Flowchart about the certificate for transferable skills etc.

	Student	Supervisor	Student Affairs Division
Degree application	Download the format (EXCEL file) on the university homepage and fill out the cells highlighted with yellow in "Self-check (Student)", and prepare related documents	After receiving the format (EXCEL file) from the student, fill out the cells highlighted with yellow in "Recognition (Supervisor)" and send it back to the student	
	Send the format (EXCEL file) and related documents (certificates etc.) to the Student Affairs Division with the degree application documents		Check the format (EXCEL file) sent by the student
		Print out the finalized certificate (PDF) sent by the Student Affairs Division, put signature on it, and send the signed certificate (original copy) back to the Student Affairs Division	Put the data of registered subjects in the format (EXCEL file) to finalize it, and send its PDF data to the supervisor by email
Completion (conferment of diploma)	Receive the certificate		Give the signed certificate sent by the supervisor to the student with the diploma (Keep the duplicate in Student Affairs Division)