

Nanhua University Spring Semester of 2021
Online Administrative Procedures for Graduating Students

Item	Procedure
Application Date	<p>1. Application period: 2021/6/1-2021/7/31.</p> <p>2. Qualification of graduation will be reviewed by academic affairs. Students may apply after qualification is reached.</p> <p>3. Undergraduate students who take class in summer vacation, you may apply from the above period but you have to complete the procedure before 11 September, 2021.</p> <p>4. Schedule of thesis defense for master and doctorate program, please see Attach1.</p>
Procedure of applying leaving school	<p>Please see Attach 2.</p> <p>Website: https://std.nhu.edu.tw/</p>
Qualification	<p>1. All of your scores must be submitted to academic affairs.</p> <p>(1) Scores could be confirmed on school system.</p> <p>(2) The courses taken in Spring semester of 2021 shall be passed.</p> <p>2. Complete the leaving school procedure. Please return all the items borrowed from school or submit any data to ensure your application is accepted.</p>
Diplomas receiving period	<p>2021/6/21-2021/7/31.</p> <p>Please be aware of the deadline, and from that day the student receives the diplomas, your ARC card will be invalid in 15 days. Your work permit will be invalid once you get your diplomas.</p>
Ways to get your diplomas	<p>1. Go to academic affairs by yourself.</p> <p>2. Entrust someone to get. Please write the “Power of Attorney”.</p>
<p>Notice:</p> <p>1. Students can keep their student cards, once you get your diplomas, it will be invalid automatically.</p> <p>2. If you want to continue to use the Easy Card of students ID card, please registration on the website of Easy Card company.</p>	

**Nanhua University Spring Semester of 2021
Important Schedule for Graduating Students**

Item	Date	Documents to be submitted	Incharge by	Note
Application of thesis defense	2021/2/22-2021/6/11	Please confirm with your department	Department	
Deadline of thesis defense	Before 2021/7/2	Thesis defense review form should be submitted to Academic Affairs	Academic Affairs	
Upload e-thesis	2021/5/1-2021/7/21	Complete all the procedure of uploading on system of library	Library	
Submission of defense review form	1st period: Before 2021/5/14 2nd period: 2021/6/7-2021/6/11	Any questions, please contact Academic Affairs	Academic Affairs	
Submission of thesis and receive your diplomas	2021/6/1-2021/7/31	1. It can be applied from school system. 2. Copies your thesis should be submitted to related division.	Department, Library and Academic Affairs	

Nanhua University

Online Administrative Procedures for Graduating Students

1. Instructions for Online Administrative Procedure

- a. Procedure: University Homepage → NHU Administrative Management System → Current Students → *School leaving processes for graduating students* (website: <https://necis.nhu.edu.tw/>)
- b. Please proceed to the relevant administrative divisions to hand in documents or return items (No need to print out the administrative procedure form).
- c. Please check frequently the online approval status of your application. You may pick up your graduation certificate once your application has been approved. Your application is considered complete once all relevant administrative divisions have approved it. (When the status of your application shows that the Office of Academic Affairs is the only division that is yet to approve your application, this means that you may go pick up your graduation certificate)
- d. On NHU's Commencement Day, please go to the designated area to sign up and pick up your graduation certificate. (Please view the relevant notices on: <http://academic3.nhu.edu.tw/>)

2. The following are procedures graduating students are required to complete at various administrative divisions.

Tel.: 05-2721001

Administrative Division	Procedures to be Completed	Tel. extension no.
Academic Department	<ol style="list-style-type: none"> 1. Return documents, equipment, and other items. 2. Graduate students are required to submit two copies of their thesis/dissertation. 	Academic Department
Library (1 st floor circulation desk)	<ol style="list-style-type: none"> 1. Return library books, settle all unpaid library fines. 2. Graduate students need to login to the thesis/dissertation system to fill in relevant information, and upload their thesis/dissertation PDF file. Applicants may only continue with the administrative process once the thesis/dissertation approval process has been completed. Please provide the following documents: <ol style="list-style-type: none"> a) Two copies of your thesis/dissertation. b) Two signed copies of the <i>Authorization Form for Uploading Thesis/Dissertation</i>. This form is to be personally signed at the library. If someone else is submitting your application form on your behalf, please make sure he/she brings your personal seal to the library. c) Once the approval process has been completed by the library, you are no longer able to borrow any materials from the library. 	1421
Physical Education Center (Xue Hui Building 1 st floor - H114)	Return borrowed items	2991

Office of International and Cross-strait Affairs (Xue Hui Building 1 st floor - H115)	Hand in relevant documents	1713 1723
Office of Academia-Industry Collaboration and Career Services, Career Services Division (Cheng Jun Guan 1 st floor - C105)	※ Fill in the <i>Information of school leaving form</i> and the <i>School leaving questionnaire</i> . Please go to the NHU Administrative Management System → Current Students → Enter your account name and password → On the left, click on <i>School leaving processes for graduate students</i> → Click on <i>Edit information of school leaving</i> . Fill in the <i>Information after leaving the school form</i> and the <i>status after graduated from the school form</i> . After completion, click on Save. Then click on the <i>Information of school leaving link</i> and fill in the <i>School leaving questionnaire</i> .	8610 8611 8620 8621
Office of Student Affairs – Student Assistant Division (Cheng Jun Guan 1 st floor - C111)	1. Student loan application 2. Obtain signed approval for miscellaneous fee waiver.	1221
Office of Student Affairs – Extracurricular Activity Division (Cheng Jun Guan 1 st floor - C111)	Return borrowed items	1211
Office of Student Affairs – Student Counseling Center (Wen Hui Building 1 st floor resource classroom)	Return borrowed items (For students with special needs)	1270
Accounting Office (Cheng Jun Guan 2 nd floor - C213)	Settle tuition fees (miscellaneous fees)	1073
Office of General Affairs – Property Management Division (Cheng Jun Guan 1 st floor - C117)	1. Return graduation gown. 2. Return borrowed keys, teaching equipment or other items.	1350 1351
Office of General Affairs – General Services Division (Cheng Jun Guan 1 st floor - C117)	Pay traffic fines	1312
Office of General Affairs – Cashier Division (Cheng Jun Guan 1 st floor - C117)	Settle outstanding payments	1360 1361
Office of Academic Affairs – Registration and Curriculum Division (Cheng Jun Guan 1 st floor - C101)	1. First check that all administrative processes have been approved. 2. Check that your academic record is complete. a. Check that all your subjects have been graded, and that it satisfies the regulations of your department’s curriculum.	1169 1121 1122

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| <p>b. For students that are still attending courses with 1st – 3rd year students, you may only complete the entire administrative process once the grade of that particular course has been submitted by the instructor at the end of the semester.</p> <p>3. Please submit the following document: Graduate students need to hand in 1 copy of their thesis/dissertation.</p> | |
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