# 114-1 TAICA 鏡像課程 期中停修意願申請表單填寫指引

#### 本指引適用課程

- 金融科技導論
- 生成式人工智慧與機器學習導論
- \*人工智慧導論
- \*智慧人機互動
- \*資料探勘與應用
- \*自然語言處理

(標註「\*」之課程:部份盟校在這些課程中是以【衛星課程】形式參與。若您在課程中,於「課程內容」頁面並未看到「期中停修意願申請表單」,則表示貴校是以【衛星課程】形式參與此課程,適用於「盟校以衛星課程形式參與課程」的期中停修流程,請您詳洽貴校 TAICA 窗口。)

#### 停修說明

依據 TAICA 計畫辦公室的規範,TAICA 盟校學生如欲退選上述適用課程,需經過主授教師的同意。

以下是各校同學需完成「期中停修意願申請表單」的填寫的時程:

盟校校名	「期中停修意願申請表單」的填寫的時程
國立雲林科技大學	10/21(二)00:00 ~ 10/28(二)23:59
國立政治大學	10/21( $\pm$ )00:00 $\sim$ 11/4( $\pm$ )23:59
其他盟校	10/21(二)00:00 ~ 11/12(三)23:59

#### 主授教師將於以下時間完成學生停修的核准:

盟校校名	主授教師的完成停修核准的時間
國立雲林科技大學	最晚於 10/29(三)23:59 前完成停修的核准
國立政治大學	最晚於 11/5(三)23:59 前完成停修的核准
其他盟校	最晚於 11/14(五)23:59 前完成停修的核准

NTU COOL 團隊將在 11/19 (三) 下班前, 依照主授老師於本表單的核定結果, 將主授教師同意的退選同學從課程中刪除。

#### 敬請同學留意:

- 1. 請務必在確認欲申請停修後,再點選「參加調查」;一旦開始作答,請務必填答至 最後並完成「提交測驗」步驟。
- 2. 「期中停修意願申請表單」僅能填寫一次, 敬請確認填寫內容皆正確再送出。
- 3. 依據 TAICA 計畫辦公室的規定,同學一旦完成在 NTU COOL 上的「期中停修意願申請表單」的填寫並獲主授教師同意,即視為已經完成停修手續。後續同學需自行依照所屬學校的退選流程完成校內停修手續。若有同學有填寫表單且獲主授教師同意,但並未確實依照所屬學校的停修流程,完成校內停修手續,若有任何後果同學需自行負責。

#### 以上說明,

若有任何與表單填寫相關之問題,歡迎來信或來電詢問 NTU COOL 團隊;如有任何期中停修相關行政問題,請洽貴校 TAICA 窗口,謝謝您。

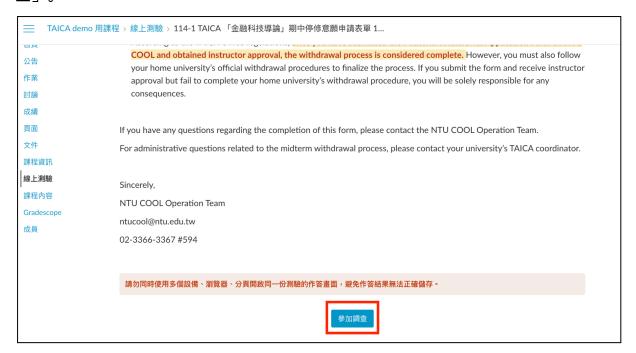
NTU COOL 平臺團隊 敬上 ntucool@ntu.edu.tw 02-3366-3367 #594

#### 填寫指引

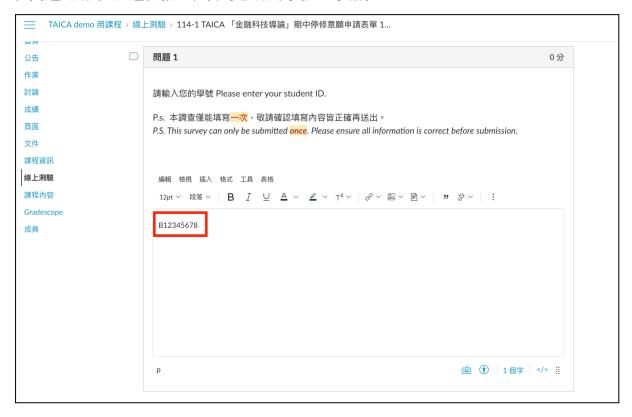
1. 請至課程的「課程內容」頁面, 找到置頂的「114-1 TAICA「(課名)」期中停修意願申請表單」調查。



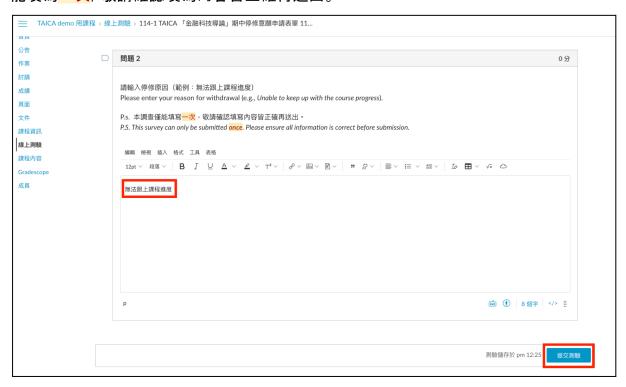
2. 進入表單後, 請詳細查看說明。完成說明處的閱讀後, 請下滑至底部點選「參加調查」。



# 3. 在問題1處, 依照題目描述, 填寫您所屬學校的學號。



4. 在問題2處,依照題目描述,填寫的停修原因(範例:「無法跟上課程進度」)。確認問題1與問題2皆填妥,並確認內容無誤後,請點選「提交測驗」。請注意:本表單僅能填寫一次,敬請確認填寫內容皆正確再送出。



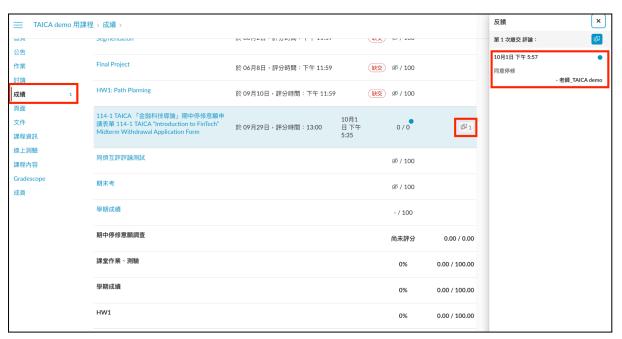
5. 看到以下畫面即表示已經完成本表單的填寫。



## 如何確認教師已核准停修申請

進入「成績」> 找到「114-1 TAICA「(課名)」期中停修意願申請表單」> 點選「「「「」」」符號,即會出現右側視窗,如此可查看教師期中停修核准回覆。

若您的所屬學校校內停修流程, 需出示教師同意證明, 您即可將此畫面之截圖, 作為教師同意證明出示。



# 114-1 TAICA Mirror Course Midterm Withdrawal Application Form Filling Instructions

# Applicable Courses for This Guide

- Introduction to FinTech
- Introduction to Generative Artificial Intelligence and Machine Learning
- \*Introduction to Artificial Intelligence
- \*Human-Al Interaction
- \*Data Mining: Concepts, Techniques, and Applications
- \*Natural Language Processing

(Courses marked with an asterisk "\*": Some partner universities participate in these courses as **Satellite Courses**. If you do not see the "Midterm Withdrawal Application Form" under the **Modules** page in your course, it means your university is participating in the course as a **Satellite Course**. In this case, the midterm withdrawal process for Satellite Course participation applies. Please contact your university's TAICA coordinator for details.)

#### Midterm Withdrawal Instructions

According to the regulations of the TAICA Office, students from TAICA partner universities who wish to withdraw from the above-listed applicable courses must obtain the approval of the primary instructor.

The following schedule indicates the period during which **students** from each partner university must complete the "Midterm Withdrawal Application Form."

Partner University	Period for Completing the "Midterm Withdrawal Application Form"
National Yunlin University of Science and Technology (YunTech)	Oct 21 (Tue) 00:00 – Oct 28 (Tue) 23:59
National Chengchi University (NCCU)	Oct 21 (Tue) 00:00 – Nov 4 (Tue) 23:59
Other Partner Universities	Oct 21 (Tue) 00:00 – Nov 12 (Wed) 23:59

**The primary instructor** will complete the approval process for student withdrawal requests according to the following schedule:

Partner University	Deadline for Instructor Approval
National Yunlin University of Science and Technology (YunTech)	By Oct 29 (Wed) 23:59
National Chengchi University (NCCU)	By Nov 5 (Wed) 23:59
Other Partner Universities	By Nov 14 (Fri) 23:59

The NTU COOL Operation Team will remove the approved students from the courses by the end of the workday on Nov 19 (Wed), based on the instructor's approval results recorded in the form.

#### **Important Reminders**

- Please make sure you truly intend to withdraw before clicking "Take the Survey." Once you begin, you must complete all answers and finish the "Submit Quiz" step.
- The Midterm Withdrawal Application Form can only be submitted once.

  Please double-check all information before submission.
- According to the TAICA Office regulations, once you have submitted the Midterm Withdrawal Application Form on NTU COOL and obtained instructor approval, the withdrawal process is considered complete. However, you must also follow your home university's official withdrawal procedures to finalize the process. If you submit the form and receive instructor approval but fail to complete your home university's withdrawal procedure, you will be solely responsible for any consequences.

If you have any questions regarding the completion of this form, please contact the NTU COOL Operation Team.

For administrative questions related to the midterm withdrawal process, please contact your university's TAICA coordinator.

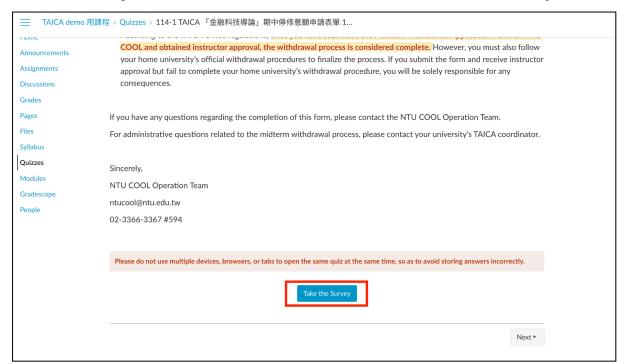
Sincerely,
NTU COOL Operation Team
ntucool@ntu.edu.tw
02-3366-3367 #594

## Filling Instructions

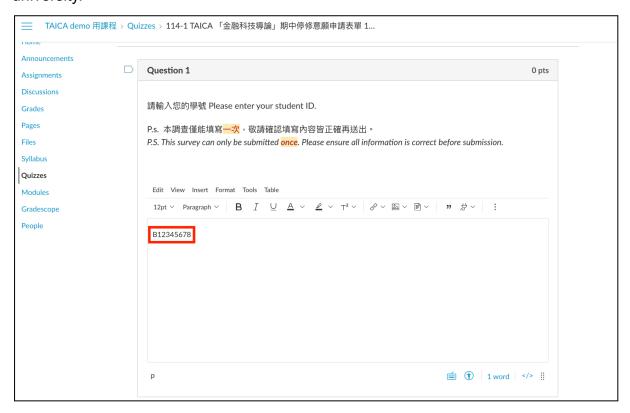
1. Go to the "Modules" page of your course and locate the pinned quiz titled "114-1 TAICA '(Course Name)' Midterm Withdrawal Application Form."



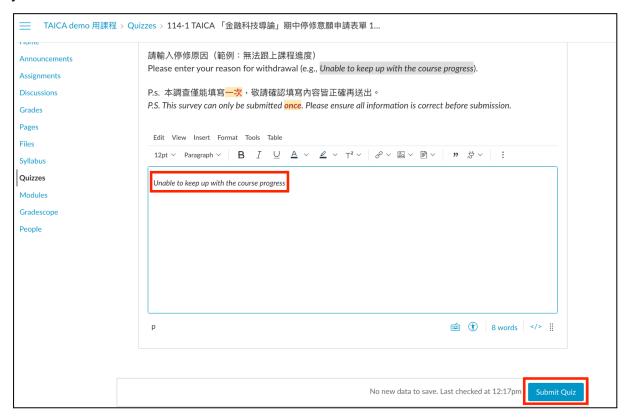
2. After entering the form, please read the instructions carefully. Once you have finished reading, scroll down to the bottom and click "Take the Survey."



3. For Question 1, enter your student ID number as issued by your home university.



- 4. For Question 2, enter your reason for withdrawal (e.g., "Unable to keep up with the course progress"). Once you have completed both Question 1 and Question 2 and confirmed the accuracy of your responses, click "Submit Quiz."
  - \* **Important**: This form can only be submitted **once**. Please double-check your answers before submission.



5. When you see the confirmation screen shown below, it means you have successfully completed the form.



# How to Confirm Instructor Approval for Withdrawal

Go to "Grades" > Locate "114-1 TAICA '(Course Name)' Midterm Withdrawal Application Form" > Click the "[FT]" icon to open the panel on the right-hand side. Here, you can view the instructor's approval response for your withdrawal request.

If your home university's withdrawal process requires proof of instructor approval, you may take a screenshot of this page and use it as official evidence of approval.

