



*National Chiayi University
Global Master Program of
Teaching Profession*

**2024
Fall New
Student
Handbook**

Welcome to NCYU

Telp : (05)2068104

Email : gmptp@mail.ncyu.edu.tw

Website : <http://www.ncyu.edu.tw/gmptp/>

Address : No.85, Wunlong Village, Minsyong
Township, Chiayi Country 621, Taiwan(R.O.C)

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Global Master Program of Teaching Profession Faculty

Administrator (行政人員)

Position Titles (職稱)	Name (姓名)	Level of education (最高學歷)
Director 主任	Ming-Chung Chen 陳明聰	Ph.D. in Special Education, National Taiwan Normal University.
CEO 執行長	Kai-Ju Huang 黃楷茹	Ph.D. in Special Education, National Taiwan Normal University
Clerk 專案辦事員	Yi-Chung Pei 裴一中	Bachelor in Music Department, National ChiaYi University

Faculty (師資)

Name (姓名)	Level of education (最高學歷)	Teaching Course (授課學程)
Yueh-Chun Huang 黃月純	Ph.D., National Chung Cheng University, Taiwan	Research on International and Comparative Education 國際與比較教育研究 Research on Taiwan Education and Cultural 台灣教育與文化研究 Educational Literature and Research Writing 教育文獻討論與研究撰寫
Yu-Liang Chang 張宇樑	Ph.D., University of Idaho, USA	Research on Instruction Theories and Strategies 教學理論與策略研究
Mao-Neng Li 李茂能	Ph.D., University of Georgia, USA	Advanced Educational 高等教育統計

		Research on Educational Philosophy 教育哲學研究
Ruyu Hung 洪如玉	Ph. D in Philosophy, National Taiwan Normal University, Taiwan Ph. D in Philosophy, University of Bath, UK	Research on Subject-Based Pedagogy (II) 學科教學專業研究(II) Educational Literature and Research Writing 教育文獻討論與研究撰寫
Meng-Lung Lai 賴孟龍	Ph.D., University of Illinois, USA	Research on Learning Psychology 學習心理學研究
Han-Chin Liu 劉漢欽	Ph.D., Iowa State University, USA	Research on Multimedia and Cognition 多媒體與認知研究 Research on Instructional Technology 教學科技研究
Name (姓名)	Level of education (最高學歷)	Teaching Course (授課學程)
Hsuan-Fu Ho 何宣甫	Ph.D., Columbia University, USA	Research on Taiwan Education and Cultural 台灣教育與文化研究 Educational Research Method 教育研究方法
Yu-Hsia Lin 林玉霞	Ph.D.National Taiwan Normal University Department of Human Development and Family Studies	Research on Subject-Based Pedagogy 學科教學專業研究
Fang-Chi Chang 張芳琪	Ph.D. in Language, National Taiwan Normal University	Research on Subject-Based Pedagogy (II) 學科教學專業研究(II)
Shu-Mei Chang 張淑媚	Ph.D in Social Sciences, University of Tübingen, Germany	Research on Contemporary Issues in Instruction 當代教學議題研究

Cheng-Cheng Yang 楊正誠	Ph.D., University of California, Los Angeles, USA	Educational Research Method 教育研究方法
Juei-Hsin Wang 王瑞堦	Ph.D. in National Chung Cheng University Graduate Institute of Education.	Research on Classroom Management 班級經營研究 Research on Subject-Based Pedagogy (II) 學科教學專業研究(II)
Shan-Hua Chen 陳珊華	Ph.D. in Education, National Taiwan Normal University	Qualitative Research Method 質性研究法

National Chiayi University

Global Master Program of Teaching Profession Introduction

國立嘉義大學師範學院教學專業國際碩士學位學程簡介

(本所簡介中之學校規定，如有新規定，以其最新版者為依據)

一、Educational Goals 教育目標

This program aims at admitting international students who are interested in education related fields. All courses in this program are taught in English. This program aims at preparing future international teaching experts and leaders. Students will possess the following five core abilities from this program: (1) in-depth Instruction theory foundation, (2) application of instructional technology, (3) research ability on teaching and instruction issues, (4) multicultural perspective and caring attitude, (5) instructional leadership and communication ability.

本學程以招收外國大學教育相關領域之畢業生為對象，採全英語授課。本學程之教育目標旨在培養具備專業、創新、多元、關懷、領導五大基本素養之國際教學專業領導人才，期望每位學生具備五項核心能力：(1) 深厚的教學理論基礎，(2) 運用教學科技的能力，(3) 教學議題的研究能力，(4) 多元文化觀點與關懷學生的情操，(5) 教學專業領導與溝通能力。

二、Curriculum planning 課程規劃

Students must complete a minimum of 30 credit hours in 2-4 academic years; which comprise 9 required credits (education-research methods 3 credits, thesis 6 credits), 21 elective credits. The courses include educational research methodology and general pedagogy (SBP) subjects.

三、Career development 生涯發展

Career development of graduates includes being school teachers, government managers, university faculty, education business manager, and entering doctoral programs.

本學程畢業取得教育學碩士學位，學生返回其母國，生涯發展如下：(1) 擔任中小學教師，(2) 政府教育部門專業人員，(3) 大學教育相關領域教師，(4) 文教相關企業專業人員，(5) 繼續升入博士班深造。

© GMPTP Courses

The First School Year

Required/Selective	Credit	Course
Required	3	Educational Research Method
Selective	3	Advanced Educational Statistics
Selective	3	Research on Teaching Theories and Strategies
Selective	3	Research on Learning Psychology
Selective	3	Research on Instructional Technology
Selective	3	Research on International and Comparative Education
Selective	3	Qualitative Research Method
Selective	3	Research on Language Instruction
Selective	3	Research on Math Instruction
Selective	3	Research on Multimedia Cognition
Selective	3	Research on Teaching of Social Studies
Selective	3	Research on Science Education
Selective	3	Research on Educational Testing and Assessment
Selective	3	Research on Cognitive Psychology
Selective	3	Research on Curriculum Design

The Second School Year

Required/Selective	Credit	Course
---------------------------	---------------	---------------

Selective	3	Research on Multicultural Education
Selective	3	Research on Critical Thinking Instruction
Selective	3	Research on Classroom Management
Selective	3	Special Topic on Quantitative Research
Selective	3	Research on Subject-Based Pedagogy (I)
Selective	3	Research on Subject-Based Pedagogy (II)
Selective	3	Research on Leadership on Curriculum and Instruction
Selective	3	Research on Art Education
Selective	3	Research on Music Education
Selective	3	Research on Special Education
Selective	3	Research on Sociology of Education
Selective	3	Research on Philosophy of Education
Selective	3	Research on Management of Education Institution
Selective	3	Research on Contemporary Issues in Instruction
Selective	3	Research on Taiwan Education and Culture
Selective	3	Research on Web-Based Instruction Strategies
Selective	3	Educational Literature and Research Writing
Required	6	Thesis

National Chiayi University

Global Master Program of Teaching Profession Course

Selection

(Applicable for freshman after 111 school year)

國立嘉義大學 師範學院教學專業國際碩士學位學程 必選修科目冊

(113 學年度入學新生適用)

112.10.20 學程課程委員會議通過

113.01.11 院課程委員會議通過

113.04.23 校課程規劃委員會議通過

113.05.07 教務會議核備

一、教育目標：

本學程以招收外國大學教育相關領域之畢業生為對象，採全英語授課。本學程之教育目標旨在培養具備專業、創新、多元、關懷、領導五大基本素養之國際教學專業領導人才。

二、核心能力：

1. 深厚的教學理論基礎
2. 運用教學科技的能力
3. 教學議題的研究能力
4. 多元文化觀點與關懷學生的情操
5. 教學專業領導與溝通能力

三、核心能力指標：

- 1.1. 具備學習理論的理解與批判能力
- 1.2. 具備教學理論的理解與批判能力
- 2.1. 具備教學科技基本知能
- 2.2. 具備教學網路環境規劃能力
- 3.1. 具備教學研究基本知能
- 3.2. 具備論文寫作知能
- 4.1. 具備多元文化知能
- 4.2. 具備關懷學生的情操
- 5.1. 具備教學領導能力
- 5.2. 具備團隊合作與溝通能力

四、課程架構與畢業學分：

◎課程架構：

本學程修業年限 2-4 年。課程包括研究方法學群、一般教學專業學群與學科教學專業學群等三方面。並經由論文寫作，深化學生研究能力。碩士論文分為論文計畫審查與口試二階段。

◎畢業學分：

學生畢業時應修滿至少 30 學分，包括專業必修 3 學分、專業選修 21 學分、論文 6 學分，始得畢業。

※其他說明：

1. 每位學生每學年至少參加校內外教學相關之演講、專題討論或學術研討會 10 小時。
2. 畢業之前應在學術研討會口頭發表 1 次。
3. 學生在提出論文口試之前，必須於二個月前通過論文計畫審查。

※補充：

碩、博士班研究生(含碩士在職專班)應至本校所規定之網路教學平台自行修習「學術倫理教育」課程，並通過線上課程測驗達及格標準，經出示修課證明始得申請學位口試。未通過者不得申請學位口試。為增進英語實用能力，鼓勵學生修習一門全英語授課(EMI)課程，以提升國際競爭力。

第一學年							
必選修類別：專業必修							
中英文科目名稱	學期	授課時數	學分數	專業職能	共通職能	備註	核心能力對應項次
教育研究方法 Educational Research Method	1	3.0	3			RM	1, 3
專業必修小計			3				
第一學年							
必選修類別：專業選修							
中英文科目名稱	學期	授課時數	學分數	專業職能	共通職能	備註	核心能力對應項次
高等教育統計 Advanced Educational Statistics	1	3.0	3			GP	1,3
教學理論與策略研究 Research on Teaching Theories and Strategies	1	3.0	3			GP	1,2,3,5
語文教育研究 Research on Language Instruction	1	3.0	3			SBP	1,3,5
數學教育研究 Research on Math Instruction	1	3.0	3			SBP	1,3,5
學習心理學研究 Research on Learning Psychology	1	3.0	3			GP	1,3
多媒體認知研究 Research on Multimedia Cognition	2	3.0	3			GP	1,2,3
社會科教學研究 Research on Teaching of Social Studies	2	3.0	3			SBP	1,3,4
科學教育研究 Research on Science Education	2	3.0	3			SBP	1,2,3,5
國際與比較教育研究 Research on International and Comparative Education	2	3.0	3			GP	1,3,4
教育測驗與評量研究 Research on Educational Testing and Assessment	2	3.0	3			GP	1,3
教學科技研究 Research on Instructional Technology	2	3.0	3			GP	2,3
認知心理學研究 Research on Cognitive Psychology	2	3.0	3			GP	1,3,5
課程設計研究 Research on Curriculum Design	2	3.0	3			GP	1,3,5
質性研究法 Qualitative Research Method	2	3.0	3			RM	1,3
專業選修小計			42				
學年小計			45				

第二學年

必選修類別：專業選修

中英文科目名稱	學期	授課時數	學分數	專業 職能	共通 職能	備註	核心能力 對應項次
多元文化教育研究 Research on Multicultural Education	1	3.0	3			GP	1,3,4,5
批判思考教學研究 Research on Critical Thinking Instruction	1	3.0	3			GP	1,3,4,5
音樂教育研究 Research on Music Education	1	3.0	3			SBP	1,3,5
班級經營研究 Research on Classroom Management	1	3.0	3			GP	1,2,3,4,5
教育文獻討論與研究撰寫 Educational Literature and Research Writing	1	3.0	3			RM	1,3
量化研究專題 Special Topic on Quantitative Research	1	3.0	3			GP	1,3
臺灣教育與文化研究 Research on Taiwan Education and Culture	1	3.0	3			GP	4,5,
課程與教學領導研究 Research on Curriculum and Teaching Leadership Instruction	1	3.0	3			GP	1,3,4,5
藝術教育研究 Research on Art Education	1	3.0	3			SBP	1,3,5
學科教學專業研究(I) Research on Subject-Based Pedagogy (I)	1	3.0	3			SBP	1,2,3,4,5
特殊教育研究 Research on Special Education	2	3.0	3			GP	3,4,5
教育社會學研究 Research on Sociology of Education	2	3.0	3			GP	1,3,4
教育哲學研究 Research on Philosophy of Education	2	3.0	3			GP	1,4
教育機構經營研究 Research on Management of Education Institution	2	3.0	3			GP	1,3,5
當代教學議題研究 Research on Contemporary Issues in Instruction	2	3.0	3			GP	3,5
網路教學策略研究 Research on Web-Based Instruction Strategies	2	3.0	3			GP	2,3,5
學科教學專業研究(II) Research on Subject-Based Pedagogy (II)	2	3.0	3			SBP	1,2,3,4,5
專業選修小計			45				

第二學年

必選修類別：論文

中英文科目	學期	授課時數	學分	專業	共通	備註	核心能力
-------	----	------	----	----	----	----	------

名稱			數	職能	職能		對應項次
碩士論文 Thesis	1	0.0	3				3
碩士論文 Thesis	2	0.0	3				3
論文小計			6				
學年小計			51				

*選修課程名稱，得依科技發展與特色重點產業異動。

備註說明：

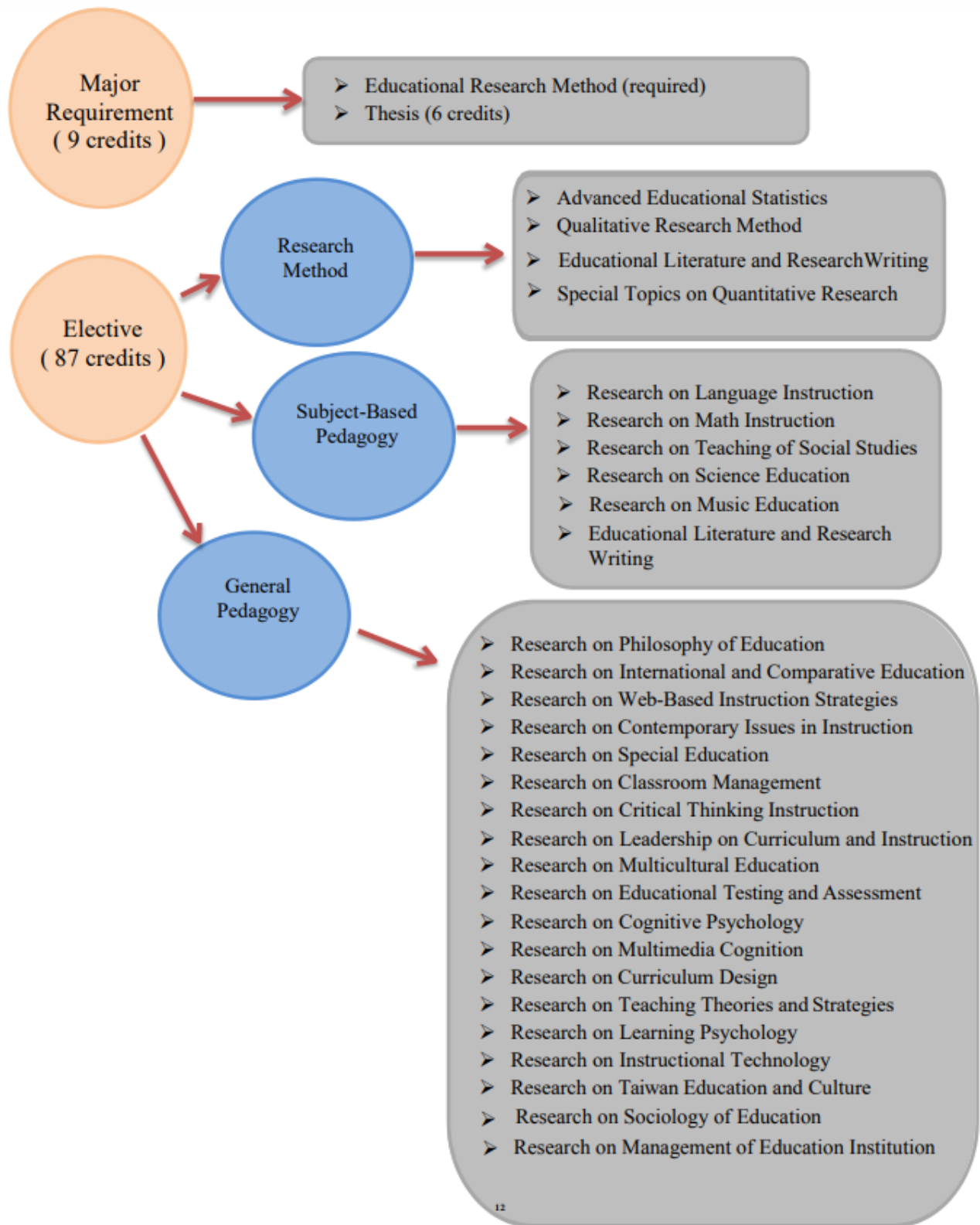
GP. 一般教學專業學群

RM. 研究方法學群

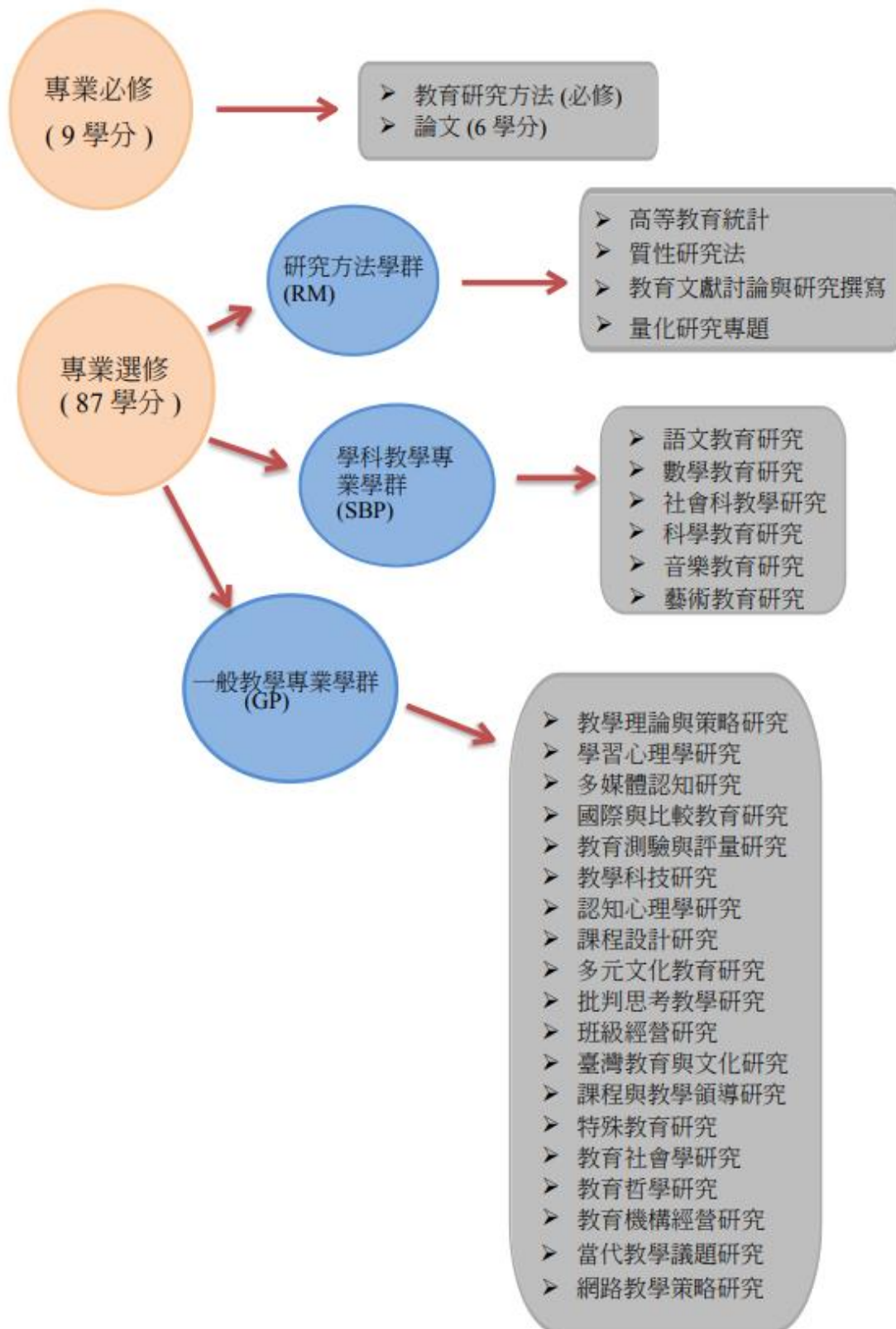
SBP. 學科教學專

Global Master Program of Teaching Profession

Course Structure Diagram



師範學院教學專業國際碩士學位課程架構圖

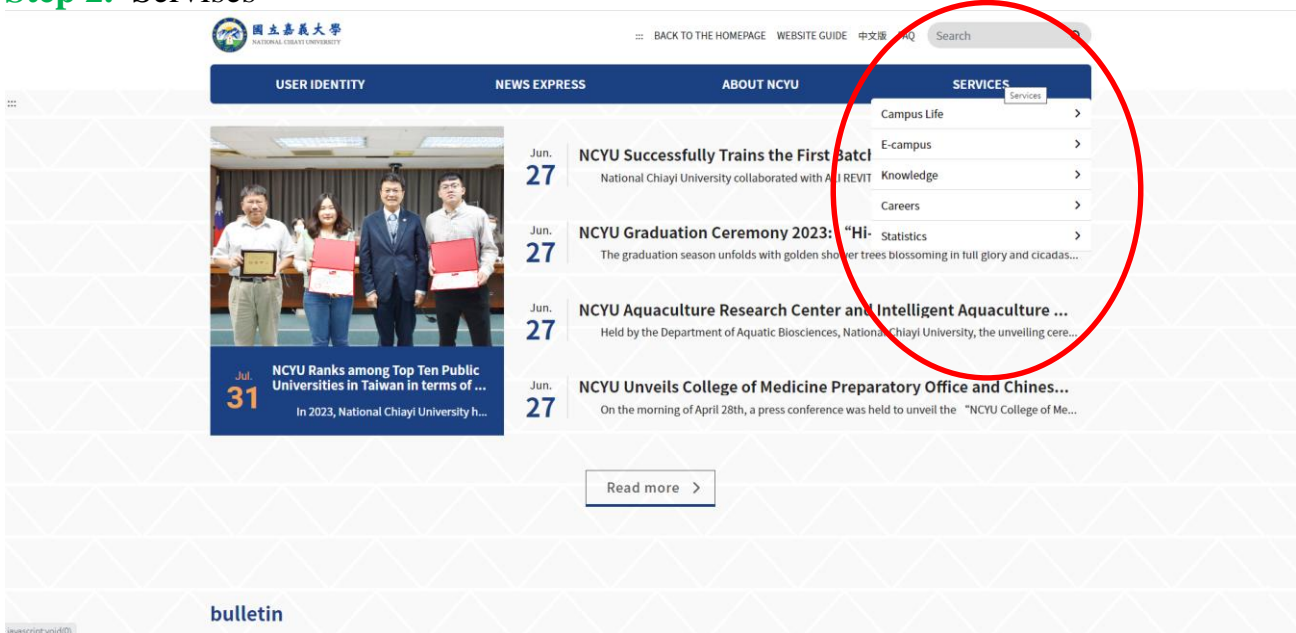


Course Selection Process

Step 1. <http://www.ncyu.edu.tw/>



Step 2. Services



Step 3. E-campus



ABOUT NCYU	SERVICES
Administration System	Campus Life >
NCYU International Student Application	E-campus >
New Student Register	Knowledge >
System of Tuition Billing and Proof of Payment	Careers >
E-Learning	Statistics >
NCYU Course Catalog	
Campus IC card	
Search for Research Achievements	

ees blossoming in full glory and cicadas...

Intelligent Aquaculture ...
nal Chiayi University, the unveiling cere...

Laboratory Office and Chines...
orning of April 28th, a press conference was held to unveil the "NCYU College of Me...

Step 4. Administration System



ABOUT NCYU	SERVICES
Administration System	Campus Life >
NCYU International Student Application	E-campus >
New Student Register	Knowledge >
System of Tuition Billing and Proof of Payment	Careers >
E-Learning	Statistics >
NCYU Course Catalog	
Campus IC card	
Search for Research Achievements	

Step 5.

User ID --- key in your student number

Password --- key in the last four characters of your passport number



Please Input Login Data

[How to reset password](#) \ [Search UserId for New Student](#)

UserId

Password

Captcha: XF4U C

Login

中文版

- Please use "Web User ID" to login the system.
- If you are student, the "Web User ID" is your student number, example 1009999.
- If you are a teacher or employee, the "Web User ID" is your employee number, example A9999.
- If you forget your password of "Web User ID", [click here](#) to reset and get new password.
- You can use the empty id and empty password to login the system (only public system function).
- [[Internet Security Statement](#)] [[Privacy Statement](#)][Your remote ip address : 140.130.43.49]
- The english page of login function and online choose course is completed, we will support more english page in the future.

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Tel: TEL: +886-5-2717000 FAX: +886-5-2717095

Recommended Browser: Internet Explorer 9.0 and above \ Firefox \ Google Chrome. Screen Resolution: 1280x1024



Step 6. System Menu

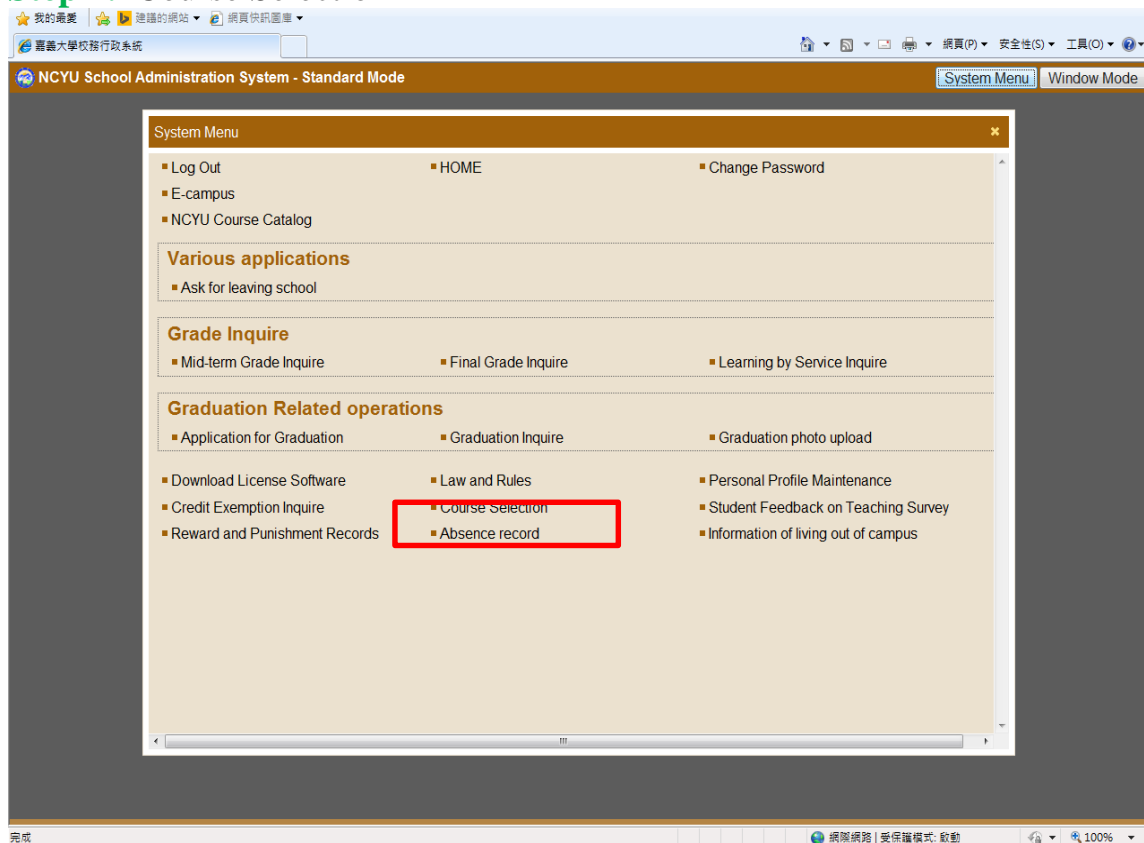
NCYU School Administration System - Standard Mode

System Instruction

Welcome! 陳佳雯

System Menu | Window Mode

Step 7. Course Selection



Step 8.

NCYU School Administration System - Standard Mode

Courses Selection

Current Semester: 103-1, Semester for Course Selection: 103-1
(Current Time: Wed Sep 10 12:56:12 CST 2014 , Elapsed time: 00:00:02)

This period: Course pre-selection for Freshman
Semester for Course Selection: 103-1
Course Selection Open: 103/9/15 09:00~103/9/18 17:00

Course Catalog

Courses Selection Plan

Courses Booking

Basic English Courses Add

選課相關最新公告

Courses Drop

Credit Underload Apply

Courses Withdrawal Apply

Basic English Courses Drop

Courses Selection Results

Courses Selection Confirm

Basic English Courses Selecti

Basic English Courses Selecti

Back

網路網路 | 受保護模式: 啟動

100%

下午 12:55
2014/9/10

Step 9. Courses Booking

Course Catalog

Courses Selection Plan

Courses Booking


Basic English Courses Add

Course S

Course S

Course Selection Confirm

◎ Step1: Log-in




Please Input Login Data

[How to reset password](#) · [Search UserId for New Student](#)

UserId


Password

Captcha: XF4U 

Login [中文版](#)

- Please use "Web User ID" to login the system.
- If you are student, the "Web User ID" is your student number, example 1009999.
- If you are a teacher or employee, the "Web User ID" is your employee number, example A9999.
- If you forget your password of "Web User ID", [click here](#) to reset and get new password.
- You can use the empty id and empty password to login the system (only public system function).
- [[Internet Security Statement](#)] [[Privacy Statement](#)][Your remote ip address : 140.130.43.49]
- The english page of login function and online choose course is completed, we will support more english page in the future.

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◎ Step2: Couse Selection



◎ **Step3: Course Selection Confirm**



◎ **Step4: 請確認以上選課結果，並同意進行確認。(confirm)**

NCYU School Administration System - Standard Mode

Courses Selection Confirm

Current Semester: 103-1, Semester for Course Selection: 103-1
 (Current Time: Mon Oct 6 13:37:51 CST 2014, Elapsed time: 00:00:09)
 (Sorry, English version is under construction, now only support Chinese in this page.)

以下為您目前選擇資料，請進行確認：

上課班級	開課系統、開課序號、課程名稱	授課教師	學分數	時數	課程類別	選課類別	上課星期	上課節次	上課教室	
系統必修	碩專班助教專班一年級學年班	569,0002 教育行政學研究	黃連順	2	2	Required	Required	五	7~8	B03-204
	碩專班助教專班一年級學年班	569,0003 教育統計學	張宇傑	2	2	Required	Required	五	A~B	B03-214
	碩專班助教專班一年級學年班	569,0004 教育研究法研究	楊正顯	2	2	Required	Required	五	C~D	B03-204
系專業選修	碩專班助教專班一年級學年班	569,0001 教育社會學研究	陳瑞華	2	2	Elective	Elective	五	5~6	B03-204
基礎課程	大學部體健休系三年級學年班	365,0072 教育哲學	楊正顯	2	2	Required	大	五	3~4	BC503

本學期專業課程共修 5 科 10 學分

已確認以上選課結果，並同意進行確認



◎ Step5: You have finished the last process of course selection!

NCYU School Administration System - Standard Mode

Courses Selection Confirm

Current Semester: 103-1, Semester for Course Selection: 103-1
 (Current Time: Mon Oct 6 13:38:45 CST 2014, Elapsed time: 00:00:04)
 (Sorry, English version is under construction, now only support Chinese in this page.)

您已經完成選課確認作業!!

以下為目前已完成確認之選課資料：

上課班級	開課系統、開課序號、課程名稱	授課教師	學分數	時數	課程類別	選課類別	上課星期	上課節次	上課教室	
系統必修	碩專班助教專班一年級學年班	569,0002 教育行政學研究	黃連順	2	2	Required	Required	五	7~8	B03-204
	碩專班助教專班一年級學年班	569,0003 教育統計學	張宇傑	2	2	Required	Required	五	A~B	B03-214
	碩專班助教專班一年級學年班	569,0004 教育研究法研究	楊正顯	2	2	Required	Required	五	C~D	B03-204
系專業選修	碩專班助教專班一年級學年班	569,0001 教育社會學研究	陳瑞華	2	2	Elective	Elective	五	5~6	B03-204
基礎課程	大學部體健休系三年級學年班	365,0072 教育哲學	楊正顯	2	2	Required	大	五	3~4	BC503

本學期專業課程共修 5 科 10 學分



Student Feedback on Teaching Survey Process

Before doing course selection of the second semester, you have to finish “Student Feedback on Teaching Survey”. The procedures are as follows:

Step 1 :Log in your administration system (Please key in your ID & password)



Please Input Login Data

[How to reset password](#) \ [Search UserId for New Student](#)

UserId

Password

Captcha **XF4U** 

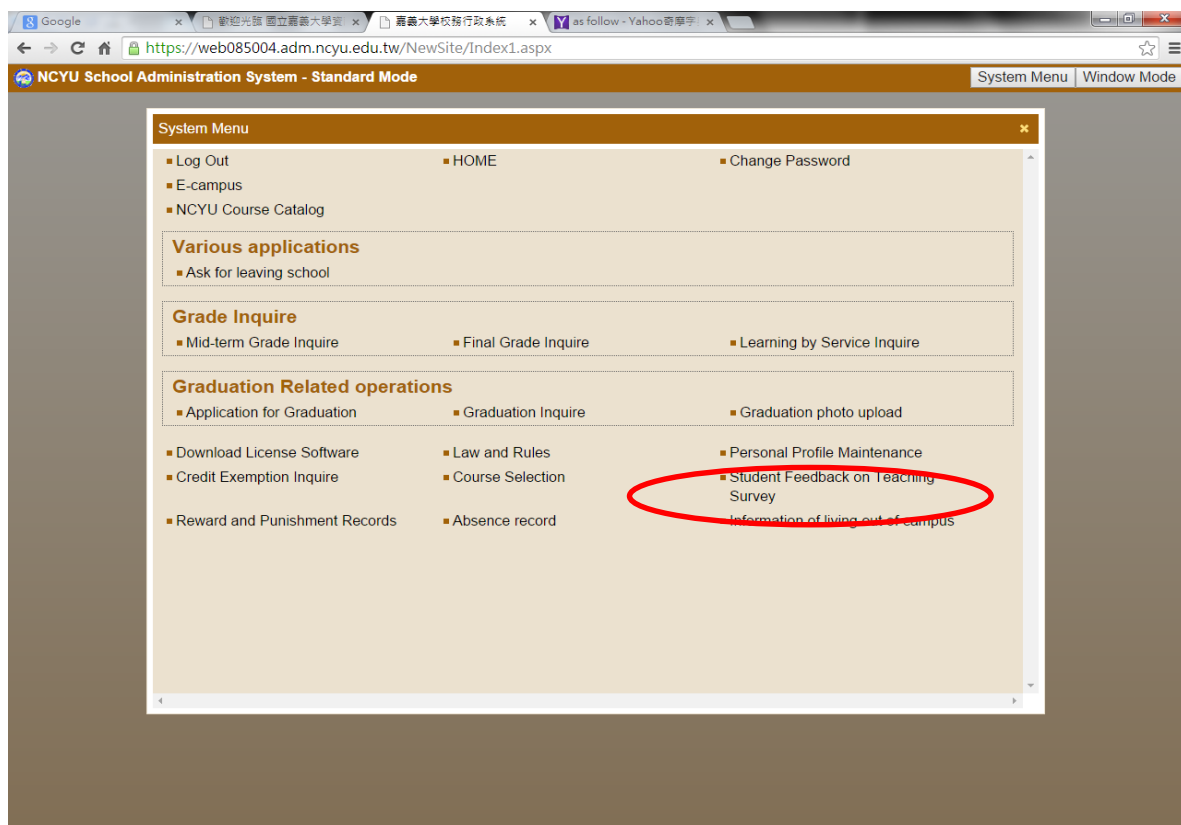
Login

- Please use "Web User ID" to login the system.
- If you are student, the "Web User ID" is your student number, example 1009999.
- If you are a teacher or employee, the "Web User ID" is your employee number, example A9999.
- If you forget your password of "Web User ID", [click here](#) to reset and get new password.
- You can use the empty id and empty password to login the system (only public system function).
- [[Internet Security Statement](#)] [[Privacy Statement](#)][Your remote ip address : 140.130.43.49]
- The english page of login function and online choose course is completed, we will support more english page in the future.

Copyright 2008 National Chiayi University
No.300 Syuefu Rd., Chiayi City 60004, Taiwan (R.O.C.)
Tel: TEL: +886-5-2717000 FAX: +886-5-2717095
Recommended Browser: Internet Explorer 9.0 and above \ Firefox \ Google Chrome. Screen Resolution: 1280x1024



Step 2: Click “Student Feedback on Teaching Survey”



Step 3:
Click

“Student Feedback Form”

校務行政系統：教學意見調查系統

(進入本網頁時間：2014/12/29 下午 02:52:22)

您好：

學期接近尾聲，老師即將結束一整個學期（103學年度第1學期）的辛勤教學，而您也將完成本階段的學習。在此同時，學校為了解您對授課教師教學之意見，提供教師教學改進的參考，將於103年12月22日9:00至104年01月09日17:00舉辦期末教學意見調查，希望同學予以配合及填答。

本校自92學年度開始，捨棄以往需用大量的人力、物力及紙張的紙本評量，改採網路評量的方式，為提高填答率，以達客觀之效，對本學期所開授之課程均實施調查，每位同學也應於課程預選前完成網路教學意見調查作業。

師生在學校是相互依存的，學生有待老師的教導，教師因學生的學習而存在。對於教師而言，教學的意見調查是絕對幫助且必要的。因此希望同學秉持客觀、理性的態度填寫您的意見，尤其在問卷上留有開放性的問題，是您與老師的意見交流天地，期盼抒發您對教師誠懇的、建設性的建議或感言，對於老師辛苦的一面，也不吝給予鼓勵及打氣。

敬祝
學業精進

教務處 啟

As the semester is dragging to the end, you are about to accomplish your learning for this phase. In order to understand your reactions to the instruction in class, the University is conducting a survey to collect student feedback on teaching starting from 9:00 on December 22, 2014 to 17:00 on January 9, 2015. We are writing this letter to invite you to fill in the survey.

The University has applied the online survey, instead of the hard copy, for student feedback to increase the return rate since 2003. This survey is conducted in all courses. Therefore, students are required to fill in the online survey before they can select their courses for next semester.

The interests of instructors and students are mutual: students are guided by instructors; instructors are here because of the existence of students. Your feedback means a lot to the instructor. Therefore, we sincerely hope that you express your opinions objectively and rationally. The section of open questions is particularly designed to grant you an opportunity to give feedback in words to the instructor. Your kind and decent comments, suggestions or even encouragement are mostly welcome.

Sincerely,
Office of Academic Affairs

進入填答說明Form-filling Instructions 進入教學意見調查表Student Feedback Form

Step 4: Select EVERY “Courses and instructors” and finish the survey

Google | 歡迎光臨 國立嘉義大學 | 嘉義大學校務行政系統 | <https://web085004.adm.ncyu.edu.tw/NewSite/Index1.aspx> | System Menu | Window Mode

NCYU School Administration System - Standard Mode

校務行政系統：教學意見調查系統

(進入本網頁時間：2014/12/29 下午 03:01:17)

以下顯示課程為103 學年度第1 學期

如所顯示之授課教師並非實際之授課教師時，
該科目請先不要進行填寫，
並請轉告教務處處理，謝謝!!

如課程有多位教師授課者，每位教師均需意見調查；
如有任何問題，請洽教務處!!

請選擇所想要進行意見調查之課程及教師：

The following are the courses taken in the first semester of academic year 2014 (which refers to 2014.08.01 to 2015.01.31).

If the instructor indicated is not the one who teaches the course,
please contact with the staff of the office of academic affairs.

If the course is instructed by more than one teacher, every instructor needs to be evaluated.

In case of any question, please contact with the staff of the office of the academic affairs.

Courses and instructors:

您已填寫完所有的課程(教學)評量, 或無需填寫!!

CH | 下午 03:02 2014/12/29

Notice

- ※ If you “Disagree” or “Strongly disagree” any statements, you have to write down your reason on the blank.
- ※ You can leave any comment on teacher’s teaching or suggestions. Professors will receive the results only. They won’t know “who” give these comments or suggestions.

臺灣學術倫理教育資源中心操作手冊必修學生

(Mandatory Students English Guide)

Taiwan Academic Ethics Education Resource Center Operations
Manual Compulsory Students

本手冊適用將本課程列為必修、口試或畢業門檻之學校學生。

This manual is applicable to students as a compulsory course, oral or graduation threshold of students school.

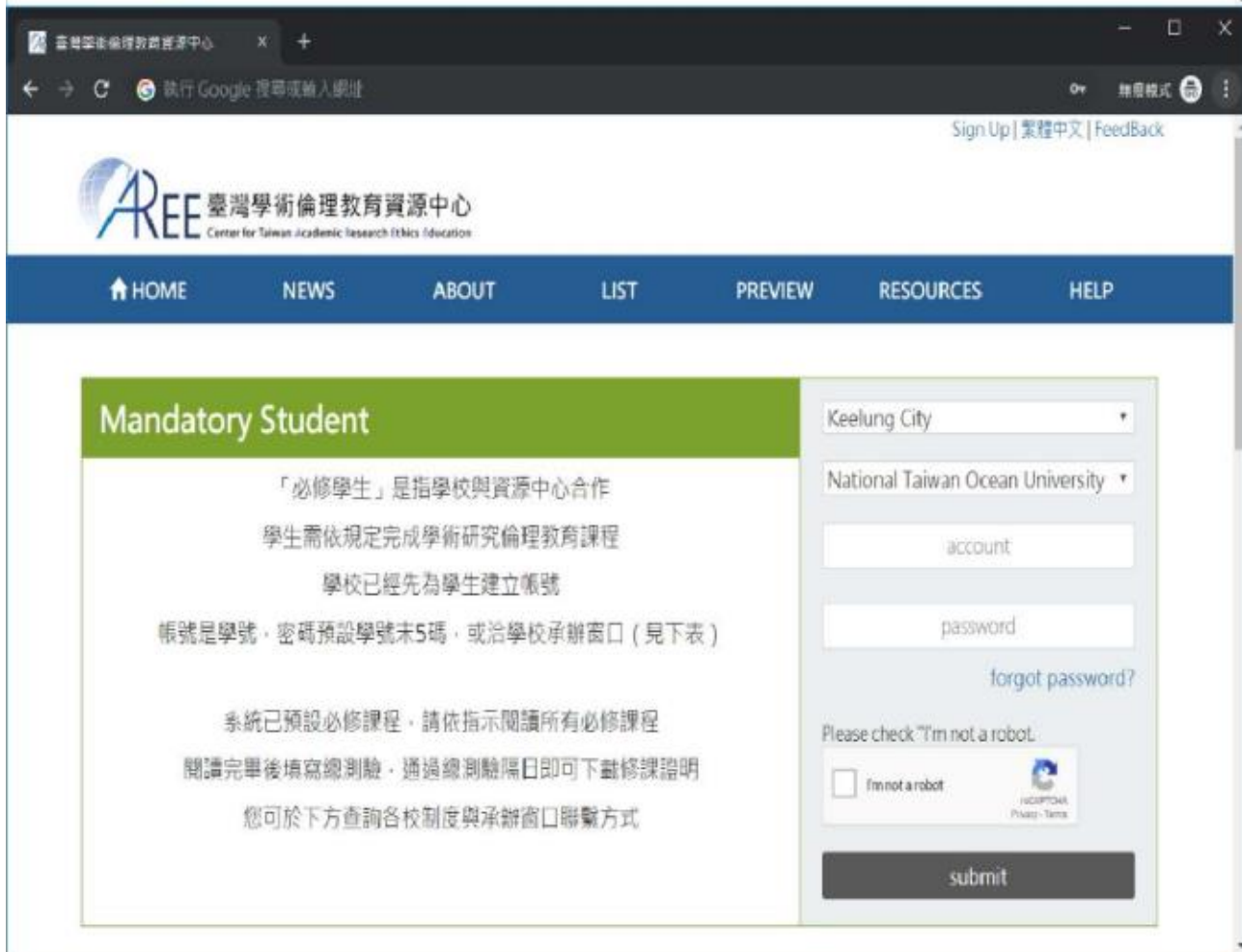
<https://ethics.nctu.edu.tw>

【1】

Please choose “Mandatory students” as your status, and choose your school’s location and name.

The account is your student ID number ; password is the last 5 digit of your student ID.

If you’re not sure which status to choose, please click [\[Inquiry\]](#) to look up.

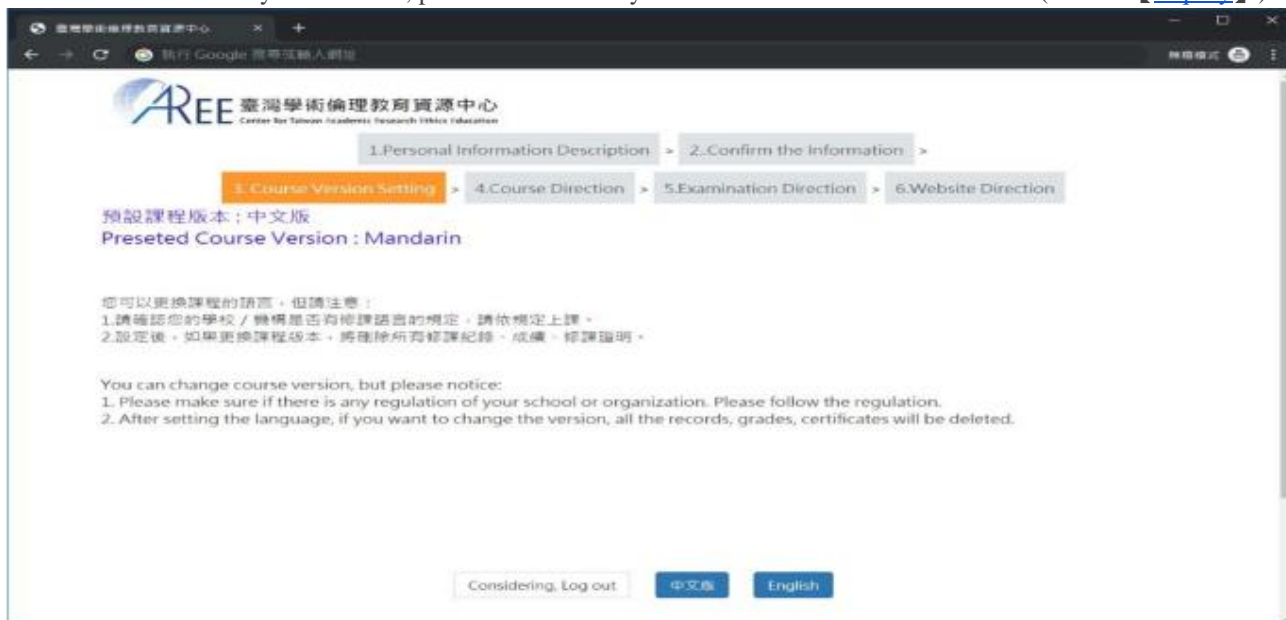


【2】

First time to use this website, you should choose course version.

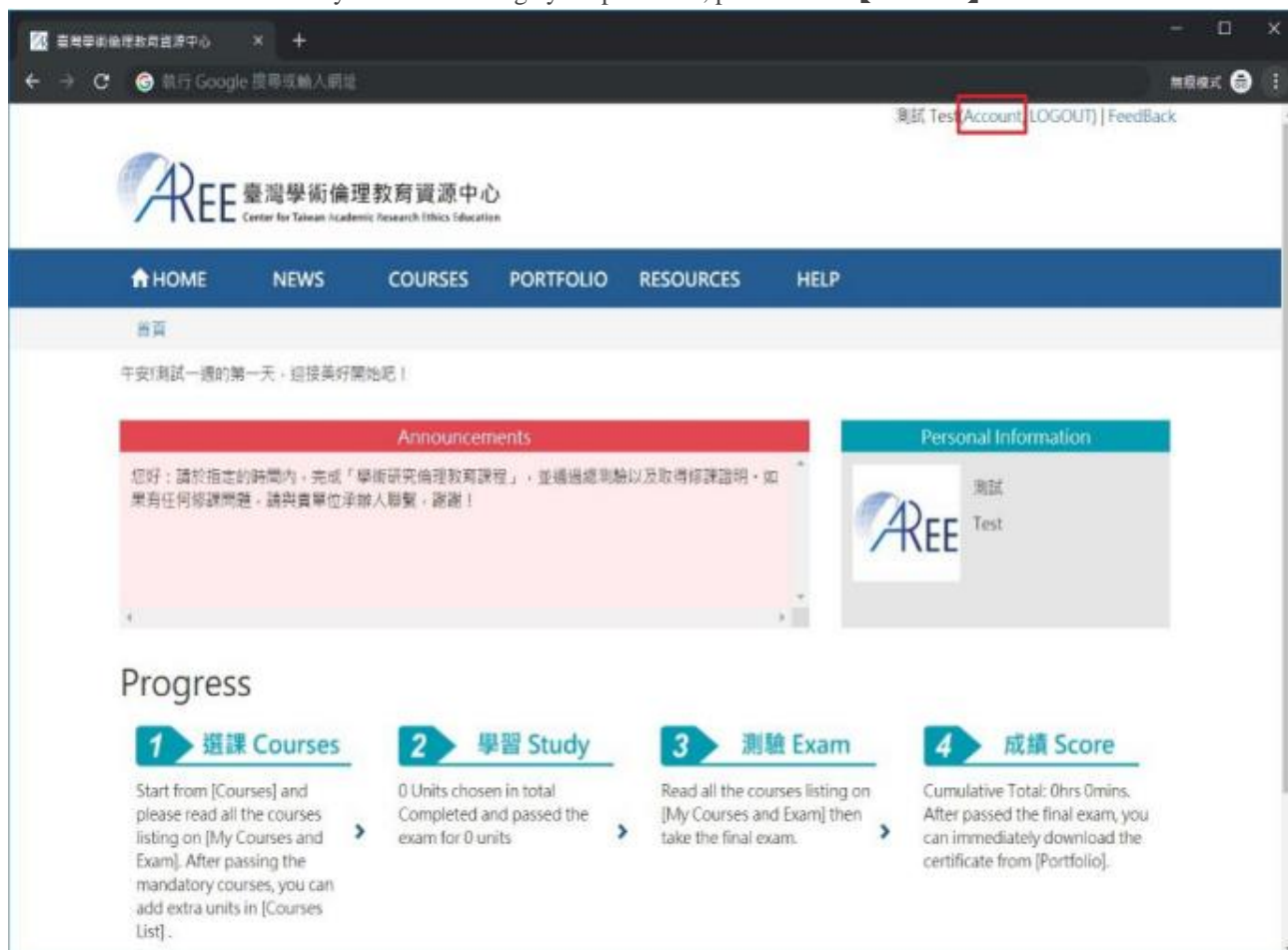
Simultaneously, please also check your personal information.

If needs to correct any information, please contact with your school/ institution administrator. (refer to [【Inquiry】](#))



【3】

If you need to change your password, please click [【Account】](#) .



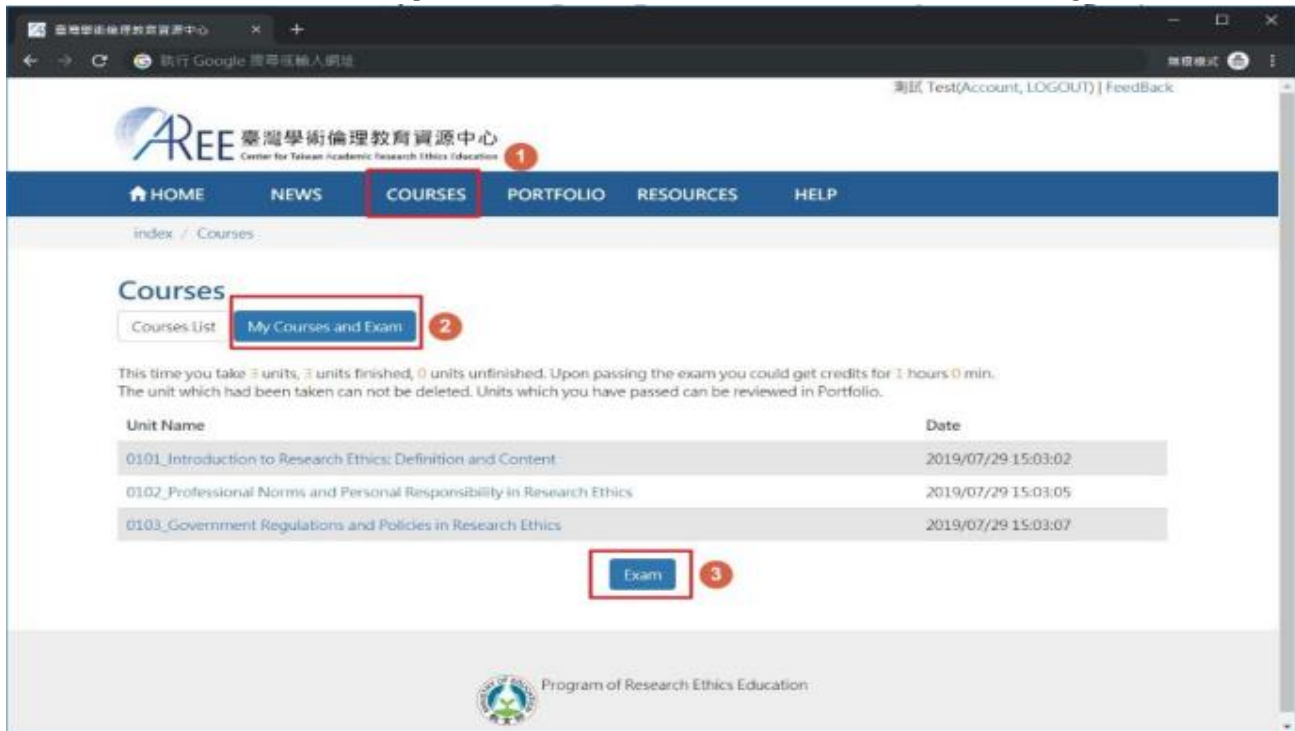
【4】

First time to take courses, please go to **【Courses】** → **【My Courses and Exam】** .

Your courses have been pre-added by your school/ institution.

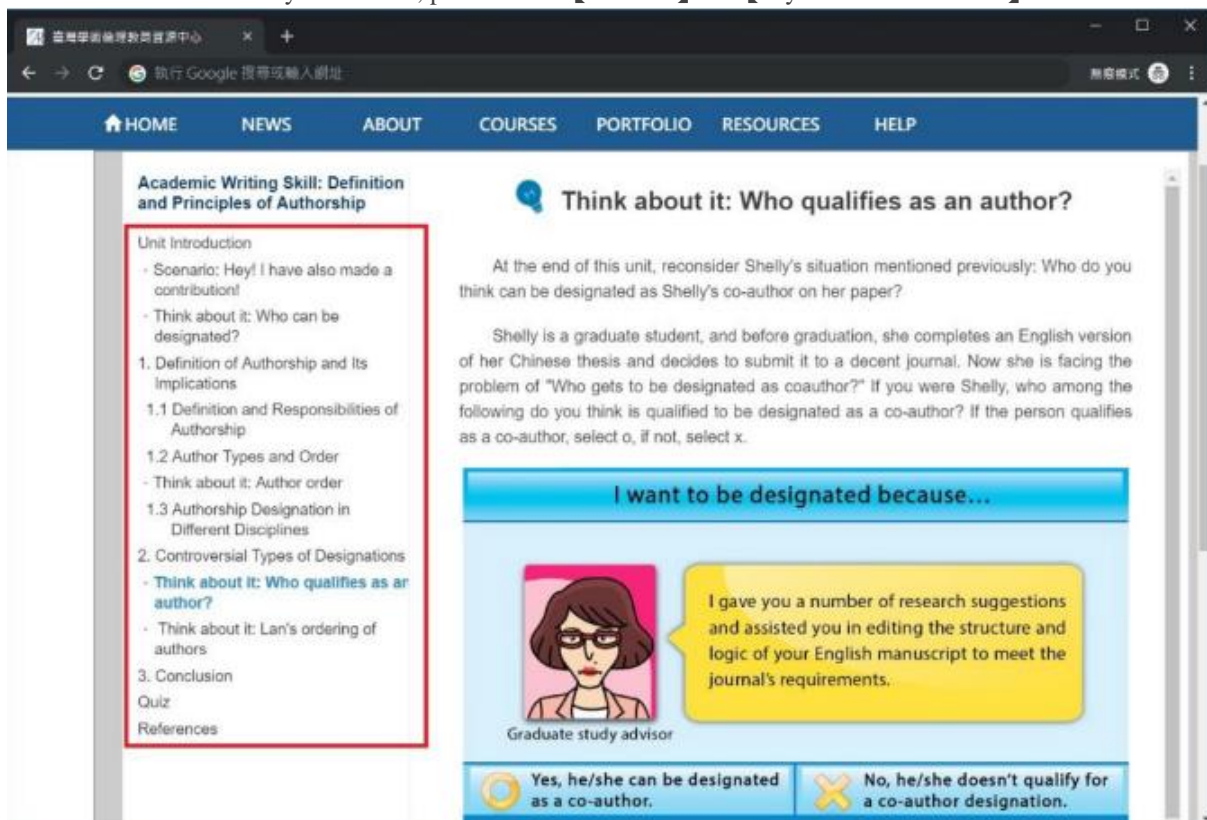
Please click unit name to read the courses.

After read all of them, please click **【Exam】** to take the final exam. (Schematic Diagram)



【5】

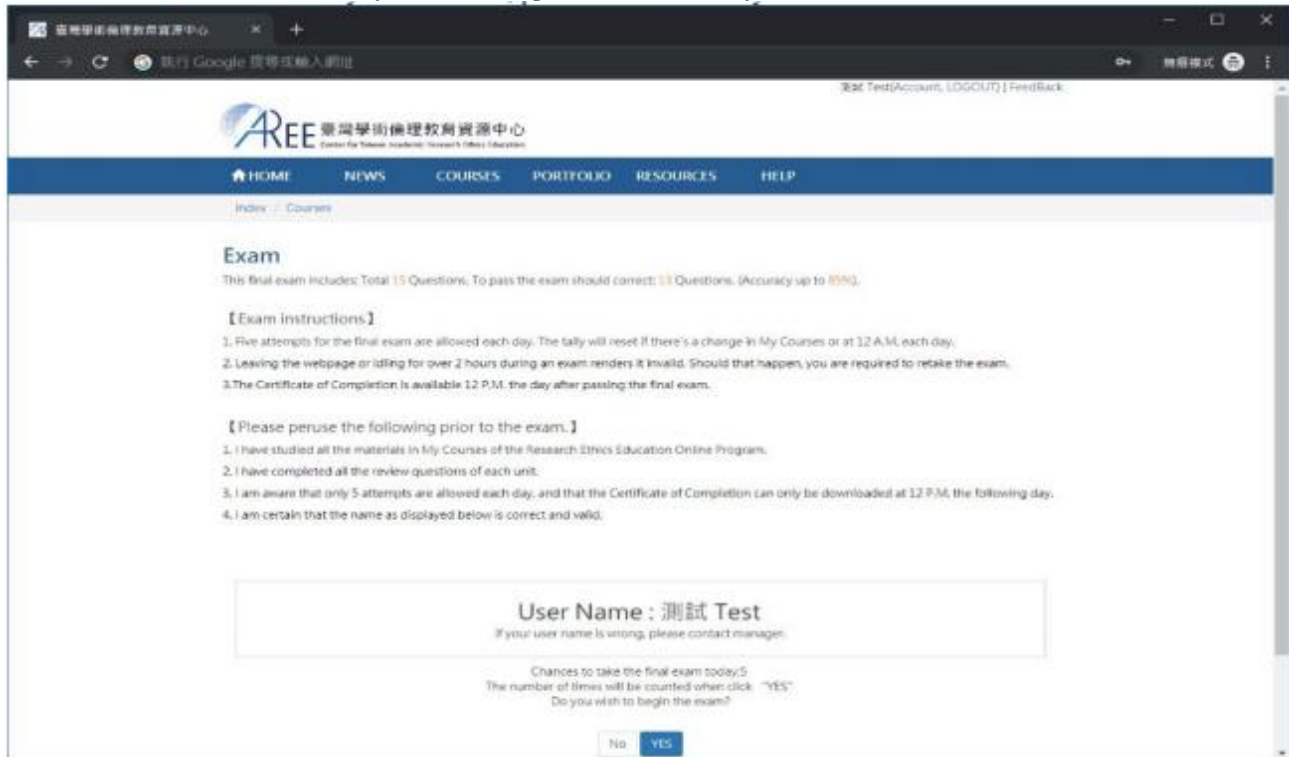
After start reading the course, there are section names on the left of the website, you can read the content by click the section names. After you finished, please click **【Courses】** → **【My Courses and Exam】** to readmore.



【6】

You have 5 chances per-day.

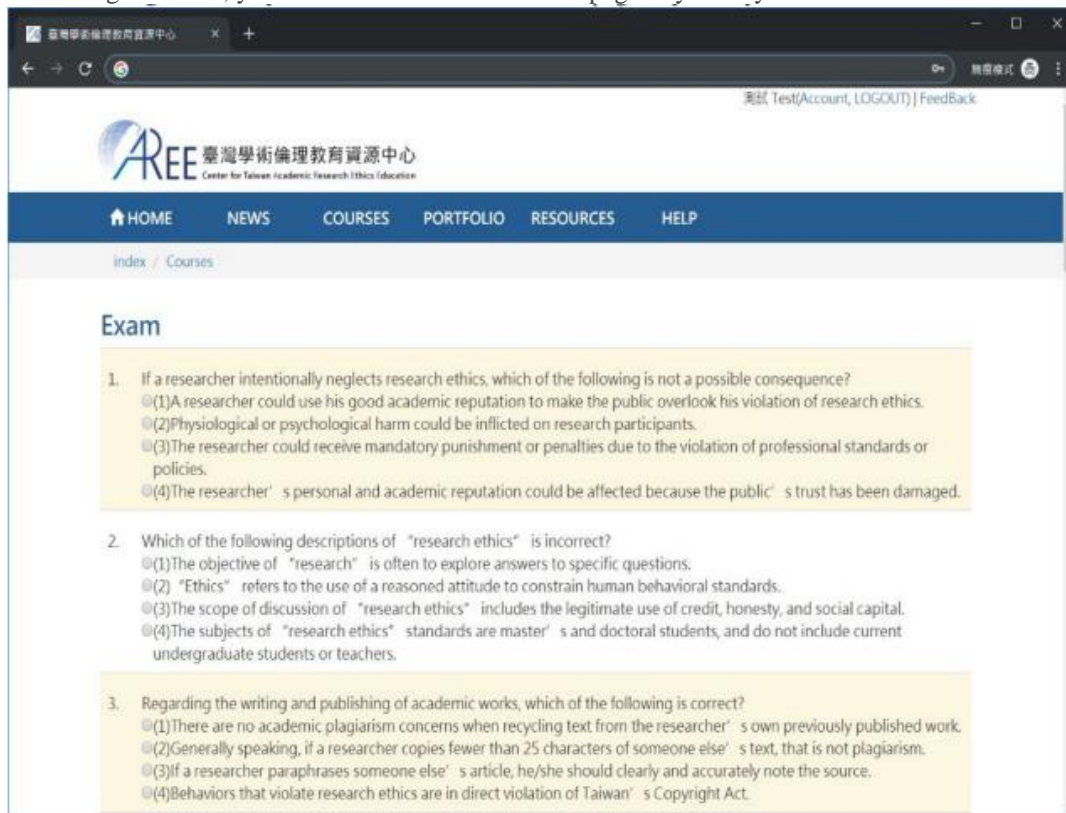
Your name will be presented in certificate, please make sure your name is right before you take the final exam.
If needs to correct any information, please contact with your school/ institution administrator.



【7】

Each question is multiple choice question and is requested to answer.

During the exam, you are not allowed to leave this page or you may need to re-take the exam.



【8】

After the final exam, it will show you the correct rate, analysis of wrong questions, and reference units.
If you don't pass the final exam, please review the courses then re-take the final exam.

The screenshot shows the AREE website's exam results page. At the top, the navigation bar includes HOME, NEWS, COURSES, PORTFOLIO, RESOURCES, and HELP. The main content area is titled 'Exam' and features a green box with the score '86.67%' and the text 'You answered 13 in 15 questions correctly, your correct rate is 86.67%. Congratulations! You have passed the final exam. To protect your rights, please immediately download your certificate. You can check the previous result of final exam in [Exam Records]'. Below this is an 'Analysis' section with a bar chart showing 'Error Questions' for the course '0102_Professional Norms and Personal Responsibility in Research Ethics'. The 'Wrong Answers' section lists a question about research ethics principles and provides a 'Reference Unit: 0102_Professional Norms and Personal Responsibility in Research Ethics'.

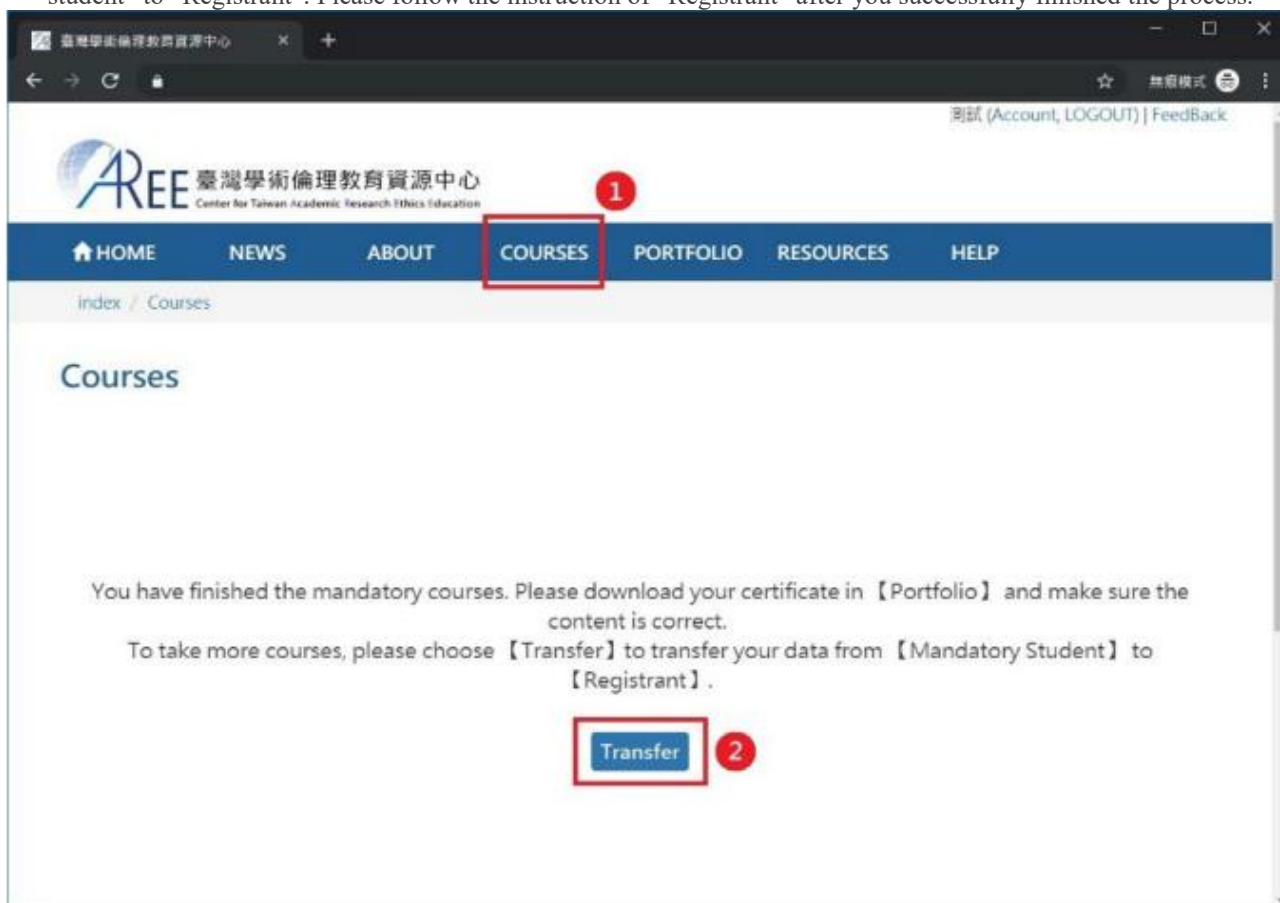
【9】

If you passed the final exam, please go to **【Portfolio】** to download your certificate and also you can review the courses. (Schematic Diagram)

The screenshot shows the AREE website's Portfolio page. The 'PORTFOLIO' menu item is highlighted with a red box and a circled '1'. The page displays '3 Completed Units', '20 Minutes', and '1 hrs 0 mins Cumulative Total'. Below this, there are two main sections: 'Exam Records' and 'Certificate'. The 'Exam Records' section shows 'The latest time: 2019/07/29 15:29:59', 'The latest score: 93.33', and 'The latest result: view' (highlighted with a red box and a circled '3'). The 'Certificate' section shows 'Issue time: 2019/07/29 15:29:59' and a 'Download' button (highlighted with a red box and a circled '2'). At the bottom, there is a 'Unit History' table with columns for 'Unit Name' and 'Date', showing '0101_研究倫理定義與內涵' and '2019/07/29'.

【10】

After passing the final exam, if you'd like to read other courses, please transfer your status from “Mandatory student” to “Registrant”. Please follow the instruction of “Registrant” after you successfully finished the process.



The screenshot shows a web browser window displaying the AREE (Center for Taiwan Academic Research Ethics Education) website. The browser's address bar shows the URL "臺灣學術倫理教育資源中心". The website header includes the AREE logo and the text "臺灣學術倫理教育資源中心 Center for Taiwan Academic Research Ethics Education". The navigation menu contains links for HOME, NEWS, ABOUT, COURSES, PORTFOLIO, RESOURCES, and HELP. The "COURSES" link is highlighted with a red box and a red circle containing the number "1". Below the navigation menu, the page title is "index / Courses". The main content area is titled "Courses" and contains the following text:

You have finished the mandatory courses. Please download your certificate in 【Portfolio】 and make sure the content is correct.

To take more courses, please choose 【Transfer】 to transfer your data from 【Mandatory Student】 to 【Registrant】.

A blue button labeled "Transfer" is centered below the text, highlighted with a red box and a red circle containing the number "2".

National Chiayi University

Global Master Program of Teaching Profession

Master Degrees Examination Guidelines

- I. The examination is conducted in accordance with regulations of master degrees examination approved on January 19th, 2015 臺教高(二)字 No.1040008946.
- II. Goal:
 1. Stimulate academic research culture and pursue excellent quality
 2. Foster students' academic research ability and multiple professional Development
 3. Enhance students' academic standards and foster advanced academic research talents
- III. Thesis and thesis advisor application process
 1. Time: One month prior to the second semester in school
 2. Fill in "Thesis application form" and "Form of Graduate Students' Advisors for Thesis"
 3. Thesis title and the advisor would be confirmed in the meeting held by the office, and this meeting should invite committee members to attend.
- IV. Master degrees examination process: The examination in our program is implemented in two phase which the first is thesis proposal examination and the second is the degree examination (That is final oral examination. Hereinafter referred to as final oral examination.)
 1. The first phase- Thesis proposal examination
 - (1) Before applying for the proposal, "Introduction", "Literature review", "Research design and methods (Subjects of the study, pre-test research tools, and statistical or analytical method need to determine)", and main "References" should be done.
 - (2)The application form, outline of thesis proposal, and the list of commission members should be turned in two weeks prior to the examination after the agreement of advisor. Once the verify is passed, the examination of thesis proposal can be carried out. If the proposal needs to revise after the examination, thesis proposal examination should be applied again.
 - (3) After the adoption of the proposal, the thesis can start to be written.
 2. The second phase- Final oral examination
 - (1) Final oral examination should be applied one month prior to the examination. Transcript for all semesters, abstract, thesis advisor's recommendation letter, the photocopy of external published papers, seminar record card need to be attached in the application form.
 - (2)The examination can be carried out after it is approved and informed formally by office. The letters of appointment should be issued to commission members as well. The result is not recognized when the examination is held voluntarily.
- V. Implement method:
 1. Thesis proposal examination can be applied when student finishes registering for the first semester in the second academic year. Yet, the final oral examination should be applied two months after the thesis proposal examination.
 2. Final oral examination is conducted according to the school calendar. Deadline for the first semester is on January 31st and deadline for the second semester is on July 31st. The application will be dealt with in the next semester if it is submitted late. Also, if the thesis should be revised after final oral examination, the revision needs to be done within the deadline; otherwise, it is fail.
 3. Every thesis proposal examination or final oral examination needs to finish in two hours.

4. Application information for final oral examination should be sent to the office one month prior to the examination.

5. The applicant is responsible for invite and receive commission members before the start of thesis proposal examination or final oral examination.

6. If the advisor is absent, the examination should be cancelled.

7. The commission for the two examinations will be formed by the advisor and two members recommended by the advisor.

8. The results of the examination need to be sent to our office by the advisor in a week.

9. Prepare the information as references for commission on your own in examinations.

10. The examination is inspected by the advisor and the other two commission members jointly. The commission member can only include one person from outside school in principle. Special circumstances can be dealt with separately.

VI. If the thesis proposal examination is fail, it needs to be applied again. If the final oral examination can't be passed in the last semester of provision length of schooling, the application is not accepted again.

VII. These regulations or any amendments can be implemented after passed in the meeting and approved by school.

國立嘉義大學

教學專業國際碩士學位學程論文審查實施要點

一、依據 104 年 1 月 29 日臺教高(二)字第 1040008946 號核定本校研究生學位考試辦法辦理。

二、目標：

- (一) 激勵學術研究風氣及追求卓越品質。
- (二) 培養學生學術研究能力與多元專業發展。
- (三) 提昇學生論文學術水準並培養高級學術研究人材。

三、論文題目及論文指導教授申請過程：

- (一) 申請時間：一般碩士班在就讀第二學期結束前一個月。
- (二) 申請時須先填寫論文撰寫及擬聘指導教授申請書。
- (三) 論文題目之確定及指導教授之選聘均由本學程召開學程會議為之，本項會議召開時應延請本學程委員參加。

四、論文審查過程：本學程論文審查分論文計畫審查及學位考試(即學位論文口試，以下稱學位論文口試)兩階段施行。

(一) 第一階段論文計畫審查

1. 申請論文計畫審查前，需完成論文緒論、文獻探討、研究方法及設計(需確定研究對象、預試之研究工具及擬用統計或分析方法)、主要參考文獻等部份。
2. 論文計畫審查應於審查兩週前填具申請表，經指導教授同意將申請表、論文計畫大綱及論文考試委員委員會名單送本所審核，審核通過始可進行計畫審查。經審查若題目方向有更改，需重提論文計畫審查。
3. 論文計畫審查通過後，方可進行論文之書寫。

(二) 第二階段學位論文口試

1. 學位論文應於口試一個月前檢附本所歷年成績單、論文摘要、論文指導教授推薦函、已對外發表之期刊論文影本、參加本所舉辦之各類型學術研討會紀錄表各一份，送本所依規定辦理。

2. 學位論文口試應經學校核定發給口試委員聘書並由本學程正式通知後始可進行，否則自行舉辦之學位論文口試結果，本學程不予承認。

五、實施方式：

(一) 論文計畫審查於學生第二學年第一學期自完成註冊手續日起，得向學程辦公室提出申請，惟論文審查時間距離論文口試時間至少須在二個月以上。

(二) 論文學位口試依學校行事曆辦理，上學期學位考試截止日期為一月三十一日，下學期學位考試截止日為七月三十一日，逾期則併入下一學期辦理。經論文學位口試審定需修正者，必須在修業期限內修訂完成送所辦理，否則視同不及格。

(三) 每次論文計畫審查或學位論文口試以二小時為原則。

(四) 學位論文口試申請有關資料須於發表前一個月送學程辦公室。

(五) 論文計畫審查或學位論文口試，由研究生負責邀請與接待。

(六) 指導教授未克出席時，不得進行論文計畫或學位論文口試審查。

(七) 論文計畫之審查或學位論文口試，由指導教授及指導教授推薦本學程提聘之委員組成審查小組，辦理論文計畫審查或學位論文口試。

(八) 論文計畫審查或學位論文口試之結果，由指導教授於會後一週內將審查結果送本學程。

(九) 論文計畫審查或學位論文口試時請發表者自行準備發表資料，供與會人員參閱。

(十) 碩士學位論文口試或論文計畫審查由指導教授推薦評審委員三人共同評審，評審委員之推薦原則上校外一人，如有特殊情況另行處理。

六、論文計畫若不通過時，則需重新提出論文計畫；論文學位口試未能依規定在修業年限之最後一學期通過論文口試者，則不予重考。

七、本要點經學程會議通過後，依層級陳報核可後實施，修正時亦同。



Procedure on how to upload thesis on NCYU website and process clearance and diploma

1. Congratulations! Your hard work has paid off and its time to process your diploma. :)
2. Upon approval of your advisor, upload your thesis on the NCYU library website.
 - After revising your thesis, you need to put a watermark of the school's logo in the center of your whole thesis document and save it as a PDF file. You can download the logo from this link: https://ncyuweb.ncyu.edu.tw/lib/gradation.aspx?site_content_sn=58177

檔案下載

論文上傳常見問題Q&A
國立嘉義大學研究生建構暨上傳學位論文或各類報告操作手冊 PDF(3,267.80 KB)
本校校徽浮水印PDF圖檔 PDF(138.92 KB) / PNG(598.52 KB)
國立嘉義大學學位論文或各類報告抽換變更申請書 ODT(25.96 KB) / PDF(362.57 KB)
國立嘉義大學學位論文或各類報告不提供延後提供公眾閱覽申請書 ODT(23.37 KB) / PDF(239.73 KB)
國家圖書館學位論文延後公開申請書 ODT(30.57 KB)
國家圖書館學位論文抽換申請書 ODT(27.03 KB) / PDF(103.60 KB)
論文清冊空白表格 ODS(4.99 KB) / RAR(4.87 KB)
論文電子檔公開修改確認表 ODT(6.75 KB) / PDF(56.60 KB)
系所收取紙本論文作業說明 PDF(674.41 KB) / ODT(748.68 KB)
國立嘉義大學學位論文或各類報告授權書 ODT(36.20 KB) / PDF(96.01 KB)
業務聯絡

館際合作

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 嘉義大學圖書館
 Facebook粉絲專頁

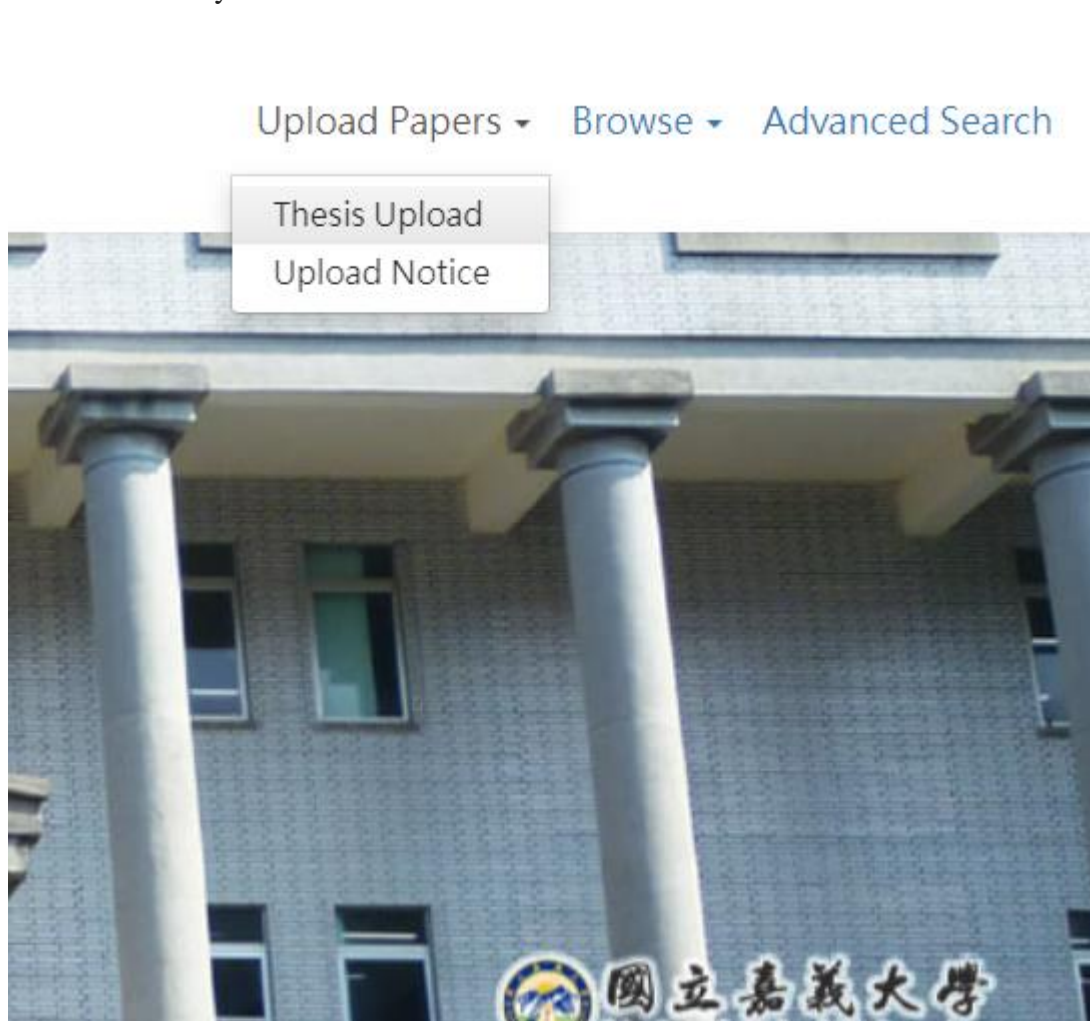
 服務 Service

密碼，請攜帶學生證或身分證（可證明您確為本人之證件）親至本館借還書櫃檯查詢或於[網站上認證](#)。

- 論文電子檔上傳至本系統後，無須另行上傳國家圖書館之全國博碩士論文系統，本館將定期整批轉檔予國家圖書館建檔。
- 若已自行上傳至國家圖書館之全國博碩士論文系統者，請自行與系所助教聯繫登入該系統進行“系所助教查核”，如此才可讓讀者於該系統中檢索得到。

Thesis (report) submission step

- Three days before uploading their theses to the University's doctoral and masters thesis system, graduate students should first submit the original of the confirmation of the authorized publication of Dissertations (reports) of National Chiayi University to the library for checking.
- Log in to our university's dissertation system
- One Click "upload theses" and enter the account number and password of the school administration system. If you forget the login password, please go to the school administration system to reset it.



- The paper system upload function is divided into five steps
- Paper filing Upload full text file → Print power of attorney → audit. The following is an individual description
- of each step.
- Step 1: Please input the basic information, bibliography, abstract, Professor, reference and

other fields in order to create the paper file. After filling in, click confirm.

- Please note:

(1) Bold type is a required field. After all the data are filed and uploaded to the electronic file, the data will be filed and enter the pending stage.

(2) There is no paper-based data for checking when the librarians check. They can only check whether the information in each field is filled in and whether the format of the electronic file meets the requirements. Whether the information content of the file is correct and complete is left to the graduate students themselves Responsible

博碩士資料審核流程： 論文建構 -> 上傳全文檔案 -> 授權 -> 列印授權書 -> 送出審核 -> 審核中

> 步驟一 論文建構

狀態：資料建置儲存完畢，可進行下一步驟。

論文資料

記錄編號	G000CCW8805
論文聲明	<p>本人上傳之論文確為口試通過，且經指導教授認可之最後修訂版，絕不實，願承擔所有責任。 (論文審核通過通知單，將以副本知會指導教授。)</p> <p>(I declare that the dissertation/thesis, which I hereby upload to the NCYU University Library Network, is the finalized version approved by my advisor. (The acceptance notification of the uploaded dissertation/thesis will be mailed to the advisor.))</p>
研究生(中)	王大明
研究生(英)	<input type="text"/>
身分證字號	<input type="text"/>
EMAIL	jipin@mail.ncyu.edu.tw
電話	<input type="text"/>

Bold blue text is a required field

畢業學年度	110	期別	1
學期	1		
學位類別(中)	碩士		
論文別(中)	中文		
論文頁數	101	請輸入論文最後頁碼數字	
關鍵詞(中)	test		
關鍵詞(英)	test		
指導教授(中)	test	(不填寫 博士 教授等頭銜)	
指導教授(英)		(不填寫 Dr. Ex: Wang, Chien-Ming 格式請用 姓-名填寫)	
指導教授email	jipin@mail.ncyu.edu.tw	(例:XXX@XXX.XXX.XXX)	

Fill in the keywords separately

Keyword and advisor field can be added by yourself

+新增

- Step 2: Upload the full text electronic file of the paper (be sure to merge the full text electronic file into one file, and upload it with the student ID as the file name)



- Step 5 send out for audit The review time takes two working days. To know the progress of the review, please log in to the thesis system to check or pay attention to the e-mail box you filled in to see if you have received the notification letter of approval or rejection.



- Note that you have to wait for the approval of the library before having your thesis printed out and bind. The total number of thesis copies will depend whether your advisor and committee members would want a copy. Four thesis copies are to be submitted to the library while allot two copies for the department. If you still have no idea where to get your thesis print and bind, you can have it done in :
 - 精展影印 located at 嘉義市彌陀路 365 號 (體育館旁) . They give discounts to NCYU students and work really fast. The layout for the front cover of the thesis for the department is already available here.
- While waiting for the confirmation from the library you can also process your clearance.
- To see the list of departments that need clearance go to the administration system page of the

school's website. Then click "Application for Graduation".

- You do not have to print this form. You can just check this link from time to time to see if you already have completed the list.
- This tab will show you a checklist of departments and whether you are already cleared or not. Here is a list of departments and where to go/what to do if it is still left unchecked or without mark:

- 學生事務處 學生職涯發展中心 – The Students Affairs Office – Career

Development Center.

- You have to complete the graduate survey (ask Ms. Vivian about this, last time, they exempted the department from answering this survey)
- 駐警隊 – University Police.
 - Check with the security guards both in Xin Min campus or your respective dormitory. They will check whether or not you have paid for the parking fee of your motorcycle/scooter.
- 總務處保管組 –
 - Check if you have returned the graduation clothes (toga) already. The office is located in ground floor of building B, where you borrowed them.
- 語言中心 – The Language Center.
 - If you are a beginner student in Chinese class, you must have at least attended the beginner's class during the first year and the practical modern Chinese class for the consecutive year. You have to give a photocopy of your class cards together with a form to Ms. Emily at the language center. The language center is located at the third floor, right above the library.
- 圖書館 – The Library
 - Kindly return all books borrowed from the library. You must have uploaded your thesis and upon approval print & bind 4 copies and submit it to the library. (Last time, they asked to leave the copies in the department so they can collect all of the graduating students' theses at the sametime.)
- 體育館 – The Gymnasium.
 - You have to return any sports equipment borrowed from the gym.
- 系所辦公室 – Department Office.
 - Any thesis or office materials borrowed must be returned. Plus, 2 copies of your thesis must be submitted before you will be cleared in this department.
- 指導教授 – Your advisor
- 系主任/所長 – Dean
- 出納組 – The Cashier
 - Settle your unpaid accounts with the cashier in Lantan Campus or call the International Student Affairs office if you have scholarship.
- 學務處生輔組 – The Student Affairs Office – Student Assistance Department
 - 宿舍事宜 – Dormitory Matters

■ 兵役事宜 – Military Matters

➤ You will have to fill out the International Student Alumni General Information form. The link is <https://oia.ncyu.edu.tw/>

Check with the International Student Affairs regarding the procedure on how to mail it back to them.

- The last department you have to go to is the administration department located at the first floor of building B (where you borrowed the graduation clothes). You have to return your ID and make sure that all the departments have already cleared you.
- Other documents such as English diploma, transcripts and English transcripts are upon request. There are corresponding fees and limitations to each document you request.
- Allot at least three days for the process of diploma. The release of other requested document is approximately after three days or so.

Whew! That's it! (It's a loooooooooooooooooong process I know!) Now you have your diploma and ready to leave the university. It is time to open another chapter in your life! Good Luck!

National Chiayi University Academic Calendar 2024 – 2025 Fall Semester

Year	Month	Week	Date							Events	
			Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.		
2024	Aug.						1	2	3	(1) Fall semester begins; Application for master's thesis defense begins for fall semester	
			4	5	6	7	8	9	10		
			11	12	13	14	15	16	17	(13) Administrative Meeting (8/16-9/6) Accepting freshmen online application for tuition and miscellaneous fees waiver	
			18	19	20	21	22	23	24		
			25	26	27	28	29	30		(8/26-9/4) On-line course add/drop (1st stage)(course registration); Freshmen course pre-registration (27-29) Safety education and training in experimental practice sites	
	Sep.		1	2	3	4	5	6	7	(2-3) Freshmen Orientation (for students enrolled in day division)-(Rolling-wave planning) (5) Announcement of course selection results (6) Deadline to pay tuition and fees; deadline for graduate students to complete thesis or dissertation and school-leaving	
		1	8	⑨	10	11	12	13	14	(9) Classes begin; Freshmen Orientation (for students enrolled in division of continuing education) (9-13) Freshman Health Checkup (9-14) On-line course add/drop (2nd stage) (10) Administrative Meeting	
		2	15	16	17	18	19	20	21	(17) Mid-Autumn Festival (national holiday)	
		3	22	23	24	25	26	27	28	(27) Deadline for courses selection confirmation	
		4	29	30							
	Oct.				1	2	3	4	5		
			5	6	7	8	9	10	11	12	(8) University Affairs Meeting (10) National Day of the Republic of China (national holiday)
			6	13	14	15	16	17	18	19	(18) Reimbursement of 2/3 tuition/miscellaneous fees for school-leaving students ends
			7	20	21	22	23	24	25	26	
			8	27	28	29	30	31			(10/28-11/8) Midterm Exam (specific date determined by teacher)
	Nov.							1	2		
			9	3	4	5	6	7	8	9	
			10	10	11	12	13	14	15	16	(11-29) Period for accepting applications for course withdrawal begins (12) Administrative Meeting
			11	17	18	19	20	21	22	23	(20) NCYU Sports rehearsal (21-22) NCYU Sports Day (23) NCYU Anniversary celebration; Deadline for uploading midterm course grades;
			12	24	25	26	27	28	29	30	(26) academic meeting (29) Reimbursement of 1/3 tuition/miscellaneous fees for school-leaving students ends
Dec.		13	1	2	3	4	5	6	7	(1-31) Period for online application for tuition and miscellaneous fees waiver for Fall semester	
		14	8	9	10	11	12	13	14	(9-13) Application for a minor or double major (10) University Affairs Meeting (13-18) Course pre-selection for spring semester (1st stage)	
		15	15	16	17	18	19	20	21	(16) University Affairs Meeting; Notification of ineligibility for final examination (19) Announcement of course pre-selection results (1st stage) (20-25) Course pre-selection for spring semester (2nd stage)	
		16	22	23	24	25	26	27	28	(12/23-1/10) Final Exam (specific date determined by teacher) (26) Announcement of course pre-selection results (2nd stage)	
		17	29	30	31					(12/30-1/10) Flexible Supplemental Instruction Week(Please refer to the course syllabus.)	
2025	Jan.				1	2	3	4	(1) Founding Day of the Republic of China (national holiday) (3) Application deadline for leave of absence		
			18	5	6	7	8	9	10	11	(6) Online clearance procedure for undergraduates begins
			12	13	14	15	16	17	18	(13) Fall semester ends; winter break begins (14) Administrative Meeting (18) Deadline for uploading final course grades	
			19	20	21	22	23	24	25	(1/24-2/2) Lunar New Year	
			26	27	28	29	30	31		(27) Adjusted Holiday (31) Deadline for master's thesis defense for fall semester	

Approved by the University Administration Meeting on 9 April 2024, and approved by MOE in letter No.1130040514on 22 April, 2024.
Adjusted holidays and adjusted working days are in accordance to announcements from Directorate-General of Personnel Administration, Executive Yuan.
If any important item on the calendar requires change, the office responsible must apply by official paper, and after being approved, announce the change.

National Chiayi University Academic Calendar 2024 – 2025 Spring Semester

Year	Month	Week	Date							Events	
			Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.		
2025	Feb.								1	(1) Spring semester begins; Application for master's thesis defense begins for spring semester	
			2	3	4	5	6	7	8	(3-12) On-line course add/drop (1st stage)(course registration) (8) make-up work day	
			9	10	11	12	13	14	15	(11) Administrative Meeting (13) Announcement of course registration results (14) deadline to pay tuition and fees; deadline for graduate students to complete thesis or dissertation and school-leaving	
		1	16	17	18	19	20	21	22	(17) Classes begin (17-22) On-line course add/drop (2nd stage)	
		2	23	24	25	26	27	28		(28) Peace Memorial Day (national holiday)	
	Mar.								1		
		3	2	3	4	5	6	7	8	(5-11) Application for department transfer (7) Deadline for courses selection confirmation	
		4	9	10	11	12	13	14	15	(11) University Affairs Meeting	
		5	16	17	18	19	20	21	22		
		6	23	24	25	26	27	28	29	(28) Reimbursement of 2/3 tuition/miscellaneous fees for school-leaving students ends	
		7	30	31							
	Apr.				1	2	3	4	5	(1-2) Field trip (3) Adjusted Holiday (4) Children's Day (national holiday) · Tomb Sweeping Day (national holiday)	
		8	6	7	8	9	10	11	12	(7-18) Midterm Exam (specific date determined by teacher) (8) Administrative Meeting	
		9	13	14	15	16	17	18	19		
		10	20	21	22	23	24	25	26	(20) Gender Equality Education Day (4/21-5/2) Period for accepting applications for course withdrawal begins	
		11	27	28	29	30					
	May							1	2	3	(3) Deadline for uploading midterm course grades
		12	4	5	6	7	8	9	10	(6) academic meeting (7) NCYU Career Day (9) Reimbursement of 1/3 tuition/miscellaneous fees for school-leaving students ends	
		13	11	12	13	14	15	16	17	(13) Administrative Meeting	
		14	18	19	20	21	22	23	24	(19-23) Application for a minor or double major (5/19-7/31) Period for online application for tuition and miscellaneous fees waiver for Spring semester (23-28) Course pre-selection for fall semester (1st stage) (24) Graduation ceremony	
15		25	26	27	28	29	30	31	(26) University Affairs Meeting; Notification of ineligibility for final examination (29) Announcement of course pre-selection results (1st stage) (5/30-6/4) Course pre-selection for fall semester (2nd stage) (30) Adjusted Holiday (31) Dragon Boat Festival (national holiday)		
Jun.	16	1	2	3	4	5	6	7	(2-20) Final Exam (specific date determined by teacher) (5) Announcement of course pre-selection results (2nd stage)		
	17	8	9	10	11	12	13	14	(9-20) Flexible Supplemental Instruction Week (Please refer to the course syllabus.) (10) University Affairs Meeting (13) Application deadline for leave of absence		
	18	15	16	17	18	19	20	21	(16) Online clearance procedure for undergraduates begins		
		22	23	24	25	26	27	28	(23) Spring semester ends; summer break begins (28) Deadline for uploading final course grades		
		29	30								
Jul.				1	2	3	4	5			
		6	7	8	9	10	11	12	(7) Summer class begins (8) Administrative Meeting		
		13	14	15	16	17	18	19			
		20	21	22	23	24	25	26			
		27	28	29	30	31			(31) Deadline for master's thesis defense for spring semester		

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Important Numbers

• On-Campus

Office	Contact number & Service
Office of International Affairs 國際事務處	(05)2717296、7298 Please check the website: http://www.ncyu.edu.tw/oia_eng/gradation.aspx?site_content_sn=43369
Division of Student Assistance Office of Student Affairs 生活輔導組	(05)2717052 Please check the website: http://www.ncyu.edu.tw/life_eng/content.aspx?site_content_sn=14229
Division of Sanitation And Health Services Office of Students Affairs 衛生保健組	(05)2717069 Please check the website: http://www.ncyu.edu.tw/heal_eng/content.aspx?site_content_sn=16590
Division of Registration 註冊與課務組	(05)2717020 Please check the website: http://www.ncyu.edu.tw/register_eng/content.aspx?site_content_sn=24442
Guidance Adviser 教官室 (24 hours)	(05) 2717373

• Off-Campus

Fire & Emergency /火警、緊急事故	119
Police & Traffic Accident /警察報案、交通事故	110
Local Call Directory /市區電話查詢	104
Long Distance Call Directory /長途電話查詢	105
International Information Directory /國際電話查詢或掛發	100
Inquiry for International Telecommunication Service (free) / 查詢國際電信業務電話 (免費)	080-080-100
Kaohsiung International Airport / 高雄國際機場 International Information Counter /國際班機服務台 Domestic Information Counter / 國內班機服務台 Website: http://www.kia.gov.tw/english/e_index.asp	07- 8057631 07- 8057630
Taoyuan International Airport/ 桃園國際機場 Terminal 1 Service Counter/ 第一航廈服務電話 Terminal 1 Service Counter/ 第二航廈服務電話 Website: http://www.taoyuan-airport.com/english/Index/	03-3983728 03-3982143 03-3983274
Chiayi Railway Station--Information Counter / 嘉義市火車站服務中心 Website: http://service.tra.gov.tw/chiayi/#	05 - 2228904
Information for Foreigners / 外國人在台生活諮詢服務網 Website: http://iff.immigration.gov.tw/mp.asp?mp=T002	0800-024-111
Taxi/ 計程車	05 - 2257715

Map of National Chiayi University



國立嘉義大學蘭潭校區平面圖

Map of Lantan Campus, National Chiayi University



Map of Minsyong

