

銘傳大學 112 學年度第 2 學期大學部應屆畢業生應行注意事項

一、畢業生於符合畢業資格後，須依規定完成畢業生離校程序後始得領取畢業證書。

1. 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。

2. 完成離校程序之同學：

(1) 請攜帶學生證親自至學系所屬校區註冊組或教務組領取畢業證書；

(2) 若委託他人代領，請至【銘傳大學→教務處→表單下載】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。

3. 領取時間：

(1) 僅修習畢業班課程者：113 年 6 月 11 日起 上午 8 時 30 分起。

(2) 修習非畢業班課程者：113 年 7 月 11 日起 上午 8 時 30 分起。

(3) 修暑修一期課程者：113 年 8 月 7 日起 上午 8 時 30 分起。

(4) 修暑修二期課程者：113 年 9 月 11 日起 上午 8 時 30 分起。

***暑期 7 月、8 月上班時間為週一至週四 (領取時間：8:30-15:30)**

113 年 7 月 1 日及 19 日至 28 日為全休日，全校不上班。

4. 數位證書寄發：

(1) 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。

(2) 完成領取紙本學位證書者，方可取得數位學位證書。

二、應屆畢業生及延修生未修滿畢業學分者，應於 113 學年度第 1 學期開學兩週內辦理延修註冊 (113 學年度延修註冊選課訂於 113 年 8 月 21 日至 22 日辦理)。

三、應屆畢業生及延修生修滿畢業學分但未完成畢業資格檢定者，於開學註冊日前完成畢業資格檢定者，得領取畢業證書；無法如期完成畢業資格檢定者，應於 113 學年度第 1 學期開學兩週內辦理延修註冊。

四、學則第 18 條規定，延長修業年限學生，每學期應依註冊通知規定辦理註冊(含繳費)手續，並選修至少一門課程，否則應依規定辦理休學(延修生當學期無重修或補修課程者，得申請休學)。因故未於開學兩週內完成註冊(含繳費)或休學手續者，依學則第 13 條規定，應令退學。

延修生於開學日前完成休學者，免繳費。開學日後辦理休學者，應先辦理註冊，始得辦理休學。退費標準，依本校相關規定辦理。

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.