





Student Checklist for School Leaving Procedure

| Department | | | | Application Date | |
|--|---|--|--|------------------|--|
| Student ID | | Name | | Telephone No. | |
| Processing unit | | Processed items | | | Stamp of approval of responsible unit |
| Departments | Head of department | Processed according to the individual regulations of the respective department | | | |
| | Library and laboratory | Return of borrowed books and items | | | |
| | Dissertation/Thesis Advisor(s) (Graduate Students Only) | Follow the policy and regulations of the individual department and advisor(s) <input type="radio"/> Thesis <input type="radio"/> Written Report or Technical Report <input type="radio"/> Works <input type="radio"/> Professional Practice Report The similarity must be within _____%, <input type="radio"/> No regulations The similarity matching result is _____% Plagiarism detection result for the graduation dissertation, thesis, or paper : <input type="radio"/> Pass <input type="radio"/> Fail | | | |
| Single-Window Procedure | | | | | |
| Office of General Affairs | Cashier Section - Owed fees/fines | | | | Please make sure to visit the 【Online School Leaving Single-Window Service】 and confirm that all fields are marked with <input type="radio"/> . |
| | Vehicle Management Committee - Owed fees/fines | | | | |
| Office of Student Affairs | Student Living Services Division - Student conduct scores | | | | Marked with X , please visit the responsible unit and finish it. |
| | Student Living Services Division - Dormitory check-out procedure | | | | |
| | Graduate Placement and Alumni Service Division - Career destinations survey for graduates | | | | |
| Office of Academic Affairs | Curriculum Division (1)Course and teaching evaluations (2)Comments and suggestions for academic affairs (3)Course credit fees | | | | |
| Language Center | English proficiency graduation requirements met (Bachelor's program) Translation fee | | | |  離校手續單一窗口  |
| University Library | Return borrowed books and pay owed fees/fines | | | | |
| | Submit the final dissertation/thesis (online submission & two hard copies with the signed authorization) | | | | |
| Registration Section, Office of Academic Affairs | 1. Graduation requirements re-examined (Graduation grades include academic and student conduct grades for undergraduate students; academic, degree examination, and student conduct grades for graduate students.) 2. Submit the checklist for school leaving procedure and obtain the diploma | | | | |
| Signature of the Delegate (Delegation letter required) | | Student ID | | Telephone No. | |