# 教務處註冊與課務組 通知

Division of Registration and Curriculum, Office of Academic Affairs　Notice

受 文 者：本校日間學制**學士班**畢業生

Recipients：All students graduating from NTUE's daytime **bachelor 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.本學期各修習科目成績及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 and conduct grades for all courses of study in the current semester 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。

**2. The student has completed all exit procedures**: All relevant units' sections on the Exit Procedures Form must be stamped.

（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/)

1.離校手續流程圖

1.Exit procedures flowchart

| Student fills out the Exit Procedures Form | Units verify the exit procedures | School issues the diploma |
|---|---|---|
| • Handle in person (self/proxy)<br>• Handle by mail | Inquire with each unit to handle | • Claim in person<br>• Mail(to the recipient's contact address) |
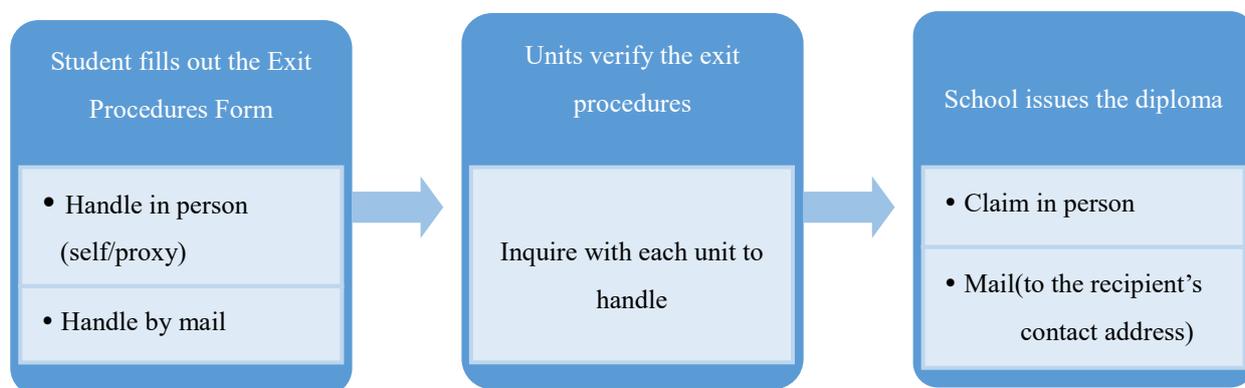
2.本校日間學制學士班離校手續採學生親自辦理（本人或委託辦理）或通訊辦理雙軌方式為之，說明如下：

2. Students in NTUE's daytime bachelor 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（非公費生-附件1、公費生-附件2）所需資料、**第二專長證明**及**學生證**，親赴各單位辦理離校手續。

Prepare the **Exit Procedures Form** (non-government-funded student – Attachment 1, Government-funded Student – Attachment 2), all necessary materials, **proof of second specialty** 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**（非公費生-附件1、公費生-附件2）、**第二專長證明、學生證及委託書**（附件3）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** (non-government-funded student – Attachment 1, Government-funded Student – Attachment 2), **proof of second specialty**, **student ID and Proxy Letter** (Attachment 3) 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（非公費生-附件1、公費生-附件2）個人基本資料，

以郵寄方式將**離校手續單、第二專長證明**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 (non-government-funded student – Attachment 1, Government-funded Student – Attachment 2) and send their **Exit Procedures Form, proof of second specialty 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，公費生請用「公費生」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". Government-funded students should use the "Government-funded Student" 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 3）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 3) 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 3），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 3), 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.**

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<br>No | 離校會辦單位<br>School exit handling unit | 聯絡電話<br>Tel | |
|---|---|---|---|
| 1 | 各系所<br>Each department and institute | 分機一覽表 Extension list:<br>https://general.ntue.edu.tw/p/412-1044-2796.php?Lang=zh-tw | |
| 2 | 學務處<br>Office of Student Affairs | #82043 | 僑、陸生（生活輔導組）<br>Overseas Chinese students and mainland Chinese students (Student Life Assistance Division) |
| | | #82056 | 兵役（校園安全組）<br>Military service (Campus Security Division) |
| 3 | 圖書館<br>Library | #82112 | 館藏歸還及滯還金（典閱組）<br>Library book return and overdue fees (Circulation and Collection Division) |
| | | #82124 | 論文繳交（推廣組）<br>Thesis submission (Reference and Extension Division) |
| 4 | 研究發展處<br>Office of Research and Development | #82137 | 本學期返國交換生、外國學生（國際組）<br>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）<br>Graduation survey (Division of Industry–Academia Cooperation and Career Development) |

| | | | |
|---|---|---|---|
| 5 | 師資培育處課務組<br>Office of Teacher Education | #82281 | 公費生<br>Government-funded students |
| | | #82283 | 國小教育學程<br>National Elementary School Education Program |
| | | #82382 | 幼教學程、特殊教育學程<br>Early Childhood Education Program, Special Education Program |
| 6 | 教務處註冊與課務組<br>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)

# National Taipei University of Education Undergraduate student
## (Exclude Government-Funded Undergraduate Student) Exit Procedures Form

Application Date: _____ mm _____ dd _____ yyyy

| Department | | Name | | Student No. | |
|---|---|---|---|---|---|

| Identity category | (please select one):<br>☐ ordinary student<br>☐ foreign student<br>☐ overseas Chinese, Hong Kong, or Macau student<br>☐ mainland Chinese student | Program | | Sex | ☐ Male<br>☐ Female |
| | | Date of Birth | _____ mm _____ dd _____ yyyy | | |

| Cell | | E-mail | |
|---|---|---|---|

I, ☐ Due to reasons of _____ applied to extend my length of schooling, and that reason no longer exists

☐ Have taken degree credits that fulfil the graduation requirements.

Please approve my graduation and handle the exit procedures for the _____ academic year, _____ semester.

Applicant signature: _____

| Department | Office of Student Affairs, Health Services Division | Office of Student Affairs, Campus Security Division | Office of Student Affairs, Student Life Assistance Division | Office of Student Affairs, Extracurricular Activities Guidance Division |
|---|---|---|---|---|
| Teaching assistant (Verify course credits for graduation) | | (For male students) | Confirm if the conduct grade is acceptable | |
| Department Chair | | | (For overseas Chinese students and mainland Chinese students) | |
| | | | (For students living in dorms) | |

| Library | Office of Research and Development, Division of International Affairs | Office of Research and Development, Division of Industry–Academia Cooperation and Career Development | Office of Teacher Education, Curriculum Section | Office of Academic Affairs, Division of Registration and Curriculum |
|---|---|---|---|---|
| | (For foreign students and exchange students leaving school in the current semester to return to their home country) | ☐ Complete the graduating student questionnaire. https://forms.gle/Bx5xq8N7FCvg4ssUA<br><br>☐ Complete the UCAN universal competency assessment. http://ucan.moe.edu.tw | ☐ Has completed the pre-service teacher education courses<br>☐ Has completed the record book inspection for students in the teachers training program | 1. Award the diploma based on the verification results of each unit<br>2. Student ID: ☐ Change identity ☐ Stamped void<br>3. Student ID hasn't been attached: ☐ Loss Report Application Form ☐ Written nullification pledge<br>4. ☐ Student status registration (graduated)<br>5. ☐ Need ☐ No need Modify Payment Slip |

| Notes | 1. This form is applicable for use by <u>undergraduate extension students</u>, <u>undergraduate early graduation students</u>, <u>exchange students leaving school in the current semester to return to their home countries</u>, <u>undergraduate students who have completed the requirements for graduation</u>, and <u>undergraduate students who graduated in the previous semester</u> in handling their graduation and exit procedures.<br>2. Please go to each unit to handle relevant procedures (with the Office of Academic Affairs, Division of Registration and Curriculum being the final unit). After completing all exit procedures, this form should be turned in to the Office of Academic Affairs, Division of Registration and Curriculum to be filed for reference; after which the diploma may be claimed. |
|---|---|

# National Taipei University of Education
## **Government-Funded Undergraduate Student**
## Exit Procedures Form

Application Date: mm　　dd　　yyyy

| Department | Department (Division) | Name | | Program | Year | Student No. | |
|---|---|---|---|---|---|---|---|
| Date of Birth | mm　dd　yyyy | Cell | | | | Sex | ☐ Male ☐ Female |
| | | E-mail | | | | | |
| Teaching (department) specialty | | Second specialty or other specialized knowledge requirements | | | | | |

I am a government-funded student in the teacher education program. I have already taken the pre-service teacher education courses and meet the requirements stipulated in the administrative contract. Please approve my graduation and handle the exit procedures for the ＿＿＿＿＿＿academic year, ＿＿＿＿＿＿semester.

Applicant signature:＿＿＿＿＿＿＿＿＿

| Department | Department of second specialty | Office of Student Affairs, Health Services Division | Office of Student Affairs, Campus Security Division | Office of Student Affairs, Student Life Assistance Division | Office of Student Affairs, Extracurricular Activities Guidance Division |
|---|---|---|---|---|---|
| Teaching assistant (Verify that the student has taken enough course credits to graduate and fulfil their department's specialty requirements) | Teaching assistant (Verify that the student has taken the required courses for their second specialty or other specialized knowledge) | | (For male students) | Confirm if the conduct grade is acceptable | |
| Department Chair | Department Chair | | | (For students living in dorms) | |

| Library | Office of Research and Development, Division of International Affairs | Office of Research and Development, Division of Industry–Academia Cooperation and Career Development | Office of Teacher Education, Curriculum Section | Office of Academic Affairs, Division of Registration and Curriculum |
|---|---|---|---|---|
| | (For exchange students leaving school in the current semester to return to their home country) | ☐ Complete the graduating student questionnaire. https://forms.gle/Bx5xq8N7FCvg4ssUA  ☐ Complete the UCAN universal competency assessment. http://ucan.moe.edu.tw | ☐ Has completed the pre-service teacher education courses  ☐ Has completed the record book inspection for students in the teachers training program  ☐ Verified to have met each condition required under the administrative contract and completed the record book inspection for government-funded students. | 1. Award the diploma based on the verification results of each unit 2. Student ID: ☐ Change identity ☐ Stamped void 3. Student ID hasn't been attached: ☐ Loss Report Application Form ☐ Written nullification pledge 4. ☐ Student status registration (graduated) |

| Notes | 1. This procedural form is applicable for use by government-funded undergraduate students in handling their graduation and exit procedures. 2. Government-funded students should go to each unit to handle relevant procedures (with the Office of Academic Affairs, Division of Registration and Curriculum being the final unit). After completing all exit procedures, this form should be turned in to the Office of Academic Affairs, Division of Registration and Curriculum to be filed for reference; after which the diploma may be claimed. |
|---|---|

# 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