



Ming Chi University of Technology - Academic Year 2024, Spring Semester Registration Guidelines for Current Student for Ph.D., Master's, and Undergraduate Programs

Details				Operator 02-29089899 Inquiries Unit: #Extension																																											
Registration Procedures	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Programs</th> <th style="width: 25%;">School Opening</th> <th style="width: 25%;">Registration Date</th> <th style="width: 25%;">Tuition Payment Deadline</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Ph.D. & Master's</td> <td rowspan="2" style="text-align: center;">January 15, 2024</td> <td rowspan="2" style="text-align: center;">February 22, 2024</td> <td rowspan="2" style="text-align: center;">February 20, 2024</td> </tr> <tr> <td style="text-align: center;">Undergraduate</td> </tr> </tbody> </table>	Programs	School Opening	Registration Date	Tuition Payment Deadline	Ph.D. & Master's	January 15, 2024	February 22, 2024	February 20, 2024	Undergraduate	<ol style="list-style-type: none"> Student who did not receive a full scholarship have to complete the payment by the payment deadline through one of the following methods: <ol style="list-style-type: none"> Pay at the counter of any Hua Nan Commercial Bank branch, post office, or Cashier Division of MCUT, 1rd Floor of Educational Building using the payment form provided by MCUT. Make a credit card payment via phone or the internet. Make a payment at an ATM (select "tuition fee" as the payment item, and there is no limit of NT\$30,000). Print the payment form yourself (Including the Student Committee Fee and Delayed Graduation Fee): Visit the university's homepage, click "Other Services," then "MCUT portal," and log in with your student ID and password. Go to the Applications > Student Information Inquiry System > Payment and Course Registration > Tuition and Miscellaneous Fees Payment Form. Third-year undergraduate students are exempt from on-site registration. Those who require an enrollment certificate (with the registration stamp on the student ID card) should either mail the student ID card by registered mail (with a self-addressed stamped envelope enclosed) to Registry Division or personally visit Registry Division on the third floor of Educational Building. Students who have completed payment after February 20, 2024 should provide the payment receipt while registering. 		Registry Division #2203 #2204 #2205 Cashier Section #2114 Accounting Office #2048																																		
	Programs	School Opening	Registration Date	Tuition Payment Deadline																																											
Ph.D. & Master's	January 15, 2024	February 22, 2024	February 20, 2024																																												
Undergraduate																																															
Accommodation	<p><u>Student Dormitory 1 ~ Student Dormitory 6 for undergraduate international students</u> <u>International Dormitory Accommodation for PhD and Master's degree international students</u></p> <ol style="list-style-type: none"> Freshmen are required to reside on campus. Sophomores and juniors may apply for off-campus accommodation. However, during the period of internship, juniors are not eligible to apply for on-campus accommodation. Seniors, master's, and PhD students are eligible to apply for on-campus accommodation. Please follow the dormitory application procedures as announced by Discipline Division website https://sa.mcut.edu.tw/index.php?Lang=en.  Undergraduate students residing on-campus must adhere to the attendance regulations. On non-holidays, they are required to obtain permission according to the stipulated procedures before staying outside overnight. Students residing on campus are required to adhere to dormitory regulations and campus guidelines. Leaves on non-holidays must be taken in accordance with the rules before students can stay off-campus. Dormitories from Student Dormitory 1 to Student Dormitory 6 will be closed during the Lunar New Year period. International students who need to stay on campus during this time will be relocated to other designated locations according to the university's arrangement. The return date to the original dormitory is subject to the announcement by Discipline Division. 		Discipline Division #2312 #2318																																												
Fee Details	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="7">Fee Details</th> </tr> <tr> <th>Grade</th> <th>Tuition</th> <th>Miscellaneous Fees</th> <th>Accommodation</th> <th>Insurance Fees</th> <th>Meal Fees</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Graduate Students</td> <td>37,564</td> <td>13,196</td> <td>According to the regulations of the assigned dormitory</td> <td>230</td> <td>---</td> <td>50,990</td> </tr> <tr> <td>Undergraduate Students, Grade 1,2&4</td> <td>37,564</td> <td>13,196</td> <td>Male 4,000 Female 5,000</td> <td>230</td> <td>12,412</td> <td>67,402 68,402</td> </tr> <tr> <td>International Bachelor's Degree Programs Student, Grade 1</td> <td>16,800</td> <td>7,300</td> <td>Male 4,000 Female 5,000</td> <td>230</td> <td>12,412</td> <td>40,742 41,742</td> </tr> <tr> <td>Undergraduate Students, Grade 3</td> <td>37,564</td> <td>10,557</td> <td>----</td> <td>230</td> <td>--</td> <td>48,351</td> </tr> </tbody> </table> <ol style="list-style-type: none"> Undergraduate students Grade 1 are required to reside in dormitories and participate in the communal meal plan. The meal fees are collected at the time of registration, and the cost is calculated based on the number of class days in each academic level. The daily meal cost is NT\$154 (NT\$34 for breakfast and NT\$60 each for lunch and dinner, excluding Friday and the day before holidays). As per the decision of the Food Committee, in case of illness, leave, official duties, bereavement, or class/club activities that require missing a meal, with approval from the advisor, club supervisor, and the chief of Discipline Division, students are allowed to apply for a refund. Undergraduate students Grade 3 are exempted from paying the meal fees and Grade 4 students have the option to choose whether or not to pay the meal fees for group dining. (To make your choice, please log in to the student information system on the university website and complete the Dining Survey. If you do not complete the survey, it will be assumed that you will not participate in group dining.) If undergraduate students Grade 2 choose not to reside in dormitories, they are exempted from paying the meal fees. Extracurricular Activity Fee: Undergraduate students Grade 1,2, & 3 are required to pay a student union fee of NT\$240 (per semester). The Extracurricular Activities Division will provide payment forms to Office of International Affairs for distribution to students. Regulations for international student scholarship are to be processed in accordance with the MCUT Implementation Guidelines Governing Overseas Student Scholarship. (Please refer to the QR code on the right for details.) Undergraduate students awarded dining & dormitory scholarships and Ph.D. and Master's students awarded half-tuition scholarships are required to bring their payment form to Office of International Affairs to process the reduction before paying tuition and miscellaneous fees. Ph.D. and Master's students who have received full-tuition scholarships are exempt from payment.  Students who apply for suspension or withdrawal by the registration date (inclusive) are exempted from tuition, miscellaneous fees, and related expenses. Please complete the procedures for leaving the campus before the start of the semester. In accordance with the "Operating Principles for Private Colleges and Universities to Implement Group Insurance for Students" by the Ministry of Education, students who choose not to participate in the group insurance are required to apply for a refund of the insurance fee (NT\$284 per semester) within two weeks after the registration date. Fee Details 6. After residing in Taiwan for more than six months, overseas students (except Mainland of China students) are responsible for the Health Insurance premium of NT\$826 per month. The university will collect the semi-annual insurance premium in full upon registration. (The first semester will cover insurance fees from September to February of the following year, and the second semester will cover insurance fees from March to August). 				Fee Details							Grade	Tuition	Miscellaneous Fees	Accommodation	Insurance Fees	Meal Fees	Total	Graduate Students	37,564	13,196	According to the regulations of the assigned dormitory	230	---	50,990	Undergraduate Students, Grade 1,2&4	37,564	13,196	Male 4,000 Female 5,000	230	12,412	67,402 68,402	International Bachelor's Degree Programs Student, Grade 1	16,800	7,300	Male 4,000 Female 5,000	230	12,412	40,742 41,742	Undergraduate Students, Grade 3	37,564	10,557	----	230	--	48,351	Cashier Division #2114 Accounting Office #2048 Meals Fees #2113 Registry Division #2203 #2204 #2205 Extracurricular Activity Division #2342 Discipline Division #2305 Dormitories #2312 Health Service Division #2371 Office of International Affairs #3015
Fee Details																																															
Grade	Tuition	Miscellaneous Fees	Accommodation	Insurance Fees	Meal Fees	Total																																									
Graduate Students	37,564	13,196	According to the regulations of the assigned dormitory	230	---	50,990																																									
Undergraduate Students, Grade 1,2&4	37,564	13,196	Male 4,000 Female 5,000	230	12,412	67,402 68,402																																									
International Bachelor's Degree Programs Student, Grade 1	16,800	7,300	Male 4,000 Female 5,000	230	12,412	40,742 41,742																																									
Undergraduate Students, Grade 3	37,564	10,557	----	230	--	48,351																																									

Course Selection and Delayed Graduation Students

1. To access the comprehensive list of entry courses, please follow this path: Office of Academic Affairs Homepage > Links > Curriculum.
2. Course selection website: <http://day.course.mcut.edu.tw>
3. Initial course selection path: Homepage > Other Services (Course Information) > Course Registration System > Guidelines for course registration > Log in with your student ID and password > Select your courses.
4. Delayed Graduation students are required to pay an accident insurance fee of NT\$230. If you take 9 credits or fewer, the fee is calculated at the current rate of NT\$1,278 per credit. If you take 10 credits or more, you will be charged the full tuition and miscellaneous fees. Starting from September 22, 2023, please go to the MCUT portal > Student Information Inquiry System > Payment and Course Registration > Print "Tuition and Miscellaneous Fees Payment Slip" and make the payment.
5. After making the payment, please visit the Registry Division on the third floor of the Teaching Building to have your student ID stamped. Delayed Graduation students should pay attention to courses that have not been completed (including potential schedule conflicts).

Program/Grade	Course Selection Deadline	Add/Drop Class Deadline	Delayed Graduation Student Payment Slip Printing	Delayed Graduation Student Payment Deadline
Graduate Programs and Delayed Graduation students	December 25, 2023- January 2, 2024	January 15, 2024- January 25, 2024	January 15, 2024- March 1, 2024	March 1, 2024
Undergraduate Program, Grade 4 and Delayed Graduation students				
Undergraduate Program, Grade 2	December 26, 2023- January 2, 2024		----	----
Undergraduate Program, Grade 3	August 7, 2023- August 14, 2023		----	----

Curriculum Development Division

College of Engineering
#2209

College of Environmental and Resources
#2208

College of Management and Design
#2207