

國立臺北大學 111 學年度第 2 學期學士班、碩士班、博士班學生註冊通知

National Taipei University Bachelor/Master's/Doctoral Student Registration Notice for  
the 2<sup>nd</sup> Semester of Academic Year 2022


※ 111 學年度第 2 學期上課日期：**112 年 2 月 20 日**（星期一）。

The 2<sup>nd</sup> semester of academic year 2022 starts on: **February 20, 2023** (Monday).

※ 本件註冊通知，公布於本校教務處網站首頁。

This registration notice is announced on the homepage of the Academic Affairs Office's website.

項目 Item	申請對象 Subjects	受理時間 Registration time	辦理方式 Method	承辦單位 Processing Unit	洽詢電話 Contact Number	備註 Remarks
選課 Course selection	全體學生 All students	請詳閱教務處課務組網頁公告之選課注意事項及學生資訊系統 <b>相關公告</b> 。 See the course selection notices announced on the website of the Curriculum Section, Academic Affairs Office and <b>announcements</b> on the Student Information System for details.	網路選課 Online course selection	課務組 Curriculum Section	86741111 轉 66110-66117  86741111 ext. 66110-66117	一、學、碩、博士班第一次選課(不含學士班新生)： <b>111 年 12 月 27 日至 112 年 1 月 2 日</b> <u>Bachelor/Master's/Doctoral student phase-I course selection period (excluding first year bachelor program students):</u> <b>2022/12/27--2023/1/2</b> 二、學、碩、博士班第二次選課(含學士班新生)： <b>112 年 1 月 31 日至 2 月 6 日</b> <u>Bachelor/Master's/Doctoral student phase-II course selection period (including first year bachelor program students):</u> <b>2023/1/31--2023/2/6</b> 三、學、碩、博士班加退選： <b>112 年 2 月 21 日至 3 月 2 日</b> <u>Bachelor/Master's/Doctoral student course adding/dropping period:</u> <b>2023/2/21--2023/3/2</b> ★ 選課程序及系統分發作業相關資訊請詳教務處課務組網頁(網址 <a href="https://is.gd/kzrDmH">https://is.gd/kzrDmH</a> ) ★ Visit the webpage of the Curriculum Section, Academic Affairs Office for course selection procedures and placement related information (Website: <a href="https://is.gd/kzrDmH">https://is.gd/kzrDmH</a> )
繳費 Payment	學士班 1-4 年級 碩士班 1-4 年級 博士班 1-7 年級 Bachelor Program Years 1-4 Master's Program Years 1-4 Doctoral Program Years 1-7	<b>2 月 15 日前</b> Before <b>2023/2/15</b>	(1)土銀分行 Land Bank branch (2)自動提款機轉帳 ATM transfer (3)信用卡刷卡繳費 Payment via credit card (4)便利商店繳費-需另付手續費 Payment at convenience store - A handling fee will be charged	出納組 Cashier Section 課務組 Curriculum Section	86741111 轉 66359-60 (出納組) 66110-66117 (課務組)  86741111 ext. 66359-60 (Cashier Section)  66110-66117 (Curriculum Section)	一、學士班延修生選修 9 學分以下 (1)請同學於 <b>2/20(星期一)至 3/6(星期一)前</b> 於選課系統確認選課後，自行線上列印選課單至課務組核章。 (2) <b>3/6(星期一)前</b> ，持核章之選課單至出納組列印繳費單後， <b>依指定繳費方式逕行繳費</b> ；或於 <b>3/7(星期二)補註冊當日</b> ，持核章之選課單逕至出納組繳費。 For <b>bachelor program students who extended their period of study and take 9 credits or fewer</b> , such students must confirm their course selection on the Course Selection System between <b>February 20 (Monday) and March 6 (Monday)</b> , print out their course selection form, and go to the Curriculum Section for approval. After that, you may print out the payment form at the Cashier Section, or head directly to the Cashier Section for registration related fees
	學士班延修生 Bachelor program students who extended their period of study	<b>3 月 7 日前</b> Before <b>2023/3/7</b>	選修 9 學分以下者，先選課後繳費 Students who take fewer than 9 credits should first select courses, then make payment			
	復學生 Students resuming study	<b>3 月 7 日前</b> Before <b>2023/3/7</b>	請於補註冊日前 先至出納組列印 繳費單			

	選修學分生 (碩士班) Students taking elective credits (master's program)	<b>3月7日前 Before 2023/3/7</b>	Please print out the payment form at the Cashier Section before the late registration deadline			<p>payment on <b>March 7 (Tuesday)</b>.</p> <p>二、學士班延修生選修 10 學分以上，繳交全額學雜費者，可直接至出納組列印繳費單，依指定繳費方式逕行繳費；或於 3/7(星期二)補註冊當日，直接至出納組繳交註冊相關費用。</p> <p>For <b>bachelor program students who extended their period of study and take 10 credits or more</b> and must pay the full tuition and miscellaneous fees, such students may print out the payment form at the Cashier Section, or head directly to the Cashier Section for registration related fees payment on <b>March 7 (Tuesday)</b> ..</p> <p>(※ 3/7 繳費時間：上午 9：00-12：00、下午 1：30-3：30)</p> <p>(※ <b>Payment time on March 7: Morning: 9:00-12:00, Afternoon: 1:30-3:30</b>)</p>
自行列印繳費單 Print out the payment form	學士班 1-4 年級 碩士班 1-4 年級 博士班 1-7 年級 Bachelor Program Years 1-4 Master's Program Years 1-4 Doctoral Program Years 1-7	<b>1月20日 2023/1/20</b>				<p>註冊繳費單於 <b>1月20日</b> 後，請同學直接上網至本校網頁下方「土銀繳費系統」自行列印註冊繳費單，若繳費單項目、金額有修改，請洽出納組辦理。</p> <p>Please directly print out the payment form at the Land Bank Tuition Payment System on the bottom of National Taipei University's website after <b>January 20</b>. Please go to the Cashier Section if there are any changes to items or amounts on the payment form.</p>
新生體檢 Physical examination	碩士、博士班新生 First year students of master's/doctoral programs	<b>3月31日前 Before 2023/3/31</b> finish the first-year student physical examination then hang over to Health Care Section	◎ <b>下載並完成</b> 填寫「國立臺北大學學生健康資料卡」 Download and fill out the “National Taipei University Student Health Examination Form” <b>then take the form to the hospital or CHI-HSIN clinic to finish the check up</b>	衛生保健組 Health Care Section	86741111 轉 66250 66256  86741111 ext. 66250、66256	<p>※有關新生體檢相關事項，請上臺北大學→學務處→<b>衛生保健組</b>→最新公告→查詢 <b>111</b> 學年度學士、碩士、博士班新生入學體檢注意事項，網址如下。 <a href="https://new.ntpu.edu.tw/news/6386e6cc836cf05bcfa9e728">https://new.ntpu.edu.tw/news/6386e6cc836cf05bcfa9e728</a></p> <p>For information on physical examination of first-year students, please go to visit the National Taipei University → <b>Office of Student Affairs</b> → <b>Health Care Section</b>→ Latest Announcements → Check the Notices on Physical Examinations for Bachelor/Master's/Doctoral Program Students in Academic Year 2022 at the address below <a href="https://new.ntpu.edu.tw/news/6386e6cc836cf05bcfa9e728">https://new.ntpu.edu.tw/news/6386e6cc836cf05bcfa9e728</a></p> <p>※Health examination items are listed in the Student Health Examination Form. You can choose the following options based on your preferences.</p> <p><b>1.At certified public/private hospitals</b></p> <p>Please bring the Student Health Examination Form to certified public/private hospitals for health examination. After the examination, bring or mail a copy of your results with hospital official seal to Health Care Section before <b>March 31</b>. (Please keep a copy for yourself). If you have done the health examination, which includes all the examination items on the Student Health Examination Form, between November 2022 and February, 2023, you are waived to this examination. But you need to apply for a copy of your results recorded onto the Student Health Examination Form, seal it by the hospital, and bring or mail it to Health Care Section.</p> <p><b>2.At contracted hospital, Chi-Hsin Clinic</b></p> <p>If you plan to go to Chi-Hsin Clinic for health examination between <b>February 15 and March 15</b>, 2023, the examination fee is <b>\$650</b> NTD. Prior to the examination, please make a reservation at <a href="https://service.ch.com.tw/group_check/Online_Reg.aspx?tp=sh">https://service.ch.com.tw/group_check/Online_Reg.aspx?tp=sh</a> and bring the Student Health Examination Form to the examination.</p> <p>Contact information of Chi-Hsin Clinic is: Tel: 02-25070723*188 Address: 4F, No. 42 ChienKuo N. RD, Taipei</p> <p>If you have any question, please contact Health Care Section at (02)8674-1111-66250、66256.Thanks for your cooperation.</p> 

學生團體保險 Student group insurance	全體學生 All students	<b>1月6日前</b> <b>Before</b> <b>2023/1/6</b>	詳見右側備註 See the remarks on the right for details	軍訓室 Military Education Division	86741111 轉 66230  86741111 ext. 66230	<p>一、參加學生團體保險者，保費請連同註冊費一起繳交。 For students who are enrolled in student group insurance, please pay the insurance premium along with registration fee.</p> <p>二、擬不投保者，請至軍訓室網站→表單下載→下載「在學學生團體保險投保意向切結書」，填寫後於<b>1月6日前</b>擲回，務請電洽86741111 轉 66230 確認收到，程序才算完成，逾期不受理。 If you do not plan on enrolling in student group insurance, please go to the <a href="https://www.ntpu.edu.tw/admin/a8/org/a8-1/download_more.php?id=780">Military Education Division's website (https://www.ntpu.edu.tw/admin/a8/org/a8-1/download_more.php?id=780)</a> → Download forms → Download the "Guarantee Letter of Intent for Currently Student Group Insurance" and mail to "middy@mail.ntpu.edu.tw" before <b>January 6</b>. Please call 86741111 ext. 66230 to confirm it was received to complete procedures. Late submissions will not be accepted.</p> <p>三、休、退學學生退費依據本校學生團體保險辦法第8條辦理。 Refunds for suspension/withdrawal from study will be handled in accordance with Article 8 of the Regulations Regarding Group Insurance Policies.</p>
全民健保、國泰商業保險繳費及繳交相關基本資料表單 National health insurance or Cathay Insurance payment and submission of related basic information forms	僑生 Overseas Chinese students 外國學位生 International degree students 陸生(學位生)含(學士班、碩士班、博士班) Chinese degree students including Bachelor/Master's/Doctoral Programs	配合學雜費繳費時間 <b>(112年2月15日前)</b> In coordination with the tuition and miscellaneous fee payment deadline <b>(before 2023/2/15)</b>	詳見右側備註 See the remarks on the right for details	國際事務處 International Affairs Office	86741111 轉 66218 66219  86741111 ext. 66218 66219	<p>一、僑生、外籍生(學位生)「全民健康保險」繳費，一律連同註冊繳費單依規定時間內辦理。 <a href="#">Overseas Chinese students, Macau, Hong Kong and International students (degree students)</a> must pay National Health Insurance premiums along with their payment form before the deadline.</p> <p>二、<b>新生僑生、外籍生(學位生)、陸生(學位生)</b>，含(學士班、碩士班、博士班)入境未滿6個月辦理國泰商業保險繳費。 <b>If you are a first-year overseas Chinese student, foreign student (degree student), or Chinese student (degree student) including Bachelor/Master's/Doctoral Programs who just arrived in Taiwan are not eligible for applying NHI (National Health Insurance). You will have to join the Cathay Insurance for the first six months in Taiwan.</b></p> <p>三、僑(港澳)生、陸生及外國學位新生(含學士班、碩士班、博士班)，請至國際事務處網站→檔案下載→下載「國立臺北大學僑生基本資料表」、「國立臺北大學外籍生(學位生)基本資料表」、「國立臺北大學陸生(學位生)基本資料表」，於<b>112年2月20--21日</b>繳交。 If you are a <b>first-year</b> overseas Chinese student, Cross-strait, Macau, Hong Kong, and International student (degree student), including Bachelor/Master's/Doctoral Programs, download the "NTPU Student Information Form" from the "Documents" section of the Office of International Affairs' website (<a href="https://new.ntpu.edu.tw/oia">https://new.ntpu.edu.tw/oia</a>) and submit it to OIA on the freshmen's registration day which is <b>from February 20 to 21</b>.</p> <p>四、111學年度第2學期境外新生報到流程:教務處綜合業務組(行政大樓3樓)→國際事務處境外生事務組(行政大樓4樓)→系所。 The registration process for international freshmen: Please go to the Admission &amp; General Affairs Section first on the 3<sup>rd</sup> floor of the administrative building; then go to the Office of International Affairs on the 4th floor of the administrative building, and your respective department to complete the registration process.</p>
請註冊假 Application for enrollment deferral	全體學生 All students	<b>12月26日-2月24日前</b> <b>2022/12/26-2023/2/24</b>	學生因故無法按時完成註冊者，請事先申請註冊假 If students cannot complete registration on time, please apply for registration deferral in advance	註冊組 Registration Section	86741111 轉 66101-3 66106-8 66254  86741111 ext. 66101-3 66106-8 66254	<p>一、請准註冊假之學生，均訂於<b>3月7日(星期二)</b>補辦註冊手續，其未經准假或超過准假日期而未註冊者，<b>應予休學並限期辦理休學手續，逾期未辦休學手續或已休學期滿未註冊者，應予退學。</b> Students who are approved for registration deferral must complete registration procedures on <b>March 7 (Tuesday)</b>. Students who were not approved or failed to register by the end of the approved deferral period <b>must suspend their study and complete procedures within a prescribed time limit. If students fail to complete procedures for suspension of study or fail to register after the suspension period has ended, the student shall withdraw from study.</b></p> <p>二、註冊假申請單下載網址 Download the "Application Form for Registration Leave"(Website: <a href="https://www.ntpu.edu.tw/admin/a7/org/a7-1/download_more.php?id=87">https://www.ntpu.edu.tw/admin/a7/org/a7-1/download_more.php?id=87</a>)</p>

附註：

Note:

一、有關休、退學退費規定

Refund policy for Suspension/Withdrawal from Studies

- (一) 新生必須完成註冊程序後，始能辦理休學，有關繳費/退費標準依照下列第(二)點辦理，逾期未完成註冊者依據本校學則第9條規定撤銷入學資格。休、退學問題請逕洽教務處註冊組各學籍承辦人(學籍承辦人聯絡方式詳教務處註冊組網頁

<http://www.ntpu.edu.tw/admin/a7/org/a7-1/member.php>)。

The first-year students must complete registration procedures to apply for suspension of study. Payment/Refund shall be handled according to (II) below. Students who fail to complete registration before the deadline will have their admission qualifications withdrawn in accordance with Article 9 of the National Taipei University Academic Regulations. Directly contact the student status handling officer at the Registration Section, Academic Affairs Office for questions regarding suspension/withdrawal from study.

- (二) 補註冊日(含112年3月7日當日)前完成休、退學程序，免繳學雜費，已繳費者退全額。112年3月8日至3月31日完成休、退學程序，依規定學雜費各退三分之二。112年4月10日至5月12日完成休、退學程序，依規定學雜費各退三分之一。112年5月13日後學雜費一概不退。相關規定請參閱本校網頁[https://www.ntpu.edu.tw/chinese/laws/law\\_more.php?dep=3&id=2062](https://www.ntpu.edu.tw/chinese/laws/law_more.php?dep=3&id=2062)。

Students will be exempted from payment of tuition and miscellaneous fees if they complete suspension/withdrawal from study before the late registration deadline (including 2023/3/7), and any payments already made will be fully refunded. Two thirds of tuition and miscellaneous fees will be refunded to students who complete suspension/withdrawal from study between 2023/3/8-2023/3/31. One third of tuition and miscellaneous fees will be refunded to students who complete suspension/withdrawal from study between 2023/4/10-2023/5/12. Tuition and miscellaneous fees will not be refunded after 2023/5/13. For related regulations, visit the website of National Taipei University at [https://www.ntpu.edu.tw/chinese/laws/law\\_more.php?dep=3&id=2062](https://www.ntpu.edu.tw/chinese/laws/law_more.php?dep=3&id=2062).

二、同學繳費後可上土地銀行繳費系統查詢(各繳費管道的入帳時間請參閱該網站)。開學後一週若學生資訊系統內「註冊程序查詢」仍顯現尚未完成繳費者，請持繳費收據，到出納組查詢辦理。

Students may check the status of their payment on the Land Bank Tuition Payment System (refer to the website for the time payments made through each channel are received). Within one week after school starts, if the "registration procedure inquiry" in the Student Information System shows that you have not completed payment, please bring your payment receipt to the Cashier Section for inquiry.

三、圖書借閱權限：

Library privileges:

- (一) 延畢且尚未完成註冊之舊生，如欲延長借書證有效期限，請洽圖書館流通櫃檯(分機68351~2)。

Students who have extended their period of study but have not completed registration and intend to extend the valid period of their library accounts, should call or contact the Library circulation counter (tel: (02)8674-1111 ext. 68351-2).

- (二) 已完成註冊且首次使用圖書館服務之同學，請先透過網頁啟用借閱權限(圖書館首頁>常用服務>新手上路)。

Students who have completed registration and are using library services for the first time should activate their accounts online (Library Homepage > Account Activation) in advance.

- (三) 如有任何問題或需要協助，請洽圖書館流通櫃檯(分機68351~2)。

If you have any questions about library services, or need help, feel free to call or contact the Library circulation counter (tel: (02)8674-1111 ext. 68351-2).

四、有關學生宿舍申請作業請詳閱宿舍管理單位網頁最新公告，三峽校區請詳學務處住宿輔導組，臺北校區請詳進修暨推廣部行政管理組。

To apply for student dormitories, carefully read the latest announcements on the website of the dormitory management unit. Students at the Sanxia Campus should contact the Student Housing Service Section for details, and students at the Taipei Campus should contact the Administration Section, Extension Education Center for details.

五、其他：

Miscellaneous directions:

- (一) 凡屬本學期應屆畢業學生，務必預先清查自己的畢業總學分數是否足夠，如有疑問，請洽所屬相關學系確認後再選課，以免漏選無法如期畢業。

Students graduating this semester including students who have extended their period of study should confirm whether they have sufficient graduation credits. For questions, please verify with your department before course selection to avoid being unable to graduate.

- (二) 學分抵免：依本校學生抵免學分辦法規定，抵免學分之申請，應於入(轉)學當學年加退選前(112年2月21日至3月2日)至系所辦理。

Credit transfer: Apply for credit transfer at your department/institute before the course adding/dropping phase (2023/2/21-2023/3/2) in the academic year of enrollment (transfer) in accordance with the Regulations for Student Credit Transfer.

- (三) 學士班學生戶籍、通訊地址、聯絡電話或英文姓名(英文姓名需與護照相同以利日後印製畢業證書)，如有變動或錯誤，請務必親至註冊組辦理更正以維個人權益。

If there are any changes or mistakes in the permanent address, mailing address, contact number, or English name (must be the same as that on the passport for the graduation certificate) of bachelor program students, the student must personally correct it at the Registration Section to protect his/her rights and interests.

- (四) 碩博士班學生通訊地址、聯絡電話或英文姓名(英文姓名需與護照相同以利日後印製畢業證書)，如有變動或錯誤者，請務必自行上網更新或更正，以維個人權益。

If there are any changes or mistakes in the mailing address, contact number, or English name (must be the same as that on the passport for the graduation certificate) of master's/doctoral program students, the student must update or correct it online to protect his/her rights and interests.

- (五) 本校悠遊卡學生證之學生身分有效期限預設4年，若因延修、休學等因素尚未畢業者，請學生本人持悠遊卡學生證至註冊組辦理身分「展延」。

The default validity period of Easy Card student ID cards is four years. Please bring your EasyCard student ID card to the Registration Section to extend your student status if you have not graduated due to extension of period of study or suspension of study.

※If discrepancies exist between the Chinese statement and the English statement, the Chinese statement applies.