

# 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

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. Each undergraduate student who expects to graduate in the present semester shall log onto the NTUT campus portal to fill out the Graduation Document in the Academic Affairs System after the final exam, and bring the printed graduation process checklist to each unit for approval.

Each graduate student shall log onto the NTUT campus portal to fill out the Graduation Document in the Academic Affairs System after the final exam, and bring the printed graduation process checklist to each unit for approval, and complete the exit process by the deadline specified in the NTUT school calendar of the present semester.

Any graduate student who starts the exit process during the semester shall submit the approve checklist, and the Early Receipt and Issuance of Certificate of Graduation Application Form to the academic affairs office of the division.

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

3. Each graduating student shall bring the approved exit checklist, student ID card, and stamp (or personal signature) to the academic affairs office of the division to receive the certificate of graduation. 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.

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, and the agent’s ID document. The receipt of the degree certificate shall be signed by the agent.

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.

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. These Guidelines and any amendment thereof shall become effective upon the resolution of the Academic Affairs Meeting.