

National Chengchi University Guidelines on the Format and Issuance of Diplomas

- June 04, 2018, passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2017
- July 05, 2018, issued by Letter No. Cheng Chiao Tzu 1070020626
- December 16, 2019, passed by the 2nd Academic Affairs Meeting, fall Semester, Academic Year 2019
- December 19, 2022, passed by the 2nd Academic Affairs Meeting, fall Semester, Academic Year 2022
- May 25, 2023, issued by Letter No. Cheng Chiao Tzu 1120015402
- December 18, 2023, passed by the 2nd Academic Affairs Meeting, fall Semester, Academic Year 2023
- February 20, 2024, issued by Letter No. Cheng Chiao Tzu 1130003539
- June 02, 2025, passed by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2024
- September 16, 2025, issued by Letter No. Cheng Chiao Tzu 1140030559
- January 15, 2026, Articles 4 eferenced by Ministry of Education in Letter No. Tai Jiao Kao (II) Zih 1150003541
- January 29, 2026, issued by Letter No. Cheng Chiao Tzu 1150001780

- I. The Guidelines are established by National Chengchi University (hereinafter referred to as the University) for the supervision of the content, format, issuance schedule, collection, and re-issuance procedures of diplomas.
- II. The NCCU diplomas (hereinafter referred to as the diplomas) are in horizontal format and are available in both Chinese and English versions.

The Chinese diploma is signed by the President and the dean of the relevant college, with the university seal and the university's embossed seal on it. The content of the diploma must include the student's name, date of birth, college, department (institute)/program, date of graduation (month/year), degree title, and the diploma number.

The English diploma is signed by the President and embossed with the seal of the Office of Academic Affairs. The content of the diploma must include the student's name in Chinese and English, and the student's college, department (institute)/program, date of graduation (month/year), degree title and student ID.

The diploma for double major students who have met all graduation requirements by the time of graduation shall expressly state the college(s) of the double majors, departments, and degree titles. If the degree title of the second major is the same as that of the first major, only the degree title of the student's first major will be shown on the diploma. The diploma of students who have taken courses from a minor department and have met all the graduation requirements in a timely manner shall expressly state the student's minor department.

The diploma of a student in a program unaffiliated to a major on the university level or college level may include the student's field of expertise on the diploma upon graduation.

The fields of expertise that relevant departments/institutes wish to include on diplomas in accordance with the previous paragraph shall be approved by an Academic Affairs Meeting.

In principle, the field of expertise on a student's Chinese diploma shall be stated following the student's department (institution)/program. The field of expertise on a student's English diploma shall be stated following the student's degree title.

The University students who undertake a joint-education program, where the University departments (institutions)/programs are in collaboration with domestic or overseas universities or academic institutions for the integration of teaching or research resources, may apply for the name of the collaborative institution to be included on their diploma upon approval by an Academic Affairs Meetings.

The University has ceased to include foreign students' nationalities on their Chinese diplomas since the 2018 academic year.

III. The Chinese and English names of students' college, department (institution)/program, and degree title stated on their diplomas shall be the names approved by the Ministry of Education upon students' graduation.

IV. The date (month/year) of the diploma production and issuance shall be the month/year of students' graduation.

(I) The diploma production and issuance for a student of an undergraduate program:

The graduation month for students graduating in the first semester is December. The graduation month for students graduating in the second semester and for those who meet the graduation requirements after taking the summer courses is June.

(II) The diploma production and issuance for a student of a Master's or a Doctoral Program:

1. Students graduating in the current semester following the degree examination:

(1) For students who have not taken courses at the University or selected courses abroad in the current semester, the graduation month stated on the diploma shall be the month when the result of the degree examination is submitted to the Office of Academic Affairs for record keeping.

(2) If a student has taken courses at the University or selected courses abroad, the graduation month for those graduating in the first semester of the academic year is December or January. For those graduating in the second semester, the graduation month is June or July, depending on the time when the results of the degree examinations are submitted to the Office of Academic Affairs for record keeping.

2. Students who postpone graduation following the degree examination:

(1) If a student has not taken courses at the University or selected courses abroad during the postponed graduation semester, the graduation month stated on the diploma shall be the month when the student's application form for the adjustment of willingness to graduate is submitted and approved by the Office of Academic Affairs for record keeping.

(2) If a student has taken courses at the University or selected courses abroad during the postponed graduation semester, and has submitted an application for the adjustment of willingness to graduate to the Office of Academic Affairs which was

approved and filed for record keeping, the graduation month for those graduating in the first semester is December or January; for those graduating in the second semester, the graduation month is June or July.

Regarding the aforementioned Subparagraph 2, Item (2), if a Master's degree or Doctoral program student applies for the adjustment of willingness to graduate and the month approved for record keeping falls under the new semester, the student is required to pay the new semester's enrollment fee first, so that the Office of Academic Affairs will start the production of the diploma.

- V. Students may collect their diplomas only when all the graduation requirements are met and all graduation procedures are duly completed.

If a student authorizes another person to handle the aforementioned graduation procedures in his/her name, the student shall enclose a Letter of Authorization and the authorized person's identity documents for the relevant procedures.

- VI. If a student wishes to amend any personal information on his/her diploma, such as the Chinese/English name and date of birth, or if the diploma is missing or damaged, the student may apply for re-issuance of the diploma or issuance of a new diploma.

A student who applies for amendment of name or date of birth on the diploma is required to submit the original Chinese diploma and relevant documents as proof. The original diploma will be returned to the student after being noted with the amended name or date of birth and embossed with the university seal. If the student applies for re-issuance of the diploma, the student is required to hand in the original diploma. For English diplomas, students can only apply for issuance of a new diploma.

After a student applies for issuance (re-issuance) of the diploma in accordance with the two previous paragraphs, the original or former diploma shall become invalid immediately and the University is not responsible for the inspection of the invalid diploma.

Reissued (newly issued) Chinese and English diplomas shall be signed by President and embossed with the university seal. The contents and format shall be identical to the original diploma, with the date of graduation (month/year) and date of re-issuance (month/year) added. Re-issuance (new issuance) of Chinese or English diplomas takes three working days to process. If a student authorizes another person to collect the diploma on his/her behalf, the authorized person is required to prepare relevant documents in accordance with Article V, Paragraph 2 of the Guidelines.

- VII. Students may have duplicate diplomas stamped with a seal for authentication by the relevant offices after they provide their original diplomas and photocopies for inspection:

(I) For the seal authentication of Chinese duplicate diplomas, please fill out the Application Form for Seal Authentication of Duplicate Diplomas at the Document Section, Office of General Affairs.

(II) The seal authentication of English duplicate diplomas is processed by the Registration Section, Office of Academic Affairs.

- VIII. Students of NCCU with a date of graduation (month/year) starting from June 2022 may apply for the issuance of digital diplomas in Chinese and English. Students shall be required to collect the printed diploma so that the digital certificate is produced subsequently. The Chinese diploma is signed by the President at the time of the issuance and stamped with the university seal. The content of the diploma includes the student's name, date of birth, college, department (institute)/program, date of graduation (month/year), degree title, digital diploma number, digital diploma issuance date, and methods for the verification of the digital diploma.
- The English diploma is signed by the President at the time of the issuance. The content of the diploma includes the student's name in Chinese and English, and the student's college, department (institute)/program, date of graduation (month/year), degree title, student ID, digital diploma issuance date, and methods for the verification of the digital diploma.
- The authenticity of the Chinese and English digital diploma shall be verified on the website of the Ministry of Education. NCCU does not accept requests for the verification or application of seals on printed copies of digital diplomas.
- IX. Matters not provided herein shall be subject to the University Act and its implementation rules, the Degree Conferral Law, the relevant education acts and the National Chengchi University Regulations.
- X. These guidelines were approved by the Academic Affairs Meeting and implemented on the date of promulgation and filed with the Ministry of Education. The same shall apply to all subsequent amendments.