

1. 電子郵件信箱

系上所有與研究生相關之訊息，**僅以**學校提供的電子郵件信箱（學號@cc.ncu.edu.tw）通知，請同學務必時常察看，以免影響自身權益。

NCU's Email

Department matters, news and announcements related with graduate students are circulated through the email provided by the university (<studentID>@cc.ncu.edu.tw) **ONLY**. Students are advised to check them regularly, lest personal interests are affected.

2. 校曆 <https://pdc.adm.ncu.edu.tw/calendar/calendar112.pdf>

Academic Year calendar [https://pdc.adm.ncu.edu.tw/calendar/2023-2024 ncu Academic calendar.pdf](https://pdc.adm.ncu.edu.tw/calendar/2023-2024%20ncu%20Academic%20calendar.pdf)

3. 研究生新生須知（需完成註冊所有作業，方可領取學生證。）

Instructions for new graduate students (Students are required to register for all matters in order to collect their student ID card.)

<https://reurl.cc/v79b8e>

4. 教務章則 https://pdc.adm.ncu.edu.tw/rule_note1.asp

Academic Year Academic Affairs Regulations

<https://pdc.adm.ncu.edu.tw/eng/Regulations.asp>

5. 選課系統 (選課日程表)

<https://cis.ncu.edu.tw/Course/main/news/announce>

Course selection system (Academic Calendar for Course Selection)

<https://cis.ncu.edu.tw/Course/main/news/announce>

6. 學術研究倫理課程

依據本校學術研究倫理教育課程實施辦法，研究生均須於線上修習學術研究倫理課程四小時。

- 請於第一學期(112.10 後)至學術研究倫理課程 <http://ethics.nctu.edu.tw/>，自行修習本課程。
- 修習本必修 0 學分課程之學生，須通過線上課程測驗達及格標準(標準為 80 分)，未通過者，須於申請學位口試前補修完成，未完成本課程，不得申請學位口試。

Academic Research Ethics Course

According to the implementation of the Academic Research Ethics Education of the university, all graduate students are required to take the Academic Research Ethics Course online for four hours.

- Please study the course (<http://ethics.nctu.edu.tw/>) in the first semester(after 2023 Oct) on your own.
- Students who are taking this compulsory course (which carries 0 credits) are required to pass the online test (passing grade at 80 marks). Students who have not completed the test are required to finish it before the thesis defense, else they are not allowed to apply for the thesis defense.

7. 研究生相關辦法

修課、抵免等辦法，請至物理系網頁 (<http://www.phy.ncu.edu.tw/>) -系所簡介-系所規章下載。

Graduate Student Matters

Procedure guidelines related to Graduate Students such as course selection and credit transfer are available on the Department's webpage at (<http://www.phy.ncu.edu.tw/>) -About us - Department Regulations

8. 學分抵免或免修

<https://reurl.cc/65A4YM>

9/15 前辦理學分抵免或免修，相關辦法與申請表格請至物理系網頁

(<http://www.phy.ncu.edu.tw/>) -系所規章下載 (新生請在入學第一學期或第二學期校曆規定時間內辦理完成)。申請抵免是否通過，將會於 10 月份發成績單確認。

Credit transfer or waiver

Credit transfer or waiver should be done before 15th September, the related guidelines and application form can be found in (<http://www.phy.ncu.edu.tw/>) - under "Department Regulations"(New students are required to finish these applications in the first or second semester of enrollment according to the academic calendar).

The application result will be indicated in the transcript in October.

9. 郵件

- 一般信件：會放置在六樓 629 系辦的信箱，請同學自行領取，信箱會定時清理。
- 掛號信件：請自行至行政大樓文書組領取 (信件查詢系統：<https://ncu.edu.tw/mail/>)
- 快遞包裹：系辦『不』代收，請寄件人務必註明清楚收件人的實驗室房號、聯絡電話。

Mail documents

- Regular mail: Mails are kept in the mailbox in room 629. Students are to collect themselves, and the mailbox undergoes regular clean up.
- Registered mail: Students are to collect themselves at the Document's Office at the Administrative Building(The mail inquiry system: <https://ncu.edu.tw/mail/>)
- Express packages: The Department doesn't collect documents on behalf of others, please have the recipient's room number and phone number stated clearly.

10. 門禁卡(學生證)

門禁卡片使用範圍:健雄館一樓大門、七樓 721 電腦讀書室、七樓 717 學生互動學習教室。

Door access card (student ID card)

The scope of use of the access card: 1st floor Main door, S4-721 (Computer & Study room), S4-717 (Student Interactive Learning Classroom)

11. 研究生業務承辦人：許慧君

The person-in-charge for graduate students' affairs: Ms Hui-Chun Hsu

分機 ext. no. : 65384 Email : HSUcorona@gmail.com