



2022 IC Freshman Orientation





02-28824564 

<https://ic.mcu.edu.tw/> 

Shilin District, Taipei, Taiwan 

Orientation

Shilin District, Taipei, Taiwan 

<https://ic.mcu.edu.tw/> 



* Mission:

International College aims to inspire students' potential in quality learning for the commitment to serve local and international community through education internationalization

Goal1:

To inspire quality learning by encouraging the love for learning and developing the ability to think critically

Goal2:

Promote Educational internationalization through programs of international standards

Goal3:

To serve the local and international community through balanced training in theory and practice and career advising for the global market



Meet the Team

International College



Dr. Wei-Hwa Chen
Dean

TEL: (03)-350-7001 #3300 #3298
E-mail: weihwa@mail.mcu.edu.tw



Dr. Maria Tu
Associate Dean

TEL: (02)2882-4564 #2663
E-mail: hstu@mail.mcu.edu.tw



Abby Huang
IC Secretary

TEL: (03) 350-7001 #2607 #3298
E-mail: abby@mail.mcu.edu.tw



Office Location in Administrative Building

1st floor

- Student Affairs
- Curriculum Section
- Health Center

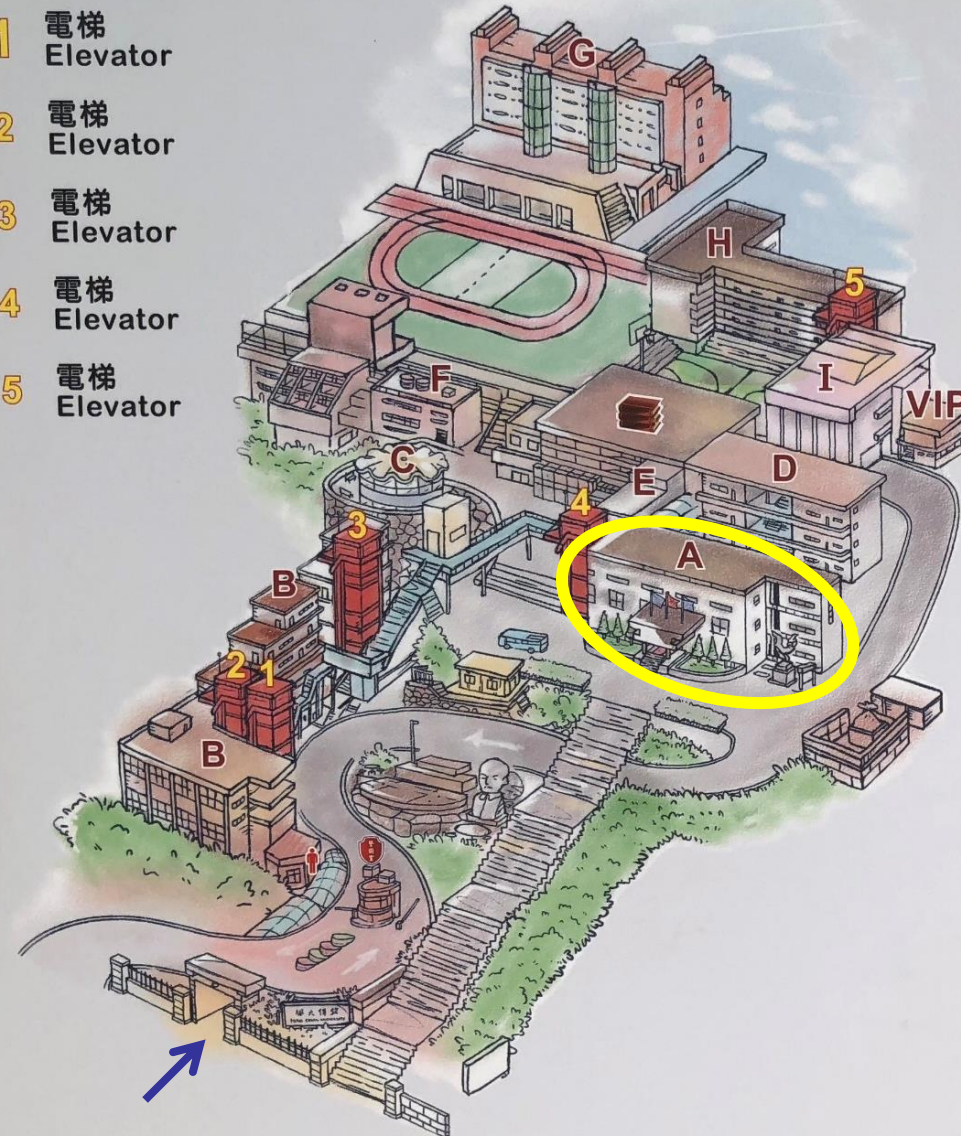
2nd floor

- International Education and Exchange Division (IEE)
- Career Planning and Counseling Division

3rd floor

- Cashier/Bursar Office
- Registrar Section

- 1 電梯 Elevator
- 2 電梯 Elevator
- 3 電梯 Elevator
- 4 電梯 Elevator
- 5 電梯 Elevator





Important Contacts

Academic Affairs
Student Affairs

Curriculum Office:

Miss Chen #2295
(Add/drop courses, Exam
schedule)

Student Advising Section:

Miss Wang, Li-Yu #2238
liyuwang@mail.mcu.edu.tw
(Leave application)

International Exchange
Counseling & Guidance

IEE Office:

Study Abroad/ Ivy #3705
ivy@mail.mcu.edu.tw
Scholarships/ Daphne #3703
daphne@mail.mcu.edu.tw

Counseling & Guidance:

Miss Lai, Pin-Chieh #2602
pachlai@mail.mcu.edu.tw

Bursar Office
Academic Affairs

Bursar office:

Miss Cherry Lin #2250
shjlin@mail.mcu.edu.tw
(Tuition payment)

Registrar Section:

Sophia Lin #2584
ylin@mail.mcu.edu.tw
(Transcript, Student ID, Credit
transfer, Diploma etc.)



銘傳大學

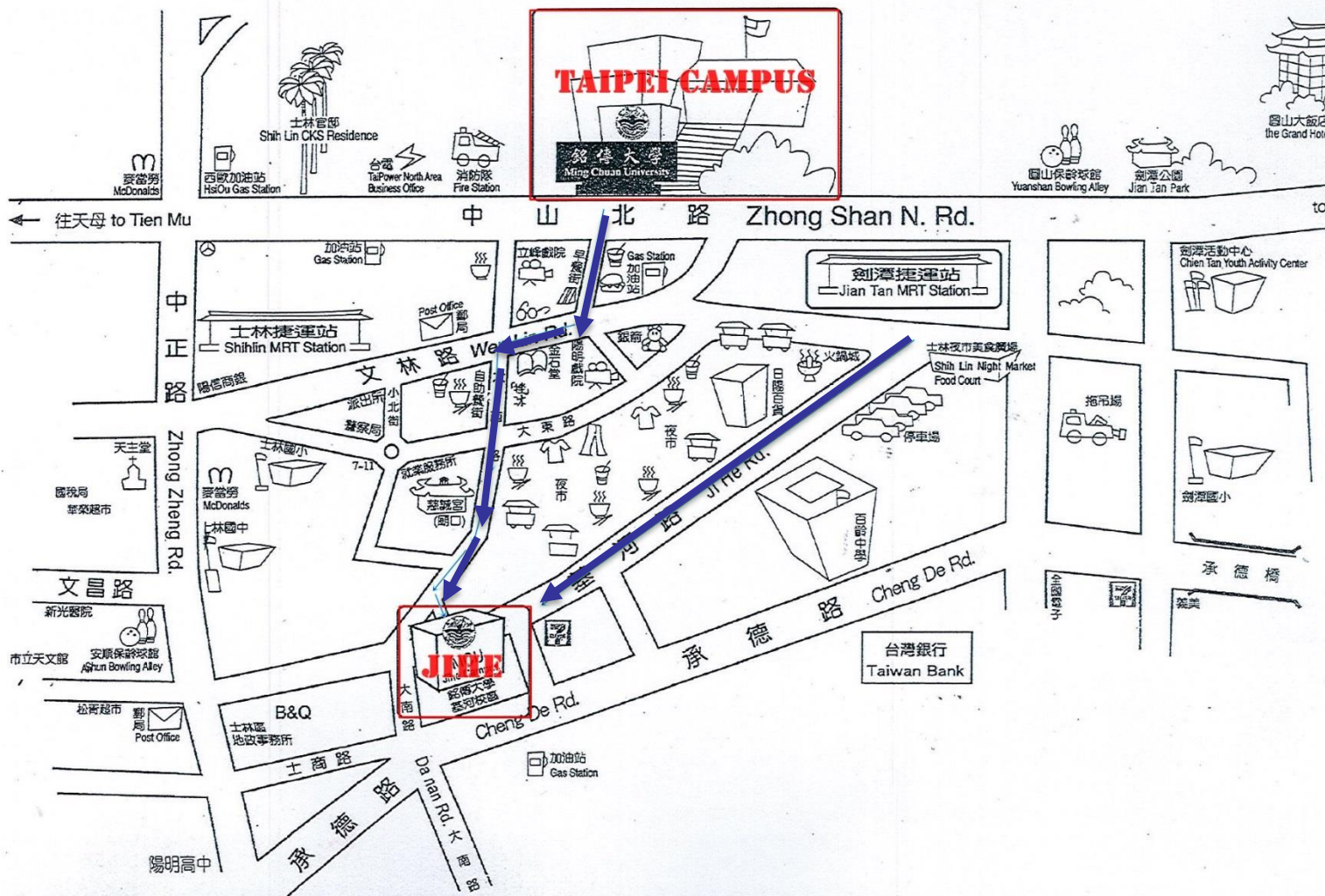
MING CHUAN UNIVERSITY



國際學院

International College

Campus Location (Taipei & Jihe campus)





General Information Before Semester Starts

1. Course regulation
2. Tuition payment
3. Apply for official documents
4. None smoking regulation
5. Drinking of alcohol is prohibited
6. Dormitory regulation
7. Campus Health Center



1. Course Regulation

Year/Semester	Minimum Credits	Maximum Credits
Freshman	12	25
Sophomore	12	25
Junior	12	25
Senior	9	25

♪ Computer will automatically produce the required courses for the original class, please do the online course selection for elective courses during the prescribed dates/time.

Online Course Selection in 2022 Fall
From September 5, 12:30pm
to September 14, 12:30pm, 2022



2. Tuition Payment

♪ According to MCU regulations, students who fail to pay tuition fees and miscellaneous fees before the deadline may not add or drop courses.

♪ Students who fail to pay fees will be considered to have not completed the registration for that semester and will be forced to withdraw from the university.

You can print out the form From MCU website.

銘傳大學
From: Ming Chuan University
110 台北市中正區五段29號
210 Zhongshan N. Rd. Section 5 Taipei 111 Taiwan

注意事項: Nations
一、繳費期限: 繳費日期自即日起至8月22日止, 逾期時休學費(繳付之日)之學費將照規定標準, 劃行扣除(逾期繳費)之規定。
二、繳費地點: 繳費地點在台北校區圖書館(5F)繳費處。
三、繳費方式: 繳費日期自即日起至8月22日止, 繳費地點在台北校區圖書館(5F)繳費處。
四、繳費方式: 繳費日期自即日起至8月22日止, 繳費地點在台北校區圖書館(5F)繳費處。

銘傳大學 108 學年度第 1 學期各項費用繳費單 Ming Chuan University 2019-20 Academic Year 1st Semester Itemized Fees Statement
學號: 3800121063305164
姓名: 鄭文傑
繳款帳號: 3800121063305164

項目名稱	Fee Category	金額	課用	課用	課用	課用
學費	Tuition Fee	38,801	0			
雜費	Fee	13,582	0			
學分學費	Credit Hour-based Tuition Fee	0	0			
電腦及網路通訊費	Computer & Internet Communication Fee	1,000	0			
語言實習費	Language Lab Fee	0	0			
平安保險費	Accident Insurance Fee	210	0			
住宿費	Dormitory Fee	0	0			
教學服務費	Teacher Ed Program Fee	0	0			
國立健康保險	National Health Insurance Fee	2,244	0			
城市健康保險費	Urban Health Insurance Fee	0	0			
應繳金額	Amount Due	NT\$ 56,837				

應繳金額 Amount Due: NT\$ 56,837 ; 可向台北富邦銀行中寶說學貸款總金額: NT\$ 54,953

銘傳大學 108 學年度第 1 學期各項費用繳費單 Ming Chuan University 2019-20 Academic Year 1st Semester Itemized Fees Statement
學號: 3800121063305164
姓名: 鄭文傑
繳款帳號: 3800121063305164

戶名	戶名	戶名
台北富邦銀行大同分行 Taipei Fubon Bank Tatung Branch 台北富邦銀行交易: 190210(現收): 190220(轉收)	台北富邦銀行交易: 190210(現收): 190220(轉收)	台北富邦銀行交易: 190210(現收): 190220(轉收)
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應繳金額 Amount Due: NT\$ 56,837	應繳金額 Amount Due: NT\$ 56,837	應繳金額 Amount Due: NT\$ 56,837

學雜費專區

列印繳費單
Print the Bill

繳費狀態
Query of Payment Record

列印歷史證明單
Print the Historical Receipt

WebATM即時繳款
Pay by ATM Transfer

信用卡繳款
Pay by Credit Card

陸生繳費專區
Mainland Chinese Student Payment Service Counter

列印操作說明
Notes on Printing the Bill

學雜費專區—列印繳費單 Print the Bill

學號: Student ID No
驗證碼: words

ZX4B2 重新整理

列印繳費單 Print the Bill
清除重填 Clear

一、繳費單將於繳費期限且應繳金額大於0時可列印。
二、繳費單除當堂1樓打印機列印外, 亦可於繳費單上之條碼轉轉, 請利用繳費單上之條碼轉轉, 透過信用卡或ATM繳款。
三、下載後無法開印檔案, 請安裝閱讀PDF的軟體(Adobe Reader), 即可至Adobe官方網站下載。

一、The fee statement is only available for printing during the payment period, and the total fee must be greater than NT\$0.
二、Please use laser printer for printing. If the barcode is not viewable, please make the payment through credit card or ATM transfer with the payment account stated on the fee statement.
三、If you cannot view the fee statement or payment receipt after download, please install Adobe Reader to view the PDF files. Download Adobe Reader here <http://www.adobe.com/tn/>.



3. Apply for Official Documents

-Located in the Exam Center.

	Documents applied	Where to get
1.	Transcript- single semester	Print out directly from the machine.
2.	Transcript- all semesters	
3.	Certificate of Enrollment	Pick it up from the Registrar office




Exam Center
Entrance



4. None Smoking Regulation

- ◆ Smoking on campus is only allowed in “**Non-smoking exception areas**”.
- ◆ Smoking in other places is strictly forbidden. Violators will be punished with a demerit or 24 hours volunteer service.

Designated Non-smoking Exception Area	
01	School Bus Parking Lot 



5. Regulations about drinking

- Students are prohibited to drink alcohol on campus; please drink appropriately off-campus.
- Incidents of drinking and quarreling which will damage the University reputation are not permitted.
- Any violators will be punished in accordance with the institutional regulations *





6. Dormitory Policies

- ♪ Curfew: 11:00 pm-6:00 am.
Every night at 11pm, there will be an attendance check.
 - ♪ Foreign students have priority for continuing residency in university student housing, on condition of completing at least 16 hours of housing volunteer service every semester.
 - Continuing residency must be approved by the university.
 - Dorm tendency is limited to 2 years.
- * For full details, please refer to Student Affairs Division/Housing Service Section “Dorm Regulations”.

Taipei dorm
台北/校內宿舍



Sanchong Yung-An
三重/永安宿舍



Sanchong Jixian
三重/集賢宿舍





7. Campus Health Services Section

1. Medical assistance & emergency management
2. Health consultation
3. Basic treatment of injuries
4. Loan service of medical equipment

Medical Consulting Services

Monday 10:00~12:00

Tuesday 09:30~12:30

Wednesday 10:00~13:00

Thursday 14:00~17:00

Friday 09:30~12:30

Closed on weekend and holidays

24 HRs Emergency Call:
02-2882-9595





Important Notice & Rules During the Semester

1. Student report
2. Student Information System
3. Moodle System
4. Conduct grade & Merit/Demerit rules
5. Take Leave Applications/ Grading Rules
6. Scholarship
7. Events or activities required to attend



1. Student Report

- Tuition Fee
(Installment Payment)
- Course adding/dropping
(Inter-collegiate course selection)
- Dormitory issue
- Request for official leave
- Request for taking extra credits
(more than 25 credits)

- Please note:
Student report normally needs at least 5~7 days to process.

學生報告書 於 (國際學院/新聞與大眾傳播學程)		日期: 年 月 日		
Student Report (Journalism & Mass Communication program of International College)		Date: (Y)/ (M)/ (D)/		
姓名/Name:	班級/Class:	學號/Student ID Number:		
說明/Explanation:				
本文件蒐集之個人資料，僅限於校內之校務行政及校務分析使用、協助公部門調查或執行業務及法令需求等目的存續期間所需之必要範圍地區內，供業務相關人員處理及利用。您將享有個人資料法第3條規定的五項權利，並可至「銘傳大學個人資料保護專區」(http://pims.mcu.edu.tw)進一步瞭解本校的個人資料管理政策、法規與個資連結圖。 *The information collected on this form is only used in the range and region required for the purposes of holding administrative processing and data analysis for university affairs, assisting public sector entities with investigation, operations, and legal obligations set in accordance with relevant regulations; the period of keeping the information on file is based upon the activity. You will have rights in accordance with Item 5, Article 3 of Personal Information Protection Act. Please refer to MCU Guidelines for Personal Information Protection Management and MCU Personal Information Management System at URL (http://pims.mcu.edu.tw) for further understanding of MCU personal information management policy, regulations and contact information.				
		學生簽章/Signature:		
		聯絡電話/Contact Number:		
謹陳				
導師/Class Adviser				
系主任/Director				
院長/Dean				
主任秘書/Secretary General				
國際副校長/Vice President for International Affairs				
行政副校長/Vice President for Administrative Affairs				
學術副校長/Vice President for Academic Affairs				
執行副校長/Executive Vice President				
會簽一級單位 First Level Unit	副主管、二級主管簽章 Signature of Assistant or Second Level Administrator	主管簽章 Signature of Administrator	月日/時分 Date/Time	核示 Approval
教務處				
總務處				
學務處				
財務處				



2. Student Information System

- Add/drop courses
- Course list
- Attendance system
- Semester grade

For international students:

- Scholarship applying
- Fee deduction applying

銘傳大學學生資訊系統 (34)

Hello classmates, [Name]
Welcome to student information system
→ log off

銘傳大學 學生資訊系統
Welcome to MCU Student Information System

Selecting Courses | Course Information Query | Attendance Information | Student Affairs Information | Grade Query | Test/minute department | Fees Query | Apply

課程列表 Course List

- 30353 Communication Practice
- 30365 Broadcast Script Writing
- 30366 Photojournalism
- 30377 Broadcasting Sound Effect
- 33301 Class Meeting
- 33301 Weekly Meeting
- 33301 Thesis Writing
- 33301 Television News Production
- 33301 Personal News Website Design
- 33401 Journalistic Ethics and Laws
- 42136 Oral Communication II
- 42333 Skills for English Presentation

Teaching excellence program news

- ▶ 【至3/10】樹立典範護地球 週六桃銘盛大舉行
- ▶ 【至3/11】弘仁社週日關愛之家見
- ▶ 【至3/14】法服社勞資糾紛法律講座
- ▶ 【至3/19】泰國姐妹校徵華語實習教師
- ▶ 【至3/27】梁丹丰水墨畫·心靈美境畫展
- ▶ 【至3/9】心靈療癒自護防治週五講座
- ▶ 【至4/18】中等師資培育說明會登場
- ▶ 【至6/30】跨校學生英文作文e-mail批改服務 給你專業+個人化的寫作建議!
- ▶ 【3/2日起】通識影展週五上映

Announce

- ▶ 【至3/10】應英聚無英語文教育研討
- ▶ 【至3/13】國民外交社南投行了解原住民文化
- ▶ 【至3/15】轉換跑道 受理轉系申請
- ▶ 【至3/23】學生會愛心勸募活動 義工招募
- ▶ 【至3/7】教育大家談>>數位教材心得分享
- ▶ 【至3/9】通識影展第二回水資源大作戰
- ▶ 【至5/20】反貪倡廉計畫期待創意
- ▶ 【3/1起】PTPI南投行週四開始報名
- ▶ 【至2/29】加強英文能力 小老師活動展開

Bulletin matters

卓越電 下載此視訊

more news teaching excellence

行政單位 DIVISIONS

學術單位 ACADEMICS

行事曆 CALENDAR

交通資訊 Transport Map Information



3. Moodle System <http://moodle.mcu.edu.tw/>

- Teaching material
(PPT or handout)
- Upload homework
- Online quiz
- Online discussion

The screenshot shows the Moodle system interface for Ming Chuan University. At the top, there is a navigation bar with tabs for News, MCU Resources, Information System, IT Services, Learner Services, E-Portfolio, Web Links, and User Guides. Below this, a banner reads "銘傳大學Moodle入口網站" and "It's ten in the morning! Take 5 and have a cup of coffee!". The user is logged in as 佳輝Charlene 吳 (Logout) and the language is set to English (en).

On the left, there is a "My courses" sidebar with a list of courses. The "Import courses New" link is highlighted with a red box and a red arrow. The list includes:

- 10201-91401 Class Meeting
- 10201-91401 Theory of Multinational Enterprise (E)
- 10201-91401 Seminar on Economic and Trade Issue (E)
- 10201-91451 Service Marketing (E)
- MSCHE自我研議報告
- Meet-the-Faculty Meeting
- MCU Library Service Quality Review
- 英檢單字王
- All enrolled courses (9602~)...
- [Teacher Only] Backup course data into another course (Please read the document) New
- Import courses New
- 10201...
- 10102...
- 10101...
- 10002...
- 10001...

The main content area features a "最新消息 / News" section with the following text:

- 1.若個人課程清單有問題，請點選 匯入當學期課程
- 2.[教師專用] 備份舊課程資料至新課程說明
- 3.[Faculty Only] Instructions for copying old course data into new courses. 建議使用IE7以上的版本以達到較佳的使用效能。
- 4.系統固定每日凌晨04:00~05:00暫停服務，進行系統定期維護。 Due to scheduled maintenance, Moodle will have system disruption everyday from 04:00am-05:00am.

Below the news, there is a statistics section showing "開站至今登入總人次: 39,003,575" and "目前活動戰況: 教材瀏覽人次: 365733, 單字測驗人次: 53037".

The bottom section is titled "數位教材建置排行榜 Digital Material Setup Bulletin Board" for the 102學年第一學期. It includes buttons for "系所總表 Dept. statistics chart", "傑出課程 Excellent Courses", "課程上網 Course Upload", "線上作業 Online Homework", "線上測驗 Online Exam", and "討論文章 Forum Discussion".

On the right side, there is a "Calendar" for September 2013 and an "MCU Links" section with various links like "MCU Web", "Faculty Webmail", "Course Syllabus", "Course Offerings", etc.



4.1 Conduct Grade

Distinction : 90 above

Grade A :80 above

Grade B :70 above

Grade C :60 above

Grade D :60 below

(fail, your student status will be cancelled by MCU automatically.)

* The basic semester conduct grade is 86 and will be adjusted according to students' performance, behavior, attitude, attendance, personal reward or punishment records...





4.2 Merit/Demerit Rules

Merit Rules

- 1st degree merit (大功): add 7.5 points
- 2nd degree merit (小功): add 2.5 points
- 3rd degree merit (嘉獎): add 1 point

Demerit Rules

- 1st degree demerit(大過): deduct 7.5 points
- 2nd degree demerit (小過): deduct 2.5 points
- 3rd degree demerit (警告): deduct 1 point



5.1 Take Leave Applications (Through Student Affairs)

Regular Weeks

- Sick leave
 - Compassionate leave
 - Official leaves
 - More than 1 day personal leave
- Apply online through student system within 7 days (with doctor's certificates or related documents.)

Exam Week

- Only sick leave can be applied
- Apply an online leave application through student system.
- Turn in doctor's certificate within 2 days after the exam date.



5.2 Grading Rules for Conduct Grades

Type of Leaves	Points to be Deducted	Remarks
1. Personal Leave	0.05/per hour	
2. Medical Leave (Sick)	0.03/per hour	
3. Absence Leave (Unexcused)	0.5/per hour	
4. Menstruation Leave	0/per hour	-Only for females -You can apply for 1 day

- Students who are absent from any courses for more than 1/3 of the class meeting hours (more than 18 hours) relinquish their qualification for a course grade (including midterm, final, and daily grades). Their grade for the course will be 0.



* Example for Student Conduct Grade *

Type of Leaves	Points Deducted per hour	Applied Hours	Subtotal
Personal Leave	0.05	26	1.3
Menstruation Leave (Female only)	0.00	12	0
Sick Leave	0.03	10	0.3
Unexcused Absence	0.5	1	0.5

Basic Conduct Grade point 86

Deducting 2.1 points

Final Conduct Grade = 83.9



* How to Earn Conduct Grade *



- To be a class coordinator (e.g. class leader)
- To be a student club officer (e.g. ICES)



- Join University-wide activities
- Participate in-campus competitions
- Participate off-campus competitions



- Volunteer to help with IC events
- Volunteer to help with program arranged activities



6. Scholarship for Top 3 students

Ming Chuan University Ying-Chao Scholarship for Academic Excellence (Scholarship for Honors Students)

- Academic grade average over 80 for the semester.
- With conduct grade over 86.

	Under Programs
1 st Rank	NTD 10,000
2 nd Rank	NTD 5,000.
3 rd Rank	NTD 2,000

The scholarship is awarded to 3 students who meet above requirements in every class section. However, it would be revoked if the top 3 students fail to reach the requirements. Students' eligibility will be automatically reviewed by MCU.



7. Events or Activities Required to Attend

- IC Assembling meeting (each semester)
- Empty the trash can (Freshman year)
- Campus Cleaning Competition (Freshman year)
- Freshman Chorus Competition (arranged in Nov.)
- MCU Anniversary and Cheerleading Dance Competition (arranged in March)



Important Notice & Rules **At the end** of the semester

1. Online Evaluations
2. Withdraw policy



1. Online Evaluations/ Through the “Student System”

Course Evaluation

Teacher’s Evaluation

Class Advisor’s Evaluation



2. Withdraw Policy

♪ Students who fail 2/3 of the total credits of a given semester for two cumulative semesters will be forced to withdraw from the university.

大學部學生其學業成績不及格科目之學分數總和，連續二次達該學期修習科目學分數總和三分之二者，應令退學。(即若上學期已達三分之二學分不及格，下學期也是三分之二學分不及格，始達連續兩次將受退學處分)

(Once international students are expelled from the university, they can not enroll in any other universities in Taiwan.)





Graduation Requirements

1. Service Learning
2. English Proficiency
3. Chinese Proficiency
4. Sports Ability
5. Information Technology
6. Basic Professional Skills



1. 服務學習 Service Learning Requirement



- ◆ 服務學習列為畢業門檻，上列四個項目皆須完成才符合畢業資格喔！
- ◆ The above four items must be completed before graduation.
- ◆ 所有參與紀錄皆可在學生資訊系統>e-Portfolio>「服務學習」查詢。
- ◆ All records can be checked in the Student Information System > Student's e-Portfolio > Service-Learning.



2. 英語能力檢定 English Proficiency Requirement



Test Type	IBT Program FIM Program	JMC Program
TOEIC	750	780
TOEFL	TOEFL 527 iBT 79	TOEFL 527 iBT 79
IELTS	6	6

<Those who did not hand in English certificate before the end of Junior year will be required to take 0 credit English courses in the senior year.>



3. 中文能力檢定 Chinese Proficiency Requirement

Exam Category	Target Students
Chinese Literature: Appreciation and Creative Writing II/ 『中國文學鑑賞與創作(二)』 score 60 or above	Undergraduate students
Basic Mandarin II/ 『基礎華語(二)』 score 60 or above	Foreign students, Overseas Chinese students, and Hong Kong & Macao students who are non-native speakers of Mandarin



4. 運動能力檢定 Sports Capability Requirement

Exam Category	Requirement
跑步 Jog	Male/ 1600m: 585 seconds Female/800m: 320 seconds
一分鐘仰臥起坐 Sit Up	1 minute Male: 30 times Female: 22 times
立定跳遠 Jump	Male: 180 cm Female: 130 cm
坐姿體前彎 Flexibility	Male: 22 cm Female: 27 cm
壘球投擲 Softball Throw	Male/ 9m: 5 balls Female/ 8m: 5 balls
籃球投擲 Basketball	1 minute Male: 5 balls Female: 3 balls



5. 資訊能力檢定 Information Technology Proficiency

Exam Category	Target Students
Introduction to Artificial Intelligence/ 『人工智慧概論(英)』 score 60 or above	Undergraduate students
Web Programming / 『程式設計(英)』 score 60 or above	Undergraduate students



6. 專業基本能力 Basic Professional Skills

Types	Schedule
<p>Internship</p> <ul style="list-style-type: none"> ➤ FIM program: 200 hours ➤ IBT program: 100 hours (optional) ➤ JMC program: 288 hours 	<ul style="list-style-type: none"> ➤ FIM: Senior year ➤ IBT: Junior or Senior year ➤ JMC: 1st semester of the senior year
<p>Graduation Thesis/Production</p> <ul style="list-style-type: none"> ➤ FIM program: Portfolio ➤ IBT program: Thesis ➤ JMC program: Thesis or Production 	<ul style="list-style-type: none"> ➤ FIM: Junior year ➤ IBT: Senior year ➤ JMC: Senior year



Information Delivery

1. MCU Website
2. IC, IBT, JMC, FIM Website
3. Class Mailbox @ IC office
4. Campus Bulletin Board
5. Class Meeting
6. E-mail, Phone, Line Group, MCU Linebot
7. Social Media (Facebook, Instagram etc.)