

## 離校手續注意事項 Notes on Graduation Procedure

- ▶ 本學期畢業生為延修生及研究生(除各所辦公室、圖書資訊館讀者服務組外)離校手續皆以「線上登錄」方式作業。

Postgraduate and graduate students for this semester(except for other department's office and library service group),the graduation procedure are apply with online.

- ▶ 學生線上查詢方式為：MyNKUHT(入口網) →輸入學號及密碼→應用系統→教務處→教務資訊系統(選課主機 1 或 2)項下的「查詢歷年成績」查看。

Online inquiry method: My NKUHT(Portal) → Enter student no. and password → Operating system → Academic Affairs Office → Student information portal → Grades inquiry for all years.



畢業生離校手續查詢畫面說明

- 本系統各填結清單項是由各離校手續單位建置，如有未結清單項，請於畢業典禮前向各單位洽辦，填辦完成，由承辦單位核章，證明已結清後，再離校手續單領取學位證書。
- 未完成離校手續的同學名單將陸續更新至110.12.15止，尚未結清名單以110.12.15號前系統名單為主。
- 領取學位證書流程如下：
  - 參加畢業典禮，並先交齊畢業證書費用。
  - A、各科及格、無補修科目、離校手續均完成→向領取學位證書。
  - B、各科及格、無補修科目、離校手續未完成→完成離校手續後先註冊課程組(註冊)領取學位證書。
  - C、有修讀(補修)低年級科目者，須繳成績單及合格→於111.1.25前至教務處註冊課程組(註冊)領取學位證書。
  - D、為不及格科目不能如期畢業者，可先免辦理離校手續，並請依註冊課程組(註冊)規定時間辦理補修。
- 詳細領取學位證書流程請向參閱教務處公告(<http://academic.nkuht.edu.tw/main.php>)。

承辦單位	離校手續辦理情況
教務處註冊課程組	已完成
學務處生活輔導組	已完成
學務處課外活動組	已完成
學務處諮詢輔導組	已完成
學務處生活輔導組	已完成
總務處出納組A	已完成
研發處就業輔導暨校友服務組	已完成
圖書資訊館圖書服務組	已完成
國際事務處國際交流組	已完成
體育與健康中心	已完成
體育與健康中心體育教學暨衛生保健組	已完成

- ▶ 請記得到「在校生校務資訊系統」裡填寫「畢業求學就業調查」，詳情如PDF檔。Please follow the PDF file to fill in the "Graduation Higher Education and Employment Survey" in the " Student Information System ".

- ▶ 學位論文上傳及繳交：請至教務處註冊課務組→表格下載→下載畢業離校手續單紙本，至各所辦公室及圖書資訊處辦理離校簽核手續。

Thesis upload and hand in: Academic Affairs Office(Resgistration and curriculum section)→ Resgistration and curriculum-forms download→Print out Graduation

Procedures Sheets of Master Program, get signatures from departments office and library and information center.

➤ 領取學位證書 Pick up the Degree Certificate :

- 完成離校手續，請於預計領證前 3 日，電洽註冊課務組確認是否已印製學位證書。承辦人分機:IMTH→12104。

Completed the graduation procedures, please call to Academic Affairs Office to confirm that the certificate of degree is printed. Extension no:IMTH→12104.

- 持已完成之離校手續單、2 吋照片 1 張至教務處註冊課務組領取學位證書。

Take the completed Graduation Procedures Sheets of Master Program and one pieces of 2inch photo to Academic Affairs Office(BuildingA,3F) and pick up your certificate.

- ◇ 親領(需驗證-學生證或身分證)，若有特殊原因無法親自領取者，須檢附本人填寫簽章之委託書及受託人之身分證核驗，則可以代領。

Pick up yourself(need to identify your student card or Identity card),if you are cause of special reasons cannot pick up the certificate yourself, please provide letter of authorization to your authorizer for help receive.

- ◇ 郵寄:離校前畢業生本人填妥「學位證書郵寄同意書」(請至教務處註冊課務組→表格下載)，雙掛號回郵 A4 信封(貼妥郵資 124 元，含封套)，交由註冊課務組代為郵寄，如離校手續未完成者，仍請先到校完成離校手續。

Send by post: Fill completely [Letter of consent to mail degree certificate](download from Resgistration and curriculum section) before you graduate, hand over the Double Registration Reply Envelope with A4 size(adhered with \$124,including an envelope) to Academic Affairs Office and they will help you to send the certificate to you, if your graduate procedures uncompleted, please back to school to complete it.