

Ming Chuan University 2nd Semester, 2023-24 Academic Year

Notice for Graduating Bachelors' Students

1. Graduating students who have fulfilled the graduation requirements need to finish the university-leaving procedures in accordance with regulations before they may collect their diplomas.
 - (1) The university-leaving procedures are available for query.

Please login to the Students Information System, select Registration/ Graduation/ University-leaving Procedures Query to inquire the complete status of the university-leaving procedures.
 - (2) Students who completed the university-leaving procedures:
 - I. Students may pick up their diplomas accordingly to the campus on which their department is located at the Registrar Section on Taipei campus or Taoyuan Academic Affairs section on Taoyuan campus with their student ID cards.
 - II. Those who 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 the person representing you and have them bring their own ID card or student ID card for verification.
 - (3) Pick-up Date:
 - I. Starting from 8:30 am on June 11, 2024 (for students taking graduating courses only) Collection is available according to a dispersed schedule. Please come to campus to collect your diploma according to your assigned date and time posted in the University-Leaving Procedures.
 - II. Starting from 8:30 am on July 11, 2024 (for students taking non-graduating courses)
 - III. Starting from 8:30 am on August 7, 2024 (for students taking Summer Session I courses)
 - IV. Starting from 8:30 am on September 11, 2024 (for students taking Summer Session II courses)
- * Office hours during the summer sessions, July and August, are Monday to Thursday. (The time period for picking up diplomas is from 8:30 am to 3:30 pm.)**
- All university offices will be closed during summer administration recess, which is July 1st and July 19th to 28th, 2024.**

(4) Issuance of Digital Diploma

- I. For students who meet the graduation requirements, complete the University-Leaving procedures, and pick up their 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.
- II. The digital diploma is issued and sent only if the hardcopy diploma is picked up.

2. Graduating students and those in extended study period who have not completed all the required credits for graduation should complete the registration procedures for the extended study period for the 1st semester of 2024-25 Academic Year within two weeks of the beginning of the semester. (The registration dates for extended study period is August 21th and August 22th, 2024.)
3. Graduating students and those in the extended study period who have completed all the required credits for graduation but did not complete the proficiency-based graduation requirements, complete the proficiency-based graduation requirements prior to the beginning of the next academic year, may pick up their diplomas. For those who do not complete the proficiency-based graduation requirements accordingly, they should complete the registration procedures for the extended study period for the 1st semester of 2024-25 Academic Year within two weeks of the beginning of the semester.
4. According to Article 18 of the General Provisions for Study, students who extend their schooling (extended graduation) beyond the normal study period are required to complete registration procedures (including paying fees) on the assigned date listed on the Registration Notice for that current semester and take at least one course; otherwise, they will be forced to withdraw in accordance with relevant procedures. (Extended graduation students who have no courses, or any make-up credits, for the current semester need to apply to take study leave.) Students who do not complete the registration procedures within two weeks of the beginning of the semester (including paying fees) or the study leave procedures due to any situation will be compelled to withdraw from Ming Chuan University in accordance with Article 13 of the General Provisions for Study.

Students in the extended study period who completed the study leave procedures prior to the beginning for the semester, do not need to pay fees. Those who apply for study leave after the semester started, needs to complete the registration procedures (including paying fees) prior applying for the study leave. The standards for refund are in accordance with the relevant regulations.