



研究生畢業辦理離校手續單

School Leaving Procedures for Graduation (Graduate Students)

★符合畢業資格學生應持本單至下列各單位辦理，手續完成後請將本單繳交至研教組，3個工作日後攜帶學生證領取學位證書(學生證蓋章後會發還學生)。

Graduate students who meet graduation requirements should complete these procedures with stamps of related units in advance and submit this form to Graduate Academic Affairs Division. After three working days, please bring their Student ID card to Graduate Academic Affairs Division to collect their diploma. (Student I.D. card will be returned after being stamped)

身分別 Identity	本國生 Local students	系所學程 Department	資訊管理系碩士班
學號 Student I.D. No.	M11209202	中文姓名 英文姓名 Name	黃雅培 HUANG YA PEI
指導教授 Thesis Advisor	所長、系(學程)主任 Chairman	國際事務處 Office of International Affairs	學生事務處生輔組 (For Local Students Only)
	※平裝論文至少1本。 (at least one copy of thesis)	(外國學生、雙聯生、陸生) (For international students, dual-degree students and mainland Chinese students)	(第1學期於11月30日、第2學期於4月30日前畢業之本國生才需經學務處生輔組核章；以下資料由生輔組填寫) <input type="checkbox"/> 當學期未申請就貸。 <input type="checkbox"/> 當學期就貸尚未撥款，已取消就貸並補繳學費。 <input type="checkbox"/> 當學期就貸已撥款。 承辦人簽章：_____
圖書館 Library	教務處研教組 Graduate Academic Affairs Division		
1. 請登入圖書館博碩士論文系統上傳電子論文。 Please login library E-Thesis system and submit e-thesis. 2. 繳交完成簽署之本校暨國家圖書館博碩士論文電子檔案上網授權書一式兩份(不須裝訂)。 Please bring the signed [E-Thesis/Dissertation Authorization Form to NTUST/NCL] in duplicate. (2 copies without binding) 3. 繳交論文1本。(碩士班：平裝本；博士班：精裝本) Submit one copy of thesis (Master's theses paperback, Ph.D. dissertations hardcover). 4. 請歸還本校及臺大、師大圖書館所借之圖書資料，及繳清積欠之賠書款或逾期罰款。 Please return the materials borrowed from the NTUST、NTU and NTNU libraries, and pay the replacement fees of lost or overdue fines.	1. 學生畢業離校日期：____年____月____日 退費基準日 Date of Reference for Refund <input type="checkbox"/> 未逾學期1/3 Before 1/3 of the semester <input type="checkbox"/> 未逾學期2/3 Before 2/3 of the semester <input type="checkbox"/> 逾學期2/3不予退費 No refund after 2/3 of the semester 承辦人簽章： 2. 需要學位證書影本用印者，請先至行政大樓1樓繳費機繳費後，持正本與繳費收據至研教組辦理。(自行影印者不受理) Students who require an official seal for photocopies of their diploma should pay the processing fee at the red machine on the 1st floor of the administration building, and bring the original diploma along with the receipt to Graduate Academic Affairs Division. (Students who make copies themselves will not be processed) 3. 本校學生證屬無記名式電子票卡，畢業後遺失無法辦理掛失及補發，離校後可自行至悠遊卡／一卡通網站申請記名，遺失始可申請退費。 After graduation, NTUST is no longer responsible for reporting the loss, replacement, or exchange of the student ID card. Students can register the card on the EASYCARD/iPass website to be eligible for a refund in case of loss. 4. 領到紙本證書後5個工作日內將E-mail數位證書至學生學號信箱及校外信箱，如未收到，最遲應於收到紙本證書3個月內聯絡研教組。 Within 5 working days after receiving the physical diploma, the digital diploma will be emailed to the student's school email and external email. If it is not received, please contact the Graduate Academic Affairs Division within 3 months of receiving the paper diploma at the latest.		

★可退費者請自行持本單及繳費收據到出納組辦理退費手續，若程序未完成致無法退費由學生自負責任。

For those eligible for a refund, please bring this form and the payment receipt to the Cashier Section to process the refund. If the procedure is not completed, resulting in an inability to issue the refund, the student will be responsible for this outcome.