研究生線上離校流程



【例外情况】



4. 未申請學位考試,

審核及確認事項

一、畢業離校流程說明

 請學生填寫「研究生畢業離校手續單」(請至 http://www.nchu.edu.tw/~regist/download/download/leave_new.doc下載),經指導 教授、系所主管簽章後,交給系所承辦人。

2. 承辦人員收到「研究生畢業離校手續單」並檢查無誤後,請登入線上離校系統(網址: https://onepiece.nchu.edu.tw/cof/leavelogin.htm),勾選同意該生完成系、所、學 位學程的離校手續。

3. 研究生查詢畢業離校狀態的網址為:

https://onepiece.nchu.edu.tw/cofsys/plsql/acad_home,登入後再點選「其他」選單中「離校狀態查詢」選項,各單位皆顯示「ok」後,請持學生證、口試結果通知書正本至註冊組領取畢業證書。

二、例外情況

(一)若研究生口試通過,想辦理延後離校:

請學生於離校手續截止日(101 年 8 月 31 日)前填「延後離校通知單」(請至 http://www.nchu.edu.tw/~regist/download/download/delay_leave.doc 下載),送註 冊組即可。

(二)取消口試:

請學生於學位考試舉行前填「取消口試通知單」(請至 http://www.nchu.edu.tw/~regist/download/download/oral_cancel.doc 下載),送註 冊組即可。

(三)口試不及格:

請學生持「口試結果通知書」(碩士班請至 http://www.nchu.edu.tw/~regist/download/download/G3.doc 下載;博士班請至 http://www.nchu.edu.tw/~regist/download/download/D9.doc 下載),送註冊組登錄即 可。

(四)未申請學位考試,但已登錄論文題目者

請通知註冊組,學生於次學期繼續註冊。

三、注意事項:

(一)不克親領畢業證書者,得填寫委託書並檢具委託人及受委託人雙方身分證件正本委託他人代領。

(二)領取畢業證書時,學生證加蓋畢業章後,將發還給畢業生,學生證遺失

者,請於領取畢業證書時,一併填寫悠遊卡掛失單。

委託書請至

<u>http://www.nchu.edu.tw/~regist/download/download/R-005.doc</u>下 載。

Procedures for Graduates Leaving School



Instructions

1. Graduates need to fill out the requested information on the "Leaving Confirmation for Graduate students" and have the application form signed or stamped by your advisor and the chairman of your department. Afterwards, please turn in the document to the staff member in charge for further process.

Document download link:

http://www.nchu.edu.tw/~regist/download/download/leave_new_eng.doc

2. After receiving the document and confirm all the details, the staff member in charge needs to log in the online system (https://onepiece.nchu.edu.tw/cof/leavelogin.htm) and put a tick in the cell as an approval.

3. For the graduates, please log in the online system

(https://onepiece.nchu.edu.tw/cofsys/plsql/acad_home) to check your status. If you finish the procedure completely, you will get a row of "oks" as approvals from every division. By then, you can go to the division of registration with your student ID card and the result of your defense to receive your diploma.

Exceptions

A. If you pass your defense yet you would like to defer your leaving...

Please download the document at

http://www.nchu.edu.tw/~regist/download/download/delay_leave.doc, fill out the requested information, and deliver it to <u>the division of registration</u>.

B. If you would like to cancel your defense...

Please download the document at

<u>http://www.nchu.edu.tw/~regist/download/download/oral_cancel.doc</u>, fill out the requested information, and deliver it to <u>the division of registration</u>.

C. If you unfortunately fail in your defense...

Please download the document at the links below, fill out the requested information, and deliver it to <u>the division of registration</u>.

For master students:

http://www.nchu.edu.tw/~regist/download/download/G14english.doc

For Ph. D. students: <u>http://www.nchu.edu.tw/~regist/download/download/D9english.doc</u>

You will have to take the degree examination **again** after you finish the registration of the coming semester. Please be noted that if you get 70 or above, the record will show as 70 only. If you sill fail in the degree examination for the second time, you will be compelled to drop out from NCHU.

D. If you did not apply for the degree examination yet you have already uploaded

your thesis/ dissertation topic…

Please inform the division of registration so that you can register in the coming semester.

Notices:

- If you are not able to collect your diploma in person, please appoint your friend as your agent to help you. Please be aware that the ID cards (ARC) of **both** you and your agent are required. Also, a letter of authorization is needed.
- 2. When you go to the division of registration, your student ID card will be stamped "graduated" and returned. If you lose your student ID card, please fill out the application for reporting missing.