

NATIONAL TAIWAN OCEAN UNIVERSITY
REGULATIONS GOVERNING REGISTRATION PROCEDURES AND APPLICATIONS
FOR LEAVE OF ABSENCE ON THE REGISTRATION DAY

Approved in the First Meeting of the Academic Affairs Committee in the First Semester of Academic
Year 1996/97 on Nov. 11, 1996
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Semester of Academic Year 2007/08 on June 26, 2008 (amendment of Articles 6 and 9)
Promulgated pursuant to the NTOU Order No. 0970007562A on July 16, 2008

Article 1

The Regulations are enacted in accordance with Article 7 of the Study Regulations of National Taiwan Ocean University (NTOU).

Article 2

The Office of Academic Affairs shall send the registration-related materials to the new students and continuing students before each semester begins.

Article 3

NTOU students are required to pay all necessary expenses when each semester begins and should carry out the reporting and registration procedures in accordance with the following rules:

Reporting: Reporting procedure should be conducted by verifying the admission notice for freshman students, the resumption of study notice for returning students, and the student cards for continuing students.

Registration: New students and continuing students should observe the registration procedures and register according to the time slots assigned to each department/graduate institutes as shown in the admission guidelines and the registration notice, respectively.

Article 4

Students should follow the procedures set forth in the Form of Registration Procedures step by step. They should turn in the form and have their student cards stamped with the registration stamp on the reverse side to complete the registration procedures.

Article 5

A student who is unable to complete the registration procedures within the given deadline should submit an application form stating the reasons for a leave of absence prior to the registration deadline. Upon approval, the student shall be free of fine for his/her payment when he/she registers later. Students whose application for a leave of absence was granted due to special circumstances shall process the late registration separately.

Article 6

New students who fail to complete the registration procedures by the deadline shall be disqualified for admission unless their applications for a leave of absence or applications for admission deferral have been approved. Continuing students who fail to give the payment by the deadline are subject to the following provisions, which shall be applicable from the date of registration deadline.

1. Payment is three days overdue: A late payment fine of NTD 100 shall be charged for payment which is one day overdue; NTD 200 for payment which is two days overdue; and NTD 300 for payment which is three days overdue.
2. A late payment fine of NTD 500 will be charged for payment which is overdue for four to seven days.
3. A late payment fine of NTD 1,000 will be charged for payment which is overdue for eight to twelve days.
4. A late payment fine of NTD 1,500 will be charged for payment which is overdue for thirteen to thirty days.
5. A late payment fine of NTD 1,500 will be charged for payment which is overdue more than thirty days; moreover, students should apply for suspension of study after giving the payment of the difference calculated pursuant to the NTOU Table of Refunds Rules for Withdrawing Students. Students who are duly notified but still fail to apply for suspension of study shall be expelled from NTOU unless such failure is caused due to force majeure.

Article 7

When a student in his/her extended year of study has obtained the credits required for graduation but yet finished his/her practicum, the student is required to register for the practicum course.

Article 8

Matters not covered in the Regulations shall be subject to the Study Regulations of NTOU.

Article 9

The Regulations shall be enacted for implementation upon the approval of the Academic Affairs Committee and the ratification of the President of National Taiwan Ocean University.

Note : The Regulations are enacted in Chinese. In case of any discrepancy between the English version and the Chinese text, the Chinese text shall prevail.