

National Taipei University of Technology

Guidelines for Student Graduation Exit Processes

Resolved by the first Academic Affairs Meeting of the second semester of Academic Year 1995 on April 18, 1996
Amended and reinstated by the Academic Affairs Meeting of the first semester of Academic Year 2018 on January 3, 2019

Resolved by the Academic Affairs Meeting of the first semester of Academic Year 2019 on November 22, 2019
Resolved by the Academic Affairs Meeting of the Spring semester on May 12, 2021

1. National Taipei University of Technology (hereinafter referred to as “NTUT”) prescribes these NTUT Guidelines for Student Graduation Exit Processes (hereinafter referred to as these “Guidelines”) for processes that shall be finished by the graduating students pursuant to the Degree Conferral Act, the NTUT Academic Rules, Policy of Master’s Degree Examination, and Policy Doctoral Degree Examination.
2. Students of academic systems at NTUT who meet all graduation requirements must complete the graduation and exit processes within the specified time.
 - (1) Each undergraduate student who expects to graduate in the current semester shall log onto the NTUT campus portal to complete the graduation processes through System of Academic Affairs- Graduation Procedures System. After being approved, a confirmation letter will be sent to notify the student of the results and instructions of the following steps. Such students are expected to complete these processes from the start of the eighteenth week of the current semester until one week before the start of the next semester.
 - (2) Each graduate student shall log onto the NTUT campus portal to complete the graduation processes through System of Academic Affairs- Graduation Procedures System. After being approved, a confirmation letter will be sent to notify the student of the results and instructions of the following steps. Students should complete the exit process by the deadline specified in the NTUT school calendar of the present semester.

The certificate of graduation will not be issued unless the graduating student completes the exit process.

3. Each graduating student shall bring the approved exit checklist, student ID card (or completed Affidavit for Loss of Student ID Card by Leaving Student), and stamp (or personal signature) to the academic affairs office of the division to receive the certificate of graduation.

Any graduating student who is unable to receive the certificate of graduation in person may appoint an agent. The agent shall present the power of attorney, the exit checklist and student ID card of the graduating student (or completed Affidavit for Loss of Student ID Card by Leaving Student), and the agent’s ID document. The receipt of the degree certificate shall be signed by the agent.

The certificates of graduation for undergraduate students of the day division may be released altogether. The academic affairs office of the division will announce the date and location.

4. Each graduating student shall return the student ID card to the academic affairs office of the division during the exit process. The academic affairs office will cancel the student status and return the ID card. Any student whose student ID card is lost must sign the Affidavit for Loss of Student ID Card by Leaving Student and give it to the academic affairs office of the division.
5. A graduating student shall fill out the Application Form for Changing Student Data, and submit along with the transcript of household registration and supporting documents to the academic affairs office of the division for the change of name, date of birth, or ID card number before receiving the degree certificate.
6. Overseas Taiwanese students, Hong Kong/Macau students, Chinese students, and foreign students will receive their degree certificates in both Chinese and English versions upon graduation.
7. If a student is in debt to the school upon graduation, the authorized unit responsible will resolve the debt according to relevant regulations.
8. These Guidelines and any amendment thereof shall become effective upon the resolution of the Academic Affairs Meeting.

