

朝陽科技大學 Chaoyang University of Technology

僅剩論文研究所延修生離校手續單

School-Leaving Procedure for Thesis-Remaining Deferred-Graduation Students

辦理日期 Application Date 上學期 1st Semester: 10/16 - 12/31 ; 下學期 2nd Semester 03/16 - 05/15			
學生資料 Student Information			
姓名 Name		學號 Student No.	系別 Department
(請勾選 please check) <input type="checkbox"/> 本地生 Local Student <input type="checkbox"/> 海外生 Overseas Student		學制 Program (請勾選 please check)	<input type="checkbox"/> 碩士班 Master Program <input type="checkbox"/> 碩士在職專班 In-service master program <input type="checkbox"/> 博士班 Doctoral Program
主辦單位(分機) Transacting Unit (Ext.)	地點 Location	辦理事項 Transacting Items	承辦人簽章 Handle by
各系(所) Department/Institute	各系(所)辦公室 Department/Institute Office	1. 已修畢最低畢業學分 Completed the minimum credits required for graduation. 2. ____年____月____日通過學位考試 Degree exam passed on: _____ (Date) 3. 歸還向各系借用器材及設備等 Return all borrowed equipment and devices.	
指導教授 Supervisor	指導教授 Supervisor	論文已修訂完成 Thesis review has been finished.	
圖書館 Library	讀服組(3152) (3146) Reader Services Section	1. 借書、逾期罰款、跨校借書結清 Settlement of books return (including cross-institution library) and overdue fines. 2. 刪除館際合作帳號 Deletion of inter-library cooperation account.	
	採編組(3173) Acquisition and Cataloging Section	電子版論文繳交及上傳後，須2個工作天簽署授權書 The letter of authorization can be signed 2 working days after the electronic version of thesis has been handed out and uploaded	
學務處課外組(5025) Extracurricular Activity Section	宿舍大樓 1 樓 1F, Dormitory Building	碩士服歸還 Master clothes has been returned	
財務處財務組(3715) Finance Section, Office of Finance	行政大樓 4 樓 4F, Administration Building	學雜費 Tuition fees	
校友服務暨生涯發展處(5064) Office of Alumni Service and Career Development	行政大樓 4 樓 4F, Administration Building	【學生資訊系統】\新生及畢業生專區\【畢業生基本資料確認】進入後確認1.畢業生基本資料 2.教育部問卷-碩士班 Login the student information system, download and complete the questionnaire at the lower left corner of the homepage and then send the basic information of the graduate via email to career@cyut.edu.tw for final confirmation.	
學務處生輔組(5018、5014) Student Guidance Section	行政大樓 1 樓 1F, Administration Building	兵役及操行成績事宜 Matters of military service and conduct credits	
國際暨兩岸合作處(3128) Office of International and Cross-Strait Cooperation	行政大樓 3 樓 3F, Administration Building	離校相關事宜 Relevant matters of departure assistance	
教務處註冊組(4012 - 4016) Admissions Section	行政大樓 2 樓 2F, Administration Building	1. 畢業學分審查合格 Examination of required credits for graduation. 2. 繳交紙本論文 2 本 Submission of 2 copies of thesis. 〔請先確認系辦已將學位考試結果通知書送達註冊組〕 (Please make sure that the department office has sent the result of the degree examination to the Admissions Section.)	
註 Notes			
請於完成離校關卡後將本程序單繳回註冊組，10 個工作天起，持學生證至行政大樓二樓註冊組領取學位證書。 Please send this School-Leaving Checking List to the Admissions Section after completion of all listed procedures above. Please bring the Student ID to the Admissions Section to receive the Diploma after 10 working days.			