

外國學生活指南

1. 明新科技大學 Minghsin University of Science and Technology

親愛的國際學生

Dear international students,

歡迎來到明新科技大學！

Welcome to Minghsin University of Science and Technology (MUST).

明新科技大學辦學至今已有五十餘年，致力於多元化培養人才，畢業之優秀學子在各實務界與學術界更是有傑出的表現。相信在此明新科大的學術風氣下，在明新科技大學就學期間，必能會為你奠定良好的基礎，幫助未來的發展。

MUST has been 55 years since this school was founded in 1966, and endeavors to develop diverse students for a long time. We have many graduates who are very outstanding in the academic and field domain. I deeply believe that you will gain abundant expertise and knowledge in MUST and it will be a great benefit to your future.



『國際學生生活指南』為針對國際學生所需要的生活資訊所編列而成，希望它能為你提供你所需要的所以訊息，並歡迎你正式加入明新科大這個大家庭。此手冊中摘錄許多在學校中與生活上簡單但實用的訊息。若有任何生活上之疑問，可於第一時間使用此手冊，或直接向系、所或行政單位詢問。在明新科大生活，除了課程研修與學習知識外，台灣生活的體驗與留學的心得，更是重要的無形資產。學校內各單位亦常常舉辦各項國際學生活動，非常歡迎國際學生踴躍參與。

The International Student Life Guide has been compiled to provide essential information for your daily life here. We hope it offers all the resources you need and wish to officially welcome you to the Minghsin University of Science and Technology (MUST) family.

This handbook contains a summary of simple yet practical information regarding campus life and daily routines. Should you have any questions, please consult this guide first or reach out directly to your department or the relevant administrative offices. Beyond your academic coursework and the pursuit of knowledge, your experiences in Taiwan and the insights gained while studying abroad are invaluable intangible assets. Our campus units frequently host various international student activities, and we warmly encourage you to participate.



2. 校園平面圖 Campus Map

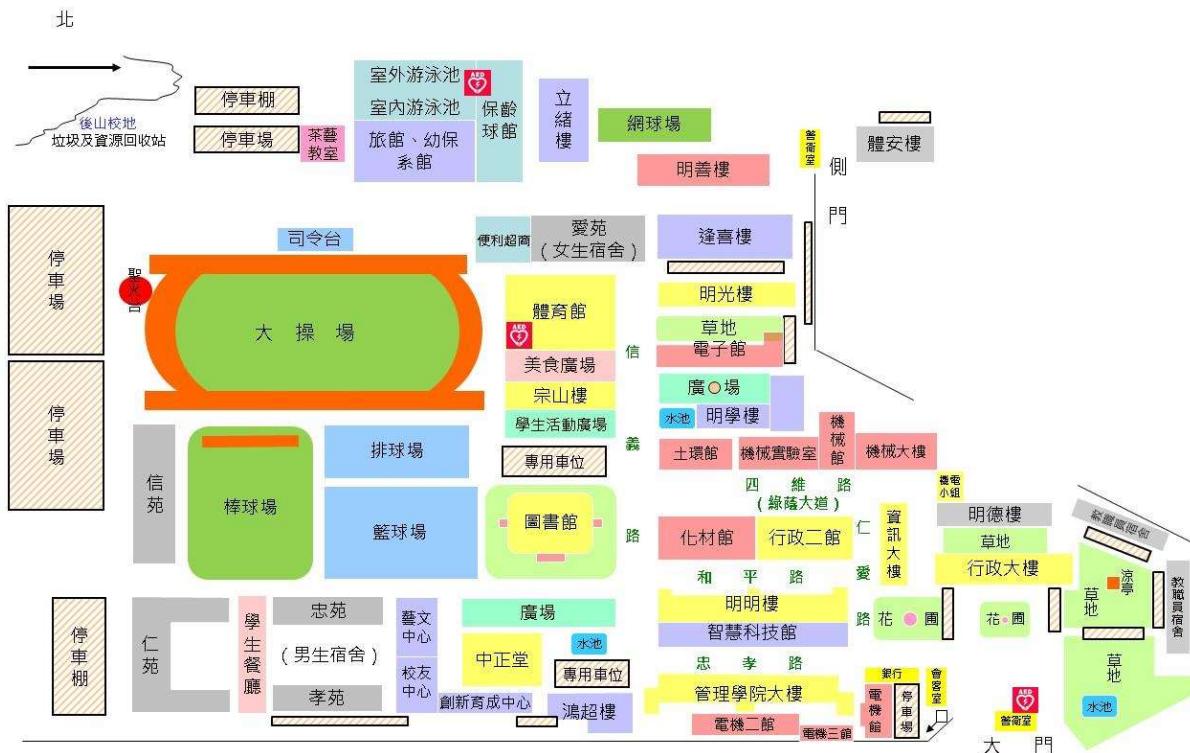
明新科技大學，校區約三十五公頃(含後山開發區)，規劃為四個區域：

1. 行政大樓：含行政一館、行政二館、宗山樓、鴻超樓、電子計算機中心、圖書館、明善樓等。
2. 教學大樓：包括一般教學大樓及專業系館。
3. 休閒設施：含中正堂、體育館、運動場、保齡球館、棒球場、排球場、沙灘排球場、籃球場、餐廳等為提升師生生活品質之相關設施。
4. 宿舍：學生宿舍與教職員宿舍等。

Minghsin campus is approximately 35 hectares, including the East End Foothill Development. The campus facilities are grouped into four categories:

1. Administrative Buildings: Administration Buildings, Zong Shan Hall, Hong Chao Hall, Computer Center, University Library, and Ming Shan Hall.
2. General Classrooms: Classrooms and Educational Labs for general studies.
3. Recreational Facilities: Zhong Zheng Auditorium, track and field, stadium baseball field, outdoor and indoor basketball courts, badminton courts, volleyball courts, beach volleyball court, bowling alley, weight training gym, gymnasium, and many more.
4. On Campus Housing: Providing student housing and faculty housing. ■

明新學校財團法人明新科技大學校園平面圖



3. 重要事件 Important Events

Contents 內容
新生進住宿舍 Freshmen move in to campus dormitory
外籍新生訓練 International Students Orientation
新生註冊 Registration
開學正式上課 Class Begins
加退選 Courses add & drop
期中考 Midterm
期末考 Final test

4. 註冊 Registration、新生定向輔導 Orientation

一、註冊 Registration

1. 學生於每學期註冊時，應依照規定繳納各項費用。
2. 學生應依規定日期到校註冊，如因病或特殊事故而檢具證明文件，於事前請假核准者，得延期註冊，至多以兩星期為限。未經准假或超過准假日期未註冊者，舊生如未申請休學即令退學。

1. Students should pay their fees each semester. Dates will be announced before registration.
2. At the beginning of each semester, students need to register as scheduled. If registration has still not been completed after the third day of school, the student should apply for delayed registration which lasts for two weeks following the opening day of classes. If registration is still not completed at that time, the student must be forced to withdraw from school

二、新生定向輔導 Orientation

主辦單位：國際處人才教育中心

國際人才教育中心將會針對每學期入學之國際新生，定期舉辦國際新生定向輔導課程。課程內容將規劃針對校內事務介紹，如：教務相關事項介紹如學分、學制、修課規定等事項，學務相關事項介紹如：學生獎懲規定、請假規定、校內獎學金、參加社團、服務學習、保險等

學生事務相關內容。此外另訂有學生及師長的交流時間，實際參觀圖書館及電算中心。校外事務講解，如：簽證、居留證、工作證、健保、保險等相關事宜，校園環境周遭等內容，以便協助國際新生剛到學校時便能熟悉校園環境及在校生活事宜。

The International Talent Education Center will organize the orientation for the new international students join MUST. The orientation's content will include some administration affairs introduction: credits, class, regulation; student affairs: punishment and reward, ask for leave permission, scholarships, clubs, service learning, insurance; daily life related issue: residential issue, visa, work permission, school environment introduction; visit library and computer center.

5. 醫療與健康保險 Medical Services and National Health

明新周邊就醫資訊 Clinics information

診所 Clinics	地址 Address	電話 Phone
泰生婦產科診所 Thai Obstetrics and Gynecology Clinic	新竹縣新豐鄉泰安街 11 號 No.11, Tai-an St., Sinfong Township, Hsinchu County 30443, Taiwan (R.O.C.)	03-5575522
羅世績診所 LUO Shih-Ji Clinic	新竹縣新豐鄉員山村建興路一段 8 號 No.8, Sec. 1, Jiansing Rd., Sinfong Township, Hsinchu County 30442, Taiwan (R.O.C.)	03-35593399
長安中醫診所 Chang'an Chinese medicine Clinic	新竹縣新豐鄉員山村新興路 237 號 No.237, Sinsing Rd., Sinfong Township, Hsinchu County 30442, Taiwan (R.O.C.)	03-5594218
潔明眼科診所 JIE Ming Eye Clinic	新竹縣新豐鄉新興路 251 號 No.251, Sinsing Rd., Sinfong Township, Hsinchu County 30442, Taiwan (R.O.C.)	035-578248
康馨診所 KANG Sin Clinic	新竹縣新豐鄉新興路 71 號 No.71, Sinsing Rd., Sinfong Township, Hsinchu County 30444, Taiwan (R.O.C.)	03-5578686
永安牙醫診所 YONG An Dental Clinics	新竹縣新豐鄉新興路 313 號 No.313, Sinsing Rd., Sinfong Township, Hsinchu County 30442, Taiwan (R.O.C.)	03-35591744
尚品牙醫診所 SHANG Pin Dental Clinics	新竹縣新豐鄉建興路一段 101 之 2 號 No.101-2, Sec. 1, Jiansing Rd., Sinfong Township, Hsinchu County 30442, Taiwan (R.O.C.)	03-5577995
均安中醫診所 JYUN An Chinese medicine Clinic	新竹縣新豐鄉建興路二段 759 號 No.759, Sec. 2, Jiansing Rd., Sinfong Township, Hsinchu County 30441, Taiwan (R.O.C.)	03-5578356

6. 校園生活 Campus Life

食 Food

學校內、外-餐廳林立，提供多元化的餐飲選擇，包含：便利商店、麵包店、中西式餐廳、小吃店...等。

各餐廳地點如下：

School provides cafeterias, restaurants and convenient stores around the campus.

The location of each stores and cafeterias as follow:

一、地下餐廳 Food Court

地點：體育館樓下 (地圖上 30 號處)

Location: At the basement of the gym. (Number 30 on the map)

二、男生宿舍旁餐廳 Food Court

地點：男生宿舍旁(地圖 37 號位置)

Location : Next to the boy's dormitory. (Number 37 on the map)

三、愛苑旁超商

地點：愛苑宿舍旁 (地圖 33 號位置)

Location: Next to the girl's dormitory. (Number 33 on the map)

衣 Clothing

台灣氣候潮溼，四季分明，夏日氣溫可達攝氏 33 度以上，冬天則可至攝氏 10 度以下，故厚、薄衣物需兼具。

The climate in Taiwan is quite humid, the seasons are easily recognized, the temperature in summer could be over than 33 degree centigrade, and in the winter could be below than 10 degree centigrade, so must keep both winter and summer clothing.

住 Housing



設有住宿服務組專職學生宿舍及賃居相關業務，住宿組工作理念以期望宿舍成為同學共同學習成長的重要園地。

學生宿舍共 6 棟，提供男女學生約 2100 床位(男生：忠、孝、仁、信苑；女生：愛苑；男女生：體安樓)，供遠到同學申請，分別有二人寢室及四人寢室，可供同學自行選擇。各宿舍均設有 K 書中心、休閒交誼廳、液晶電視、簡易廚房、洗(脫)衣機、網路等，為強化住宿學生安全宿舍設有專責輔導員協助各生活事項。為落實學生自治，成立學生宿舍委員會自治組織，負責籌辦活動、訂定宿舍生活公約、服務住宿生及瞭解學生需求，協助解決、處理住宿及生活各項問題。

一、設施：所有房間均配備書桌，檯燈，書架，椅子，內置衣櫥，抽屜和床鋪，無床墊。此外也提供上網，洗衣，休閒設施，安全設施。唯獨浴室是的共享。宿舍內並無廚房。

二、宿舍溫馨關懷活動：

1. 每月辦理慶生活動。

2. 民俗節日關懷活動（端午包粽、秋節烤肉、冬至吃湯圓、耶誕傳心）。
3. 疾病送醫：協助疾病緊急送醫及照顧。

三、會計室協助住宿費溢繳退費

四、電算中心協助宿舍網路

五、賃居校外學生服務：

1. 建立租屋資訊網供賃居同學參考。
2. 賃居生視訪：配合導師、教官訪查賃居同學，瞭解需求協助解決問題。
3. 辦理賃居生座談會，深入瞭解校外賃居環境協助問題解決。
4. 不定期與房東聯繫並舉辦座談會，提出改進建議事項，促使提升賃居環境品質。

The Housing Center can help you dealing with the dormitory problems or some related situations.

There are 6 dormitory buildings, provide more than 2000 beds for apply. There is room for 2 people, and 4 people for select. Each dormitory has set a studying room and leisure lounge. Equip with LCD TV, kitchen, washing machine and internet connection. To enhance the safety of the students, we have dormitory assistant to help on all the daily life matters. For the implementation of student autonomy, student hostels Committee set up an autonomous organization responsible for organizing activities, setting up the Convention in dormitory, help the boarders and to know their needs. Help to solve and deal with all the problems and situation of the boarders.

【Including refundable deposit NT\$1,000】

1. Dorms :
 - (1) This form does not include the summer and winter vacation lodging fee. (The summer / winter vacation : around NT\$50/day)
 - (2) International students must apply for the dormitory in the first year of study.
 - (3) The university has no dormitory or flat for families or couples.
2. Facilities : All rooms are equipped with desk, lamps, book shelves, chairs, built-in wardrobes, drawers and bunks without mattress. In addition, Internet, laundry, lounge facilities, and security facilities are also provided. However, bathrooms are shared in all the dorm. There is no kitchen in the dorms.
3. Dormitory Caring Activities :
 - (1) Monthly Birthday Celebration
 - (2) Folk Festival Caring Activities (Dragon Boat festival, Moon Festival, Winter Solstice, Christmas, etc.)
 - (3) Hospital transfer: Help to transfer emergency sickness or injury.
4. Contact Tel: 886-3-5593142 ext. 8260~8262
5. Office of accounting dormitory fees overpaid refund
6. Dormitory Internet Access

行 Transportation

由明新搭乘各項交通工具之前往方式：

1. **火車**：出校門後步行 15 分鐘便可到達新豐火車站。唯新豐車站所停靠之車輛皆為每站皆停之電聯車，如需搭乘各級對號列車，需至鄰近各大站如竹北、新竹、中壢等地轉搭對號列車。

Train: It takes about 15 minutes walking to go to the HsinFeng Train Station. Notice, all the trains stop at Hsinfeng Station are local train, (it's a bit slower than the other ordinary train) if need to change to a express train, you'll have to transfer to a near by main station for it.

2. **公車&客運**：公車可到達其他交通工具無法到達的市區地點，於本校校門口即有設置站牌，有新竹客運及中壢客運等客運公司。若需搭乘長途客運，可藉由搭乘前往新竹總站後再轉搭其他前往各縣市之客運。

Bus: The bus can take you to the locations that other public transportation cannot. There is a bus just in front of the school, there are Hsinchu Transportation and CL Bus. If you need a long distance bus, you can go to the Hsinchu main station to transfer.

3. **高速鐵路**：可先搭乘公車或搭乘火車至竹北，可在下列地點搭乘免費高鐵接駁車：嘉豐六路口、自強七街(喜來登飯店)、東元醫院(稅捐局)、新竹縣政府、家樂福、光明六路口、新仁醫院、竹北火車站，即可直接到達高鐵站。

Taiwan High Speed Rail: You'll have to go to Chupei by bus or train first, and then take the shuttle bus at the following location: Jiafeng Sixth Road, Sheraton Hotel, Ton Yen Hospital, Hsinchu County Government, Carrefour, Guangmin Sixth Road, Shin Ren Hospital, Chupei Train Station.

4. **桃園機場交通資訊**

Taoyuan CKS International Airport ←→ MUST

(1) **火車搭乘方式**：

在桃園國際機場機場搭乘桃園客運至中壢火車站←→在中壢火車車站轉乘火車至新豐火車站←→步行 10-15 分鐘即到達明新科技大學。

車資：桃園國際機場至中壢站車資為台幣 59 元，中壢火車站至新豐火車站為 66 元。

By Train :

- A.From the airport, take a Taoyuan bus to Zhongli Station.
- B.At Zhongli Station, transfer to a train heading for Xinfeng Station.
- C.At Xinfeng Station, walk for 10-15 minutes, and you will reach MUST.

Fare :

- A.Taoyuan bus transportation fare: NT\$59 from the airport to Zhongli Station.
- B.NT\$66 from Zhongli Station to Xinfeng Station.

(2) **巴士搭乘方式**：

在桃園桃園國際機場機場搭乘桃園客運至中壢火車站←→在中壢火車車站轉乘中壢客運至明新科技大學←→步行 5-10 分鐘即到達明新科技大學。

車資：桃園國際機場至中壢站車資為台幣 59 元，中壢火車站至明新科大公車站為 81

元，上車付款。

By bus :

- A. From the airport, take a Taoyuan bus to Zhongli Station.
- B. At Zhongli Station, transfer to a Zhongli bus heading for MUST bus station.
- C. At MUST bus station, walk for 5-10 minutes, and you will reach MUST.

Fare :

- A. Taoyuan bus transportation fare: NT\$59 from the airport to Zhongli Station.
- B. NT\$81 from Zhongli Station to MUST bus station.

(3) 計程車 Taxi

一般總車資約台幣 1,500 元。

The cost of a taxi ride to Hsinchu from the airport is about NT\$1,500.

(4) 桃園客運機場車站 Taoyuan Buses :

- A. 售票：一律於一樓入境大廳各客運巴士櫃檯販售車票。
- B. 第一航廈搭車處：一樓入境大廳西南側外廊搭乘。
- C. 第二航廈搭車處：一樓入境大廳東北側外廊搭乘。

A. Bus Ticket Counters: located in the Arrival Lobby of both Terminals.

B. Terminal I Bus Platform: On the southwest side of the Arrival Lobby.

C. Terminal II Bus Platform: On the northeast side of the Arrival Lobby.

桃園機場交通資訊

網站：<http://www.taoyuanairport.gov.tw/chinese/Publish.jsp?cnid=1350#>

Taoyuan CKS International Airport transportation information

Website：<http://www.taoyuanairport.gov.tw/english/Publish.jsp?cnid=100033>

(5) 停車證證申請：學生於每學期第一週帶學生證及行車執照至事務組提出申請，住宿生 1500 元、通勤生 900 元。

Vehicle Parking Permits: Students need to apply the parking permit in the first week of each semester at General Affairs Section, Office of General Affairs. Photocopies of student ID and vehicle registration card are necessary to complete the purchase process. The parking fees are NT\$1500 per semester for resident students and NT\$900 per semester for commuting students.)

7. 常用電話 Useful Phone Number

校內電話 On campus

單位 Unit	分機 Extension No.
文書組(收發室) Document Section	2421
國際人才教育中心 The International Talent Education Center	2317、1455~1456
諮商輔導中心 Counseling Center	2331~2336、2338~2339
住宿服務組 Housing Center	8262
衛生保健組 Health Care	2356
註冊組 Registration	2233~2237

課務組 Curriculum	2242
台灣企銀 Bank Service	2460
軍訓室 Security office for Emergency (24hours)	2321~2324 & 2433 0937-623842 (24hours)

校外電話 Out of campus

單位 Unit	服務電話 Contact Number
報案電話 Emergency Call for Police Station	110
消防隊 Emergency Call for Fire Station	119
新竹縣移民署服務站 Immigration Agency Hsinch County	03-5519905

8. 輔導與申訴案件 Student Counseling and Appeal.

個別諮商 Individual counseling services

無論是感情、人際、生涯及自我瞭解等問題，輔導老師都會用心聆聽，並共同討論解決問題之道。若有需要也可透過預約方式與精神科醫師晤談。

地點：諮商輔導中心(宗山樓二樓)

電話：03-5593142 分機 2231~2235

E-mail : counseling@must.edu.tw

Individual counseling involves the exploration of personal issues and difficulties that interfere with students' lives. Through a trustful and warm relationship and professional counseling skills, a counselor helps a client to clarify and resolve specific concerns and problems. And counselors keep the secrets of the counseling content. The length of counseling is decided by both counselor and client.

Location: Zon-Shan Building 2F (office of Counseling Center)

Tel : +886-3-5593142 Ext : 2331~2335

E-mail : counseling@must.edu.tw

校園性侵害及性騷擾申訴方式 Sexual harassment and sexual assault handing committee

如遭受到校園性侵害及性騷擾，可向校內性別平等教育委員會提出申訴，申訴方式如下：

一、受理單位地點：性別平等教育委員會（宗山樓二樓-學務處）。

二、如何申請？哪裡有申請調查書？直接向性別平等委員會索取或本網頁下載專區「校園性侵害與性騷擾防治之申請與救濟」下載申請書。

三、辦理方式：填寫申請調查表後，由當事人或檢舉人具名並親筆簽名後，逕向學務處提出申請，受理單位收件後，三日內提交性別平等教育委員會調查處理，二十日內召開性別平等教育委員會決定是否受理，而與案情相關資料與人員將予以保密。

四、諮詢與申訴電話：03-5593142 轉 2311

五、歡迎來信諮詢：E-mail：gender@must.edu.tw

If gender discrimination, sexual harassment, or sexual offenses are encountered, please report to us and obtain needed counseling and assistance.

Location : Zon-Shan Building 2F (office of student affairs)

Tel : +886-3-5593142 Ext : 2311 (Contact Judy Tsai)

E-mail : gender@must.edu.tw

學生申訴方式 Review committee for student appeal

本校為提供學生申訴管道，以維護學生合法權益，促進校園和諧，特依據大學法第三十三條及本校組織規程第十二條，訂定學生申訴評議委員會設置及處理辦法。學生對於學校有關受教權益所為之處分，認為有違法或不當致損害其權益者，或學生會及其他相關學生自治組織，不服學校之懲處或其他措施及決議之事件者，得依本辦法之規定，向本委員會提出申訴。

地點：諮商輔導中心(宗山樓二樓)

電話：03-5594704

E-mail: counseling@must.edu.tw

Draws up the Regulations of the Review Committee for Student Appeal. Students can file a complaint about illegal or improper punishments or actions that damage their right to receive education. (Ex. Appeals to change a grade, students rewards, punishments, etc.)

Location : Office of Counseling Center (Zon-Shan Building 2F)

