

## NCKU Instructions on the Procedures for Receipt of Degree Certificates for the Spring Semester of the 2023-24 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 June 7, 2024.
- 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 Online Application System for Graduation. 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's Division:

Dates	Office
June 17 to September 6, 2024 【During Office Hours】	Registrar's Division, Office of Academic Affairs

- Due to the 2024 College Entrance Examination and NCKU Transfer Examination, there will be only part-time workers in the office on July 12 and 22, please avoid the above-mentioned time for the departure procedures.

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

Procedures	Instructions
1 Students must submit an application after receiving all grades and fulfilling all graduation qualifications	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's Division beforehand.) 2. If course grades are not found online, please check with the instructors and the Registrar's Division. 3. Grades for graduate degree examinations shall be submitted to the Registrar's Division by July 31.
2 Complete departure procedures	1. Please print out the application form for departure and graduation from the webpages of

	<p>the Registrar's Division, Student Online Service, Online Application System for Graduation.</p> <p>※Please complete the following procedures before you print out the form:</p> <ul style="list-style-type: none"> <li>A. Complete the payments for tuition and miscellaneous fees (ext.50606).</li> <li>B. 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.</li> <li>C. Complete the questionnaire via the System of <a href="#">NCKU FutureSuccess+</a> (Center for Teaching and Learning Development, ext.50202 #20).</li> <li>D. 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.</li> </ul> <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's 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 August 23, 2024 and complete procedures for departure and graduation by September 6, 2024.</p>
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3	Present your student ID card for verification	<ol style="list-style-type: none"> <li>1. Upon receipt of your degree certificate, you shall present the ID card and your rights and privileges as an NCKU student shall be canceled.</li> <li>2. If your student ID card is lost, please report the loss to the Registrar's Division and apply for a new one before you complete procedures for departure and graduation.</li> </ol>
4	Receipt of your degree certificate	<ol style="list-style-type: none"> <li>1. Sign and receive your certificate.</li> <li>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.</li> <li>3. NCKU will issue electronic degree certificates by email for the Spring semester of the 2023-24 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's Division within one month of receipt of the printed certificate. No e-certificate will be issued past the stipulated time period.</li> <li>4. For master and doctoral students who need to apply for transcripts, please apply for them after completing the school-leaving procedure.</li> </ol>