

教務處註冊與課務組 通知

Division of Registration and Curriculum, Office of Academic Affairs Notice

113 年 10 月 7 日

October 7, 2024

受文者：本(113-1)學期為在籍第 8 學期(含)以上之**學士班**四年級學生

Recipients：For fourth-year students in NTUE **bachelor's degree programs** who *as of this semester (first semester, academic year 2024-2025) have held valid student status for eight or more semesters*

主旨：有關 113 學年度第 1 學期**學士班**畢業生畢業學分審核事宜，詳如說明，請查照。

Subject：Regarding graduation credit evaluation for **bachelor's degree program** graduates in the first semester of academic year 2024-2025, refer to and comply with the explanation below.

說明：

Instructions：

一、依據本校學生畢業資格審核作業要點辦理。

I. Graduation requirement review is carried out in accordance with NTUE's graduation requirement review guidelines.

二、本學期(113-1)**學士班畢業初審**申請自 **10/14(一)起至 11/8(五)止**。

II. Application for preliminary graduation review for bachelor's degree programs this semester (first semester, academic year 2024-2025) runs from **October 14 (Monday) to November 8 (Friday)**.

三、**本學期為在籍第 8 學期(含)以上之學士班四年級**學生，請登錄「iNTUE 校務系統-教務資訊-畢業資格申請」，於期限內操作畢業學分初審並繳交「**畢業學分審核表確認單**」及「**第二專長修畢證明文件**」至各學系助教，並依系辦通知時間及方式，確認「**E-mail 信箱地址**」於確認單簽名，以利後續寄送數位證書，流程敬請詳閱日程表(附件一)及畢業系統操作說明(附件二)。

III. For fourth-year students in bachelor's degree programs who have held valid student status for eight or more semesters, sign in to the "iNTUE (<https://nsa.ntue.edu.tw/>)→ Education Information - **Application for graduation requirement**". Then, before the deadline, complete the preliminary graduation credit review procedures; also hand in "**the Graduation Credit Evaluation Confirmation Form**" and "**the Proof of Completing Second Major Program**" to your department's teaching assistant within the deadline. On the confirmation form, **make sure to confirm your "email address"** by signing your name, in accordance with the timeline and methods that your department requires, to facilitate delivery of the e-certificate. Thoroughly read the schedule (Attachment 1) for more information about the procedure, as well as the instructions (Attachment 2) for information about the graduation system.

※ 無論是否可於本學期畢業皆須進行畢業學分初審並繳交審核表(須先解除彈跳視窗設定，方能產生報表)。

NB: Whether you are graduating from NTUE this semester or not, you must apply for preliminary graduation credit review and hand in the evaluation form (you must allow pop-ups to receive the form).

四、106 學年度(含)起入學之學生畢業前應修畢下列五種課程之一：「本系精進課程」、他系或他組「跨域專長模組」、「學分學程」、「微型學分學程」、「各類教育專業課程」。

IV. Students admitted to NTUE in academic year 2017-2018 or later must complete one of the following five courses: 「Departmental Advanced Courses」, other departments/groups' 「Cross-disciplinary Specialty Modules」, 「Credit Courses」, 「Micro-credit Courses」, or 「Specialized Education Courses」.

1. 欲於本學期畢業之同學請於繳交「畢業學分審核表確認單」前，先至修習之第二專長設置單位進行第二專長學分審核，並取得修畢證明文件，若無法於畢業初審階段取得第二專長修畢證明文件，應於領取學位證書時補驗證明。

i. **If you intend to graduate from NTUE this semester, 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.

2. 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。如有申請教程畢業初審的疑問，請洽師培處課務組：02-27321104 分機 82382、82283。

ii. 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 the Graduation Credit Evaluation Confirmation Form; this form does not need to be verified by the Office of Teacher Education.** If you have any question regarding the teacher training graduation preliminary review, contact the Office of Teacher Education Curriculum Section at (02) 2732-1104 ext. 82382 or 82283.

五、符合學則第 21 條第 3 項規定，欲申請延長修業年限者，須先完成畢業學分初審，方能進行延畢申請。於 iNTUE 系統提出申請後，請列印「延長修業年限申請書」會送相關單位核章後送註冊與課務組各承辦人。延長修業年限每次僅受理申請延長 1 學期(延長至 113 學年度第 2 學期止)，申請截止日期為 12 月 13 日(五)前，如因本學期畢業學分不及格延畢者，請於成績確定後盡快辦理延畢申請，以免影響選課等權益。〈成績確定查詢路徑：iNTUE-教務資訊-學期成績查詢〉

V. In accordance with Paragraph 3, Article 21 of the School Regulations, if you would like to apply for a prolonged length of study, you must first complete your **preliminary review for graduation credits**; only then can you do **application for delayed graduation**. After you apply for it in the iNTUE (<https://nsa.ntue.edu.tw/>), print out the 「**application for prolonged length of study**」; this must be verified and have seals applied by the units in charge. After that, deliver it to the people in charge at the Division of Registration and Curriculum. The prolonged length of study **can only be one semester per application (prolonged to the end of the second semester of the academic year 2024-2025)**. The application deadline is **December 13 (Friday)**. If you apply for delayed graduation because you fail course(s) this semester, apply for delayed graduation as soon as you receive your grade report, to prevent your rights to select courses from being affected. Grade-check navigation: iNTUE (<https://nsa.ntue.edu.tw/>) → Education Information → Semester grade search

六、如有網路申請審核上的疑問或未盡事宜，請洽詢教務處註冊與課務組：
02-27321104 分機 82016。

VI. If there is anything unresolved regarding your online application for graduation review, contact Ms. Liao at the Division of Registration and Curriculum (ext. 82016).

教務處註冊與課務組 敬啟

