

國立中興大學食品暨應用生物科技學系

學士班離校流程

Department of Food Science and Biotechnology, NCHU Undergraduate Program Graduation Clearance Procedures

一、學校流程：請登入教務系統的「學生成績／學期成績」頁面，確認本學期各科修課成績皆到齊。

I. University Procedure: Please log in to the Academic Affairs System and go to the “Student Grades / Semester Grades” page to confirm that all course grades for the current semester have been submitted.

二、系上流程：

(1)填寫本系「畢業生離校問卷」。(系上網頁)

(2)填寫校方「離校問卷填答」及「UCAN 職場共通職能診斷問卷」。(興大單一路口→教務系統)

(3)上述 3 份問卷填寫完畢，系上每學期結束後將進行離校系統審核作業。

II. Department Procedures:

(1) Complete the department’s “Graduation Exit Survey” (available on the department website).

(2) Complete the university’s “Graduation Exit Survey” and the “UCAN Core Competency Assessment” via the NCHU Portal → Academic Affairs System.

(3) After completing all three surveys, the department will proceed with the graduation clearance review at the end of each semester.

三、如何查詢離校流程：點選「畢業離校／離校狀態查詢」查詢離校程序進度，最後攜帶學生證至註冊組領取畢業證書。

III. How to Check the Graduation Clearance Process: Click on “Graduation Clearance / Clearance Status Inquiry” to check the progress of the clearance procedures. After completing all steps, bring your student ID to the Registration Division to collect your diploma.

四、本人無法親自領取: 若本人無法親自前來領取畢業證書者，則請填寫「委託書」委託親友代為領取,但請先完成上述的事項。(請至註冊組下載表格)

IV. If Unable to Collect in Person: If you are unable to collect the diploma in person, please fill out an “Authorization Letter” to authorize a friend or family member to collect it on your behalf. However, make sure to complete all the aforementioned procedures first. (The form can be downloaded from the Registration Division website.)