

國立臺灣師範大學延長修業年限申請書

National Taiwan Normal University Application for Extension of Graduation Deadline

※**學士班學生若尚未達主修學系畢業條件，或經核准出國交換、修讀雙聯學位，且符合延畢規定者將自動延畢，免填本表。**

Undergraduate students who have not yet met the requirements for graduation from their major department, have been approved to overseas exchange or to study dual degrees, and also meet the requirements for deferred graduation, will be automatically deferred and exempted from completing this form.

姓名 Name	學號 Student ID No.	聯絡電話 Phone No.
系所/組別 Department/Division	申請日期 Application Date	年 Year / 月 Month / 日 Date
申請事由 Reason for Application	<p>本人因下列原因，未能於_____學年度第_____學期修畢應修學分，擬申請延長修業1學期。Due to the following reason(s), I am unable to complete the academic credits required for graduation in the _____ semester of the _____ academic year. Therefore, I am applying for a graduation deadline extension of one (1) semester.</p> <p><input type="checkbox"/> 1. 修習雙主修 Pursuing a Second Major in _____ 學系</p> <p><input type="checkbox"/> 2. 修習輔系(含跨校) Pursuing a Minor (includes interscholastic minors) in _____ 學系</p> <p><input type="checkbox"/> 3. 修習學分學程 Completing a Credit Program in _____ 學程</p> <p>4. 修習師資職前教育 Pursuing a Pre-service Teacher Education</p> <p><input type="checkbox"/> 教育專業課程 Professional education courses</p> <p><input type="checkbox"/> 專門課程任教科別: _____ Teaching subject specialization: _____ (研究生請檢附歷年成績單 Graduate students: Please attach academic transcript)</p> <p><input type="checkbox"/> 5. 經核准出國交換或修讀雙聯學位 Approved to study abroad or overseas dual degrees. *僅研究生填寫(For graduate students)</p> <p><input type="checkbox"/> 6. 懷孕(或配偶懷孕) Pregnancy (or spouse is pregnant)</p> <p><input type="checkbox"/> 7. 撫育三歲以下子女 Providing childcare to infants three years of age or younger</p> <p><input type="checkbox"/> 8. 當學期本人/配偶曾懷孕(人工/自然流產或出養) I was / My spouse was pregnant this semester (Aborted/Miscarried or Given up for Adoption)</p> <p><input type="checkbox"/> 9. 身心狀況及學習需要(須為符合學則所列條件之身心障礙學生) Physical or mental state and learning needs (must be a student with a physical or mental disability that meets prerequisites stated in the <i>NTNU School Regulations</i>)</p>	
(1) 主修系所/專業學院 (系所主任/院長) Department / Professional College of Student's Major (Department Director/College Dean)	(2) 教育專門課程學系 *未修畢專門課程(由培育學系助教核章) Department in Charge of Specialized Course in Education	(3) 赴外核准單位 (國際事務處/學院/學系) *學士班學生免會 Academic Unit Giving Approval for Study Abroad (Office of International Affairs/College/Department) *Not required for undergraduate students
(4) 師資培育學院師資培育課程組 *未修畢教育專業課程 College of Teacher Education, Division of Teacher Education Programs *If professional education courses have not been completed	(5) 教務處 Office of Academic Affairs 未修畢雙主修、輔系、學分學程者請完成流程(1)後 逕送註冊組/研教組/公館教務組核驗蓋章 Students who have not completed their double major, minor, or credit program, should first get the signatures required in Field (1), after which this form should be verified and stamped by the Registry Division/Graduate Studies Division/Gongguan Branch Academic Affairs Division	

說 明
Remarks

- 一、因修習輔系、雙主修需申請延長修業年限者，請於行事曆規定期限內提出申請，否則視同放棄輔系、雙主修之修習資格，且畢業離校後不得要求返校補修。
Those who need to apply for an extension for their study due to pursuance of minors or a second major should apply before the calendar deadline. Failure to do so will result in the forfeiture of candidacy for such minors or second major. Completion of minors or a second major post-graduation will not be allowed.
- 二、研究生已完成學位考試且修業期限屆滿者，因仍未修畢學分學程、師資職前教育課程之教育專業課程或專門課程應修學分，或核准出國交換或修讀雙聯學位者，始得申請延長修業期限（請參閱學則第 52 條）
In the case of graduate students who have completed their degree exam and whose graduation deadline has passed, they may still apply for an extension of graduation deadline if 1. they have yet to complete a credit program, 2. they are pre-service teacher education program students who have yet to complete compulsory professional education courses or specialized courses, or 3. they have been accepted as an overseas exchange student or overseas dual degrees (please refer to Article 52 of the *NTNU School Regulations*).
- 三、申請事由為 6-9 者，以事實認定核給延長年限(須檢附相關證明文件)，其他事由每次申請延長 1 學期為限。
Each application for extension of graduation deadline shall be for one (1) academic semester maximum, except for Reasons 6-9, in which the extension period shall be handled in accordance with the *NTNU School Regulations* and the particulars of the individual case.
- 四、學生未經登記而修讀雙主修、輔系、學分學程課程者，若已符合申請延長修業年限資格，應另檢附「雙主修/輔系資格修畢後認證申請書」及歷年成績單至加修學系或學程審核。
Students who are currently studying, but not officially registered for, a second major, a minor, or a credit program should provide a completed “Application Form for Double Major/Minor Completion Certification” and their academic transcripts to the department of the second major/minor/credit program for verification, provided they meet the conditions for the extension of graduation deadline.