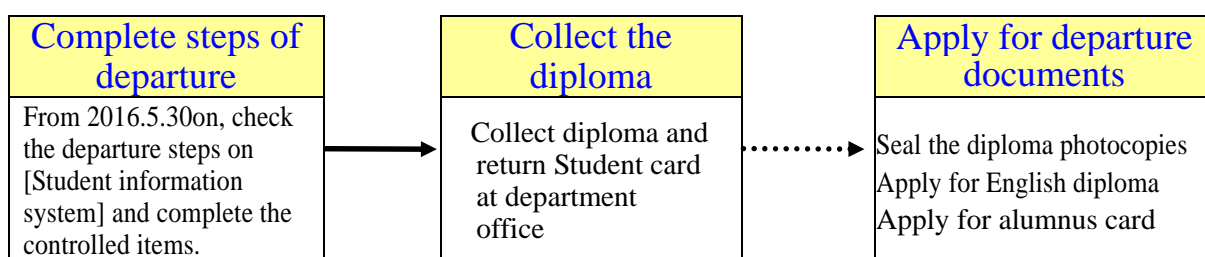


Chaoyang University of Technology

Important notice on 2015-2016 Academic Year Graduate departure procedure

Dates of this year's commencement and attending departments are as follows:

Date	Attending departments	Time of commencement	Collect diploma	Seal the diploma
2016.6.11 (Sat.)	College of Informatics	09:20-11:40	11:40-12:20	11:40-18:30
	College of Design	13:00-15:20	15:20-16:00	
	College of Humanities and Social Sciences and Social Sciences	15:30-17:50	17:50-18:30	
2016.6.12 (Sun.)	Department and Graduate Institute of Insurance, Department and Graduate Institute of Accounting, Department and Graduate Institute of Leisure Service Management, Department of Golden-Ager Industry Management	09:20-11:40	11:40-12:20	
	Department and Graduate Institute of Finance, Department and Graduate Institute of Business Administration, Department of Marketing and Logistics Management	13:00-15:20	15:20-16:00	
	College of Science and Engineering Engineering	15:30-17:50	17:50-18:30	



1. Time for processing departure by graduates:

From (Mon.) May 30, 2016 on, check and complete the controlled steps on [Student information system]\[Office of Academic Affairs]\[Controlled steps of departure].

2. Major steps of departure:

Step	Process	Active unit (Tel. ext.)
“Confirm basic information” and “Respond the Departure questionnaire”	Complete the below processes at any time not later than July 28, 2016 (Thur.): Check your basic information on [Student information system]\[Office of Student Affairs]\[confirm graduate basic information], and then respond the “Graduate Departure questionnaire”.	Student Development Center (5064)
Book returning and fines Document Delivery Service	Process the clearing of book borrowing, overdue fines, and cancellation of inter-institute borrowing cards and document delivery service and other related affairs at the circulation desk on the 2nd Floor of the Library before (Fri.)June 3, 2016 (for undergraduate) and (Thur.)June 30 (for graduate students).	Reader Services Section, Office of Poding Memorial Library and Information Services Return service (3152) Document delivery (3146)
Return the gown and cap	Day division students —Rental gowns and caps must be returned on the day of Graduation Commencement at T1-201 or 202, Teaching Building, or the deposit will be confiscated. Also, the compensation shall be made at the above-mentioned locations if there is any loss or damage.	Extracurricular Activity Section (5025) Day division graduate association (1269)
Upload electronic theses (For graduate students only)	1. Upload your electronic theses at Chaoyang’s electronic theses and dissertations system (http://ndltdcc.ncl.edu.tw/cyut/); the library will notify the review results by e-mail within 2 working days. 2. When you receive the e-mail with the approval of review, log in the theses system and print out the authorization letter in duplicate. Sign in person and deliver them at the circulation desk on the 2nd Floor of the Library. © Also provide 3 copies of your theses on paper without the University’s crest watermark to the Admissions Section or Teaching and Learning Section.	Acquisition and Cataloging Section, Office of Poding Memorial Library and Information Services Upload theses (3175)

3. Collect diploma:

Collect diploma	Those who have attained the graduation qualification and attend a graduation class (Excluding undergraduate courses)	After the commencement	1. Collect at the department office and return your [Student card]. Time to collect not later than October 5 . 2. Anyone acting on behalf should produce [Authorization letter and student card] to collect. Download Authorization letter on Office of Academic Affairs' webpage.	Department offices	
	Those who have attained the graduation qualification subject to the completion of the course	From (Thur.) July 14 on			
Study of summer courses (inter-institute)	Phase	Schedule of results to arrive at Office of Academic Affairs	Collection dates	Place	
		1	July 12 - July 31	From (Wed.) Aug. 3	Department offices
		2	Aug. 1 - Aug. 14	From (Wed.) Aug. 17	
		3	Aug. 15 - Aug. 28	From (Wed.) Aug. 31	
	4	Aug. 29 - Aug. 31	From (Wed.) Sep. 7		
To collect on Oct. 6 (Tues.) on Day Division students —Admissions Section of the Office of Academic Affairs (2nd Floor, Administration Building; ext. 4012-4016)				Admissions Section, Office of Academic Affairs	

4. Other application forms regarding departure and important notice:

Item	Process		Active unit (ext.)
Sealing the photocopies of diploma in Chinese	Stamp "True to original"	Make the photocopies by yourself , then go to Admissions Section/Teaching and Learning Section of the Office of Academic Affairs with the original copy for affixing this stamp.	Admissions Section, Office of Academic Affairs 4012-4016
	Affix the University seal (NT\$10/copy)	Make the photocopies by yourself ⇒ Select "Seal the diploma photocopy" on the "Automated cashier" ^(Note) ⇒ Apply for sealing at the Admissions Section / Teaching and Learning Section of the Office of Academic Affairs with the original copy, photocopies and payment receipt ⇒ Affix the University seal at the Documentation and Meeting Affairs Section of the Office of Secretariat on 1st Floor, Administration Bldg.	Documentation and Meeting Affairs Section of the Office of Secretariat 3733
Apply for diploma in English	Documents required: application form, photocopy of passport and I.D. card, fee of NT\$100. Time to collect: Diploma in English will be issued together with diploma in Chinese, if applied for in advance; or will be available for collection, or, alternatively be mailed by the University, 3 working days of application after the commencement by producing diploma in Chinese.		Admissions Section, Office of Academic Affairs 4012-4016
Apply for transcript in Chinese	1 copy accompanies the diploma. For additional copies, apply for and collect with the "Automated cashier" ^(Note) by selecting "Transcript" (NT\$10 per copy).		
Certificate of "Military Instruction course for deduction of military service"	Male graduates having obligation of military service and has taken and passed military instruction course at the University may obtain the certificate of "Military Instruction course for deduction of military service" at the Office of Military Instruction on 1 st Floor, of Administration Building by producing the "transcript" before reporting to military camp (or not later than one month before discharge after recruitment).		Office of Military Instruction 3075
E-mail account	A graduate's e-mail account is reserved for 1 year starting the graduation date, and, when 1 year is elapsed, will be automatically deleted from the system without further notice. To avoid loss of important personal data, back up your data. To log in during the reserved period, visit http://webmail.cyut.edu.tw .		Network Support Section, Office of Poding Memorial Library and Information Services 3080
Graduates apply for "Alumnus card"	Alumnus card gives the graduate access to the campus to use the data and equipment and to discounts on courses at the Continuing Education Center. Required: Two 1" photos and association fee at NT\$500 (NT\$100 for initiation fee and NT\$ 400 for current graduate association fee). Location: A-407, 4th Floor Administration Building.		Alumni association 3670

(Note): Feel free to use the automated cashiers on campus located at the service desk on 1st Floor, of Administration Bldg. ; on 1st Floor, of Management Building; Lobby of 1st dormitory.

©For details of above-listed information, visit the Office of Academic Affairs webpage on <http://www.cyut.edu.tw/~acad>