

教務處註冊與課務組 通知

Division of Registration and Curriculum, Office of Academic Affairs Notice

113.1.22

January 22, 2024

受文者：本校日間學制碩士班、博士班畢業生

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

主旨：公告本（112）學年度第 1 學期日間學制離校流程及學位證書領取方式。

Subject：Announcement of school exit procedures and instructions for claiming diploma (for students graduating from daytime programs in the 1st semester of the 2023 academic year)

說明：

Instructions：

一、學位證書領取說明

I. Instructions for claiming diploma

（一）領取資格

i. Requirements to claim:

1. 本學期各修習科目之成績（碩博士班 1-2 年級含操行成績）皆已完成登錄且具畢業資格者：請至 [iNTUE 校務整合資訊系統](#)→教務資訊→學期成績查詢，查詢各科成績。

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 Academic Affairs Integrated Information System](#) → Academic Affairs Information → Semester Grades Inquiry.

2. 完成離校手續者：須完成離校手續單中各相關單位核章，且至教務處辦理完畢的第四個工作天起（辦理當天不計）。

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).

（二）領取地點

ii. Where to claim:

教務處註冊與課務組（行政大樓 6 樓 601 室）。

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

（三）領取時間

iii. When to claim:

113 年 2 月 5 日（一）至 2 月 19 日（一）上班日 08:30-15:30。

(寒假上班日依人事室網站公告為主 <https://personnel.ntue.edu.tw/>)

February 5 (Mon) through February 19 (Mon), 2024. Office hours: 08:30–15:30

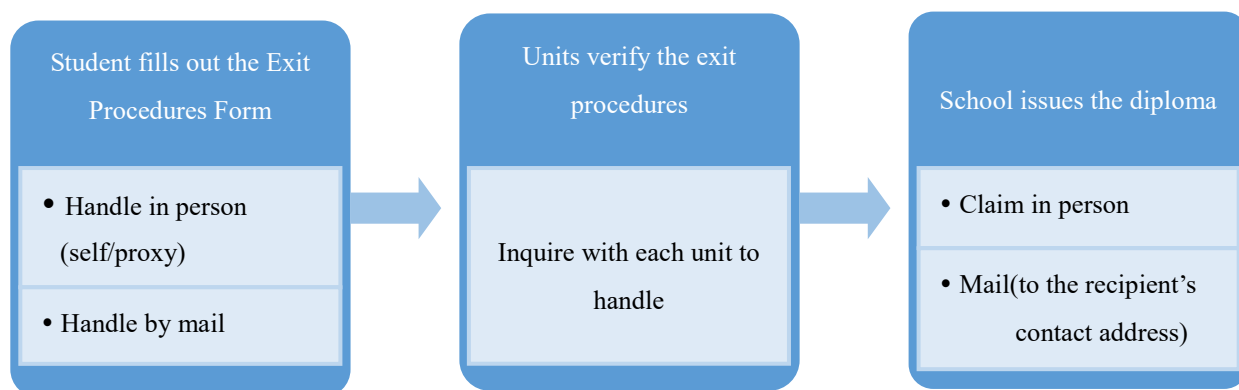
(For office hours during winter break, please refer to the announcement on the personnel website <https://personnel.ntue.edu.tw/>)

(四) 離校流程

iv. Exit procedures:

1.離校手續流程圖

1.Exit procedures flowchart



2.本校日間學制碩、博士班離校手續採學生親自辦理（本人或委託辦理）或通訊辦理雙軌方式為之，說明如下：

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) 親自辦理：

(1) Handling in person:

備妥離校手續單（外國學生-附件 1）所需資料及學生證，親赴各單位辦理離校手續。

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

★委託辦理：被委託者須攜帶委託人之離校手續單（外國學生-附件 1）、學生證及委託書（附件 2）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。

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

(2) 通訊辦理：

(2) Handling by mail:

申請人填妥離校手續單（外國學生-附件 1）個人基本資料，以郵寄方式將離校手續單及學生證送至系所，並由系所以公文卷宗會辦各單位。申請人應先與離校手續單有關各單位確認所需資料及繳交方式，以利後續各相關單位檢核作業。

The applicant must fill out their personal information on the Exit Procedures Form (International Student – Attachment 1) and send their **Exit Procedures Form and Student ID** 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.

※日間學制離校手續單亦可至本校註冊與課務組網頁選單「表單下載」-「畢業」下載離校手續單。

※The **Daytime Program Exit Procedures Form** can also be downloaded by visiting the NTUE Division of Registration and Curriculum webpage and selecting “Forms Download” – “Graduation” – “Exit Procedures Form”.

(五) 學位證書領取方式

v. How to claim diploma

完成離校手續後，隔天起計算第四個工作日方能領取學位證書。

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

1. 本人領取：須攜帶學生證。

1. Claim in person: Bring your Student ID.

2. 委託他人領取：被委託者須攜帶委託人之學生證及委託書（附件 2）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。

2. Claim by proxy: The proxy must bring the student's Student ID and the Proxy Letter (Attachment 2) with 1 photocopy of each party's ID attached. The proxy must also bring the original ID documents for verification.

3. 委託本組寄發：請攜帶學生證及填妥委託書（附件 2），並附 90 元郵資之郵票。寄出時間為完成離校手續後 7 個工作日（不含假日），如自完成離校手續後起算，超過 14 日仍未收到畢業證書，請聯絡註冊與課務組各系所承辦人。

3. Mailed by the Division of Registration and Curriculum: Please bring your Student ID, fill in the Proxy Letter (Attachment 2), and attach a NT\$90 postage stamp. The diploma will be

dispatched 7 business days after completing all exit procedures (not including holidays). If more than 14 days have elapsed since completing all exit procedures and the diploma still has not been received, please contact each department and institute's undertaker at the Division of Registration and Curriculum.

(六) 學生證遺失

vi. Lost student ID

學生證遺失者請先行上本校單一簽入入口平台（校首頁-常見詢問）（<https://sso.ntue.edu.tw/>）→右上方功能選項學生證掛失系統辦理掛失，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 NTUE unified login platform (school homepage – common inquiries) (<https://sso.ntue.edu.tw/>) → then from the functions in the upper right, select **Student ID Loss Report System** to file a loss report, **fill out the information, send, and print** the Lost Student ID Report Application Form, then **sign** the written pledge and **deliver it when handling the school exit procedures**.

(七) 研究生學位證書登載年月及離校注意事項

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

班別 Program	學位證書 登載年月 Diploma publication month/year	學位考試時間 Thesis defense time	論文定稿 暨辦理離校手續期限 Deadline to submit final draft of thesis and complete all exit procedures
博士班 碩士班 Doctoral Master's	113 年 1 月 January 2024	113 年 1 月 31 日前 Prior to January 31, 2024	截止日： 113 年 2 月 19 日（一） Deadline: February 19, 2024 (Mon)
備註 Notes	<p>※逾 113 年 2 月 19 日（一）未辦理離校且未達修業年限者，則 112 學年度第 2 學期仍應註冊繳費。</p> <p>※Students who have not completed all exit procedures by February 19, 2024 (Mon), and have not yet reached the maximum years of schooling will be charged the tuition fee for the second semester of the 2023 academic year.</p> <p>※修業年限屆滿仍無法畢業者，依規定辦理退學。</p> <p>※Students who have reached the maximum years of schooling and are still unable to graduate must withdraw from school in accordance with the regulations.</p>		

二、各單位聯絡方式，學校總機（02）6639-6688。

II. Contact method for each unit; university switchboard (02) 6639-6688

序號 No	離校會辦單位 School exit handling unit	聯絡電話 Tel	
1	各系所 Each department and institute	分機一覽表 Extension list: https://general.ntue.edu.tw/p/412-1044-2796.php?Lang=zh-tw	
2	學務處 Office of Student Affairs	#82043	僑、陸生（生活輔導組） Overseas Chinese students and mainland Chinese students (Student Life Assistance Division)
		#82056	兵役（校園安全組） Military service (Campus Security Division)
3	圖書館 Library	#82112	館藏歸還及滯還金（典閱組） Library book return and overdue fees (Circulation and Collection Division)
		#82124	論文繳交（推廣組） Thesis submission (Reference and Extension Division)
4	研究發展處 Office of Research and Development	#82137	本學期返國交換生、外國學生（國際組） Exchange students returning to their home country in the current semester, international students (Division of International Affairs)
		#82210	畢業生問卷（產學合作與職涯發展組） Graduation survey (Division of Industry–Academia Cooperation and Career Development)
5	師資培育處課務組 Office of Teacher Education	#82281	公費生 Government-funded students
		#82283	國小教育學程 National Elementary School Education Program
		#82382	幼教學程、特殊教育學程 Early Childhood Education Program, Special Education Program
6	教務處註冊與課務組 Office of Academic Affairs, Division of Registration and Curriculum	#82016	臺文所 Graduate School of Taiwanese Culture
			藝設系 Department of Arts and Design
			文創系 Department of Cultural and Creative Industries Management
		#82028	國際學位學程 International Master Programs
			語創系 Department of Language and Creative Writing
			音樂系 Department of Music
			幼家系 Department of Early Childhood and Family Education

		#82224	數資系 Department of Mathematics and Information Education
			自然系 Department of Science Education
			資科系 Department of Computer Science
			數位系 Department of Digital Technology Design
		#82226	教經系 Department of Educational Management
			心諮系 Department of Psychology and Counseling
			課傳所 Graduate School of Curriculum and Instruction, and Communications and Technology
			體育系 Department of Physical Education
		#82259	教育系 Department of Education
			特教系 Department of Special Education
			社發系 Department of Social and Regional Development
			兒英系 Department of Children English Education

三、如有未盡事宜，請逕洽本處註冊與課務組廖小姐（分機 82016）

III. For any unresolved matters, please contact Miss Liao at the Division of Registration and Curriculum (ext. 82016)



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	<input type="checkbox"/> Master <input type="checkbox"/> PhD	Chinese Name (Optional)		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Cellphone No.		E-mail			
★Full-time job upon enrollment <input type="checkbox"/> Yes <input type="checkbox"/> 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	<input type="checkbox"/> In compliance with the program regulations of the department/graduate school /program <input type="checkbox"/> The research theme consistent with their expertise <input type="checkbox"/> The Thesis/Dissertation is uploaded onto NDLTD (National Digital Library of Theses and Dissertations) in Taiwan <input type="checkbox"/> Review of graduation credits (submit the review of graduation credits checklist) <input type="checkbox"/> Submit Thesis/Dissertation (number of copies must comply with department regulations) ※Thesis substitute whether or not? <input type="checkbox"/> Yes <input type="checkbox"/> No	Clerk of the department/graduate school/program	
		Head of the Department/Graduate School/program	
Library (processing will begin upon department's approval)	<input type="checkbox"/> All borrowed books should be returned, and overdue fees paid in full.	Circulation and Collection Division (1F)	
	<input type="checkbox"/> Submit 2 copies of authorization letters of the Thesis / Dissertation (NTUE and NCL) with your handwritten signature .	Reference and Extension Division (4F)	
	<input type="checkbox"/> 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)	<input type="checkbox"/> 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) <input type="checkbox"/> Completed pre-service teacher education program <input type="checkbox"/> 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)	<input type="checkbox"/> Degree exam report <input type="checkbox"/> Review of graduation credits checklist <input type="checkbox"/> Check the title on-line <input type="checkbox"/> Student status registration (graduation)	<u>Without student ID card:</u> <input type="checkbox"/> Application form for reporting loss <input type="checkbox"/> Affidavit for cancelling card <u>With Student ID card:</u> <input type="checkbox"/> Change of status <input type="checkbox"/> Stamp of cancellation	Division of Registration & Curriculum
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Degree certification is issued according to reviews of each division
(to be filled out by Division of Registration & Curriculum)

★ Date of degree conferment : Year Month

Recipient's Signature :

☐ certificate folder

Year Month Day

★ Please attach a power of attorney if it is picked up on your behalf.

★ 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