



# 明道大學研究生畢業離校手續單

## School leaving processes for final year graduate students at MingDao University

系所 Department : \_\_\_\_\_ 學(系/所) Department/Year/Class \_\_\_\_\_ 年 \_\_\_\_\_ 班

申請日期 Application Data : \_\_\_\_\_ 年(year) \_\_\_\_\_ 月(month) \_\_\_\_\_ 日(day)

姓名 Name : \_\_\_\_\_ 學號 Student ID No. : \_\_\_\_\_

| 順序<br>orders | 辦理單位 Unit                          |                                    | 辦理事項 List   | 核章 Approval  |
|--------------|------------------------------------|------------------------------------|---|--|
| 一            | 學系<br>Dept.                        | 指導<br>教授<br>Advisor                | <input type="checkbox"/> 論文已依口試委員意見修訂完成<br>Thesis has been amended by the instructions of the oral defense instructors  |  |
|              |                                    | 助理<br>Assistant                    | <input type="checkbox"/> 歸還借用物品<br>Returned all borrowed items<br><input type="checkbox"/> 繳交學位論文(依系所、院規定份數)<br>Thesis credit (demanded by each departments regulation)   |  |
|              |                                    | 主管<br>Chair/Director of Department | <input type="checkbox"/> 應修畢業學分審核通過<br>Graduating credits approval<br><input type="checkbox"/> 完成各系所畢業相關規定<br>Accomplish all department graduating requirements<br><input type="checkbox"/> 依規定提出論文修正同意書<br>Thesis correction approval form |  |
|              | 學院<br>College                      | 院長<br>Dean of College              | <input type="checkbox"/> 完成論文口試委員審定書簽署<br>Thesis approval by oral defense instructor<br><input type="checkbox"/> 完成論文電子檔上網授權書簽署<br>(依規定,論文以公開利用為原則)<br>upload thesis for authorization  |  |
| 二            | 學生事務處<br>Office of Student Affairs |                                    | <input type="checkbox"/> 確認應辦事項完成<br>List conformed<br><input type="checkbox"/> 確認歸還借用物品<br>Conformed of returning<br><input type="checkbox"/> 確認相關資料領回<br>Conformed returning of documents   | 諮商暨生活輔導中心(伯苓2樓)<br>Counseling and Guidanc Center   |
|              |                                    |                                    | <input type="checkbox"/> 保險退保<br>Cancellation of insurance<br><input type="checkbox"/> 系統維護<br>Foreign student system maintenance   | 課外活動指導組(行健3樓)<br>Extracurricular Activities Section<br><br>(非外籍生免 Foreign Student necessary) |
|              |                                    |                                    | <input type="checkbox"/> 確認應辦事項完成<br>List conformed<br><住宿者請完成離宿手續><br>Those who stay in the dorms should finish your process for leaving the dormitory first.  | 軍訓室(伯苓2樓)<br>Military Education Office<br><br>(非住宿生免 Stay Student necessary)                 |

|   |  |  |  |
|---|--|--|--|
| 三 | <p>圖書館<br/>Library<br/>(承正1樓)</p>                    | <input type="checkbox"/> 確認歸還圖書 Books returned<br><input type="checkbox"/> 確認費用繳清 Fined paid<br><input type="checkbox"/> 繳交學位論文精裝本二本、論文光碟二份 (Word 及 PDF 檔)<br>Hand in two copies of your thesis in herd cover and 2 CDs which contain your thesis<br><input type="checkbox"/> 繳交論文授權本校同意書<br>Hand in "Thesis Authorization" for MingDao University<br><input type="checkbox"/> 繳交校內及國家圖書館論文電子檔上網授權書正本<br>(依規定, 論文以公開利用為原則)<br>Hand in "Thesis Authorization" for school and for National Library and input thesis information in thesis submission system. |  |
| 四 | <p>總務處<br/>Office of General Affairs<br/>(伯苓1樓)</p>  | <input type="checkbox"/> 確認歸還借用物品<br>Properties returned<br><input type="checkbox"/> 確認費用繳清<br>Incidental expenses paid  | <p>事務組<br/>General Services<br/>Division</p> <hr/> <p>出納組<br/>Cashier Division</p> |
| 五 | <p>教務處<br/>Office of Academic Affairs<br/>(伯苓2樓)</p> | <input type="checkbox"/> 論文修正同意書<br>Get the form for thesis correction   | <p>綜合業務組 Integrated Business Affairs<br/>Section</p>                               |

備註：

- 一、畢業生請至以上各單位繳還借用物品、器材或繳清欠費等手續，始能離校，離校時程依教務處公告為主。所有單位均簽核完成，本手續單由綜合業務組保管一年，即予註銷。
- 二、學位證書領取若採郵寄方式請填「郵寄切結書」並附上限時掛號 A4 回郵信封（請貼足郵票 43 元），學位證書委託他人領取者，請加填「學位證書代領委託書」。
- 三、次學期因故必須延長修業者，本單已完成之事項自動失效。