

三、攜帶學生證領取學位證書 Bring Student ID to Pick Up Diploma

確認事項	Points to Remember
◆ 畢業生前往教務處領取畢業證書前，請先至畢業生服務資訊入口網（網址： https://reurl.cc/7A3Qb ）確認除教務處應辦事項外，其他各項離校待辦事項皆已完成。	Before visiting the Office of Academic Affairs to pick up their diploma, students should first log onto the <u>Graduating Student Information Portal</u> (https://reurl.cc/7A3Qb) to ensure that, in addition to the procedures laid out by the Office of Academic Affairs, all other necessary steps have been completed.
1. 確認在校成績（含校際選課）全部到齊及前述各項流程均已完成。	Ensure that grades have been reported for all courses (including intercollegiate courses) and that all procedures as detailed above have been completed.
2. 攜帶學生證（教務處加蓋章戳後歸還學生），學生證遺失者請先自行至卡務系統申請掛失(毋須再補發)。	Students should remember to bring their student ID when picking up their diploma (ID will be stamped by staff of the Office of Academic Affairs after which it will be returned). If you have lost your student ID, first report it on the <u>Reporting a Lost Student ID and Student ID Reissue System</u> (a reissue of your student ID is not necessary).
3. 親自簽名領取學位證書，因故委託他人代領者，請填妥【 <u>代辦離校委託書</u> 】（需附雙方簽章之委託書，被委託人應出示身分證件供核對。）	Sign to receive your diploma. If you have entrusted another party to pick up your diploma, you are required to fill out a <u>School-leaving Procedure Power of Attorney Form</u> (the form should be signed by both parties. The party entrusted to pick-up the diploma will be required to show ID for verification).
◆ 逾期限未完成畢業離校手續並領取證書者，取消當學期畢業資格，並不得以任何理由要求補救措施	Student who fail to complete the necessary school-leaving procedures and pick up their diploma within the periods given shall forfeit their graduation eligibility for the current semester. Absolutely no extensions will be given.

108學年度第2學期學位證書領取時間

2019 academic year spring semester diploma pickup times

108-2學期畢業 Spring semester of the 2019 academic year

- **109.06.15 (一) 起至109.09.18 (五)止**

- Students graduating in the spring semester of the 2019 academic year: From June 15, 2020 (Monday) to September 18, 2020 (Friday).


一般上班日 (週一至週五) General Working Days (Monday ~ Friday)

- 上午8：30分至中午12：00 (8:30am ~ 12pm)
- 下午1：30分至5：00整 (1:30pm ~ 5pm)
- 午休時間 (12：00 ~ 13：30) 暫停證書發放 (Diploma pickup is **not** available from 12pm ~ 1:30pm)

暑假期間 Summer Break Period

- 暑休日暫停證書發放：依本校人事室公告之暑休日，暫停服務，若有調整，另於教務處首頁最新消息公告。Diploma pickup will be unavailable on summer break days. In accordance with an announcement by the NTNU Personnel Office, diploma pickup will be unavailable during select holidays during the summer break period. Any changes to this policy will be announced on the Office of Academic Affairs homepage.
- 暑休日教務處值班處為行政大樓1F教務處服務窗口。During the days of the summer break period only the first-floor service window of the Office of Academic Affairs (Administration Building) will be open for student inquires.

研究生領取學位證書地點 Graduate Student Diploma Pickup Locations

學院別 College	系所別 Department/Graduate Institute	領證地點 Pickup Location
教育學院 College of Education 文學院 College of Liberal Arts 藝術學院 College of Arts 科工學院 College of Technology and Engineering 音樂學院 College of Music, 管理學院 College of Management 國社學院 College of International Studies and Social Sciences	各系所 All departments and graduate institutes	 <p>教務處研究生教務組 Graduate Studies Division, Office of Academic Affairs 本部行政大樓2樓 Administration Building 2F, Main Campus 電話 Phone ☎ : 7749-1107 (台北市大安區和平東路1段162號) (No. 162, Sec. 1, Heping East Rd., Da'an District, Taipei)</p>
理學院 College of Science	數學系 Department of Mathematics 資工系 Department of Computer Science and Information Engineering 生科系 Department of Life Science 營養碩 Graduate Program of Nutrition Science 生技醫 Graduate Program of Biotechnology and Pharmaceutical Industries 生物多樣性 TIGP	
運休學院 College of Sports and Recreation	體育系 Department of Physical Education 休旅所 Graduate Institute of Sport, Leisure, and Hospitality Management 樂活EMBA	
理學院 College of Science	競技系 Department of Athletic Performance 物理系 Department of Physics 化學系 Department of Chemistry 地科系 Department of Earth Sciences 科教所 Graduate Institute of Science Education 環教所 Graduate Institute of Environmental Education	<p>教務處公館教務組 Division of Academic Affairs for Gongguan Campus 公館校區綜合館1樓 Office of Academic Affairs ,General Hall, 1F, Gongguan Campus 電話 Phone ☎ : 7749-6549 (台北市大安區汀州路4段88號) (No. 88, Sec. 4, Tingzhou Rd., Wenshan Dist., Taipei)</p>