

## 1. Requirements for Graduation

- 1.1 Upon approval from the Senate of the University, a Master's/Doctorate Degree will be conferred on a student when he or she has:
  - 1.1.1 completed and met the requirements prescribed in the study plan of his or her program within the specific study period with a cumulative GPA of 2.50 or above (excluding thesis)<sup>Remark</sup> ;
  - 1.1.2 abided by the regulations of the University;
  - 1.1.3 cleared all fees and charges and returned all University property and equipment borrowed.
- 1.2 Students are not allowed to postpone their graduation if they have met the requirements for graduation.
- 1.3 After the Senate's approval, the University will notify the graduates of the time and method to receive the Graduation Certificates and Academic Transcripts through email. For any damage to, or loss of Graduation Certificate issued, the University will not accept any application for re-issuance.
- 1.4 The degrees will be conferred at the annual Congregation.

Remark: For graduation requirements of students admitted before the academic year 2017/2018, please refer to the Student Handbook issued in the year of admission.

## 2. Collection of Graduation Certificates

Upon receipt of the "Notice for Graduation Certificate Collection", students must make an appointment to collect their Graduation Certificates through COES. Students can go through the relevant procedures, then collect their Graduation Certificates and final transcript through one of the following means:

### 2.1 Collection in Person

After making the appointment through the COES, students should print out the "Appointment Slip for Graduation Certificate Collection". Students can collect their Graduation Certificates at the School of Graduate Studies by presenting the Slip, and their personal identification documents at the time of the appointment. Once they have collected the Certificates, students can then apply for the refund of the caution fee at the Finance Office Counter. For details, please refer to Chapter VIII, Item 2.8 of this Student Handbook.

### 2.2 Collection through an authorized person

After making the appointment through COES, students should printout the "Appointment Slip for Graduation Certificate Collection". Students can authorize a person by completing the "Authorization Letter". The authorized person, upon presentation of the documents mentioned below, can then collect the Certificate from the School of Graduate Studies on behalf of the student at the time of the appointment.

2.2.1 The completed "Authorization Letter"

2.2.2 Copy of the identification documents of the student

2.2.3 Original and copy of the identification documents of the authorized person

#### 2.2.4 Appointment Slip for Graduation Certificate Collection

Once they have collected the Certificates, the authorized person, with the relevant Authorization Letter, can then apply for the refund of the caution fee at the Finance Office Counter. For details, please refer to Chapter VIII, Item 2.8 of this Student Handbook.

### 2.3 Collection via mail

Should students be unable to collect the Certificates in person or through an authorized person, they may request delivery by post (deliveries outside Mainland China, Hong Kong and Taiwan are not accepted under normal circumstances) in accordance with the procedures below:

2.3.1 Students should register in the COES where it states that they would like to collect their Graduation Certificates by post, then fill in the mailing information and upload a copy of the identification document, and pay the packing charges as well as the postage costs via Mustpay to make a formal application.

2.3.2 The University will send the Certificates 15 working days after the students' application via domestic express mail by China Post (about 1 week for delivery to mainland China addresses) or via double-registered mail by Macao Post (about 2 weeks for delivery to Hong Kong or Taiwan addresses).

2.3.3 Students should confirm receipt of the Certificate by completing and returning to the University by mail the "Receipt for Graduation Certificate Collection" and the "Caution Fee Refund Application Form (For Graduate Only)" (Filled out on COES and printed out and signed), together with their copies of identification documents.

### 2.4 Important Notes

2.4.1 If students fail to respond to the issuing of Graduation Certificate Collection within 15 months of the date of award, the University reserves the right to void their Graduation Certificates and other associated documents. In addition, their caution fees will not be refunded.

2.4.2 The University will mail the "Notice for Graduation Certificate Collection" to the students' campus email address and personal e-mail address registered in COES. After they have graduated, they can no longer apply for amendment to their registered information. They can only report in writing to the University about their new contact number, correspondence and e-mail address for contact purposes and these will only be kept on file.

2.4.3 Disclaimers:

- For any damage to or loss of Graduation Certificates issued (including those sent by mail), the University will not accept any application for re-issuance.
- The University is entitled to void any Graduation Certificate which is not collected within the stipulated period, and such a Certificate will not be re-issued.
- Request for amending any misprints on the Graduation Certificates should generally be made within 6 months of the date of award. Late applications will not be accepted. Furthermore, personal particulars update or change of traditional / simplified Chinese characters is not included in the application for amendments mentioned above.