

Tunghai University Fall Semester 2024-25 Academic Year

Freshmen and Transfer Students Admission Information



Office Hours: Mon.-Fri. 8 am-12 pm; 1:30-5:00 pm

Office Hour Adjustment during Summer Break (2024-25 Academic Year)

Summer break:

July 1, 2024 (Mon.)-September 1, 2024 (Sun.); Closed on Fridays

Monday-Thursday: 8 am-12 pm; 1:30-4:00 pm

Normal office hours will resume starting September 2, 2024 (Mon.)

Monday-Friday: 8 am-12 pm; 1:30-5:00 pm

Amended by the Registrar and Curriculum Office, Office of Academic Affairs on April 19, 2024

Join Us!

Letter to New Students



The renowned British novelist Charles Dickens, born in the 19th century in 1812, mentioned in his masterpiece *A Tale of Two Cities*: "It was the best of times, it was the worst of times; it was the age of wisdom, it was the age of foolishness." Two hundred years later, in the year 2024, as we face the comprehensive integration of AI technology into human life and the greatest challenges in higher education worldwide due to high technology and declining birth rates, Tunghai University, founded 69 years ago, will continue to prioritize students and strive to become a world-class university.

Congratulations on becoming a member of Tunghai University! Adhering to our motto of Truth, Faith, and Deeds, Tunghai University has laid the foundation for its achievements internationally over the past century, consistently excelling in teaching, research, and sustainable development. In the past four years (2021-2024), the university has consistently ranked first among private universities in Taiwan (non-medical category) in the Times Higher Education World University Impact Rankings. Furthermore, in 2023, the university has been awarded the highest Platinum Award in both categories of the TCSA Taiwan University Sustainability Award for four consecutive years, and in 2024, we won the Best Sustainability Report Award and two Role Model Awards, the "Industry Collaboration Award" and the "Welfare Coexistence Award," at the 5th Global Views Monthly University Social Responsibility Awards.

We take pride in nurturing numerous outstanding alumni who have excelled in academia, technology, politics, and education. This includes alumni such as Hsiao-hua K. Burke, a newly elected member of the National Academy of Engineering (NAE) in 2024, who specializes in ballistic missile defense and space systems research at MIT Lincoln Laboratory, and like Ming-tung Lee, alumni of the Department of Foreign Languages, currently serving as the President of Sonoma State University within the California State University system. Additionally, we boast fourteen Academicians of Academia Sinica, the highest academic honor in Taiwan, including scholars like Ming-che Shih and Tang Tang. Moreover, our alumni have made significant contributions in politics, exemplified by former President of the Legislative Yuan Si-kun You and Chi-chang Tsai, and even our current spokesperson for the Executive Yuan, Shih-kai Chen.

Our achievement in cultivating exceptional talent is closely related to the university's liberal arts education (Po-Ya School) and experiential learning. Over the years, the university, filled with a classical humanistic atmosphere, has accompanied students' growth under the framework of liberal arts education. As alumni Hsiao-hua K. Burke mentioned, her four years at Tunghai University laid the foundation for her development in the United States. The university's liberal arts education and the profound influence of mentors profoundly impacted her life. When facing difficulties, professors always provided full support, fostering a teacher-student bond akin to that of a parent and child. Even her journey to pursue further studies in the United States was made possible with the assistance of Tunghai University.

We are actively moving towards becoming a "Future University" focused on "Transformation, Paradigm Change, and Excellence". The term "Future University" was coined by Stanford University to address the increasingly competitive global landscape and rethink how to prioritize student learning and development. In summary, a "Future University" aims to break away from traditional teaching and learning models based on a four-year academic program, breaking down barriers between fields of studies in teaching, and integrating various resources to create an open and circular university. Tunghai University is striving to become an open learning center, cultivating sustainable innovation, realizing a better society, and through the integration of internal and external resources and manpower, establishing function-oriented micro-programs. Internally, we continue to promote Po-Ya 4.0 and Experiential Learning 4.0 systems, fostering students with a global perspective, resilience, and mobility to achieve the university's vision for the future.

As the tide of AI sweeps through the era, Tunghai University embraces the trend of generative artificial intelligence with the motto "AI Tunghai, Generating the Future," innovating in generative artificial intelligence education. We have comprehensively formulated core courses in artificial intelligence, such as transforming the mandatory Chinese course for freshmen from teaching classical Chinese and writing to cultivating AI application capabilities such as "learning to question," "discerning truth from falsehood," and "communication and expression." The aim is to help students understand the applications and possibilities of AI, with the ultimate goal of cultivating Tunghai individuals who understand AI.

In addition to promoting innovative teaching, we are also a sustainable university advancing towards the United Nations' 17 Sustainable Development Goals (SDGs). Under these goals, we have achieved excellence in

various fields such as research, management, influence, and education. Tunghai University shoulders university social responsibility (USR), continuously playing a role as a sustainability benchmark and promoter of educational integration. To comply with Taiwan's Pathway to Net-Zero Emissions in 2050, the university is dedicating efforts to carbon fixation technology. We are establishing the largest on-campus smart carbon neutral zone in Asia with over five hectares (43,000 square meters). This not only serves as a benchmark for carbon reduction in Taiwan but also as a base for carbon reduction research and talent training, aiming to cultivate top environmental talent in Taiwan. Once again, congratulations on your acceptance to Tunghai University, a top-notch university dedicated to practicalness, excellence, and progress. Here, you will experience the rich and elegant cultural heritage of Tunghai University, boasting not only the most beautiful campus in Taiwan but also a faculty and teaching environment dedicated to cultivating top talent. As long as you are willing, I believe you will find the best of everything on this campus.

President 張國忠

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Action Item List for Freshmen and Transfer Students (Fall Semester, 2024-25)

No.	Date	Action Item	Administrative unit THU (Center Office): 04-23590121	Page
1.	<ul style="list-style-type: none"> Starting from 5/20 at 10:00 am 	<ul style="list-style-type: none"> Completion of new student basic information 	<ul style="list-style-type: none"> New Student Portal 	1
2.	<ul style="list-style-type: none"> Starting from 5/20 at 10:00 am 	<ul style="list-style-type: none"> THU-NID account activation 	<ul style="list-style-type: none"> Office of Library and Information Services (#30218; #30220) 	1
3.	<ul style="list-style-type: none"> 5/20 at 9:00 am to 7/8 at 9:00 am: First phase of new student dormitory registration 8/17 at 9:00 am to 8/20 at 12:00 pm: Second phase of new student dormitory registration 8/23 at 9:00 am to 8/24 at 4:00 pm: Third phase of new student dormitory standby registration 	<ul style="list-style-type: none"> For those in need of accommodation, please visit the Division of Student Housing Affairs to fill out the form during the designated registration period. For details, please refer to pages 5 and 6 under "Student Housing application." 	<ul style="list-style-type: none"> Division of Student Housing Affairs, Office of Student Affairs (#23300) 	7
4.	<ul style="list-style-type: none"> Before 6/18: Application for admission to the in-service undergraduate programs 8/15 - 8/30: Regular undergraduate programs Before 8/6: Transfer students (admitted) Before 9/2: Examination-based admission for the in-service undergraduate program 	<ul style="list-style-type: none"> Submit original academic credentials (original copy). 	<ul style="list-style-type: none"> Registration and Curriculum Office, Office of Academic Affairs (#22101~22110) 	2
5.	<ul style="list-style-type: none"> 8/1 - 9/6: Special admissions, Star Program recommendations, individual applications, transfer students (please follow the admission announcement dates for payment) 8/21 - 9/6: Placement admission and other admission channels for new students 	<ul style="list-style-type: none"> Pay registration fee, tuition and miscellaneous fees 	<ul style="list-style-type: none"> Accounting Office (#28006) 	3
6.	<ul style="list-style-type: none"> Before 8/19 	<ul style="list-style-type: none"> Application for credit transfer or course exemption 	<ul style="list-style-type: none"> Registration and Curriculum Office, Office of Academic Affairs (#22101~22108) 	9
7.	<ul style="list-style-type: none"> Starting 8/29 	<ul style="list-style-type: none"> Inquiry about dormitory room number 	<ul style="list-style-type: none"> Division of Student Housing Affairs, Office of Student Affairs (#23300) 	7
8.	<ul style="list-style-type: none"> 8/31-9/1 	<ul style="list-style-type: none"> Move-In 	<ul style="list-style-type: none"> Division of Student Housing Affairs, Office of Student Affairs (#23300) 	7
9.	<ul style="list-style-type: none"> 9/4 	<ul style="list-style-type: none"> Freshman English Placement Test and Class Assignment 	<ul style="list-style-type: none"> English Language Center (#31901) 	12

No.	Date	Action Item	Administrative unit THU (Center Office): 04-23590121	Page
		(Non-Foreign Language Major Students)		
10.	• Before 9/6	<ul style="list-style-type: none"> • Application for student exemption for tuition - Executive Yuan • Application for student exemption for tuition/miscellaneous fees 	<ul style="list-style-type: none"> • Student Assistance Division, Office of Student Affairs (#23102) 	5
11.	• Before 9/6	<ul style="list-style-type: none"> • Application for student loans 	<ul style="list-style-type: none"> • Student Assistance Division, Office of Student Affairs (#23107) 	6
12.	• Before 9/6	<ul style="list-style-type: none"> • Edit information on the military service management system (exempt for female students) 	<ul style="list-style-type: none"> • Student Assistance Division, Office of Student Affairs (#23107) 	11
13.	<ul style="list-style-type: none"> • 8/31 Morning: Graduate students, transfer students, re-enrolled students, students of in-service undergraduate programs • Regular Undergraduate Programs: 9/2 (Mon.) afternoon, 9/3 (Tue.) morning & afternoon, 9/4 (Wed.) morning 	<ul style="list-style-type: none"> • Pre-admission health examination Morning check-in time: 08:00-11:00 Afternoon check-in time: 13:00-15:00 	<ul style="list-style-type: none"> • Health and Counseling Center, Office of Student Affairs (#23436) 	8
14.	• 9/9	<ul style="list-style-type: none"> • First day of classes 	<ul style="list-style-type: none"> • See Tunghai University Calendar 	46
15.	• 9/2~9/13	<ul style="list-style-type: none"> • Application for Exemption from Freshman and Sophomore English (Non-Foreign Language Major Students) 	<ul style="list-style-type: none"> • English Language Center (#31901) 	12
16.	• 9/4-9/7	<ul style="list-style-type: none"> • University Introductory Courses (for incoming regular undergraduate students) 	<ul style="list-style-type: none"> • For details, please refer to the website: Snapshot Week for College Life 	26
17.	• 6/24~12/31	<ul style="list-style-type: none"> • Mental health assessment 	<ul style="list-style-type: none"> • Health and Counseling Center, Office of Student Affairs (#23436) 	9
18.	<ul style="list-style-type: none"> • 8/26~9/20: Transfer students • 9/2~9/20: University new students 	<ul style="list-style-type: none"> • Course selection and registration 	<ul style="list-style-type: none"> • Registration and Curriculum Office, Office of Academic Affairs (#22111~22114) 	15
19.	• 9/11~10/20	<ul style="list-style-type: none"> • Application for financial aid for disadvantaged students 	<ul style="list-style-type: none"> • Student Assistance Division, Office of Student Affairs (#23108) 	11
20.	• 9/9~10/31	<ul style="list-style-type: none"> • Application for Change of Status for Students with Disabilities 	<ul style="list-style-type: none"> • Registration and Curriculum Office, Office of Academic Affairs (#22101~22110) 	17

List of THU Administrative Units Websites

Name of Website	QR Code	Name of Website	QR Code
Tunghai University		Office of International Relations	
New Student Portal		Po-Ya School	
THU-NID Account System User Center		THU Interdisciplinary Learning Application Site	
Student Info System		tMail	
Registration and Curriculum Office, Office of Academic Affairs		Office of Experiential Learning	
Accounting Office (Tuition and Miscellaneous Fees Affairs)		Time Table for Shuttle Service on Campus	
Student Assistance Division, Office of Student Affairs		CTBC Bank School Portal Registration Fee Payment Portal	
Division of Student Housing Affairs, Office of Student Affairs		Student Loan Portal (Bank of Taiwan)	
Health and Counseling Center, Office of Student Affairs		Center for International Internship Development	
Office of Library and Information Services		Global Internship Facilitation of Taiwan (GIFT)	
Chaplain's Office		Center for Student Leadership Development	

Notice Statement for Personal Data Collection, Processing, and Utilization for Tunghai University Student Registration

On the basis of the Personal Data Protection Act (hereinafter referred to as "the PDPA"), please carefully read the following Notice Statement for Personal Data Collection, Processing, and Utilization for Tunghai University Student Registration as stipulated by Tunghai University (hereinafter referred to as "the University") under Articles 8 and 9 of the PDPA.

I. Name of the Institution: Tunghai University

II. Purposes of Personal Data Collection:

1. Student registration, academic records, grades, course affairs, counseling operations, health examinations, and remittances during the period of study; notification of semester grades and warning information; contact with students and their parents or legal guardians.
2. Asking former students about their employment and further studies after graduation, and inviting alumni to participate in academic and social activities organized by the University.
3. Necessary methods for conducting surveys and visits based on educational surveys, statistics, and research analysis by the Ministry of Education or its authorized evaluation institutions.
4. Other necessary utilization methods to achieve the abovementioned purposes of collecting personal data.
5. The Student Health Examination Report serve as the required physical examination reports for new employees by the Ministry of Labor.

III. Methods of Personal Data Collection/Sources of Personal Information:

1. Personal data provided by applicants participating in the University's independent admissions examinations or various joint admissions committee examinations.
2. Personal data provided by the Foundation for the College Entrance Examination Center for the current year's admitted students.
3. Various written application forms submitted by students during their enrollment for purposes such as enrollment, grades, course-related affairs, and counseling.
4. Other data obtained with the consent of the parties involved.

IV. Categories of Personal Data:

Identifying individuals (Code 001); identifying financial information (Code 002); identifying government information (Code 003); physical description (Code 012); habits (Code 013); character (Code 014); personal description (Code 011) such as gender, date of birth, nationality; details about other family members (Code 023) such as guardians or emergency contacts; immigration (Code 033) such as passports, proof of residency; school records (Code 051), qualifications or skills (Code 052), insurance details (Code 088), and health records (Code 111), etc.

V. Processing and Utilization of Personal Data:

1. Period:
 - a. Academic records and grades of students (including graduates) are permanently retained.
 - b. Data of applicants and students, unless otherwise provided by law or competent authorities, are used for the specific purposes of collection for the required period.
2. Region: Taiwan (including outlying islands such as Penghu, Kinmen, and Matsu) or areas authorized by students for processing and utilization.
3. Parties: Ministry of Education or other statutory authorities, cooperative financial institutions, medical institutions, insurance companies, EasyCard Corporation, and other institutions requiring the use of personal data collected for the purposes mentioned above.

4. Methods: Processing methods compliant with legal requirements.

- VI. If students fail to provide true, accurate, and complete personal data, it may result in incomplete student records, inability to contact in emergency situations, failed remittances, and failure to deliver semester grades, among other situations.
- VII. Students should ensure that the personal data provided are true and accurate; if any information is untrue or needs to be updated, relevant supporting documents should be submitted to the Registration and Curriculum Office of the Office of Academic Affairs for correction.
- VIII. The University may, in accordance with statutory regulations or requests made by competent or judicial authorities in accordance with the law, provide personal data or related information to relevant competent or judicial authorities.
- IX. The University may, in accordance with Article 4 of the PDPA, collect, process, or utilize data entrusted by public or non-public agencies.
- X. Rights and Interests Regarding Personal Data: Pursuant to Article 3 of the PDPA, data subjects have the right to request inquiry, access, supplementation, correction, etc., of their personal data, and the application procedure is stipulated separately by the Registration and Curriculum Office of the Office of Academic Affairs. However, the University may refuse if it falls under the provisions of Article 10 of the same Act.
- XI. For students under the age of eighteen, notifications (such as registration, grades, changes in academic records, course selection, academic certificates, etc.) will be addressed to their legal guardians. Legal guardians may also make inquiries. After the student reaches the age of eighteen, notifications will generally be addressed to the student or their authorized representative.

Action Item List for Freshmen and Transfer Students (Fall Semester, 2024-25)



01 Fill in Basic Information

Fill out your study preferences (for incoming regular undergraduate students).
Fill in student basic information, military service registration (for male students), and student housing application.
Overseas Chinese students, international students, and Mainland Chinese students can fill out the form after registration.

Freshmen Only Need 4 Steps to Complete the Registration Process!

Transfer students shall follow the admission announcement dates for payment.

02 Submit Academic Credentials

Submit academic credentials (original copy)
Overseas Chinese students, international students, and Mainland Chinese students should submit their highest academic credentials to the International Student Affairs Section of the Office of International Relations upon arrival at the university. The documents will be forwarded to the Registration and Curriculum Office.

03 Payment of Tuition and Miscellaneous Fees or Application for Student Loans

Complete payment or apply for student loans before 9/6.
For those applying for student loans, please go to the Bank of Taiwan to apply. After completion, please keep the second and third copies of the Student Loan Application Form for yourself, and there is no need to submit them.

04 Health examination

9/2-9/4: Regular undergraduate programs

8/31: Graduate students, transfer students, returning students, in-service undergraduate programs

Do not eat anything 6 hours before the health examination. You can drink plain water.

- ✧ Newly admitted students and transfer students must complete the registration process according to the university's regulations and submit formal academic credentials or other necessary documents before enrollment. Those who need to delay their registration due to special circumstances may be granted permission by the university to enroll first and complete the registration process later, within the stipulated time frame. Failure to complete registration or submit required documents by the deadline will result in the revocation of their admission status. [Article 9 of the Academic Regulations]
- ✧ Starting from the second semester of the 2011 academic year, our university has abolished the regulation for academic dismissal of daytime bachelor's program students (including the rule for general students accumulating three instances of failing half of their credits and special students accumulating two instances of failing two-thirds of their credits).
- ✧ The university no longer prints hard copies of the Academic Regulations and regulations regarding academic affairs starting from the 2016-17 academic year. For relevant regulations, please refer directly to the website of the Registration and Curriculum Office of the Office of Academic Affairs.

I. Completion of New Student Basic Information and Activation of THU-NID Account Starting 5/20/2024

10:00 am

The university adopts the "single account management" mechanism, where a single set of an account and password enables authorized access to all information and internet services provided by the Office of Library and Information Services. Please activate your THU-NID account as soon as it is opened, in order to access various information system services.

1. Fill out new student basic information: Starting from 10 am on May 20th, new students can use their THU-NID account and activation code (found at the bottom left corner of the admission letter) to log in to the "New Student Portal" Action Item List, and complete the required information.
 2. Activate the THU-NID account: Starting from 10 am on May 20th, log in to the THU-NID Account System using your THU-NID account and activation code to activate the account, and you can set your own password.
- ❖ Do not lend your account and password to others. Please adhere to the regulations of the Taiwan Academic Network (TANet) and internet etiquette. If you lose your activation code, please bring your National ID Card to the Information Service Desk of the Office of Library and Information Services (extension 30220) for reissuance.

Administrative unit: Office of Library and Information Services (04-2359-0121 #30218/30220)

II. Submission of Academic Credentials (Original copy)

1. Regular undergraduate program freshmen: Before 8/15 - 8/30, place the original copy of High School Graduation Certificate or Course Completion Certificate into the special envelope provided by the university. Send it by registered mail to the following address: "Registration and Curriculum Office, No. 1727, Section 4, Taiwan Boulevard, Xitun District, Taichung City 407224, Taiwan."

※For freshmen admitted through "special admissions", if you have already submitted it, please disregard this notice. Those who fail to submit the required documents should do so within the specified deadline set by the university (or by the agreed extension date at the latest before the Center for Strategic Recruitment deadline).
2. In-Service Bachelor's Program Freshmen (Admitted): Submit the original academic credentials specified in the admissions brochure upon registration (Application Admission: before 6/18; Examination Admission: before 9/2). For those who have not submitted it or for alternates, please submit it according to the university's regulations by the specified deadline (if extended with the university's consent, no later than the registration date) to the Center for Strategic Recruitment.
3. Transfer Students (Admitted): Submit the documents specified in the admissions brochure before 8/6. For those who have not submitted it or for alternates, please submit it according to the university's regulations by the specified deadline (if extended with the university's consent, no later than the registration date) to the Registration and Curriculum Office.
4. Overseas Chinese students, international students, and Mainland Chinese students should submit their highest academic credentials to the International Student Affairs Section of the Office of International Relations upon arrival at the university. The documents will be forwarded to the Registration and Curriculum Office.

Administrative unit:

Registration and Curriculum Office, Office of Academic Affairs (04-2359-0121 #22101~22110)

Office of Academic Affairs' Center for Strategic Recruitment (04-2359-0121 #22101~22109)

International Student Affairs Section, Office of International Relations (04-2359-0121 #28507、
28509、28510)

III. Pay Your Registration Fee by 9/6/2024 (Transfer students should follow the payment dates specified in the admissions announcement)

1. Payment Deadline:

- (1) Regular undergraduate program students admitted through "Special Admission," "Star Plan," and "Individual Applications": 8/1 - 9/6.
- (2) Students admitted through "Placement Admissions" and other admission channels: 8/21 - 9/6.
- (3) Transfer Students: 8/1 - 9/6. Please follow the payment dates specified in the [Admissions Announcement].

- #### 2. Printing of Registration Payment Form: The university will not mail paper the bill to students. Please choose one of the following three channels to print out the Registration Payment Form and complete payment by 9/6 (Fri.).

Channel①: [The CTBC Bank School Portal](#).

Channel②: THU Home Page → Popular Pages → [Printing and Inquiry of Registration Fee Payment Slip](#).

Channel③: THU Home Page → "[Student Info System](#)" → Registration/Student Housing/Insurance Registration Fee Inquiry.

- #### 3. Payment Methods: Choose one of the following five methods to make the payment.

Method①: Credit card (including UnionPay).

Method②: "ATM transfer": Select "Payment/Tax/Other payments" during operation, and pay the total amount listed on the Registration Payment Form in one go. The payment amount is not limited to NT\$30,000.
※Cash payment, online banking, or mobile transfer: Preferably select the "Payment/Tax/Other payments" function during operation (do not select "Transfer") (wording may vary due to different setting on various bank ATM screens), and payment amount is not limited to NT\$30,000. If "transfer" is selected, confirm that there is no limit on the transfer amount in the payer's bank account. If there is a limit, it is recommended to use "cash payment" at a physical ATM.

Method③: Convenience stores: Limited to NT\$60,000.

Method④: Counter payment at a post office.

Method⑤: Counter payment at CTBC Bank branches.

- #### 4. Inquiry of Payment Records / Issuance of Registration Fee Payment Receipt:

- (1) Please enter the university's "[Student Info System](#)" → Registration/Accommodation/Insurance Fee → Registration Fee Inquiry → Search criteria: select the semester → at the bottom of the screen, students can print their Payment Receipt (available 3-5 working days after payment of tuition and miscellaneous fees or after processing of exemption for tuition/miscellaneous fees and student loans with the outstanding fees paid up).
- (2) If the amount to be (re)paid is negative, it may be due to cases such as overpayment of tuition waivers,

excessive student loan disbursement, or overpayment due to changes in dorm room bed space. The Office of Student Affairs will handle refunds or transfers after the Ministry of Education approves the application and allocates funds. If there is an overpayment not covered by the above situations, the Accounting Office will handle the refund operation after the special add/drop period ends on the calendar.

❖ Important Notice:

- (1) Please note that the registration fee payment deadline for this semester is 9/6 (Friday), and students who have not paid before the deadline will not be registered (except for those who have completed suspension procedures).
- (2) Students who are eligible for exemption from tuition/miscellaneous fees or wish to apply for student loans, please complete the "Application for Student Exemption for Tuition/Miscellaneous Fees" procedures in this handbook first, and then proceed with the procedures for "Applying for Student Loans". If there are any outstanding fees (e.g., language teaching fees), please download a new Registration Payment Form for any additional registration fee after completing the above procedures within 2-3 working days at the [CTBC Bank School Portal](#).
- (3)) For the "Tuition Waiver" and "Student Exemption for Tuition - Executive Yuan," as only one subsidy can be chosen, please refer to the announcements on the Student Assistance Division's website. Students who wish to apply for a tuition waiver should not use the fixed amount reduction payment slip to pay in advance. Additionally, if you need to cancel the application for student exemption for tuition - Executive Yuan, please contact the Student Assistance Division of the Office of Student Affairs. The payment slip will be updated within 2-3 business days after registration.
- (4) Students who are unable to pay on time due to financial difficulties or sudden emergencies, please go to the Accounting Office's webpage "Tuition and Miscellaneous Fees Affairs" and download the "[Application Form for Deferred Payment of Tuition and Miscellaneous Fees](#)", fill it out, and submit it to the Accounting Office by 9/6 (Friday).
- (5) Freshmen who need accommodation should follow the application dates announced on the Student Housing Service Division's website (<https://dorm.thu.edu.tw/>) and register for a bed with Division. Ensure that the "Accommodation Fee" amount is included in the "Payable Items" on the left side of the registration payment slip before making the payment. For details, please refer to the "Dormitory Application" section in this handbook.
- (6) The tuition and fees for the in-service undergraduate program are collected in advance. For students in grades 1 to 5, 20 credits are collected in advance, and for extended study students, 6 credits are collected in advance. To facilitate transfer operations, please fill in the student's postal savings or bank account information in the "Student Info System."
- (7) Payment deadline for credit fee and miscellaneous charges for undergraduate students deferring graduation (second stage): Registration fees for undergraduate students deferring graduation (including sixth-year students in the Five-Year BA-MA Program, i.e. second-year graduate students), **EMBA program**, in-service undergraduate programs, and third-year or above students in master's and doctoral programs are paid in two stages. **The credit fee, tuition and miscellaneous fees, insurance fee, miscellaneous charges, computer and internet usage fee, etc. should be paid before the registration payment deadline, and students who have**

not paid the aforementioned fees before the deadline will not be registered. Students should then pay any outstanding tuition and miscellaneous fees, and credit fee and deferred graduation fees within three weeks after the course add/drop period (9/23/2024-10/11/2024). Payment channels and methods are the same as the aforementioned.

- (8) To facilitate student loan disbursement and other transfer operations, please ensure that the basic information in [the Student Info System](#) is filled out with the student's own postal or bank account.

Administrative unit: Accounting Office (04-2359-0121 #28002)

IV. Application for Student Exemption for Tuition/Miscellaneous Fees before 9/6/2024

(一) Student exemption for tuition/miscellaneous fees

1. **Eligibility:** Survivors of military and civil servants, children of active-duty military personnel, students with disabilities, children of persons with disabilities (students in programs for working professionals are not eligible), low-income households, mid-income households, children or grandchildren of families in hardships, indigenous students. **Overseas Chinese students, foreign students, and Mainland Chinese students are not eligible to apply.**
2. **Application Method:** Directly access the "[Student Info System](#)" → Apply for tuition waiver. After filling out the [application form](#) and signing it, upload it along with the [supporting documents](#) for approval → Print out the payment form upon approval. Please refer to the Student Assistance Division's → "[Student exemption for tuition/miscellaneous fees](#)" webpage for the required supporting documents for each category.

❖ Important Notice:

- (1) Applicants who also qualify for student exemption for tuition/miscellaneous fees, grants of disadvantaged students, or various types of government-provided financial aids can only choose one to apply for.
- (2) (Applicants for tuition waiver for students with disabilities and children of persons with disabilities must not have a total family income exceeding NT\$2.2 million in 2022.
- (3) For students who repeat the same grade and semester in the same education level (such as transfer students, re-enrolled students, students who change majors), those who have already applied for student exemption for tuition/miscellaneous fees may not reapply.
- (4) **For those who need to apply for student loans, please complete the tuition waiver application as soon as possible and ensure that the payment form has deducted the waiver amount before applying for the student loan to avoid the need to correct the loan amount at the bank due to over-borrowing.**
- (5) Please confirm that the tuition waiver amount is included in the registration fee details in the [Student Info System](#) **2-3 working days after** completing the application for student exemption for tuition/miscellaneous fees, and then proceed to print the Registration Payment Form according to the aforementioned "Pay Your Registration Fees" procedure.

(二) Private University Fixed Amount Tuition Waiver

1. Eligibility: Domestic students in regular undergraduate programs and in-service undergraduate programs (excluding extended study students) who have not applied for student exemption for tuition/miscellaneous fees or any types of student aid provided by other government ministries.
2. Application Method: Freshmen should fill out the intent survey form on the "New Student Portal" by 113/9/6, selecting the subsidy option.

3. Subsidy Amount: For students in regular undergraduate programs, a tuition and fee reduction of NT\$17,500 per semester; for in-service undergraduate program students, a 50% reduction on the per-credit fee, up to a maximum of NT\$17,500 per semester. The subsidy amount will be directly deducted from the registration payment slip.

Notes:

- (1) The "Private University Fixed Amount Tuition Waiver" cannot be claimed in conjunction with other tuition and fee reductions or various types of student aid provided by other government ministries. If there are other subsidies greater than NT\$17,500 per semester, students can choose the best subsidy option to avoid losing more advantageous subsidies.
- (2) Students in the same grade who have previously applied for tuition and fee reductions or other government tuition and fee subsidies cannot apply for this subsidy. If the Ministry of Education reviews and finds repeated claims, the reduced amount must be repaid according to regulations.

Administrative unit: Student Assistance Division, Office of Student Affairs (04-2359-0121 #23102)

V. Applying for Student Loans by 9/6/2024

1. **Eligibility:**

	The student + siblings and children of the student (must be minors or adults attending school)		
Family Annual Income	1 Person	2 Persons	3 Persons or More
Below NT\$1.2 million	Eligible for loan (interest-free)	Eligible for loan (interest-free)	Eligible for loan (interest-free)
NT\$1.2 to 1.48 million	Not eligible for loan	Eligible for loan (interest-free)	Eligible for loan (interest-free)
Above NT\$1.48 million	Not eligible for loan	Eligible for loan (interest-free)	Eligible for loan (interest-free)

Overseas Chinese students, foreign students, and Mainland Chinese students are not eligible to apply.

2. **Application Process:**

- (1) Online application: Go to the "[Bank of Taiwan Student Loan Portal](#)" to apply after printing the registration fee payment slip.
- (2) Verification: Bring ① three copies of the Student Loan Application Form, ② National ID Card, ③ seal, ④ registration fee payment slip, and ⑤ a Household Registration Transcript issued within three months, accompanied by parents or guardians to the Bank of Taiwan branches to complete the verification process.
- (3) **After verification, please keep the the second and third copies of the Bank of Taiwan Student Loan Application Form for yourself, and there is no need to submit them.**
- (4) If there are items ineligible for student loans (e.g., language teaching fees) or a registration fee difference to be paid, please recheck and print the registration form to pay the remaining registration fee after completing the student loan procedure within 3 working days (please confirm that the payable items are deducted, and the loaned amount is correct before paying).

❖ Important Notice:

- (1) If eligible for student exemption for tuition/miscellaneous fees, please complete the reduction procedures first, and then bring the new Registration Payment Form to the Bank of Taiwan for verification (Please refer to the section below for applying for tuition and fees reduction and subsidies).
- (2) Please fill in the contact information of the student and the postal or bank account information of the student himself/herself in the Student Info System (for refund of overpaid amount).
- (3) The [Maximum Loan Amount for Student Loans] on the registration form is the maximum loan amount. If not needed, please proceed with the loan according to the [Amount to be Paid].
- (4) For those paying interest out-of-pocket, be sure to pay the interest on time, otherwise it may affect the qualification for applying for loans in the next semester.

Administrative unit: Student Assistance Division, Office of Student Affairs (04-2359-0121 #23107)

VI. Student Housing Application

1. Student Housing Application:

- (1) Freshmen of regular undergraduate programs and in-service bachelor's programs: Applications are made via online forms. Please check the Division of Student Housing Affairs' website.
 - 5/20 9:00 am - 7/8 9:00 am: First phase of bed registration for freshmen (beds will be allocated in the order of registration)
 - 7/12: Announcement of the first phase of bed registration results (First phase registration is for freshmen admitted by Application, Star Plan, Special Admissions, and Four-Year Technical College and Two-Year College Selected Admissions before 7/8)
 - 8/17 9:00 am - 8/20 12:00 pm: Second phase of bed registration for new students (beds will be allocated in the order of registration until full)
 - 8/22: Announcement of the second phase of bed registration results (Second phase registration is for freshmen admitted between 7/8 and 8/17, including students admitted through distribution and international students)
 - 8/23 9:00 am- 8/24 4:00 pm: Third phase of bed standby registration for new students
 - 8/26: Announcement of the third phase of bed standby registration results (Third phase registration is for those who did not complete the application in the previous two phases and can apply for standby in the third phase)
 - Other Instructions: Due to the large number of form submissions, please do not submit multiple times. Be careful and thorough before submitting the form, as no changes can be made after submission.
- (2) Transfer Students: Applications are made via online forms. Please check the Division of Student Housing Affairs' website.
 - 7/30 12:00 pm - 8/6 12:00 pm: Bed registration for transfer students
 - 8/7: Announcement of bed registration results for transfer students

2. **Dorm Room Inquiry**: On 8/29, directly access the Student Info System→Registration/Accommodation/Insurance→Accommodation Application→Room Allocation Inquiry.
3. **Move-In**: 8/31-9/1 (08:00-17:00; No check-in will be processed after this time)
 - (1) Male guests assisting with moving may enter the female dormitories only after 8:00 am and must leave the dormitories by 5:00 pm.
 - (2) Students, friends and families assisting in moving in must comply with dormitory regulations, and please check the relevant announcements posted on the [Student Assistance Division's webpage](#).
4. **Get Your Keys**: Individuals must bring their **identification documents** (National ID Card, National Health Insurance card, etc.) and proof of registration to get the keys.

❖ Reminders:

- (1) Those with low-income household status can enjoy free accommodation by presenting proof of tuition waiver when applying for student exemption for tuition/miscellaneous fees at the Student Assistance Division.
- (2) Each room is equipped with desks, chairs, wardrobes, beds, telephones, wired and wireless internet, air conditioning, and common areas have ultraviolet RO water dispensers, spin dryers, coin washing machines, and dryers. Other items can be brought by students themselves or purchased at the "New Student Discount Exhibition Center" during check-in. (Please refer to the [Student Assistance Division's webpage](#) for student housing information).
- (3) Recommended items to bring: twin-size bedding, mattress, mosquito net for twin-size bed, fan, hairdryer, two surge-protected extension cords with automatic fuse, three good-quality locks (for the wardrobe and desk), toiletries, desk lamp, and a 1-meter Ethernet cable.
- (4) To prevent fires, the use of unauthorized high-power electrical appliances such as induction cookers, electric hot pots, and gas stoves is prohibited.
- (5) Please remember to lock the door and drawers when leaving the room or going to bed, and lock the windows on the first floor to prevent theft.

Administrative units: Division of Student Housing Affairs, Office of Student Affairs; Men's dormitories: 04-2359-0270; Women's dormitories: 04-2359-0267

Second Teaching Area Dormitories: 04-2359-6050

VII. Health Examination

1. **Examination Date**: Regular Undergraduate Programs → 9/2 (Mon.) afternoon, 9/3 (Tue.) morning and afternoon, 9/4 (Wed.) morning.
Graduate students, transfer students, re-enrolled students and in-service undergraduate students → 8/31 (Sat.) morning.
2. **Check-in Time**: Morning: 08:00-11:00; Afternoon: 13:00-15:00
3. **Examination Venue**: THU Humanities Building
4. **Examination Fee**: To be announced
5. **Examination Schedule**: Please click the link below to access the latest announcement regarding the health examination schedule for Fall Semester 2024-25.

❖ Important Notice:

- (1) To ensure the accuracy of examination data, please refrain from eating for 6 hours prior to the examination.
Drinking plain water is allowed.
- (2) Please wear lightweight clothing without metallic objects, shiny ornaments, or patterns on the upper garment.
Female students may wear seamless cotton sports bra to facilitate accurate interpretation of X-ray images.
- (3) For detailed instructions regarding the health examination, please refer to the announcements on the [Health and Counseling Center](#) webpage of the Office of Student Affairs.

Website: <https://hcc.thu.edu.tw/>

Administrative unit: Health and Counseling Center (04-2359-0121 #23436)

VIII. Mental Health Assessment 6/24/2024~12/31/2024

1. **Assessment Period**: 6/24/2024 ~ 12/31/2024.
2. **Assessment Website**: Please visit the "[New Student Portal](#)" → "Fill out New Student Basic Information" → "Health Consultation Questionnaire" to complete the assessment.

❖ Important Notes:

- (1) The purpose of the mental health assessment is to assist students in understanding their own mental and physical adaptation.
- (2) The total answering time should be within 5 minutes.
- (3) For detailed explanations and confidentiality principles, please refer to the "Test Consent Form" within the online assessment system.

Administrative unit: Health and Counseling Center, Office of Student Affairs (04-2359-0121 #23902)

IX. Application for Credit Transfer before 8/19/2024

1. Eligibility Transfer Students or freshmen who have previously attended university (retakers).
 2. Application Period: 8/1~8/19.
 3. Required Documents: Official transcripts or credit certificates from all post-secondary institutions attended. Please print out the "Verification Documents Enclosure Bag" cover page for mailing purposes. Submit them in person or send them by registered mail to "Registration and Curriculum Office; No. 1727, Sec. 4, Taiwan Boulevard, Xitun District, Taichung City 407224". (The cover page for the mailing envelope can be downloaded and printed from the website: <http://recruit.thu.edu.tw>).
- (1) Transfer Students: Admitted students who have not submitted documents and waitlisted students should submit the required documents within the specified deadline as stated in the Deficiency Submission Commitment Letter.
 - (2) Re-entrants: Please indicate the enrolled department, student ID number, and "Application for Credit Transfer" on the top right corner of the documents and envelopes. Submit them in person or send them by registered mail to "Registration and Curriculum Office; No. 1727, Sec. 4, Taiwan Boulevard, Xitun District, Taichung City 407224".

4. **Transfer Process:** Students submit original copies of transcripts or credit certificates → The Registration and Curriculum Office processes the documents → Each responsible unit handles credit exemptions → Results are available at respective department offices → Students to collect. The processes are as below.



學生提出申請：【繳交成績單正本】	Students submit original copies of transcripts or credit certificates
註冊組受理申請 負責抵免：中文、大一英文、大二英文、大一體育、大二體育、AI 思維與程式設計	Registration and Curriculum Office handles applications Responsible for credit exemptions: Chinese, Freshman English, Sophomore English, Freshman Physical Education, Sophomore Physical Education, AI Thinking and Programming.
系辦：系必修、系選修	Department Office: Department-required courses, Department elective courses
通識中心：通識課程	Center for General Education: General Education Courses
軍訓室：軍訓(進修學士班不抵免軍訓)	Military Instructor Office: Military training courses (in-service undergraduate program students are not exempt from military training courses)
勞教處：勞作教育(進修學士班不抵免勞作)	Office of Experiential Learning: Experiential learning (in-service undergraduate program students are not exempt from experiential learning courses)
註冊組彙整	Registration and Curriculum Office compiles the result
系辦	Departments
學生	Students

5. **Result Announcement:** From 9/9 to 9/20, students can collect and confirm the results from their respective department offices.

❖ Each student is allowed to apply for credit transfer **only once**. Late submissions will be automatically considered as a waiver.

Administrative unit: Registration and Curriculum Office, Office of Academic Affairs (04-2359-0121 #22101~22108)

X. Military Service Management System Fill-out Deadline: 9/6/2024 (For Female Students: Not Required; For Overseas Chinese, Foreign Students, and Mainland Chinese Students: Not Required)

This information is crucial for personal military service rights. New students and transfer students must complete the military service survey by 9/6 through the "[New Student Portal](#)" → Fill out New Student Basic Information → Military Service Survey, fill in all required data and uploading relevant documents → Confirm and submit.

❖ Important Notice:

- (1) Those who have completed military service should upload their discharge orders to facilitate the application for exemption from education recall during their studies. Those exempted from service should upload their Certificate of Service Exemption.
- (2) In case of changes in household registration or transfer to another department during the semester, please bring a copy of your National ID Card to the Office of Student Affairs to update the military service registration information.

Administrative unit: Student Assistance Division, Office of Student Affairs (04-2359-0121 #23107)

XI. Application for Grants for Disadvantaged Students: 9/9~10/18/2024

1. **Eligibility:** Family annual income below NT\$900,000; Family real estate assets not exceeding NT\$6.5 million; Interest income not exceeding NT\$20,000. **Overseas Chinese, foreign students, and mainland Chinese students are not eligible to apply.**
2. **Application Period:** From 9/9 to 10/18 before 3:00 pm.
3. **Application Procedure:**
 - (1) Log in to the [Student Info System](#) → Application for Scholarships → Fill out and print the Grants for Disadvantaged Students Application Form.
 - (2) Before 3:00 pm on 10/18, submit the following documents to the Office of Student Affairs, Student Support Division: ① Grants for Disadvantaged Students Application Form, ② One original copy of Household Registration Transcript issued within the last 3 months (must include information of father, mother, student's spouse, and the student; no omissions allowed). Please go to the Student Assistance Division, Office of Student Affairs to process the application.
 - (3) After receiving the documents, the university will forward them to the Ministry of Education and then the Fiscal Information Agency for review. The results are expected to be announced by the end of November. Approved applicants will have the subsidy amount deducted from their tuition and miscellaneous fees for the spring semester.

❖ Important Notice:

- (1) The calculation of family annual income, interest income, and real estate includes: the student, student's parents (legal guardians), and, if married, their spouse.
- (2) Applicants who have already received other government subsidies, such as educational subsidies for children

of military and civil servants, tuition waiver for low-income households, tuition waiver for mid-income households, tuition waiver for persons with disabilities, tuition waiver for children with disabilities, agricultural (fishery) association scholarships, etc., are not eligible to apply again.

Administrative unit: Student Assistance Division, Office of Student Affairs (04-2359-0121 #23108)

XII. Freshman English Placement Test and Class Assignment (Non-English Major Students) 9/4/2024

Our university conducts English classes based on placement tests. All new freshmen and transfer students in the daytime and extended education divisions, except for those majoring in a foreign language, must participate in the English placement test.

1. Test Time: 9/4, 1:30 pm - 3:00 pm

2. Test Location: Please refer to the Snapshot Week for College Life or the English Language Center website.

3. Items to Bring: Identification, 2B pencils, erasers.

4. After the placement test:

(1) Freshmen: Please check your class schedule on the "Student Info System" the day before the term starts. If you have taken the placement test but the "Freshman English" course is not listed on your schedule, you need to apply for manual online enrollment at the English Language Center during the first week of the term (9/9-9/13). For details, please refer to the announcement on the English Language Center's webpage.

(2) Transfer Students: Please apply for manual online enrollment at the English Language Center during the first week of the term (9/9-9/13). For details, please refer to the announcement on the English Language Center's webpage.

❖ Passing Requirements for Freshman English Semester Grades:

(1) Class performance: Must reach 60 points.

(2) Exam Scores (Average of Mid-term and Final Exams): Must reach 56 points.

(3) Semester Grade: Both of the above scores must pass, and their average must reach 60 points.

Note: If either of the two items is a failing grade (e.g., class performance 50 points, examination scores 70 points), or the average of the two items does not reach 60 points (e.g., class performance 60 points, examination scores 58 points), the semester grade will be recorded as a failing grade.

(4) For other regulations related to Freshman English courses, please refer to the English Language Center's webpage.

Administrative unit: English Language Center (04-2359-0121 #31901)

XIII. Application for Exemption from Freshman and Sophomore English (Non-English Major Students)

9/2/2023~9/13/2024

1. Eligibility: Freshmen and transfer students (excluding English major students). The qualification for exemption must be completed in the semester of admission, with the application allowed only once. Late applications will be considered as automatic forfeiture. Transfer students should apply after confirming the credit transfer results at their respective departments on the first day of school.

2. Application Period: 9/2~9/13.

3. How to Apply: Visit the English Language Center website for announcements during the application period, and submit an online application through the "Student Info System."
4. Required Documents: Choose one of the following methods:
 - (1) Any one of the following certificates or transcripts:
 - A. General English Proficiency Test (GEPT) high-Intermediate (inclusive) or above in all four skills (listening, speaking, reading, writing)
 - B. TOEFL iBT score of 80 or higher
 - C. TOEFL ITP score of 550 or higher
 - D. TOEIC Listening and Reading test score of 785 or higher, with at least 400 in listening and 385 in reading
 - E. IELTS score of 6 or higher
 - F. Foreign Language Proficiency Test (FLPT) total score of 240 (inclusive) or above in three English written exams
 - G. Cambridge Main Suite (CMS) score of B2 (inclusive) or above
 - H. Business Language Testing Service (BULATS) score of C1 (inclusive) or above
 - I. Linguaskill score of 165 (inclusive) or above
 - J. Anglia Ascentis score of B2 (inclusive) or above
 - K. Other equivalent English proficiency tests (subject to English Language Center's recognition).
 - (2) Freshmen who rank in the top 10% in the Freshman English for Non-English Majors Placement Exam; Freshman English for Non-English Majors and Sophomore English for Non-English Majors waiving and meet any of the following criteria:
 - A. Achieve a score of 80 or above in the English subject of the Advanced Subjects Test
 - B. Attain a score of 14 or above in the English subject of the General Scholastic Ability Test
 - C. Possess a high school diploma from a domestic or international institution where English is the medium of instruction

Notes for Applying for Exemption from Freshman and Sophomore English:

- (1) Applicants for exemption from Freshman and Sophomore English still need to take the Freshman English for Non-English Majors Placement Exam.
- (2) Upon approval, students will directly receive 10 credits for the common required language courses (i.e., 6 credits for Freshman English and 4 credits for Sophomore English).
- (3) The annual notes for applying for Freshman and Sophomore English exemption will be announced on the English Language Center website.
- (4) Students who are approved for exemption from Freshman and Sophomore English must still pay the full tuition and fees, including the language teaching fee. They should ensure that their postal savings account or bank account information is accurate in the "Student Info System." The school will process refunds for the language teaching fee for students exempted from Freshman English in the second semester of each academic year (around May), after confirming that all registration fees for both semesters have been paid.

Administrative unit: English Language Center 04-2359-0121 ext. 31901

IV. Application for Exemption from Sophomore English Course (Non-English Major Students). Applications

are accepted during the 2nd semester of the academic year of enrollment (approximately May to June).

1. Eligibility: Freshman students admitted in the current academic year and transfer students entering in the current academic year (excluding English major students). The qualification for exemption must be determined within the enrollment academic year and can only be applied once. Late applications will be considered as automatic forfeiture.
2. Application Period: The second semester of the admission year (around May-June). The exact application dates will be announced by the English Language Center.
3. How to Apply: Refer to the announcements on the English Language Center website during the application period and submit the online application through the "Student Info System."
4. Required Documents: Any one of the certificates or transcripts below:
 - (1) General English Proficiency Test (GEPT), intermediate level or above (listening and reading).
 - (2) TOEFL (iBT) score of 52 or above.
 - (3) TOEFL (ITP) score of 480 or above.
 - (4) TOEIC Listening & Reading Test with a total score of 550 or above, and at least 275 in listening and 275 in reading.
 - (5) IELTS score of 5 or above.
 - (6) Foreign Language Proficiency Test (FLPT) total score of 195 (inclusive) or above in three English written exams
 - (7) Cambridge Main Suite (CMS) PET (inclusive) or above
 - (8) Business Language Testing Service (BULATS) ALTE Level 2 (inclusive) or above
 - (9) Linguaskill score of 140 (inclusive) or above
 - (10) Anglia Ascentis English Test-Intermediate Level or above
 - (11) BESTEP Listening and Reading scores of 70 or above, Speaking score of 230 or above, and Writing score of 230 or above
 - (12) Other equivalent English proficiency tests (subject to English Language Center's recognition).

Notes for Applying for Sophomore English Course Exemption:

- (1) Upon approval, students will directly receive 4 credits for common required language courses (i.e., "Sophomore English Credits").
- (2) Application notes for sophomore English course exemption for each academic year will be based on the announcements on the English Center website.

Administrative unit: English Language Center (04-2359-0121 #31901)

XV. Physical Education Exit Requirement

To enhance students' basic physical fitness and establish correct concepts of physical fitness and sports knowledge. Starting from the academic year 2012, regular undergraduate program students enrolling in this school (excluding dual-degree programs, adult education programs, and students aged 39 or above at the time of implementation) must pass the physical education graduation threshold to graduate.

1. **According to the regulations:** "Implementation Measures for Physical Education Exit Requirement at Tunghai University." (Refer to the Department of Physical Education regulations for details)
 - (1) Physical Education General Test is conducted after the mid-term exam of the second semester of the second year, and the score must reach 60 points or above to pass.
 - (2) There are two methods for implementing physical fitness, and students can choose one to complete:
 - ① During the school period, the physical fitness test must be passed in the first semester of the fourth year. The fitness test standard is 800 meters for females to be completed within 332 seconds (5 minutes and 32 seconds), and 1600 meters for males to be completed within 635 seconds (10 minutes and 35 seconds).
 - ② Self-learning course: From the second semester of the third year to graduation, students need to complete 50 laps (20 kilometers) using the school's provided program.
2. **Review Unit:** Department of Physical Education
Administrative unit: Department of Physical Education (04-23590121 #30718 ∙ 30700)

XVI. Course Registration and Selection 8/26~9/20/2024

1. Course registration procedures can be conducted via the [Student Info System](#). Starting from the 17th week of each semester, course for the next semester will be open for pre-selection. If you didn't manage to select a desired course during pre-selection, don't worry. There will be a period for course add/drop when the new semester begins. So, what are the courses we should take?
 - (1) **Department required Courses:** These are compulsory courses within your major field of study. When the pre-selection for courses opens, the system will automatically add the required courses for the semester. No additional registration is required! However, if it's a grouped required course or a required course across different years, you'll need to register for it manually.
 - (2) **Department elective courses:** These include both compulsory elective and elective courses within your department. Apart from the department required courses, elective courses are designed to enhance professional skills and knowledge in relevant topics.
 - (3) **Common Required Courses:** Chinese, Freshmen English, Sophomore English, Physical Education, National Defense Education, AI Thinking and Programming
 - (4) **Interest Courses:** Foreign Language, English Electives, Japanese Electives, Multiple Learning (all as electives)
 - (5) **General Education Courses:** Humanities, Natural Sciences, Social Sciences, and Sustainable Practices (for students enrolled from 2023) - covering four major areas. Students must complete at least 12 credits in total and take at least one course in each of the four areas: Humanities, Natural Sciences, Social Sciences, and Sustainable Practices (for students enrolled from 2023).
2. It's common for new students to overlook required and elective courses. Therefore, please frequently check for your selected courses on the university website during the course selection period (8/26~9/20). Compare your selected courses with your classmates' to ensure there are no omissions or mistakes. If there are any errors, please correct them during the add/drop period.
3. [Building Name and Course Time Look-Up](#).

Administrative unit: Registration and Curriculum Office, Office of Academic Affairs (04-2359-0121 #22111-22114)

XVII. Online Course Selection 8/26~9/11/2024

Please visit Tunghai University homepage → Current Students → Popular Links → [Student Info System](#) → enter your THU-NID account and password to log in.

1. Important course selection periods for this semester:

No.	Item	Content
(1)	Online course add	<ul style="list-style-type: none"> ● Stage 1: 8/26-9/5 for transfer students, 9/2-9/5 for freshmen (Results announced on 9/7) ● Stage 2: 9/8-9/11 (Results announced on 9/13)
(2)	Special manual course addition	<ul style="list-style-type: none"> ● 9/7~9/11, 9/13~9/17: Freshman English (Registration via electronic form on the English Language Center website) ● 9/18~9/20: Chinese (Registration via Google form on the Chinese Department website) ● 9/9~9/18: General Education Courses for Senior Students who have not reached 8 credits ● 9/13~9/16: Sophomore English (Registration via electronic form on the English Language Center website) ● 9/18: Departments / Japanese / Second Foreign Language / National Defense Education ● 9/18: Physical Education ● 9/18: Multiple Learning ● 9/19: General Education Courses ● 9/20: Physical Education (subject to availability)
(3)	Online course drop	<ul style="list-style-type: none"> ● 8/26~9/20
(4)	Special manual course drop	<ul style="list-style-type: none"> ● 9/23~10/4
(5)	Online class schedule confirmation	<ul style="list-style-type: none"> ● 9/23~10/4

2. **Class schedule look-up:** Click on "Class schedule/Exams/Grades" → "Current semester schedule" to display the confirmed courses in the schedule. If you have been exempted or waived from any courses, please drop them manually. For early enrolled students, the default schedule is blank. Please contact the department office for manual course addition for department required courses, while other courses can be added online.
3. **Adding courses from your department:** Click on "Course selection" → "Add department courses". To add department courses, click on "Add new course", check the registration box, and save. To cancel registration, uncheck the registration box and cancel the save.
4. **Adding Elective Interest Courses:** Click on "Course Selection" → "Add Elective Interest Courses". Registration Categories: Chinese, Sophomore English, Freshman and Sophomore Physical Education, Elective Physical Education, Multiple Learning Courses, National Defense Education, Elective National Defense Education, Elective English, Second Foreign Language, Japanese Courses. Click on "Category" → Click on "Add New Elective Course Registration" → Select elective courses from the drop-down menu → Click "Register" to save. Course Add/Drop within Department: Click "Course Selection" → "Add Department Courses", to add or drop courses within the department.

5. **Adding General Education Courses**: Click on "Course Selection" → "Add General Education Courses". Registration Categories: General Humanities, General Sciences, General Social Sciences. Click on "Category" → Click on "Add New Elective Course Registration" → Select elective courses from the drop-down menu → Click "Register" to save.
6. For inquiries regarding course selection, please contact your department or the Registration and Curriculum Office, Office of Academic Affairs. For detailed course selection regulations, please refer to the Instruction Manual on Course Selection (available on the Registration and Curriculum Office website → "Notice on Curriculum Affairs"), or refer to the course selection notice released by the Registration and Curriculum Office.

Administrative unit: Registration and Curriculum Office, Office of Academic Affairs (04-2359-0121 #22111-22114)

XVIII. Get Your Student ID Card

1. Get your card: After completing the registration procedure, student ID cards can be collected after the start of the school year as follows.
 - (1) Regular undergraduate programs:
 - Freshmen: Distributed by the respective departments during the department's orientation activities.
 - Transfer Students: Distributed by the respective departments.
 - (2) In-service undergraduate programs: Distributed by the respective departments for both new and transfer students.
2. **Test your card**: When students receive their card, please verify that the photo, name, student ID, and other information on the student ID card are correct. You can test the card's functionality by accessing library entrances. If the card does not function properly, please contact the Registration and Curriculum Office for assistance.
3. **Report a lost card/Reissue card/Top-up**: Please refer to the "Guide to Campus Life" → "On-campus IC Card" section of this handbook for instructions.

Administrative unit: Registration and Curriculum Office, Office of Academic Affairs (04-2359-0121 #22101~22109)

XIX. Application for Status Change for Students with Disabilities 9/9~10/31/2024

1. Eligibility: Holders of a disability identification or those identified as students with disabilities by the Committee Responsible for Identification and Placement of Gifted and Disabled Students of municipal or county (city) governments. Students admitted through special admission examinations for students with disabilities do not need to apply.
2. Application Period: 9/9~10/31. Prepare ① the original disability identification or identification proof, ② the student ID, and apply for status change at the Registration and Curriculum Office, Office of Academic Affairs. Those who fail to apply within the specified period will be treated as regular students.
3. Notes:
 - (1) Those who fail to apply within the specified period will be treated as regular students.
 - (2) Students admitted through special admission examinations for students with disabilities do not need to apply.
 - (3) Students with disabilities pursuing a bachelor's degree may extend their study period due to physical and learning needs, up to a maximum of 4 years.

Administrative unit: Registration and Curriculum Office, Office of Academic Affairs (04-2359-0121 #22101~22110)

XX. Suspension or Deferring Offer of Admission

1. New Students (including regular undergraduate program & in-service undergraduate program students)

(1) Suspension: Students submitting their suspension application between 8/26 and 9/6 (included) should prepare ① Suspension Application Form and ② the original copy of academic credentials and process the application at the Registration and Curriculum Office. Students who submit the application in this period do not need to pay tuition and miscellaneous fees are required, and will be considered as registered. **Students who submit their application after the university's registration payment deadline (9/6) should first pay tuition and miscellaneous fees to proceed with the application and request a tuition refund according to the General Guideline for Payment/Fee Refund Policy (Please see General Guideline for Payment/Fee Refund Policy in this handbook for more details).**

(2) Deferred order of admission: 8/26 through 9/6 (included), applicants for deferred order of admission due to pregnancy, serious illness, military service, or other major accidents should prepare ① Deferred Order of Admission Application Form, ② the original copy of academic credentials, and relevant supporting documents process their application at the Registration and Curriculum Office. Applicants do not need to pay tuition and miscellaneous fees.

2. Transfer students (including regular undergraduate program & in-service undergraduate program students)

(1) Suspension: Students wishing to apply for suspension should prepare ① Suspension Application Form and ② the original copy of academic credentials and process the application at the Registration and Curriculum Office. Students who submit the application need to pay tuition and miscellaneous fees are required, and will be considered as registered.

(2) Transfer students in the bachelor's program are not allowed to apply for enrollment retention status.

Administrative unit: Registration and Curriculum Office, Office of Academic Affairs (04-2359-0121 #22101~22110)

Guide to Campus Life--Food, Accommodation, Transportation, Dormitory Network, Financial Services, Healthcare, On-campus IC Card (Student ID Card)

Food

- Convenience stores are located in both the academic and Residence Hall area, providing daily services to all faculty and students.
- The First Teaching Area features men's dormitories and the Garden Food Court offering a variety of options, including breakfast, lunch, buffet, various noodles, ice cream, and cold drinks.
- The Residence Hall in the Second Teaching Area has Pear Cafe.
- There are three chain cafés on campus: Dante Coffee, Jiang Pei Coffee, and Feb14. They offer coffee, fine pastries, and light meals.

Accommodation

- For information about dorm room types and facilities, please refer to "Dormitory Room Introduction and Fee Standards" on the Division of Student Housing Affairs' website
- **What facilities are available in the dorm rooms?**
Dorm rooms are equipped with desks, chairs, wardrobes, beds, telephones, wired and wireless internet, and air conditioning. The common areas feature ultraviolet RO water dispensers, spin dryers, coin washing machines, and dryers.
- **What facilities are available in the common areas?**
The dormitory area has various public spaces and facilities for students to use for extracurricular activities or socializing.
- **How is air conditioning usage charged?**
For the first use of the air conditioning, you need to purchase an air conditioning prepaid card from the convenience store in the student residential area. Each card costs NT\$500. Once the balance is used up, you can recharge it at the automatic top-up machine in the Division of Student Housing Affairs office.
- **How can I mail items to the dormitory?**
Send items to the following address: "Room Number, Men's Dormitory or Women's Dormitory or Dormitory in the Second Academic Area, No. 1727 Taiwan Boulevard, Sec. 4, Xitun District, Taichung 407224, Taiwan", and include your phone number.
- **Is smoking allowed?**
Tunghai University enforces a campus-wide no-smoking policy. Therefore, smoking is strictly prohibited in all dorm rooms, corridors, and public spaces (including reading rooms, lounges, kitchens, etc.).
- **Are there curfew hours in the dormitory?**
Women's dormitory doors are managed manually and automatically 24 hours a day. From midnight to 6 am, those who wish to leave the dormitory must state their reason to be allowed out.
- **How do I dial a dormitory phone?**
To dial from outside: Women's Dormitory and Student Residence Hall, Second Academic Area: Dial 04-23594359, then enter the room number.
Men's Dormitory: Dial 04-23594359, press "9," then enter the room number.
To dial between dorm rooms: Press "9," then enter the room number.
To dial administrative units or department offices from the dormitory: Press "8," then enter the extension number.
- To support students living off-campus, our Housing Service Section offers "Off-Campus Student Housing Services," providing timely assistance with off-campus accommodation and safety-related issues.

Transportation

- Transportation to the University
 1. **By car:**
 - (1) Driving on National Freeway 1 (Sun Yat-sen Freeway): Take Exit 178 (Taichung) and head towards Shalu. Continue straight for about 4 kilometers to reach the University.

- (2) Driving on National Freeway 3 (Formosa Freeway): Take Exit 182 (Longjing), then enter the slow lane at Zhongxing Road or Donghai Street, and head towards downtown Taichung. Continue straight for about 4 kilometers to reach the University.
- (3) To reach the Second Teaching Area, make a U-turn at the Blood Donation Center intersection to enter the slow lane and access the campus through the side gate of the Second Teaching Area.

2. By Public Transportation

- (1) Bus: The Taichung Railway Station is about 12 kilometers from the University. Take a bus that passes by the University and get off at the Veterans General Hospital stop (check the [Taichung Bus Real-Time Information](#) for details).

Route 354 (Donghai Luce Chapel - Wenxiu Parking Lot) goes directly to the Luce Chapel on campus.

To reach the Second Teaching Area, get off at the Cheng Ching Hospital stop and walk approximately 10 minutes to the College of Management and the Fine Arts and the Department of Music.

- (2) Intercity Bus: Take a Kuo-Kuang Motor Transport or Ubus to Taichung. Get off at the Chaoma Station or Zhonggang Bus Station on Taiwan Boulevard, then transfer to a city bus or take a taxi to the University.
- (3) High-Speed Rail: Get off at the HSP Wuri Station, then take Bus Route 161 and get off at Taichung Veterans General Hospital.

● Campus Shuttle Bus:

The University campus covers an area of 135.6 hectares and includes the First and Second Teaching Areas. To facilitate travel between these two areas for faculty, staff, and students, electric buses are available on a fixed schedule and designated routes. You can pay by coin or purchase a Campus Shuttle Bus Pass from the Business Section, Office of General Affairs.

Internet Connection

● Please complete the following steps before bringing your PC to the University:

1. Update Your Computer Operating System: Enable automatic updates for Windows or MacOS to ensure your system is always up-to-date.

2. Set Up Your Network:

- (1) Prepare a Network Cable: Each dormitory bed is equipped with wired and wireless internet. For the wired network, prepare a network cable at least 1 meter long, and ensure you distinguish between network and phone cables.

- (2) Network Setup: For detailed settings, please refer to the [Dormitory Network Setup Guide](#).

A. Wired Network: Plug one end of the network cable into the information socket and the other end into your computer. Ensure your computer is set to "Obtain an IP address automatically" and "Obtain DNS server address automatically."

B. Wireless Network: Enable the wireless network function, and select the wireless hotspot for your room number.

- (3) First-Time Use: Authentication is required upon connection to the dormitory network for the first time on each device. Open your browser and enter <http://10.10.10.10> (four times the number 10), then the login screen will appear. Enter your school account (THU-NID) and password. After about 5 minutes, you should be able to use the network normally.

● If the network malfunctions, please visit [Tungshai University Dormitory Network Repair](#) and submit online repair requests. Maintenance personnel will contact you promptly to arrange a repair time.

1. The dormitory network repair request is solely for network issues. For other repairs (doors, windows, carpentry, plumbing, electrical), please contact the residence assistant or the Division of Student Housing Affairs.
2. If your personal computer malfunctions or needs an operating system reinstallation, please seek assistance from family, friends, or a professional service. The Office of Library and Information Services does not provide computer repair services.

- **Dormitory Network Usage Regulations:**
 1. **Virus infection or attacking others:** If your computer is infected with a virus and exhibits attacking behavior, your network access may be suspended. Please contact the Office of Library and Information Services for assistance.
 2. **Intellectual Property Rights:** Respect intellectual property rights by using legal software and media services to avoid risks of computer viruses, data leaks, and legal liabilities.

Financial Services

- **Bank SinoPac** ATM and passbook update machine are located on the first floor of the Garden Food Court. The bank also provides in-person services with bank staff available on campus every Monday, Wednesday, and Friday from 11:00 am to 1:00 pm during the University's working days. Besides the Garden Food Court, the bank's ATMs are also available at the Institute of Continuing Education and the Affiliated High School of THU.
- **Post Office** ATM and passbook update machine are located at the **Student Gospel Center** (space code: SGC102), which is 80 meters directly in front of the entrance to the women's dormitory.
- **Bank transfers for campus employment and scholarships:** Payments for campus employment, various scholarships, and refunds are processed via bank transfers. **Students must prepare their personal bank or post office account details and ensure accurate account information is entered in the Student Info System to facilitate quick processing of payments in the future.**

Postal Agency

- The **postal agency** is located at **Cave Books Store** (on the first floor of the Student Activity Center; Extension: 23213). The agency provides postal services to faculty, staff, and students, including mailing letters and parcels (excluding international mail), and selling stamps and Postal EZ Boxes/Bags. The operating hours are from 9:00 am to 4:00 pm on weekdays.

Mail Reception

- To ensure timely and efficient mail delivery, please include your department or dorm room number when addressing mail to the University. For example: " Department of Chinese Literature" or "Men's Dormitory Room 54107", No. 1727, Section 4, Taiwan Boulevard, Xitun District, Taichung City 407224, Taiwan".
- The General Affairs Office (located on the first floor of the Administration Center) provides services for administrative units and departments to pick up domestic and international regular mail, registered mail, and parcels from the **Chunghwa Post**.

Healthcare Resources

- The Health and Counseling Center is located near the fork in the road on the way from the Women's Dormitory to Cave Books Store. Turn right at the fork (behind the Student Gospel Center, north side of Sunshine Lawn). The center provides health consultations and basic wound care services. If a resident student feels unwell at night and needs medical attention, please inform the on-duty military instructor or student housing staff. They can assist with transportation to Taichung Veterans General Hospital or Cheng Ching Hospital Zhonggang Branch.

On-campus IC Card

(Student ID Card)

- The student ID card provided by Tunghai University is a multifunctional on-campus IC card that integrates administrative functions, access control systems, and EasyCard features. Besides serving as an identification card, it also functions as a campus access card, library card, and public transportation ticket. For more information on its functions, please refer to the [Campus IC Card Service Network](#).
 1. On-campus functions: Identification, book borrowing, access control, gym, swimming pool e-tickets, etc.
 2. Off-Campus functions: MRT system, bus tickets, parking lots, and partner institutions such as 7-Eleven, FamilyMart, OK Mart, Hi-Life, Dante Coffee, Watsons, Cosmed, Starbucks, 85°C, Eslite Bookstore, and thousands of other stores for small purchases.
- **Card Issuance:** When receiving your card, please verify that the photo, name, and student ID number on the card are correct. You can test if the card works by using it to access the library. If it does not work, please contact the Registration and Curriculum Office for assistance.
- **Lost Card:** If your card is lost or damaged, please go to the Registration and Curriculum Office in person to report the loss.

-
- **Refund:** Current Students → [Campus IC Card Service Network](#) → Report a lost card → Fill out Lost Card Application Form
 - **Reissuance:** To apply for a new card, visit the Registration and Curriculum Office during office hours.
 - **Top-Up:** You can top up your card at convenience stores.
-

Additional Information ~ 1. Pre-Semester Summer Study Program for New Students

I. Course Introduction

Summer Orientation Program for Freshmen in the 2024 Academic Year		
1.	Pre-Freshman English for Non-English Majors	<p>"Freshman English" is a required course for all departments in THU, except for the Department of Foreign Languages. To strengthen students' foundational English skills, the English Language Center offers an intensive 2-credit "Pre-Freshman English for Non-English Majors" course during the summer break. This course allows incoming freshmen to continually enhance their English abilities, particularly in listening and speaking. (Students from the Department of Foreign Languages and Literatures who take this course will not have it counted as elective credits towards graduation)</p> <p>[College/Department: English Language Center ☎ (04)23590121 #31901]</p>
2.	Japanese Pronunciation Basic	<p>The "Japanese Pronunciation Basic" is an introductory course designed for beginners with no foundation. It primarily teaches the basic pronunciation and writing of Japanese characters and supplements commonly used vocabulary in daily life during the course. Additionally, the course includes numbers, greetings, and simple conversational content to help students seamlessly transition into a first-year Japanese foundation course.</p> <p>[College/Department: Department of Japanese Language & Culture ☎ (04)23590121 #31703]</p>
3.	Pre-Freshman Japanese - Foundation Class	<p>This course is designed for beginners, starting with Japanese pronunciation to help students understand Japanese characters and pronunciation, and learn to write Japanese "Kana". Subsequently, students will learn basic grammar and sentence structures. Through practical Japanese conversation practice, the course aims to enhance students' interest in learning Japanese, eventually making it another of the student's specialties.</p> <p>[College/Department: Department of Japanese Language & Culture ☎ (04)23590121 #31703]</p>
4.	Pre-Physics	<p>"General Physics" is a fundamental course in university STEM education and a required course for science and engineering departments. "Pre-Physics" will guide you to understand the operating principles of the natural world and explore the relationship between engineering and daily life. By experiencing different learning styles, you can grasp the depth and breadth of physics. This course not only strengthens your logical thinking skills but also helps you adapt to university life.</p> <p>[College/Department: Department of Applied Physics ☎ (04) 23590121 #32100]</p>
5.	Basic Programming Thinking	<p>Introduction to Basic Programming Thinking: Programming thinking is an important logical concept that freshmen in the fields of engineering or science must possess to establish their foundational logical thinking skills.</p> <p>[College/Department: Department of Electrical Engineering ☎ (04)23590121 #33900]</p>
6.	Pre-Freshman Calculus Introduction	<p>"Calculus" is a required course for many departments at Tunghai University. Its applications can be seen in various fields such as natural sciences, engineering, information technology, and business management. To strengthen students' logical analysis abilities and prepare them for studying calculus, the Department of Applied Mathematics offers a "Pre-Freshman Calculus Introduction" course during the summer, available to all incoming freshmen.</p> <p>[College/Department: Department of Applied Mathematics ☎ (04)23590121 #32505]</p>
7.	Fundamental Programming	<p>"Fundamental Programming" is a foundational course for the Department of Computer Science and related departments. Regardless of the field, digital transformation, big data analysis, artificial intelligence, and cloud computing tools are necessary. To strengthen freshmen's fundamental programming skills, a 1-credit intensive pre-semester course is</p>

		<p>offered during the summer break. It aims to equip freshmen with basic programming abilities, such as computer concepts, syntax structures, basic commands, and program applications.</p> <p>[College/Department: Department of Computer Science and Information Engineering ☎ (04)23590121 #33801]</p>
8.	<p>Android App Design and Implementation</p>	<p>"Android App Design and Implementation" is a beginner's course suitable for those without any programming background. Using graphical tools and a block-based development approach, students will learn the logical thinking taught in university programming courses. This enables them to quickly create a variety of App projects, such as a fourteen-language translator and an e-commerce store, laying a solid foundation for future programming studies.</p> <p>[College/Department: Department of Information Management ☎ (04)23590121 #35900]</p>

II. Special Reminders for Course Registration

1. Credits for completed courses with passing evaluations can be recognized as "Elective Credits for Graduation." Separate course completion certificates will not be provided.
2. Students may apply to stay in the student dormitory during the course period.
 - Check-in time for student dormitory: The afternoon (2 pm to 4 pm) of the day before courses begin (Sunday).
 - Check-out time for student dormitory: Before 6:30 pm on the day courses end.
3. Students who register for the courses and apply to stay in the student dormitory for two or three consecutive weeks of classes can stay continuously over the connecting weekends (Saturday and Sunday). If the previous week's course consists of only 5 days and connects to the course in the next week, students can continue to stay from Friday to Sunday with an additional accommodation fee of 100 Yuan upon check-in.
4. For cancellations made after payment and up until the Monday (inclusive) one week before the class starts, a full refund will be granted. No refund requests will be accepted for cancellations made thereafter. Courses with fewer than 25 registrants will be canceled, and a full refund of the expenses will be issued.
5. For information regarding course registration, syllabus, transportation, accommodation, and refunds, please refer to the announcements on the registration webpage.

III. Registration and Payment

☆The study course is conducted in person. Courses with 25 or more registrants and payments will commence.

- Registration Website: Please visit [Summer Orientation Program for Freshmen] → Click on "Registration"
- Registration and Payment Period: From 9:00 am on June 18, 2024 (Tuesday) to 12:00 pm on June 24, 2024 (Monday)
- Payment Methods: ①ATM transfer, ②Online ATM transfer, ③Payment at Mega Bank counter, ④Payment at convenience stores. Choose one method for payment. ☆ For courses taking place in the same week, if you register for a morning course and simultaneously register for an afternoon course, you only need to pay the accommodation fee for one of the courses when applying for accommodation.

No.	Summer Orientation Program for Freshmen/Credit	Schedule	Seats	Study Fee (NT\$)	Accommodation Fee (NT\$)
1.	Pre-Freshman English for Non-English Majors/2 credits	7/8 (Mon.) to 7/13 (Sat.) 9 am - 12 pm, 2 am - 5 pm	240	2,200 (excluding materials fee)	1,300

No.	Summer Orientation Program for Freshmen/Credit	Schedule	Seats	Study Fee (NT\$)	Accommodation Fee (NT\$)
2.	Japanese Pronunciation Basic/1 credit	7/8 (Mon.) to 7/12 (Fri.) Mon.-Wed. 1 pm - 5 pm Thu.-Fri, 1 pm - 4 pm	50	1,100	1,200
3.	Pre-Physics/2 credits	July 8 (Mon.) to July 12 (Fri.) 9 am - 12 pm (On 7/12, class starts at 8 am) 1:30 pm - 5:30 pm	60	2,200	1,200
4.	Basic Programming Thinking/1 credit	July 8 (Mon.) to July 12 (Fri.) Mon., Wed., Thu.: 1 pm - 5 pm Tue, Fri: 1 pm - 4 pm	40	1,100	1,200
5.	Pre-Freshman Calculus Introduction/2 credits	July 15 (Mon.) to July 19 (Fri.) 9 am - 12 pm, 2 pm - 5 pm In addition to in-person classes, online teaching resources and designated reference exercise videos will be provided for online learning. Additionally, online consultations will be available at designated times for students to ask questions.	300	2,200 (excluding materials fee)	1,200
6.	Pre-Freshman Japanese - Foundation Class/1 credit	July 15 (Mon.) to July 20 (Sat.) 9 am- 12 pm	35	1,100	1,300
7.	Fundamental Programming- C++Language/1 credit	July 22 (Mon.) to July 26 (Fri.) Mon. and Fri.: 9 am - 12 pm Tue. to Thu.: 8 am - 12 pm	60	1,100	1,200
8.	Fundamental Programming- Python Language/1 credit	July 22 (Mon.) to July 26 (Fri.) Mon. to Wed.: 1 pm - 5 pm Thu. to Fri.: 2 pm - 5 pm	60	1,100	1,200
9.	Android App Design and Implementation/1 credit	July 22 (Mon.) to July 26 (Fri.) Mon. to Wed.: 1 pm - 5 pm Thu. and Fri.: 2 pm - 5 pm	40	1,100	1,200

IV. Contact

- 1. Contact Number for Course Registration Inquiries: Registration and Curriculum Office (04) 23590121 #22111**
- 2. Inquiries Regarding Class and Accommodation: Student Housing Service Division (04) 23590121 #23300**
- 3. School Summer Office Hours: Monday to Thursday, 8 am to 12 pm, 1:30 pm to 4 pm. The school is closed on Fridays.**



Additional Information ~ 2. Snapshot Week for College Life

As time goes by, you have graduated from high school and come to this beautiful university campus.

At this moment, you are about to become a university student, learning in the halls of knowledge.

Snapshot Week for College Life is a gift from Tunghai, filled with blessings from teachers and senior students, guiding you to build relationships,

discover yourself, and understand the founding spirit of Tunghai University.

It will be with you every step of the way as you seek truth, build faith, and put your learning into action.

The Snapshot Week for College Life program will be led by senior students, guiding you to fully understand the campus environment, learning resources, extracurricular activities, peer communities, and more. During these four days, you will begin to explore and plan your university life and studies for the next four years.



Date: 9/3/2024 (Tue.) - 9/4/2024 (Wed.)



Participants: Freshmen of regular undergraduate programs in the 2023 academic year



Details: Please refer to the Tunghai University Snapshot Week for College Life website: <http://osa.thu.edu.tw>

Note:

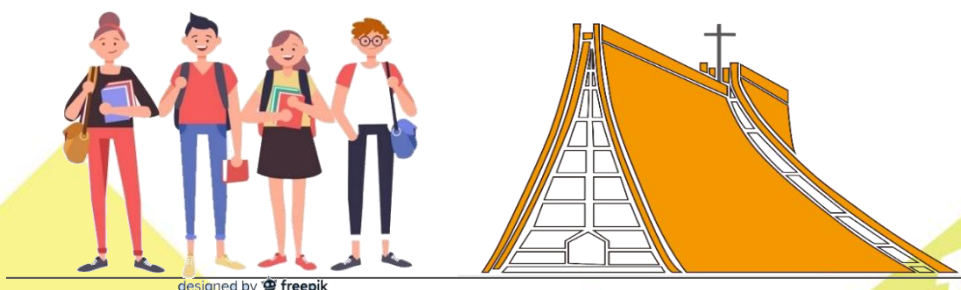


1. Participation in this activity is required for the entire duration. Those who cannot attend must submit relevant proof documents to complete the leave procedure.
2. Please wear comfortable clothing such as long pants and sneakers during the activity.
3. Please bring your own sunscreen, mosquito repellent, personal medications, raincoat, reusable cup, and utensils.

Contact:



- ✧ Leave inquiries: Student Assistance Division, Office of Student Affairs 04-23590121 #23104
- ✧ Activity-related inquiries: Center for Student Leadership Development, Office of Student Affairs #23703
- ✧ Transfer and re-enrolling students registration inquiries: Registration and Curriculum Office, Office of Academic Affairs #22101-22110



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新生家長親職講座 邀請函

親愛的新生家長，您好：

恭喜您，家中多了一位大學新鮮人！大學生正處於心智逐漸成熟的關鍵時期，他們擁有更多生活自主權，同時也面臨不同於以往的責任和難題。當孩子踏上大學的旅程，如何與他們保持剛好的關係、有效溝通並給予支持，便成為家長們共同關心的事。

在此，我們誠摯地邀請您參加這場「新生家長親職講座」。講座將帶您理解孩子在大學階段所面臨的挑戰，並由親職教育專家分享寶貴的經驗和建議，讓您安心陪伴孩子成長。東海大學健康暨諮商中心致力於提供學生專業的諮商輔導服務，我們也期盼與您攜手合作，幫助孩子更加勇敢面對大學生活的挑戰。

期待著您的參與，一同為孩子增添更多支持與力量！

學務處健康暨諮商中心 謹上

主題：這世代大學生活的適應與挑戰， 我們可以做什麼？

講師：武自珍 REBT 理性情緒行為治療師、
親子關係著作《別當除草機父母》作者

時間：113年9月4日(三)下午1:30-3:30

地點：東海大學_路思義教堂(暫定)

- 本活動採實體及線上併行，請擇一並於 **8月31日**前掃描條碼或直接點選連結報名。

實體
參與



點我報名

線上
參與



點我報名

有關本活動相關疑問，請洽詢 (04)2359-0121 轉分機23915

TUNGHAI UNVERSIT
Freshmen Parents' Lecture
Invitation

Dear Freshmen Parents,

Congratulations on having a new college freshman in your family! College students are at a critical stage of mental maturity, gaining more independence in their lives while also facing new responsibilities and challenges. As your child embarks on their college journey, maintaining a balanced relationship, effective communication, and providing support becomes a common concern for parents.

We sincerely invite you to participate in this "Freshmen Parents' Lecture." The lecture will help you understand the challenges your child will face during their college years, and parenting education experts will share valuable experiences and suggestions to help you support your child's growth. Tunghai University's Health and Counseling Center is dedicated to providing professional counseling services to students, and we look forward to working with you to help your child bravely face the challenges of college life.

We look forward to your participation in adding more support and strength for our children!

Health and Counseling Center

- Topic: Adapting to and Facing Challenges in University Life: What Can We Do?
- Speaker: Tze-Jane Wu
- REBT Rational Emotive Behavior Therapist, Author of "Don't Be a Lawnmower Parent"
- Time: September 4, 2024 (Wednesday), 1:30 pm - 3:30 pm
- Location: Tunghai University, Luce Chapel (tentative)
- This event will be held both in-person and online. Please choose one and register by scanning the QR code or clicking
- 線上參與 Online Participation
- 實體參與 In-person Participation
- For any questions regarding this event, please contact (04) 259-0121 #23915.
- 點我報名 Click here to register

Additional Information~4. Scholarships

Our university offers a variety of scholarships. For detailed information, please visit the [Student Assistance Division, Office of Student Affairs](#) website (<https://stulife.thu.edu.tw/>) or the [Scholarships Information](#) webpage.

※If you defer admission, be in suspension, withdraw from school, or transfer to another school, you may lose your eligibility for scholarships or be required to return any scholarships received. Please read the relevant regulations carefully.

★Scholarships on Merit

1. University scholarships

This includes Scholarships for Outstanding New Students, Scholarship for Outstanding Disadvantaged New Students, Academic Excellence Scholarship, Scholarship for Outstanding Disadvantaged Students, Scholarship for Student Academic Achievement, Scholarship for Outstanding Indigenous Students, Luce Foundation Scholarship, and Tunghai International Students Scholarship, among others.

2. Donations from external organizations or individuals to the University

This includes various scholarships from the United Board of Tunghai University, department development funds, donations from alumni, fellowship groups, and individual donors, among others.

3. Government scholarships

This includes scholarships from various county and city governments, scholarships from the Overseas Compatriot Affairs Council, and scholarships from the Council of Indigenous Peoples, among others.

4. External scholarships

This includes scholarships from various foundations, organizational foundations, and charitable organizations, among others.

★Scholarship for Disadvantaged Students

Academic performance requirements are relatively low, but applicants must provide proof of being children from low-income, mid-income, or families in hardship issued by the government office, or submit a comprehensive household income statement (within NT\$700,000) and asset inventory (within NT\$6.5 million) issued by the National Taxation Bureau.

1. University scholarships: Grants of Students with Disabilities, Grants of Overseas Chinese Students, among others.

2. Government scholarships: Scholarship for Outstanding Students from various county and city governments, Low-income Households Aids, Ministry of Education, among others.

★Other Scholarships

Outstanding Achievement Scholarship for Extracurricular Activities (Student Activity Division), Grant of Residence Assistant (Student Housing Service Division), Athletic Scholarship (Department of Physical Education), Grant for Work-Study Program (Office of Experiential Learning), Scholarship for Students with Disabilities (Resource Room, Health and Counseling Center), etc.

★Grants for Students in Hardship

1. Emergency Relief Allowances

(1) The purpose is to assist students in urgent need who encounter significant incidents such as family emergencies, car accidents, acute illnesses, unexpected events, sports injuries, etc.

(2) Administered according to the University's Regulations Regarding Emergency Relief Allowances.

(3) Students facing emergencies must apply within 6 months of the incident, with the application endorsed by a military instructor, class mentor, and Chairman, and submitted to the Student Assistance Division, Office of Student Affairs.

(4) The same student can apply for the same incident only once.

2. Grants of disadvantaged students

(1) Families with annual incomes between NT\$300,000 and 700,000 can apply for grants ranging from NT\$12,000 to 35,000 per year (amounts adjusted annually according to the Ministry of Education guidelines).

(2) Free student housing is provided for low-income students.

3. Ministry of Education Emergency Aid

(1) Administered according to the MOE Emergency Financial Aid Implementation Guidelines.

(2) Students must apply within 3 months of the emergency incident to the Student Assistance Division, Office of Student Affairs.

(3) The same incident can only be applied for once per family unit.

4. Education fund (勵學@Line: <https://lin.ee/WgPgXNj>)

To support economically disadvantaged students, the University's Regulations Regarding the Education Fund in Support of Economically and Culturally Disadvantaged Students was established in line with the Ministry of Education's Higher Education Sprout Project, with the primary goal of "replacing work-study with learning" to help students enhance professional knowledge and soft skills.

Target Groups	Areas of Support
1. Students from low-income families (eligible for tuition waiver)	I. Academic tutoring
2. Students from mid-income families (eligible for tuition waiver)	II. Leadership development
3. Children and grandchildren of families in hardship (eligible for tuition waiver)	III. Career counseling
4. Students with disabilities and children of disabled individuals (eligible for tuition waiver)	IV. Service implementation
5. Students receiving Ministry of Education's grants of disadvantaged students	V. Learning-based internships
6. Indigenous students (eligible for tuition and fee waivers)	VI. Meal allowance
7. Pregnant students and students with children under 3 years old	VII. Domain-specific service learning by each department
8. Other students in genuine need, recommended by the faculty	

Additional Information~5. On-campus Information Services

The university's [New Student Portal](#) helps you quickly learn about Tunghai University and various information for new students. We have also integrated all information services across the university into the ITService Website. This site provides services such as on-campus broadband network, wireless network, email, computer lab usage, dormitory network, university-licensed software, on-campus IC card, digital learning platform, IT support, event information, and information services for the faculty, staff and students. In addition to the aforementioned information services, the following are some services you may need during your time at the university:



Computer Lab Usage Guidelines

1. The Office of Library and Information Services currently has nine computer labs, located as follows: Four labs at the basement of the Science & Technology Building (ST019, ST020, ST021, ST023), and five labs in the College of Management (M007, M023, M024, M025, M217), with M007 being a lab equipped with 27-inch **Macs**. For detailed information on the hardware and software configurations of the labs and the borrowing procedures, please visit the [[Computer Lab Management Website](#)].
2. Opening hours:
 - Weekdays: Monday to Friday, from 8:00 am to 10:00 pm.
 - Winter and Summer Breaks: Monday to Thursday, from 8:00 am to 4:00 pm. The computer labs in the College of Management are closed during these breaks.
3. Lost and Found:
 - For items lost in the Science & Technology Building computer labs, please contact the Office of Library and Information Services Front Desk (Location: ST005; Extension: 30218).
 - For items lost in the College of Management computer labs, please contact the Print Service Self-Service Area Front Desk in the College of Management (Location: M021; Extension: 30210).



Report Printing

1. The university provides new students with a free printing quota of 100 points per semester. Once this quota is exhausted, additional printing points can be purchased at the front desk in the Office of Library and Information Services. Each recharge is in units of 100 points, costing NT\$100 per unit.
2. If you need to print reports, please use the computers in the computer labs or the print service self-service areas (ST027, M021). To print, you need to enter your account and password (THU-NID) to access the printing services.



3D Virtual Application Cloud Service

The [3D Virtual Application Cloud Service](#) offers commonly used software for faculty and students across all departments via a web-based, on-demand service. This eliminates the need for traditional installation methods, allowing faculty and students to access a convenient software environment 24/7 from any location through the internet. By integrating with existing software licensing methods, this service maximizes the use of limited resources. Simply log in with your THU-NID account, and you can use over 100 applications through the 3D Virtual Application Cloud Service on any web browser from any location.

List of Information System Services Websites

Name of Website	QR Code	Name of Website	QR Code
Tunghai University		Dormitory Network	
New Student Portal		THU SSLVPN Services	
THU-NID Account System		Authorized Software Download Website for Campus Use	
Student Info System		3D Virtual Application Cloud Service	
tMail		THU Personal Cloud Storage Service	
ITservice		Laptop and Tablet Check-out System	
iLearn Digital Platform		Event Registration System	
Digital Learning Platform		Time Table for Shuttle Service on Campus	
Tunghai University Official Line Account		Tunghai University WiFi device Self-Registration Service	
THU LineBot		THU Chatbot on Teams	



博雅書院師生共學、共思、共膳

美好大學生活的起點 在博雅起飛

一起開創屬於你自己的大學生活與未來的生命價值

首先恭喜您成為東海人，也誠摯地邀請您加入博雅書院與書院導師一起開創屬於自己的大學生活與未來的生命價值。在書院您必須很主動，要很積極跟隨導師學習。在書院沒有人會勉強您，但是您會有很多的良師益友，相互共學，用生命影響生命。大學生活如果沒有導師引導，沒有志同道合的夥伴相互勉勵，四年大學生活一溜煙就結束了；如果，有良師益友的相伴您將會開創出屬於自己的大學生活與未來的生命價值。

什麼是書院教育？就是與良師益友一起學習，學習成為自己所期待，也為世人所敬重的人：不過這是一輩子的功課，書院教育只是協助你打好的基礎。在書院學習如何說話？如何寫作？如何閱讀？乃至如何在社群生活運用權力，並且為自己負責。這一切都是為了協助您能與人為善，與自然為善，與天地人相互連結，成為知識與德行上的自由人。

不論您是否加入書院，千萬不要再被考試、成績與過度專業所奴隸，您一定要勇於創造屬於自己的大學生活，慢慢成為自重而人重的人。如果您願意如此設計您的大學生活，我們相信您的大學生活絕對多采多姿，充滿生命探索的軌跡，這也將成為您的人生自畫像的底稿。



- 博雅書院網址：poya.thu.edu.tw
- Email：poya@thu.edu.tw Tel: (04)2359-0026

誠摯邀請您的加入
一起開創美好大學生活



- Icon: Po-Ya School Students and Teachers Learning, Thinking, and Dining Together
- Title:
- The Starting Point of a Wonderful University Life Begins with Po-Ya
- Subtitle:
- Create Your Own University Life and Future Life Value Together

First of all, congratulations on becoming a member of Tunghai University, and we sincerely invite you to join the Po-Ya School to create your own university life and future life value with the School mentors. In the School, you need to be proactive and actively follow the mentors to learn. In the university, no one will force you, but you will have many good teachers and friends who learn together, influencing each other with their lives.

If university life lacks the guidance of mentors and the encouragement of like-minded partners, four years of university life will pass in the blink of an eye. However, with the company of good teachers and friends, you will create your own university life and future life value.

What is Po-Ya School education? It is learning together with good teachers and friends, learning to become the person you aspire to be, and a person respected by others. However, this is a lifelong lesson, and Po-Ya School education only helps you lay a good foundation. In Po-Ya School, you learn how to speak, how to write, how to read, and even how to exercise power in social life and take responsibility for yourself.

All this is to help you be kind to others, be kind to nature, and to become a person who connects with the world, a person free in knowledge and virtue.

Whether or not you join Po-Ya School, do not be enslaved by exams, grades, and excessive specialization. You must bravely create your own university life and gradually become a person who respects yourself and is respected by others.

If you are willing to design your university life in this way, we believe your university life will be colorful and full of the traces of life's exploration. This will also become the draft of your life's self-portrait.

博雅書院網址：poya.thu.edu.tw

Po-Ya School Website: poya.thu.edu.tw

Email : poya@thu.edu.tw Tel:(04)2359-0026

We sincerely invite you to join us in creating a wonderful university life together.

Additional Information ~ 7. The Chaplain's Office

As Tunghai is a Christian university, the Chaplain's Office is dedicated to the spiritual education of students, striving for the ideal of holistic liberal arts learning. The Chaplain's Office is located in the Christian Activity Center between Luce Chapel and the women's dormitories. It is open to faculty and students from 8 am to 10 pm on school days, offering various activities and gatherings.



More information
Please visit the Chaplain's Office website
<http://chaplain.thu.edu.tw>

Every Sunday morning, a worship service is held at Luce Chapel, and everyone is welcome to come and get to know God and enjoy church life.



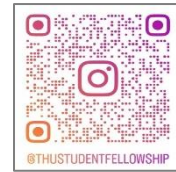
Faith Survey for New Students

Each year, all new students (including transfer students) are asked to complete an online faith survey to help the Chaplain's Office understand the students' religious backgrounds. This information aids in the planning and design of the office's activities and courses and serves as a reference for work strategies.

New students (including transfer students) are requested to fill out the "Faith Survey" in the New Student Information System.

New Student Welcome Event

Freshmen Fellowship



Student Fellowship Instagram/Facebook

Date: Wednesday, September 11, 18:30-21:30

Location: Luce Chapel (Check-in and dinner at the Christian Activity Center)

Target Audience: Christian freshmen or those interested in faith (including transfer students)

Activity: Dinner, getting to know each other, worship songs, sharing from senior students, and more

Cost: Free admission!

This event invites all freshmen and transfer students who have participated in Christian activities during their junior high or high school years. During this first interaction with the Chaplain's Office, you will rekindle the emotions you felt back then. If you are already a Christian, the Bible is challenging us to bring love and faith into the campus. Don't miss this opportunity.

For more information, please visit the Chaplain's Office website or our Facebook page at thusf.

Main Counselor: Li-Fen Ma LINE number: 0972-011340

About Faith

Sunday Worship Every Sunday morning

First Service 09:00-10:15 (Contemporary worship)

Second Service 11:00-12:15 (Traditional worship with choral music; with simultaneous interpretation in English)

Students are welcome to come and get to know and worship God. For more information, please visit the Chaplain's Office website.

Studio Thrive

Student Fellowship Starting from Monday, September 9, evening fellowship gatherings will be held in the Chaplain's Office or at the homes of Christian faculty members. These gatherings can take the form of large group meetings or small group fellowships, encouraging spiritual growth through peer sharing. For detailed meeting times and content, please refer to the Chaplain's Office website.

This 2-credit general education course meets every Tuesday at 19:20 in Luce Chapel.

It features specially designed lectures for university students, covering topics from self-awareness and developing interpersonal relationships to building confidence, facing challenges, and living a fulfilling university life with correct values. The course enlists Christian faculty members and skilled professionals from various fields to serve as table leaders, guiding students in group discussions and practical applications. Students are encouraged to enroll in this course.



Additional Information ~ 8. Internship and Career Counseling

The Internship and Students Achievement Center focuses on internship development. Through connecting academic and career paths, we emphasize career planning and encourage students to take proactive actions to enhance career soft skills. We assist students in career orientation, cultivate core competencies, establish a comprehensive internship and counseling mechanism, and gather resources from various sectors to collaborate with industries, ultimately enhancing students' internship capabilities and facilitating their transition to the workforce.

I. Career Exploration and Counseling

- Dates:** Pre-Assessment: Conducted annually for freshmen starting in November.
Post-Assessment: Conducted annually for seniors starting in March.
- Assessment Website:** The UCAN Network established by the Ministry of Education.
- Consultation Service Appointments:** Please make a reservation on our registration system or through telephone.



Internship and Students Achievement Center

II. Internship Information & How to Use the System

- For internship processes and counseling mechanisms, please visit the Internship and Students Achievement Center website.
- Integrated services for learning, internships, and employment include Course Navigation, iResume, and the THU Talent Web.

A. Course Navigation

1 成立理念
東海大學有感於當今時代資訊繁瑣，為鼓勵學生妥善規劃在大學生涯的時光，希望能提供一個資訊相對整合的系統，藉以引導學生思考生涯、規劃自身未來的道路，降低學生畢業後可能面臨的徬徨，於是籌組結合多方領域的團隊，重新構思並研創市場上尚未被滿足的部分，但多數台灣大學生在課程選擇上所面臨的考驗為出發點——舉凡不清楚自己所想修習之物、不知道學習該課程對未來就業的實質幫助等——透過思考面向之本位歸還，將過去經驗反饋，逐步規劃並著手建立課程領航系統，在滿足能量後的2020年盛夏正式啟航。

2 修課紀錄
A. 點箭頭! 可以查看各年級的修課紀錄。
B. 「通過」與「不通過」都讓你清清楚楚
C. 點「課程名稱」, 可以看到修這個課程會學到什麼職業能力

3 課程找職業、職業找課程
C. 不同方向搜尋, 滿足使用者針對職業與課程之間的實質需求, 透過「模擬功能」讓你在大學修課不迷惘、引導你找尋最適合自己的課程!

4 職能累積量表
D. 量表中的資訊, 供你一目瞭然自己在各就業領域上的職能累積量, 在對的方向上持續進修亦或是即時轉換跑道都不會驚慌失措
E. 在雷達圖上還可以找到同一個就業領域中, 市場上有哪些工作機會及實習

B. iResume

一鍵登入 製作電子履歷
東海的專屬履歷 快速找到理想工作

C. THU Talent Web

東海人才網
找到最適合你的工作



Course
Navigation



iResume



THU Talent Web

- Administrative unit: Internship and Students Achievement Center
- TEL: (04)23590121
#22521; 22523; 22526

Additional Information ~ 9. Global Internship Facilitation of Taiwan (GIFT)



指導單位：教育部國際及兩岸教育司
 執行單位：國際職場實習發展中心
 承辦人：陳星瑜 經理
 電話：04-2359-0121 #35527
 E-mail: hsingyu@thu.edu.tw



善用GIFT實習平臺
 幫助你更加了解自己吧!

- 1 教育部補助計畫**
 政府認可的實習平臺，保障學生實習、就業之安全。
- 2 一網打盡企業實習與工作機會**
 專業團隊為你招攬海內外重要企業，提供各式實習或工作機會。
- 3 三種導師機制**
 專業導師、職場導師與職涯導師，提供學生在職涯發展上所面臨的需求。
- 4 人才庫晉級制度**
 透過會員晉級制度引導學生，逐步提升學生職場競爭力。

1 認識GIFT

- 9,492位本國與外國學生會員
- 媒合國內1,100位學生至台灣、義大利、印尼、越南與印度等國家實習
- 幫助德國、義大利、西班牙學生到臺灣實習



- 臺大、政大、臺科大、輔大、東海大學等 41 所大學加入此聯盟



- 友達、車王電子、台中精機、漢翔航空工業等3,810家成為企業會員 (2,906家企業、796家非營利組織、108家社會企業)



2 人才庫特色



3 導師機制

專業導師
(大專院校教師)

職場導師
(職場前輩)

生涯導師

- ✓ 職涯諮詢
- ✓ 履歷健診
- ✓ 實習日誌追蹤

平臺註冊 5 步驟



STEP 1 : 登入GIFT平台首頁
<https://www.gift.org.tw/>



STEP 2 : 點選「學生找實習」-->「新會員註冊」



STEP 3 : 填寫資料，註冊成為新會員



STEP 4 : 審核完成：登入會員並編輯基本資料



STEP 5 : 開始搜尋實習職缺 --> 投遞履歷

<p>Global Internship Facilitation of Taiwan, GIFT</p>	<p>Advisor: Department of International and Cross-strait Education, MOE Execution Unit: Center for International Internship Development, Tunghai University Clerk: Ms. Ariel Chen Tel: 04-2359-0121 #35527 Email: hsingyu@thu.edu.tw</p>			
<p>Know more about yourself through GIFT's Internship Platform!</p> <ol style="list-style-type: none"> 1. An MOE-subsidized project: GIFT is an internship platform recognized by the government that protects students' internship and job safety. 2. Comprehensive access to internships and job opportunities: Our professional team provides internships and job opportunities at major companies from home and abroad. 3. 3 mentoring systems: Our professional mentor, workplace mentor and career mentor provide students with support for their career development needs. 4. A talent pool with an advancement scheme: The advancement scheme for members helps students build their competitive edge in the workplace step-by-step. 	<p>I. About GIFT</p> <ul style="list-style-type: none"> ● Has 9,492 local and international members <ul style="list-style-type: none"> - Has helped over 1,000 local students match with internships in Taiwan, Italy, Indonesia, Vietnam, and India - Has matched students from Germany, Italy, and Spain with internships in Taiwan ● This alliance comprises of 41 universities in Taiwan, including National Taiwan University, National Chengchi University, National Taiwan University of Science and Technology, Fu Jen Catholic University, Tunghai University, and more. ● The platform has 3,018 corporate members, such as AUO Corporation, Mobiletron Co., Ltd., Victor Taichung Machinery Works Co., Ltd., Aerospace Industrial Development Corporation, and others. Our corporate members include 2,906 corporates, 796 non-profit organizations, and 108 social enterprises. 			
<p>II. The Talent Pool Advancement Scheme</p> <p>Complete internship and get verification from companies: Elite member/Become an elite member to gain attention from companies and increase chances of securing internships and full-time positions.</p> <p>Get verification from mentors: VIP/Get approval from our mentors to increase interview opportunities.</p> <p>Edit basic information and upload biography & resume: Member/ Members can submit their resume and get interviews.</p> <p>Complete Registration: Quasi-member/ Quasi-members can browse through all internship and job openings.</p>		<p>III. Our Mentoring System</p> <p>Professional mentor (college lecturers and professors)</p> <p>Workplace mentor (senior and veteran colleagues)</p> <p>Career mentor</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Career counseling <input checked="" type="checkbox"/> Resume review <input checked="" type="checkbox"/> Internship journal follow-up 		
<p>5 Steps to Set Up Your Account</p>				
<p>Step 1: Log in GIFT home page http://www.gift.org.tw/</p>	<p>Step 2: Click on Search Internship → Register as Student</p>	<p>Step 3: Fill in required information to register as a student member</p>	<p>Step 4: Complete review: Log in and edit basic information</p>	<p>Step 5: Search open positions → Submit resume</p>

General Guideline for Payment/Fee Refund Policy (Fall 2024)

Payment Time Frame	Tuition and Miscellaneous charges System	Credit Fee System	Tuition and Miscellaneous Fees System
I. Applicants before the registration and payment deadline (inclusive) ✘ Except for first-year students (excluding transfer students) of each academic program, other students must complete registration and payment before applying for a leave of absence.	No payment required. For those who have already paid, a full refund will be issued.	No payment required. For those who have already paid, a full refund will be issued.	No payment required. For those who have already paid, a full refund will be issued.
II. Applicants from the first working day after the registration and payment Deadline to the day before the first day of classes	2/3 of Tuition fee refundable. Full refund of miscellaneous charges and other fees.	2/3 of Credit fee refundable. Full refund of miscellaneous charges and other fees.	2/3 of Tuition and miscellaneous fees refundable. Full refund of other fees.
III. Applicants on or after the first day of classes but within the first third of the semester	2/3 of Tuition, miscellaneous charges, and other fees refundable.	2/3 of Credit fee, miscellaneous charges, and other fees refundable.	2/3 of Tuition and miscellaneous fees and other fees refundable.
IV. Applicants on or after the first day of classes but within the second third of the semester:	1/3 of Tuition, miscellaneous charges, and other fees refundable.	1/3 of Credit fee, miscellaneous charges, and other fees refundable.	1/3 of Tuition and miscellaneous fees and other fees refundable.
V. Applicants on or after the first day of classes but within the final third of the semester	No refund	No refund	No refund
VI. Reserved freshmen and transfer students applying for withdrawal before the replacement deadline (inclusive):	5% charges from processing fee.	5% charges from processing fee.	5% charges from processing fee.

Note:

- The refund policy Guidelines on Payment Methods for Tuition, Miscellaneous Charges, and Other Fees of Tunghai University Students
- The calculation of the registration and payment deadline, and the first day of classes, is based on the official academic calendar announced by the university. The suspension or withdrawal date is determined by the date the student (or parent) formally submits the leave of absence or withdrawal application to the Registration and Curriculum Office, which serves as the basis for the refund calculation. For students who are asked to withdraw, the withdraw date is based on the date the withdrawal notice is delivered by the university. However, if the student remains in school due to an appeal process, the actual leave date is used as the basis for the refund calculation.
- Students on suspension or withdrawn must complete the checking procedures for leaving school within the

time frame stipulated by the university. If there are delays in the relevant procedures due to reasons attributable to the student, the actual leave date will be used as the basis for the refund calculation.

4. For local undergraduate students eligible for the Executive Yuan Tuition and Miscellaneous Fees Exemption, the refund amount will be calculated based on the actual amount of tuition and miscellaneous fees paid after the reduction, according to the percentages listed in the table above.
5. The term "other fees" in this table refers to all fees excluding tuition, miscellaneous charges, credit fees, tuition and miscellaneous fees.
6. The term "first-year students of all academic programs" in this table refers to new students in the first semester of the regular undergraduate program, in-service undergraduate program, master's program, in-service master's program, and doctoral program (excluding transfer students).
7. For students extending their studies who are taking 9 or fewer credits and wish to be on suspension or withdraw, the credit-based system will apply for refunds.
8. First-year students and transfer students under the replacement system who apply for withdrawal before the admission replacement deadline (inclusive) will receive a full refund after deducting processing fees. Those who apply for a suspension or withdrawal after the admission replacement deadline will receive refunds according to the table's regulations. The processing fee is calculated as 5% of the total tuition, miscellaneous fees, credit fees, and other related fees.
9. For students on suspension or withdrawal, please bring the [Refund Notification for Suspension/Withdrawal](#) issued by the Registration and Curriculum Office and a photocopy of the front page of [the student's passbook](#) to the university's Accounting Office to process the refund.

Tunghai University Administrative and Teaching Unit Contact Number

Regular Office Hours: Monday to Friday, 8:00-12:00; 13:30-17:00.

Office Hours Adjustment during Summer Break: From 07/01/2024 to 09/01/2024, Monday to **Thursday**, 8:00-12:00; 13:30-**16:00 (closed on Fridays)**.

Resumed Office Hours: Starting from 09/02/2024, Monday to Friday, 8:00-12:00; 13:30-17:00.

Administrative Office Contact Number: Please dial [Central Office: 04-23590121] then enter the following extensions for specific issues:

Issues	Administrative Unit	Extension
Registration, admission, credit transfer, course selection	Registration and Curriculum Office, Office of Academic Affairs	22101-22110 (Registration, admission, credit transfer); 22111-22114 (course selection)
Student loans, student exemption for tuition/miscellaneous fees, and military service	Student Assistance Division, Office of Student Affairs	23107 (Student loans, military service); 23104 (Student exemption for tuition/miscellaneous fees)
Scholarships; grants of disadvantaged students		23105 (External scholarships); 23102 (University scholarships); 23108 (Scholarships for disadvantaged students)
Health examination, mental health assessment	Health and Counseling Center, Office of Student Affairs	23436 (Health examination); 23902 (Mental health assessment)
Student housing and accommodation	Division of Student Housing Affairs, Office of Student Affairs	23590270 (Men's dormitory); 23590267 (Women's dormitory); Student Residence Hall, Second Teaching Area 23596050
Registration Payment Form and payment	Accounting Office	28006 (Substitute: 28002)
Freshman English for Non-English Majors Placement Exam; Freshman English for Non-English Majors and Sophomore English for Non-English Majors waiving	English Language Center	31901

Academic Units Contact Number: Please dial [Center Office: 04-23590121] then enter the following extensions

College	Department	Extension	College	Department	Extension
College of Arts	Dept. of Chinese Literature	31100	College of Social Science	Dept. of Economics	36100-4
	Dept. of Foreign Languages and Literature	31200-2		Dept. of Political Science	36200-2
	Dept. of History	31300		Dept. of Public Management and Policy	36700-2
	International Graduate Program of Teaching Chinese as a Second Language	31800		Dept. of Sociology	36300-5
	Dept. of Japanese Language & Culture	31701-3		Dept. of Social Work	36500-4
	Dept. of Philosophy	31400		Graduate Institute of Education	36900-210
College of Science	Dept. of Applied Physics	32100-1	Executive Master of Public Affairs	75110	
	Dept. of Chemistry	32200-2	College of Agriculture and Health	Dept. of Animal Science and Biotechnology	37110-1
	Dept. of Life Science	32400-2		Dept. of Food Science	37300-1
	Dept. of Applied Mathematics	32501-2		Dept. of Hospitality Management	37702-3
	International Ph.D. Program in Biomedical & Materials Science	32000		Sports Recreation and Health Management Degree Program	30501

	International Graduate Degree Program for Biodiversity	32000		Bachelor of Science in Senior Wellness and Sports Science	37501
College of Engineering	Dept. of Chemical and Materials Engineering	33100	College of Fine Arts and Creative Design	Dept. of Fine Arts	38601-4
	Dept. of Industrial Engineering and Enterprise Information	33500		Dept. of Music	38200-3
	Dept. of Environmental Science and Engineering	33600		Dept. of Architecture	38100-2
	Dept. of Computer Science	33800-2		Dept. of Industrial Design	38700-3
	Dept. of Electrical Engineering	33900		Dept. of Landscape Architecture	38300-1
	Master Program of Digital Innovation	33300		MFA Program of Performing and Creative Arts	38801
College of Management	Dept. of Business Administration	35100-3	College of Law	Dept. of Law	36600-3
	Dept. of International Business	35300-3	International College	International Business Administration Program	39100
	Dept. of Accounting	35500-3		Sustainability Science and Management Program	39200
	Dept. of Finance	35800-3		The International College Interdisciplinary Degree Program	39300
	Business Administration (for Working Professionals)	35020			
	Global Master of Business Administration	35002			
	Dept. of Statistics	35700-4			
	Dept. of Information Management	35900-1			

2024 Calendar

Tunghai University Calendar—Fall 2024

Year	Week	Calendar						Date		Days of Week	Major Business Items	
		S	M	Tu	W	Th	F	Sa	M			D
2024						1	2	3	AUG	1	Th	<ul style="list-style-type: none"> Start of the Fall Semester First Day of Overseas Freshman Students Registration Application for Double-Majors/Minors/Credits Programs (Fall) Last Day for EMBA Freshman Students Registration Last Day for Graduate Students to Turn in Theses (112-2) First Day of Thesis Defense Application First Day of Course Add & Drop for Sophomore or above & Graduate Students Overseas Freshman Students Move into the Dormitory Overseas Freshman Students Orientation End of Summer Vacation First Day of Freshman Students Move into the Dormitory
		4	5	6	7	8	9	10		1-13	Th-Tu	
		11	12	13	14	15	16	17		12	M	
		18	19	20	21	22	23	24		15	Th	
		25	26	27	28	29	30	31		16	F	
										26	M	
										29	Th	
										30	F	
										31	Sa	
		1	2	3	4	5	6	7	SEP	1	S	<ul style="list-style-type: none"> Last Day of Freshman Students Move into the Dormitory Resumption of Normal Office Hours (8:00-10:00 Housekeeping) First Day of Course Add & Drop for Freshman Students Safety and Health Education and Training Freshman Students Entrance Program University Advisors Meeting Last Day for Registration Workshop for Administrative Staff First Day of Class Adjusted Holiday (Make up on Nov. 2, 2024) Mid-Autumn Festival (Holiday) Last Day of Course Online Drop & Exceptional Add First Day of Student Course Enrollment Online Check First Day of Course Exceptional Drop Application Teacher's Day Tea Party Teacher's Day
										2	M	
	1	8	9	10	11	12	13	14		3	Tu	
										3-4	Tu-W	
										5	Th	
										6	F	
	2	15	16	17	18	19	20	21		9	M	
										16	M	
										17	Tu	
										20	F	
	3	22	23	24	25	26	27	28	23	M		
								27	F			
								28	Sa			
4	29	30						4	F			
			1	2	3	4	5	OCT	10	Th	<ul style="list-style-type: none"> Last Day of Student Course Enrollment Online Check Last Day of Exceptional Drop Application Double Ten Day (Holiday) Adjusted Holiday (Make up on June 7, 2025) 1st Chairs' Meeting 1st University Council Meeting 	
5	6	7	8	9	10	11	12		11	F		
6	13	14	15	16	17	18	19		15	Tu		
7	20	21	22	23	24	25	26		22	Tu		
8	27	28	29	30	31							
8						1	2		2	Sa		
9	3	4	5	6	7	8	9		4-9	M-Sa		
10	10	11	12	13	14	15	16		12	Tu		
11	17	18	19	20	21	22	23	20	W			
12	24	25	26	27	28	29	30					
13	1	2	3	4	5	6	7	DEC	2-20	M-F	<ul style="list-style-type: none"> Course Withdraw Application Period 2nd Chairs' Meeting 2nd University Council Meeting No Afternoon Class (Regular Office Hours for Staff) Christmas (Holiday) First Day of Course Pre-Registration for Next Semester 	
14	8	9	10	11	12	13	14		10	Tu		
15	15	16	17	18	19	20	21		17	Tu		
16	22	23	24	25	26	27	28		24	Tu		
17	29	30	31						25	W		
								31	Tu			
2025	17			1	2	3	4	JAN	1	W	<ul style="list-style-type: none"> New Year's Day (Holiday) Last Day of School Drop Out Application Final Exam Week First Day of Winter Vacation Application for Double-Majors/Minors/Credits Programs (Spring) Last Day of Course Pre-Registration for Next Semester Last Day of Thesis Defense Application First Day of Chinese New Year Holiday Last Day of Thesis Defense Last Day of Fall Semester 	
	18	5	6	7	8	9	10		11	3		F
										4-11		Sa-Sa
		12	13	14	15	16	17		18	13		M
		19	20	21	22	23	24		25	13-21		M-Tu
	26	27	28	29	30	31		14	Tu			
								15	W			
								27	M			
								31	F			

(Updated by the English Language Center, April 25, 2024)

Tunghai University Calendar—Spring 2025

Year	Week	Calendar							Day		Days of Week	Major Business Items	
		S	M	Tu	W	Th	F	Sa	M	D			
2025								1		1	Sa	<ul style="list-style-type: none"> First Day of Spring Semester First Day of Overseas Freshman Students Registration 	
										6-9	Th-S	<ul style="list-style-type: none"> Campus Power Outage and High-Voltage System Maintenance 	
		2	3	4	5	6	7	8		7	F	<ul style="list-style-type: none"> Last Day of Chinese New Year Holiday Last Day of Winter Vacation 	
										10	M	<ul style="list-style-type: none"> Resumption of Normal Office Hours(8:00-10:00 Housekeeping) 	
										14	F	<ul style="list-style-type: none"> First Day of Course Add & Drop Last Day for Registration Chinese New Year Tea Party (a.m.) University Advisors Meeting Overseas Freshman Students Orientation 	
	1	16	17	18	19	20	21	22		15	Sa	<ul style="list-style-type: none"> Last Day for Graduate Students to Turn in Theses (113-1) 	
										16	S	<ul style="list-style-type: none"> First Day of Thesis Defense Application 	
										17	M	<ul style="list-style-type: none"> First Day of Class 	
	2	23	24	25	26	27	28	MAR 1		27	Th	<ul style="list-style-type: none"> Last Day of Course Online Drop & Exceptional Add 	
										28	F	<ul style="list-style-type: none"> Peace Memorial Day (Holiday) 	
	3	2	3	4	5	6	7	8		3-14	M-F	<ul style="list-style-type: none"> Student Course Enrollment Online Check Period Course Exceptional Drop Application Period 	
	4	9	10	11	12	13	14	15		8-15	Sa-Sa	<ul style="list-style-type: none"> Tree Planting Week 	
	5	16	17	18	19	20	21	22		17-21	M-F	<ul style="list-style-type: none"> Application for Inter-Department Transfer 	
	6	23	24	25	26	27	28	29		18	Tu	<ul style="list-style-type: none"> 1st Chairs' Meeting 	
	7	30	31							25	Tu	<ul style="list-style-type: none"> 1st University Council Meeting 	
										31	M	<ul style="list-style-type: none"> First Day of Self-Study Day (Holiday) 	
	7			1	2	3	4	5					
	8	6	7	8	9	10	11	12		2	W	<ul style="list-style-type: none"> Last Day of Self-Study Day (Holiday) 	
	9	13	14	15	16	17	18	19		3-4	Th-F	<ul style="list-style-type: none"> Children's Day & Tomb-Sweeping Day (Holiday) 	
	10	20	21	22	23	24	25	26		12-19	Sa-Sa	<ul style="list-style-type: none"> Midterm Exam Week 	
	11	27	28	29	30					22	Tu	<ul style="list-style-type: none"> Academic Council Meeting 	
										23	W	<ul style="list-style-type: none"> Research and Development Committee Meeting 	
	11					1	2	3		12	M	<ul style="list-style-type: none"> First Day of Courses Withdraw Application 	
	12	4	5	6	7	8	9	10		16	F	<ul style="list-style-type: none"> Last Day of Senior's School Drop Out Application Last Day of Courses Withdraw Application for Graduation Exam 	
	13	11	12	13	14	15	16	17		19-23	M-F	<ul style="list-style-type: none"> Graduation Exam Week for Seniors 	
	14	18	19	20	21	22	23	24		20	Tu	<ul style="list-style-type: none"> 2nd Chairs' Meeting 	
	15	25	26	27	28	29	30	31		27	Tu	<ul style="list-style-type: none"> 2nd University Council Meeting 	
										29	Th	<ul style="list-style-type: none"> Last Day of Courses Withdraw Application for Final Exam 	
									30	F	<ul style="list-style-type: none"> Adjusted Holiday (Make up for May 31, 2025) 		
									31	Sa	<ul style="list-style-type: none"> Dragon Boat Festival (Holiday) 		
16	1	2	3	4	5	6	7		6	F	<ul style="list-style-type: none"> Commencement Rehearsal (a.m.) Campus Cleaning Day (No Afternoon Class) 		
17	8	9	10	11	12	13	14		7	Sa	<ul style="list-style-type: none"> Commencement Ceremony (No Class) (Regular Office Hours for Staff) 		
18	15	16	17	18	19	20	21		10-24	Tu-Tu	<ul style="list-style-type: none"> Course Pre-Registration Period for Next Semester 		
									13	F	<ul style="list-style-type: none"> Last Day of School Drop Out Application 		
									14-21	Sa-Sa	<ul style="list-style-type: none"> Final Exam Week 		
									23	M	<ul style="list-style-type: none"> First Day of Summer Vacation 		
			1	2	3	4	5						
	6	7	8	9	10	11	12		15	Tu	<ul style="list-style-type: none"> Last Day of Thesis Defense Application 		
	13	14	15	16	17	18	19		31	Th	<ul style="list-style-type: none"> Last Day of Thesis Defense Last Day of School Year 		
	20	21	22	23	24	25	26						
	27	28	29	30	31								

(Updated by the English Language Center, April 25, 2024)

往東海別墅	To Dong Hai Bie Shu
社會科學院 (SS)	College of Social Sciences (SS)
芳華廳 (1F)	Juanelva Rose Hall (1F)
往沙鹿	To Shalu
圖書館	Library
二悅蒔室	Feb14
良鑑廳 (B1)	Liang-Chien Hall (B1)
中正紀念堂	CKS Memorial Auditorium
科技路	Technology Rd.
波錠廳 (B1)	Po-Ding Hall (B1)
法律學院 (L)	College of Law (L)
農健學院 (AG)	College of Agriculture and Health
景觀學系 (LA)	Dept. of Landscape Architecture
文理大道 (徒步區)	Wenli Boulevard (Car-free zone)
創發設計暨藝術學院 (C)	College of Fine Arts & Creative Design (C)
通識中心 (2F)	Center for General Education (2F)
科技大樓 (ST)	Science & Technology Building (ST)
電算中心 (B1)	Computer Center (B1)
校友會館 (AH)	Alumni House (AH)
便利商店	Convenience store
力行路	Lixing Rd.
台灣大道四段 (中港路)	Sec. 4, Taiwan Boulevard (Zhonggang Rd.)
化材系館 (CME)	Dept. of Chemical & Materials Engineering Building (CME)
工學院 (E)	College of Engineering (E)
人文暨科技館 (HT)	Humanities & Technology Building (HT)
文學院 (A)	College of Arts (A)
德耀路 (徒步區)	Deyao Rd. (Car-free zone)
建築系館 (ARC)	Dept. of Architecture Building (ARC)
工設系館 (ID)	Dept. of Industrial Design Building
生命科學系館 (LS)	Dept. of Life Sciences Building (LS)
理學院 (S)	College of Science (S)
語文館 (LAN)	Languages Building (LAN)
基礎科學實驗館 (BS)	Basic Science Building (BS)
研發處	Office of Research and Development
求真廳 (B1)	Truth Conference Hall (B1)
化學系館 (CH)	Dept. of Chemistry Building (CH)
學務處	Office of Student Affairs
軍訓處	Office of Military Instruction
勞教處	Office of Experiential Learning
總務處	Office of General Affairs
教務處	Office of Academic Affairs

生輔組→學務處 2F	Student Assistance Division→Office of Student Affairs (2F)
註課組→教務處	Registration and Curriculum Office→Office of Academic Affairs
招生中心→總務處 1F 後方	Center for Strategic Recruitment→At the back of the Office of General Affairs (1F)
會計室→總務處 2F	Accounting Office→Office of General Affairs (2F)
出納組→總務處 1F	Cashier's Office→ Office of General Affairs (1F)
秘書室	Office of Secretariat
校長室	Office of the President
公關室	Office of Public Affairs and Alumni Service
人事室	Office of Personnel
公車站	Bus stop
人文大樓 (H)	Humanities Building (H)
茂榜廳 (B1)	Mao-Pang Conference Hall (B1)
男生宿舍	Men's Dormitory
博雅書院 (1F)	Po-Ya School (B1)
男生餐廳	Men's Dining Hall
資源教室	Resource Classroom
校門	THU Main Gate
東大路	Dongda Rd.
約農路	Beauson Rd.
求真路	Truth Rd.
路思義教堂 (LC)	Luce Chapel (LC)
宗教中心	Religion Center
女生宿舍	Women's Dormitory
女生餐廳	Women's Dining Hall
篤信路	Faith Rd.
花園餐廳	Garden Food Court
兆豐商銀	Mega Bank
丹提咖啡	Dante Coffee
銘賢堂 (MSA)	Oberlin Hall (MSA)
國際處	Office of International Relations
敦煌書局	Cave Books Store
學生活動中心	Student Activity Center
學生福音中心	Student Gospel Center
銘賢路	Oberlin Rd.
健康中心	Health Center
匠培咖啡	Jiang Pei Coffee
乳品小棧	Tunghai Dairy
體育館	THU Gym
體育室	Department of Physical Education
運動場	Sports Venue

邦華游泳池	Swimming Pool
榮總	Taichung Veterans General Hospital
東大附中	The Affiliated High School of Tunghai University (THUHS)
東海路	Tunghai Rd.
附小側門	Side Gate (Elementary Division of THUHS)
東大附小	The Affiliated High School of Tunghai University—Elementary Division
東海牧場	THU Farm
籃球場	Basketball Court
學生宿舍	Residence Hall
音樂系館 (MU)	Dept. of Music Building (MU)
美術系館 (FA)	Dept. of Fine Arts Building (FA)
管院分館	College of Management Building
管理學院 (M)	College of Management (M)
國際學院 (PG-IC)	International College (PG-IC)
省政研究大樓 (PG)	Provincial Government Building
推廣部	Institute of Continuing Education
第二教學區	Second Teaching Area
崗哨	Checkpoint
第二教學區側門	Side Gate (Second Teaching Area)
AI 人工智慧中心	AI Center
產學大樓	Industry-Academic Collaboration Innovation and Incubation Center
往台中	To Taichung