靜宜大學 115 學年度第 1 學期
碩、博士生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，列印學校存查用畢業生離校手續單。手續單列印後圖書館即終止借書服務。
4. 完成離校手續單各單位審核章，如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. 於前一學期通過論文口試之師資培育生(具教育學程身分)，欲繼續修讀教程，需符合修業年限規定，請向綜合業務組申請，經核准通過者，可不需於本學期辦理離校手續。一旦完成離校手續視同畢業生，屆時將不得修習其他課程(含教育學程)，敬請留意。

二、 領取學位證書時程表及地點：(領取地點文興樓二樓綜合業務組)

116.01.31 前		完成學位考試	
階段	領取日期	申請資格	離校手續單列印
1	即日起	於前一學期已修畢畢業學分及畢業條件者。	於 116.03.02(含)前登入 e 校園服務網列印離校手續單並於辦理離校前轉出 e-portfolio 及個人相關資料，逾期將無法登入本校系統。
2	116.01.21 起	當學期修足畢業學分符合畢業條件者。	
3	116.03.02 前	提領 115(1)學年度畢業證書最後截止日為 116.03.02。	

備註：

1. 請務必先登入 e 校園服務網/各類系統功能/教務/畢業生離校手續單列印→列印學校存查用離校手續單，綜合業務組不提供現場列印。
2. 請於領取學位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。
3. 畢業生畢業離校流程相關說明，可至綜合業務組網頁/熱門連結/畢業查詢。

三、 學生證註記離校字樣

1. 完成離校手續單各欄審核章之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，先登入 e 校園服務網之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. 學生證設有學生身分使用效期(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 116.03.02 以後持學生證至教務處綜合業務組辦理。

四、 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」、「註記已離校之畢業生學生證(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/學生使用下載)及「受託人身分證或學生證及印章」至綜合業務組領取。

五、 其他注意事項：

1. 寒假上班時間：依人事室公告後於綜合業務組最新消息公告。
2. 116.01.29～116.02.12 春節放假期間，暫停發放學位證書，敬請配合。

六、 辦理離校相關注意事項：

序號	單位	辦理地點	應辦理事項
1	系(所)	系辦公室	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 605L 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	校安生輔中心	文興樓 3 樓	研究生男同學需辦理兵役相關手續。
5	圖書館	1 樓詢問台	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』(請自行至靜宜大學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	主顧樓 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. 116.01.21～116.03.02 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。

公告日期：115.11.25

Departure Procedures for Master and Doctoral Students
2026-27AY 1st Semester

A. Graduation procedure is processed online. Please follow the steps below (as explained in the Graduation Procedure Flowchart.)
   1. Go to the Credit Worksheet system to verify your graduation status and the total number of credits earned have fulfilled the graduation requirement.
   2. Log in to e-Campus and select Printout of graduation procedure form → fill out the form and alumni development survey.
   3. Where the check-out/return services at the library are not needed any further, students can print out the completed School Leaving Procedure Form, and the library shall terminate the book loan service simultaneously.
   4. When the Form shows "Stamp Free/Completed", it indicates the review from the unit(s) is not required.
   5. For the students in Teacher Training Program (qualified for Education Curriculum) who have passed the oral defense on their thesis 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. 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.)

B. Timetable and location for claiming the degree certificate: (Location: Div. of R&C at 2F, BK Hall)

Before 01.31.27		**Complete the Degree Examination**	
NO.	Dates	**Applicant's Qualification**	**Printout of Graduation Procedure Form**
1	Effective this day	Complete all required credits for graduation and meet all graduation credentials in the previous semester.	Please log in to e-Campus and print the graduation procedure form before March 2, 2027 (inclusive) and export your personal data in the e-portfolio. No overdue entry of the University system will be accepted.
2	Effective 01.21.27	Complete all required credits for graduation and meet all graduation credentials in the current semester.	
3	Before 03.02.27	The deadline for claiming the Certificate of Degree for the 2026-27AY 1st Semester is March 2, 2027.	

Remarks:
1. Please log in to e-Campus/Systems/Academic/Printout of Graduation Procedure Form → print the "University Copy" of the Graduation Procedure Form. The Div. of R&C does NOT provide printout service on site.
2. Please notify the case officer at the Div. of R&C 2 days in advance to prepare your certificate.
3. For the detailed graduation procedure, please go to the webpage of Div. of R&C/Hotlinks/Graduation.

C. 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 on to the Student e-Ticket Loss Reporting & Refund System on e-Campus to fill out the Lost Report, take a screenshot or make a 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 March 2, 2027.

D. 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 and the seal of the trustees.

E. Others:
   1. Winter Office Hours; The latest news will be announced at the Div. of R&C following the announcement of Office of Personnel.
   2. The University is closed during Chinese New Year Holidays, January 29 to February 12 2027. The service on degree certificate will be suspended.

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

No.	Units	Locations	Matters to be handled
1	Dept. (Institute) Office	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	Center for Campus Security and Student Life Guidance	3F, BK Hall	Male students need to go through related military service 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 January 21, 2027 and March 2, 2027 The students who have completed the required number of credits and fulfilled the graduation requirement in the previous semester can process the Graduation Procedure early.

Date: 2026.11.25