

日間學制【學士班】畢業流程日程表

Graduation Procedure/Schedule for Daytime Bachelor's Degree Programs

日期 Date	項目 Topic	內容 Content	備註 Notes
115/10/5 115/10/16	輔系、雙主修 學分審核 Minor and Double Major Credit Review 本學期預計修畢者 皆可申請 Must plan to complete your courses this semester to apply for credit review	【資格 Requirements】 具有修讀輔系或雙主修資格學生，本學期預計修畢者皆可申請。Must be eligible for a minor or double major, and must plan to complete your courses this semester to apply for credit review. 【流程 Procedure】 1. 進入 iNTUE 校務系統-教務資訊-輔系雙主修修畢申請。 iNTUE (https://nsa.ntue.edu.tw/)→Education Information→Application to complete minor/double major 2. 點選+新增，進入科目勾選畫面，請勾選欲列入輔系、雙主修學分之科目。 Click on +Add to enter the webpage for you to check subjects. Check subjects that you would like to add to your minor or double major credits. 3. 確定計入輔系/雙主修科目學分後，請按送出申請後系統將自動送出，會出現「動作執行成功」視窗，請點選「確認」後按左上方「列印審核申請單」產出表單列印。 After you add the course credits for your minor or double major, click on "Submit application". Your application will be sent automatically and an "Action Complete" message will pop up. Click "Confirm", then click "Print out review application" in the upper left corner. 4. 進行紙本流程核章。 Get your paper form verified and stamped.	* 申請輔系雙主修學分審核後，須待該畢業離校，方會備註於成績單及畢業證書上。 * Minor and double major credit review may be marked on the transcript and diploma After graduation.
各學年期 Every academic year/semester	輔系、雙主修放棄 Give up minor/double major	【資格 Requirements】 具有修讀輔系或雙主修資格學生，欲放棄輔系或雙主修資格。Students eligible for a minor or double major, who would like to give up the minor or double major. 【流程 Procedure】 1. 進入 iNTUE 校務系統-教務資訊-輔系雙主修放棄申請。 Log into iNTUE (https://nsa.ntue.edu.tw/) → Education Information →	

		<u>Application to give up minor/double major</u> 2. 點選+新增，確認申請資訊，點選送出申請完成上傳後請列印申請表，並依照申請表欄位進行紙本流程核章。 Click on <u>+Add</u>, confirm your application information, and click on <u>Submit application</u>." Once uploading is complete, print out the <u>application</u>, and have the <u>paper application form verified and stamped</u>.	
115/10/12 115/11/6	大學部學生申請 畢業初審 Undergraduate students applying for preliminary graduation review	【資格 Requirements】 本學期為在學第8學期(含)以上之大學部四年級學生(轉學生依照其轉入學年期計算在學學期數)。 For fourth-year students in bachelor's degree programs who have held valid student status for eight or more semesters (Number of semesters is calculated based on academic year/semester in which you transfer to NTUE). 【流程 Procedure】 1. 進入 iNTUE 校務系統-教務資訊-修業進度管制，確認各領域架構是否正確分類，學分總表僅供參考，請依照課程架構計算本系畢業學分。 Log into iNTUE (https://nsa.ntue.edu.tw/) → Education Information → <u>Study progress controls</u> Confirm whether each field of study's structure is correctly classified or not. The all-credits overview is for reference only. Calculate your department's graduation credits in accordance with the course structure. 2. 進入 iNTUE 校務系統-教務資訊-畢業資格申請-新增 Log into iNTUE (https://nsa.ntue.edu.tw/) → Education Information → <u>Application for graduation requirement</u>-Add 3. 確認上方基本資料(英文姓名是否與護照一致，若無護照英文姓名，可上外交部「外文姓名中譯英系統」查詢)，「英文姓名」(學位證書之英文姓名用)、「電子郵件」(數位學位證書郵寄用)請務必確認。 Confirm the basic information above (<u>your English name must be consistent with that in your passport; if you do not have a passport, use the Ministry of Foreign Affairs Chinese-English transliteration website to get an English spelling of your name</u>). "English name"(for English name on degree certificate) and "E-mail"(for digital degree certificate mailing) Please be sure to <u>confirm</u>.. 4. 勾選彈性課程，科目前面有「☐」者可勾選，彈性學分可勾選各專門科目、教育學程、跨校選修課，依各系彈性學分規定勾選，請依各系規定之彈性學分數勾選即可。	* 所有符合資格之大四學生皆須進行畢業初審，如欲延畢也須先完成畢業初審後方能使用系統申請延畢。 * All fourth-year students meeting requirements must apply for preliminary graduation review. If you would like to apply for delayed graduation, you must complete the preliminary graduation review before applying for delayed graduation via the system. * 如對科目分類有所疑問，請先查詢所屬學年度課程架構是否有該科目，如仍對科目屬性有所疑問請洽各系所助教。 * If you have any question regarding a subject's

		You may check (✓) (Subjects with "□" in front) specialty subjects, teacher education program, and cross-college elective courses in accordance with flexible credits regulated by your specific department. <u>Check the number of specified credits.</u> 5. 選擇第二專長。 Choose second major program 6. 按下「暫存」後「送出申請」按鈕才會出現。如需要多次修改，請利用暫存按鈕，送出申請後資料即不可修改。確認彈性學分及第二專長無誤後，請按「送出申請」並列印畢業學分審核表確認單。 After you confirm the number of flexible credits, click on “Submit application” to immediately send the application. Print out the graduation credit evaluation confirmation form. 7. 持畢業學分審核表確認單至第二專長設置單位進行第二專長學分審核。預計於本學期畢業之學士班各類科教育學程師資生及教程生，請依師資培育處公告之日期前至「iNTUE 系統-師培資訊-申請師培畢業學分初審及師資生檢核紀錄項目」申請教程畢業初審，若欲將教育學程作為第二專長畢業資格者請於「畢業學分審核表確認單」上圈選所修習之教育學程並勾選修習狀況，「畢業學分審核表確認單」無需加會師資培育處。 You must apply for the credit review for your second major program at the department providing your second major program, and obtain the Proof of Completing Second Major Program before you hand in the Graduation Credit Evaluation Confirmation Form. However, if you are unable to obtain proof of completing your second major program by the time your preliminary graduation review is being processed, you must have the proof document ready for verification when claiming your diploma. If you are a teacher education student, or a student enrolled in teacher education training provided by a bachelor’s degree program, apply for teacher training graduation preliminary review online at “iNTUE (https://nsa.ntue.edu.tw/) → Teacher Training Information → Teacher training graduation preliminary review “, and Fill in professional competence, prior to the deadline announced by the Office of Teacher Education. However, if you would like to include the teacher education program as your second major program, circle the teacher education program you’ve taken and check (✓) the completion status on 8. 第二專長設置單位於畢業學分審核表確認單核章後，送所屬各系助教。 Confirm and check (✓) all items in each column, and make sure all the information in	classification, check the course structure for the academic year to see if the subject is included. If you still have any question regarding the subject’s attributes, contact your department’s teaching assistant. * 第二專長學分審核請洽詢第二專長設置單位。 * Contact the unit in charge of offering the second major program for the second major program credit review. * 請將審核表送至各系所助教。 * Deliver the review form to your department/graduate school’s teaching assistant.
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		the evaluation form is correct. Then sign your name at the signature column, and give it to the department office.	
115/12/11	延畢截止日期 Deadline to apply for delayed graduation	【資格 Requirements】 未於修業年限(4 年)內修滿規定之科目與學分，如本系畢業學分未修足、輔系學分未修足、雙主修學分未修足、第二專長學分未修足或相關畢業規定(服務課程)未修畢、115 二為出國交換生等因素，需提出延長修業年限者。Within your length of study (4 years), if you have failed to take the required subjects and earn the required credits (such as falling short of your department's graduation credits, falling short of credits for your minor/double major/second major program, not meeting graduation requirements (service courses), etc.), you must apply for a prolonged length of study. 【流程 Procedure】 1. 須先完成畢業初審方可進行延畢。以輔系雙主修學分未修足之理由申請延畢需先進行輔系雙主修修畢審核，送出紙本後即可進行畢業初審。 You must complete a preliminary graduation review before you can apply for delayed graduation. If you apply for delayed graduation due to falling short of credits for your minor/double major, Minor and double major credit review must be completed before you can apply for preliminary graduation review. 2. 完成畢業初審即可使用系統申請延畢，列印延畢申請表送相關單位核章後繳交至註冊與課務組。 Once your preliminary graduation review is complete, then you can apply for delayed graduation. Print out the delayed graduation application, then have it verified and stamped by units in charge, then deliver it to the Division of Registration and Curriculum. 3. 延畢申請期限至 12 月 11 日止，若學生因本學期畢業學分不及格申請延畢，則請於收到成績確定後，盡速申請延畢，以免影響選課權益。 The deadline for the delayed graduation application is December 11. If you apply for delayed graduation because you fail a course (courses) this semester, apply for delayed graduation as soon as you receive your grade confirmation, to prevent your rights to select courses from being affected.	* 〈成績確定路徑〉 iTUE-教務資訊-學期成績查詢 * (Grade-check navigation) iTUE-Education information - Semester grade checking
116/1/27 116/2/15	領取學位證書	【資格 Requirements】 本學期成績皆及格，或成績到齊後本學期停修或不及格科目不影響畢業資格者，並須完成「離校手續單」流程。 Students who have passed all their courses this semester and complete the procedures of Exit first.	* 學生證畢業不收回，僅轉換悠遊卡學生優惠身分。 * Student ID cards will not be returned, only the EasyCard student

		【領取方式 How to claim diploma】 1. 本人領取：須攜帶各單位已核章之「離校手續單」及學生證。 Claim in person : Bring the Exit Procedures Form stamped by each unit and your Student ID card. 2. 委託他人領取：先完成「離校手續單」流程，被委託者並須攜帶委託人之學生證及委託書並檢附雙方身份證件影本各 1 份，被委託者亦須備妥身分證件正本以便查驗。 Claim by proxy : You must complete the procedres of Exit first , The proxy must bring the student's Student ID card and the Proxy Letter (Attachment 3) with one photocopy of each's ID documents attached. The proxy must also bring the original ID documents for verification. 3. 委託本組郵寄：完成離校手續後，將離校手續單、委託本組郵寄之委託書（含身分證影本）、回郵信封(郵資 92 元)及學生證送本組，本學期成績到齊後 7 個工作日（不含假日）寄出證書，如自通訊辦理日起超過一個月仍未收到學位證書，請聯絡註冊組各系所承辦人。 Mailed by the Division of Registration : After completing the procedures of Exit , please send the Exit procedure form, the Proxy Letter (including a copy of your ID card) ,the return envelope, and your student ID card to our office to mail the diploma. 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. 【學生證遺失】 學生證遺失者請先行上本校首頁之校園入口網→右上方功能選項-應用系統-其他校務系統(校內人員)-卡務掛失系統辦理掛失，資料填妥、送出，印出學生證掛失申請表後簽名切結，並於辦理離校手續時繳交。 If you've lost your student ID, please visit the website to report the card is losen, and deliver the form when handling the school exit procedures.	discount status will be converted. * 寒假上班時間為 08:30-15:30。(中午 12:50~13:20 為休息時間)。 * The working hours during winter vacation are 08:30-15:30. (Our lunch break is from 12:50 to 13:20) * 本校寒假期間之上班日依人事室公告。 * The working days during the winter vacation of our school will be announced by the Personnel Office.
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