International Program on
Urban Governance
at National Taipei University

Important Information for IPUG Students

Fall Semester, 2023

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112 學年度第 1 學期重要事件時程表

Reminders for Fall Semester, 2023

Date (MM/DD)	事件 Events	備註 Notes
08/01-08/07	第一次選課 Course Selection (First time)	Earlier registration online* *2nd year/semester students only!
08/22-08/28	第二次選課 Course Selection (Second time)	Standard registration online
09/4	112 學年度新生體檢 Fall 2023 Freshmen/new graduate student 2023Health Check	Deadline for Health Check. For more details: https://cms-carrier.ntpu.edu.tw/uploads/3_112_dc21585115.pdf
09/06	註冊繳費截止 Deadline for Registration Payment	Registration fee and credit fees (for the courses that you added in Aug.)
09/11	開學日 Class Begin	
09/12-09/21	課程加退選 Add/Drop Period 抵免學分受理 Deadline for courses Waiver Application	Deadline for adding and dropping courses!
09/23	補班(補 10/9 調整放假) Make-up work day!(for 10/9 adjusted day off)	You may need to check with your professors if they teach 10/9 courses on 9/23.
09/27	全校補辦註冊日 Deadline for Late Registration	Last opportunity for register fall semester.
09/26-10/03	線上選課確認 Confirmation of Course Selection	Remember to confirm your courses online, school will charge credit fees accordingly.
09/29	中秋節放假一天 Mid-Autumn Festival/Moon Festival	Happy Mid-Autumn Festival! No Classes!
10/09	調整放假一天 Adjusted day off (make-up work day on9/23)	Adjusted day off! No Classes!
10/10	國慶日放假 National Day	Holiday! No Classes!

Date (MM/DD)	事件 Events	備註 Notes
10/21	運動會 NTPU Sports Day	Let's run/walk together!
10/30-11/03	期中考週 Mid-term Exam Week	
11/01	校慶日 NTPU Anniversary	
11/06-11/17	申請棄修課程 Course Withdrawal Period	Give Up Courses without credit fee refund! (will have a "W" for the course on your transcript.
11/06-11/19	加退選學分費繳費 Add/Drop Credits or Payments	Refund or credit will be sent and payment is required for courses add/drop before Sep.21, 2023.
Date TBA (in December)	112 學年度第 2 學期宿舍申請 Dormitory Application for Next Semester	For precise date and more detail information, please contact to Student Housing Section or your dorm manager.
12/25-12/29	期末考週 Final-exam Week	Hoping you pass your test with excellence!
12/26-01/02	112 學年度第 2 學期第 1 次選課 Course Selection for Spring Semester 2024 (First time)	Earlier registration online* *for 2nd year/semester and up students only!
01/01	元旦暨開國紀念日放假一天 National Founding Day / New Year's Day	Holiday! No Classes!
01/02-01/12	彈性補充教學 Flexible Supplementary teaching week	This can be flexible.
01/12	最後上課日 Last Day of Classes (fall semester)	
01/15-02/18	寒假 Winter Vacation	
01/16-01/22	112 學年度第 2 學期第 2 次選課 Course Selection for Spring Semester 2024(Second time)	Standard registration online
01/31	碩士班論文考試截止日 Last day for your thesis defense	Don't wait until the last day, please.
02/09-02/14	春節 Chinese New Year	Holiday!

Date (MM/DD)	事件 Events	備註 Notes
02/19	112 學年度第 2 學期開學日 First Day of The Class of Spring Semester 2024 Starts First Day of Class	
02/21	112 學年度第 1 學期最後離校日 Last day of your fall semester 2023 school leaving process	Need to pay tuition basis fee of spring 2024, if you failed to complete the school leaving process.

Curriculum Information

A. Degree Requirements

1. Credit Requirements

   Credit requirements for students enrolled after academic year 2020 (inclusive): **28 credits** (including graduation thesis 0 credits), in which **10 credits** are required courses (Mandarin (I) and Mandarin (II) are both 0 credits) and the remaining **18 credits** are elective courses.

2. Notice

   Before course selection: Please discuss the courses that you plan to register for with an IPUG academic advisor or your thesis supervisor.

   After course selection: Please print out the confirmation list and obtain the approval (that is, the signature) from an IPUG academic advisor or your thesis advisor.

   Students who take courses at departments (institutes) outside of the IPUG must acquire permission from his/her academic advisor or thesis advisor, and submit the course selection list with the academic advisor or thesis advisor's signature to the IPUG. The credits of the course can be counted toward graduation credits, but this is limited up to three credits (one course).

3. Academic Research Ethics Education Course

   Students who are enrolled in the master's program or doctoral program must complete the **Academic Research Ethics Education Course** (https://ethics.nctu.edu.tw) and obtain at least a passing grade. Students who have not completed the course are not allowed to apply for oral defense.

4. Thesis originality and plagiarism check

   Students must submit their thesis to the **NTPU Turnitin Originality Check System** to check the originality and plagiarism. And the originality check report must be submitted to the student's supervisor(s) and the thesis defense committee before the thesis oral defense.

B. Required Courses

	Name of Courses	Number of Credits
1.	Theory and Practice of Governance	2
2.	Research Methodology	2
3.	Quantitative Data Analysis*	2
4.	Qualitative Research Methods*	2
5.	Sustainable and Resilient Cities	2
6.	Seminar on Urban Governance I	2
7.	Mandarin 1	0
8.	Mandarin 2	0

*Choose between "Quantitative Data Analysis" and "Qualitative Research Methods"

C. Elective Courses

The availability of elective courses is subject to the course schedule for each semester.

Sustainability Management Track		
	Name of Courses	**Number of Credits**
1.	Seminar on Urban Governance II	2
2.	Resilience Theory in Urban Planning & Design	3
3.	Seminar on Urbanization and Global Climate Change	2
4.	Sustainable Development: Theory and Practice	2
5.	Seminar on Disaster Management	2
6.	Sustainable Development	2
7.	Principles of Ecology	3
8.	Green Environmental Management	3
9.	World Cultures and Sustainable Development	2
10.	International Social Work	3
11.	Sustainable Urban Tourism	3
12.	Urban sociology and community resilience	3
13.	Mobility and Urban Cultures	3
14.	Urban Environments and Human Experience	3

Real Estate Management Track		
	Name of Courses	**Number of Credits**
1.	Compact City and Mixed-use Development	3
2.	Seminar on Real Estate Appraisal	2
3.	Seminar in Housing Policies	3

4.	Real Estate Case Study	2
5.	Advance International Real Estate Case Study	2
6.	Global Housing Policies	2
7.	International Property Valuation and Use	2
8.	Urban Geography	3
9.	Alternative Human Habitat- Practice and Policy	2
10.	Social Housing Policies and Strategies	2
11.	Theory & Practice of Urban Design I	2

Big Data Analytics Track		
	Name of Courses	**Number of Credits**
1.	Satellite Positioning System	2
2.	Principles and Applications of Geographic Information Systems (GIS)	2
3.	Management Information System	3
4.	Machine Learning	3
5.	Data Mining	3
6.	Artificial Intelligence	3
7.	Artificial Intelligence for Text Analytics	3
8.	Big Data Analysis	3
9.	Software Engineering	3

Smart City & Urban Governance Track		
	Name of Courses	**Number of Credits**
1.	Cities and Complexity	2
2.	Topics in Urban Public Finance	2
3.	Topics in Urban Economic Development	2
4.	Health Economics and Policy	2
5.	Behavior Planning Theory	2
6.	Public Choice	3
7.	Urban Planning and Public Health	2
8.	Seminar on Local Governance	2
9.	Newly Industrialized Countries and Regional Political Economic Development	3
10.	Introduction to European Integration	2
11.	Economic and Monetary Union	3
12.	City Diplomacy	3
13.	Creative Cities	2
14.	City Competitiveness and Urban Marketing	3
15.	Globalisation and Geopolitics	3

Others		
	Name of Courses	**Number of Credits**
1.	Independent Study I	2
2.	Independent Study II	2
3.	Field Practice	2
4.	Decision-Making Theory and Analysis	2
5.	Mandarin 3	0
6.	Mandarin 4	0

城市治理英語碩士學位學程112學年第1學期課表
IPUG Course List of Fall 2023

	Time \ Day	Monday	Tuesday	Wednesday	Thursday	Friday	Satursday
1	(8:10-09:00)			M5336 P2F01 國際住宅政策 Global Housing Policies (2) 彭建文Chien-Wen Peng			M6014* 論文 Thesis (0) For the Year 3 & 4 students and student only need one course to maintain the student status
2	(9:10-10:00)	M5054 P1F12 永續都市觀光 Sustainable Urban Tourism (3) Tamara Klicek	M5227 E1F10 機器學習 Machine Learning (3) 楊棧雲 Chan-Yun Yang	M5265 B2F02 人工智慧文本分析 Artificial Intelligence for Text Analytics (3) 戴敬育 Min-Yuh Day	M5139 P1F12 都市社會學與社區韌性 Urban sociology and community resilience (3) Michal Grzegorzewski楊明浩	M5041 S2F03 國際社會工作 International Social Work (3) 魏希聖 Hsi-Sheng Wei	
3	(10:10-11:00)	M5102&M5118* S2F08 華語一 &華語二 Mandarin 1 & 2 (0) TBA	M5076* P2F26 城市治理專題(一) Seminar on Urban Governance I (2) 邱淑宜Shu-Yi Chiu/彭建文Chien-Wen Peng/楊臻欣Jen-Shin Yang	M5105* C1F08 量化資料分析 Quantitative Data Analysis(2) 王千岳Chian-Yue Wang	M5179 P2F26 城市治理與公共衛生 Urban Planning and Public Health (2) 翁仲邦Chung-Bang Weng		
4	(11:10-12:00)						
	12:00-13:00	LUNCH BREAK					
5	(13:10-14:00)	M5082* S1F11 研究方法 Research Methodology (2) Thijs Velema韋岱思/Michal Grzegorzewski楊明浩	M5044* P2F06 治理理論與實務 Theory and Practice of Governance (2) 鄧彭元Chen-Yuan Teng/Tamara Klicek	M5102&M5118* S2F08 華語一 &華語二 Mandarin 1 & 2 (0) TBA	M5240 E1F02 資料探勘 Data Mining (3) 戴志華 Chih-Hua Tai	M5124 S1F01 人類居住環境替選方案實例與政策 Alternative Human Habitat-Practice and Policy(2) Chantalle Rietdijk 李莎蕊	M5283&M5286 S1F10 華語三、四 Mandarin 3 & 4 (0) TBA	M5335 獨立研究 Independent Study I (2) 邱淑宜Shu-Yi Chiu
6	(14:10-15:00)		M6066 B5F25 綠色環境管理 Green Environmental Management (3) 陳宥杉 Yu-Shan Chen					
7	(15:10-16:00)	M5007 S1F11 進階國際不動產個案研究 Advance International Real Estate Case Study (2) Chantalle Rietdijk 李莎蕊	M5018 P2F08 城市外交 City Diplomacy (3) Tamara Klicek	M5185 S1F11 全球化與地緣政治 Globalisation and Geopolitics (3) Chantalle Rietdijk 李莎蕊			M5283&M5286 S1F10 華語三、四 Mandarin 3 & 4 (0) TBA	
8	(16:10-17:00)	M5003 P1F01 創意城市 Creative Cities (2) Tamara Klicek						
9	(17:10-18:00)							

Notes:

1. M0000->course number
2. Course name (credits)
3. *Required courses
4. Classroom (ex. P5F13->Room 13 on 5th floor, the Building of Public Affairs)
5. Started from spring 2023, you can choose Quantitative Data Analysis or Qualitative Research Methods to take, depends on how you plan to do your research. (If you'd like to take both, it's fine, too)
6. M5283& M5286 Mandarin 3& 4 are free of charge to take with 0 credit. However, you have take both of them together.

- 共同必修 Required
- 大數據分析 Big Data Analytics
- 永續管理 Sustainability Management
- 智慧城市與都市治理 Smart city & Urban Governance
- 不動產管理 Real Estate Management
- 其他 Others
- 論文 Thesis for the Year 3 & 4 students

B: Business Building
C: Computer Center
E: Electrical Engineering Building
H: Humanities Building
P: Public Affairs Building
S: Social Sciences Building

A two-year schedule for students at
International Program on Urban Governance

* Please refer to NTPU academic calendar for the specific dates or deadlines.

Semester	Month	Reminders
First semester	Sept.	1. Registration (Tuition Payment) 2. Apply for Alien Residency Certificate (ARC) 3. Course selection (approved by IPUG Academic Advisor /Mentor) 4. Deadline of course selection
	Oct.	
	Nov.	1. Credit fee payments 2. Course dropping (after mid-term exam) 3. Study plan Preparing
	Dec.	1. Dorm application of next semester **2.** Dorm application of winter holiday period if necessary
Winter Break!		
Second semester	Feb.	1. Registration (Tuition Payment) ★ Registrar punctually. No delay cases would be accepted (please back to campus before registration date) 2. Course selection (approved by IPUG Academic Advisor /Mentor) 3. Deadline of course selection
	March	
	April	1. Credit fee payments 2. Course dropping (after mid-term exam)
	May	1. Dorm application of summer holiday period if necessary
	June	1. Course selection for next semester 2. **Find a thesis advisor** (Hand in supervisor-student agreement)
Summer Vacation		
Third semester	Sept.	**1. Extend your ARC** 2. Registration (pay tuition) (Tuition payment) 3. ★Registrar punctually. No delay cases would be accepted 4. Course selection (approved by Thesis Advisor/ Mentor) 5. Deadline of course selection
	Oct.	

Semester	Month	Reminders
	Nov.	1. Credit fee payment 2. Course dropping (after mid-term exam) 3. IPUG Application Form for Proposal Defense
	Dec.	1. Proposal defense (the interval between proposal defense and thesis defense is three months) 2. Dorm application of winter holiday period if necessary 3. Dorm application of next semester
	Jan.	
Winter Break!		
Fourth semester	Feb.	1. Registration (tuition payment) 2. ★ Registrar punctually. No delay cases would be accepted 3. Course selection(approved by Thesis Advisor/ Mentor)
	March	
	April	1. Credit fee payment 2. Course dropping (after mid-term exam)
	May	1. Dorm application of summer holiday period if necessary
	June/July	1. NTPU Thesis Defense Application Form /Thesis defense before July.31 (the interval between proposal defense and thesis defense is three months) 2. Thesis revising and upload to system (please provide the **exact day** to your Program Coordinator) 3. School leaving process (please provide the **exact day** to your Program Coordinator)
Summer Vacation Say Goodbye to IPUG!		

Course Selection and Registration

1. Before course selection: Please discuss the courses that you plan to register for with an IPUG academic advisor, mentor, or your thesis advisor.
2. After course selection: Please print out the confirmation list and obtain the approval (that is, the signature) from an IPUG academic advisor, mentor, or your thesis advisor.

Graduation Process

Regarding the details of graduation process, please refer to the "**IPUG self-check list for thesis and graduation process.**"

Regulations

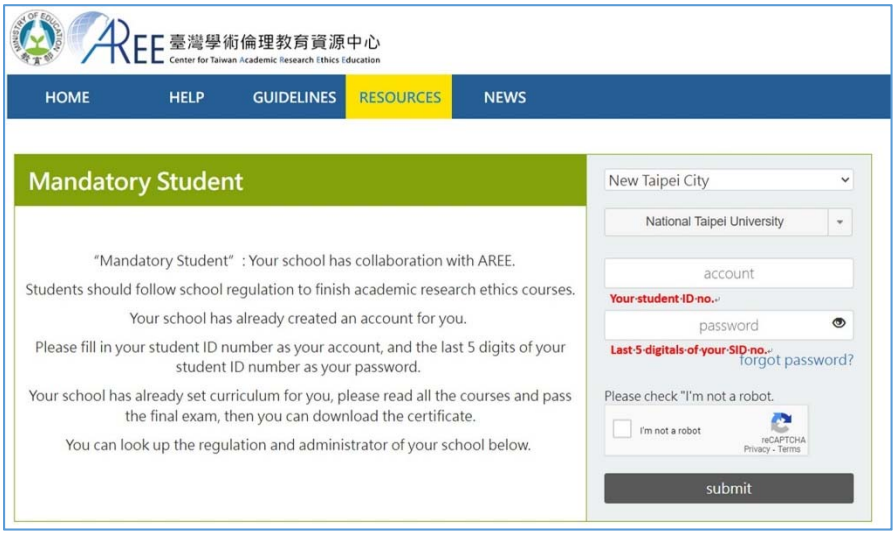
1. Please refer to the IPUG website “Bylaws”.
2. If discrepancies exist between the Chinese statement and the English statement, the Chinese statement applies.
3. For the latest version, please contact IPUG office.

Important Notice of Thesis Regulations

1. Students that are enrolled in the graduate and doctorate programs must complete **Academic Research Ethics Education Course**. Please refer to the following route to take the online course: Student information system/Academic resource/Academic research ethics education site. Students that have taken the course must obtain at least a passing grade for the course’s test. Students that have not completed the course are not allowed to apply for Oral Defense.

   The Taiwan academic research ethics education website (This account will be invalid automatically after a year. To apply it again is a hassle and will take a lot your time, so finish it at your first year.)：https://ethics.nctu.edu.tw/

   Login in with following information:
   Identity: Mandatory Student
   Account: Student number
   Password: Last five numbers of your student number



   After you pass the online exam, please print out the proof of course completion and hand in to the IPUG office.

2. Students must submit their thesis to the *NTPU Turnitin Originality Check System* (http://www.lib.ntpu.edu.tw/Eng/E-resources/turnitin.php) to check the originality and plagiarism. And the originality check report must be submitted to the student's supervisor(s) and the thesis defense committee before the thesis oral defense.

城市治理英語碩士學位學程 學生論文與畢業流程自我檢核表
IPUG self-check list for thesis and graduation process

學號 Student number：_____姓名 Name：

Steps	Items	To-do list	Suggested time of "mission accomplished"	Check
1	Find your thesis advisor	Submit the **student supervisor agreement** to the IPUG office.	By the end of the second semester after your enrollment	
1.1	Pass Ethics test	Complete Academic Research Ethics Education Course (https://ethics.nctu.edu.tw). Students that have not completed the course are not allowed to apply for Oral Defense.	Get it done in the first year!!!	
Proposal Defense				
2	Proposal Defense	※ Apply to the IPUG office of your date of proposal (please get the approval from your advisor first) ※ Contact your professors ※ Arrange and check TIME and PLACE ※ Register for empty classroom ※ Send the Committee Member Invitation Letter (on your own) ※ The interval between proposal defense and thesis defense should be THREE months at least.	The sooner, the better	
3	Preparation	※ Confirm the following info to the IPUG office 1. Time, date and place 2. Thesis topic 3. Phone numbers and names of your committee members and their title. ※ Apply for the parking permit for non-NTPU faculty committee members (If he/she drives a car)	30 days before proposal	
4	On proposal defense day	※Send reminder and your thesis proposal to your committee member ※ Prepare ALL the equipment and things you need in proposal defense ※ Prepare Thesis Proposal Evaluation Sheet for each of your committee members ※Only voice recording is required!	1~3 days before proposal	

Steps	Items	To-do list	Suggested time of "mission accomplished"	Check
Thesis and Thesis Defense!				
5	Before Defense Application	※ Complete the Academic Research Ethics Education Course (https://ethics.nctu.edu.tw) and obtain at least a passing grade.	Ignore it, if you have already taken the course.	
6	Preparation for Defense	※ Apply for your thesis defense (please get the approval from your advisor first) 1. Apply to the IPUG office of your actual date/time and place of thesis defense 2. Submit your **NTPU Thesis Defense Application Form** (two identical copies) with your TRANSCRIPT ※ Apply for the parking permit for non-NTPU faculty committee members (if he/she drives a car.) ※ Arrange and confirm TIME and PLACE and make sure that all the committee members know the information. (another invitation letter)	At least 30 days before thesis defense	
7	Preparation for Defense	※ Send thesis to committee members (aka a reminder) ※ Submit the Turnitin originality check report to committee members.	At least 7~14 days before defense	
8	Preparation for Defense	※ Please prepare the following forms： 1. IPUG Verification Letter from the Oral Examination Committee (one copy) 2. Notification of Thesis Defense Results (two identical copies) ※ Please check the place and all the equipment before the thesis defense.	2～3 days before defense	
9	Attention for Thesis Defense	※ Please arrive earlier and get everything ready ※ Pick up the committee members ※ Record (voice recording and **a note taker**, please ask someone to help out)	The very day of Thesis Defense	

Steps	Items	To-do list	Suggested time of "mission accomplished"	Check
10	Things to complete right after your thesis defense	※Make sure to collect signatures from all committee members and submit the following forms: 1. Notification of Thesis Defense Results (Grade Report) on 2 identical sheets, to be signed by your Advisor, Committee members, and the Director of IPUG. 2. Score letter must be sealed by chairperson (not your advisor) with envelope. 3. IPUG Verification Letter from the Oral Examination Committee 4. Defense record page (note taker should sign up) 5. Expense list 6. Envelope of IPUG ※ Clean up the classroom and return equipment ※ Hand in examiner comments tablet to supervisor.(If required)	The very day of Thesis Defense (There is no responsibility of IPUG if students of delayed hand in documents and led to defer graduation.)	
Thesis Revision and Finalization				
11	Thesis Revision	※ Do follow the format that IPUG requires ※ Insert the watermark of NTPU on thesis ※ REVISION： 1. Hand in "Examiners comments table" to IPUG office after gaining agreement of supervisor. (If required) 2. Receive "Signature page of committee" from the head of IPUG. 3. Content order: Cover, acknowledgement, verification letter, Chinese abstract, English abstract, table of content, chapters, references, appendices and copyright declaration.	In 2 weeks (after thesis defense)	
12	Thesis Upload PART I	※ Upload your thesis (with cover page) to **National Digital Library of Theses and Dissertations in Taiwan.** Before your supervisor agrees to upload your thesis, you can't upload it. This should be the final version. 1. Get an account for uploading system 2. Follow the steps as the system requires and upload your thesis. (DO MAKE SURE EVERY DETAILS ARE CORRECT, if you occur any issue, please contact IPUG office ASAP.) 3. It takes 2-3 days for the system to verify your thesis.	In 3 weeks (after thesis defense)	

Steps	Items	To-do list	Suggested time of "mission accomplished"	Check
Time to leave the IPUG and NTPU!				
13	Leave the IPUG	※Things you need to turn in: 1. Five hard copies of thesis, with **green-colored cover**. *Turn in 4 to IPUG (3 for IPUG to keep, 1 for our registration section. We'll give to the registration later.) *Give 1 to the library. *If you'd like to provide one to your advisor, you'll need six copies.) 2. A PDF file of your full thesis to IPUG office. 3. Clean up your stuff in STUDY ROOM 4. Erase the card key of STUDY ROOM (your coordinator will do that)	By the end of August/February or Early September/March	
14	Leave the NTPU	※ Confirm the leaving process via student information system: 1. The result of your thesis defense already was informed to Registration Section 2. You have all the grades for each course 3. You reach the requirement of the credits 4. Books are all returned to the library 5. Bring your student ID card to Registration Section to finish the procedure. 6. Complete the IPUG Graduation survey 7. Get your diploma	complete the procedure a week before the registration day for next semester	

Tuition, on-campus Accommodation, and Other Fees (for reference)

1. The following fees apply to one semester only in 2023. The up-to-dated tuition and fees will be announced at the NTPU website.
2. All fees shown are in New Taiwan Dollars (NTD). There are 2 semesters in each year.

- **International Graduate Students**

Faculty/Program		Electrical Engineering and Computer Science	Business	Law, Public Affairs, Social Science, Humanities, IPUG
Graduate	Basic Tuition fees	24,620	21,320	21,000
	Unit Basis	2,980	2,980	2,980

∗A graduate student will be charged both basic tuition fees plus extra credit fees (that is, the number of credits taken times the unit basis). For instance, the extra credit fees for a 2-hour class would be NTD 5,960 (2,980x2).

∗A graduate student who extends his or her graduate study for an additional year only to complete his or her thesis will only be charged basic tuition fees.

※MOFA Taiwan Scholarship Students have the same tuition rates as the local students.

- **On-Campus Accommodation**

A. Fees

◎The rates listed below are for reference only and may change every year.

	Sanxia Campus	
	Male	Female
Graduate students （According different dormitory）	NT$13,200- NT$17,075	NT$11,000- NT$17,075

◎Additional Fees

1. Deposits of NT$2,000 (Refund after dormitory check out).
2. Electric bills for over basic units
3. Internet fees
4. Internet fees will be charged additionally during summer or winter vacation.

B. Living Environment

Please refer to the following website for more information about the dormitory:
http://www.ntpu.edu.tw/admin/a8/org/a8-9/intro3.php

C. Information about Off-campus Accommodation

The University does not assist students with finding off-campus housing, but it does host house rental fairs and provide a house rental website:
https://house.nfu.edu.tw/NTPU

D. Food Service Facilities:

A food court and a convenience store at Mind Lake Hall on Sanxia campus.

- **Others**

Computer access fee (only for the 1st two semesters):

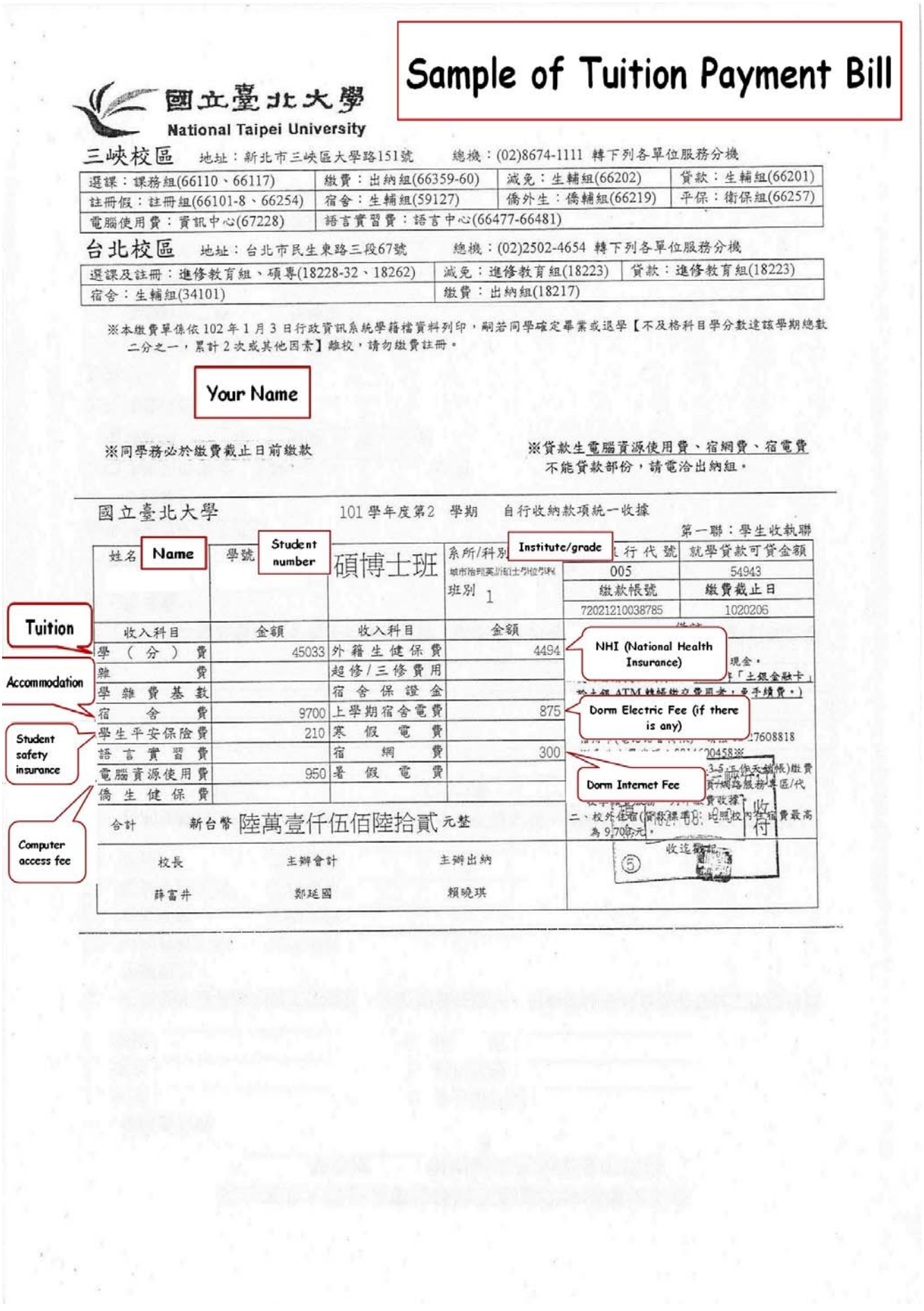
◎Graduate students: NT$ 1,900 per semester.

Quick Link: https://reurl.cc/qNrm7y (also payment QR) →
Land Bank Payment System →Log into the system

Step1: Long in the system

Step2: Click to download and print the payment sheets (tuition, dorm).

Step3: Print them out. The payment sheet is like the one displays:



Cell Phone Information

- Most of our students choose to own a cell phone plan in Taiwan. Most of the plans are required to sign an at least 2-year contract for the lowest service charge or the highest discount rate on purchasing a new cell phone. A monthly service fee will be charged accordingly. An extremely high early termination fee may occur if you ended your contract earlier. You can also choose a “pre-paid” plan which you buy minutes in advance.

- In Taiwan, almost any kind of cell phones are sim-card changeable. That is, you don’t have to buy a new cell phone when you decided to switch to a new cell phone carrier. The new cell phone carrier will provide a new sim card to you.

★ Local providers include Taiwan Mobile, Far eastone, Chunghwa, and so on. Also refer to NTPU Handbook for International Degree Student 2022/2023 Page 50-51 for more details.

NHI Card Functions

1. **Prescription and examination Records**
   The NHI card stores records of medication usage and past examinations for doctors to use as a reference when they treat a patient so that they don't duplicate prescriptions or examinations. This helps safeguard patient safety, improve health care quality and reduce medical waste.
2. **Treatment Records**
   The NHI card serves as the authoritative record of treatment under the National Health Insurance program, recording all doctor visits. When a patient receives health care, an allotted visit is normally deducted from the card, but if the attending physician enters on the card "clinic referral," "post surgery outpatient follow-up visit," or "hospitalization clinic follow-up visit," the subsequent visit is not deducted from the card total.
3. **Catastrophic Illness Record**
   Records of a patient's catastrophic illness are directly entered into the NHI card, enabling patients with such illnesses who present their NHI card when getting care for the designated disease to be treated without having to pay a copayment.
   Individuals covered by the National Health Insurance Program who have applied for and received catastrophic illness certification can ask clinics or hospitals to update their NHI cards if the cards do not include the catastrophic illness information. Cards can also be updated to include the catastrophic illness designation at any location where a card reader is available, such as any National Health Insurance Administration regional divisions or village, town, city or area administrative office. For more information, please check:

   - National Health Insurance Administration of Ministry of Health and Welfare
   - NHI Card

Remember to Bring Your National Health Insurance Card When Visiting a Doctor

Whether you are visiting a doctor, picking up your prescription, or undergoing a medical examination, you must bring your National Health Insurance card to any contracted health care institution (identified by the National Health Insurance logo in their doorways) in order to be treated under the health insurance program. You will be required, however, to pay a registration fee and copayment.

If you don't have your National Health Insurance card with you when visiting the doctor, you must first pay all medical expenses out of your own pocket. But you can have the expenses, minus the required copayment, refunded if you bring your National Health Insurance card and receipt to the health care institution where you were treated within 10 days.

Contact Information (updated on August, 2023)

Emergency contact numbers	**Dial**
Police	110
Fire, Ambulance, and General Emergency	119

IPUG			
Office/Section	**Phone/ extension number (dial the extension number directly when using on-campus telephone)**	**Responsibility**	**Location**
IPUG Director's Office (Director:Shu-Yi Chiu)	+886-2-8674-1111 # 66814 +886-2-8674-1111 # 67237		Room 412, 4th floor, Building of College of Social Sciences
IPUG Office (Coordinator: Ginger Chen-Chi Kao)	+886-2-8674-1111# 67207 ipugmuc@gm.ntpu.edu.tw	Everything related to IPUG!	Room 419, 4th floor, Building of College of Social Sciences
IPUG Professor's Office (Tutor: Tamara Klieck)	+886-2-8674-1111# 67069 tamkli@gm.ntpu.edu.tw		Room 639, 6th floor, Building of College of Social Sciences
IPUG Professor's Office (Tutor: Michal Grzegorzewski)	+886-2-8674-1111# 67070 mjgrze@gm.ntpu.edu.tw		Room 638, 6th floor, Building of College of Social Sciences
IPUG Study Room 522 IPUG Study Room 527 IPUG Study Room 525	+886-2-8674-1111# 67219 +886-2-8674-1111#67110 +886-2-8674-1111# 67111		Room 522, 5th floor, Room 527, 5th floor, Room 525, 5th floor, Building of College of Social Sciences

Administrative Sections on NTPU campus			
Office/Section	**Phone/ extension number (dial the extension number directly when using on-campus telephone)**	**Responsibility**	**Location**
Dormitory Section	+886-2-8674-1111 # 59127	-student accommodation -beds and roommates	1st floor/ground floor, Glorious Morn Building
Admission and General Affairs Section	+886-2-8674-1111 # 66121	-enrollment	3rd floor, Administration Building (Office of Academic Affairs)
Registration Section	+886-2-8674-1111 # 66107	-diploma/transcript/enrollment certificate application -registration (student ID)	
Curriculum Section	+886-2-8674-1111 # 66114	-student information system account problem -course adding/dropping	
Office of International Affairs (O.I.A)	+886-2-8674-1111 # 66217	-activities related to international students -dormitory application (new student only) -personal insurance (new student only) -visa, ARC, and NHI -MOE scholarship	4th floor, Administration Building

Administrative Sections on NTPU campus			
Office/Section	**Phone/ extension number (dial the extension number directly when using on-campus telephone)**	**Responsibility**	**Location**
Chinese Language Center	+886-2-8674-1111 # 66954	-Mandarin class	Room 6F33 6th floor, Humanities Building
Office of Military Training	+886-2-8674-1111 # 66233 +886-2-8674-1111 # 66227	-information of off-campus accommodation -safety maintenance -emergency contacts	2nd floor, Administration Building (Office of Student Affairs)
Cashier Section	+886-2-8674-1111 #66359	-tuition payment billing	1st floor/ground floor, Administration Building
Library Circulation Section	+886-2-8674-1111 # 68326	-book circulation	1st floor/ground floor, Library
Computer Center	+886-2-8674-1111 # 68222	-on-campus WIFI	Computer Center

International Program on Urban Governance, International College of Sustainability Innovations at National Taipei University
Review Regulations for Foreign Graduate Student Scholarship and Assistantship Applications

Approved at the first meeting of the IPUG in the 2011 academic year
Article 7 amended and approved at the third meeting of the IPUG
Articles 2, 3, 4, 8, and 9 amended and approved at the first meeting of the IPUG in the 2012 academic year
Article 7 added and approved at the third meeting of the IPUG for the 2014 Academic Year
Article 7 amended and approved at the fifth meeting of the IPUG for the 2014 Academic Year
Article 3 amended and approved at the fourth meeting of the IPUG for the 2017 Academic Year
Article 3 amended and approved at the first meeting of the IPUG for the 2018 Academic Year
Article 3 and 8 amended and approved at the second meeting of the IPUG for the 2018 Academic Year
Article 1 amended and approved at the first meeting of the IPUG for the 2019 Academic Year
Article 4 and 6 amended and approved at the second meeting of the IPUG for the 2019 Academic Year
Article 5 and 6 amended and approved at the sixth meeting of the IPUG for the 2020 Academic Year
Article 3 amended and approved at the third meeting of the IPUG for the 2023 Academic Year

Article 1 To encourage foreign students to study at the International Program on Urban Governance (hereafter referred to as the IPUG), International College of Sustainability Innovations at National Taipei University (NTPU), the IPUG stipulated the "IPUG at NTPU Review Regulations for Foreign Graduate Student Scholarship and Assistantship Applications" (hereafter referred to as the Regulations) based on Article 7 of the "NTPU Implementation Methods for Graduate Student Scholarship and Assistantship Applications."

Article 2 The funding sources of scholarships and assistantships for foreign graduate students regulated in accordance with the Regulations are special subsidies from the school endowment fund and allocations and fundraising monies collected by the IPUG from within or outside NTPU.

Article 3 The scholarship and assistantship application qualifications and regulations for each academic year are listed below:

3.1 Scholarships:

(1) Qualifications: Full-time foreign graduate students who have registered at the IPUG are eligible for scholarships. However, those who have domestic or international scholarships are ineligible for this scholarship. Nevertheless, the receipt of MOE Taiwan Scholarship could receive the program scholarship subsidy that covers the portion of their basic tuition and fees and the credit fee required for graduation exceeding NTD 40,000 per semester. Newly registered students should file an application before enrollment.

(2) Types of scholarships:

1. Full scholarships: Reduction or exemption from tuition including miscellaneous fees, credits fees required for graduation (up to 15 credits per academic year) and housing fees and a semester-based living expenses subsidy for the subsidized period.
2. Partial scholarships: Exemption or partial reduction of tuition or other awards at certain fixed amounts during the subsidized period.

(3) Scholarship approval period: Funding is assessed and approved for one academic year at a time.

(4) Scholarship distribution methods: Tuition required for each semester is allocated through the special fund designated by the Regulations. Subsidies for living expenses each semester and other fixed-amount subsidies are awarded and distributed per month. Subsidized months are March to June for the first semester, and September to December for the second semester. If the subsidized student is suspended or withdraws from the program, the subsidies are distributed until the month that the suspension or withdrawal comes into effect.

3.2 Assistantships:

(1) Qualifications: Full-time foreign graduate students who have registered at the IPUG are eligible for this assistantship. Newly registered students should file an application before enrollment.

(2) Types of assistantships:

1. Master's program assistantships: Distribution is based on scholarship and assistantship allocation funds of the IPUG.
2. Assistantships for student part-time work: Distribution is based on the funding sources regulated in Article 2 of the Regulations.

(3) Students who receive these assistantship subsidies should help manage commonly assigned tasks at the IPUG and assist in related teaching, research, or administrative work.

(4) The amount and period for assistantship subsidies is dependent on the allocation funds of the IPUG received from within and outside the school. The subsidy is awarded based on actual working months.

3.3 Quotas and amounts of scholarships and assistantships awarded each semester are determined after discussion at the IPUG meeting.

Article 4 Methods for applying for scholarships or assistantships, as per the Regulations, are given below:

4.1 Scholarships: Students who enrolled in fall semester/spring semester must submit the "Financial Aid Application Form for Current Students" before April 30th/ October 31st with all related documentation to the IPUG.

4.2 Assistantships: Students who enrolled in fall semester/spring semester must submit the "Financial Aid Application Form for Current Students" before April 30th/ October 31st with

all related documentation to the IPUG.

4.3 Newly registered students may submit an application for scholarships or assistantships by providing the “Financial Aid Application Form for Prospective Students” to the IPUG before enrollment during the admission application procedure.

Article 5 The subsidized quotas of the IPUG awards scholarships and assistantships in each academic year are allocated based on the school budget and adjustable.

Article 6 Foreign graduate student scholarship and assistantship applications for the IPUG are reviewed at the IPUG meeting. The academic or work performance of the recipient during the scholarship or assistantship subsidy period is considered during reapplication and review for their next scholarship or assistantship.

Article 7 A recipient of a partial scholarship, if recommended by his/her thesis advisor, may apply to convert the scholarship to a full scholarship. The application shall be evaluated according to the merit scholarship budget and approved by the IPUG committee. The full scholarship for the academic program shall be awarded to the recipient in the current semester.

Article 8 If a recipient exhibits undesirable academic performance or receives demerits or higher level disciplinary action for violating school rules, under the resolution of the IPUG meeting, the IPUG director may sign an appeal to discontinue the student’s scholarships or assistantships.

Article 9 Foreign graduate students who receive a scholarship or assistantship regulated in accordance to the Regulations may apply for other scholarships or assistantships that are awarded by NTPU in accordance to school scholarship and assistantship review regulations.

Article 10 The Regulations were approved at the IPUG meeting and implemented after being approved by the president of NTPU. All amendments are made following this same procedure.

Regulations Governing the International Program on Urban Governance (IPUG), International College of Sustainability Innovations at National Taipei University

Approved in the 2nd Meeting of the IPUG Committee in the 2011 academic year.

The amendments to Articles 3, 4, 7, 8, and 9 were approved in the 1st Meeting of the IPUG Committee in the 2013 academic year.

The amendment to Article 7 was approved in the 2nd Meeting of the IPUG Committee in the 2013 academic year.

The amendment to Article 2 was approved in the 4th Meeting of the IPUG Committee in the 2013 academic year.

The amendment to Article 7 was approved in the 3rd Meeting of the IPUG Committee in the 2016 academic year.

The amendment to Article 6 was approved in the4th Meeting of the IPUG Committee in the 2016 academic year.

The amendment to Article 7 was approved in the4th Meeting of the IPUG Committee in the 2017 academic year.

The amendment to Article 5 was approved in the 1st Meeting of the IPUG Committee in the 2019 academic year.

The amendments to Articles 1,2 and 6 and deletion of Article 5 were approved in the 2nd meeting of the IPUG Committee in the 2019 academic year.

The amendment to Article 2 was approved in the 4th Meeting of the IPUG Committee in the 2020 academic year.

The amendment to Article 4 and 6 were approved in the 1st Meeting of the IPUG Committee in the 2021 academic year

Article 1 Eligibility for admission and the maximum length of study

(1) Eligibility for admission

Admission to the International Program on Urban Governance (hereinafter "IPUG Program") at National Taipei University (hereinafter "NTPU") is granted only to applicants who meet all the eligibility requirements. The program's admission criteria and related details shall be specified separately.

(2) The duration of study in the IPUG Program is at least two years. In principle, students are forbidden from taking full-time jobs while enrolled in the IPUG Program. If special circumstances apply where a student needs to take a full-time job, that student shall apply to the office of the IPUG Program for permission within one month after the commencement of employment. The office will submit the application for the IPUG Program Committee's approval. The duration of study in the IPUG Program for a student who has obtained permission to keep a full-time job is, in principle, at least three years, and his/her academic advisor and thesis advisor must be informed of said employment.

Article 2 Credits and course selection

(1) To graduate from the IPUG Program, each student must complete at least 28 credits of courses, pass the oral examination for his/her Master's degree and submit his/her thesis to the IPUG Program.

(2) Students who take courses at departments (institutes) outside of the IPUG must acquire permission from his/her academic advisor or thesis advisor, and submit the course selection list with the academic advisor or thesis advisor's signature to the IPUG. The credits of the course

can be counted toward graduation credits, but this is limited to three credits total.

Article 3 Academic advisor

(1) Each graduate student should, within one month after his/her enrollment, courteously request an IPUG faculty member to act as his/her academic advisor. If the student is unable to find an academic advisor during the specified period, his/her mentor for the IPUG shall act as the academic advisor.

(2) The academic advisor will give instructions with regard to learning, course selection and research projects under the IPUG Program until his/her student chooses a thesis advisor.

Article 4 Thesis advisor

(1) Each graduate student should, before the end of the first academic year after his/her enrollment, determine a thesis advisor with the consent of the Director of the IPUG. In principle, the thesis advisor should be a full-time or part-time faculty member of the university. The student should, in the meantime, submit the letter of agreement from the thesis advisor. If a student wishes to invite a thesis advisor from other universities, he/she should provide the reasons and obtain the agreement of the Director of the IPUG.

(2) To replace a thesis advisor, a student shall submit an application to the IPUG Program and do so after obtaining permission from the IPUG Program Committee.

Article 5 Masters Examination Committee

(1) Students taking the IPUG Program should apply for the convening of a Masters Examination Committee one month prior to the examination for a Master's degree.

(2) Each oral examination committee comprises 3 to 5 members recommended by the thesis advisor. One of the committee members who did not serve as the thesis advisor will be appointed the convener and chairperson, hired by the NTPU president at the Director’s request.

Article 6 Master’s Degree Examination

(1) Prior to the master's degree examination, the graduate student should provide a preliminary report on his or her thesis outline. The graduate student can apply for the master’s degree examination only if his or her preliminary report is approved by the preliminary examination committee. Before submitting the degree thesis examination “application”, students must complete the original comparison of the dissertation, using the softwares that are approved by the University. The comparison results (with literature references not included) must be submit to the program coordinator and the advisor(s) and be provided to the examination committee in the degree examination. The master's degree examination should be conducted at least three months after the preliminary report. The student should, with the consent of his or her thesis advisor, submit an integrated research proposal approved by the thesis advisor. The preliminary

examination committee shall comprise three to five members recommended by the thesis advisor.

(2) The master's degree examination shall be held in an open process and shall be audio-recorded. The student shall submit the application form together with the "Academic Research Ethics Education Certificate of Completion" to the IPUG at least one month prior to the examination. An examination may only be held when it is attended by at least two thirds of the committee members.

Article 7 Submitting the Master's thesis for graduation

(1) The master's degree thesis should be prepared according to the format required by the IPUG.

(2) To complete the graduation process, the graduate student should submit to the office of the IPUG five hard copies of his or her master's degree thesis in green-colored covers, as well as one in the form of an electronic file. The student should, in the meantime, authorize the IPUG to publicize the abstract of the thesis on its website.

Article 8 Implementation details not specified in the Regulations shall be based on NTPU's requirements.

Article 9 The Regulations will be implemented after approval by the IPUG Program Committee. Amendments shall be approved in the same fashion.