

國立臺灣科技大學(NTUST)

研究生畢業辦理離校手續單

School leaving processes for final year graduate students

學制 Program	<input type="checkbox"/> 碩士班 Master <input type="checkbox"/> 博士班 Doctorate	系所學程 Department	
學號 Student I.D. No.		姓名 Name	

該生在貴單位如已完成應盡之責，請惠予加蓋印章，以便發給畢業證書。

教務處研教組 啟

研究所 Department		學生事務處 Office of Student Affairs		國際事務處 Office of International Affairs
所長、系(學程) 主任 Chairman	指導教授 Thesis Advisor	生活輔導組 Life Guidance Division	就業輔導組 Placement & Career services Division	
※論文1本。(one copy of thesis)		住校生及非住校生均需至三舍管理室蓋章。All students have to go to dormitory administration center at 3 rd dormitory building for stamp.		限外國學生 (For foreign students only)
圖 書 館 Library			教務處研教組 Section of Graduate Studies	
1. 依本校「研究生繳交電子及紙本論文流程」上傳論文電子檔，並獲 E-mail 通知核可。 Input thesis information in thesis submission system and receive E-mail confirmation. 2. 繳交完成簽署之本校及國家圖書館博碩士論文電子檔案上網授權書共二份。 Submit 2 copies of "Thesis Authorization" after completing NTUST and National library thesis on line system. 3. 繳交精裝本論文一本。 Submit one copy of thesis.			1. 應屆畢業生應持此單至上列各單位辦理，完成後請持本單及學生證至研教組領取畢業證書。〔 <u>※學生證蓋章後會發還學生</u> 〕 Graduate students should first complete these processes with stamps of related units. Then, submit this form to Graduate Studies Section and Student I.D. card for receiving diploma. (Student I.D. card will be returned after stamped) 2. 需要畢業證書影本者，請先至自出納繳費(10元/份)，繳費後持正本與收據至研教組辦理。(自行影印者不受理) Students who require photocopies of diploma should pay the processing fee at cashier section (\$ 10 / each) and bring the original diploma along with receipt to the section of Graduate Studies. (Student who make copies themselves will not be processed)	

