

Regulations for Continuing Education in Fall 2019

Contents

1. Course Registration for Continuing Education.....	1
2. Qualifications.....	2
3. Course Dates	2
4. Tuition Fees	2
5. Online Registration & Course Selection System.....	2
6. Payment.....	2
7. Registration Form Submission	4
8. Regulations on the Minimal Number of Students	4
9. Regulations on Selected Courses.....	4
10. Tuition Fees Refund.....	4
11. Final Exams.....	5
12. Certificates.....	5
13. Other Details.....	5

Regulations for Continuing Education in Fall 2019

★ How do I query NTHU's courses?

Please visit

<https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/JH/6/6.2/6.2.9/JH629001.php>

- ◆ EMBA and other departmental courses for working professionals are not included.
- ◆ Any addition or changes of the courses will be announced on the web, and will not inform individually. Please check on the website regularly.

1. Course Registration for Continuing Education

Visit the website of the Center for Continuing Education for information about course registration.

Go to the registration system and print out the form

Obtain approval signatures from teachers

Make the payment

Please attach your receipt to the registration form along with a copy of your degree certificate and ARC (or passport) to the Center for Continuing Education and submit personally or by Fax.

※Fax no. : +886-3-5721429

2. Qualifications

For undergraduate courses, a high school degree is needed; for graduate, a college degree is a must.

3. Course Dates

From September 9, 2019 to January 10, 2020.

4. Tuition Fees

For undergraduate courses, each credit costs NTD2,500.

For graduate courses, each credit costs NTD3,500.

For mandarin Courses, each credit costs NTD3,200.

- * NTHU alumni, in-service faculty and staff can have 10% discount on tuition fees.

5. Online Registration & Course Selection System

A. System will be open from 9:00 August 20, 2019 to 17:00 September 23, 2019.

B. Please visit <http://www.ccxp.nthu.edu.tw/ccxp/INQUIRE> → click “Continuing Education” → click “Online Registration”. On this page, you will be asked to fill in your personal information and select the courses you like. After finishing the course selection procedures, please print out the registration form and **double check the number of courses. Please do not make any payment before acquiring teachers’ approval signatures.**

- ◆ If there is any course change after being confirmed with teachers' signatures, please RE-DOWNLOAD the form and make the payment according to the new transfer number. However, if there were teachers' signatures on the old form, you can hand it in along with the new one. There is no need to ask your teachers to sign again on the new form.

6. Payment

A. Time of payment: From August 20, 2019 to September 23, 2019.
Please keep a copy of the receipt for your record.

- B. Ways of payment (Please choose either one) :
- a. By convenience stores: Download the registration form, make the payment at 7-Eleven、Hi-Life convenience stores、OK Mart or “Family Mart” and paste the receipt of payment on your registration form. (The amount should be under NTD 20,000, and the extra transaction fee NTD 6 will be charged.)
 - b. By counters: Download the registration form, make the payment at branches of Taiwan Bank and paste the receipt of payment on your registration form.
 - c. By ATM’s: Please use the bank card to transfer the payment at ATM’s (according to the ATM transfer bank code, number, and the amount on your registration form.) Paste the receipt of payment on your registration form. The detailed ATM transferring process is illustrated below.

ATM transferring process

- Select "transfer" on the ATM.
 - Enter the transfer bank code “004” (for Taiwan Bank).
 - Enter transfer number on the registration form.
 - Enter the amount of money to be transferred (the process will not be done if the amount entered is different from the one on the registration form).
 - Please double check before finishing. (*After you finish the ATM transfer process, please check if "transaction successful" or "transaction done" is shown on the receipt. If the transaction is successful, the receipt will show the transaction amount and charge transaction fee NTD 17 from your account. If that message is not shown, it means that the transaction fails.*) (Card holders of Taiwan bank will not be charged NTD 17.)
- Please keep a copy of the receipt for your record.**
- Notices :
 - ◆ If you use the ATM of the post office, please select "inter bank transfer" then enter bank code “004”, the transfer number, and the amount.
 - ◆ If the transaction fails, while your transfer number, bank code, and the amount are correct, please consult the bank of your card.
 - ◆ When you do the ATM transaction out of the bank's office hours,

- if the ATM shows "transacted next day," please select "ok."
- ◆ Note that the receipt is the important evidence on whether the transaction is successful; please keep it for your record.

7. Registration Form Submission

After finishing the payment process, please paste the receipt of payment on your registration form. Please submit it along with a copy of your degree certificate and ARC (or passport) to our office **before 17:00 September 23, 2019. Any delay is not acceptable.**

You may choose to:

- A. Personally hand in the form to the Division of Continuing Education at the Administration Building of NTHU.
- B. Fax the form to the Division of Continuing Education at (03)572-1429.

8. Regulations on the Minimal Number of Students

A course will be cancelled under one of the following circumstances:

- An undergraduate course will be cancelled if there are no more than 5 NTHU degree students registering.
- An undergraduate course sponsored by NTHU will be cancelled if there are no more than 10 NTHU degree students registering.
- A graduate course will be cancelled if there are no more than 3 NTHU degree students registering.

If there is any cancellation of your courses, you will be informed by email and will get the total refund of those courses.

9. Regulations on Selected Courses

EMBA and other department special courses for working professionals cannot be taken. And for the rest regular courses, approval is up to the instructors.

10. Tuition Fee Refund

- A. According to Article 17 of MOE's regulation on "College Continuing Education," 90% of the tuition will be refunded if the student drops out before the class begins. 50% will be refunded if the class has started for less than 1/3 of the semester; while no tuition will be refunded if the class has started for more than 1/3 of the semester.

B. Course Drop Periods

* Courses can be dropped during the drop periods under instructors' consent.

(“NTHU Course Drop Form Center for Continuing Education” :

<http://my.nthu.edu.tw/~exten/english/docs/CourseDropForm.doc>)

Drop Periods	Note
8/20/2019 ~ 9/8/2019	90% of the tuition fee will be refunded.
9/9/2019 ~ 10/19/2019	Drop period I: 50% of the tuition fee will be refunded.
10/20/2019 ~ 11/25/2019	Drop period II: No refund for the tuition fee.

11. Final Exams

Final exams will be held in class by individual teachers.

12. Certificates

We will issue a certificate of the courses you have passed, with which you may apply for waiving the required credits of the degree program in the future if you are admitted to the degree program according to the credit waiving regulations of NTHU. **But the credits cannot be used for "the required program for the qualified teachers."**

13. Other Details

- A. Any addition or changes of the courses will be announced on the web, and will not inform individually. Please check on the website regularly.
- B. **The formal receipt will be sent after the first drop period (10/20/2019). The default recipient name on the receipt is the same as the applicant name. If you need any changes on the recipient name, please note on the registration form.** No changes will be made after the receipt is issued.
- C. **Library usage:** Please fill in the application form (<http://exten.web.nthu.edu.tw/files/11-1154-4540.php?Lang=zh-tw>), sealed by the Center for Continuing Education, and then follow the required procedure of the library.
- D. **Parking:**
<http://guard.web.nthu.edu.tw/files/15-1023-128110,c341-1.php?Lang=zh-tw>
For parking motorcycle in the campus, please bring a copy of your driving

license and driving permit to Center for Continuing Education for application. The parking fee is 100 NTD per year.

- E. Students of continuing education should follow all the related rules of NTHU. Serious violation can cause cancellation of all courses taken, and the tuition is non-refundable.