

# STUST Notifications of Collecting the Degree Diploma for Final Semester Undergraduate Students

## Notifications of Collecting the Degree Diploma

### 1. Clean the holds by Friday, 18 June 2021

Please return the books, instruments, etc to the Library and other offices by 18 June, 2021.

### 2. Activate the school leaving procedure (Link: <https://portal.stust.edu.tw/StudLeave/>)

Students are required to activate the school leaving procedure before collecting the degree diploma.

Log in to the system, click “activate the school leaving procedure now”, and “v” (pass) all stops to collect your degree diploma. Where there’s any “X” (holds), students are required to contact the designated offices, clean the hold and update the status to “v”(passed) to collect the degree diploma.【Only after the final scores are released will the Registration Office be able to evaluate your eligibility of graduation; therefore, please deal with other stops first.】

### 3. Attention! International students

International students are required to present their ARC or Exit & Entry Taiwan Permit in addition to the student cards while collecting the degree diploma.

### 4. Student ID Cards becomes an unregistered card after graduation

Student ID cards will turn to an unregistered card where normal rates applies and reporting loss is unavailable.

### 5. Final scores inquiry and scoring appeal

Students can inquire the final scores online on Tuesday, 15 June 2021, the day next to when the lecturers enter the scores. Students can submit their appeal by 20 September 201 in case of any dispute on the final scores.

### 6. Notifications for Final semester students who do not plan to graduate (aka deferred students)

(1)Deferred students should select courses and complete the registration for next semester. The maximum extension is 3 years. Deferred students who would like to apply for the leave of absence should submit the application before the registration date of next semester. Partial registration fee will be charged on any late applications.

Deferred students neither completing the registration nor applying for the suspension will be dismissed under STUST Academic Regulations.

(2)Notifications for registration and course selection will be announced in the webpage of Office of Academic Affairs.

(3)The maximum accumulative suspension term is 4 years.

## How and When the Degree Diploma is Awarded

In response to the severe COVID-19 pandemic in Taiwan and the Level 3 epidemic prevention and control measures set by the government, STUST adopts two ways to award the degree diploma as below.

**Please fill out the survey on how you’d like to collect your degree diploma:**

<https://forms.gle/4dMiCREEseDTZHRU9>

#### (1) Apply Online for mailing the Degree Diploma:

STUST assigns SF Express to deliver the degree diploma (the delivery fee is paid by STUST in advance).

Students will receive a tracking number in their STUST Email after the Registration Office hands over the degree diploma to SF Express. Two transcripts (without ranking) will be enclosed for free!

※Mailing is strongly recommended to reduce the possibility of cluster infection.※

#### (2) Reserve Online for picking up the degree diploma on-site

Registration Office will arrange the pick up time and notify you by email.

#### Online application date and delivery date:

Sessions	Application Date	Delivery Date
For students taking only 4th-year level courses	Expired	06/29/2021
For students taking lower-year level courses	06/30/2021~07/09/2021	07/21/2021
For students taking daytime summer courses	07/22/2021~08/03/2021	08/13/2021
For students taking evening time summer courses	08/16/2021~09/03/2021	09/14/2021

#### On-site Pick up: Email notification start date and pick up start date (8 sessions a day, 5 quota a session)

Sessions	Email Notification Start from	Pick up Start from
For students taking only 4th-year level courses	6/25/2021	6/30/2021
For students taking lower-year level courses	7/16/2021	7/22/2021
For students taking daytime summer courses	8/12/2021	8/16/2021
For students taking evening time summer courses	9/14/2021	9/17/2021