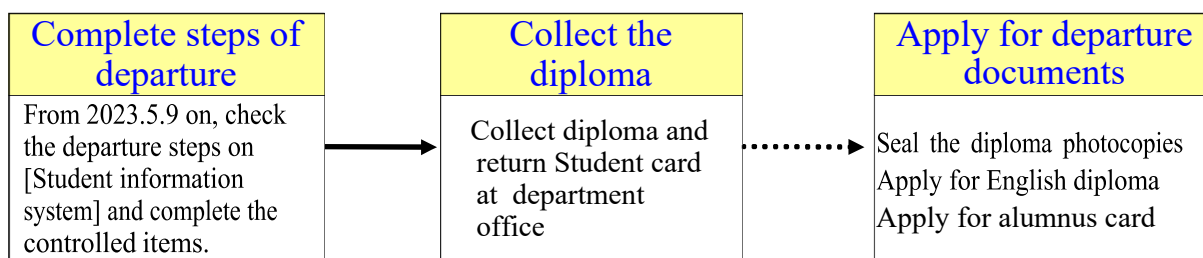


Chaoyang University of Technology

Important notice on 2022-2023 Academic Year Graduate departure procedure

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

Date	Attending departments	Collect diploma	Seal the diploma
2023.5.27 (Sat.)	All PhD students Representatives of the master class Awarded Representative of University Department College of Science and Engineering Engineering College of Design College of Informatics	Please go to the office of each department to collect the degree certificate after completing all the check-outs on the day of the graduation ceremony of your college	10:00-17:30
2023.5.28 (Sun.)	College of Management College of Humanities and Social Sciences and Social Sciences		



1. Time for processing departure by graduates:

From (Tues.) May 9, 2023 on, check and complete the controlled steps on [Student information system][New Students and Graduates][School procedures].

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 27, 2023 (Thur.): Check your basic information on [Student information system][Office of Student Affairs][confirm graduate basic information], and then respond the “Graduate Departure questionnaire”.	Office of Alumni Service and Career Development (5064)
Return the gown and cap	Rental gowns and caps must be returned on the day of Graduation Commencement at T1-202, Teaching Building. Also, the compensation shall be made at the above-mentioned locations if there is any loss or damage.	graduate association(1269) Extracurricular Activity Section (5025)
Upload electronic theses (For graduate students only)	1. Upload your electronic theses at Chaoyang's electronic theses and dissertations system (https://cloud.ncl.edu.tw/cyut/); the library will notify the review results by e-mail within 3 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.	Acquisition and Cataloging Section, Office of Poding Memorial Library and Information Services Upload theses (3173)
Submit Thesis	Also provide 2 copies of your theses on paper without the University's crest watermark to the Admissions Section or Teaching and Learning Section.	Admissions Section, Office of Academic Affairs 4012-4018

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 or Personal documents]. Time to collect not later than September 28. 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 (Wed.) July 5 on			
	Study of summer courses (inter-institute)	Phase	Schedule of results to arrive at Office of Academic Affairs		Collection dates	Place
		4	June 27(Tues.) - July 24(Mon.)		From (Thur.) July. 27	Department offices
5		July. 25(Tues.) - Aug. 14(Mon.)		From (Thur.) Aug. 17		
6	Aug. 15(Tues.) - Aug. 28(Mon.)		From (Thur.) Aug. 31			
To collect on Oct. 2(Mon.) on Day Division students —Admissions Section of the Office of Academic Affairs (2nd Floor, Administration Building; ext. 4012-4018)					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 4012-4018 Documentation and Meeting Affairs Section of the Office of Secretariat 3735
	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.	
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.		Admissions Section, Office of Academic Affairs 4012-4018
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).		
E-mail account	The school also provides services such as Microsoft Office 365 platform cloud space and mail, using a personal account s10xxxxx@o365.cyut.edu.tw Log in from https://www.office.com , please refer to the website of the Office of Poding Memorial Library and Information Services -> Office365 for related usage instructions Due to Google's charging policy, Google cloud resources after graduation will be retained for 1 year and then deleted, please download the backup during the period, please use your personal account to log in after graduations10xxxxx@gm.cyut.edu.tw Sign in at https://mail.google.com .		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. Location: A-409, 4th Floor Administration Building.		Alumni Service Section 5504

(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 <https://acad.cyut.edu.tw/>