國立臺灣師範大學
National Taiwan Normal University

111學年度第2學期
研究生辦理畢業離校手續注意事項
Graduation and school-leaving procedures for graduate students expected to graduate in the Spring semester of the 2022 academic year

6月大宗畢業重要日程 Important Dates

畢業學年期 Graduation Period	學制班別 Academic Program	學位證書 登載年月 Year & Month of Diploma	學位考試期限 Degree Examination Deadline	畢業生服務資訊入口網開放 及領取證書起始日 The Start Date of Receiving Diploma	論文定稿繳交暨 領取畢業證書截止期限 Deadline for Final Thesis Submission & Last Day Diploma Pickup
111學年度 第2學期 2022 Academic Year/Spring semester	EMBA 新制GF-EMBA	112年5月 May 2023	112年5月31日（三） May 31, 2023 (Wed.)	112年6月5日（一） June 5, 2023 (Mon.)	112年6月30日（五） June 30, 2023 (Fri.)
	博士班PhD 碩士班Master's 週末班Weekend 夜間班Evening	112年6月 June 2023	112年7月31日（一） July 31, 2023 (Mon.)		112年8月21日（一） August 21, 2023 (Mon.)
	暑期班 Summer Session 週末暑期班 （教育、樂活EMBA、舊制 GF-EMBA） Weekend Summer Session	112年6月 June 2023	112年6月30日（五） June 30, 2023 (Fri.)		
112學年度 暑期 2023Academic Year/Summer Session	暑期班 Summer Session 週末暑期班 （教育、樂活EMBA、舊制 GF-EMBA） Weekend Summer Session	112年7月 July 2023	112年7月31日（一） July 31, 2023 (Mon.)	112年7月17日（一） July 17, 2023 (Mon.)	112年9月23日（六） September 23, 2023 (Sat.)
		112年8月 August 2023	112年8月31日（四） August 31, 2023 (Thur.)	112年8月16日（三） August 16, 2023 (Wed.)	
	EMBA 新制GF-EMBA	112年9月 September 2023	112年9月28日（四） September 28, 2023 (Thur.)	112年9月19日（二） September 19, 2023 (Tue.)	112年10月31日（二） October 31, 2023 (Tue.)

注意事項 Notes

逾上述期限未完成畢業離校手續並領取證書者，取消當學期畢業資格，並依下列規定辦理：

1. 修業年限尚未屆滿者，應於次學期(暑期)辦理註冊及選課手續，並於該學期(暑期)繳交論文最後期限前完成繳交，屬該學期(暑期)畢業。

2. 修業年限屆滿仍未於規定期限內繳交論文或完成畢業離校手續者，視為未通過畢業條件，應依規定退學。

If students fail to complete the necessary graduation and school-leaving procedures and pick up their diploma before the stated deadlines, they shall forfeit their graduation eligibility for the current semester. Cases will be handled in accordance with the following university provisions:

1. For students who have **NOT** studied for the maximum time allotted for their degree, after registration and course selection for the following semester and once a thesis has been submitted prior to the deadline for that semester (summer session), students will, once again, be eligible to graduate and receive their diploma.

2. For students who have already enrolled in the University for the maximum time allotted and have yet to complete a thesis submission and school leaving procures within the specified deadlines shall be considered as having failed to meet requirements for graduation and shall be forced to withdraw from NTNU.

準備離校前，請先登入【畢業生服務資訊入口網】
Log onto the Graduating Student Information Portal

① 進入畢業生服務資訊入口網，網址
https://ap.itc.ntnu.edu.tw/GraStd/
Log onto the Graduating Student Information Portal
(或 校務行政資訊入口網，網址
https://iportal.ntnu.edu.tw/ntnu/
➡應用系統-教務相關系統➡畢業生服務系統)

② 自2023.06.05(一)起開放登入，完成畢業離校手續後，校內部分應用程式與權限將配合關閉。
The system will be live starting from June 5, 2023.
Once all graduation and school-leaving procedures have been completed, certain online applications and permissions will be closed.

確認完成【畢業離校待辦事項】Step 1~6
Complete Compulsory School-leaving Procedures : Step1~6
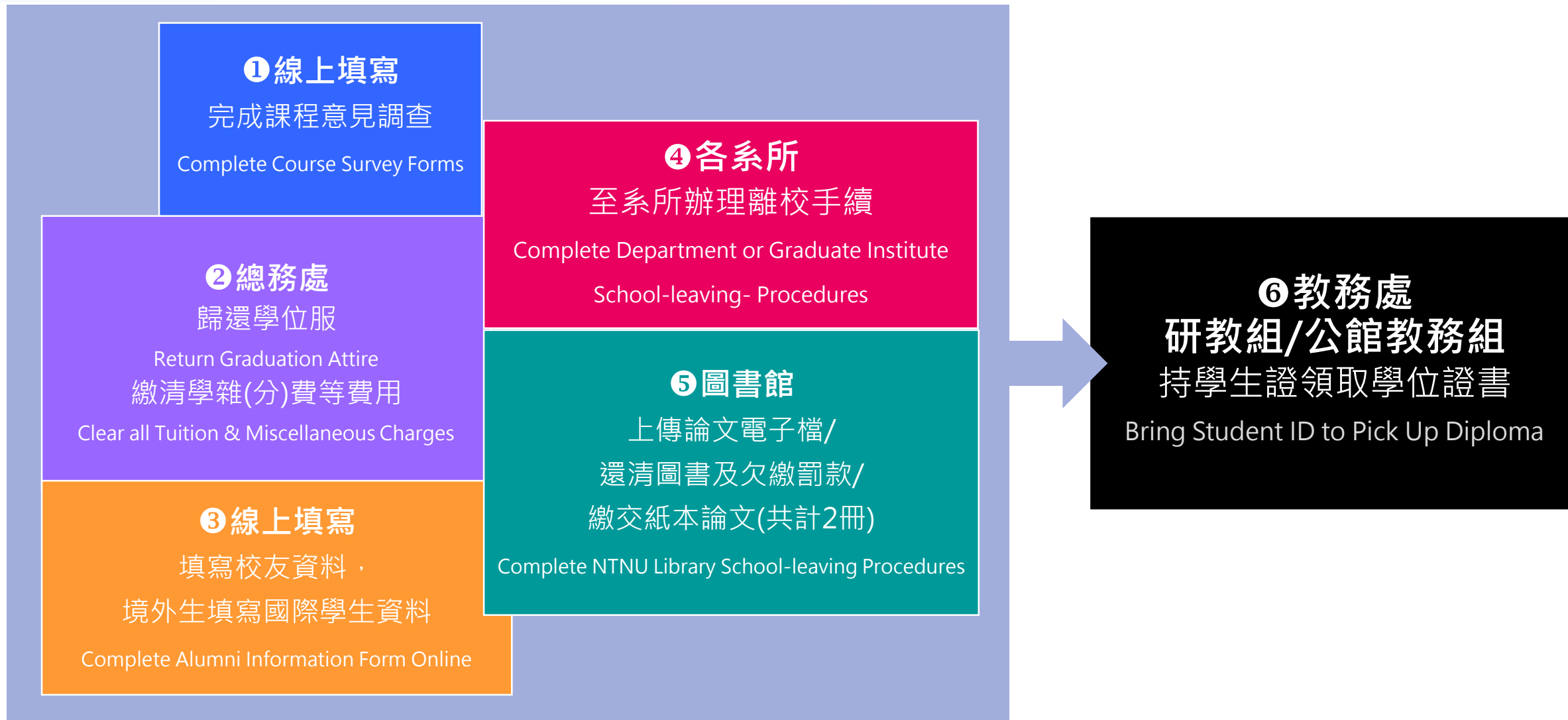
❶線上填寫
完成課程意見調查
Complete Course Survey Forms

❷總務處
歸還學位服
Return Graduation Attire
繳清學雜(分)費等費用
Clear all Tuition & Miscellaneous Charges

❸線上填寫
填寫校友資料，
境外生填寫國際學生資料
Complete Alumni Information Form Online

❹各系所
至系所辦理離校手續
Complete Department or Graduate Institute
School-leaving- Procedures

❺圖書館
上傳論文電子檔/
還清圖書及欠繳罰款/
繳交紙本論文(共計2冊)
Complete NTNU Library School-leaving Procedures

❻教務處
研教組/公館教務組
持學生證領取學位證書
Bring Student ID to Pick Up Diploma

1. 當學期有修課學生，須完成課程意見調查方可查詢成績。
   Students enrolled in classes for the semester must complete course survey forms before grades will be released.

2. **赴外交換學生請先完成交換期間之課程成績登錄或採計。**
   Students studying overseas for the semester should first register their overseas credits and/or apply for credit transfer.

Check the following at the Office of General Affairs 總務處 :

1. 歸還學位服 Return Graduation Attire

2. 繳清學雜(分)費等各項費用 Clear all Tuition & Miscellaneous Charges

1. 校友資料庫 https://ap.itc.ntnu.edu.tw/alumni/StdtLoginCtrl
   若有無法連線之情況，請用校內IP上網填寫。
    If unable to connect, please log on rom a campus server.

2. 填寫資料後，請至電子郵件信箱收信完成認證，始完成校友資料填寫。
   After completing the form, please check your email inbox to verify
   email address and finish the application process.

3. 境外生請填寫國際學生資料。
   International students should fill out an International Student
   Information Form.

1. 論文成績：確認「學位考試成績」已送至教務處(研究生教務組、公館校區教務組)。

2. 檢視論文內頁已附「經口試委員簽字同意之論文通過簽名表」。

3. 紙本論文延後公開<mark>限</mark>本校「學位授予暨研究生學位考試辦法」第14條規定之事由（**涉及機密、專利事項或依法不得提供者**）始得申請，並需另填「國立臺灣師範大學暨國家圖書館學位論文延後公開申請書」，於學位考試時交由<mark>學位考試委員</mark>及<mark>系所主管</mark>簽章認定。

4. 還清系所圖書。

5. **學位論文如有研究倫理審查請檢附結案證明，若無則免附。**

1. Thesis Grade: Ensure that your Degree Exam grade has been sent to the Office of Academic Affairs (Graduate Student Affairs Division or Division of Academic Affairs for Gongguan Campus).

2. Check whether an Oral Defense Committee Signature Form verifying that you have passed your oral defense has been attached to your thesis.

3. Applications for a postponement of the publication of a paper copy of a thesis are restricted to reasons stated in Article 14 of the NTNU Degree Conferral and Graduate Degree Exam Regulations (matters involving confidentiality, patent rights, or legal issues may exempt the student from the necessity of public release). When applying, students are required to fill out a Postponement of Thesis/Dissertation Application Form and, during their oral exam, provide the completed application form to their oral defense committee members and head of the department for signature.

4. Return all department/graduate institute library books.

5. For degree thesis, please provide documentation showing Research Ethics Committee case closure if available.

❺ 圖書館
上傳論文電子檔/還清圖書及欠繳罰款/繳交紙本論文(共計2冊)

Complete NTNU Library School-leaving Procedures

1. 還清圖書及欠繳罰款

2. 學位考試後論文定稿暨登錄本校「學位論文服務平台」

至本校「**學位論文服務平台**」(https://etds.lib.ntnu.edu.tw)完成論文書目建檔及上傳全文PDF檔（不需浮水印及加密，圖書館將統一處理），圖書館審核約需3個工作天，通過後即可登入系統下載帶有浮水印的電子檔及授權書。

3. 繳交紙本論文（共計2冊）及國立臺灣師範大學學位論文授權書（上方應有條碼及浮水印）

授權書需親筆簽名，一份正本繳交圖書館櫃台，二份影本分別裝訂於紙本論文書名頁後面。

1. Return all library books and clear all fines.

2. Following your degree exam, submit a final draft of your thesis and register on the NTNU Theses & Dissertations Services.

Visit the NTNU Theses & Dissertations Services (**https://etds.lib.ntnu.edu.tw**) to upload a PDF file of the final draft of your thesis (no watermark or passwords required, these will be handled by the library system). Allow **three (3) working days** for the library to review your electronic document. After receiving approval, please log onto the NTNU Theses & Dissertations Services to print out a *Copyright Permission Agreement for NTNU Thesis/Dissertation.* (A barcode will be present at the heading of the form).

3. Submit two (2) paper copies of your thesis with Copyright Permission Agreement for NTNU Thesis/Dissertation attached (after the electronic copy of your thesis has been approved, you may print out the Copyright Permission Agreement for NTNU Thesis/Dissertation on the NTNU Theses & Dissertations Services.

At the heading of the *Copyright Permission Agreement for NTNU Thesis/Dissertation* is a barcode and an area where your signature is required. One (1) copy of this form should be submitted to the Library front desk, the second and third copies should each be attached to a paper copy of your thesis.

學位論文注意事項

1. 紙本論文延後公開/不公開申請

紙本論文延後公開/不公開限本校「學位授予暨研究生學位考試辦法」第14條規定之事由（**涉及機密、專利事項或依法不得提供者**）始得申請，並需**另填「國立臺灣師範大學暨國家圖書館學位論文延後公開申請書」及檢附相關證明文件**，於學位考試時交由==學位考試委員==及==系所主管==簽章認定。申請書**免裝訂**於論文內頁，辦理離校流程時將**申請書正本2份、證明文件正本2份，併同2本紙本論文**繳交至圖書館流通櫃檯。

2. 電子論文授權不得變更

108學年度第1次教務會議決議「論文授權事項一經授權，不得變更」。

3. 論文不得抽換

依據本校「學位授予暨研究生學位考試辦法」第14條規定：**研究生至圖書館繳交定稿之學位論文後，不得再進行抽換。**

Student Thesis—Points to Remember

1. Application for the postponement of thesis publication (paper copy)

Applications for publication postponement/non-disclosure of a paper copy of a thesis are restricted to reasons stated in Article 14 of the NTNU Degree Conferral and Graduate Degree Exam Regulations (matters involving confidentiality, patent rights, or legal issues may exempt the student from the necessity of public release). When applying, students are required to fill out a Postponement of Thesis/Dissertation Application Form and, during their oral exam, provide the completed application form, along with all relevant supporting documentation, to their oral defense committee members and head of the department for signature. The application form should be placed (not bound) within the thesis. and When completing school-leaving procedures, the 2 original application forms, and 2 supporting documentation, shall be submitted alongside the 2 theses to the NTNU Library.

2. No changes to power of attorney

In accordance with the decision of the 1st meeting of the Academic Affairs Committee for the 2019 academic year: "Once authorized, a power of attorney form may not be altered."

3. No alterations or replacements following thesis submission

Article 14 of the NTNU Degree Conferral and Graduate Degree Exam Regulations states that following the submission of their thesis to the library, graduate students shall be unable to alter or replace their thesis.

1. 攜帶學生證至研究生教務組領取學位證書。

學生證如果已經遺失，請先登入校務行政入口網進行學生證掛失，再至研究生教務組領取學位證書。

Bring Student ID to pick up diploma at Graduate Studies of Academic Affairs.

If Student ID has been lost, please log onto the校務行政入口網(https://iportal.ntnu.edu.tw/ntnu/) to

report the loss before picking up diploma.

2. 自110學年度畢業起，在領取紙本學位證書**後3個工作天**，可至學校網路信箱(學號@ntnu.edu.tw)，
下載數位學位證書。

Students who graduated from the 2022 academic year can download the digital diploma
by school email after picking up the diploma 3 working days.

2023