

國立清華大學畢業生離校程序說明

研究生

申請口試離校截止日

學位考試流程請參閱「[研究生學位考試作業流程](#)」並依其辦理。

口試及審定完成日期及辦理離校截止日：

類別	第一學期	第二學期
口試及審定完成日期	1/31	7/31
辦理離校截止日	次學期註冊日前(不含開學當日) (未能於學位考試當學期結束前完成審定者，該次口試無效)	

請至[校務資訊系統](#)啟動畢業離校並建議完成各單位所需程序，如未依限完成，本校得依法律程序進行求償：

校務資訊系統 Academic Information Systems
http://www.ccsp.nthu.edu.tw/ccsp/INQUIRE/

清華大學！歡迎來訪組

服務電話(測試)

校務資訊學生查詢系統

密碼修改

委託授權設定

計畫中心學生帳號

個人資料維護

基本資料

註冊 Register

課程、成績 Courses, tran

學分及證書學分

轉系轉所審查

畢業生離校系統

步驟一

步驟二

步驟三

步驟四

查詢留言

選課 Select courses

書修 Summer courses

步驟四--畢業離校狀態確認

登入帳號: 99999999

畢業生離校程序及狀況
(● YES 表示已辦理完畢, ● NO 表示)

請於上班時間內依各單位規定辦理，全部呈現 ●YES 時，即可持學生證至註冊組領取學位證書。

請依序點選步驟一~四

單位處室	審核狀況
系所辦公室	
系所辦公室核章	● YES ● NO
(系(所)辦公室離系手續，請參看各系統頁或通知(公告)，依序辦理離系程序)	
系所辦公室核章(論文連檔)	● YES ● NO
圖書館 畢業生的叮嚀 辦理時間:8:30~12:00、13:30~17:00	
聯大與清大借還書狀況(分機 42996)	● YES ● NO
繳交碩/博士畢業論文(分機 42995)	● YES ● NO
保管組(分機 35262) 詳細規定參閱保管組	
抱取是否已歸還(或未借)	● YES ● NO
校友服務中心(分機 31249)	● YES ● NO
綜合學務組-就業輔導(分機 34720)	
在校生生涯意願調查表	● YES ● NO
教育部畢業生流向調查(註1)	● YES ● NO

請於審定前簽署繳交「[國立清華大學學位論文符合學術倫理聲明書](#)」至系所存查。

請留意圖書館辦理離校時間及辦理方式：

相關說明請參閱圖書館首頁/圖書館服務/畢業離校/畢業生離校程序

請於上班時間(週一至週五 8:00~12:00；13:00~17:00)至總圖書館一樓辦理，憑以點選離校系統。

- 查核已歸還所有借自本校各圖書分館、台聯大其他三校、互換借書證單位之圖書物件，並繳清滯還金。確認所申請之國內外館際借書及複印資料均已完成取件、歸還及繳清費用。
- 繳交論文二本。兩本論文繳交至總圖書館後，將分別由清華大學圖書館與國家圖書館典藏。

至校務資訊系統—畢業生離校系統辦理網路離校

論文格式：

請參閱註冊組網頁之[碩\(博\)士班相關規定/畢業](#)，並請確實依照「[研究生畢業論文格式條例](#)」規定撰寫。

✓ **繳交論文**

- 1.請依註冊組之「[國立清華大學研究生畢業論文格式條例](#)」裝訂。
- 2.若申請延後公開，請列印已簽名之申請表與佐證資料，經系所主管簽章核准後，並影印一份。將申請表與佐證資料正本與影本，請分別夾於兩本論文中（不須裝訂）。兩本論文繳交至總圖書館後，將分別由清華大學圖書館與國家圖書館典藏。
- 3.繳交時間：週一至週五 08:00-12:00、13:00-17:00
繳交地點：總圖書館 4 號、5 號櫃檯

✓ **更改論文內容**

- 1.凡本校研究生已上傳電子檔學位論文並經指導教授完成審核者，或已畢業取得學位之校友，如需辦理論文公開時間異動、論文內容勘誤、基本資料修正，應填寫「國立清華大學學位論文異動申請書」。
- 2.辦理論文內容勘誤者，須填妥前述異動申請書與「國立清華大學學位論文勘誤表」，向圖書館提出申請。
- 3.相關申請表單請見圖書館首頁/服務/畢業離校/學位論文異動

- ✓ **完成網路畢業離校手續並繳交論文至圖書館**後，請持**學生證**至註冊組領取學位證書，學生證背面加貼「畢業祝詞」後發還。
- ✓ **學生證遺失者**：請至校務資訊系統掛失後，至註冊組出示掛失記錄。

種類	口試後需送至註冊組的文件	領取學位證書日期
碩士班	✓ 口試成績單正本(含成績登記表)	左列文件送達註冊組後，於口試當月月底起
博士班	✓ 審定書影本	左列文件送達註冊組三個工作天後

- ✓ **領完學位證書**請至[校務資訊系統](#)確認已有畢業平均及論文題目方能申請成績單
- ✓ 詳細學位考試相關規定請參閱「[碩士學位考試細則](#)」、「[博士學位考試細則](#)」。

- ✓ **8月1日至次學期開學前欲舉行學位考試者**：請先至註冊組網頁下載[研究生提前註冊申請表](#)辦理。
- ✓ 完成學位考試合於退費者，請於領取學位證書前檢附繳費收據至註冊組辦理退費：
 1. 提前註冊日起至開學後 6 週內辦妥畢業離校手續者，可退學雜費基數 2/3。
 2. 開學後 7~11 週辦妥畢業離校手續者，可退學雜費基數 1/3。
 3. 開學後超過 11 週辦妥畢業離校手續者，不退費。

※領完學位證書後，請至校務資訊系統確認已有畢業平均及論文題目方能申請成績單日後若有需要成績相關證明，歡迎返校、使用通訊方式申請，相關表格請至註冊組或校友服務中心網頁下載。

※自動化繳費列印系統一部置於行政大樓中庭，另一部置於行政大樓收發室旁 24 小時開放。

The illustration of leaving school procedure for graduates

- 1) Check the leaving school procedure in the website.
<http://registra.site.nthu.edu.tw/p/404-1211-5155.php>
- 2) Go to the Academic Information Systems, press the Graduation Process and complete all Steps.

Check the following table of the deadline for the Degree Exam (Oral Defense), the final thesis/dissertation approval and leaving school procedure.

Item	Fall	Spring
Deadline for the Degree Exam (Oral Defense), the final thesis/dissertation approval	1/31	7/31
Deadline for leaving school procedure	Before the registration day of the next semester (If you haven't completed the final thesis/dissertation approval before the end of the semester, i.e. 1/31 or 7/31, in which the Degree Exam is held, the Degree Exam will be invalid.)	

Step 4. Checklist

Student ID: 9634081

Checklist - Status
(● YES Process has been completed ● NO Process has not been completed)

Process	Status
Department (Institute) Stamp of the office (Department (Institute) graduation process. Please pay attention to your departments homepage or notice (announcement) for graduation procedure and follow it in order)	● YES
Library Reminders office hours: 8:30~12:00 / 13:30~17:00 Borrowing and Renewal Status (Ext 42996)	● YES ● NO
Storage (Ext 35262) Reminders If the clothes has been returned (or has not been borrowed)	● YES ● NO
NTHU Alumni Service Center (Ext 31249)	● YES ● NO
Division of General Student Affairs - vocational guidance (Ext 34720) Departure Student Career Intention Investigation System 教育部畢業生流向調查 (註1)	● YES ● NO
綜合學務組 - 僑外生 勞健保費是否已退費	● YES ● NO
國際事務處綜合事務組 是否已前往國際事務處綜合事務組	● YES ● NO

※ After all the process has been completed, please bring your student ID to the Registration Office (graduate students please bring a copy of the Thesis) to collect your Diploma.

Complete step 1 to 4

Complete all procedures of the offices below (all status should be ● YES) and go to the Division of Registration with student ID card to get the degree certificate.

The student must submit the "Thesis/Dissertation Affidavit" to the department, graduate institute, or degree program before obtaining the "Final Thesis/Dissertation Review Form" for record.

The service hours for school-leaving at the counter 4 and 5 of Main Library on the first floor are Monday to Friday, 8:00 AM-12:00 PM and 1:00 PM-5:00 PM.

1. Please return all materials borrowed from the Library, the other three institutions of the University System of Taiwan, and reciprocal borrowing institutions, and settle all overdue fines. Ensure that all requested interlibrary loan materials, both domestic and international, as well as document delivery items, have been collected, returned, and all associated fees have been paid.
2. Submit two copies of the thesis/dissertation. One copy will be archived at NTHU and the other at the National Central Library.

Submitting Thesis/Dissertation

1. Please bind the thesis/dissertation in accordance with the "Regulations Governing the Formats of Graduate Thesis/Dissertation at National Tsing Hua University".
2. If you apply for delayed public access (embargo), submit the original Application for Delayed

Public Access and supporting documents together with two printed copies of your thesis/dissertation to the Main Library (no binding required).

3. Submission Hours: Monday to Friday, 8:00–12:00 and 13:00–17:00

Location: Main Library, Counters 4 and 5

Thesis/Dissertation Modification

1. Graduates with approved electronic theses/ dissertations or alumni who have obtained degrees and need to update information, correct thesis/dissertation content, or modify public access dates, must complete the Application for Thesis/Dissertation Modification.
2. For content corrections, submit both the Application for Thesis/Dissertation Modification and the Errata Sheet for Thesis/Dissertation to the library.
3. To apply for Thesis/Dissertation Modification, please complete the required application documents

- After you finish all school-leaving procedures and submit 2 copies to the Library, bring your student ID card to the Division of Registration for collecting your Degree Certificate. The student ID card will be returned to you after being marked "graduation" on the back of the card.
- If you have lost your student ID card, please report the loss in the Academic Information Systems and show us your loss report record.

Degree	Requirements	The time to get the Degree Certificate
Master	✓ Original Score Sheet of Oral Defense including Score Report List	From the end of the month of the Degree Exam after submitting the required documents.
PHD	✓ Copy of Final Thesis/Dissertation Review Form	3 days after submitting the required documents

- ✓ Please refer to the National Tsing Hua University Master's/Doctoral Degree Exam Statutes on the website of Division of Registration for more details about Degree Exam.
- ✓ If your Degree Exam is between August 1st and the first day (not included) of the next semester, you will need to download the application form from the website. <https://registra.site.nthu.edu.tw/p/412-1211-1860.php?Lang=zh-tw> (Chinese)
(The 1st semester starts from Aug. 1st to Jan. 31st of the following year; the 2nd semester starts from Feb. 1st to July 31st.)

- ✓ For those who have completed their Degree Exam and are eligible for a refund, please submit your payment receipt to the Division of Registration for a refund while collecting your Degree Certificate.

1. Students who complete school-leaving procedures between the early registration date and 6 weeks after the start of the new semester will receive a 2/3 refund of their tuition and miscellaneous fees.
2. Students who complete school-leaving procedures 7-11 weeks after the start of the semester will receive a 1/3 refund of their tuition and miscellaneous fees.
3. Students who complete school-leaving procedures more than 11 weeks after the start of the semester will not receive a refund.

※ After receiving your Degree Certificate, please check the Academic Information Systems to confirm your graduation average and thesis/dissertation title before applying for a transcript.

※ If you need transcripts in the future, please use the automated application machine on campus or the online application system of the Office of Alumni Service and Resources Development.

※ One automated application machine is located in the lobby on the first floor of the Administration Building, and the other is located next to the Mailroom in the Administration Building. The latter is open 24 hours a day.

Collect the Degree Certificate

Others

Applying for Transcript