# 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.

Students who wish to withdraw must complete the Midterm Withdrawal Application Form between **Nov. 5 (Wed.) and Nov. 12 (Wed.)** and obtain approval from the primary instructor.

Based on the instructor's approval recorded in this form, the NTU COOL Team will remove approved students from the course during **Nov. 13 (Thu.) to Nov. 17 (Mon.)**.

## **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.

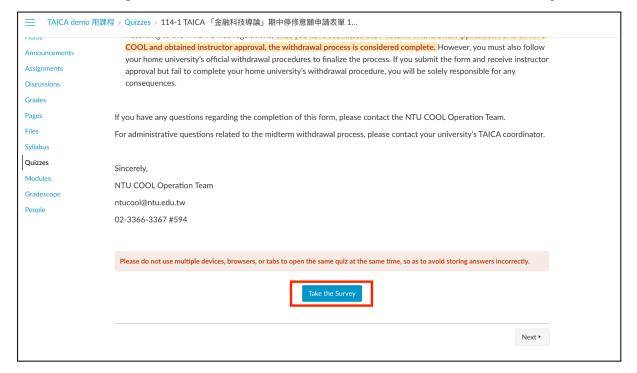
Sincerely,
NTU COOL Operation Team
ntucool@ntu.edu.tw
02-3366-3367 #594

# Filling Instructions

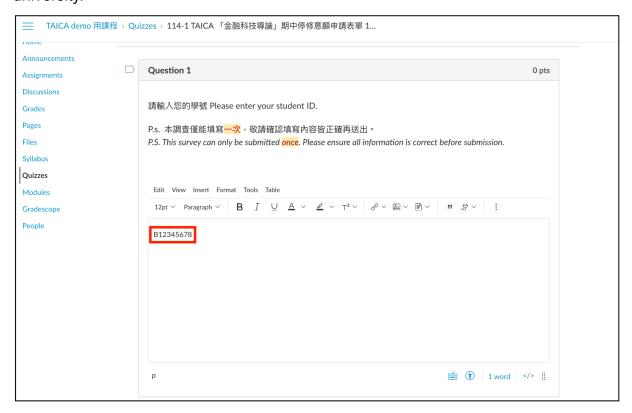
1. Go to the "Modules" page of your course and locate the pinned quiz titled "114-1 TAICA '(Course Name)' Midterm Withdrawal Application Form."



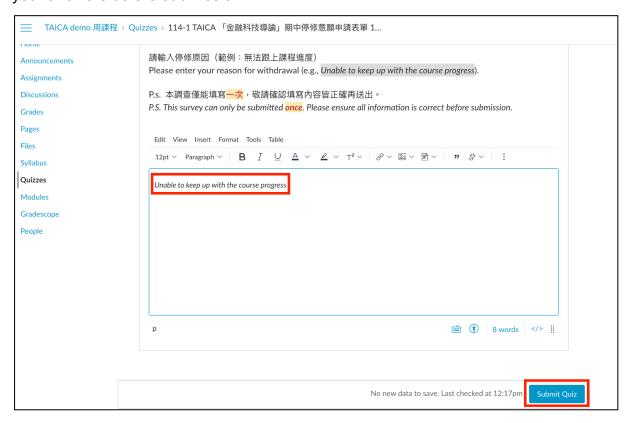
2. After entering the form, please read the instructions carefully. Once you have finished reading, scroll down to the bottom and click "Take the Survey."



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.

