



# NATIONAL KAOHSIUNG UNIVERSITY OF HOSPITALITY AND TOURISM

## 2023 International Student Handbook



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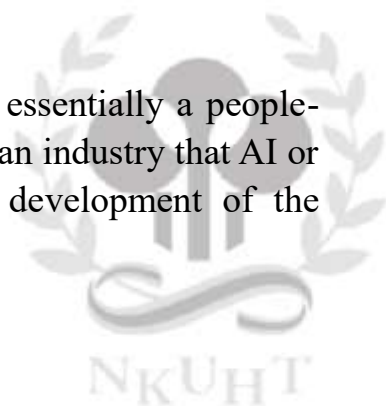
## **President Chen's Welcome Letter to Incoming Freshmen**

Dear Students,

Congratulations on your exceptional achievements in entering Taiwan's leading hospitality and tourism university. Your future development will be full of infinite possibilities and hope! Our faculty will uphold the school motto of "Sincerity and Diligence," imparting knowledge with profound care and patience, nurturing students to become the elites of the hospitality and tourism industry. Since the beginning of this year, the domestic and international tourism and hospitality industries have gradually shown signs of solid recovery, and the prospects are optimistic. The demand for tourism and hospitality professionals is high, and it is time for our university to shine in its expertise. Therefore, your entry into the hospitality and tourism industry is timely.

Our university is the only national university in Taiwan dedicated to hospitality and tourism. According to the QS Higher Education Survey in the UK, our university ranks 5th in Asia and 38th worldwide. However, this is only a milestone in our developmental journey. We will continue to deepen the connotation and quality of international education, especially in bilingual teaching and campus environments. In line with the Ministry of Education's policy to develop as a bilingual university, we will gradually elevate our university to "the premier international university for hospitality and tourism" globally.

The tourism and hospitality industry is essentially a people-oriented service industry, which will be an industry that AI or robots cannot replace after the rapid development of the



innovative economy in the future. After all, only talents can truly convey warm, enthusiastic, and courteous perceptual services. Therefore, the university will adhere to the human-based rooted education of "Service Spirits," "Respect for Teachers," and "Emphasis on Ethics" and internalize it into its professionalism. At the same time, through the university's liberal arts education, such as "humanistic cultivation," "broad knowledge," and "life aesthetics," we will cultivate students to become knowledge elites with elegant temperament and connotation in society. In terms of professional education, the departments will emphasize the practical knowledge of "smart applications," "chic innovation," and "operation and management" combined with the development trends of the times to revitalize the content of hospitality and tourism education and inject the nutrients of industry-academia innovation. It has become the new DNA of hospitality and tourism education to cultivate students' competitiveness in employment and entrepreneurship. The graduates we cultivate will not only have lean professional knowledge but also be hospitality and tourism elites with international vision, noble sentiments, and elegant knowledge.

As you approach adulthood, I hope that you will self-motivate and demand excellence from yourselves. I encourage you to study hard, take responsibility, and set goals for your future. Our faculty is committed to providing guidance and support imparting knowledge with care, love, and patience. With over thirty years of experience in education and administration, I remain ardently devoted to university education and innovation. Please trust in the educational philosophy and pedagogical framework of our university. Over the forthcoming four years, expect a journey of joyful learning and transformative growth within the walls of NKUHT. The

metamorphosis into societal elites and industry leaders is imminent. Collaborate with your professors to forge a prosperous future for you and our esteemed institution.

Welcome to NKUHT!



Dr. Dun-Ji Chen  
September 2023



# **Welcome to the NKUHT International Student Family**

This handbook is to welcome you and help you to orientate to life in NKUHT. It contains important dates and procedures you need to know and introduces you to some of the school regulations. More details can be found on the website.

The International Student Affairs Section is here to offer help, support and information during your entire NKUHT career. We are here to assist if you have any questions or problems. And we are more than happy to have you stop in and say hello!

International Affairs Office - Admin. Bldg. 4F (A406)

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# Important Dates

## Academic Year 112 (2023-2024)

### ◆ First (Fall) Semester

Date	Contents
<b>September</b>	
September 4 <sup>th</sup> -7 <sup>th</sup>	112-1 semester online pre-registration for courses for new students
September 6 <sup>th</sup> -7 <sup>th</sup>	International students arrive in Taiwan, move into dormitory and complete registration
September 9 <sup>th</sup> – 10 <sup>th</sup>	Freshman orientation counseling, course descriptions, campus tour, course registration (online)
September 11 <sup>th</sup>	Classes start
September 11 <sup>th</sup> -18 <sup>th</sup>	Deadline to add or drop course registration (including inter-departmental course registration)
September 23 <sup>rd</sup>	Make up workday/class for adjusted holiday (Oct.9)
September 27 <sup>th</sup>	Club exhibition
September 29 <sup>th</sup>	Mid-Autumn Festival holiday
<b>October</b>	
October 2 <sup>nd</sup>	International student welcome party
October 4 <sup>th</sup>	Confucian-style opening ceremony
October 10 <sup>th</sup>	National Day holiday
October 23 <sup>rd</sup> – November 3 <sup>rd</sup>	112-1 online teaching evaluation (midterm)
<b>November</b>	
November 6 <sup>th</sup> –10 <sup>th</sup>	Midterm exam
<b>December</b>	
December 18 <sup>th</sup> – January 12 <sup>th</sup> , 2024	112-1 online teaching evaluation (final)
<b>January, 2024</b>	
January 1 <sup>st</sup>	New Year's Day holiday
January 2 <sup>nd</sup> –5 <sup>th</sup>	Final exam
According to the announcement	Students move out of dorms
January 14 <sup>th</sup>	Winter vacation begins
<b>February, 2024</b>	
February 8 <sup>th</sup> - 14 <sup>th</sup>	Lunar New Year's Eve and Spring Festival holiday

\*In order to qualify for the NHI program, only one departure is permitted during the first 6-month period in Taiwan (of no more than 30 days). International students are advised that if they leave Taiwan during the winter break, those days are not counted toward the 6 successive months and this will delay meeting the NHI conditions.

◆ **Second (Spring) Semester**

Date	Contents
<b><i>February, 2024</i></b>	
February 1 <sup>st</sup> –4 <sup>th</sup>	112-2 semester online pre-registration for courses
February 19 <sup>th</sup>	Class & student enrollment date
February 19 <sup>th</sup> – 26 <sup>th</sup>	Deadline to add or drop course registration (including inter-departmental course registration)
February 28 <sup>th</sup>	Peace Memorial Day holiday
<b><i>March, 2024</i></b>	
March 29 <sup>th</sup>	28 <sup>th</sup> school anniversary
March 25 <sup>th</sup> –April 5 <sup>th</sup>	112-2 online teaching evaluation (midterm)
<b><i>April, 2024</i></b>	
April 4 <sup>th</sup> –5 <sup>th</sup>	Children’s Day and Tomb-sweeping Day holiday
April 8 <sup>th</sup> –12 <sup>th</sup>	Midterm exam for graduating students
April 15 <sup>th</sup> –19 <sup>th</sup>	Midterm exam for non-graduating students
<b><i>May, 2024</i></b>	
May 20 <sup>th</sup> – 24 <sup>th</sup>	Final exam for graduating students
<b><i>June, 2024</i></b>	
June 3 <sup>rd</sup> –21 <sup>th</sup>	112-2 online teaching evaluation (final)
June 11 <sup>th</sup> –14 <sup>th</sup>	Final Exam for non-graduating students
June 12 <sup>th</sup>	Graduation ceremony
June 8 <sup>th</sup> –10 <sup>th</sup>	Dragon Boat Festival holiday
June 22 <sup>nd</sup> –23 <sup>rd</sup>	Students move out of dorms
June 23 <sup>rd</sup>	Summer vacation begins





## 1. Visa information

International students should obtain a student visa or entry permit at a Taiwan overseas representative office before coming to Taiwan. Two kinds of visas are available: visitor visa and resident visa. For the latest visa information, please visit the Taiwan Representative Office or Embassy in your country or check the following website:

Bureau of Consular Affairs, Ministry of Foreign Affairs, Republic of China



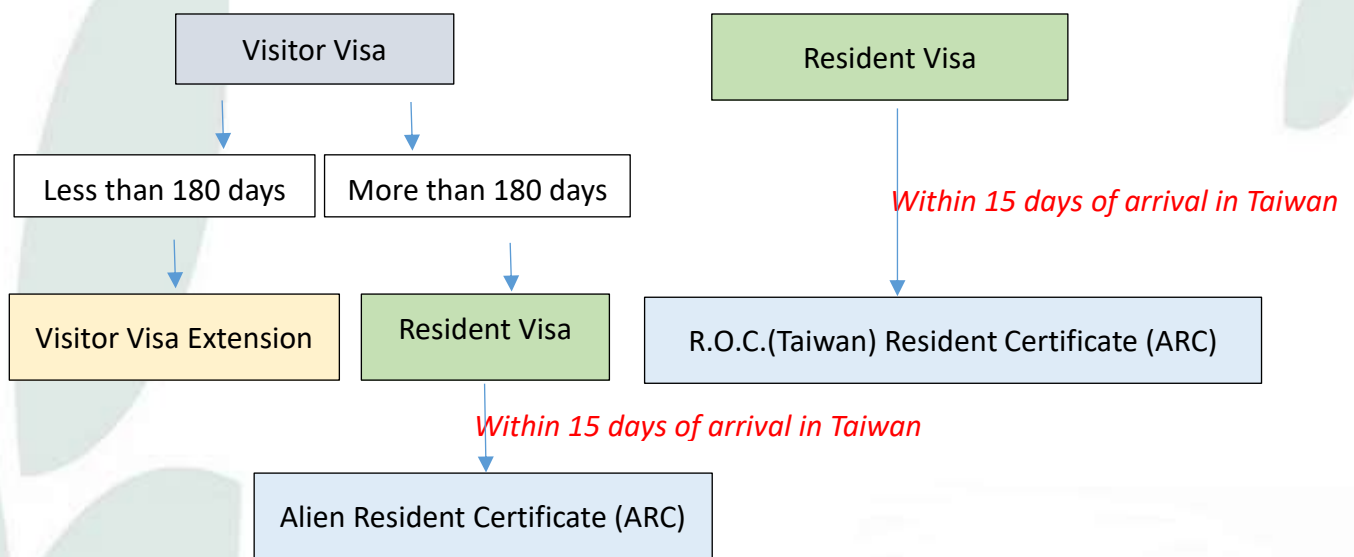
### (1) Visitor visa

International students with valid passports or other legal documents who intend to stay for no more than six months in Taiwan can apply for a visitor visa.

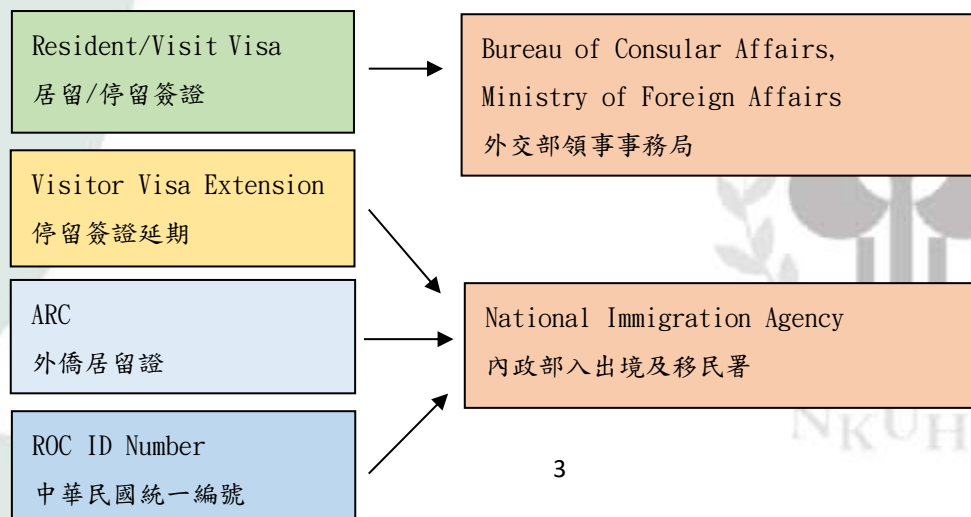
### (2) Resident visa

International students with valid passports or other legal documents who intend to stay for longer than six months in Taiwan can apply for a resident visa.

### Visa Process



### Where to apply



## 2. R.O.C (Taiwan) Resident Certificate (ARC) application

The ARC application process should be conducted within 15 days after entering Taiwan (counted from the next day of arrival).

- (1) **If you are holding a resident visa**, please complete your school registration and ARC application within 15 days after arriving Taiwan. Take your passport (the original and a copy of the passport bio-page), visa (the original and a copy), two color 2"x2" passport photographs, admission letter (the original and a copy; the original will be returned after inspection) and certificate of enrolment to obtain your R.O.C (Taiwan) Resident Certificate (ARC). Online application:

<https://coa.immigration.gov.tw/coa-frontend/student/entry?lang=en>



- (2) **Students from Hong Kong and Macao:** Please complete your registration and physical examination within 5 days after arriving at school. Take your passport (the original and a copy), visa (the original and a copy), entry permit (the original and a copy; the original will be returned after inspection), certificate of enrollment, two 2"x2" color passport photographs, Hong Kong or Macao identity card (the original and a copy), permission of entry and physical examination report. For those who are already 20 years old, a Criminal Record Certificate is required as well.

**Note:** Photos must have been taken within the past 6 months. Hats and tinted glasses are not permitted, and ears should be visible.

## 3. National Health Insurance (NHI) information

In order to qualify for the NHI program, **only one departure is permitted during the first 6-month period in Taiwan (of no more than 30 days)**. International students are advised that if they leave Taiwan during the winter break, those days are not counted toward the 6 successive months and this will delay meeting the NHI conditions.

Students who obtain an ARC have stayed in Taiwan for 6 successive months are required to join the NHI program. Being enrolled in the NHI program is important for students in Taiwan, so **please pay attention to this condition when purchasing your plane tickets for the winter vacation.**

For NHI regulations, please check the National Health Insurance website: National health Insurance Administration

<https://eng.nhi.gov.tw/en/mp-2.html>



#### 4. **Dormitory information**

There are two dormitories in NKUHT: the Jing-Cheng building and the Qintpu building. Two beds room or 4 people room provided.

##### (1) **Dormitory facilities**

- A. Paid laundry service is available (uniforms of boarders will be sent in a batch). There are automatic washing machines (NT\$10/per load) and dryers (NT\$20/per load) on each floor of the dormitories.
- B. Boarders need to purchase the air conditioning stored value card to use the air conditioning. There are refill machines on the first floor of each dormitory.
- C. There are lounges and places to hang your clothes on each floor. The common area offers large automatic water dispensers, internet, a refrigerator, a television, newspapers, magazines and books.
- D. For those who have difficulty with mobility or who have been injured, a care room can be applied for with appropriate documentation.

##### (2) **Dormitory rules** (Please check it often from the school website for the latest version.)

- A. **Roll call:** NKUHT requires a roll call in consideration of student safety.
  - a. **Roll call will be done at 23:00 from Sunday to Thursday every week** by student dorm advisors. More specifically, boarders will gather for roll call **(i) at the designated location every Monday and Thursday, and every day during the first week of each semester (lights in dorm rooms must be turned off); (ii) in dorm rooms every Sunday, Tuesday, and Wednesday after the first week of each semester**. The University reserves the right to adjust or increase the days for roll calls for management purposes. Relevant announcements and reminders will be made and given during the roll call session.
  - b. A boarder who needs to **stay outside the dormitory for a night or return late (after 23:00) must apply for leave on the dormitory management E-system before the deadline and receive approval from** the dormitory advisor. No roll call will be taken on Fridays, Saturdays and the day before a national holiday. Boarders who will return to the dormitory between 23:00 and 23:30 still need to apply for late return in accordance with the rules. Boarders are not permitted to use participation in part-time jobs or cram school as an excuse for late return past 23:30 (detailed information will be announced by the student dorm advisors after the students check in to the dormitory).
  - c. Curfew hours are from 23:30 to 05:30 the next morning for both weekdays and weekends.
- B. The rest period begins from 23:00, please be quiet. You can't stay in the common room or meeting rooms after 24:00.
- C. Boarders are prohibited from entering the dorm or bedroom of members of the

opposite sex.

- D. For dorm safety, **do not use electrical appliances that consume too much electricity.** With the exception of small desk lamps, mini fans, hair dryers, computers and printers, other electrical appliances are not allowed (each dorm room is equipped with one ceiling fan and an air conditioner; hence, students do not need to use their own fans).
- E. Use of air conditioners:  
Boarders should purchase an air conditioner pre-paid card. Visit the 24-hr cash-to-card machine located on the first floor of each dormitory building to add value to your card at any time.
- F. Food regulations are strictly enforced in order to promote food safety and environmental hygiene.
- Foods with intense odors (stinky tofu, durian, etc.) are not allowed.
  - Tobacco, alcohol, betel nut and other restricted items are completely banned.** Violators will be subject to punishment.
  - Students are limited to eating food in their rooms and are forbidden to eat food in public areas (including corridors, reception hall, 1F study room, meeting rooms, and information counter). Those who fail to comply will be subject to punishment and will be required to do a minimum of 3 hours of dormitory service.
  - Kitchen waste or trash is prohibited from being disposed of into sinks or toilets. If the sink or toilet becomes blocked up as a result of improper disposal, the maintenance fee will be paid by the occupants of the room.
  - To maintain an environment free of mosquitos, cockroaches, and other pests, please put leftover food in a food storage box and do not place it in an open space. Cooked food and cut fruit should not be kept overnight.
  - Garbage needs to be removed every day to keep the room clean.
- G. Bedroom key and dorm key card. For reasons of safety, students who hold dorm room keys and dorm key cards need to comply with the following regulations:
- Students should receive the key to their bedroom and dorm key card at the information counter when checking in. When the semester is over, boarders must return the key and key card when the announcement is made to do so.
  - Those who apply for the dorm during the semester must pay dorm fees at the Cashier Section in the General Affairs Office. After payment, bring your receipt to the information counter and get your key and dorm key card.
  - Those who move out of the dorm during the semester must return the room key and dorm key card to the Dormitory Management Office.
  - If your key card is lost or damaged due to improper use, please buy a new one from the Construction and Maintenance Section in the General Affairs Office. (Replacement fees are: Jing-Cheng building - NT\$200/per card; Chin-

Pu building - NT\$300/per card.)

H. Room check (cleaning inspections)

Room checks will be conducted two days per week. Depending on the circumstances, the dormitory advisor may accompany the student dorm advisors to inspect the student bedrooms.

I. **Living off-campus or coming back late:**

Students needing to live off-campus or come back late must submit an application for leave on the online dormitory management system and be approved by a dormitory councilor.

- a. If a boarder is not returning to campus he/she should fill out an application on the online dormitory management system.
- b. If a boarder wants leave to return late, they have to apply for a late return on the online dormitory management system before 22:00. Those who return to the dorm after roll call will be considered as being late.
- c. Boarders who need leave to return late because of a part-time job or cram school should apply for long-term leave. With the parent's permission and proof from the place of employment or school, the leave will be approved by the Director of Student Affairs Office in the Dormitory Management Office. Students should return to the dorm before 23:30.
- d. Those who have leave to return late and come back after 23:30 will still be considered as being late without leave.
- e. Those who stay off campus or return late without leave will be subject to the demerit regulations and their parents will be notified.
- f. Those who need to change bedrooms for a special reason may fill out a room change application form and submit it to the Dormitory Management Office for approval. Once approved, the adjustment can be made.

5. **School regulations** (Please check it often from the school website for the latest version.)

Please note the following:

- **The school is a non-smoking area.** Violators will be punished.
- Stealing and fighting are strictly forbidden. Violators will be expelled from school.
- Promoting a business, direct selling and other business practices are not allowed on campus.
- Seminar rooms and study rooms are provided to complete homework and hold related discussions; they may not be used for other purposes unless permission is requested and granted from the office in charge of the rooms.

For more information, please refer to the link below:

Student Affairs Office/Regulations/

<http://student.nkuht.edu.tw/p/412-1005-943.php?Lang=en>





**(1) 24-hour emergency telephone number: (07) 803-4727.**

Call this number if you need emergency assistance at any time.

**(2) Uniform**

A. **Students are required to wear uniforms** (including service uniform, chefs' uniform and/or leisure uniform). **Please pay attention to your department's regulations about uniforms.**

- a. During PE class (Physical Education) please wear sports outfit with sports shoes.
- b. If special attire is needed for certain events, please apply in advance for approval. Uniforms should be worn when entering and leaving the campus, with special attire being changed into and out at the event venue.
- c. Wearing slippers is not permitted.
- d. Students affected by illness or injury who feel discomfort or are inconvenienced when wearing the formal uniform(s) can wear sports outfit after applying for and receiving permission.

B. Male: Khaki or black trousers, long or short sleeve white shirt, leisure shirt, school tie, standard leather shoes, blazer (vest is optional).

Female: Khaki or black skirt/trousers/skort, long or short sleeve white shirt, leisure shirt, school scarf, standard leather high heel shoes, blazer (skirts must not be more than 10 cm above the knees).

Chef uniform: According to the regulations for each department, with the correct neckerchief, and dark leather shoes or safety shoes (including for elective courses).

Service uniform: According to the regulations for each department, with bow tie and vest, and standard leather shoes (including for elective courses).

For more information, please see "Regulations for Implementing Guidance on Student Attire, Appearance, and Etiquette"

<https://student.nkuht.edu.tw/p/405-1005-5174.c943.php?Lang=en>



### (3) Hairstyle

**Hair should be maintained as a natural hair color.** Keep your hair clean, neat and professional.

### (4) Labor education

This is an **uncredited required course** to cultivate a hospitality service attitude. **A passing grade or higher is required for this course.** If you are unable to attend, apply for leave in advance. For more information, please refer to the link.

<https://pe.nkuht.edu.tw/p/404-1012-9849.php?Lang=zh-tw>

### (5) Conduct grades

Conduct grades are to encourage students to cultivate good virtues and habits, a sense of responsibility, civic pride, and a sense of honor.

The rewards for students are categorized into prizes, medals, honor certificates, commendations, minor merits, and major merits.

The punishments for students are divided into warnings, minor demerits, major demerits, being expelled from school.

**Leaves/absences and rewards/punishments all impact the conduct grade, which begins at a base level of 82.**

#### A. Standards for assigning scores for daily attendance and absences:

- a. For each hour of unexcused absence, 1 point is deducted.
- b. For each tardiness and each early dismissal, 0.5 points are deducted.
- c. For each 20 hours of sick leave or each 10 hours of personal leave, 1 point is deducted.
- d. No points are deducted for maternity or paternity leaves that are applied for in accordance with the NKUHT Student Leave Regulations.
- e. For funeral leave of less than 7 days, no points are deducted. Funeral leaves for non-immediate family members are considered as personal leaves.
- f. For official leaves, no points are deducted.
- g. For students who do not meet the standards of dress etiquette and grooming, 0.5 points are deducted.
- h. Absences for important school meetings or events are recorded as absences (in excess of ½ hour is considered one hour)

#### B. Merits and demerits

- a. One point is given for a commendation, 3 points are given for a minor merit, and 9 points are given for a major merit.
- b. One point is subtracted for a warning, 3 points are subtracted for a minor demerit, and 9 points are subtracted for a major demerit.

#### C. Under the following conditions, the student will not receive a score of excellent:

- a. More than one major demerit.
- b. Absent class for more than 8 hours.

- c. Other significant misconduct.
- D. An additional 3 points will be given to students with perfect attendance, excluding interns. Those who only have public service leave and bereavement leave will be considered to have perfect attendance; those who have a record of leaving early or being late are excluded.
- E. At graduation, rewards for excellent conduct grades will be given. If an eligible student cannot graduate for some reason, the reward will be given to the student with the next highest conduct grade. The graduating conduct grade is the average of every semester. The terms counted for grading are: 8 semesters for four-year technical university students, 4 semesters for two-year technical university students and two-year college students, and 10 semesters for five-year college students.
- F. In order to serve as an early warning system and to assist students in improving their conduct, **students with minor and/or major demerits, or whose conduct grade is less than 68, or who have been absent for 10 classes or more, will have their parents/guardians, class advisor and counseling instructors notified.**
- G. **Students can go online and check their conduct grades at any time. If there are any questions, please go to the Student Services Section of the Student Affairs Office before the deadline.** All changes should be made before the last 2 weeks of each semester.
- H. **Students with a failing conduct grade (less than 60)** and who have been sanctioned by a student disciplinary meeting, subject to approval from the President, **will be expelled by the university.**

Student Affairs Office/Regulations

<http://student.nkuht.edu.tw/p/412-1005-943.php?Lang=en>

Academic Affairs Office/Regulations

<https://academic.nkuht.edu.tw/p/412-1004-430.php?Lang=zh-tw>



## **(6) Demerit removal**

To remove a demerit from the record, the student needs to apply to the office that issued the demerit and will be given work hours to serve. The Student Services Section of Student Affairs Office is responsible for removing demerits.

- A. After the demerit is issued, students should apply for and complete the service hours. If approval is given by the unit that issued the demerit and the Dean of Student Affairs Office, the student should then apply to the personal counseling section to have the demerit removed.
- B. For students on internship, the same demerit removal procedure applies. After the internship ends, students should complete their duty within four weeks of returning to school. However, only the record can be canceled, the conduct grade will remain the same.
- C. The regulations regarding conduct grade, application for leave and merits and



demerits are available on line. Please apply in advance for leave and demerit removal online. The form should be printed out and submitted for approval.

For more information about demerit removal, please refer to the link:

Student Affairs Office/Regulations

<http://student.nkuht.edu.tw/p/412-1005-943.php?Lang=en>



- D. **Please regularly check the absence records and conduct grades on the student counseling system.** If you have any questions, go to the Student Services Section **before the deadline** of the absence/grade. Overdue corrections are not allowed.

Where to check your conduct grade:

<https://webap6.nkuht.edu.tw/student/>



### (7) Leave

Students should apply for leave if unable to attend classes, turn in assignments or attend examinations, registration, education services and related activities (e.g. special school events, school anniversary, opening ceremony, graduation and other assemblies). Absence without leave is considered an unexcused absence.

For information about leave and required documents please check "**Student Leave Regulation**". If any accompanying documents are found to be false, the absence will be counted as unexcused, and you may be subject to demerits regulations.

Types of leave and the required documents are as follows:

A. Personal leave:

- a. Personal leave: Letters from parents, guardian or other certifications
- b. Marriage leave (one week): Provide original copy of the household registration.
- c. Sick leave: Certification from the NKUHT health center, a clinic or a hospital (Certifications from public hospitals are required for sick leave during registration or examinations).
- d. Menstruation leave (applicable to female students only): The leave can be taken once per cycle (i.e. within a 22-day period) for one day at a time. No certification is required.
- e. Bereavement leave: A funeral notice, household registration booklet, household registration, and death certificate are required. Bereavement leave is allowed only for the death of an immediate family member—such as parents, grandparents, brothers, sisters, or permanent cohabitant—and it can be applied for up to a period of one week. If the bereavement leave for a single

event lasts longer than one week, the exceeding days will be considered personal leave.

- f. Pregnancy leave: Documentation provided by a hospital or clinic registered by the Bureau of National Health Insurance is required. It can be used in the following circumstances: (i) Students can take leave for 8 days for pre-natal care; any of the 8 days unused before the birth cannot be carried over. (ii) Students can take leave for 42 days for post-natal care. (iii) If miscarriage occurs after five months, a leave of 42 days can be applied for. (iv) If miscarriage occurs after three months but less than five months, a leave of 21 days can be applied for. (v) If miscarriage occurs in the first three months, a leave of 14 days can be applied for. Pregnancy leave and miscarriage leave must be taken all at once.
- g. Paternity leave: Up to 3 days, with proof from a hospital or a clinic registered by the Bureau of National Health Insurance. The days can be taken before or after the birth.
- B. Official leave: Those who are participating in departmental, college or university events/activities that are held during class times need to apply for leave with authorization from the teacher or section responsible for the events/activities. If more than 10 students need leave, the class advisor should be notified. If the whole class needs to take leave, the Registration and Curriculum Section should be notified.
- C. Leave for military affairs: Documents from military authorities should be submitted.
- D. Leave for certification or national exams: Admission ticket or other documents from public authorities should be submitted.
- E. Leave for internship interviews or visa for overseas internship: Authorization from the Research and Development Office or the International Affairs Office.
- F. Leave for student services agency assignments: Submit proof of service and other relevant official documents.

**Except for sick leave or paternity leave, leave should be applied for in advance online but if your conduct grades is less than 68, your application form should be printed out and submitted to the Students Service Section.** For unexpected events or special circumstances, personal leave should be applied for **within 10 days**. After submitting the application, please check online to see if your personal leave has been approved.

A. Leave application procedure:

- a. Log in to the "Student Affairs Information System" on the school website and fill in information regarding your request.
- b. Print the leave request (A4 paper).

B. Sequence for submitting the leave form in person:

- a. If the leave is for less than 3 days, permission can be given first by the class advisor or the head of the department, and then by the Student Services section.
- b. If the leave is for more than 3 days but less than a week, permission should be given first by the class advisor, then by the head of the department, and finally by the Student Services section.
- c. If the leave is for more than a week, permission should be given first by the class advisor, then by the head of the department, next the Students Services section, and finally by the Dean of Student Affairs Office.

For more information about leave regulation and process, please check:

Student Affairs Office/Regulations

<http://student.nkuht.edu.tw/p/412-1005-943.php?Lang=en>



#### C. Leave during registration or examinations:

- a. Students should take registration leave in accordance with " Student Registration and Registration Leave Request Implementation Guideline".

Student Affairs Office/Regulations

<http://student.nkuht.edu.tw/p/412-1005-943.php?Lang=en>



- b. Students should take examination leave in accordance with "Guidelines for Student's Asking for Leave from Examination ": complete the online procedures, notify the teacher giving the examination and notify the Registration and Curriculum Section.

Student Affairs Office/Regulations

<http://student.nkuht.edu.tw/p/412-1005-943.php?Lang=en>



#### D. Labor education:

- a. **Students who cannot attend labor education classes should apply online for leave following the standard procedures.**
- b. Students who are only applying for labor education leave should **hand the leave application in to the Physical Education and Health Center.**

Student Affairs Office/Student Affairs Office/Regulations/ Student Leave Regulations.pdf

Student Affairs Office/Regulations

<http://student.nkuht.edu.tw/p/412-1005-943.php?Lang=en>



\*Please check the updated information regularly.





## 6. School email and software

Every NKUHT student has 2 school email addresses. The primary email (student ID number @stu.nkuht.edu.tw) is used for receiving important school notices or for other academic purposes. The other email (student ID number @live.nkuht.edu.tw) can be used for downloading Microsoft software.

Software:

All students may download versions of Windows, Microsoft Office and other related software for their studies. For more details go to the Library website.

Where to login:

School mail	Microsoft software
	



## 7. Contact information

School Telephone: 07-8060505

Office	Service Responsibility	Extension	Location
International Affairs Office International Student Affairs Section	International student affairs Hsin-Yi (Assistant)	17301	Admin. Building, 4 <sup>th</sup> floor
	International student affairs Erin (Assistant)	17302	
Academic Affairs Office Registration and Curriculum Section	Curriculum planning Select/add/remove classes	12101 12102 12103	Admin. Building, 3 <sup>rd</sup> floor
	Registration Student ID cards Academic records	12104 12105	
Student Affairs Office Student Services Section	Conduct grades Leave application Merits and Demerits	13201, 13202, 13203, 13204	Admin. Building, 2 <sup>nd</sup> floor
Student Affairs Office Student Housing Services Section	Campus residence management	07-8065800 Ext. 41110, 42110	Jing-Cheng building and the Qipu building
Physical Education and Health Center Sports Competition and Campus Service Section	Labor leave application	19200, 19201	Multi-Function Recreation center, 1 <sup>st</sup> floor
Physical Education and Health Center Physical Education, Health and Environment Section	Health examination Student health insurance	19100, 19101, 19103	The Health Center First Professional Building, 1 <sup>st</sup> Floor
Security Guard Office	Security emergency	15999	Guard Office
General Affairs Office Cashier Section	Handling receipt and disbursement of funds	15301, 15302, 15303	Admin. Building, 1 <sup>st</sup> floor
Research and Development Office Internship Section	Internships	16201, 16202, 16203	Admin Building, 4th floor

**24 Hour Emergency Telephone Number: (07) 803-4727.**





## 8. Calendar for NKUHT

(Dates in black are a regular class or work days. Dates in red are weekends or holidays)

Please check the latest version from the website : <https://academic.nkuht.edu.tw/p/412-1004-655.php?Lang=en>



### ◆ First semester calendar, academic year 112 (2023-2024)

Calendar of the First Semester, 2023-2024 Academic Year for National Kaohsiung University of Hospitality and Tourism											
Year	Month	Week	Day							Important Events	
			Sun	Mon	Tue	Wed	Thur	Fri	Sat		
2023	August				1	2	3	4	5	(1)Start of the first semester (8/1-8/15)112-1 Semester second time to apply reduction of school fees【Student Affairs Office】(8/1-11/30)112-1 Semester Application for English Proficiency Test Reward【Language Center】	
			6	7	8	9	10	11	12	(8/7-9/28)Apply for grant-in-aid for minority in 2023-2024 academic year【Student Affairs Office】(9)Executive meeting【Secretariat Office】(12-13)Power cut for maintenance of high-voltage power of the entire university【General Affairs Office】	
			13	14	15	16	17	18	19	(8/14-9/12)112-1 Semester apply the student loan【Student Affairs Office】	
			20	21	22	23	24	25	26	(20)Campus disinfection【General Affairs Office】(23)Executive meeting【Secretariat Office】	
			27	28	29	30	31			(26-31)Senior student online pre-registration【Academic affairs office】	
	September								1	(4-7)Freshman online pre-registration【Academic affairs office】(5)Teacher Evaluation Committee【Personnel Office】(6)Executive meeting【Secretariat Office】(7)Meeting of representatives for colleagues of first class organizations【Secretariat Office】(8)Tutor Meeting & Tutorship Knowledge and Skills Workshop【Student Affairs Office】(9-10)Freshman orientation counseling【Student Affairs Office】	
			3	4	5	6	7	8	9	(11)Classes begin & student registration date【Academic affairs office】(12)Deadline for tuition and fees payment【General Affairs Office】(13-18)Application to add or drop course registration(including inter-departmental course registration)【Academic affairs office】(11-13)Traffic Safety Publicity Week【Student Affairs Office】(2023/9/11-2024/3/23)Application to waive GE English and Second Foreign Language Courses for 4-Year College students【Language Center】	
		1	10	11	12	13	14	15	16	(20)Executive meeting【Secretariat Office】(21)School song & departmental class chair competition【Student Affairs Office】(22)Earthquake evacuation air defense evacuation drill【Military Training Office】(23)Make-up workday/class on Sep 23 for adjusted holiday(Oct 3)	
		2	17	18	19	20	21	22	23	(26)Internship Counseling Committee【Research and Development Office】(27)Student association elections【Student Affairs Office】(29)Holiday for Mid-Autumn Festival【Personnel office】	
		3	24	25	26	27	28	29	30	(2)International Students Welcome Party【International Affairs Office】(2-6)Students in Skills Certification (Level B technician for western culinary)【Research and Development Office】(6)Executive meeting【Secretariat Office】(7)Confucian-style opening ceremony in 2023-2024 academic year【Student Affairs Office】(8)Information Session for Study Plus Internship Programs【International Affairs Office】(9)Series lectures of distinguished alumni-1【Research and Development Office】(10)Meeting of representatives for colleagues of first class organizations【Secretariat Office】	
	October	4	1	2	3	4	5	6	7	(8-10)Fall semester teaching week (RMTK) (9-10)Holiday for National day【Personnel office】	
		5	8	9	10	11	12	13	14	(16-20)Freshman volleyball competition【Physical Education and Health Center】(18)Executive meeting【Secretariat Office】(19)Measurement of freshman's mental health【Student Affairs Office】(20)Series lectures of distinguished alumni-2【Research and Development Office】(21)Completion of 1/3 semester(transcripts are verified separately)【Academic affairs office】	
		6	15	16	17	18	19	20	21	(10-23-11/3)Mid-term online teaching feedback【Academic affairs office】(25)Freshman E-Portfolio education training【Student Affairs Office】(26)Lectures on careers-1【Research and Development Office】	
		7	22	23	24	25	26	27	28	(31)Internship Counseling Committee【Research and Development Office】	
		8	29	30	31					(1)Lectures on careers-2【Research and Development Office】	
	November				1	2	3	4		(6-10)Mid-term exam【Academic Affairs office】(6-30)Entry of mid-term exam results【Academic affairs office】(7)Teacher Evaluation Committee【Personnel Office】(8)Executive meeting【Secretariat Office】(9)University Information Technology Development Committee【Library and Information Services Office】(10)On-campus scholarship review meeting【Tutorship Knowledge and Skills Workshop【Student Affairs Office】(9)Meeting of representatives for colleagues of first class organizations【Secretariat Office】	
		9	5	6	7	8	9	10	11	(13-17)Traffic Safety Publicity Week【Student Affairs Office】(18)Department of basketball competition【Physical Education and Health Center】(19)Publicity on Campus Security and Truancy Dispute Mediation【Military Training Office】(14)Library Consulting Committee【Library and Information Services Office】(15)University Curriculum Committee【Academic affairs office】(16)Lectures on careers-3【Research and Development Office】(16)Information Session for Study Plus Internship Programs in Japan【International Affairs Office】(17)112-1 Semester application deadline for courses withdrawal【Academic affairs office】	
		10	12	13	14	15	16	17	18	(19)Campus disinfection【General Affairs Office】(22)Executive meeting【Secretariat Office】(23)Enterprise presentation activities-1 (Lectures on careers-4【Research and Development Office】(23)Outstanding tutor selection meeting【Student Affairs Office】(24)Campus Safety and Student Substance Abuse Prevention Conference【Military Training Office】	
		11	19	20	21	22	23	24	25	(26)Internship Counseling Committee【Research and Development Office】(29)Educational affairs meeting【Academic affairs office】(30)Enterprise presentation activities-2 (Lectures on careers-5【Research and Development Office】	
		12	26	27	28	29	30			(2)Completion of 2/3 semester(transcripts are verified separately)【Academic affairs office】	
	December							1	2	(5)Teacher Evaluation Committee【Personnel Office】(6)Executive meeting【Secretariat Office】(7)Campus Intellectual Property Rights Protection Advocacy and Executive Team Meeting【Library and Information Services Office】(8)Enterprise presentation activities-3 (Lectures on careers-6【Research and Development Office】(7)Meeting of representatives for colleagues of first class organizations【Secretariat Office】	
		13	3	4	5	6	7	8	9	(13)Enterprise presentation activities-4【Research and Development Office】(14-15)National Defense Education Visit【Military Training Office】(16)TOEIC Campus Test【Language Center】	
		14	10	11	12	13	14	15	16	(11/2/12/18-11/3/12)Final online teaching feedback【Academic affairs office】(20)University affairs meeting【Secretariat Office】(21)Enterprise presentation activities-5【Research and Development Office】	
		15	17	18	19	20	21	22	23	(12/24-1/6)All classes (including intern classes) Evaluation for Class Adviser【Student Affairs Office】(26) Internship Counseling Committee【Research and Development Office】	
2024	January	16	24	25	26	27	28	29	30	(3)Holiday for New Year's day(Founding Day of the ROC) Deferred holiday【Personnel office】(2)Student Discipline Committee【Student Affairs Office】(2-5)Final exam (2-16)Entry of final exam results【Academic affairs office】(13-2/23)112-2 Semester apply for reduction of school fees【Student Affairs Office】	
		17	12/31	1	2	3	4	5	6	(6-11)Fall semester teaching week (RMTK) (9)Teacher Evaluation Committee【Personnel Office】(10)Executive meeting【Secretariat Office】	
		18	7	8	9	10	11	12	13	(15-19)National Skill Evaluation Operation Test (Level B technician for baking food)【Research and Development Office】	
		19	14	15	16	17	18	19	20	(21-2/20)112-2 Semester apply for student loan【Student Affairs Office】(24)Executive meeting【Secretariat Office】(27)Power cut for maintenance of high-voltage power of the entire university【General Affairs Office】	
		20	21	22	23	24	25	26	27	(31)The first semester ends	
		21	28	29	30	31					

◆ **Second semester calendar, academic year 112 (2023-2024)**

Please check the latest version from the website.

Calendar of the Second Semester, 2023-2024 Academic Year for National Kaohsiung University of Hospitality and Tourism												
Year	Month	Week	Day							Important Events		
			Sun	Mon	Tue	Wed	Thu	Fri	Sat			
2024	February						1	2	3	Start of the second semester (1-4) Online pre-registration [Academic affairs office] (2/1-3/30) 112-2 Semester Application for English Proficiency Test Review [Language Center]		
			4	5	6	7	8	9	10	(6) Teacher Evaluation Committee [Personnel Office] (8-14) Consecutive Holidays For Lunar New Year's Eve and Spring Festival [Personnel office] (15) Campus disinfection [General Affairs Office]		
			11	12	13	14	15	16	17	(17) Make-up work day (for the adjusted holiday on February 13) [Personnel Office] (17-18) Dorm open to returning students [Student Affairs Office]		
		1	18	19	20	21	22	23	24	(19) Classes begin student registration date [Academic affairs office] (19-24) Application to add or drop course registration (including inter-departmental course registration) [Academic affairs office] (19-23) Traffic Safety Publicity Week [Student Affairs Office] (21) Executive meeting [Secretariat Office] Tutor Meeting & Tutorship Knowledge and Skills Workshop [Student Affairs Office] (23) Deadline to apply to waive GE English and Second Foreign Language Courses for 4-Year College students [Language Center]		
		2	25	26	27	28	29			(24) Holiday for Peace Memorial Day [Personnel office]		
								1	2	(31-3/31) Overseas Job Recruitment period [Research and Development Office]		
	March	3	3	4	5	6	7	8	9	(4-8) Survey of senior interest in Remedial English course to fulfill graduation requirement [Language Center] (5) Teacher Evaluation Committee [Personnel Office] (6) Executive meeting [Secretariat Office] - Information Security and Personal Information Protection Promotion Committee [Library and Information Services Office] - Lectures on careers-1 - Students from Hong Kong and Macau, and International Students after Graduating from University in Taiwan [Research and Development Office] (7) Meeting of representatives for colleagues of first class organizations [Secretariat Office]		
		4	10	11	12	13	14	15	16	(13) Campus recruitment - Lectures on careers-2 [Research and Development Office]		
		5	17	18	19	20	21	22	23	(18-22) National defense education passport experience and anti-drug publicity [Military Training Office] (19-20-26) 18th anniversary & preliminary games [Physical Education and Health Center] (20) Executive meeting [Secretariat Office] - Lectures on careers-3 [Research and Development Office]		
		6	24	25	26	27	28	29	30	(26) Internship Counseling Committee [Research and Development Office] (27) Lectures on careers-4 [Research and Development Office] (29) 124th anniversary & games [Physical Education and Health Center] (30) Completion of 1/3 semester (classes are verified separately) [Academic affairs office]		
	April	7	4/3	1	2	3	4	5	6	(1-3) Spring supplement teaching week (RMG) (1) Compensatory holiday for university anniversary [Student Affairs Office - Personnel office] (4-7) Children's Day & Memorial Day [Personnel office]		
		8	7	8	9	10	11	12	13	(8-12) Mid-term exams for graduating [Academic Affairs office] (8-22) Entry of mid-term exam results for graduating classes [Academic affairs office] (10) Executive meeting [Secretariat Office] (11) Meeting of representatives for colleagues of first class organizations [Secretariat Office]		
		9	14	15	16	17	18	19	20	(13-19) Mid-term exams for non-graduating classes [Academic Affairs office] (15-29) Entry of mid-term exam results for non-graduating classes [Academic affairs office] (17) On-campus scholarship review meeting [Student Affairs Office] - Tutorship Knowledge and Skills Workshop [Student Affairs Office] - Lectures on careers-3 [Research and Development Office]		
		10	21	22	23	24	25	26	27	(22-26) Traffic Safety Publicity Week [Student Affairs Office] - Campus Safety and Substance Abuse Prevention Advocacy [Military Training Office] (24) Executive meeting [Secretariat Office] - Lectures on careers-6 [Research and Development Office] (26) 112-2 Semester application deadline for courses withdrawal [Academic affairs office]		
		11	28	29	30					(4/29-5/3) Department of basketball competition [Physical Education and Health Center] (30) Internship Counseling Committee [Research and Development Office]		
	May				1	2	3	4		(1) The Labor Day (Holiday only for employee who abides by Labor Standards Act) [Personnel office] - Internship Orientation for international students [International Affairs Office]		
		12	5	6	7	8	9	10	11	(7) Teacher Evaluation Committee [Personnel Office] (8) Executive meeting [Secretariat Office] - University Information Technology Development Committee [Library and Information Services Office] (9) Meeting of representatives for colleagues of first class organizations [Secretariat Office] (11) Completion of 2/3 semester (classes are verified separately) [Academic affairs office]		
		13	12	13	14	15	16	17	18	(13-17) Department of volleyball competition [Physical Education and Health Center] (14) Library Consulting Committee [Library and Information Services Office] (15) University Curriculum Committee [Academic affairs office] - Domestic Campus Recruitment Fair - Presentation before internship-1 [Research and Development Office] (16) Orientation coordination meeting [Student Affairs Office] - Campus Safety and Student Substance Abuse Prevention Conference [Military Training Office]		
		14	19	20	21	22	23	24	25	(19) Campus disinfection [General Affairs Office] (20-24) Entry of final exam results for graduating classes [Academic Affairs office] (20-24) Entry of final exam results for graduating classes [Academic affairs office] (20-24) Final online teaching feedback (graduating classes) [Academic affairs office] (22) Executive meeting [Secretariat Office] - Presentation before internship-2 [Research and Development Office]		
		15	26	27	28	29	30	31	6/1	(5/27-6/7) Badminton competition for teachers and students [Physical Education and Health Center] (28) Internship Counseling Committee [Research and Development Office] (29) Educational affairs meeting [Academic affairs office] - Student association evaluation [Student Affairs Office] - Presentation before internship-3 [Research and Development Office]		
		16	2	3	4	5	6	7	8	(6/2-6/13) All classes (including intern classes) Evaluation for Class Advisor [Student Affairs Office] (3-21) Final online teaching evaluation (non-graduating classes) [Academic affairs office] (4) Teacher Evaluation Committee [Personnel Office] (5) Executive meeting [Secretariat Office] - Campus Intellectual Property Rights Protection Advocacy and Executive Team Meeting [Library and Information Services Office] - Presentation before internship-4 [Research and Development Office] (6) Meeting of representatives for colleagues of first class organizations [Secretariat Office]		
	June	17	9	10	11	12	13	14	15	(8-10) Holiday for Dragon Boat Festival [Personnel office] (11-14) Final exams for non-graduating classes [Academic Affairs office] (11-25) Entry of final exam results for non-graduating classes [Academic affairs office] (11) Student Discipline Committee [Student Affairs Office] (12) Graduation Ceremony [Student Affairs Office]		
		18	16	17	18	19	20	21	22	(17-21) Spring supplement teaching week (RMG) (19) University affairs meeting [Secretariat Office] (22-23) Students move out of dorms [Student Affairs Office]		
		19	23	24	25	26	27	28	29	(24-25) Students in Skills Certification (Level C technician for western culinary) [Research and Development Office] (25) Internship Counseling Committee [Research and Development Office]		
	July	20	4/30	1	2	3	4	5	6	(7/1-9/30) After the completion of the flow of graduates one year - three years and five years follow-up investigation [Research and Development Office] (3) Executive meeting [Secretariat Office]		
		21	7	8	9	10	11	12	13			
		22	14	15	16	17	18	19	20	(15-31) 113-1 Semester first time to apply for reduction of school fees [Student Affairs Office] (17) Executive meeting [Secretariat Office]		
		23	21	22	23	24	25	26	27	(27) Power cut for maintenance of high-voltage power of the entire university [General Affairs Office]		
		24	28	29	30	31				(31) End of the second semester		

Remark 1: The week of flexible supplementary teaching is not school expenses, in order to ensure the quality of teaching, the teacher is asked for specifying the teaching content (digital learning, practical and project learning, case study) teaching, information learning, examination or other learning activities) in the syllabus, and the results will be counted in the grades of the semester.  
 Remark 2: Teachers of the graduating class can complete the supplementary teaching hours in the next 19th week of the second semester to meet the requirement that 18 hours is calculated for 1 course credit.  
 Remark 3: The Calendar will be shared by the Government Office Calendar, announced by Minister of Education, and will be amended if it is updated.





## 9. Campus Map



- |   |  |  |
|---|--|--|
| 1. 警衛室 Security Guard Office  | 10. 辛香園 Herb Garden  | 17. 第一實習大樓 First Professional Building (C 棟)   |
| 2. 貴賓停車場 VIP parking  | 11. 勤樸樓(宿舍) Qinqu Building (dormitory)                                   | 18. 第二實習大樓 Second Professional Building (D 棟)  |
| 3. 多功能活動中心&學生社團 Multi-Function Recreation center & Student Associations | 12. 精誠樓(宿舍) Jingcheng Building (dormitory)                               | 19. 行政大樓 Administration Building (A 棟)         |
| 4. 體育室 Physical Education Office  | 13. 藍帶廚藝學院&師生餐廳 Cordon Blue & Cafeteria                                  | 20. 圖書資訊館 Library & Information Building       |
| 5. 司令台 VIP Platform   | 14. 原生物園區 Native Plants Zone   | 21. 露天咖啡 Outdoor Cafe                          |
| 6. 操場 Field   | 15. 總配電室&污水處理場 Electricity distribution room & waste water disposal site | 22. 第一教學大樓 First Instructional Building (F 棟)  |
| 7. 機車停車場 Motorcycle Parking   | 16. 資源回收場 Recycling Site   | 23. 第二教學大樓 Second Instructional Building (G 棟) |
| 8. 網球場 Tennis Court   |  | 24. 第三教學大樓 Third Instructional Building (H 棟)  |
| 9. 綜合球場 Multi-purpose Court   |  |  |





## 10. Additional useful information

### ► NKUHT address

812 高雄市小港區松和路 1 號

No.1, Songhe Rd., Xiaogang Dist., Kaohsiung City 81271, Taiwan (R.O.C.)

### ► Popular Stores nearby NKUHT

Take Bus R1 from NKUHT to the bus stop: Chung Shan Junior High School



Take Bus R1 from NKUHT to the bus stop: Siaogang MRT station



小港捷運站 Siaogang Station

► Popular Stores nearby NKUHT

Take a walk to the stores or restaurants nearby NKUHT



## 高餐大前門 NKUHT Front Gate

► Emergency numbers

Fire Department & Ambulance Service 119

Police Station 110

► Facebook



國立高雄餐旅大學

National Kaohsiung University of Hospitality and Tourism (NKUHT)



國立高雄餐旅大學 國際事務處

International Affairs Office, NKUHT



國立高雄餐旅大學 112 國際學生社

NKUHT 112 ISA (International Student Association)



►School Instagram:



國立高雄餐旅大學 National Kaohsiung University of  
Hospitality and Tourism (NKUHT)



國立高雄餐旅大學 國際事務處  
International Affairs Office, NKUHT



►iNKUHT



►Useful Apps or Links:



Line - messenger app, popular in Taiwan



Chinese Learning resources from NKUHT language center:

►Traffic information for NKUHT

\*NKUHT Student ID Card includes I-Pass which can be used for transportation service.

\*From Kaohsiung International Airport to NKUHT

(1) **Taxi** service. Fee: about NT\$200-250 dollars, takes about 10 min

*Useful phrase:*

“Please take me to \_\_\_\_\_.”

“請載我去\_\_\_\_\_。”

(Qing(3) zai(4) wo(3) qu(4) \_\_\_\_\_).



(2) **MRT or bus (can pay with I-Pass)**

Kaohsiung International Airport → Xiaogang Station exit 4 → shuttle bus Red 1 → NKUHT.

The MRT operating hours are 6:00~24:00. The subway runs every 6 min during peak hours and every 10 min during off-peak hours

**Kaohsiung International Airport:**

<http://www.kia.gov.tw/>

**Kaohsiung Rapid Transit system (MRT):**

<http://www.krtco.com.tw/>

**Kaohsiung Real Time bus information:**

<http://ibus.tbkc.gov.tw/bus/> (App available)

**Kaohsiung City Bus Service Administration**

<http://www.ksbus.com.tw>

**(3) You Bike (can pay with I-Pass) in Kaohsiung**

Register website:

<https://en.youbike.com.tw/region/main/>





## 11. Kaohsiung MRT System

