

Procedures for Graduates Leaving School

Units/Division/Office	Checking items
Library	1、 Graduates should upload the electronic file of your thesis/ dissertation, reference, and your authorization form. 2、 Graduates should turn in a hard copy of your thesis/ dissertation. 3、 Graduates should return all the borrowed books and pay off the fines.
Division of property management	Graduates should return graduation gowns, instruments, or any other borrowed items.
Office of International Affairs (OIA)	1. For international students, OIA will have to confirm your departure so that we can process your national health insurance and your scholarships. Also, we need to report to the immigration agency about your current status. 2. For the students from Mainland China, OIA will have to confirm your departure time and report to MOE.

Instructions

1. Graduates need to fill out the requested information on the “Leaving Confirmation for Graduate students” and have the application form signed or stamped by your advisor and the chairman of your department. Afterwards, please turn in the document to the staff member in charge for further process.

Document download link:

http://www.nchu.edu.tw/~regist/download/download/leave_new_eng.doc

2. After receiving the document and confirm all the details, the staff member in charge needs to log in the online system (<https://onepiece.nchu.edu.tw/cof/leavelogin.htm>) and put a tick in the cell as an approval.

3. For the graduates, please log in the online system (https://onepiece.nchu.edu.tw/cofsys/plsql/acad_home) to check your status. If you finish the procedure completely, you will get a row of “oks” as approvals from every

division. By then, you can go to the division of registration with your student ID card and the result of your defense to receive your diploma.

Exceptions

A. If you pass your defense yet you would like to defer your leaving...

Please download the document at

http://www.nchu.edu.tw/~regist/download/download/delay_leave.doc, fill out the requested information, and deliver it to the division of registration.

B. If you would like to cancel your defense...

Please download the document at

http://www.nchu.edu.tw/~regist/download/download/oral_cancel.doc, fill out the requested information, and deliver it to the division of registration.

C. If you unfortunately fail in your defense...

Please download the document at the links below, fill out the requested information, and deliver it to the division of registration.

For master students:

<http://www.nchu.edu.tw/~regist/download/download/G14english.doc>

For Ph. D. students:

<http://www.nchu.edu.tw/~regist/download/download/D9english.doc>

You will have to take the degree examination **again** after you finish the registration of the coming semester. Please be noted that if you get 70 or above, the record will show as 70 only. If you still fail in the degree examination for the second time, you will be compelled to drop out from NCHU.

D. If you did not apply for the degree examination yet you have already uploaded your thesis/ dissertation topic...

Please inform the division of registration so that you can register in the coming semester.

Notices:

1. If you are not able to collect your diploma in person, please appoint your friend as your agent to help you. Please be aware that the ID cards (ARC) of **both** you and your agent are required. Also, a letter of authorization is needed.
2. When you go to the division of registration, your student ID card will be stamped "graduated" and returned. If you lose your student ID card, please fill out the application for reporting missing.