

**NCHU Department of Business Administration**  
**(YYYY) Fall / Spring Semester**  
**Leaving Confirmation for Master Students**

Department: Business Administration

Name:

Student ID:

Telephone Number:

Mobile Number:

E-mail:

Current Address:

Permanent Address:

Approval:

Advisor's Signature	Department Chair's Signature	Graduation Requirement of English Proficiency	Academic Research Ethics	Internship	Graduation Requirements : Choose One of Four Options

Notes:

1. Please fill out the requested information and have the application form signed or stamped by your advisor and the chairman of your department. Afterwards, please turn in the document to the staff member in charge for further process.
2. After receiving the document and confirm all the details, the staff member in charge needs to log in the online system (<https://onepiece.nchu.edu.tw/cof/leavelogin.htm>) and put a tick in the cell as an approval.

For the graduates, please log in the online system

([https://onepiece.nchu.edu.tw/cofsys/plsql/acad\\_home](https://onepiece.nchu.edu.tw/cofsys/plsql/acad_home)) If you finish the procedure completely, you will get a row of ticks as approvals from every division. By then, you can go to the division of registration with your student ID card and to receive your diploma.

## **Consent to Provide Personal Data**

This consent letter (this "Consent") sets forth how Department of Business Administration , National Chung Hsing University. ("NCHU BA") will process the personal data collected hereunder.

By ticking the "I agree" box and signing this Consent, you confirm that you have reviewed and understand and agree to the terms of this Consent and its amendments.

### **I. Collection, Updating, and Custody of Personal Data**

1. NCHU will collect, process, and use your personal data in accordance with the Personal Data Protection Act and other relevant laws and regulations as well as NCHU's Privacy Policy.
2. Please provide your correct, updated, and complete personal data in the application.
3. Your personal data that NCHU collects during the course of business includes your name, job title, contact information (telephone number and e-mail address) and others (subject to change as needed).
4. To ensure the correctness, accuracy, and completeness of your personal data, please report to NCHU any changes in your personal data.
5. Your rights and/or interests may be jeopardized if you provide NCHU with false, untrue, outdated, partial, or misleading personal data.
6. You may exercise the following rights as regards your personal data in accordance with the Personal Data Protection Act: (i) inquire into or review your personal data; (ii) ask for duplicates of your personal data; (iii) ask to supplement or correct your personal data; (iv) ask to stop collecting, processing and/or using your personal data; and (v) ask to delete your personal data.

NCHU BA may refuse your request(s) in order to perform its duties or conduct its business. If you would like to exercise the foregoing rights, please refer to NCHU's Privacy Policy to find out NCHU's liaison in charge of personal data protection and contact methods. NCHU BA will not compensate any loss or damage you may sustain from the exercise of such rights.

### **II. Purposes of Collecting Personal Data**

1. NCHU BA will collect your personal data in order to manage alumni contact-related affairs.
2. NCHU BA will seek your prior written consent if and when your personal data is to be used for any purpose other than that for which NCHU collected your personal data. You may refuse to provide your personal data, but you may lose your rights and/or interests accordingly.
3. NCHU BA may use your personal data in Taiwan for the duration of the department existence.

### **III. Protection of Personal Data**

Your personal data is protected by and under NCHU's Privacy Policy. Please review the Privacy Policy for its full text. If NCHU BA violates the Personal Data Protection Act or your personal data is stolen, divulged, modified, or damaged owing to any natural disasters, extraordinary event or circumstance beyond its control, NCHU BA will notify you by

telephone, mail or e-mail, or post the notification on its website, whichever NCHU deems appropriate, after conducting necessary investigations.

#### IV. Effect of Consent

1. By ticking the "I agree" box and signing this Consent, you confirm that you have reviewed and understand and agree to all the terms of this Consent. If you violate any of the following terms, NCHU BA reserves the right to terminate any benefits or services provided to you at any time.
2. NCHU BA reserves the right to amend this Consent at any time. NCHU BA will post the amendments on its website and will not send a separate notification to you. Do not keep using the service if you object to the amendments. If you continue using the service, you will be deemed to have agreed to be bound by the amendments.
3. Unless otherwise explicitly provided in this Consent, no suggestion or information that you may obtain in connection with this Consent, whether in writing or orally, shall constitute a commitment in addition to this Consent.

#### V. Governing Law and Jurisdiction

This Consent shall be construed and interpreted in accordance with the laws of the Republic of China. Any dispute arising from this Consent shall be governed by the laws of the Republic of China and heard by the Taiwan Taichung District Court.

I have reviewed and accept the terms of this Consent.

Signature \_\_\_\_\_ (Please sign your name)  
Date: YYYY/MM/DD