on the original.

20. Why haven't I received my academic performance report?

- (1) The performance report is mailed to the permanent address recorded on the student status card. If there is a change in the address, you need to go to the Registration Section to revise the information on the card. (The change must be approved by your guardians).
- (2) If the address is correct, there may be a problem with the mail. You can still access your performance reports from the online course selection system.

21. Why haven't I received the payment notice?

- (1) The payment notice is mailed to the permanent address recorded in the student status card. If your address has changed, you need go to

the Registration Section to revise the information on the card. (The change must be approved by your guardians).

- (2) The payment notice is issued and mailed by the Chinatrust Commercial Bank on behalf of the University. If you don't receive it, you can visit the TUITION/MISCELLANEOUS FEES section on the webpage of the Administrative Offices, and print out the payment form, with which you can pay the fees.

22. How do I notify the school if I change my name?

Take along your household record and ID card to the Registration Section to have your student status card revised. You also have to apply for a new student ID card.

23. Why can't I get a Registration Section stamp on the academic performance report that is mailed to me?

When the University mails the performance report, some of the grades may have yet to arrive, or the course instructors may have yet to finish grading the students. After all, the performance report is meant to be a notice for the parents. Official transcripts can be obtained from the Registration Section.

Academic performance

1. I have achieved more than the minimum credits required by my department. Why can't I graduate?

- (1) First, you have to make sure you have already completed all the University-designated and department-designated required general education courses on the course list prepared by the Curriculum Section for the year of your admission to the University. Have you achieved passing grades for all of them?
- (2) Credits from courses you have repeated, from courses left incomplete because of a leave of absence, or from year-long courses that you have completed only one semester of, are all ignored.
- (3) Or you have not completed the required time length for study.
- (4) Or you are still enrolled in teacher training programs.
- (5) Or you have yet to pass the University's English proficiency test for undergraduate students.
- (6) Or you have yet to fulfill other requirements related to graduation.

2. How are the graduation grades calculated?

The sum of the grades from all semesters (including summer courses, but excluding those from courses whose credits and grades are calculated separately) is divided by the sum of the credits from all semesters (including summer courses, but excluding those from courses whose credits and grades are calculated separately) to determine the graduation grade. Graduate students' graduation grades are calculated using the results of the degree examination and the average of course achievements, with each of them accounting for 50 percent. (For details, refer to Articles 30 and 62 of the TNUA Statutes.)

3. What are the rules for military training and physical education?

- (1) Credits from physical education courses required by departments are calculated separately. A maximum of only two credits from optional physical education courses will be included in the minimum graduation credits.

(2) Credits from military training courses required by departments will form part of the students' minimum graduation credits. Credits from optional military training courses will not form part of the minimum graduation credits.

4. I'm extending my study only for my graduation production. If I don't pass that, does that mean I will be subject to the regulations concerning failure in two thirds of the credits? And suppose I go for six credits in a semester but fail to get four of them, does it mean that I will be subject to the regulations concerning failure in two thirds of the credits?

Students who take fewer than nine credits in a semester are not subject to the regulations as stipulated in Article 31 of the TNUA Statutes (which states that students who fail in courses accounting for two thirds of the credits they study for in a semester shall be withdrawn from the University). (For details, refer to Articles 31 and 32 of the TNUA Statutes.)

5. What does the University do when a student fails a course?

According to the Statutes, students who fail a course will not given make-up exams. Required courses must be retaken.

6. My grades are higher than the top-three students named for outstanding achievement awards. Why didn't I get an award?

According to the award regulations laid down by the Office of Students Affairs, students who take fewer than nine credits, who are in extended years of study, who fail to receive at least 80 in department, or who fail to receive at least 70 for physical education or military training, are excluded from consideration for the awards.

7. I'm a graduate of the University, but I'm not in Taiwan now. How can I apply for English transcripts?

(1) Write down your English name, student number, national ID number, phone number in Taiwan and the number of copies of transcripts you need, and fax the information to the Registration Section (02-2893-8740), or email your application(register@academinc.tnua.edu.tw).

(2) When the transcripts are ready, you can have someone pick them up for you. At the Registration Section, the person has to present your

letter of authorization and the ID cards for both of you, fill in an application form, pay the fees at the Cashier Section, return the form to the Registration Office, and pick up the transcripts.

- (3) Another way is to follow the steps described in the next question: “8. How do current students and graduates apply for transcripts?”

8. How do current students and graduates apply for transcripts?

- (1) On-site application: Applicants or people with their authorization can apply for the transcripts at the automated payment machine for document application on the first floor of the Administration Building (the machine is located at a corner near the staircase on your left if you enter the building from the front door). The transcripts will be printed out instantly.
- (2) Remote application: Applicants can download the application form from the Registration Section’s webpage, fill it in, and email address below or fax it to the Registration Section(+886-2-28938740).

Payment: Payments can be wired to the University’s account. The payment receipt should then be mailed or faxed to the Registration Section along with the application form to facilitate verification.

Account number: Taipei National University of the Arts 401 Special Account/Chinatrust Commercial Bank, Zhongxiao Branch/185350003083

Mailing assistance:

- (a) Please provide return envelopes with the address and name of the recipient, as well as a letter of authorization for mailing assistance.
- (b) If you are not in Taiwan and find it inconvenient to provide return envelopes, please email the letter of authorization (please attach an electronic file for identity verification). The postal fees will be charged according to the expenses for express air mail. The Registration Section will send the applicant a payment notice.

Contact information: Registration Section, Office of Academic Affairs, Taipei National University for the Arts
Address: No.1 Xueyuan Road, Beitou District, Taipei 112
Tel: +886-2-28961000, ext. 1215

Fax: +886-2-28938740

E-mail : register@academic.tnua.edu.tw

- (3) Other information: Students expecting to graduate in the current semester should make sure that all of their grades (for optional courses and graduation dissertations) for the semester have been sent to the Registration Section. To facilitate the application process, they should also indicate in the application form that it is for graduation transcripts.

Credit transfer and exemption

1. I am a transfer student. When I entered the University, I thought I would be entitled to exemption from general education courses and courses available for only the current academic year. But some third-year students have told me that I could have asked for more exemption. Am I still entitled to the exemption now?

According to the Regulations for Credit Transfer and Exemption, undergraduate students must submit applications for credit transfer and exemption in the first semester of their arrival at the University. The applications must be submitted by the deadline for course add and drop period for that semester. Beyond the deadline, no more credit transfer or exemption is possible.

2. When do I apply for credit transfer and exemption?

Undergraduate students must apply for credit transfer and exemption in the first semester of their arrival at the University. The applications must be submitted by the deadline for course add and drop period for that semester. Graduate students may apply for credit transfer and exemption during the registration and course selection period of that semester. The applications must come with transcripts and other documentation.

3. How do students who have retaken the entrance examination apply for exemption for credits they have achieved in their previous study?

Repeat students may apply for credit exemption before course add and drop period ends in the semester of their arrival at the University. They must submit a credit exemption application form with transcripts from the previous study attached.

Miscellaneous

1. How do I apply for a minor or double major?

- (1) All undergraduate students may pursue a double major if they achieved an average grade of 75 in each semester of the previous school year, or if their grades ranked among the top 20 percent of their class (the regulations of individual departments that have stricter or other regulations rule), and if they have not taken a minor.
- (2) All undergraduate students may apply for a minor from another department, except for those who are already double major students.
- (3) Related application forms and regulations are available on the Registration Section's webpage.

2. Can students transfer to other departments after being admitted to the University? How do they do it?

- (1) All students who think their current study does not suit their interest may apply for transfer to other departments. However, students who are still in the preparatory years of the seven-year program are not eligible for transfer.
- (2) Related application forms and regulations are available on the Registration Section's webpage.

3. Can students with outstanding grades graduate early?

Students with outstanding achievements may graduate one semester or one academic year early after completing all required credits and courses. Outstanding achievements refer to an average grade of over 80 for each semester, a department grade of over 80 for each semester, a ranking among the top 15 percent of the students of the same year in their department, and approval by their departments. Students meeting the requirements may submit an application to the Office of Academic Affairs. Upon approval by the chairpersons of their departments, deans of their schools and the dean of academic affairs, the student shall be allowed to graduate one semester or one school year early.