

# 註冊組因應疫情之業務彈性措施

## Division of Registrar's Pandemic Countermeasures on Business Flexibility

【學位考試、文件申請、休退學、成績繳交、畢業離校、新生報到】

(Degree Examination; Document Application; Suspension/Withdrawal from School; Grade Submission; Graduation; Leaving School)

因應新冠肺炎疫情嚴峻，有關學位考試、文件申請、休退學、成績繳交、畢業離校等流程，本組已規劃下列彈性處理措施，請師長、同學參閱，並依疫情狀況滾動式修正。

In response to the current situation of the COVID-19 pandemic, the Division of Registrar has schemed the following pandemic countermeasures on administrative flexibility regarding procedures of degree examination, document application, suspension of schooling, withdrawal from school, grade submission, graduation, and leaving school. The countermeasures will be adjusted accordingly as the situation changes.

● 投幣機開放時間：星期一～五，10:00-12:00，14:00-17:00，其他時間均不受理

● Service time for the document vending machine: 10:00-12:00 & 14:00-17:00, Monday to Friday. The machine is out of service at other times.

● 註冊組洽公時間：星期一～五，10:00-12:00，14:00-17:00，其他時間均不受理

Service time for the Division of Registrar: 10:00-12:00 & 14:00-17:00, Monday to Friday. The division is closed at other times.

● 請至行政大樓「後門」(靠近圖書館)操作投幣機或進入三樓註冊組，

原行政大樓電梯側門(靠近地科院)不開放出入，不開放出入，不開放出入。

Please come to the back door of the Administration Building (near the NCU Library) to operate the document vending machine, or step into the Division of Registrar on the third floor. The elevator side door of the Administration Building (near the College of Earth Sciences) is not open.



● 全校共同暑休日7月9日(週五)、7月23日(週五)、8月6日(週五)、8月13日(週五)、8月20日(週五)及9月3日(週五)亦不受理。

Public holidays: 9 July, 23 July, 6 August, 13 August, 20 August, 3 September 2021

編號 No.	項目 Item	因應疫情彈性處理措施	Pandemic Countermeasures on Business Flexibility
1	學位考試申請 Application for Degree Examination	<p>1. 時程：延長至 7/30(五)前</p> <p>2. 說明：建議先聯繫系辦確認口試申請方式、相關細節與準備文件。</p> <p>3. 【線上申請】</p> <p>(1) 請先詳閱「<a href="#">學位考試申請系統</a>」使用說明專區。</p> <p>(2) 系統登入：Portal→服務櫃台 iNCU→教務專區→學籍 / 註冊→學位考試申請。</p> <p>(3) 不須申請成績單，但若系所有特別要求者，請依<a href="#">公告辦理</a>或<a href="#">網路 email 申請</a>。</p> <p>4. 【紙本申請】</p> <p>請下載<a href="#">學位考試申請表</a>，依表格說明辦理。</p>	<p>1. <b>Deadline: Extended to July 30 (Friday)</b></p> <p>2. Note: We suggest you contact the department office first to confirm the information about methods for applying for the oral examination, relevant details, and required documents.</p> <p>3. Apply online:</p> <p>(1) Please thoroughly read the "<a href="#">instructions on the use of the degree examination application system</a>" beforehand.</p> <p>(2) System Login: Portal → Service Deck (iNCU) → Academic → Register → Degree Exam Application</p> <p>(3) Applying for a transcript is not required. However, if your department/institute requires you to apply for one, please do it per <a href="#">the announcement</a> or do it <a href="#">online by email</a>.</p> <p>4. Apply with a printed application form: Please download the <a href="#">Application Form for the Degree Examination</a> and apply per the instructions in the form.</p>
2	學位考試舉行 The Holding of the Degree Examination	<p>1. 時程：延長至 10/15(五)前</p> <p>2. 說明：建議線上視訊舉行，若採實體口試，應遵守所有防疫規範。</p> <p>3. 【視訊口試】(強烈建議)</p> <p>(1) 學位考試細則第三條：「如有特殊情形，經系所主管同意後，得採視訊方式辦理；惟仍應符合公平公正公開原則，並全程錄音錄影存檔留存於系所，經系所主管同意方得調閱。相關檔案須妥予保存一年，惟依規定提起申訴者，應保存至申訴程序結束或行政救濟程序結束為止。」</p> <p>(2) 流程：</p> <p>a. 請參考註冊組網頁表格-<a href="#">視訊舉行學位考試申請表</a>，向系所</p>	<p>1. <b>Deadline: Extended to Oct. 15 (Friday)</b></p> <p>2. Note: We suggest the examination be held via video conferencing. If the examination is to be held on-site, please follow all pandemic prevention rules throughout the examination.</p> <p>3. Oral examination via video conferencing (strongly advised)</p> <p>(1) Article 3 of National Central University Rules Governing the Master's and Doctoral Degree Qualifying Exam and Thesis Defense stipulates that "the thesis defense can be conducted via video conferencing only under certain circumstances upon approval of the chair of the department or institute. <b>The thesis defense should also be conducted in a fair, impartial, and transparent manner. The defense should be recorded during the</b></p>

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		<p>提出申請即可(表格由系所自行留存)。</p> <p>b. 請學生先將審定書、評分條、口試評定報告單封面檔案先 email 給口委。</p> <p>c. 口試結束後，請口委在螢幕上顯示所評定之分數及簽名，待論文完成審定後，請口委將上述文件以拍照或掃描或傳真給指導教授。</p> <p>d. 由指導教授彙整後印出紙本文件，交給系辦蓋章。</p> <p>e. 以上所有文件連同學位口試申請表送註冊組留存。</p> <p>(3) 注意事項：</p> <p>a. 口試文件不要求正本一定要寄回給學校(今年疫情特別處理)。以電子檔往返時，口委可一人簽一張(如果有四個口委，就可能會有四張審定書影本，四張評定報告單與評分條影本)，或由口委依序簽名後(第一位口委簽妥，傳送給第二位口委傳遞簽妥，最後會有一份全數出席口委已簽名的電子檔)，將電子檔一併交付指導教授彙整。各方式使用時間長短不一，請同學審慎考量預作規劃。</p> <p>b. 此為參考做法，若有其他應變方式，仍應符合公平公正公開原則，並經指導老師及系所控管。</p> <p>4. 【實體口試】</p> <p>(1) 應依照最新中央或地方疫情指揮中心與教育部相關規定，應對學位考試場域之環境及防疫安全有完善規劃。</p> <p>(2) 參與口試人員一律全程佩戴口罩。</p> <p>(3) 座位應保持適當區隔，或使用隔板，保持社交距離且不開放旁聽，室內人數不得逾 5 人。</p> <p>(4) 禁止飲食。</p> <p>(5) 「實聯制」與量測體溫及手部消毒。</p>	<p><b>whole process</b>, and the recording of the defense can be accessed only with the permission of the chair. Relevant files should be properly stored for one year. When anyone follows relevant regulations to file an appeal regarding the defense, those relevant files should be kept until the appeal procedure or the procedure for administrative remedies is completed.”</p> <p>(2) Procedure:</p> <p>a. Please refer to the <a href="#">Application Form for Thesis Defense Conducted via Video Conferencing and Corresponding Measures</a> on the website of the Division of Registrar and apply to your department/institute (the department/institute will keep the application form).</p> <p>b. Students have to send an email containing the <b>Verification Letter from the Oral Examination Committee, Oral Defense Grade Notes, and the Oral Examination Report for the Oral Examination Committee</b> to the commissioners of the oral examination committee beforehand.</p> <p>c. When the oral defense is over, please ask the commissioners to show the scores along with their signatures on-screen. When the Oral Examination Report for the Oral Examination Committee is completed, please ask the commissioners to photograph or scan the above-mentioned documents and send them to your thesis advisor (faxing the documents to the thesis advisor is also acceptable).</p> <p>d. The thesis advisor will compile the documents, print them out, and submit them to the department/institute office for affixing seals.</p> <p>e. All the above-mentioned documents, along with the <b>Application Form for the Degree Examination</b>, should be sent to the Division of Registrar for future reference.</p> <p>(3) Notice:</p> <p>a. We do not require you to send the original copies of all the documents related to the oral defense back to NCU (this decision was made due to the pandemic this year). When delivering documents by mail, each commissioner may separately sign on each copy of a document (if there are four commissioners, there may be four copies of the Verification Letter from the Oral Examination Committee, four copies of Oral Defense Grade Notes, and four copies of the Oral Examination Report for the Oral Examination Committee). Each commissioner can also sign on the same copy in turn. (After the first commissioner signed on a copy, he or she may send the copy to another commissioner for him or her to sign on. Eventually, there will be an electronic file bearing the signatures of all the commissioners who attended the oral defense.) The electronic files of signed copies should be sent to the thesis advisor for compilation. Each of the methods mentioned above takes a different amount of time. Please carefully plan for the procedure beforehand.</p> <p>b. The methods mentioned above are only for reference. If you come up with other measures, they still should be under the principles of being fair, just, and public and should be supervised by your thesis advisor and your department/institute.</p> <p>4. On-site oral examination:</p> <p>(1) Sound arrangements of environmental safety and pandemic prevention should be planed per the latest regulations promulgated by the Central Epidemic Command Center, local epidemic command centers, and the Ministry of Education.</p> <p>(2) All participants of the examination <b>should wear face masks throughout the examination</b>.</p> <p>(3) Socially distant seating arrangements or partitions should be applied to the examination to <b>maintain a social distance. The examination is not open for auditing. The number of people in the room should be no more than five.</b></p> <p><b>(4) Eating and drinking are not allowed.</b></p> <p><b>(5) Apply “contact tracing” arrangement, body temperature screening, and hand sanitization.</b></p>
3	<p>在學證明、成績單及其他文件申請</p> <p>Applications for Student Status Certifications, Transcripts, and</p>	<p>1. 【到校取件】已開放<b>投幣機申請</b></p> <p><b>(1) 請於星期一~五，10:00-12:00，14:00-17:00 至行政大樓「後門」(靠近圖書館) 操作投幣機或至三註冊組申請，其他時間均不受理。</b></p> <p><b>(110.7.12 修正)</b></p> <p><b>原行政大樓電梯側門(靠近地科院)不開放出</b></p>	<p>1. Retrieve documents at NCU (The <b>document vending machine</b> is now open):</p> <p>(1) <b>Please come to the back door of the Administration Building (near the NCU Library) to operate the document vending machine, or apply for documents at the Division of Registrar on the third floor. The service time for the document vending machine and the division is 10:00-12:00 &amp; 14:00-17:00, Monday to Friday. The machine and the division are not open at other times. (Revised on Jul. 12, 2021.)</b></p>

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	Other Documents	<p><b>入。</b></p> <p>2. 【Email 申請，郵寄紙本文件】</p> <p>(1) 請詳閱<a href="#">申請流程</a>，申請表格在第 8 頁。</p> <p>(2) 填妥申請表存檔後 email 回傳至 ncu7121@ncu.edu.tw。</p> <p>(3) 註冊組會再以 email 通知您繳款帳號與應繳金額。</p> <p>(4) 待您完成繳費後，會儘速為您寄出文件。</p>	<p><b>The elevator side door of the Administration Building (near the College of Earth Sciences) is NOT open.</b></p> <p>2. Apply for documents by email and receive them at home:</p> <p>(1) Please thoroughly read the <a href="#">application procedure</a>. <b>The application form is on page 8.</b></p> <p>(2) Fill out the form, save the file, and email it to <a href="mailto:ncu7121@ncu.edu.tw">ncu7121@ncu.edu.tw</a>.</p> <p>(3) The Division will email you the account number and the amount of the payment.</p> <p>(4) After you complete the payment, the Division will send you the documents as soon as possible.</p>
4	休學、退學、復學 保留學籍復學申請 Suspension of Schooling, Withdrawal from School, Resumption of Schooling, and Resumption of Schooling for Students with Retained Student Status	<p>1. 【E-mail 申請】</p> <p>(1) 請學生填妥申請表，以 email 將申請表通知系辦或國際處(非本國生)協助辦理。</p> <p>(2) 請學生再向所屬系辦詢問申請進度。</p> <p><b>2. 本學期休學截止日：6/18(五)。</b></p> <p><b>3. 復學、保留復學截止日：7/30(五)。</b></p>	<p>1. Apply by email</p> <p>(1) Fill out the <a href="#">application form</a> and email it to your department office or the Office of International Affairs (for international students) to have the staff assist you.</p> <p>(2) Ask the department office about the application progress later.</p> <p><b>2. Deadline for the application for suspension of schooling: June 18 (Friday)</b></p> <p><b>3. Deadline for the application for resumption of schooling and resumption of schooling for students with retained student status: July 30 (Friday)</b></p>
5	課程抵免修 Waiver and Transfer of Courses	<p><b>1. 時程：7/2(五)前。</b></p> <p>2. 【E-mail 申請】(建議)</p> <p>(1) 申請表填寫方式(二擇一)：</p> <p>a. 登入Portal→服務櫃台iNCU→教務專區→學籍/註冊→課程抵免修申請，填妥記得按「<b>送審</b>」後，並將申請表存檔為PDF檔或圖檔。</p> <p>b. 請填寫紙本<b>申請表</b>，拍照、掃描存檔為PDF檔或圖檔。</p> <p>(2) 請將申請表檔案以 email 通知系辦協助辦理。</p>	<p><b>1. Deadline: July 2 (Friday)</b></p> <p>2. Apply by email (advised)</p> <p>(1) Choose one of the following methods to fill out the application form:</p> <p>a. Log in Portal → Service Deck (iNCU) → Academic → Register → Course Transfer Application. Fill out the application form and click on the “<b>Submission</b>” button. Save the file of the form as a PDF file or an image file.</p> <p>b. Fill out the printed <a href="#">application form</a>, photograph or scan it and save it as a PDF file or an image file.</p> <p><b>(2) Email the file of the application form to your department office to have the staff assist you.</b></p>
6	台聯大系統學士班 轉校 Transferring School for Undergraduates in the University	<p><b>1. 時程：各學系收件日期自 6/15(二)至 6/28(一)止</b></p> <p>2. 申請文件得以郵寄紙本或 email 電子檔送至各系辦，須簽名的表格皆可以拍照或掃描或傳真代替。</p>	<p><b>1. Time limit: Each department receives applications from June 15 (Tuesday) to June 28 (Monday).</b></p> <p><b>2. You can send hard or soft copies of your application documents through mails or emails to your department office. Forms that require signatures can be made into soft copies through photographing or scanning. Faxing those forms is acceptable.</b></p>
7	延長修業年限 Extending Study Period	<p><b>自 110 年 6 月 16 日起研究生於 109 學年度第 2 學期已達修業年限屆滿且在學者，一律視同已專案申請額外再延長修業年限 1 學期(學期結束日依 110 學年度第 1 學期行事曆)。</b> (110.6.17 修訂)</p>	<p>As of June 16, 2021, postgraduates whose study period has expired in the second semester of the 109<sup>th</sup> academic year but who are still in school will be regarded as having applied for extending their study period for one semester (the date on which the semester ends is marked in the school calendar for the first semester of the 110<sup>th</sup> academic year), and thus they still have to complete the enrollment procedure (paying for tuition). The postgraduates who fail to complete the enrollment procedure will be expelled from school as per the rules in Study Regulations</p>
8	<p><b>【學士班】</b></p> <p>畢業離校相關 (學位證書領取方式細節目前討論擬定中，待確認後再修正公告)</p> <p><b>For Undergraduates:</b></p> <p>Graduation and School-leaving Procedures (Methods for receiving diplomas are under discussion and being schemed. The methods will be announced after revisions and confirmation.)</p>	<p>1. 學位證書領取方式： 成績全部到齊、符合畢業條件並<b>完成離校手續</b>者。(宿服組：57282·圖書館借還書：57429)</p> <p>寄送內容：中、英文學位證書正本+中文成績單 1 份+中文證書已驗證影本 1 份+證書夾。</p> <p>(1) 【郵寄】：<b>由學校負擔國內郵資</b></p> <p>a. 原則上七月起每週三寄送一次，採「郵局雙掛號」，並以氣泡袋包妥。</p> <p>b. 請準畢業生於<b>7/2(五)前填寫表單</b>確認「收件地址」，建議填寫白天可代收之地址，收件地址以台灣境內為限。</p> <p>c. <b>學生證不須至註冊組過卡，離校檢核系統不會勾稽「繳驗學生證」，亦不影響領取學位證書。</b> (<a href="#">悠遊卡學生證使用說明</a>與<a href="#">學生證悠遊卡學生證記名教學</a>)</p> <p>d. 身份為陸生、僑生、外籍生者，建議到校領取或郵寄至國內友人地址，以利後續至法院公證及外交部領事事務局驗證等流程(自行辦理)。</p> <p>e. 如須由本組直接寄送至國外，由學生支付郵資，並請先email洽<b>註冊組承辦人</b>確認金額，轉帳繳款後寄送。</p> <p>2. 離校手續及領取學位證書延期說明如下。</p> <p>(1) 自<b>7/5(一)~7/30(五)中午 12 時止</b>，完成離校手續及領取學位證書，以下情形除外處理。</p> <p>a. <b>英文畢業門檻</b>：最遲應於<b>8/31(二)</b>前，持英檢成績單「正本」向語言中心提出畢業門檻審核申請。</p>	<p><b>1. Methods for collecting your diploma:</b></p> <p><b>You can collect your diploma once you received all course grades, met the requirement for graduation, and completed the school-leaving procedure.</b> (Division of Dormitory Service: 57282; about borrowing and returning books to the library: 57429)</p> <p>NCU will give you an original diploma in Chinese, an original diploma in English, a transcript in Chinese, and a copy of the certificate certifying your diploma, and a diploma folder.</p> <p><b>(1) Send your diploma by post: The postage is paid by NCU.</b></p> <p>a. In principle, diplomas will be mailed to students every Wednesday in “double registered postal mails” as of July. Each diploma will be packed in a bubble bag.</p> <p>b. Graduates have to fill out the <a href="#">application form</a> to confirm the “recipient’s address” by <b>July 2 (Friday)</b>. We advise that you give an address that allows the mail to be delivered in the daytime. The recipient’s address is limited to the territory of Taiwan.</p> <p>c. You <b>do not</b> have to have your student ID card processed at the Division of Registrar. <b>The school-leaving check-up system will not check the item of “Student ID card submitted and checked.” You can still collect your diploma after skipping this step. (<a href="#">Instructions on the use of student ID cards with Easy Card functions</a> and <a href="#">instructions on the name registration for student ID cards with Easy Card functions</a>)</b></p> <p><b>d. Chinese students, overseas Chinese students, and international students are advised to collect diplomas at NCU or to provide the recipient’s address of a friend willing to receive your diploma</b></p>

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		<p>b. <b>學習護照時數</b>：最遲應於<b>8/25(三)</b>下班前完成時數申請，以利8/31(二)前完成中大學習護照100基本時數認證。</p> <p>c. <b>暑修</b>：暑修課程結束、成績完成評定並登錄成績系統後，經畢業審查合格者。</p> <p>d. 交換生校際選課成績登錄：請於<b>7/2(五)</b>前主動email連繫<b>註冊組承辦人</b>(或寄公務信箱ncu7121@ncu.edu.tw)確認畢業時程。</p>	<p>for you to facilitate the procedures regarding notarization at a law court and validation at the Bureau of Consular Affairs in the Ministry of Foreign Affairs (students have to go through the procedures in person).</p> <p>e. If you need the Division of Registrar to directly mail the diploma abroad, you need to pay for the postage. Please email <a href="mailto:a_coordinator_at_the_Division_of_Registrar">a coordinator at the Division of Registrar</a> to confirm the cost in advance. We will send out your diploma after receiving your remittance.</p> <p>2. <b>Instructions on the extended deadline for completing the school-leaving procedure and receiving diplomas:</b></p> <p>(1) The time limit for completing the school-leaving procedure and receiving diplomas is from <b>July 5 (Monday) to 12:00 (noon) on July 30 (Friday)</b>. Exceptions are made in the following situations.</p> <p>a. <b>Graduation threshold for English proficiency tests:</b> You should submit the ORIGINAL COPY of your English proficiency test to the Language Center not later than <b>August 31 (Tuesday)</b> to apply for the graduation threshold review.</p> <p>b. <b>The number of hours for learning passports:</b> You should complete the application for the number of hours to be logged in your learning passport not later than 17:00 on <b>August 25 (Wednesday)</b> to facilitate the certification of 100 basic hours in the NCU learning passport by August 31 (Tuesday).</p> <p>c. <b>Summer program:</b> Students have to complete the summer program, receive all grades, have the grades submitted to the grade submission system, and be deemed <b>qualified</b> by the graduation review.</p> <p>d. Grade submission for exchange students' cross-campus courses: Please actively contact a coordinator at the Division of Registrar by email (or send an email to the business mailbox of the Division at <a href="mailto:ncu7121@ncu.edu.tw">ncu7121@ncu.edu.tw</a>) by <b>July 2 (Friday)</b> to confirm the graduation progress.</p>
9	<p><b>【研究生】</b> 畢業離校相關 (學位證書領取方式細節目前討論擬定中，待確認後再修正公告) <b>For Postgraduates: Graduation and School-leaving Procedures</b> (Methods for receiving diplomas are under discussion and being schemed. The methods will be announced after revisions and confirmation.)</p>	<p>1. 學位證書領取方式： 成績全部到齊、<b>繳交論文</b>、符合畢業條件並<b>完成離校手續</b>者。 (宿服組：57290·圖書館借還書與繳交論文：57429·電子論文上傳：57407·57418) 寄送內容：中、英文學位證書正本+中文成績單 1 份+中文證書已驗證影本 1 份+證書夾。</p> <p>(1) <b>【郵寄】：由學校負擔國內郵資</b></p> <p>a. 原則上七月起每週三寄送一次，採「郵局雙掛號」，並以氣泡袋包妥。</p> <p>b. 請準畢業生於<b>7/2(五)</b>前填寫<b>表單</b>確認「收件地址」，建議填寫白天可代收之地址，收件地址以台灣境內為限。</p> <p>c. <b>學生證不須至註冊組過卡，離校檢核系統不會勾稽「繳驗學生證」，亦不影響領取學位證書，(悠遊卡學生證使用說明與學生證悠遊卡學生證記名教學)</b></p> <p>d. 身份為陸生、僑生、外籍生者，建議到校領取或郵寄至國內友人地址，以利後續至法院公證及外交部領事事務局驗證等流程(自行辦理)。</p> <p>e. 如須由本組直接寄送至國外，由學生支付郵資並請先email洽<b>註冊組承辦人</b>確認金額，轉帳繳款後寄送。</p> <p>(2) <b>【到校領取】：</b></p> <p>a. 請準畢業生於<b>7/2(五)</b>前填寫<b>表單</b>告知將到校領取學位證書。</p> <p>b. 如委託他人代領者，請填寫<b>委託書</b>。</p> <p><b>c. 請於星期一~五，10:00-12:00，14:00-17:00至行政大樓「後門」(靠近圖書館)進入三樓註冊組，其他時間均不受理。(110.7.12修正)，原行政大樓電梯側門(靠近地科院)不開放出入。</b></p> <p><b>d. 學生證須至註冊組繳驗過卡。</b></p> <p>2. 離校手續及領取學位證書延期說明如下。</p> <p>(1) 申請學位口試截止日延長至 <b>7/30(五)</b>止。</p> <p>(2) 舉行學位口試截止日延長至 <b>10/15(五)</b>止。</p> <p>(3) 離校手續及領取學位證書截止日延長至 <b>10/29(五)中午 12 時止</b>，無須再加填延後離校申請表。請留意 <b>110 學年度第 1 學期開學當週不開放領取學位證書</b>。</p> <p>(4) 學生於 <b>10/29(五)</b>前通過學位考試及完成離校手續者，視為 109 學年度第 2 學期畢業，學校免收取學雜費。倘未能於 <b>10/29(五)</b>前完成者，則視同延畢；已達修業年限屆滿者則自動延長修業</p>	<p>1. <b>Methods for collecting your diploma:</b> You can collect your diploma once you received all course grades, <b>submitted your thesis</b>, met the requirement for graduation, and <b>completed the school-leaving procedure</b>. (Division of Dormitory Service: 57290; about borrowing and returning books to the library and submitting your thesis: 57429; about uploading your electronic thesis: 57407 and 57418) NCU will give you an original diploma in Chinese, an original diploma in English, a transcript in Chinese, and a copy of the certificate certifying your diploma, and a diploma folder.</p> <p>(1) <b>Send your diploma by post: The postage is paid by NCU.</b></p> <p>a. In principle, diplomas will be mailed to students every Wednesday in “double registered postal mails” as of July. Each diploma will be packed in a bubble bag.</p> <p>b. Master's and PhD graduates have to fill out the <b>application form</b> to confirm the “recipient's address” by <b>July 2 (Friday)</b>. We advise that you give an address that allows the mail to be delivered in the daytime. The recipient's address is limited to the territory of Taiwan.</p> <p>c. You <b>do not</b> have to have your student ID card processed at the Division of Registrar. <b>The school-leaving check-up system will not check the item of “Student ID card submitted and checked.” You can still collect your diploma after skipping this step. (Instructions on the use of student ID cards with Easy Card functions and instructions on the name registration for student ID cards with Easy Card functions)</b></p> <p>d. Chinese students, overseas Chinese students, and international students are advised to collect diplomas at NCU or to provide the recipient's address of a friend willing to receive your diploma for you to facilitate the procedures regarding notarization at a law court and validation at the Bureau of Consular Affairs in the Ministry of Foreign Affairs (students have to go through the procedures in person).</p> <p>e. If you need the Division of Registrar to directly mail the diploma abroad, you need to pay for the postage. Please email <a href="mailto:a_coordinator_at_the_Division_of_Registrar">a coordinator at the Division of Registrar</a> to confirm the cost in advance. We will send out your diploma after receiving your remittance.</p> <p>(2) <b>Collect your diploma at NCU:</b></p> <p>a. Please fill out a form by <b>July 2 (Friday)</b> to inform us you will come to NCU to collect your diploma.</p> <p>b. <b>If you need to commission someone to collect your diploma for you, you need to fill out a letter of authorization.</b></p>

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		年限 1 學期，以上學生應依學校規定 <b>11/5(五)前</b> 補繳 110 學年度第 1 學期學雜費。	<p>c. Please come to the Division of Registrar on the third floor through the back door of the Administration Building (near the NCU Library) to apply for documents. The service time for the division is 10:00-12:00 &amp; 14:00-17:00, Monday to Friday. The division are not open at other times. (Revised on Jul. 12, 2021.) The elevator side door of the Administration Building (near the College of Earth Sciences) is NOT open.</p> <p>d. You <b>must</b> have your student ID card submitted to and processed at the Division of Registrar.</p> <p>2. <b>Instructions on the deferment of the school-leaving procedure and the receiving of diplomas:</b></p> <p>(1) The deadline for oral defense applications is deferred to <b>July 30 (Friday)</b>.</p> <p>(2) The deadline for the holding of oral defenses is deferred to <b>October 15 (Friday)</b>.</p> <p>(3) The deadline for the school-leaving procedure and the receiving of diplomas is deferred to <b>12:00 (noon) on October 29 (Friday)</b>. <b>You do not have to fill out the Application Form for Postponing School-leaving Procedure. Please notice that the first week since the first school day of the first semester in the 110<sup>th</sup> academic year is not open to the collecting of diplomas.</b></p> <p>(4) Students who have passed the degree examination and have completed the school-leaving procedure by <b>October 29 (Friday)</b> are regarded as having graduated from NCU in the second semester of the 109<sup>th</sup> academic year. They do not have to pay for tuition and incidental fees. Students who cannot complete the above-mentioned matters by <b>October 29 (Friday)</b> are regarded as having deferred their graduation. Students whose study period has expired will be automatically granted one semester as an extension to their study period. The students in the latter two categories have to pay for the tuition and incidental fees for the first semester in the 110<sup>th</sup> academic year by <b>November 5 (Friday)</b> per the rules of NCU.</p>
10	新生報到 繳驗學歷證件 <b>Freshmen Reporting to NCU for Diploma and ID Check</b>	如碩士班學生已獲本校 110 學年度第 1 學期博士班錄取者，請出具切結書後先行註冊入學，惟未能於 <b>10/29(五)前</b> 繳交學歷證明文件者，則依學校規定撤銷其入學資格。	<b>Master's students who have been admitted to PhD programs at NCU in the first semester of the 110<sup>th</sup> academic year have to submit an affidavit to NCU and then enroll themselves into the PhD programs at NCU. If they fail to submit their diplomas and IDs by October 29 (Friday), their qualifications for enrollment at NCU will be revoked per the rules of NCU.</b>