# Taipei Medical University

# *Registration Guide*

## Enrollment for International Students
## Fall Semester, 2024

# Table of Contents

# Taipei Medical University Fall Semester 2024:
# Information for International Graduate Student Registration

Dear Student,

Congratulations on your admission to the Taipei Medical University! The first day of classes of the Fall Semester 2024 starts on Monday, September 9th, 2024.

New Students must complete registration within the scheduled dates. All rules and information regarding academic and student affairs not only are announced on the official website, but also sent emails registered under your student ID number (student ID number@tmu.edu.tw), such as course selection, credits transfer/waiver, transcript, leave policy and scholarship. Please check your inbox and official website on a regular basis so that you do not miss any important notifications.

In the future, Graduate students have to apply for a thesis/dissertation defense that shall be subject to the following guidelines: (1) Students must successfully complete the course "*Research Ethics*" before applying thesis/dissertation defense, (2) Students must fulfill all the required courses and credits as specified by the relevant regulations of their department, institute, or program. Students can check their progress of credits and requirements by accessing the ***Academic & Student Affairs Information System***. Please refer to *"TMU Implementation Guidelines of Master and Ph.D. Degree Examination"* as well as the specific rules and regulations regarding degree requirements for your program, institute, or department. If you have any question related graduation requirements and the rules of department, kindly contact the administrative advisor or secretary of your department.

• Academic & Student Affairs Information System: https://newacademic.tmu.edu.tw/

## I. New Student Registration

1. Please refer to the following table for dates and information regarding registration for new students.

2. Students are required to log in to the **'Registration Form'** website and fill out all the necessary information. Once completed, and should confirm that all items show **'OK'**, except for the registration section. Print the form for their records in the last step.
   *Registration form* (link)：https://reurl.cc/0j8yRo

3. Students have to visit the Registration Section at TMU **in person** for registration. Please bring printed online *Registration form* as well as the **payment receipt, original copy of your passport, transcript, and certificate for the highest academic degree obtained, both verified by the ROC embassies and missions abroad.** If overdue, admission will be deprived.

4. Students who need to reserve their admission qualification due to personal reasons, must apply online at the Academic & Student Affairs Information System before **September 5th**, **2024**. Please refer to [Appendix] for further instructions. Late application will be deemed to have waived the qualification for admission. Application:
   • Academic & Student Affairs Information System: https://newacademic.tmu.edu.tw/

• **Xinyi campus:** +886 2 27361661   • **Shuangho campus:** +886 2 66202589

| Date | Item | Note | Section |
|------|------|------|---------|
| **2024.08.05 to 2024.09.05** | **Fill in Personal Information & Student Status** | Log into *the Academic & Student Affairs Information System* and complete the following item.<br>• **Link:** https://newacademic.tmu.edu.tw/<br>  \*Account: Student ID<br>   (both upper and lower letters can accept.)<br>  \*Password: tmu+yyyymmdd (birthday)<br><br>1. Fill in "*Personal Information*"<br>  (1) Students should complete it that can choose course, apply credits waiver, etc.<br>  (2) The information is for contact purpose like important notification from TMU, please fill in correctly.<br>  (3) Students can first fill in the contact information in their original country, including residential address and phone number. Upon obtaining ARC, must change that information to Taiwan.<br>2. Fill in *"Student Status"* and click SEND after you complete. | Life Guidance Section ext. 2213 (Xinyi campus) |
| **2024.08.05 to 2024.08.23** | **Upload Photo** | Log into *the Academic & Student Affairs Information System.*<br>Check function under *"Enrollment Status"* →*" Student Photo"* →*" Upload Photo"*<br>• **Link:** https://newacademic.tmu.edu.tw/<br>  \*Account: Student ID<br>   (both upper and lower letters can accept.)<br>  \*Password: tmu+yyyymmdd (birthday) | Registration Section ext. 2110~2118 (Xinyi campus) |
| **2024.08.08 to 2024.09.05** | **Pay Tuitions & Fees** | Print the Bill from the system and complete tuitions & fees payment.<br>• https://eschool.landbank.com.tw/index.aspx<br>• Path: Student Login →Key in *"School Name: 臺北醫學大學"*, student ID, birthday, and captcha →click *"OK"* → click *"列印繳費單"* | Cashier Section ext. 2332 (Xinyi campus) |
| **2024.08.08 to 2024.09.06** | **TMU Student Mental Health Survey** | Please complete the TMU Student Mental Health Survey<br>•**Link:** https://aimh.epc.ntnu.edu.tw/ AIMHtestIndex/userLoginEn<br>• Select *"Taipei"* and *"Taipei Medical University"* from the drop-down menu.<br>  \*Account: Student ID (upper letter)<br>  \*Password: yyyymmdd (birthday) | Student Counseling Center ext. 2237 (Xinyi campus) |

| Date | Item | Note | Section |
|---|---|---|---|
| 2024.08.12 to 2024.09.05 | **Confirm Your Scholarship Type & Your Medical Insurance Status** | Upload your proof documents through the Registration form (https://reurl.cc/0j8yRo) The stipends for TMU scholarship will begin from the month you complete your registration. However, the earliest stipend payment you could receive would be in September. | International Students Section ext. 2691、2710 (Xinyi campus) |
| 2024.09.03 | **Laboratory Safety and Health Training** | • **Date: 2024.09.03**, AM8:40 ~ PM5:00<br>• **Location**：Classroom 2104, 1F, Teaching Building, Xinyi Campus<br>• **Link:** https://im.tmu.edu.tw/course/10225<br>• **Path:** Quizzes after course→2024 Educational Training quiz<br>*Account: Student ID<br>  (both upper and lower letters can accept.)<br>*Password: tmu+yyyymmdd (birthday) | Office of Environmental Protection and Occupational Safety ext. 2041~2044 (Xinyi campus) |
| 2024.08.19 to 2024.09.05 | **Registration in Person** | • **Date**: **2024.08.19 ~ 09.05**, AM9:00~12:00, PM2:00~5:00. Not include holiday & Wed. in summer vacation.<br>• **Location:** Registration Section, 4F., Comprehensive Medical Building (Rear Building), Xinyi Campus<br>• **Documents Required**:<br>  (1) Payment receipt<br>  (2) Registration form<br>    **https://reurl.cc/0j8yRo**<br>  (3) Passport (original and photocopy)<br>  (4) Transcript (original and photocopy) and the certificate for the highest academic degree obtained (original), both verified by the ROC embassies and missions abroad.<br>• **Student ID card**:<br>  After completing registration, please collect your student ID card at the registration office located on the campus where your department is situated when the Fall semester of 2024 begins. | Registration Section ext. 2110~2118 (Xinyi campus) |

## II. Important Dates for New Student

| Date | Item | Note | Section |
|---|---|---|---|
| 2024.08.27 to 2024.08.29 | **Course Pre-Selection** | • **Date: from 9:00 AM, August 27th, 2024 to 5:00 PM, August 29th, 2024**<br>• Please log into the Academic & Student Affairs Information System at https://newacademic.tmu.edu.tw/<br>• Steps: Course Selection→ Course Selection→ Course add/drop | Curriculum Section 6620-2589 ext. 10441 (Shuangho campus)<br><br>Administrative Advisor |
| 2024.09.03 to 2024.09.05 | **Priority Preference Registration** | • **Date: from 9:00 AM, September 3rd, 2024 to 5:00 PM, September 5th, 2024**<br>• Students who select courses whose maximum capacity has been reached must fill in priority preference for selection.<br>• Steps: Course Selection→ Course Selection→ Priority weight | |
| 2024.09.09 to 2024.09.19 | **Course Add/Drop** | • **Date: from 12:10 PM, September 9th, 2024 to 1:00 PM, September 19th, 2024**<br>• Steps: Course Selection→Course Selection→ Course add/drop<br>• To add courses for credit transfer and retake, or elective courses provided by other departments, please add through "Special application for course add/drop"<br>Steps: Course Selection→ Course Selection→ Special application for course add/drop<br>Please be sure to review the Course Selection Related Schedule and precautions for the detailed information.<br>Link: https://aca.tmu.edu.tw/<br>(Office of Academic Affairs/ Curriculum Section/ Latest News) | |
| 2024.09.09 | **First Day of Classes** | Fall semester, 2024 | |

# III. Course Credit Transfer/Waiver

【Notes】

1. Only applicable to credits earned from courses completed before admission to TMU.
2. Course credit transfer must be completed before the application deadline in the academic year of admission. Over-time application will not be accepted.

   If students wish apply for suspension in this semester of admission, they must complete credit transfer before suspension. It will not be accepted after resumption.

   Students who fail to complete applications in accordance with relevant preceding regulations, thus affecting their rights, shall be held liable for the consequences that such actions may cause.
3. Courses taken after admission, including those where students have received grades or dropped out, are not eligible for course credit transfer.
4. If department/ program approves to transfer any course credits of TMU with the course of previous school, whatever the one or combine multiple courses of previous school, this course of previous school will not be approved to transfer anymore.
5. If the credits applied for transfer were included in the graduation requirements for the student's previous degree, the transfer shall not be approved; but the student may be waived from taking the course with the same title with the approval of the department/ program, or academic units deemed relevant. However, the credit must be made up by taking courses assigned by the department/ program.
6. Please refer to the following table for instructions on applications for course credit transfer:

| Application Procedure | Section |
|---|---|
| Students who apply for course credit transfer shall be subject to the following *2 steps*. If the applicant does not complete all steps within the given timeframe, the application will be considered unsuccessful and will not be accepted.<br><br>**1. Online Application**<br> • Link: https://newacademic.tmu.edu.tw/<br> • Check function under *"Choose Course Credit Transfer"* → *"Apply for Course Credit Transfer"*<br> (1) **Date: from 9:00 AM, August 27th to 5:00 PM, August 30th, 2024**<br>    During the applying period, the system opening for 24 hours. The application cannot be changed after submitted. Incomplete application and over-time application will not be accepted.<br> (2) Upload the digital document (only accept pdf file, if there are multiple pages, please merge into one file)<br>    A. *Transcript for all semesters* from the previous school<br>       a. Please mark the courses you apply to transfer credits on the transcript.<br>       b. Transcripts from school overseas must be verified by the ROC embassies and missions abroad.<br>       c. If score of the transcript from the previous school is not percentile, please provide the *Grade Legend.*<br>    B. *Syllabus,* and *course weight and hours* from the previous school. | Registration Section ext. 2110~2118 (Xinyi campus) |

| Application Procedure | Section |
|---|---|
| C. All digital documents must be clear by scanning, do not take photo. The application will not be accepted if it is **not** a pdf file, or if the content is incomplete, untrue, or unclear which making it difficult to review.<br><br>**2. Submitting hard copy of transcript (No returned)**<br>(1) **Date: from 9:00 AM, August 27<sup>th</sup> to 5:00 PM, August 30<sup>th</sup>, 2024**<br>(2) Must enclose the transcripts in an envelope and mark the following information: *"Application for credits transfer, student ID number, and student name"*. Students ought to send or personally deliver the original transcripts of previous school for all semesters to the Registration Section in Xinyi Campus. **On August 28<sup>th</sup>, 2024, no hard copy documents will be accepted due to the summer break.**<br>    A. Transcripts must be consistent with the uploaded document, including the print date. Inconsistent document, transcripts for only current semester/year will not be accepted.<br>    B. Students submitting transcripts from schools overseas are required to provide the original and one photocopy for verification by the ROC embassies and missions abroad. The originals will be returned after verification by the Registration Section.<br>    C. Bachelor's degree students who take graduate courses, and master's/doctoral degree students applying for credit transfer due to having already obtained a master's or doctoral degree, must provide proof of non-graduation credits at the same time.<br><br>**3. Confirming the result of application:**<br>(1) Please confirm at the Academic & Student Affairs Information System on the second week after the term begins.<br>(2) Results cannot be changed after approval. If the information is found to be invalid or false, the transferred and waived course has been approved will be cancelled. | |