國立臺灣師範大學

National Taiwan Normal University

108學年度第2學期

研究生辦理畢業離校手續

注意事項

Graduation and school-leaving procedures for graduate students expected to graduate in the Spring semester of the 2019 academic year

畢業離校應完成項目 School-leaving Procedures

登入畢業生服務系統Log onto the Graduating Student Information Portal

總務處
歸還學位服
Return Graduation Attire

總務處出納組
繳清學雜(分)費等
相關費用
Clear all Tuition & Miscellaneous Charges

圖書館
上傳論文電子檔/
還清圖書及欠繳罰款/
繳交紙本論文(共計2冊)
Complete NTNU Library School-leaving Procedures

各系所
至系所辦理離校手續
Complete Department or Graduate Institute School-leaving- Procedures

線上填寫
填寫校友資料，
境外生填寫國際學生資料
Complete Alumni Information Form Online

教務處
研教組/公館教務組
持學生證領取學位證書
Bring Student ID to Pick Up Diploma

重要日程 Important Dates

◆ 因應新冠病毒肺炎疫情，畢業離校時程調整如下 Due to the COVID-19 pandemic, dates have been adjusted as follows:

畢業學年期 Graduation Period	學制 班別 Academic Program	學位證書 登載年月 Year & Month of Diploma	學位考試期限 Degree Examination Deadline	論文定稿繳交暨領取畢業證書截止期限 Deadline for Final Thesis Submission & Last Day Diploma Pickup
108學年度 第2學期 2019 Academic Year/Spring semester	EMBA	109年5月 May 2020	109年6月21日（日） June 21, 2020 (Sunday) (延長3週 3-week extension)	109年7月21日（二） July 21, 2020 (Tuesday) (延長3週 3-week extension)
	博士班PhD 碩士班Master’s 週末班Weekend 夜間班Evening	109年6月 June 2020	109年8月21日（五） August 21, 2020 (Friday) (延長3週 3-week extension)	109年9月18日（五） September 18, 2020 (Friday) (延長3週 3-week extension)
	暑期班 Summer Session 週末暑期班 Weekend Summer Session	109年6月 June 2020	109年7月10日（五） July 10, 2020 (Friday) (延長2週2-week extension)	109年9月18日（五） September 18, 2020 (Friday) (延長3週，同日間學制 Similar to full-time programs, a 3-week extension is given)
109學年度 暑期 2020 Academic Year/Summer Session	暑期班 Summer Session 週末暑期班 Weekend Summer Session	109年7月 July 2020	109年8月14日（五） August 14, 2020 (Friday) (延長2週2-week extension)	109年10月8日（四） October 8, 2020 (Thursday) (延長2週2-week extension)
		109年8月 August 2020	109年9月11日（五） September 11, 2020 (Friday) (延長2週2-week extension)	109年10月8日（四） October 8, 2020 (Thursday) (延長2週2-week extension)

月份	星期一Monday	星期二Tuesday	星期三Wednesday	星期四Thursday	星期五Friday	星期六 Saturday
6月 June	6/8 畢業生資訊入口網開放	6/9	6/10	6/11	6/12	6/13
	6/15 開始領取證書 Diplomas available for pick up	6/16	6/17	6/18	6/19	6/20 補上班
	6/22	6/23	6/24	6/25 端午節 Dragon Boat Festival	6/26 調整放假 Adjusted Holiday	6/27
	6/29	6/30	7/1	7/2	7/3 指考	7/4 指考
7月 July	7/6	7/7	7/8	7/9	7/10 暑期班研究生108-2學位考試截止	7/11
	7/13	7/14	7/15	7/16	7/17	7/18
	7/20	7/21 EMBA研究生108-2論文定稿繳交截止日(領取證書截止日)	7/22	7/23	7/24 暑休日 Summer break 暫停證書發放Diploma pickup unavailable	7/25
	7/27	7/28	7/29	7/30	7/31 暑休日 Summer break 暫停證書發放Diploma pickup unavailable	8/1

月份	星期一Monday	星期二Tuesday	星期三Wednesday	星期四Thursday	星期五Friday	星期六 Saturday
8月 August	8/3	8/4	8/5	8/6	8/7 暑休日 Summer break 暫停證書發放Diploma pickup unavailable	8/8
	8/10	8/11	8/12	8/13	8/14 暑休日 Summer break 暫停證書發放Diploma pickup unavailable	8/15
	8/17	8/18	8/19	8/20	8/21 暑休日 Summer break 暫停證書發放Diploma pickup unavailable 108-2研究生學位考試截止 2019 academic year spring semester Master's/ Doctoral thesis defense ends	8/22
	8/24	8/25	8/26	8/27	8/28 暑休日 Summer break 暫停證書發放Diploma pickup unavailable	8/29
9月 September	8/31	9/1	9/2	9/3	9/4	9/5
	9/7	9/8	9/9	9/10	9/11 109暑期班研究生學位考試截止	9/12
	9/14	9/15	9/16	9/17	**9/18** 108-2研究生論文定稿繳交截止日 (領取證書截止日) 2019 academic year spring semester thesis submission deadline (**Diploma pickup deadline**)	9/19

※109學年度暑期班研究生論文定稿繳交截止日(領取證書截止日)：109年10月8日(四)。

2020 Academic Year Summer Session thesis submission deadline (Diploma pickup deadline)：October 8, 2020 (Thursday)

※暑休日暫停證書發放：依本校人事室公告之暑休日，暫停服務，若有調整，另於教務處首頁最新消息公告。

Diploma pickup will be unavailable on summer break days . In accordance with an announcement by the NTNU Personnel Office, diploma pickup will be unavailable during select holidays during the summer break period. Any changes to this policy will be announced on the Office of Academic Affairs homepage.

重要說明 Important Notes

逾上述期限未完成畢業離校手續並領取證書者，取消當學期畢業資格，並依下列規定辦理：
If students fail to complete the necessary graduation and school-leaving procedures and pick up their diploma before the stated deadlines, they shall forfeit their graduation eligibility for the current semester. Cases will be handled in accordance with the following university provisions:

1. 修業年限尚未屆滿者，應於次學期(暑期)辦理註冊及選課手續，並於該學期(暑期)繳交論文最後期限前完成繳交，屬該學期(暑期)畢業。
   For students who have NOT studied for the maximum time allotted for their degree, after registration and course selection for the following semester and once a thesis has been submitted prior to the deadline for that semester (summer session), students will, once again, be eligible to graduate and receive their diploma.

2. 修業年限已屆滿者，視為未通過學位考試，並依規定予以退學。
   For students who have already studied for the maximum period of time allotted for their degree, they will be considered as having failed their degree exam and, in accordance with university regulations, shall be asked to withdraw from NTNU.

一、登入畢業生服務入口網 Log onto the Graduating Student Information Portal

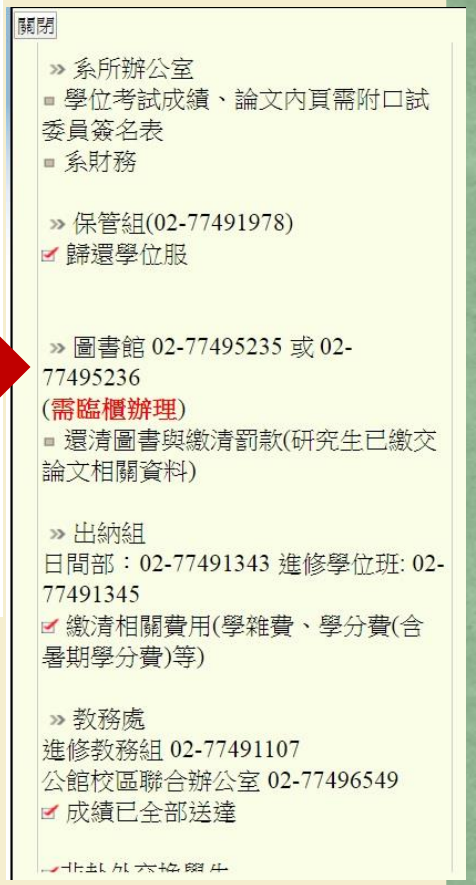
系統開放登入時間

- 自**109.06.08(一)**起開放登入，完成畢業離校手續後，校內部分應用程式與權限將配合關閉。The system will be live starting from June 8, 2020. Once all graduation and school-leaving procedures have been completed, certain online applications and permissions will be closed.

畢業生服務入口網路徑

Use the Graduating Student Information Portal

- 畢業生請由下列網址擇一登入系統辦理離校 **Please click on the link below to log onto the system and begin the school-leaving procedures.**
  - 【畢業生服務資訊入口網】：http://ap.itc.ntnu.edu.tw/GraStd
  - 【校務行政資訊入口網】→【應用系統-教務相關系統】→【畢業生服務系統】：http://iportal.ntnu.edu.tw/ntnu/



二、確認完成離校待辦事項

Complete Compulsory School-leaving Procedures

(一)完成課程意見調查Complete Course Survey Forms

1. 當學期有修課學生，須完成課程意見調查方可查詢成績。
   Students enrolled in classes for the semester must complete course survey forms before grades will be released.

2. 赴外交換學生請先完成交換期間之課程成績登錄或採計。
   Students studying overseas for the semester should first register their overseas credits and/or apply for credit transfer.

教務處課務組Curriculum Division, Office of Academic Affairs
☎7749-1114

二、確認完成離校待辦事項 Complete Compulsory School-leaving Procedures

(二)歸還學位服 Return Graduation Attire

總務處資產經營管理組
Property Management Division, Office of General Affairs
☎7749-1978

(三)繳清學雜(分)費等各項費用
Clear all Tuition & Miscellaneous Charges

總務處出納組
Cashier Division, Office of General Affairs
日間☎7749-1343
在職☎7749-1346

(四)填寫校友資料Complete Alumni Information Form

1) 若有無法連線之情況，請用校內IP上網填寫。
   If unable to connect, please log on rom a campus server.
2) 填寫資料後，**請至電子郵件信箱收信完成認證**，始完成校友資料填寫。
   After completing the form, please check your email inbox to verify email address and finish the application process.
3) 境外生請填寫國際學生資料。
   International students should fill out an International Student Information Form.

秘書室公共事務中心
Center of Public Affairs
國際事務處
Office of International Affairs
☎ 7749-1195
☎ 7749-1034
☎ 7749-1267

二、確認完成離校待辦事 Complete Compulsory School-leaving Procedures

(五)至系所辦理離校手續
Complete Department or Graduate Institute School-leaving- Procedures

1) 論文成績：確認「學位考試成績」已送至教務處(研究生教務組、公館校區教務組)。

   Thesis Grade: Ensure that your Degree Exam grade has been sent to the Office of Academic Affairs (Graduate Student Affairs Division or Division of Academic Affairs for Gongguan Campus).

2) 檢視論文內頁已附「經口試委員簽字同意之論文通過簽名表」。

   Check whether an Oral Defense Committee Signature Form verifying that you have passed your oral defense has been attached to your thesis.

3) 紙本論文延後公開限本校「學位授予暨研究生學位考試辦法」第14條規定之事由（涉及機密、專利事項或依法不得提供者）始得申請，並需另填「國立臺灣師範大學暨國家圖書館學位論文延後公開申請書」，於學位考試時交由學位考試委員及系所主管簽章認定。

   Applications for a postponement of the publication of a paper copy of a thesis are restricted to reasons stated in Article 14 of the NTNU Degree Conferral and Graduate Degree Exam Regulations (matters involving confidentiality, patent rights, or legal issues may exempt the student from the necessity of public release). When applying, students are required to fill out a *Postponement of Thesis/Dissertation Application Form* and, during their oral exam, provide the completed application form to their oral defense committee members and head of the department for signature.

4) 還清系所圖書。 Return all department/graduate institute library books.

二、確認完成離校待辦事項 Complete Compulsory School-leaving Procedures

(六)至圖書館辦理離校手續 Complete NTNU Library School-leaving Procedures

圖書館、公館分館 **NTNU Main Library, Gungguan Library** ，電話☎7749-5235、5236）

1) 還清圖書及欠繳罰款 Return all library books and clear all fines.

2) 學位考試後論文定稿暨登錄本校「博碩士論文系統」
Following your degree exam, submit a final draft of your thesis and register on the NTNU Electronic Theses & Dissertations System

至本校「博碩士論文系統」(**網址：http://gg.gg/ntnuetds**）完成論文書目建檔及上傳全文PDF檔（不需浮水印及加密，圖書館將統一處理），圖書館審核約需**3個工作天**，通過後即可登入系統印製授權書（上方會出現條碼）。

Visit the NTNU Electronic Theses & Dissertations System (http://gg.gg/ntnuetds) to upload a PDF file of the final draft of their thesis (no watermark or passwords required, these will be handled by the library system). Allow **three (3) working days** for the library to review your electronic document. After receiving approval, please log onto the NTNU Electronic Theses & Dissertations System to print out a *Copyright Permission Agreement for NTNU Thesis/Dissertation.* (A barcode will be present at the heading of the form).

3) 繳交紙本論文（共計2冊）及國立臺灣師範大學學位論文授權書（論文審核通過後登入系統列印）
Submit two (2) paper copies of your thesis with *Copyright Permission Agreement for NTNU Thesis/Dissertation* attached (after the electronic copy of your thesis has been approved, you may print out the Copyright Permission Agreement for NTNU Thesis/Dissertation on the NTNU Electronic Theses & Dissertations System

授權書上方應有條碼並需親筆簽名，一份繳交圖書館櫃台，二份分別裝訂於二冊紙本論文內頁。

At the heading of the *Copyright Permission Agreement for NTNU Thesis/Dissertation* is a barcode and an area where your signature is required. One (1) copy of this form should be submitted to the Library front desk, the second and third copies should each be attached to a paper copy of your thesis.

學位論文注意事項 Student Thesis—Points to Remember

紙本論文延後公開申請 Application for the postponement of thesis publication (paper copy)

- 紙本論文延後公開限本校「學位授予暨研究生學位考試辦法」第14條規定之事由（涉及機密、專利事項或依法不得提供者）始得申請，並需另填「國立臺灣師範大學暨國家圖書館學位論文延後公開申請書」，於學位考試時交由學位考試委員及系所主管簽章認定。申請書免裝訂於論文內頁，辦理離校流程時將申請書正本1份、影本2份併同紙本論文繳交至圖書館。
- Applications for a postponement of the publication of a paper copy of a thesis are restricted to reasons stated in Article 14 of the NTNU Degree Conferral and Graduate Degree Exam Regulations (matters involving confidentiality, patent rights, or legal issues may exempt the student from the necessity of public release). When applying, students are required to fill out a *Postponement of Thesis/Dissertation Application Form* and, during their oral exam, provide the completed application form to their oral defense committee members and head of the department for signature. The application form should be placed (not bound) within the thesis and when completing school-leaving procedures the original form and two (2) copies shall be submitted alongside the thesis to the NTNU Library.

論文授權不得變更 No changes to power of attorney

- **108學年度第1次教務會議決議「論文授權事項一經授權，不得變更」。**
- In accordance with the decision of the 1st meeting of the Academic Affairs Committee for the 2019 academic year: “Once authorized, a power of attorney form may not be altered.”

論文不得抽換 No alterations or replacements following thesis submission

- 依據本校「學位授予暨研究生學位考試辦法」第14條規定：研究生至圖書館繳交定稿之學位論文後，不得再進行抽換。
- Article 14 of the NTNU Degree Conferral and Graduate Degree Exam Regulations states that following the submission of their thesis to the library, graduate students shall be unable to alter or replace their thesis.

三、攜帶學生證領取學位證書 Bring Student ID to Pick Up Diploma

確認事項	Points to Remember
◆ 畢業生前往教務處領取畢業證書前，請先至畢業生服務資訊入口網（網址：https://reurl.cc/7A3Qb）確認除教務處應辦事項外，其他各項離校待辦事項皆已完成。	Before visiting the Office of Academic Affairs to pick up their diploma, students should first log onto the Graduating Student Information Portal (https://reurl.cc/7A3Qb) to ensure that, in addition to the procedures laid out by the Office of Academic Affairs, all other necessary steps have been completed.
1. 確認在校成績（含校際選課）全部到齊及前述各項流程均已完成。	Ensure that grades have been reported for all courses (including intercollegiate courses) and that all procedures as detailed above have been completed.
2. 攜帶學生證（教務處加蓋章戳後歸還學生），學生證遺失者請先自行至卡務系統申請掛失(毋須再補發)。	Students should remember to bring their student ID when picking up their diploma (ID will be stamped by staff of the Office of Academic Affairs after which it will be returned). If you have lost your student ID, first report it on the Reporting a Lost Student ID and Student ID Reissue System (a reissue of your student ID is not necessary).
3. 親自簽名領取學位證書，因故委託他人代領者，請填妥【代辦離校委託書】（需附雙方簽章之委託書，被委託人應出示身分證件供核對。）	Sign to receive your diploma. If you have entrusted another party to pick up your diploma, you are required to fill out a School-leaving Procedure Power of Attorney Form (the form should be signed by both parties. The party entrusted to pick-up the diploma will be required to show ID for verification).
◆ 逾期限未完成畢業離校手續並領取證書者，取消當學期畢業資格，並不得以任何理由要求補救措施	Student who fail to complete the necessary school-leaving procedures and pick up their diploma within the periods given shall forfeit their graduation eligibility for the current semester. Absolutely no extensions will be given.

108學年度第2學期學位證書領取時間

2019 academic year spring semester diploma pickup times

108-2學期畢業 Spring semester of the 2019 academic year

- **109.06.15（一）起至109.09.18（五)止**
- Students graduating in the spring semester of the 2019 academic year: From June 15, 2020 (Monday) to September 18, 2020 (Friday).

一般上班日（週一至週五）General Working Days (Monday ~ Friday)

- 上午8：30分至中午12：00 (8:30am ~ 12pm)
- 下午1：30分至5：00整 (1:30pm ~ 5pm)
- 午休時間（12：00 ~ 13：30）暫停證書發放 (Diploma pickup is **not** available from 12pm ~ 1:30pm)

暑假期間 Summer Break Period

- **暑休日暫停證書發放**：依本校人事室公告之暑休日，暫停服務，若有調整，另於教務處首頁最新消息公告。Diploma pickup will be unavailable on summer break days . In accordance with an announcement by the NTNU Personnel Office, diploma pickup will be unavailable during select holidays during the summer break period. Any changes to this policy will be announced on the Office of Academic Affairs homepage.
- 暑休日教務處值班處為行政大樓1F教務處服務窗口。During the days of the summer break period only the first-floor service window of the Office of Academic Affairs (Administration Building) will be open for student inquires.

研究生領取學位證書地點 Graduate Student Diploma Pickup Locations

學院別 College	系所別 Department/Graduate Institute	領證地點 Pickup Location
教育學院 College of Education 文學院 College of Liberal Arts 藝術學院 College of Arts 科工學院 College of Technology and Engineering 音樂學院 College of Music, 管理學院 College of Management 國社學院 College of International Studies and Social Sciences	各系所All departments and graduate institutes	**教務處研究生教務組** **Graduate Studies Division, Office of Academic Affairs** 本部行政大樓2樓 Administration Building 2F, Main Campus 電話Phone☎：7749-1107 （台北市大安區和平東路1段162號） (No. 162, Sec. 1, Heping East Rd., Da'an District, Taipei)
理學院 College of Science	數學系 Department of Mathematics 資工系 Department of Computer Science and Information Engineering 生科系 Department of Life Science 營養碩 Graduate Program of Nutrition Science 生技醫 Graduate Program of Biotechnology and Pharmaceutical Industries 生物多樣性TIGP	
運休學院 College of Sports and Recreation	體育系 Department of Physical Education 休旅所 Graduate Institute of Sport, Leisure, and Hospitality Management 樂活EMBA	
	競技系Department of Athletic Performance	**教務處公館教務組** **Division of Academic Affairs for Gongguan Campus** 公館校區綜合館1樓 Office of Academic Affairs ,General Hall, 1F, Gongguan Campus 電話Phone☎：7749-6549 （台北市大安區汀州路4段88號） (No. 88, Sec. 4, Tingzhou Rd., Wenshan Dist., Taipei)
理學院 College of Science	物理系Department of Physics 化學系Department of Chemistry 地科系Department of Earth Sciences 科教所Graduate Institute of Science Education 環教所Graduate Institute of Environmental Education	