

Section of Registration Responsibilities

Title	Undertaker	Duties	Substitute
Director	Lin, We-Sheng wencheng@ntub.edu.tw (02)2322-6254	1. Supervising the section of registration	Directors from other sections of NTUB Extension University
		2. Tasks assigned by the Dean	
Administrative Secretary	Zhuang, Pei-Jun peijun@ntub.edu.tw (02)2322-6268	1. Handling applications for Chinese / English transcript of NTUB Extension University, Chinese / English certificate of degree, Certificate of Matriculation, redistribution of student ID, leave of absence, change venue of face-to-face classes, credits waiver and transference, resumption of school, shift class, change subjects	Xu, Jun-Cheng, Yeh, Xio-An
		2. Establishment and amendment of rules for NTUB Extension University	
		3. Affairs related to mid-term and final exams (including make-up test and exam timetable conflict); distributing test sheets to be marked to teachers, handling grades; compiling list for test sheet marking fee. Scanning score records of each year and put the data into files	
		4. Report information about graduates and freshman students to Ministry of Interior and Department of Statistics	
		5. Reviewing graduation requirement for students from Department of applied Business Studies, Business Administration Division, Financing Division at NTUB Extension University	
		6. Procurement, maintenance, management of properties and budget planning for section of registration of NTUB Extension University.	
		7. Affairs related to student recruitment and registration	
		8. Tasks assigned by supervisors	
Administrative Secretary	Xu, Jun-Cheng jimjim@ntub.edu.tw (02)2322-6267	1. Handling applications for Chinese / English transcript of NTUB Extension University, Chinese / English certificate of degree, Certificate of Matriculation, redistribution of student ID, leave of absence, change venue of face-to-face classes, credits waiver and transference, resumption of school, shift class, change subjects; stick	Zhuang, Pei-Jun Yeh, Xiou-An

stamps as proof for registration on student ID.

2. Reviewing graduation requirement for students from Department of Applied Business Studies, Information Administration Division, Applied Foreign Languages Division

3. Handling the information of students qualified for a fee waiver at the headquarter and branches (students with physical impairment and other qualifications) and upload the data to the system of Ministry of Education

4. Handling and compiling name list of incumbent students who are aborigines at the branch for staff member in charge of day school affairs; statistics of students and graduates who are aborigines at the extension university and junior college.

5. Organizing lifelong learning events according to the published schedule; handling the lifelong learning information of the headquarters and the branches.

6. Handling and printing transcripts of each class after the grades were finalized.

7. Affairs related to student recruitment and registration

8. Tasks assigned by supervisors