

TKU Guidelines for Issuing a Graduating Student's Diploma

Secretariat Regulation No.1040000035 (06/17/2015)

1. Eligibility for a Diploma

- a) Bachelor's Diploma: bachelor's degree shall be awarded to students who have completed required period of study and pass the grade requirements in accordance with the University Act, or whose university grades are outstanding and in accordance with the University Act. Students who fulfill the credit requirements for a minor, a double major, or an Honors program will have their diploma noted a minor qualification, a double major qualification, or an Honors Student respectively.
- b) Master's Diploma: master's degree shall be awarded to students who have completed at least one year of studies in accordance with the University Act, and have completed the required master's degree curriculum, submitted a thesis, and passed the evaluation by a master's examination committee.
- c) Ph.D. Diploma: A graduate student enrolled in a doctoral program may be recognized as a doctoral candidate if he/she has completed at least two years of studies in accordance with the University Study Act, has completed the required doctoral coursework; and has passed the doctoral candidacy examination. A doctoral candidate who submits a dissertation and passes a review by a doctoral examination committee shall be awarded a doctoral degree.

2. Timing of Issuing a Diploma:

The degree awarding ceremony of bachelor, master's and Ph.D. degrees takes place during the annual TKU graduation ceremony. Following the semester system of the academic year of the R.O.C., there are spring and autumn graduates; diplomas are also issued at these two times.

- a) Graduation diplomas of the first semester are issued around mid-February. However, the degree awarding ceremony is held during the second semester.
- b) Graduation diplomas for the second semester are issued around mid-June after the TKU graduation ceremony.

3. Procedure for Diploma Collection:

Diplomas are issued free of charge

- a) Undergraduate students who meet the requirements for graduation of the University Act can collect their bachelor's diploma with their student identity card and personal chop after they have completed the school-leaving

procedures.

- b) Master's students whose theses have been approved can collect their master's diploma with student identity cards and personal chops after they have completed the school-leaving procedures. They must also provide three copies of their thesis and upload a digital file of their thesis onto the online system.
- c) Ph.D. students whose dissertations have been approved can collect their Ph.D. diploma with student identity cards and personal chops after completing the school-leaving procedures. They must also provide three hardcover copies of their dissertation and uploading a digital file of their dissertation onto the online system.

4. Application for Reissuing a Lost Diploma in Chinese or in English:

If a diploma is lost or is damaged, one may go to the Cashier's Section and purchase an application form (each copy costs NT\$200). Additionally one needs to provide a copy of both sides of their national identity card and then proceed to the Office of Academic Affairs to fill out the form and complete the procedure.

- 5. This set of guidelines will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.