

靜宜大學研究生 111 學年度第 2 學期 畢業生離校手續流程說明

一、畢業生離校手續採線上作業，請依下列步驟辦理。(如畢業生離校流程圖說明)

1. 至學分試算系統確認，畢業條件及修課總學分數已達畢業標準者。
2. 登入 [e 校園服務網](#)，點選「畢業生離校手續單列印」→填寫畢業生資料及流向調查。
3. 如無借(還)書需求者，列印學校存查用離校手續單。離校手續單列印後，圖書館即終止借書服務。
4. 離校手續單內顯示「免蓋章/已完成」，表示該單位無須審核可逕行略過。
5. 學位考試 111 學年度第 2 學期需於 **112/07/31 前完成**，繳交論文領取學位證書截止日為 **112/08/31**。
6. 符合畢業資格並完成離校手續單各欄審核章者，請於 **112/06/05~08/31** 至綜合業務組領取學位證書，於前一學期已修畢畢業學分及畢業條件者可提前辦理離校。(請於提領證書前二日告知綜合業務組業務承辦人員以便提前印製證書)
7. 研究生完成離校手續，視同畢業生，屆時將無法登入本校系統，並不得修習其他課程(含教育學程)。
8. 已於前一學期通過論文口試，必需於本學期繳交論文之師資培育生(具教育學程身分)，欲繼續修讀教程者，需符合修業年限規定，請至綜合業務組申請，經核准通過者，可不需於本學期辦理離校手續。

二、學生證註記離校字樣

1. 畢業生領取學位證書前，請備妥個人學生證至綜合業務組(文興樓二樓)或圖書館二樓，將學生證蓋上「離校」字樣；繳回手續單時出示完成註記離校之學生證，驗後卡片歸還學生，方完成離校手續。「註記離校」後學生證即失效，視同一般無記名卡。
2. 學生證遺失者，請先登入 [e 校園服務網](#)/學生電子票證掛失退費系統，填寫掛失申請並擷取掛失成功畫面之截圖或紙本，並攜帶身分證辦理。
3. 學生證設有學生身份使用效期(依照畢業年限)，逾期將自動轉換為普卡，不再享有學生優惠。學生因延畢須辦理身分展延者，請於 **112/09/30** 以後持學生證至綜合業務組辦理。

三、委託他人代領學位證書者，受託人需持「畢業生之學校存查用離校手續單」、「註記離校畢業生學生證(學生證遺失者出示掛失成功之截圖或紙本及畢業生之身分證)」、「畢業生印章」、「代辦委託書」(綜合業務組/表單下載/學生使用/[學籍](#)下載)及「受託人身分證或學生證及印章」至綜合業務組領取。

四、其他事項

- (1) **112/06/30~07/16** 高壓電改壓工程，暫停校園網路各項系統服務，含畢業離校程序及發放學位證書。
- (2) 暑期上班時間 **112/07/01~08/31** 行政上班時間：週一至週四 9:00~16:00(中午休息一小時)。

五、以下為攸關辦理離校各項手續相關單位辦公地點及注意事項：

序號	單位	辦理地點	應辦理事項
1	系(所)辦公室		繳交論文(版本敬依各系規定)及歸還學位服。
2	總務處出納組	文興樓 1 樓	確認有無學雜費款項。
3	職產處職發組	主顧樓 605 室	1. 確認基本資料及填寫問卷。 2. 完成上述項目者可至職產處(主顧樓 6 樓 605L 室)領取禮品。
4	軍訓室	文興樓 3 樓	男同學需辦理兵役相關手續。
5	圖書館	1 樓櫃台	1. 確認有無借用資料及相關費用。 2. 繳交論文 2 冊(建議精裝)、1 張已簽署之『博碩士論文電子檔案上網授權書』(請自行至靜宜博碩士論文系統印出)。論文上傳作業，請於辦理離校 5 天前完成，俾便審核及列印專屬授權書。
6	國際暨兩岸事務處 國際學生組	主顧樓 7 樓 704 室	Please visit the Office of International Affairs (Room 704 of Providence Hall) to confirm your National Health Insurance Status.
7	綜合業務組	文興樓 2 樓	1. 繳交論文：碩士班 1 冊，博士班 1 冊；精裝或平裝皆可。 2. 112/06/05~08/31 持已完成之離校手續單領取學位證書，於前一學期已修畢畢業學分及畢業條件者可提前辦理離校。

Graduation Procedure for Graduate Students

2022-23AY 2nd Semester

1. Graduation procedure is processed online. Please follow the steps below: (as explained in the [Graduation Procedure Flow chart](#).)

- (1). Go to the Credit Worksheet system to verify your graduation status and total number of credits earned have fulfilled the graduation requirement.
- (2). Log in to [e-Campus service](#) and select “Print the form of Graduate’s Leaving School Procedure” → fill out the form and alumni development survey.
- (3). For those with no further need for library service, print the “University Copy” of Graduation Procedure Form. Once the Form is printed, Luking Library terminates the borrowing service.
- (4). When the Form shows “Stamp Free/Completed”, it indicates the review from the unit(s) is not required.
- (5). The degree examination for the 2022-23AY 2nd Semester must be completed before **July 31, 2023**. The deadline for submitting the thesis/dissertation to claim the degree certificate is **August 31, 2023**.
- (6). For the students who meet the graduation qualifications and have completed the required stamping on the Graduation Procedure Form, please collect your degree certificate at the Div. of R&C from **June 5 to August 31, 2023**. **The students who have completed the required number of credits and fulfilled the graduation requirement can process the Graduation Procedure early. (Please give the Div. of R&C a two-day notice to prepare the certificate in advance.)**
- (7). Once the Graduation Procedure is completed, the graduate student is considered graduated and can no longer enter any University system, nor can the student take any other courses (including education curriculum.)
- (8). For the students in Teacher Training Program (qualified for Education Curriculum) who have passed the oral defense on their thesis/dissertation in the previous semester and must turn in their thesis/dissertation this semester, if they intend to extend their study in education curriculum, as long as they meet the maximum years of study, subject to the prior approval of the Div. of R&C, they are not required to complete the Graduation Procedure this semester.

2. The EXIT stamp on Student ID Card

- (1). Before claiming your degree certificate, please bring your Student ID to the Div. of R&C (2F, BK Hall) or Luking Library (2F) to have “EXIT” stamped on your ID. When returning the procedure form, show the Student ID with EXIT stamp; the card will be returned upon verification. The graduation procedure is then complete. The Student ID card will become invalid simultaneously and will be regarded as a general bearer card.
- (2). For the students who have lost their Student ID, please log in to the Student e-Ticket Loss Reporting & Refund System on [e-Campus service](#) to fill out the Lost Report, take a screenshot or paper copy of the successful loss reporting and bring your personal ID for processing.
- (3). The Student ID Card is valid only for those with student status (according to the maximum study period). When it expires, it will automatically convert to a general bearer card, and no student discounts will be available. Students who need to apply for an extension of their ID due to deferred graduation, please go to the Div. of R&C with your Student ID Card after **September 30, 2023**.

3. For those who intend to entrust the collection of their degree certificate on the 3rd party, the trustees should go to the Div. of R&C and bring a printout of the “University Copy” of the Graduation Procedure Form; Student ID card with “EXIT” stamp (those who have lost their Student ID, should present the screenshot or printout of successful report on the loss and the graduate’s personal ID); the seal of the graduates; Power of Attorney (download from Div. of R&C/Forms/Students/[Enrollment](#)); and the Personal or Student ID card of the trustees.

4. Others:

- (1). From **June 30th to July 16th, 2023**, there will be a high-voltage electricity conversion project that will temporarily suspend all campus network system services, including graduation and degree certificate issuance procedures.
- (2). Summer Office Hours : 4-day work weeks (Mondays to Thursdays) from **July 1 to August 31, 2023**. The office hours are 09:00-16:00; the office is closed 12:00-13:00.

5. Below are the office locations of the units handling related graduation procedure and the matters to be handled:

No.	Units	Location	Matters to be handled
1	Dept. (Institute) Office		Submit your Thesis/Dissertation (the version is subject to the regulations of the respective department/institute) and return the academic regalia.
2	Cashier	1F, BK Hall	Clear any overdue tuition and fees.
3	Div. of Career Development	605L Providence Hall	1. Verify personal profile and complete the survey. 2. Pick up a souvenir at 605L Providence Hall upon completing Item 1.
4	Office of Military Training	3F, BK Hall	Male students need to go through military service related procedure.
5	Luking Library	1F counter	1. Clear any overdue borrowing record and fees. 2. Submit 2 copies of thesis/dissertation (hardcover suggested), 1 copy of signed “ Letter of Authorization for Electronic Archives for Thesis/Dissertation ” (print out from Thesis/Dissertation System). Please complete the thesis/dissertation uploading 5 days before processing the Graduation Procedure to facilitate the review and printing of the exclusive Letter of Authorization.
6	Int.l Student Sec. OIA	704 Providence Hall	Please visit the Office of International Affairs (Room 704 of Providence Hall) to confirm your National Health Insurance Status.
7	Div. of R&C	2F, BK Hall	1. Submit your Thesis/Dissertation: 1 copy each for Master’s and Doctor’s program. Either hardcover or paperback is acceptable. 2. Collect your Degree Certificate upon presentation of the completed Graduation Procedure Form between June 5 and August 31, 2023 . The students who have completed the required number of credits and fulfilled the graduation requirement can process the Graduation Procedure early.