銘傳大學畢業離校及數位學位證書使用說明

教務處註冊組(桃園教務組)
111.12.01

University-Leaving Procedures and Notice for Collecting Hardcopy and Digital Diplomas

**Registrar Section of Academic Affairs Division
(Taoyuan Academic Affairs Section)**
December 1, 2022

卓越化・專業化・國際化

畢業流程

❶離校前檢核

- 事先確認基本資料及英文姓名無誤。
- 確認符合畢業資格條件者，至畢業生離校系統完成離校手續。

❷領取學位證書

- 完成離校手續後，持學生證，親自至所屬校區台北校區註冊組(桃園校區教務組)領取學位證書。
- 研究生另需依系(所、學位學程)規定準備論文相關資料。
- 委託代辦者，請依委託流程辦理。

❸數位證書寄發

- 符合畢業資格同學辦妥離校手續領取紙本學位證書後，教務處註冊組(桃園教務組)將於7個工作天內，寄送數位學位證書至同學之常用電子郵件信箱。
- 完成領取紙本學位證書者，方可取得數位學位證書。

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卓越化・專業化・國際化

Graduation Procedures

❶Pre-Graduation Check

- Please double check your personal information and English name.
- Upon confirming that you meet the graduation requirements, please complete the University-Leaving Procedures.

❷Hardcopy Diploma Pick-up

- Upon completing the University-Leaving Procedures, pick up you diploma according to which campus your department is located on at the Registrar Section (Taoyuan Academic Affairs Section) with your student ID card.
- For doctoral and master's students, please prepare the thesis/ dissertation according to your department's (school/ program) regulations
- Students who cannot come in person to pick up their diploma are to complete the Power of Attorney Form accordingly.

❸Sending the Digital Diploma

- For students who meet the graduation requirements, complete the University-Leaving, and pick up the hardcopy diploma, the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section) will send the digital diploma to student's commonly used email address within 7 working days.
- The digital diploma will be issued only after students collect the hardcopy diploma.

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辦理離校手續前須事先確認哪些事項

- ✓ 本學期修畢後，畢業學分是否即已完成？

- ✓ 學士班學生是否完成各學系課程架構所訂修業規則？是否通過各項畢業資格檢定？

- ✓ 研究生是否完成各學系碩博士班或各所課程架構所訂修業規則？是否通過學位考試規則規定之各項考試及各系所規定專業基本能力檢定，並完成圖書館規定之論文書目資料建檔及全文電子檔案上傳，同時備妥紙本論文？

- ✓ 學籍資料及英文姓名是否正確？

  - ◆ 學籍資料有誤，請向教務處註冊組或桃園教務組提出修改申請；英文姓名應與護照相同，若有誤，應於離校前一個月至學生資訊系統修改。

- ✓ 電子郵件信箱是否為永久使用之email信箱？

  - ◆ 為寄發數位學位證書，請確認電子郵件信箱位址無誤，如需修改請至學生資訊系統修改。

卓越化・專業化・國際化

Advance Preparation for University-Leaving Procedures

✓ Upon completing this semester, will all credits required for graduation be completed?

✓ Undergraduate students: graduation requirements completed according to respective department's curriculum framework? all the proficiency-based graduation requirements completed?

✓ Graduate students: graduation requirements completed according to respective department's curriculum framework? various required examinations passed, such as qualifying examination and basic professional competency required by respective department? filing the basic information, uploading the e-thesis according to the library's regulations completed? and bound printed thesis prepared?

✓ Is your personal information and English name in the university database correct?

◆ If personal information is incorrect, please inform the Registrar Section of the Academic Affairs Division or Taoyuan Academic Affairs Section to request data revision. English name should be the same as appears in one's passport. If there is an error in your English name, please revise it in the Student Information System at least one month before you leave the university.

✓ Is your email account a permanent one?

◆ Please double check whether your email address is correct. Please revise it in the Student Information System, if necessary.

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卓越化 · 專業化 · 國際化

校核基本資料及英文姓名是否正確

- 校核基本資料及英文姓名
  【學生資訊系統→註冊/畢業→學籍資料查詢或學生英文姓名處理】

Check the Correctness of Your Personal Information and English Name

• Check the Correctness of Your Personal Information and English

【Student Information System→Registration/Graduation→Student Status Inquiry or English Name Form】

卓越化・專業化・國際化

完成離校

- 畢業生於符合畢業資格後，須依規定完成畢業生離校程序
- 畢業生離校程序查詢：學生資訊系統→註冊/畢業→畢業生離校程序。

Complete University-Leaving Procedures

- Graduating class students who meet the graduation requirements need to complete the University-Leaving Procedures accordingly.

- University-Leaving Procedures Query: Student Information System→Registration/Graduation→University-Leaving Procedures

領取紙本學位證書

- 完成離校程序之同學請攜帶學生證至學系(所)所屬校區註冊組或教務組領取畢業證書。

- 若委託他人到校代領，請至【銘傳大學→教務處→表格下載】下載委託書，填寫後轉請受委託人持①委託人之委託書、②委託人之學生證及③受委託人身分證或學生證等資料前往領取。

- 領取時間於【畢業生離校程序系統】首頁公告。

卓越化‧專業化‧國際化

Hardcopy Diploma Pick-up

- Students who completed the university-leaving procedures may pick up their diplomas according to which campus their department is located on at the Registrar Section on Taipei campus or Taoyuan Academic Affairs Section on Taoyuan campus with their students ID cards.

- If you cannot come in person to pick up the diploma, please download and complete the Power of Attorney Form from Ming Chuan University homepage/ Academic Affairs Division English homepage/ Downloadable Forms. Please give your student ID card and the signed Power of Attorney Form to your representative, and have them bring their own ID card or student ID card for verification.

- Pick-up date and time will be posted on the homepage of University-Leaving Procedures.

卓越化・專業化・國際化

領取數位學位證書

- 符合畢業資格同學辦妥離校手續領取紙本學位證書後，教務處註冊組(桃園教務組)將於7個工作天內，寄送數位學位證書至同學常用之電子郵件信箱。
- 同學可登入學生資訊系統設定或修改個人常用電子郵件信箱。
  【學生資訊系統→個人常用資料→更改密碼 / e-mail →重設常用電子郵件信箱】
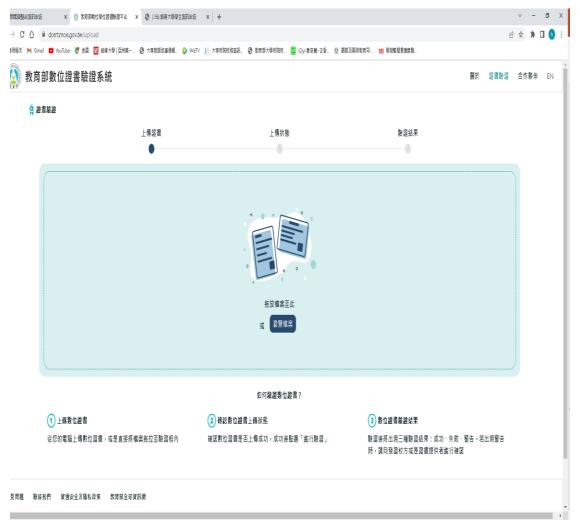

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Digital Diploma Pick-up

- For students who meet the graduation requirements, complete the University-Leaving procedures, and pick up the hardcopy diploma, the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section) will send the digital diploma to student's commonly used email address within 7 working days.

- Students can set up or revise the commonly used e-mail address in the Student Information System.

【Student Information System→My Info→Change your password/e-mails → Revise to indicate your commonly used e-mail address】
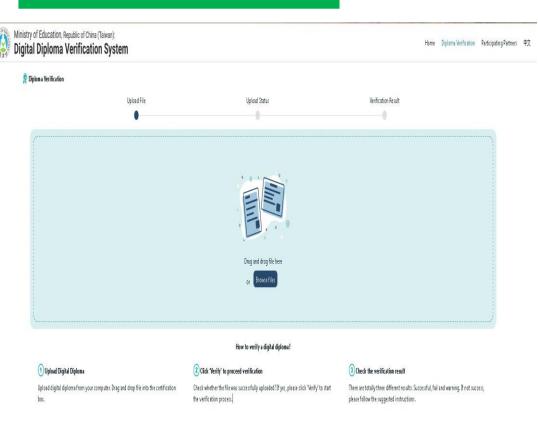

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驗證數位學位證書

收到數位學位證書後，請至教育部數位證書驗證系統（https://dcert.moe.gov.tw)測試驗證結果是否為「成功」。
如驗證結果為「失敗」請與教務處註冊組(桃園教務組)聯繫。
備註：
請以「下載附件」的方式下載數位證書，而非以「列印→另存新檔」方式，後者方式會導致證書檔案二進位碼被修改，驗證將不會通過。

Verifying the Digital Diploma

After your receive your diploma, please verify it as "Success" in the Digital Diploma Verification System of Taiwan Ministry of Education (https://dcert.moe.gov.tw/upload). If the verification result is "Fail", then please contact the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section).
Note:
Please use "Download Attachment" to retrieve your digital diploma from your e-mail. If you use the method of "Print→Save As", it will convert the binary code of the diploma, which will result in a failed verification.

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數位學位證書驗證流程

- 同學收到郵件後請自行下載數位證書檔案，並儲存至個人裝置。

下載數位學位證書	• 以「下載附件」方式儲存數位學位證書，建議將整封信件直接儲存到個人裝置。 • 切勿以其他方式另存，以失去驗證功能。
測試證書之驗證功能	• 下載之檔案請務必測試驗證功能是否成功。 • 教育部數位證書驗證系統 https://dcert.moe.gov.tw
驗證結果	• 驗證結果訊息顯示(細操作方式請見email內容)。 • 「✓」：**通過認證** • 「×」：**認證失敗**，表示「此數位學位證書未受本校及教育部認證」，請與教務處註冊組(桃園教務組)聯繫。 • 「！」：**為非最新版本**，請用最新版本數位學位證書重新認證。

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Verification Procedures for Digital Diploma

- Please download the digital diploma from your e-mail and save it on your personal electronic device.

Download the digital diploma	• Use "Download Attachment" to retrieve and save the digital diploma. It is suggested to save the complete e-mail to your personal electronic device. • The verification function will be overwritten if other methods are used to save the attachment.
Verify the digital diploma	• The downloaded file need to be successfully verified. • Digital Diploma Verification System of Taiwan Ministry of Education https://dcert.moe.gov.tw
Verification result	• The verification result will show the following (Please view the details in the e-mail for operation instructions): • "✓": Pass the Verification • "✕": Fail the Verification, means that "this digital diploma is not verified by the university or the Ministry of Education", please contact the Registrar Section of Academic Affairs Division (Taoyuan Academic Affairs Section) • "！": Not the Latest Version, please use the latest version of the diploma to re-verify your digital diploma.

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數位證書**Q&A**

1.教育部數位學位證書是什麼?

- 教育部於109學年度起委由成功大學建置「全國大專院校數位證書驗證系統」，數位學位證書之內容、驗證資訊為可攜式文件格式（Portable Document Format，PDF）。
- 本校於111學年度加入該計畫，自111學年度起本校畢業生完成離校手續並領取紙本學位證書後，教務處註冊組(桃園教務組)將於7個工作天內寄發數位學位證書至畢業生用常用電子信箱。

2.數位學位證書用途與好處有哪些?

- 數位學位證書為「等同紙本學位證書效力」之官方合法電子文件，與紙本學位證書具備互補性，提供同學更便利的使用。透過賦予每份數位學位證書數位檢驗碼，可快速透過教育部驗證網站進行辨認真偽性。

3.如何領取數位學位證書?

- 數位學位證書將以email的方式寄至畢業生個人常用電子郵件信箱。
- 同學可登入學生資訊系統 → 個人常用資料 → 更改密碼／email → 重設常用電子郵件信箱。

4.如果沒有收到數位學位證書怎麼辦?

- 若同學辦妥離校手續7個工作天後仍未收到數位學位證書，最遲應於領取紙本學位證書1個月內申請聯絡補寄數位學位證書。若超過1個月後才申請補寄，則視為遺失處理。

5.如何申請補證與更名?

- 紙本補發：請依教務處註冊組(桃園教務組)學位證明書補發/更名流程申請，領取紙本「學位證明書」後，將同步發放「新數位學位證明書」。
- 補發數位學位證書：請依教務處註冊組(桃園教務組)學位證明書補發/更名流程申請，核准後寄發「數位學位證書」。

卓越化・專業化・國際化

Digital Diploma Q＆A

1. What is the Taiwan Ministry of Education Digital Diploma?

- In the 2020-21 academic year, the Taiwan Ministry of Education appointed National Cheng Kung University to established the Digital Diploma Verification System. The digital diploma and its verification information are in the portable document format (PDF.).
- Ming Chuan University joined this project in 2022-23 academic year. So, starting from 2022-23 academic year, after graduating class students complete the University-Leaving Procedures and collect the hardcopy of their diploma, the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section) will send the digital diploma to students' commonly used e-mail address within 7 working days.

2. What are the purpose and benefit of the digital diploma?

- The digital diploma has the same authenticity as the hardcopy diploma in that it is an officially issued document and is complementary to the hardcopy version. It provides increased convenience for student use, and authenticity verified using the Ministry of Education Verification System.

3. How to receive the digital diploma?

- The digital diploma will be sent to students' commonly used e-mail addresses.
- Students can set up or revise the commonly used e-mail address in the Student Information System, as Student Information System→My Info→Change your password/e-mails → Revise to the commonly used e-mail address.

4. What should I do if I have not receive the digital diploma?

- If student completed the University-Leaving Procedures and collected the hardcopy diploma, but did not receive the digital diploma within 7 working days, please contact the Registrar Section of the Academic Affairs Division (Taoyuan Affairs Section) within 1 month to have it resent. If the resending is requested after 1 month, it is processed as reissue of lost diploma.

5. How to apply for reissue or name change?

- Reissue hardcopy: Please complete the reissue degree conferral certificate/ name change procedures with the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section). After collecting the reissued degree conferral certificate, the new digital degree conferral will be issued as well.
- Reissue digital version: Please complete the reissue degree conferral certificate/ name change procedures with the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section) . The digital degree conferral certificate will be issued upon approval.

卓越化・專業化・國際化

數位證書Q&A

6.如何驗證數位學位證書?

- 教育部數位證書驗證系統（dcert.moe.gov.tw）為驗證數位學位證書之官方網站，亦可於「教育部官網 → 師生園地 → 大專院校數位證書驗證系統」進行連結。同學可自行將數位學位證書上傳至教育部驗證網站驗證，抑或提供予外部機構（企業、學校等）進行驗證。驗證結果將於網站進行顯示，包含：驗證成功、驗證警告、驗證失敗三種情形。

7.為什麼數位證書會出現「驗證失敗」?

- 以列印後儲存方式下載，將導致證書編碼調整，系統將判定為證書有竄改，可能導致驗證失敗。請重新下載數位證書後驗證，如仍然無法驗證通過，請聯繫教務處註冊組(桃園教務組)。

8.為什麼數位證書會出現「驗證警告」?

- 如有申請「補證」、「更名」等情形，原數位學位證書將會判定已有新版本，因此出現驗證警告之情形。請同學使用最新版本證書進行驗證，應可得到驗證成功之結果。

9.若資料有誤時，該如何申請更正?

- 請於辦理離校手續時再次確認個人畢業資訊（畢業學系、雙主修、輔系、出生年月日、姓名等）無誤。如領證簽收後才發現資料有誤，請至本校教務處註冊組(桃園教務組)洽詢辦理相關更改事宜。

10.數位學位證書如何收費?

- 本校配合教育部數位證書推廣計畫，數位學位證書與紙本學位證書一同發放不另收費。若後續同學有申請補發、更名等則另行收費。

11.校友是否可以申請數位學位證書?

- 本校目前提供111學年度以後畢業生發放數位學位證書與申請。110學年度（含）以前畢業生將配合數位證書驗證系統規劃辦理。

Digital Diploma Q＆A

6. How to verify the digital diploma?

- The Digital Diploma Verification System of Ministry of Education (dcert.moe.gov.tw）is the official website for digital diploma verification. You can also access it via the Chinese version of the Ministry of Education website →Teacher/Student Area →Digital Diploma Verification System. Please verify your digital diploma online for yourself; this is also provided for other entities (companies or schools) to use for education document verification. One of three verification results will show up on the website: "Pass the Verification", "Verification Alert" and "Fail the Verification".

7. Why does the result show "Fail the Verification"?

- If you use the "Print and Save" method to download the digital diploma, the binary code will be converted and the system will recognize this as the diploma being tampered with, resulting in failed verification. If that is the case, please retrieve the digital diploma by downloading for re-verification. Please contact the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section) if the verification is still unsuccessful.

8. Why does the result show "Verification Alert"?

- If you have applied for reissue or name change, the original digital diploma will be recognized as not being the newest version. If such an alert shows up, please use the latest version of your digital degree for verification as to receive a successfully verification result.

9. If the information is incorrect, how to apply for revision?

- Please double check the correctness of your graduation information (graduating department, double major, minor, date of birth, name, etc.) when processing the university-leaving procedures. If you find incorrect information after signing your name when you collect the diploma, then please inquire with the Registrar Section of the Academic Affairs Division (Taoyuan Academic Affairs Section) to apply for revision..

10. Is there any fee for the digital diploma?

- Ming Chuan University cooperates with the promotion plan from the Taiwan Ministry of Education. The digital diploma and hardcopy diploma will be issued at the same time with no additional cost. If students apply for reissue and/or name change, then a fee is charged.

11. Can alumni apply for digital diploma?

- The digital diploma is issued to graduating class students starting from 2022-23 academic year. Planning is underway to extend the Digital Diploma Verification System to graduates graduating in or prior to 2021-22 academic year.

卓越化‧專業化‧國際化

提醒您

➢ 教育部系統持續建置中，目前提供自111學年度起之畢業生中英文數位學位證書，尚無法提供110學年度(含)以前畢業生，以及證書補發、姓名更換者。

➢ 數位學位證書之驗證功能為永久有效，請妥善保存。

➢ 畢業生務必仔細檢查個人中、英文姓名、出生年月日、身分證字號正確無誤，逾期申請更正者，需另行繳費申請學位證明書及數位學位證明書。

➢ 未完成離校手續、未提領紙本學位證書或未提供私人有效email帳號者，恕無法提供數位學位證書。

卓越化‧專業化‧國際化

Reminders

➢ As the system continues to be set up by the Taiwan Ministry of Education, the digital diploma is issued to graduating class students starting from 2022-23 academic year. The digital diploma is unavailable for graduates of or prior to 2021-22 academic year, nor for reissue of degree conferral certificates, or name changes.

➢ The verification function of the digital diploma is permanently effective, please exercise care in saving it.

➢ Graduating class students should check the correctness of their Chinese and English name, date of birth, Taiwan national ID (Alien Resident Certificate number for foreign students). Those revised after the deadline need to apply for reissue of degree conferral certificate and pay the respective fee.

➢ For students who did not complete the University-Leaving Procedures, did not collect the hardcopy diploma, or did not provide an active commonly used personal e-mail address, the digital diploma will not be provided.
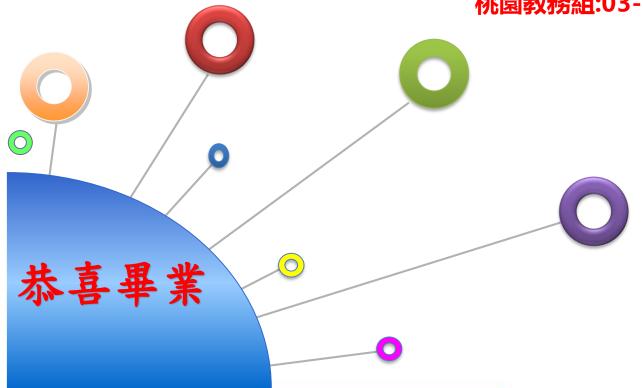
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若有更多畢業離校相關問題,

請與教務處註冊組(桃園教務組)洽詢聯繫

教務處註冊組:02-2882-4564 轉2705

桃園教務組:03-350-7001 轉3248

恭喜畢業

卓越化‧專業化‧國際化

If you have any further questions on university-leaving procedures, please contact:
Registrar Section of Academic Affairs Division
02-28824564 ext. 2705
Taoyuan Academic Affairs Section
03-3507001 ext. 3248

Congratulations on Your Graduation

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