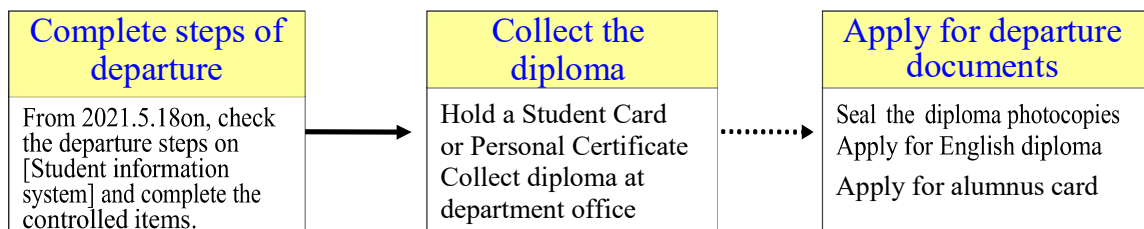


Chaoyang University of Technology

Important notice on 2020-2021 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
2021.6.5 (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 department to collect the degree certificate after completing all the check-outs on the day of the graduation ceremony of your college	9:00-17:00
2021.6.6 (Sun.)	College of Management College of Humanities and Social Sciences and Social Sciences		



1. Time for processing departure by graduates:

From (Tues.) May 18, 2021 on, check and complete the controlled steps on [Student information system][Freshmen and Graduates Zone][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 29, 2021 (Thur.): Check your basic information on [Student information system] [Freshmen and Graduates Zone][confirm graduate basic information], and then respond the “Graduate Departure questionnaire”.	Office of Alumni Service and Career Development (5064)
Close Library lending accounts	Process the Personal loan account closed, and cancellation of inter-institute borrowing cards and document deliveryservice and other related affairs at the circulation desk on the 2nd Floor of the Library before (Mon.)May 31, 2021 (for undergraduate) and (Thur.)July 15 (for graduate students).	Reader Services Section, Office of Poding Memorial Library and Information Services Return service (3152) Document delivery (3146)
Return the gownand cap	Day division students —Rental gowns and caps must be returned on the day of Graduation Commencement at T1-201or 202, Teaching Building. Also, the compensation shall be made at the above-mentioned locations if there is any loss or damage, or the deposit will be confiscated.	Day division 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 (http://ndltdcc.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(A total of 2 for the National Library and 1 for the school). 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 (3175)
Submit a doctoral or master's thesis on paper (For graduate students only)	Provide 2 copies of your theses on paper without the University’s crest watermark to the Admissions Section.	Admissions Section,Office of Academic Affairs (4012-4016)

3. Collect diploma:

Collect diploma	Those who have attained the graduation qualification and attend a graduation class (Excluding undergraduate courses)(Do not take the lower grade courses)	After the commencement	1. Hode a [Student card] or Personal Certificate Collect at the department office. Time to collect not later than September 30(Thur.) . 2. Not yet achieved results in the lower grade courses are requested to receive the full calendar from July 14 (Web.) at the department office. 3. Anyone acting on behalf should produce [Authorization letter and student card] to collect. Download Authorization letter on Office of Academic Affairs' webpage.	Department offices
	Only the licensing threshold for non-study courses remains	From(Web.)June 23 on From (Mon.) July5 on		
	Those who have attained the graduation qualification subject to the completion of the course	From (Web.) July14 on See (Notes 1, 2)		
	Study of summer courses (inter-institute)	Phase		
	5	July. 6 - Aug. 2	From (Thur.) Aug. 5	Department offices
	6	Aug. 3 - Aug. 23	From (Thur.) Aug. 26	
	7	Aug. 24 - Sep. 6	From (Thur.) Sep. 9	
	To collect on Oct. 1(Fri.) on Day Division students —Admissions Section of the Office of Academic Affairs (2ndFloor, Administration Building; ext. 4012-4016) Student card with the EasyCard function, before leaving school must go to the travel card company's web page to change the travel card to a name card, so as not to affect their rights and interests;			Admissions Section, Office of Academic Affairs

Note 1:How to work during the summer holidays: From July 1 to September 3, 2021, Monday to Thursday, 9 a.m. to 3:30 p.m. If you fail to graduate successfully before the start of the school year, please go online within the time specified by the course group and complete the registration process for the extended students by October 1(Fri.).

Note 2: The graduation threshold such as foreign language and department certificate must be 'the original certificate' sent to the language center and department office to determine that, for the beginning of adoption, must be passed before the beginning of the school year in September 2021, the failure to continue to handle the 110th 1st semester extension registration matters, after the end of the period (i.e., from February 2022 to obtain a degree certificate).

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"	Admissions Section, Office of Academic Affairs
	Affix the University seal (NT\$10/copy)	4012-4016 Documentation and Meeting Affairs Section of the Office of Secretariat 3733
Apply for diploma in English	Documents required: application form, photocopy of passport, fee of NT\$100. The prior applicant will be issued together with diploma in Chinese.	Admissions Section, Office of Academic Affairs
Apply for transcript in English	1 Chinese copy accompanies the diploma. For additional English copies, apply for and collect with the "Automated cashier" (Note) by selecting "Transcript" (NT\$20 per copy).	4012-4016
Graduate E-mail account	1. Due to Google's fee policy this year, the Google Cloud Resources used by students are expected to remain only until the end of the year, please download the backup yourself during the retention period, and log in using your personal account number s10xxxxx@gm.cyut.edu.tw to log in by https://mail.google.com after graduation. 2. The school also provides Microsoft Office 365 platform cloud space and mail services, using personal account number s10xxxxx@o365.cyut.edu.tw by the https://www.office.com login, the relevant instructions for use please refer to the office's web page. 3. For Google account-related transfer and retention time-lapse instructions will be sent to all Google mailboxes by the end of August, please pay attention to check again.	Network Support Section, Office of Poding Memorial Library and Information Services 3080
Graduates apply for "Alumnus card"	After graduation, you will be vouchered to enter the school library to enjoy the book lending service and promotion of education center curriculum concessions, membership is a gift to the club. Please check the membership instructions on the Alumni Association website and complete the application online, or go to the Briefing of Alumni Service Section A-409 on the 4th floor of the Administration Bldg.	Office of Alumni Service and Career Development 5503

(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.

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