

National Taipei University of Education Office of Continuing and Extension Education, Center of Continuing Education Graduation Procedures for In-Service Master's Program Graduates

Academic year \_\_\_\_\_ semester \_\_\_\_\_ /  Summer term

Student ID No.		Department and class	
Name		Name in English	1. In block letters; 2. Name in English should be <b>as per the passport</b> .
Date of Birth		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Mobile number

- I. For graduating students, please follow the order of columns below to complete the graduation procedures of respective departments (please perform all procedures during office working hours).
- II. For those collecting degree certificates on behalf of the applicant, a letter of authorization from the applicant is required (please refer to the center's official website).
- III. **After submitting the thesis or dissertation, online inquiry will be available in approximately 2-3 working days. Please prepare a copy of the thesis/dissertation cover for verification on the day graduation procedures are performed.**
- IV. **The degree certificate is an important proof for completion of studies. To avoid issues such as blurry or fading color of self-printing photos, please submit photos that have been developed by a photography studio.**  
 ※ Photo for Master's degree: On the back, please write your student ID, name in Chinese and English (**name in English should be as per the passport**), and date of birth for verification purposes.
- V. **The graduation month printed on the degree certificate will be as per the degree certificate of the In-service Master's Programs (displaying only the graduation year and graduation month, excluding the date).**

<b>Department</b>	<ol style="list-style-type: none"> <li>1. <b>Submission of thesis/dissertation (For the number of copies to be submitted, please verify with the respective departments.)</b></li> <li>2. <b>Review of graduation credits (The credits required by graduates should meet the course requirements of the admission year set forth by the respective departments.)</b></li> <li>3. <b>Has the thesis or dissertation been uploaded to the "National Taipei University of Education University Electronic Thesis &amp; Dissertation System"? (The system review will take 2-3 working days.)</b></li> </ol> ※ <b>Whether to obtain a degree through thesis/dissertation substitution: <input type="checkbox"/> Yes <input type="checkbox"/> No</b>	<b>Handling officer of department/institute</b>	
<b>Library</b> (The library can only accept an application that has been approved by the department/institute.)	<ol style="list-style-type: none"> <li>1. Return borrowed books and settle overdue fines.</li> <li>2. Sign and submit the original copy of the authorization form for granting access to upload the thesis/dissertation to both the university and National Central Library.</li> <li>3. Submit 3 copies of the thesis/dissertation (including 1 copy for the National Central Library) in paperback, A4 size, and gloss cover.                      ※ <b>Those who have obtained a degree through thesis/dissertation substitution shall submit the thesis/dissertation in accordance with the regulations of respective departments.</b></li> </ol>	Circulation Services Division, 1st floor circulation desk	
		Reference & Information Services Division, 4th floor circulation desk	
<b>Office of Research and Development</b> Room 710, Administration Building	Fill out the " <b>Graduate Questionnaire.</b> " <a href="https://forms.gle/Bx5xq8N7FCvg4ssUA">https://forms.gle/Bx5xq8N7FCvg4ssUA</a>	Division of Industry-Academia Cooperation and Career Development, Room A710	

<p>Office of Teacher Education Room 710, Administration Building</p>	<input type="checkbox"/> Completed pre-service teacher education courses <input type="checkbox"/> Completed assessment record of teacher education student <input type="checkbox"/> Not enrolled in educational program.	<p>Division of Curriculum, Room A701</p>	
<p>Office of Continuing and Extension Education Center of Continuing Education Duxing Building 2F</p>	<ol style="list-style-type: none"> <li>1. Submit two 2-inch color photos for the Master's degree graduation. [Please submit at least 5 working days before performing the graduation procedures. If photos have already been submitted, no further action is needed.]</li> <li>2. Confirm thesis/dissertation title online (If the title differs from the academic record, an application for amendment of thesis/dissertation title must be submitted.) ※ Students are advised to prepare a photocopy of the thesis/dissertation cover for verification.</li> <li>3. Bring student ID: <ul style="list-style-type: none"> <li><input type="checkbox"/> Stamp the graduation seal</li> <li><input type="checkbox"/> Conversion of status</li> <li><input type="checkbox"/> Loss of deactivated card</li> </ul> </li> </ol>	<p>Duxing Building 2F, Room Y201</p>	
<p>For collection of degree certificate</p>	<p>Recipient's signature (Authorized Representative: Please attach the original authorization letter signed by the appointing person, and identification documents of both parties):</p> <p style="text-align: right;">Date of receipt: ____/____/____ (YYYY/MM/DD)</p>		

※ To apply for an alumni card, please bring a photo to the Alumni Center (located at the right side of Main Hall, near Creative Building) for application.

This table was amended in October 2022.