

# 研究生延後辦理畢業離校手續 申請表

## Application Form for Postponing Graduation and School-leaving Processes (for Postgraduates)

姓名 Name		學年 Academic Year		學期 Semester	
學號 Student ID No.		系所 Department/ Institute		電話 Phone Number	

學生已通過學位考試，但因\_\_\_\_\_之緣故，而無法於本學期校曆規定期限前完成離校手續及領取學位證書，請准予延後完成離校手續及領取學位證書。

經鈞長核准同意延後辦理離校手續，若逾期未於**本學期頒發學位證書相關注意事項公告截止日前**完成離校手續並領取學位證書者，則依本校研究生學位考試細則第十二條規定辦理。

I have passed the thesis defense but due to\_\_\_\_\_, I cannot complete the process to leave school and am unable to obtain my diploma by the deadline stipulated on the school calendar. Thus, please grant me the postponement of my graduation and the process to leave school.

After school authorities grant my application for postponing the process to leave school, if I fail to complete the process to leave school and am unable to obtain my diploma by the deadline announced in the notifications regarding the conferment of diplomas for the current semester, my situation should be handled per the regulations stipulated in Article 12 of National Central University Regulations on the Degree Examinations for Postgraduate Students.

學 生：\_\_\_\_\_ (簽章 Student's Signature)

相關條文 Related Rules	<b>國立中央大學博士班、碩士班研究生學位考試細則</b> <b>National Central University Regulations on the Degree Examinations for Postgraduate Students.</b> 第五條之二：通過論文口試及完成論文審定者，各系(所、專班、學位學程)應於審定書簽署後一週內，將學位考試申請表、學位考試成績評定報告單正本及論文口試委員審定書影本一併送交教務處註冊組登錄。 <b>Article 5.2</b> : Regarding students who have passed their final oral defense and have their thesis verified by members of the Oral Defense Committee, departments (graduate institutes, in-service training programs, or degree programs) should submit the original copies of these students' Oral Defense Application Form and Oral Defense Assessment Report Sheet and a photocopy of their Verification Letter from the Oral Defense Committee to the Division of Registrar within a week after the verification letter has been signed by the committee members. 第十二條：通過論文口試及完成論文審定之研究生，須繳交規定所需冊數之論文及完成論文摘要及全文電子檔上網建檔，並於校曆規定期間內辦妥離校手續後，發予學位證書。論文口試通過學生未完成論文審定或完成論文審定學生未於校曆規定時間內辦妥離校手續，如修業年限未屆滿者，次學期仍應註冊繳費，並應於該學期校曆規定期限內辦妥離校手續，逾期仍未辦理者，該學位考試以不及格論，如已逾修業年限屆滿仍未辦理者，應予退學。 <b>Article 12</b> : Students who have passed their final oral defense and have their thesis verified by members of the Oral Defense Committee must submit the required number of copies of their completed thesis, establish digital files of their thesis abstract and completed thesis online, and finish the school-leaving procedure by the deadline specified on the school calendar in order to have their degree certificate conferred by the university. Students who have passed their final oral defense but have not had the thesis verified by the committee members, or students who have had their thesis verified by the committee members but have not completed the school-leaving process by the deadline specified on the school calendar must still be enrolled in the next semester, pay required fees, and then complete the school-leaving process by the deadline specified on the school calendar. If those students fail to complete the school-leaving process by the deadline, their final oral defense will be regarded as failure. Students who have exceeded the regular duration of study and still fail to complete the required procedures mentioned above will be expelled from the university.		
	重要提醒 Important Reminder	<b>研究生延後離校學生團體保險續保注意事項</b> 依據學生團體保險契約條款，應屆畢業生學生團體保險效力至當年度7月31日午夜十二時終止，延後離校研究生如欲續保學生團體保險者，需至衛生保健組辦理續保相關手續後，其保險效力延至辦理離校手續完成之日終止。 Points for Attention on the Extension of Students Group Insurance for Postgraduate Students Applying for Deferment of Leaving School: According to the regulations of the students group insurance contract, the effect of the students group insurance of graduates of the year expires at 24:00 on July 31 of the year. If a postgraduate student applying for deferment of leaving school wants to extend his or her students group insurance, he or she has to go through the process of insurance extension at the Health Center. The effect of the extended insurance will be extended to the date on which the postgraduate student's procedure of leaving school is completed.	
簽核 Ratification	教學單位 Departmental/Institute		行政單位 Administrative Unit
	指導教授 Advisor	系(中心)主任/所長 Chairperson	註冊組 Division of Registrar