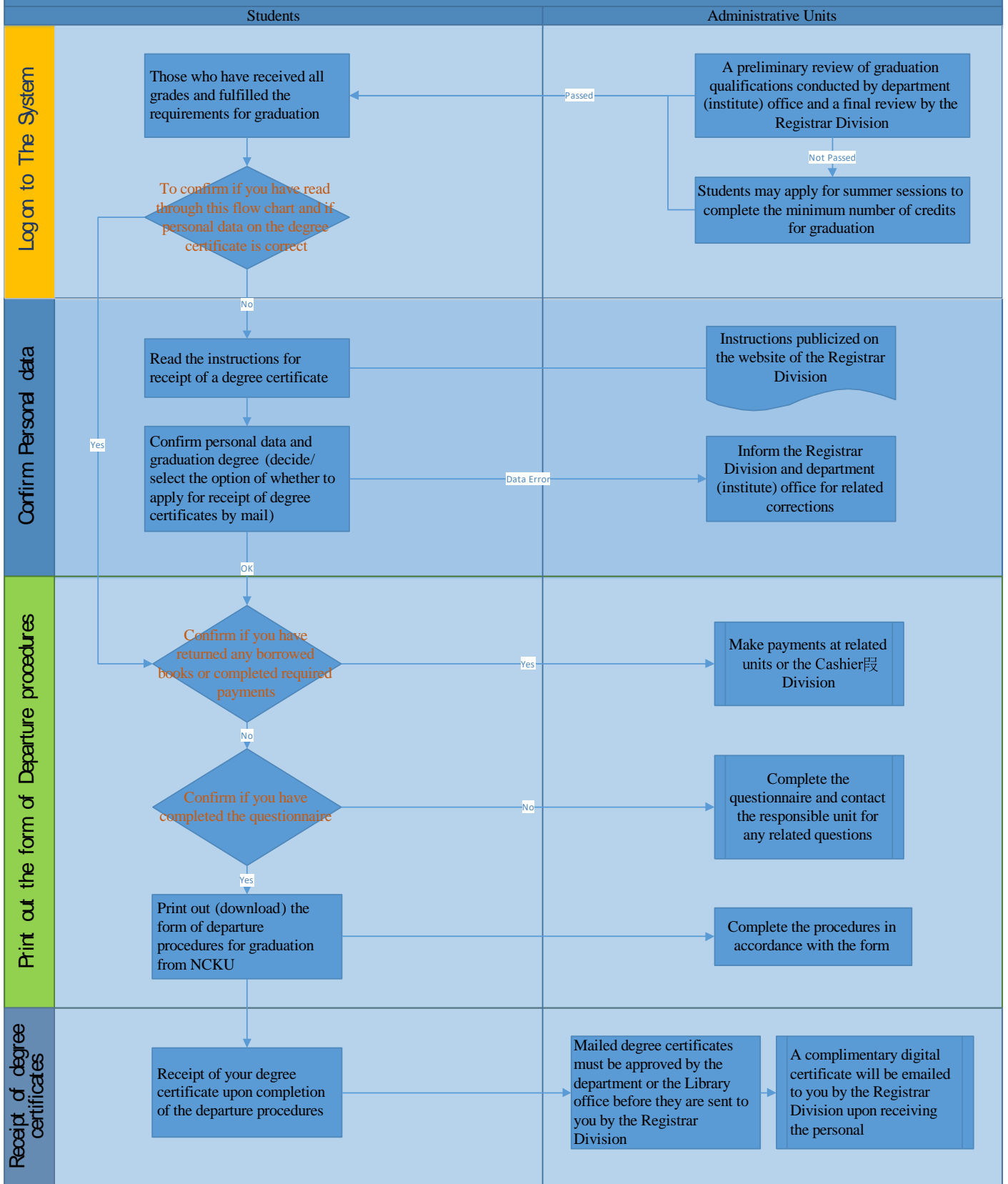


# A Flow Chart of Procedures for Graduation and Departure from NCKU



## NCKU Instructions on the Procedures for Receipt of Degree Certificates for the Spring Semester of the 2020-21 Academic Year

I. Students who meet the following qualifications are entitled to receive a degree certificate:

- Undergraduate students must meet the qualifications for graduation in accordance with Article 25 of NCKU Academic Regulations. Those who intend to graduate on an earlier date shall submit an application to the Vice President for Academic Affairs for approval before Wednesday, June 30, 2021.
- Graduate students must meet the qualifications for graduation in accordance with Article 14 of NCKU Graduate Student Policies and Rules.  
Applicants shall confirm personal academic data specified on the certificate. Should there be any mistakes, please inform the responsible staffer in the Registrar's Division for corrections.

II. Dates Scheduled for Receipt of Degree Certificates at the Registrar Division:

Dates	Office
Undergraduate: June 24 to September 14, 2021 Graduate: June 24 to October 31, 2021 【 During Office Hours 】	Registrar Division, Office of Academic Affairs

III. Procedures for Receipt of Degree Certificates (Departure procedures must be completed prior to receipt of degree certificate from the Registrar Division):

Procedures	Instructions
1	Students must submit an application after receiving all grades and fulfilling all graduation qualifications
	<ol style="list-style-type: none"> <li>1. Please log on to the system to confirm if all courses enrolled for the semester are marked with grades. (Instructors and advisers shall submit grades on courses and student conduct to the Registrar Division beforehand.)</li> <li>2. If course grades are not found online, please check with the instructors and the Registrar Division.</li> <li>3. Grades for graduate degree examinations shall be submitted to the Registrar Division by October 29.</li> </ol>
2	Complete departure procedures
	<ol style="list-style-type: none"> <li>1. Please print out the application form for departure and graduation from the webpages of the Registrar Division, Student Online Service, or the Departure and Graduation System. ※ Please complete the following procedures before you print out the form:</li> </ol>

		<p>A. Complete the NCKU Questionnaire on the Core Abilities for Graduates (CTLD, ext.50202-20).</p> <p>B. Complete the payments for tuition and miscellaneous fees (ext.50606).</p> <p>C. Return books (ext.65760), instruments and properties to responsible units.</p> <p>D. Complete the NCKU Questionnaire of Career Development for Graduates (Career Consultant Division, ext.50485).It is recommended that you open the file on Google Chrome in incognito mode.</p> <p>E. Those who have completed military training courses for national defense education should apply to the Military Office for a military service duration offset certificate, with submission of a Chinese transcript, before departure and graduation.</p> <p>2. Graduate students shall upload an electronic file of the thesis/dissertation and submit printed copies to the NCKU Library and the Central Library in accordance with the regulations of the NCKU Library. (The department/institute office shall collect and submit printed copies to the Registrar Division for further administration.)</p> <p>3. According to Article 10 of NCKU Enforcement Rules for Doctoral and Master’s Degree Examinations, graduate students who have passed the degree examinations shall submit their master’s thesis/doctoral dissertation in paper format with a full-text electronic file and the degree examination results as a part of their application for graduation. The Office of Academic Affairs will issue degree certificates to those who have completed their application for graduation. Those who fail to submit their thesis/dissertation completed with approval of all committee members before the beginning of the following semester shall complete their registration as a student in the next semester. They will be allowed to graduate with a degree certificate dated in the month when they complete their thesis/dissertation submission.</p> <p>4. In line with the review schedule of the NCKU Library, please upload your thesis/dissertation by October 15 and complete procedures for departure and graduation by October 31.</p>
3	Present your student ID for verification	1. Upon receipt of your degree certificate, you shall return the ID and your rights and privileges as an NCKU student shall be canceled.

		<p>2. If your student ID is lost, please report the loss to the Registrar Division and apply for a new one before you complete procedures for departure and graduation.</p>
4	Receipt of your degree certificate	<p>1. Sign and receive your certificate.</p> <p>2. Those who delegate another party to receive the certificate shall provide the delegated party with the student ID, the application form and a letter of authorization to facilitate the administration of certificate receipt.</p> <p>3. Undergraduate students who are unable to either complete the procedure personally or delegate another party to do so due to the COVID-19 pandemic should confirm if they have completed related procedures for departure and graduation. Upon completion, they can have the application form printed out, scanned, and emailed to the department office by the designated deadline. Meanwhile, they should log on to the system for departure and graduation to enter the address for receipt of the certificate by mail. The Registrar Division will mail the certificate in a registered letter.</p> <p>4. Graduate students who are unable to either complete the procedure personally or delegate another party to do so due to the COVID-19 pandemic should confirm first if they have completed related procedures for departure and graduation (such as submission of printed copies of thesis/dissertation or uploading of electronic files). Second, they should have the application form printed out and sent to the Library office for confirmation. Third, they should have the application form, the affidavit, and the confirmation letter scanned and emailed to the department office for approval by the designated deadline. Meanwhile, they must log on to the system for departure and graduation to enter the address for receipt of the certificate. The</p>

	<p>Registrar Division will mail the certificate in a registered letter.</p> <p>5. NCKU will issue electronic degree certificates by email on a trial basis for the spring semester of the 2020-21 academic year. Upon completion of procedures for departure and graduation and receipt of the printed certificate, please check your email box (student No. <a href="mailto:gs.ncku.edu.tw">@gs.ncku.edu.tw</a> and your email on the Interactive System for Teachers and Students) for receipt of the e-certificate. Should there be any questions/problems, please contact the responsible staffer at the Registrar Division within three months of receipt of the printed certificate. No e-certificate will be issued past the stipulated time period.</p>
--	---