





## 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<br><input type="radio"/> Works <input type="radio"/> Professional Practice Report<br>The similarity must be within _____%, <input type="radio"/> No regulations<br>The similarity matching result is _____%<br><b>Plagiarism detection result for the graduation dissertation, thesis, or paper : <input type="radio"/> Pass <input type="radio"/> Fail</b> |  |                  |  |
| <b>Single-Window Procedure</b>                         |   |   |  |                  |  |
| Office of General Affairs                              | Cashier Section - Owed fees/fines   |   |  |                  | Please make sure to visit the <b>【Online School Leaving Single-Window Service】</b> and confirm that all fields are marked with <input type="radio"/> .                                     |
| Office of Student Affairs                              | Student Living Services Division - Student conduct scores   |   |  |                  |  |
|  | Student Living Services Division - Dormitory check-out procedure  |   |  |                  |  |
| Office of Academic Affairs                             | Graduate Placement and Alumni Service Division - Career destinations survey for graduates   |   |  |                  | Marked with <b>X</b> , please visit the responsible unit and finish it.  |
| Office of Academic Affairs                             | Curriculum Division (1)Comments and suggestions for academic affairs<br>(2)Course credit fees   |   |  |                  |  |
| Language Center  | English proficiency graduation requirements met (Bachelor's program)  |   |  |                  | <br>離校手續單一窗口<br> |
| University Library                                     | Return borrowed books   |   |  |                  |  |
|  | 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.)<br>2. Submit the checklist for school leaving procedure and obtain the diploma |   |  |                  |  |
| Signature of the Delegate (Delegation letter required) |   | Student ID  |  | Telephone No.    |  |