

Recipients : All students graduating from NTUE's daytime **master's and doctoral programs**.

Subject : Announcement of school exit procedures and instructions for claiming diploma (for students graduating from daytime programs in the 2nd semester of the 2023 academic year).

Content :

I .Instructions for claiming diploma

i.Requirements to claim(both are required):

- 1. Grades for all courses of study in the current semester (including conduct grades for years 1–2 of the graduate program) have been recorded, and the student meets the requirements for graduation:** To check your grades for each course, please visit iNTUE System → Educational Information → Semester grade search (Academic year: 112／Semester: Spring semester).
- 2. The student has completed all exit procedures:** All relevant units' sections on the Exit Procedures Form must be stamped. After submission to the Office of Academic Affairs, 4 business days are required for processing (calculated from the day after submission).

ii. Where to claim:

Office of Academic Affairs, Division of Registration & Curriculum (Administration Building, 6F, Rm. 601)

iii. When to claim:

July 17 (Wed) through Sep 6 (Fri), 2024. Office hours: 08:30–15:30

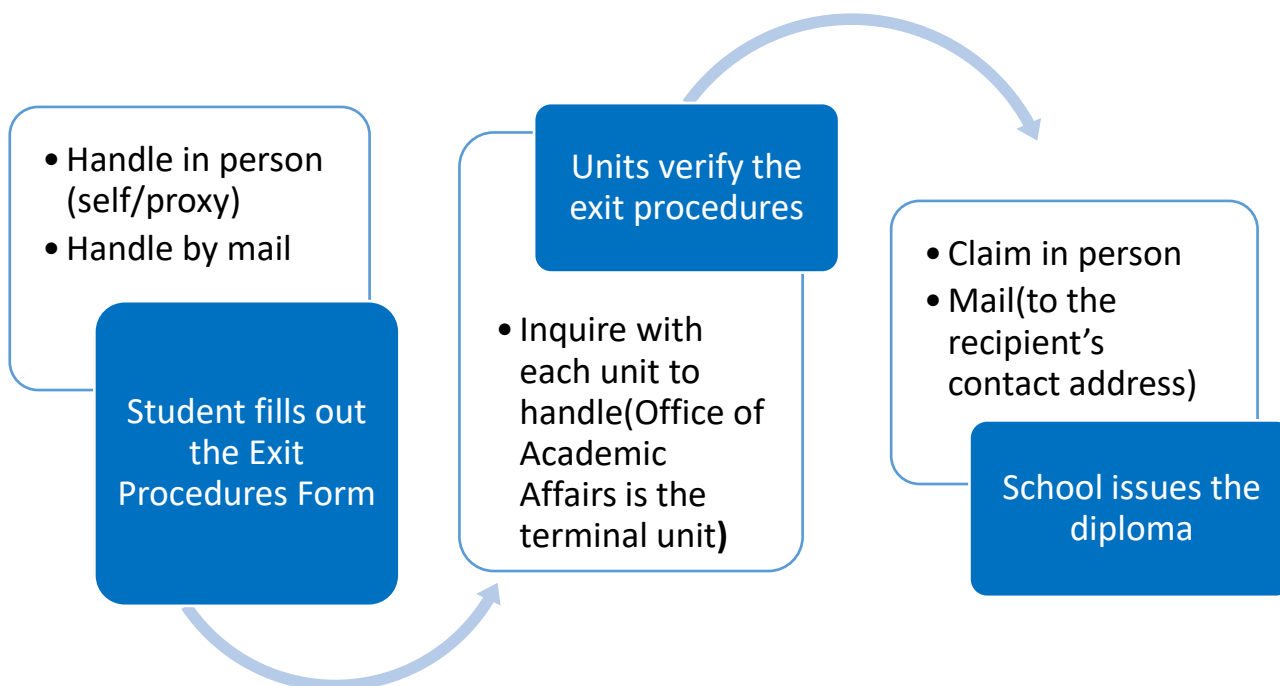
Sep 9 (Mon), 2024. Office hours: 08:30–17:00

Attention: Summer break and no service provided: Jul 5 (Fri), 12 (Fri), 15 (Mon), 19 (Fri), 26 (Fri), Aug 2 (Fri), 5 (Mon), 9 (Fri), 12 (Mon), 16 (Fri), 19 (Mon), 23 (Fri), 30 (Fri)

(For office hours during summer break, please refer to the announcement on the personnel website <https://personnel.ntue.edu.tw/>)

iv. Procedures of Exit and Claim diploma:

1. Flowchart for procedures of Exit and Claim diploma



2. Students in NTUE's daytime masters and doctoral programs may choose to handle the exit procedures in person (themselves or through a proxy) or by mail. The details are as follows:

(1) Handling **in person**:

Prepare the **Exit Procedures Form** (for foreign students – Attachment 1), all necessary materials, and the **student ID card**, and visit each unit in person to handle the exit procedures.

★Proxy handling: The proxy must bring the student's **Exit Procedures Form** (for foreign students – Attachment 1), **student ID card**, and **Proxy Letter** (Attachment 2) with one photocopy of each's ID document attached. The proxy must also bring the original ID documents for verification.

(2) Handling **by mail**:

The applicant must fill out their personal information on the Exit Procedures Form (for foreign students – Attachment 1) and send their **Exit Procedures Form**, **student ID card**, **proxy Letter** (Attachment 2), photocopy of ID (ARC/PASSPORT) and stamp (worth NT.92/ only send in Taiwan) to their department or institute via post. The department or institute will handle each unit via official dossier. The applicant must first confirm the required information and handover methods for each relevant unit listed on the Exit Procedures Form to facilitate said units' subsequent verification tasks.

※The **Daytime Program Exit Procedures Form** can also be downloaded by

visiting the NTUE Division of Registration and Curriculum webpage and selecting “Forms Download(表單下載)” – “Graduation(畢業)” – “Exit Procedures Form”.

v. How to claim diploma

The diploma can be claimed 4 business days after completing all exit procedures, calculated from the day after completion.

- 1. Claim in person:** Bring your Student ID card.
- 2. Claim by proxy:** The proxy must bring the student's Student ID card and the Proxy Letter (Attachment 2) with one photocopy of each's ID documents attached. The proxy must also bring the original ID documents for verification.
- 3. Mailed by the Division of Registration and Curriculum:** **The diploma will be dispatched 7 business days after completing all exit procedures (not including holidays).** If more than one month have elapsed since handling the procedures of exit by mail and the diploma still has not been received, please contact each department and institute's undertaker at the Division of Registration and Curriculum.

vi. Lost student ID

If you've lost your student ID, please visit the website to report the card is losen (<https://ntuecardservice.ntue.edu.tw/login.aspx>), and **deliver the form when handling the school exit procedures.**

Reference of report-losing instruction (<https://academicntue.ntue.edu.tw/p/405-1002-24186,c538.php?Lang=en>).

vii. Items for graduate students to note regarding school exit and diploma publication month/year

Program	Diploma publication month/year	Thesis defense time	Deadline to submit final draft of thesis and complete all exit procedures
Doctoral Master's	June 2024	Prior to June 30, 2024	Deadline: September 9, 2024 (Mon)
	July 2024	From July 1 to July 31	

Notes	※Students who have not completed all exit procedures by September 9, 2024 (Mon), and have not yet reached the maximum years of schooling will be charged the tuition fee for the first semester of the 2024 academic year. ※Students who have reached the maximum years of schooling and are still unable to graduate must withdraw from school in accordance with the regulations.
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II. Contact method for each unit; university switchboard (02) 6639-6688

No.	School exit handling unit	Tel
1	Each department and institute	Extension list: https://general.ntue.edu.tw/p/412-1044-2796.php?Lang=zh-tw
2	Office of Student Affairs	Ext.82043: Overseas Chinese students and mainland Chinese students (Student Life Assistance Division) Ext.82057: Military service (Campus Security Division)
3	Library	Ext.82112: Library book return and overdue fees (Circulation and Collection Division) Ext.82124: Thesis submission (Reference and Extension Division)
4	Office of Research and Development	Ext.82043: Overseas Chinese students and mainland Chinese students (Student Life Assistance Division) Ext.82057: Military service (Campus Security Division)
5	Office of Teacher Education (Curriculum Section)	Ext.82112: Library book return and overdue fees (Circulation and Collection Division) Ext.82124: Thesis submission (Reference and Extension Division)
6	Office of Academic Affairs, Division of Registration and Curriculum	Ext.82016: Graduate School of Taiwanese Culture, Department of Arts and Design, Department of Cultural and Creative Industries Management Ext.82028: International Master Programs, Department of Language and Creative Writing. Department of Music, Department of Early Childhood and Family Education Ext.82224: Department of Mathematics and Information

		Education, Department of Science Education, Department of Computer Science, Department of Digital Technology Design Ext.82226: Department of Educational Management, Department of Psychology and Counseling, Department of Physical Education, Graduate School of Curriculum and Instruction, and Communications and Technology Ext.82259: Department of Education, Department of Special Education, Department of Social and Regional Development, Department of Children English Education
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III. For any unresolved matters, please contact the Division of Registration and Curriculum office.



National Taipei University of Education _____ semester of Academic year _____

Procedures for Leaving for Graduate Students (**for foreign students only**)

Student ID No.		Name	(must be in capital letters and consistent with name shown in passport)	Date of birth	
Department/ Graduate School/ program	☐ Master ☐ PhD	Chinese Name (Optional)		Gender	☐ Male ☐ Female
Cellphone No.		E-mail			
★Full-time job upon enrollment ☐ Yes ☐ No					
★ Documentation for leaving must be submitted to each division, and the Division of Registration & Curriculum of the Office of Academic Affairs will issue the certification for degree thereafter (three working days are required for making the certificate).					
Department/ Graduate School/program	☐ In compliance with the program regulations of the department/graduate school /program ☐ The research theme consistent with their expertise ☐ The Thesis/Dissertation is uploaded onto NDLTD (National Digital Library of Theses and Dissertations) in Taiwan ☐ Review of graduation credits (submit the review of graduation credits checklist) ☐ Submit Thesis/Dissertation (number of copies must comply with department regulations) ※Thesis substitute whether or not? ☐ Yes ☐ No		Clerk of the department/graduate school/program		
			Head of the Department/Graduate School/program		
Library (processing will begin upon department's approval)	☐ All borrowed books should be returned, and overdue fees paid in full.		Circulation and Collection Division (1F)		
	☐ Submit 2 copies of authorization letters of the Thesis / Dissertation (NTUE and NCL) with your handwritten signature .		Reference and Extension Division (4F)		
	☐ Submit 3 copies of printed Thesis / Dissertation. (binding: paperback with glossy coating, A4 size) *Thesis substitute: comply with department regulations.				
Office of Research and Development (7F of Administration Building)	☐ Fill out graduation survey (website: https://forms.gle/Bx5xq8N7FCvg4ssUA)		Division of Industry-Academia Cooperation and Career Development (Room A710)		
	(Stamp required for exchange students and international degree students)		Division of International Affairs (Room A709)		
Office of Teacher Education (7F of Administration Building)	(Stamp required for pre-service / education program students) ☐ Completed pre-service teacher education program ☐ Completed pre-service teacher verification record		Curriculum Division (Room A701)		
Division of Registration & Curriculum of the Office of Academic Affairs (6F of Administration Building)(Room A601)	☐ Degree exam report ☐ Review of graduation credits checklist ☐ Check the title on-line ☐ Student status registration (graduation)		<u>Without student ID card:</u> ☐ Application form for reporting loss ☐ Affidavit for cancelling card <u>With Student ID card:</u> ☐ Change of status ☐ Stamp of cancellation		Division of Registration & Curriculum
Degree certification is issued according to reviews of each division (to be filled out by Division of Registration & Curriculum)			Recipient's Signature : ☐ certificate folder Year Month Day ★ Please attach a power of attorney if it is picked up on your behalf.		
★ Date of degree conferment : Year Month					

★ For application of Alumni ID card, please proceed to Alumni Center with a photo (located at the far right of the auditorium)

National Taipei University of Education Proxy Letter

The proxy is entrusted to handle:

☐ All certificates related to student status

☐ This Division's mailing of the diploma

(The applicant must provide a self-addressed stamped envelope (A4 size or larger) and show their student ID. The applicant is responsible for affixing correct postage—if the postage is insufficient, the envelope will be mailed with the postage provided.)

※To prevent damage to the diploma during shipping, it is recommended that the shipping envelope be A4 size or larger, and the envelope should be hard (e.g., Chunghua Post's EZ Packet or the express shipping company's document mailing pouch) or have packing materials such as cardboard or a document sheath inside to ensure that the diploma remains pristine.

☐ Other _____

I, _____ (Department: _____, Student No. _____)

due to reasons of _____, am
unable to come in person.

I specifically entrust _____ to handle the matters above.

To:

National Taipei University of Education

【 The following section is to be completed by the student. 】

Student:

ID No.:

Tel:

Proxy:

ID No.:

Tel:

(Please attach 1 photocopy of each party's ID, and bring the ID documents for confirmation.)

Date:

mm

dd

yyyy