



# Degree Requirements

# Degree Requirements

\* Minimum 3 credits / maximum 13 credits each semester

7 Credits  
Required  
Courses

30 Credits  
Elective  
Courses

6 Credits  
Thesis

**43**  
**credits**

A minimum of 37 credits of courses plus 6 credits of thesis work is required for graduation.

The curriculum is divided into required and elective courses.

● **IMBA Required courses** (**13** credits in total):

Business Ethics & Sustainability Management - *2 credits*

Journal Study and Discussion - *2 credits*

Research methods - *3 credits*

Thesis courses (total - **6 credits**, **2** semester courses).

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Elective  
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6 Credits  
Thesis

**43**  
**credits**

A minimum of 37 credits of courses plus 6 credits of thesis work is required for graduation.

The curriculum is divided into required and elective courses.

● **IMBA Elective Courses** (minimum: *30 credits*, 10 courses)

**must contain : Required-Elective Courses(choose 4 from 6 )**

- |                          |                         |
|--------------------------|-------------------------|
| ⊙ Strategic Management   | ⊙ Financial Management  |
| ⊙ Management Science     | ⊙ Management Accounting |
| ⊙ Information Management | ⊙ Marketing Management  |

# Attendance & Sick leave

- Attendance
  - Go to classroom on time
  - Attendance is a way to show your attitude and may affect your grade.
  - Mail your teacher to inform your situation
- Sick leave
  - Need to provide a proof from a doctor
  - During midterm, must file a formal request online.

# Deadline

- Taiwan Time Zone
- Assignment, homework, presentation and so on.
- i-School, E-learning , NTUT email
- No excuse!! (Affects your grade hugely!)

# Add/drop course

- Add/drop course selection system
  - Starts from Sep 8th 2025 at 9:00 AM
  - Ends on Sep 19th 2025 at 5:00 PM
- Chinese and other course in undergraduate school
  - No credit fee
  - Can't be counted into your graduation credits
  - The grade will list on your transcript

# Credit transfer

- Master program credits only
- The credits **must not** be counted into a graduation credits in the previous school
- Provide an official transcript (with grade)
- **Notice: you can file a request, but no guarantee to pass it!!**

# Work Permit

- Search “NTUT Work Permit”
- Print & fill out the form
- Bring the form to Sean for stamp
- Upload (Please follow the instruction)

<https://oia.ntut.edu.tw/>



## 國立臺北科技大學

## 境外生(外國留學生、僑生及華裔學生)工作證需求申請表

## Work Permit Application for Taipei Tech Overseas Students

勞動部工作證申請系統案件序號 (The application serial number of the Ministry of Labor online application system) : _____	
姓名 (Name) :	學號 (Student ID) :
系所 (Department) :	聯絡電話(Mobile phone number) :
該生申請工作證理由如下，請勾選(Main reason for application, please check the box) : <input type="checkbox"/> 須申請工讀工作以維持其學業及生活(To support tuition and living cost) <input type="checkbox"/> 就讀大學部，協助本校教學研究單位(A Bachelor—to assist school's academic research) <input type="checkbox"/> 與本身修習課程有關，須從事校外實習。(Course-related Internship) <input type="checkbox"/> 經教育部專案核准，入學後得於各大專校院附設語文中心或外國在華文教機構附設之語文中心兼任外國語文教師。須附教育部專案核准證明文件影本。(Get the certificate of Ministry of Education to be a part-time foreign language teacher in the college language center. Please attach the certificate.) <input type="checkbox"/> 就讀研究所，並經就讀學校同意從事與修習課業有關之研究工作者。(A Master—to assist school's academic research)	
學生工作單位資料如下，請惠允協助辦理工作許可證。The information of the student's job is as next page. Please assist in issuing the work permit as the above reason(s).	
學生簽章(Student Signature) : <div style="border: 1px dashed red; height: 20px; width: 100%;"></div>	
導師簽章(Class Teacher/Advisor Stamp and Signature) : <div style="border: 1px dashed red; height: 20px; width: 100%;"></div>	
系所核章(Department Stamp) : <div style="border: 1px dashed red; height: 20px; width: 100%;"></div>	
國際事務處核章(OIA Stamp) : <div style="border: 1px dashed red; height: 20px; width: 100%;"></div>	
日期 (Date) :      年 Year      月 Month      日 Day	

## 國立臺北科技大學

## 境外生(外國留學生、僑生及華裔學生)工作證需求申請表

## Work Permit Application for Taipei Tech Overseas Students

公司名稱 (Company's name)	
公司地址 (Company's address)	
聘用部門／單位 (Working department of the company)	
聘用部門／單位主管聯絡電話 (The phone number of department director)	
工作性質 (Job summary)	
公司發票章 (Company's stamp)	<div style="border: 2px dashed red; height: 80px; width: 100%;"></div>
日期 (Date) :      年 Year      月 Month      日 Day	

# Taipei Tech's Calendar

Month	Week	Day							Remarks
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2023 AUG				1	2	3	4	5	AUG 01 Fall Semester begins AUG 01 - AUG 17 Online application for motorcycle parking spaces
		6	7	8	9	10	11	12	AUG 07 - AUG 24 Application for minor and double major AUG 24 - SEP 01 Online application for motorcycle parking spaces (Department of Continuing Education, DCE)
		13	14	15	16	17	18	19	AUG 23 - SEP 05 Course pre-selection for new students (Deadline for undergraduate and graduate courses 17:00; Deadline for the DCE 21:00)
		20	21	22	23	24	25	26	AUG 24 Graduation Application Deadline (graduate students) (deadline 17:00) / Tuition payment deadline (DCE)
		27	28	29	30	31			AUG 28 - SEP 08 English courses credit waiver application (for undergraduate students and five-year junior college program) AUG 30 Summer dormitories close
SEP							1	2	SEP 02 Dormitories reopen for the new semester / Parent-Teacher Association Meeting for new students
		3	4	5	6	7	8	9	SEP 03 Health checkup for new undergraduate students (DCE) SEP 04 Health checkup for new undergraduate and graduate students SEP 05 Enrollment / Exam for new undergraduate students
	1 <sup>st</sup>	10	11	12	13	14	15	16	SEP 06 - SEP 07 Orientation camps SEP 08 Survey on the effects of adapting to university life in Taiwan on the physical and psychological health of international students / Meeting for all teachers
	2 <sup>nd</sup>	17	18	19	20	21	22	23	SEP 11 Classes begin / Enrollment deadline/ opening ceremony SEP 11 - SEP 22 Add/drop period (deadline 17:00) SEP 11 - SEP 23 Add/drop period (DCE) (deadline 21:00)
	3 <sup>rd</sup>	24	25	26	27	28	29	30	SEP 23 Compensatory holiday for Taipei Tech's 111th anniversary (Original Make-up working day for National Day of ROC) SEP 29 Mid-Autumn Festival
OCT	4 <sup>th</sup>	1	2	3	4	5	6	7	OCT 03 Dormitory fire drill
	5 <sup>th</sup>	8	9	10	11	12	13	14	OCT 09 Bridge holiday for the National Day of ROC (Taiwan) OCT 10 National Day of ROC (Taiwan)
	6 <sup>th</sup>	15	16	17	18	19	20	21	OCT 11 Mid-term course withdrawal period begins OCT 17 Chinese Exam
	7 <sup>th</sup>	22	23	24	25	26	27	28	OCT 20 Application deadline for termination or suspension of university studies with a refund of two-thirds of tuition and miscellaneous fees
	8 <sup>th</sup>	29	30	31					OCT 24 Mathematics Exam OCT 28 Taipei Tech's 110th anniversary celebration and school fair
NOV	8 <sup>th</sup>				1	2	3	4	
	9 <sup>th</sup>	5	6	7	8	9	10	11	NOV 01 Taipei Tech's 111th anniversary NOV 06 - NOV 11 Mid-term Exams / Workshop for guidance counselors
	10 <sup>th</sup>	12	13	14	15	16	17	18	NOV 06 - NOV 20 Mid-term warning
	11 <sup>th</sup>	19	20	21	22	23	24	25	NOV 07 Campus-wide English Exam
	12 <sup>th</sup>	26	27	28	29	30			NOV 21 Student Congress
	12 <sup>th</sup>						1	2	

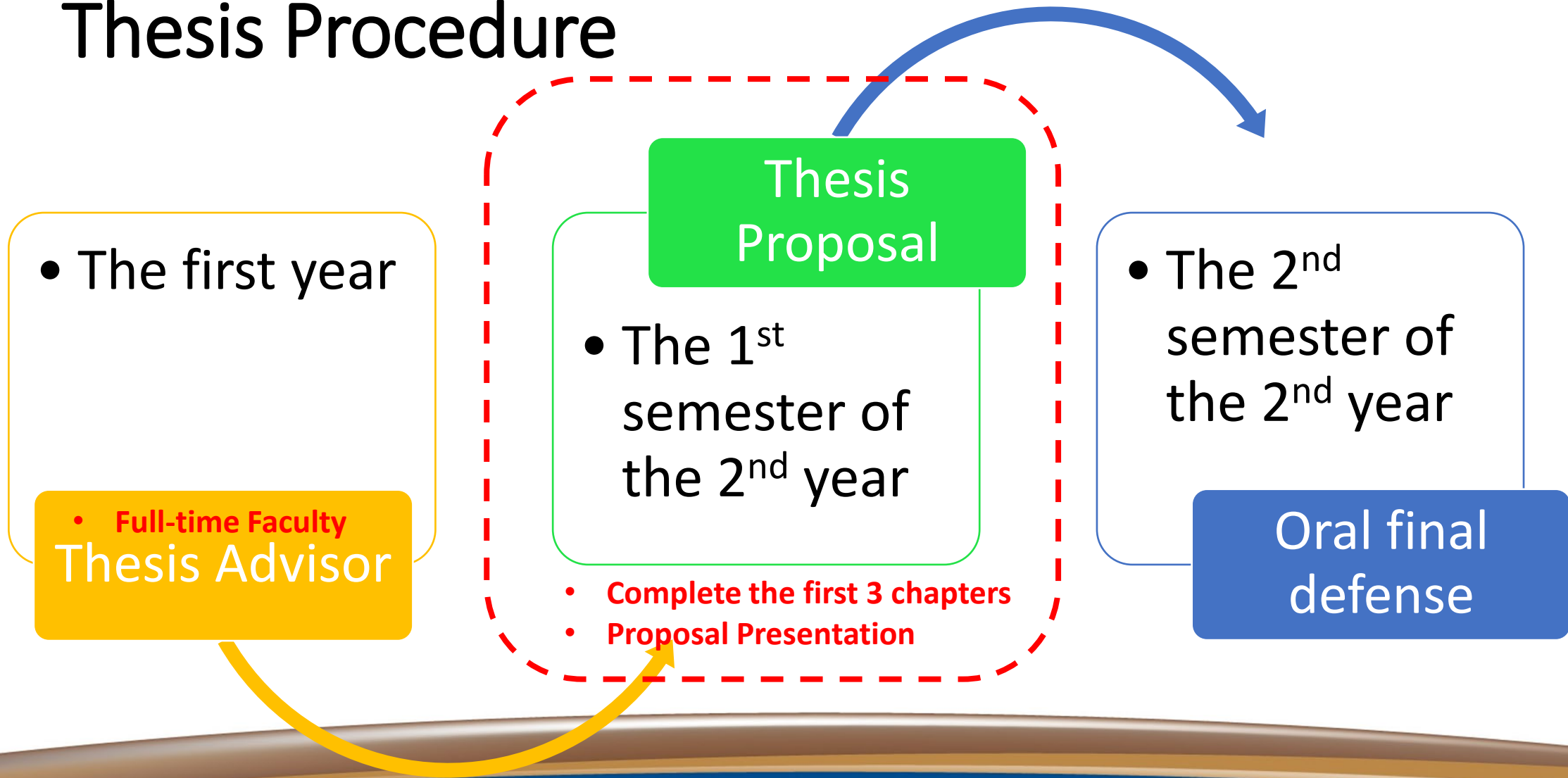
OAA webpage –  
academic calendar

# Student ID Card



1. Make sure the order of your name is correct.
2. The name will show on your transcript and diploma.
3. Bring your passport to OIA to fix within a week while you received your ID card.

# Thesis Procedure

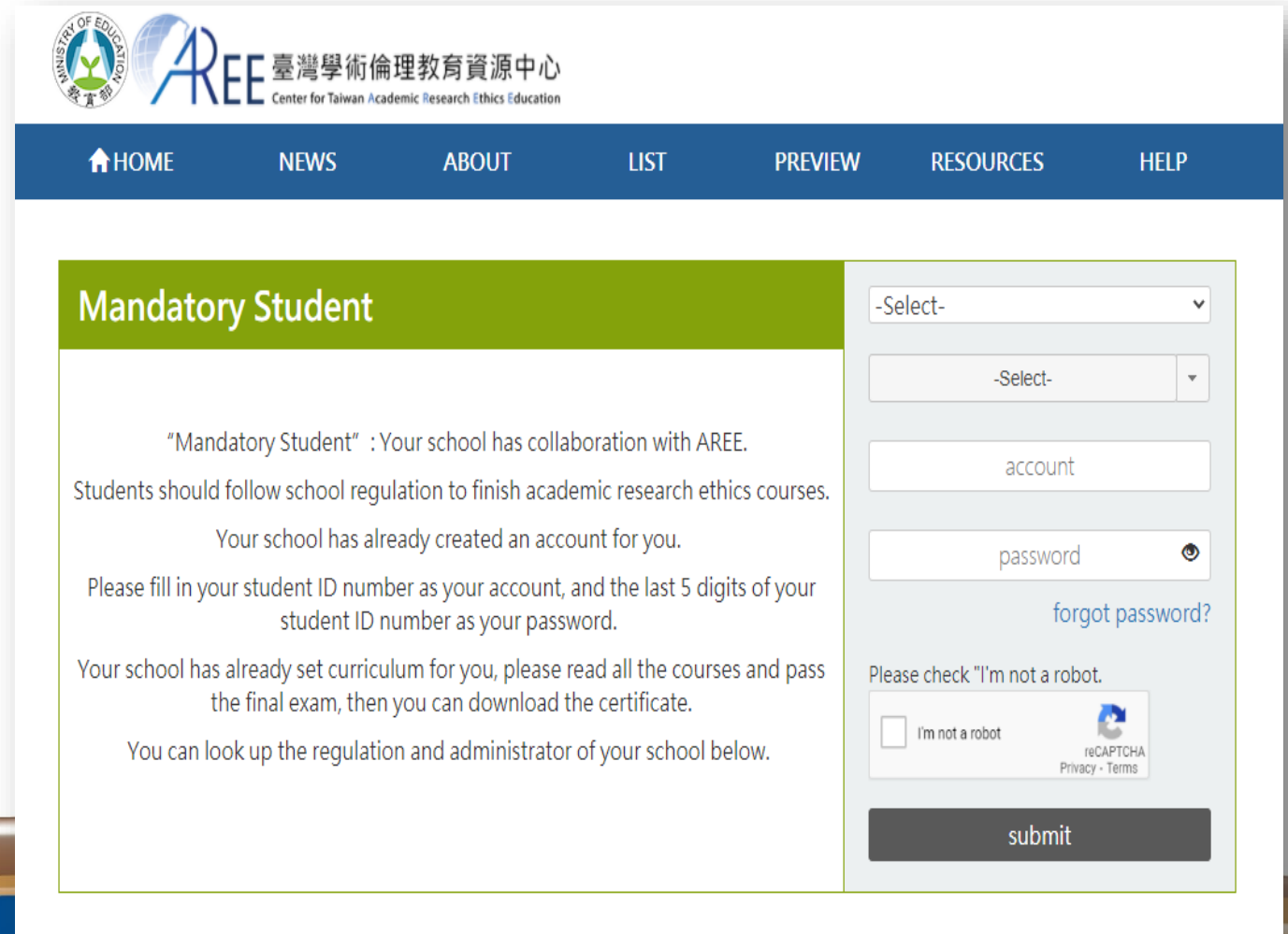


# Thesis Requirement

- Graduation thesis must be submitted to a seminar or conference in school or off-campus before graduation.
- The thesis credits will be approved after receiving thesis acceptance certificate.

# Academic Research Ethics Course (Online)

- 6 hours course
- After course exam  
(Your grade needs to reach 85 or higher)
- Must finish it for graduation



The screenshot shows the AREE website interface. At the top, there is a header with the Ministry of Education logo and the AREE logo, followed by the text "臺灣學術倫理教育資源中心" and "Center for Taiwan Academic Research Ethics Education". Below this is a navigation bar with links: HOME, NEWS, ABOUT, LIST, PREVIEW, RESOURCES, and HELP.

The main content area is titled "Mandatory Student" in a green box. Below this, the text reads: "Mandatory Student" : Your school has collaboration with AREE. Students should follow school regulation to finish academic research ethics courses. Your school has already created an account for you. Please fill in your student ID number as your account, and the last 5 digits of your student ID number as your password. Your school has already set curriculum for you, please read all the courses and pass the final exam, then you can download the certificate. You can look up the regulation and administrator of your school below.

On the right side, there is a login form with the following fields and options:

- A dropdown menu with "-Select-" and a downward arrow.
- A dropdown menu with "-Select-" and a downward arrow.
- An input field labeled "account".
- An input field labeled "password" with an eye icon to toggle visibility.
- A link labeled "forgot password?".
- A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo.
- A link labeled "Privacy - Terms" below the reCAPTCHA logo.
- A "submit" button at the bottom.