

National Kaohsiung University of Hospitality and Tourism
Fall Semester 2023
New Undergraduate Student Registration Guidelines

Item	Instructions	Engaging units and extensions
	School starts from September 11, Monday.	
New Enrollees	Website: https://www.nkuht.edu.tw/p/412-1000-1052.php?Lang=zh-tw	
Freshman Orientation	Time: September 9 & September 10 Website: https://student.nkuht.edu.tw/p/404-1005-5962.php?Lang=zh-tw	Student Services Section Ext.13201~13204
Dormitory Check in	Time: September 9 8:00am to 2:00pm. Place: Student dormitory 精誠樓&勤樸樓 1F	Student Housing Services Section Ext. 41110~41112 、 42110~42112
Tuition Payment	Download the Tuition Bill from August 23 13:00pm to September 11, 2023 (Please be mindful of the latest news from Cashier's office) Website: https://webap6.nkuht.edu.tw/student/ Account: Student ID & Password: yyyymmdd (birth)	Division of Cashier Ext.15300~15303
Uniform measure	September 10(Sun.)~September 11 (Mon.)	Ext.50003
MyNKUHT(Portal)	MyNKUHT Website: https://cip.nkuht.edu.tw If MyNKUHT(Portal) out of service, please connect ext. 14301~14305	Library and Information Services Office Ext. 14301~14305

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Information Services	<p>1.EMAIL - provides dual Account (GMAIL and Windows Live mail) (Ext: 14200 、 14202)</p> <ul style="list-style-type: none"> - GMAIL : E-mail account number for the student number , ex:49911001@stu.nkuht.edu.tw . get mail address : http://gmail.com - Windows Live mail : E-mail account number for the student number , ex:49611001@live.nkuht.edu.tw . get mail address : https://portal.microsoftonline.com/ <p>2.Network Authentication - Hostel Internet authentication using the account number for the school (Ext: 14200 、 14202)</p> <ul style="list-style-type: none"> - Daily 10GB network traffic limit <p>3.LDAP - Account number for the school (Ext: 14301~14305)</p> <p>4. After students graduate or drop out, their Microsoft Live mail and Google Workspace accounts will be deleted.</p> <p>5. The dormitory network committee is maintained and managed by Chunghwa Telecom, which is not regulated by the school's Internet usage rules. Please bring your own dormitory rooms and public area network lines.</p>	Library and Information Services Office Ext.14200~14203 14301~14305

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Health checkup and uniform measure schedule	<p>I. Health checkup and uniform measure's date : 112/09/10 Sun</p> <p>II. Health checkup and uniform measure's location: Gymnasium (Please arrive 15 minutes in advanced to the location, and make sure to proceed with the roll call)</p> <p>III. Description:</p> <ol style="list-style-type: none"> (1). Do not eat or drink at least 6 hours prior to the check-up.(water however) after the health checkup, we'll provide fresh milk and dorayaki on each. (2). Health checkup include urine routine, to avoid urination before 1 hour for checkup. (3). Student Health Examination Form must write on site. (4). Checkup fee: 700NTD (Pay the fee at the scene) Please also remember to bring self-identification card. (5). Wear reminds: Do not have the button and sequin on the clothes and do not wear fluorescent clothing. It would be affect X-ray interpretation. (6). Do not absence on the day and do not apply the eye ointment. Please wear normal glasses if you have vision correction. (7). <u>When you are doing the health checkup please do with your class at the same time.</u> <table border="1" data-bbox="336 792 1219 1765"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Number</th> <th>Class</th> <th>Check-up Time</th> </tr> </thead> <tbody> <tr> <td rowspan="22">112/09/10 (Sunday)</td> <td rowspan="14">Morning (Do not eat or drink at least 6 hours prior to the check-up)</td> <td>1</td> <td>Dept.Of Culinary Arts(five-year junior college)</td> <td>08:00-08:15</td> </tr> <tr> <td>2</td> <td>Dep.Of Food & Beverage Management.(two-year junior college)</td> <td>08:15-08:30</td> </tr> <tr> <td>3</td> <td>Dep. Of Western Culinary Arts (Class A)</td> <td>08:30-08:45</td> </tr> <tr> <td>4</td> <td>Dep. Of Western Culinary Arts (Class B)</td> <td>08:45-09:00</td> </tr> <tr> <td>5</td> <td>Dep. Of Food & Beverage Management(Class A)</td> <td>09:00-09:15</td> </tr> <tr> <td>6</td> <td>Dep. 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Uniform measure time</p> <table border="1" data-bbox="336 1809 1219 1937"> <thead> <tr> <th>Date Time</th> <th>Class</th> <th>Place</th> <th>Uniform measure time</th> </tr> </thead> <tbody> <tr> <td>112/09/10(Sun.)</td> <td rowspan="2">Daytime freshman</td> <td rowspan="2">精誠樓中庭</td> <td>08:30-16:00</td> </tr> <tr> <td>112/09/11(Mon.)</td> <td>08:30-13:00</td> </tr> </tbody> </table>	Date	Time	Number	Class	Check-up Time	112/09/10 (Sunday)	Morning (Do not eat or drink at least 6 hours prior to the check-up)	1	Dept.Of Culinary Arts(five-year junior college)	08:00-08:15	2	Dep.Of Food & Beverage Management.(two-year junior college)	08:15-08:30	3	Dep. Of Western Culinary Arts (Class A)	08:30-08:45	4	Dep. Of Western Culinary Arts (Class B)	08:45-09:00	5	Dep. Of Food & Beverage Management(Class A)	09:00-09:15	6	Dep. Of Food & Beverage Management(Class B)	09:15-09:30	7	Dep. Of Baking Technology and Management(Class A)	09:30-09:45	8	Dep. 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Foreign students and overseas Chinese join the Health insurance/ national health insurance terms	<p>Foreign students and overseas Chinese join the Health insurance/ national health insurance terms</p> <p>NOTICES:</p> <p>Foreign students and overseas Chinese don't have National Identification Card of the Republic of China, but Residence in Taiwan over 6 months. According to regulations, need to join the National Health Insurance and need to pay 6 months of health insurance premium costs at a time. Foreign students and overseas Chinese- 826NTD/ month. Overseas Chinese(Office of International Affairs that offer certificate of low income)413NTD/ month.</p> <p>※After you come to Taiwan for 6 months. Whether foreign students or overseas Chinese, all must join National Health Insurance.</p> <table border="1" data-bbox="268 651 1286 902"> <thead> <tr> <th data-bbox="268 651 523 752">2023 all semester Foreign students and overseas Chinese National Health Insurance fee</th> <th data-bbox="523 651 778 752">Price/ Month</th> <th data-bbox="778 651 1034 752">Quantity</th> <th data-bbox="1034 651 1286 752">Total amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 752 523 801">Foreign students and overseas Chinese</td> <td data-bbox="523 752 778 801">826 元(NTD)</td> <td data-bbox="778 752 1034 801">6 Months/A semester</td> <td data-bbox="1034 752 1286 801">4,956元(NTD)</td> </tr> <tr> <td data-bbox="268 801 523 902">Overseas Chinese(Office of International Affairs that offer certificate of low income)</td> <td data-bbox="523 801 778 902">413 元(NTD)</td> <td data-bbox="778 801 1034 902">6 Months/A semester</td> <td data-bbox="1034 801 1286 902">2,478 元(NTD)</td> </tr> </tbody> </table> <p>Foreign students need to join the Medical insurance at Health Center in school by yourself. Join Medical insurance and National Health Insurance please refer to related content https://pe.nkuht.edu.tw/p/404-1012-10565.php?Lang=zh-tw</p> <p>If need to enrollment National Health Insurance, please prepare one 2-inch recent photo and one color of Alien Resident Certificate(ARC) to Health Center.</p>	2023 all semester Foreign students and overseas Chinese National Health Insurance fee	Price/ Month	Quantity	Total amount	Foreign students and overseas Chinese	826 元(NTD)	6 Months/A semester	4,956元(NTD)	Overseas Chinese(Office of International Affairs that offer certificate of low income)	413 元(NTD)	6 Months/A semester	2,478 元(NTD)	Physical Education and Health Center Ext.19101、19103
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Mandarin & English Test	<p style="text-align: center;">112 學年度日間部四技新生語文分級測驗時間表</p> <p style="text-align: center;">2023-2024 Freshmen Language Placement Test Schedule</p> <p style="text-align: center;">本分級測驗改為由各學院學生依以下時段自行以手機或電腦以線上方式執行。</p> <p style="text-align: center;">最新資訊請至語文中心網頁 https://languages.nkuht.edu.tw/main.php 之「新生分級測驗」查詢</p> <p style="text-align: center;">The language placement tests will be taken online. While the Language Center recommends using a computer, the tests may be taken on a smartphone. Please note the following rules and visit the Language Center website at https://languages.nkuht.edu.tw/index.php?Lang=en for more information.</p> <p>一、測驗日期 112 年 8 月 30 日(三)、112 年 8 月 31 日(四)、112 年 9 月 4 日(一)、112 年 9 月 5 日(二)、112 年 9 月 6 日(三)</p> <p style="text-align: center;">Testing Date: August 30 (Wed) & August 31 (Thu) & September 4 (Mon) & September 5 (Tue) & September 6 (Wed)</p> <p>二、測驗說明 Testing Rules:</p> <ol style="list-style-type: none"> 各班請依表列時間做線上測驗。 Students should follow the timetable to finish the online placement test. 本籍生僅需參加英文能力測驗。 Local students must take the English placement test. 境外生(含外籍生、僑生及港澳生)及交換生需參加華語文、英文能力二種測驗;惟中籍學生僅需參加英文能力測驗。 Degree-seeking international students and exchange students must take both English and Mandarin placement tests; students from China only need to take the English placement test. 測驗時間皆為 1 小時。 The testing time is one hour. 如有測驗相關問題,請洽語文中心 19601、19611、19621。 For questions regarding the placement tests, please contact the Language Center extensions at 19601, 19621 or 19611. 	Language Center Mandarin Language Section x19611 Foreign Language Section x19621 Technician x19601										
	112/8/30(三)-112/8/31(四) August 30 (Wednesday), 2023 August 31 (Tuesday), 2023 英文分級測驗 English Placement Test											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">班級 Class Day/Night School</th> <th style="width: 50%;">測驗實施時間 Time</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">日中廚一 B DAY Dept. of Chinese Culinary Arts Class 1B</td> <td style="text-align: center;">8/30(三)08:00-16:00</td> </tr> <tr> <td style="text-align: center;">日烘焙一 B DAY Dept. of Baking Technology and Management Class 1B</td> <td style="text-align: center;">8/31(四)08:00-16:00</td> </tr> <tr> <td style="text-align: center;">日西廚一 B DAY Dept. of Western Culinary Arts Class 1B</td> <td style="text-align: center;">Aug. 30 (Wed) 08:00-16:00</td> </tr> <tr> <td style="text-align: center;">Aug. 31 (Thu) 08:00-16:00</td> <td></td> </tr> </tbody> </table>	班級 Class Day/Night School	測驗實施時間 Time	日中廚一 B DAY Dept. of Chinese Culinary Arts Class 1B	8/30(三)08:00-16:00	日烘焙一 B DAY Dept. of Baking Technology and Management Class 1B	8/31(四)08:00-16:00	日西廚一 B DAY Dept. of Western Culinary Arts Class 1B	Aug. 30 (Wed) 08:00-16:00	Aug. 31 (Thu) 08:00-16:00		
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%; text-align: center;"> 全校學生 All Students 如要參加英文銜接課程之同學,請參加此場次分級測驗 Please take the English placement test at the time if you are taking the English bridging course. </td> <td style="width: 50%; text-align: center;"> 8/30(三)08:00-16:00 8/31(四)08:00-16:00 Aug. 30 (Wed) 08:00-16:00 Aug. 31 (Thu) 08:00-16:00 </td> </tr> </tbody> </table>	全校學生 All Students 如要參加英文銜接課程之同學,請參加此場次分級測驗 Please take the English placement test at the time if you are taking the English bridging course.	8/30(三)08:00-16:00 8/31(四)08:00-16:00 Aug. 30 (Wed) 08:00-16:00 Aug. 31 (Thu) 08:00-16:00										
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112/9/4(一) September 4 (Monday), 2023 英文分級測驗 English Placement Test												
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112/9/4(一) September 4 (Monday), 2023 英文分級測驗 English Placement Test	
班級 Class Day/Night School	測驗實施時間 Time
日四技餐飲一 A DAY Dept. of Food and Beverage Management Class 1A	9/4(一)09:10-10:10 Sept. 4 (Mon) 09:10-10:10
日四技餐飲一 B DAY Dept. of Food and Beverage Management Class 1B	9/4(一)10:20-11:20 Sept. 4 (Mon) 10:20-11:20
日行銷一 A DAY Dept. of Hospitality and M.I.C.E. Marketing Management Class 1A	9/4(一)10:20-11:20 Sept. 4 (Mon) 10:20-11:20
日應日一 A DAY Dept. of Applied Japanese Class 1A	9/4(一)11:30-12:30 Sept. 4 (Mon) 11:30-12:30
日中廚一 A DAY Dept. of Chinese Culinary Arts Class 1A	9/4(一)11:30-12:30 Sept. 4 (Mon) 11:30-12:30
日烘焙一 A DAY Dept. of Baking Technology and Management Class 1A	9/4(一)13:30-14:30 Sept. 4 (Mon) 13:30-14:30
日西廚一 A DAY Dept. of Western Culinary Arts Class 1A	9/4(一)13:30-14:30 Sept. 4 (Mon) 13:30-14:30
五專廚藝科一 A Department of Culinary Arts 1A	9/4(一)14:40-15:40 Sept. 4 (Mon) 14:40-15:40

112/9/5(二) September 5 (Tuesday), 2023 英文分級測驗 English Placement Test	
班級 Class	測驗實施時間 Time
日航運一 A DAY Dept. of Airline and Transport Service Management Class 1A	9/5(二)08:00-09:00 Sept. 5 (Tue) 08:00-09:00
日旅運一 A DAY Dept. of Travel Management Class 1A	9/5(二)08:00-09:00 Sept. 5 (Tue) 08:00-09:00
日休閒一 A DAY Dept. of Leisure and Recreation Management Class 1A	9/5(二)09:10-10:10 Sept. 5 (Tue) 09:10-10:10
日休閒一 B DAY Dept. of Leisure and Recreation Management Class 1B	9/5(二)09:10-10:10 Sept. 5 (Tue) 09:10-10:10
日國廚一 A DAY Dept. of International Bachelor Program in Chinese Culinary Arts Class 1A	9/5(二)10:20-11:20 Sept. 5 (Tue) 10:20-11:20
日國觀一 A DAY Dept. of International Bachelor Program in Tourism Management Class 1A	9/5(二)10:20-11:20 Sept. 5 (Tue) 10:20-11:20
轉學生 Transfer Students	9/5(二)10:20-11:20 Sept. 5 (Tue) 10:20-11:20
境外生、交換生華語測驗 Mandarin Placement Test	
班級 Class	測驗實施時間 Time
四技境外生(外籍生、僑生及港澳生)、交換生新生 International Students and Exchange Students	9/4(一)08:00-9/6(三)14:00 Sep. 4 (Mon) 8:00 – Sep. 6 (Wed) 14:00

Item	Instructions	Engaging units and extensions
Credits Transferred or Exempted	<p>Credits taken in prior college or university may be transferred or exempted after the Department Course Committee's evaluation.</p> <p>Download the application form and submit it with your notarized transcript and course online to the Registration and Curriculum Section before September 18.</p>	Registration and Curriculum Section Ext.12101、12103、12104
Regulations for refunds for leaves of absence and drop-outs	<p>Students should follow the Main Points on the Refunds for Leaves of Absence and Drop-outs for College Students :</p> <ol style="list-style-type: none"> 1. Students who have applied for a leave of absence or drop-out before (or on) the registration day do not need to pay any fees. For those who have paid, they should have the full amount refunded. 2. Students who have applied for a leave of absence or drop-out from the next day after the registration day to one day before classes officially begin (the beginning of school) will have 2/3 the tuition, all incidentals, and all other fees refunded. 3. Students who have applied for a leave of absence or drop-out after classes have officially begun (the beginning of school), but within 1/3 of the semester will have 2/3 of the total sum of tuition and fees and other fees refunded. 4. Students who have applied for a leave of absence or drop-out after classes have officially begun (the beginning of school) beyond 1/3 of the semester but within 2/3 of the semester will have 1/3 of the total sum of tuition and fees and other fees refunded. 5. Students who have applied for a leave of absence or drop-out after classes have officially begun (the beginning of school) beyond 2/3 of the semester will not have the paid fees refunded. 	Registration and Curriculum Section Ext.12101、12103、12104

Notices: The tuition payment day is due on September 11. Be sure to pay before that. In accordance with the Regulations 9, students shall make the tuition and fee payments or before the day when each semester starts (the exact date is published in the academic calendar of the university).

Language Center

Location: 1F, International Building (H Building)

H103 Foreign Languages Section/Mandarin Section/ Technician Section

H102 Director's Office/ Bilingual and EMI Teaching and Learning Project Office

Contact: Mandarin Section x19611; Foreign Languages Section x19621; Technician Section x19601

English Proficiency Graduation Requirements

1. NKUHT students must meet their Departments or Programs' graduation requirement for English proficiency. Please refer to your Department or Program guidelines for specifics.

Students with English proficiency certificates meeting their graduation requirement should submit their documents before Midterm Week of the second semester in senior year at <https://register.nkuht.edu.tw>. After submission, print out the form. Next, take the form and your original English certificate and a copy of the certificate to your Department or Program for verification. Finally, bring the documents to the Language Center for final approval.

2. The online English self-study system may be accessed at <https://easytest.nkuht.edu.tw>. Your account number and password are initially set as your student NKUHT (Portal) account number and password.
3. Remedial Measures
 - a. According to the NKUHT's 'English Proficiency Graduation Requirement' rules, students may take a **Remedial English Language Proficiency Certification** Course offered by the General Education Center during the second semester of senior year or during the second semester of the third year, if the student has internship during fourth year. Students need to pay the course fees. When they pass the Course Final Test with an equivalent score to their graduation requirement, they will be considered to meet their graduation requirement.
 - b. Freshmen and sophomores are not eligible to take the Remedial **English Language Proficiency Certification** Course.
4. For further details, consult the 'NKUHT Rules for 4-Year College English Language Proficiency Graduation Requirement' rules. (Language Center webpage/Downloads/Administration)

Waiving General Education (GE) English Courses

1. **Waive Requirements:** new students may waive GE English courses if they meet one of the following requirements.
 - a. An English proficiency test score equivalent to TOEIC 785 or higher from within the two years prior to entering NKUHT.
 - b. A (vocational) high school or higher diploma from an English-speaking country
2. **Waived Courses:** English Listening/Speaking I, English Listening/Speaking II, **Workplace English**, English Reading/Writing I, and English Reading/Writing II (Five courses, 10 credits)
3. **Application Time:** applications for waiver will only be accepted **starting from the first day of the Fall semester through the first week of the Winter semester at NKUHT**. Late applications will not be accepted.
4. **Application Submission:** First floor of the International Building (H Building) at the Foreign Language Section (H103).
5. For further details, consult the 'NKUHT Rules for Academic Credit Waiver for 4-Year College General Education English Courses' rules. (Language Center webpage/Downloads/Administration)

Guideline Governing the Rewards for Students' Achievement in English Proficiency Test

1. In order to encourage students to enhance their English ability and their competitiveness in the future, the school has specially formulated this guideline.
2. The targets for rewards in this Guideline are active students who have registered during the school term and have taken the English Proficiency Test listed in this Guideline and meet the reward standards at all levels.
3. The rewards of this Guideline are divided into two levels. (Please see website for details: Language Center webpage/Downloads/Students) Students may apply for the reward if they passed the standards in this Guideline in the current year and the previous year.
4. Only the students in the departments and programs which have set English graduation requirements could apply for the rewards in this Guideline.
5. Each student can apply for the reward once. Application from international students is limited to those who are from non-English speaking countries. Nevertheless, if a grant is received through the same certificate, then THIS VERY certificate is not allowed to file any application for rewards again.
6. Application time: Application is collected once every semester; the deadline for the Fall semester is November 30, and the deadline for the Winter semester is May 30. Late application will not be accepted.
7. Application Procedure: Students should fill in the application form, and attach the original English certificate and one extra copy, with a copy of a valid student ID with the registration stamp of the semester, and a copy of the cover page of their own passbook/bankbook. Then all the documents shall be sent to the Language Center for processing before the deadline. (Language Center webpage/Downloads/Students)
8. The amount and source of the funds for the rewards:
 - a. The total amount of rewards is based on the budget for the year.
 - b. The funds for this Guideline are covered by the MOE project subsidy or the annual budget of the school funds.

Notes on Mandarin Courses for International Students

International students who register for Mandarin Courses(note1) at NKUHT are assigned by Language Center based on their Chinese placement test results. International students must fill out an "Add/Drop Form" for their Mandarin Courses in the Language Center during the add/drop period at the beginning of the semester. However, students may add/drop a Mandarin Culture Course(note2) online or by coming to the Language Center for assistance.

- a. Freshman Students: For the first and second semesters, the Language Center will assign international students to proper Mandarin Courses based on their Chinese placement test results. International students who do not want to take a Mandarin Course must go to the Language Center to fill out an "Add/Drop Form" to drop the course.
- b. Sophomore, Junior, and Senior Students: International students who want to take a Beginning, Intermediate, or Advanced Mandarin Course need to fill out an "Add/Drop Form" in the Language Center.
- c. Mandarin Culture Courses: The courses are only available for international students who are in their sophomore, junior, and senior years.

Notes:

1. Mandarin Courses: Basic Chinese, Intermediate Chinese, and Advanced Chinese

2. Mandarin Culture Courses: Taiwan Food Culture, Taiwan Folklore and Religion, Taiwan History and Geography,

Taiwan Popular Drama, Taiwan Modern Art, Contemporary Democratization in Taiwan, Applied Chinese in Restaurant and Culinary Arts, Applied Chinese in Tourism and Hotel, Pop Music Culture, Applied Mandarin for Hotel and Leisure, Current Affairs and international outlook, Applied Mandarin in Restaurant and Culinary Arts(I), Applied Mandarin in Restaurant and Culinary Arts(II), Drama and Film Culture, Applied Mandarin in Tourism.

General Affairs Office

Environment Safety and Sanitation Section (ext.15603)

1. Recycle & Keep Clean Precautions on campus

- Recycle trash

Trash classify into “Recycle”, “Kitchen waste recycling” and “General garbage” also separate deal with and put them into bag to Resource recovery field, Checking by Broken bag. Violator will may issue a fine of NT\$1,200 to NT\$6,000

- Cause messy of penalize

Please follow the rules put trash, kitchen waste and waste on particular location.

If have jettison, depose and improper transfer with abandon further bring about greasy on the ground, will receive severe punishments.

- Location & Rules

(1). Recycle bucket location

Building	Location
Administration Building	1F~4F ,7F pantry room
Instructional Building	1F beside elevator
Humanities Building	1F to 2F stairs corner
International Building	1F stairs

(2). General garbage & Recycle transfer to resource recovery field and follow the rules conduct recycling.

(3). Kitchen waste & Waste oil : “Kitchen waste recycling area” and Waste oil storage setting on professional building (I).

If have jettison with abandon further bring about greasy, will receive severe punishments.

- Student applied for parking permit

1.Procedure : First to lodging counseling section download application form → Fill out complete application form → pay the fee on machine (Administration Building 1F) → take the receipt and application form to Environment Safety and Sanitation Section.

2.Time : 9:00a.m. – 15:30 p.m.

(pay the fees before 16:00p.m. to accounting office)

3.Parking permit fees : automobile NT\$750, scooter NT\$150