

# National Tsing Hua University Directions for Student Deregistration Procedures

Established at the 5th Faculty Meeting for Academic Year 2020 on June 10, 17 and 28, 2021

1. The Directions are established in order to govern the procedures to be completed by students of National Tsing Hua University (hereinafter referred to “NTHU”) for suspension of schooling, dropout, and deregistration after graduation.
2. Students who apply for graduation shall complete the following deregistration procedures:
  - (1) Procedure for claiming the diploma: Bachelor's program students who meet Articles 47, 49 and 50 of NTHU's academic regulations and master's program/doctoral program students who meet Articles 63 and 64 of NTHU's academic regulations will be conferred a diploma by NTHU. Students conferred a master's/doctoral degree shall submit their theses, written reports, technical reports or professional practice reports, in carbon copy or in the form of videotape, audio sound tape or disc or in any other manner, together with the electronic files thereof, to National Central Library and NTHU Library for archiving via NTHU, in accordance with Article 16 of the Degree Conferral Act. The instructions, time and location about the procedure for claiming the diploma will be published by the Division of Registration, Office of Academic Affairs on the homepage of the Division of Registration.
  - (2) Procedure for changing the exit permit and insurance for foreign students: Subject to the requirements of Bureau of Consular Affairs, Ministry of Foreign Affairs or National Immigration Agency, Ministry of the Interior that foreign students need to change and report the single exit permit or resident certificate for completion of the deregistration. For detailed procedures, foreign students shall follow the instructions disclosed by the Department of International Affairs, while students from Mainland China, Hong Kong and Macao and overseas Chinese students shall follow those disclosed on the homepage of the Division of Career Development, Office of Student Affairs.
  - (3) Other procedures: On a case-by-case basis, students shall complete the procedures required by the other units of NTHU, e.g. department/institute office access control setting and creation of files for theses; return of books borrowed from the library or payment of overdue fine; military services handled by the Division of Student Assistance; return of gowns borrowed from the Division of Property Management; matters promoted by Alumni Service Center; requirements to be met by the Department of International Affairs Taiwan Scholarship Program and foreign students (exclusive of those from Mainland China, Hong Kong and Macao) studying the joint-dual degree; requirements to be met by the Center for Continuing Education students from Mainland China, Hong Kong and Macao studying in the joint-dual degree; issues about the Center for Teacher Education program qualifications; release of scholarship to students from Mainland China by the Division of General Academic Affairs, Office of Academic Affairs, which shall be handled subject to the information disclosed on the various responsible units' homepages.
3. Students who apply for dropout shall complete the following deregistration procedures:
  - (1) Procedure for claiming the certificate of completion: According to Article 45 of NTHU's academic regulations, students who drop out may apply for a certificate of completion once their student status is approved by NTHU and they have completed semester studies at NTHU, provided that those who are expelled according to Article 8 of the academic regulations or any other requirements will not be conferred any certificate related to their studies. The application form for dropout and instructions thereto will be published by the Division of Registration, Office of Academic Affairs on the homepage of the Division of

Registration.

- (2) Other procedures: On a case-by-case basis, students shall complete the procedures required by the other units of NTHU, e.g. department/institute office access control setting and creation of files for theses; return of books borrowed from the library or payment of overdue fine; military services handled by the Division of Student Assistance; return of gowns borrowed from the Division of Property Management; matters promoted by Alumni Service Center; requirements to be met by the Department of International Affairs Taiwan Scholarship Program and foreign students (exclusive of those from Mainland China, Hong Kong and Macao) studying the joint-dual degree; requirements to be met by the Center for Continuing Education students from Mainland China, Hong Kong and Macao studying in the joint-dual degree; issues about the Center for Teacher Education program qualifications; release of scholarship to students from Mainland China by the Division of General Academic Affairs, Office of Academic Affairs, which shall be handled subject to the information disclosed on the various responsible units' homepages.
4. Students who apply for suspension of schooling shall complete the following deregistration procedures:
    - (1) Procedure for claiming the certificate of suspension: According to Article 38 of the academic regulations, an application for suspension filed by any student who is a minor or judicially declared to be under guardianship shall be subject to prior approval of his/her legal representative. Only upon receipt of the approval may he/she apply for the certificate of suspension. The application form for suspension of schooling and instructions thereto will be published by the Division of Registration, Office of Academic Affairs on the homepage of the Division of Registration.
    - (2) Other procedures: On a case-by-case basis, students shall complete the procedures required by the other units of NTHU, e.g. department/institute office access control setting and creation of files for theses; return of books borrowed from the library or payment of overdue fine; military services handled by the Division of Student Assistance; return of gowns borrowed from the Division of Property Management; matters promoted by Alumni Service Center; requirements to be met by the Department of International Affairs Taiwan Scholarship Program and foreign students (exclusive of those from Mainland China, Hong Kong and Macao) studying the joint-dual degree; requirements to be met by the Center for Continuing Education students from Mainland China, Hong Kong and Macao studying in the joint-dual degree; issues about the Center for Teacher Education program qualifications; release of scholarship to students from Mainland China by the Division of General Academic Affairs, Office of Academic Affairs, which shall be handled subject to the information disclosed on the various responsible units' homepages.
  5. The Directions shall be enforced upon approval of the faculty meeting.