

NTUCHE Graduation/Departure Procedure Checklist

Name :		Student ID No. :	
Lab room No.		Signature of Adviser	
TA-related documents	Have you been TA of the Department this academic year? <input type="checkbox"/> Yes , Semester : <input type="checkbox"/> No Have you handed in the Attendance Record Sheet? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Academic portfolio	Students' records of academic activities in NTUCheE (Please download the file to fill out all sheets)		
Lab key	Have you returned the lab key? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Environmental Safety and Health (EHS) duties	Are you in charge of EHS? <input type="checkbox"/> Yes Name of handover person Mobile phone of handover person E-mail of handover person <input type="checkbox"/> 否 No		
Remarks			

※NTUCHE Graduation/Departure Procedure (Please follow the steps below)

- (1) Ask your adviser for signature.
- (2) Hand in TA-related documents to Ms.Chun Hsin Chien in the Bldg. No.2 and ask for her signature.
- (3) The “Academic portfolio” should be signed by Ms. Hui-Chun Liu in the Department Office.
- (4) The “Lab key” row should be signed by lab key manager or your adviser.
- (5) The “Environmental Safety and Health (EHS) duties” row should be signed by Ms. Hsiang-Ju Huang in the Department Office.



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Don't miss any messages after graduation!

