

Announcement of Diploma Issuance for 2021 Spring Semester

from Section of Graduate Studies, Academic Affairs Office

Since the nationwide Level 3 restrictions has been extended, the issuance method of diploma is adjusted in order to avoid physical contact. Master's and doctoral students who are going to graduate under level 3 alert will receive their diploma by registered mail instead of picking it up physically. When the alert is reverted to Level 2, graduates can either pick up their diploma themselves or have their diploma sent by postal mail. To process the delivery, students who have completed their thesis and are going to graduate before October 31, 2021 should do the following steps.

- Fulfill the requirements of every division from the School Leaving Processes Form.

Step 1 Thesis advisor	Step 2 Chairman	Step 3 OIA (for international students and mainland Chinese students)	Step 4 Library	Step 5 Section of Graduate Studies
Please contact their department (program or graduate institute) for leaving procedures.	Please contact their department (program or graduate institute) for leaving procedures.	Please contact OIA for leaving procedures.	<ul style="list-style-type: none"> ● Stamp waived ● Please check the following link to complete the procedures https://library.ntust.edu.tw/p/406-1049-91278,r1.php?Lang=zh-tw 	<ul style="list-style-type: none"> ● Stamp waived ● Please upload their School Leaving Processes Form to the google form

- Fill out the google form(<https://forms.gle/S2KoQ2ouQifLztcZ6>)
- Upload their School Leaving Processes Form to the google form. [Submission of hard copy of School Leaving Processes Form to Section of Graduate Studies can be waived.](#)
- If students need the official copies of their diploma, they need to pay the fee by the machine at AD building 1F and upload the receipt as well.
- Notices:
 1. If the diploma is returned to Taiwan Tech due to invalid address or package unclaimed, the postage(NTD 76) should be at the student's expense if the diploma is requested to be sent again.
 2. Make sure the name is identical with that on passport when filling out the graduation details in the student information system. If there is

any discrepancy, students may apply for a revised version of the diploma within 30 days upon the arrival of package. The postage (76 NTD) and the cost (150 NTD) should be paid by the applicants and the diploma sent should be returned. If students fail to apply by deadline, they can only apply for a certificate of graduation in the future according to related rules.

- A. After the diploma is sent, students will get a text message from section of graduate studies. If they do not receive their diploma within 5 days when the text is sent, please contact our staff.
- B. In accordance with the covid-19 epidemic precaution, students who need to come to Taiwan Tech physically **under level 3 alert** to pick up their diploma due to special reasons should make an appointment with our staff. They are suggested to come to Taiwan Tech when the outbreak subsides; however, they are required to come before **October 31, 2021** which is the final day for graduation of 2021 spring. Their issuance of diploma will not be processed if they do not make an appointment in advance.
- C. Students who graduate this semester will be exempt from graduation stamp put on their student ID card. They should choose their status as non-current student when they purchase tickets or conduct other commercial activities. If there are disputes due to misuse, students should bear legal liability themselves.
- D. After graduation, Taiwan Tech is no longer responsible for reporting loss/replacement/exchange of student I.D. card. Students can register their card on the EASYCARD/iPass website, so they may get the refund when losing it.
- E. Contact information:

Contact person	department
Ms. Chen : 2737-6111 liyu@mail.ntust.edu.tw	<ul style="list-style-type: none"> ● Department of Industrial Management ● Department of Business Administration ● Department of Information Management ● Graduate Institute of Finance
Ms. Chen : 2737-6119 c7343@mail.ntust.edu.tw	<ul style="list-style-type: none"> ● Department of Electronic and Computer Engineering ● Graduate Institute of Electro-Optical Engineering ● Graduate Institute of Management ● Executive Master of Management-Singapore
Ms. Chang : 2733-3141#7361 ; rebecca@mail.ntust.edu.tw	<ul style="list-style-type: none"> ● Graduate Institute of Technology Management ● MBA Program ● Graduate Institute of Applied Science and Technology ● Graduate Institute of Biomedical Engineering ● Graduate Institute of Patent

Contact person	department
	<ul style="list-style-type: none"> ● Graduate Institute of Color and Illumination Technology
Ms. Huang : 2730-1060 sharonhuang@mail.ntust.edu.tw	<ul style="list-style-type: none"> ● Department of Civil and Construction Engineering ● Department of Materials Science and Engineering ● Graduate Institute of Automation and Control
Ms. Chiang : 2730-1296 missasia@mail.ntust.edu.tw	<ul style="list-style-type: none"> ● Department of Chemical Engineering ● Department of Design ● Department of Architecture
Ms. Li : 2737-6112 mengjin@mail.ntust.edu.tw	<ul style="list-style-type: none"> ● Department of Mechanical Engineering ● Department of Applied Foreign Languages ● Graduate Institute of Digital Learning and Education
Ms. Liu : 2730-1019 trista@mail.ntust.edu.tw	<ul style="list-style-type: none"> ● Department of Electrical Engineering ● Department of Computer Science and Information Engineering ● Executive Master of Research and Development

Best Regards,
 Academic Affairs Office
 Section of Graduate Studies